About This Manual

Purpose: This manual is to provide a procedure resource for all faculty and staff.

Definitions:
1. **Policy**: Operational guidance approved by the State Board/Virginia Community College System.
2. **Procedure**: Institutionally developed, enforced processes that may reference State or Federal policy. Reviewed regularly, approved by the President, and when appropriate the local college board.
3. **Guideline**: Institutionally developed best practices, typically departmental process.

Each topic will include references to any and all applicable State and/or Federal policies or guidelines.

Acronyms:
1. BRCC – Blue Ridge Community College
2. DHRM – Department of Human Resources Management
3. SACSCOC – Southern Association of Colleges and Schools Commission on Colleges
4. SCHEV – State Council for Higher Education in Virginia
5. VCCS – Virginia Community College System

Tools:
Links will be blue and will open a new window. Close the window to return to the procedure.

Text that appears in green provides accurate search text that may be copied and pasted in the search box of the source document. To open the VCCS Policy Manual, copy the green text, click on the blue text, click on the “Policies” tab, paste the copied text in the search box, click on the magnifying glass. Search window will continue to display search criteria. Select appropriate section and scroll to find applicable part of the policy.

Accreditation:
Blue Ridge Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Blue Ridge Community College.
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**Directions and Procedures that Guide the Operations of the College**

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Part I: Directions and Procedures that Guide the Operations of the College

Section I  Mission-Vision-Values-Strategic Directions

I.a. Mission
Blue Ridge Community College meets the educational needs of the community, empowering students through comprehensive programs and services, within an environment of academic excellence. One of Virginia’s Community Colleges, BRCC offers credit courses and programs through the associate degree level, as well as non-credit workforce development and continuing education opportunities.

I.b. Vision
Blue Ridge Community College will deliver innovative and rigorous programs and services; sustain a supportive environment; and empower students, alumni, and employees to make a positive difference across the local and global communities.

I.c. Values
- Excellence – We demonstrate the highest standards of performance and values continuous improvement.
- Integrity – We model ethical behavior and take personal responsibility for our words and actions
- Education – We encourage intellectual development and create an environment in which every encounter is a learning experience.
- Opportunity – We embrace an accessible and welcoming environment and promote civility to all participants and ideas.

I.d. Strategic Questions

Is today’s decision...
1. in the best interest of our students?
2. intended to move our community forward?
3. supported by those affected?
4. in support of our mission, vision, and values?
Section II Governance

Shared Governance -- The purpose of the Blue Ridge Community College Governance Model is to ensure participatory decision-making. Its fundamental premise rests upon active and responsible involvement of all College employees: faculty, staff, and administration. The complete Governance Model is available to all constituencies on the Institutional Intranet site in a document titled “Governance Model” in the documents section of Governance.

II.a. Faculty Role in Governance
Type: Procedure

Reference: VCCS Policy (Sect. 3, Sect. 3.05, Part 3.5.4) of the VCCS Policy Manual cites faculty expectations in Professional Activities and Contributions.

The structure of the Blue Ridge Community College Governance Model provides opportunities for faculty members to be elected to institutional governance committees.

II.b. Institutional Sub-cycle
Type: Guideline

Statement: Blue Ridge Community College has developed an institutional sub-cycle which identifies timelines and triggers a start date for most major recurring projects and activities. This mechanism is maintained by the Office of the President. The Assistant to the President issues notifications to College constituencies every week as a reminder to begin the process(es).

As part of the Institutional Sub-Cycle, section 0180 addresses the process of updating the Institutional sub-cycle. Updates of the Institutional Sub-Cycle occur every other year.
Section III  Governing Policies

III.a. Governing Board Control
Reference: VCCS Policy (Section 2A, Section 2.09, Part 2.9A); State Code §23-215

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System Policy, and state code cited in the references of this section regarding Administrative Relationships and Responsibilities of the State Board for Community Colleges.

III.b. Board Conflict of Interest
Reference: VCCS Policy (Section 2-C, Code of Ethics); State Code § 2.2-3100

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System policies and state code cited in the references of this section regarding Board Conflict of Interest.

III.c. Board Dismissal
Reference: VCCS Policy (Sect. 2-C, Art. I, Sect. 1.2) (State Board); VCCS Policy (Sect. 2A, Sect. 2.09, Pt. D.3.d) (College Board)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System Policy cited in the references of this section regarding Board Dismissal.

III.d. Board/Administration Distinction
Reference: VCCS Policy (Sect. 2A, Sect. 2.9 (appears as section 2.09 in the index when searched))

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System Policy cited in the references of this section regarding Board and Administration Distinction of Responsibilities.

Section IV  Procedure for Updating Procedures

The Faculty-Staff Handbook of Institutional Procedures and Guidelines is a living document that will be reviewed on a rotating basis. Where applicable, sections of the manual will be referred to appropriate Governance Committees and/or Administrative Units for review. The period between reviews for any section shall not exceed three years.

Revisions, additions or deletions recommended by governance committees will be addressed to the appropriate Administrative Liaison.
Approved changes accepted during the spring semester will be incorporated no later than September. Approved changes accepted during the fall semester will be incorporated no later than March. Revisions, additions and changes proposed by departments will be reviewed during the summer, and incorporated no later than September.

Substantive corrections, additions, revisions and deletions to the Faculty-Staff Handbook of Institutional Procedures and Guidelines will be forwarded to the September and March Local Board meetings for acceptance. Non-substantive edits including, but not limited to, grammar, formatting, etc. may be made without Local Board approval. The Faculty-Staff Handbook of Institutional Procedures and Guidelines will be forwarded to the Local Board for acceptance, in its entirety, every three years.

Most recent revision/review dates for each section and next scheduled revision/review dates shall be tracked.
Part II: Institutional Procedures and Guidelines

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Section 1 Human Resources

The purpose of this section is to record various personnel rules, policies and procedures of the Federal and State governments, the State Board, DHRM, and the Systems Office, as observed by the Institution. Special attention has been given to the difference in provisions for faculty and classified employees.

1.0 General Provisions

1.0.1 Inclement Weather
Type: Guideline

When severe weather or emergencies (snow, ice, flooding, power failures) require the College to be closed, notification will be made through announcements on the College’s telephone greeting, by local radio and television stations and through the college’s emergency alert process. In the absence of any announcement, the College is open and employees and students are expected to be in attendance.

Since the College serves a large geographic area, employees and students are expected to exercise their own judgment when hazardous conditions exist in their own areas. In the event that a student must miss a class for weather-related or emergency conditions, the student is obligated to notify the instructor as soon as possible and arrange for appropriate make-up work. Similarly, employees should notify their immediate supervisor as soon as possible when unable to report to work. If employees choose to stay home or come to work late when the college is open, they must notify their supervisor as soon as possible and use some type of appropriate leave to cover the time off.

When the College announces that the College is closed, only “designated” employees are required to report. The College will determine designated personnel based on the nature of the closing and notify those personnel individually. Designated personnel will earn compensatory leave or be paid overtime for the hours worked, provided they are in occupational classes which are eligible to earn such time. Employees who are in “non-designated” classes will be allowed the day off without charge to leave time. Employees who are on pre-approved leave will not have his or her leave balances charged for the period the College is closed. If the college is closed, all college activities (including committee meetings) are cancelled unless otherwise announced.

1.0.2 Holidays
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.14) (faculty); DHRM Policy 4.25 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Holidays.
BRCC observes 12 paid holidays each year. Due to the academic calendar at BRCC, all holidays are not taken on the established state holiday dates. A holiday schedule is issued by the Vice President of Finance and Administration each calendar year indicating the observation dates.

**1.0.3 Time and Attendance**  
Type: Guideline

Non-Exempt Employees must enter their time worked into the PeopleSoft Payroll and HR Management System each week. Non-exempt employees will be eligible for overtime pay or leave at the 1 ½ times rate, for any hours worked over 40 in a workweek. Unless approved in advance by the Vice-President of Finance & Administration, overtime will be granted as 1 ½ times Overtime Leave.

**1.0.4 Hours of Operation**  
Type: Guideline

Normal work hours for most administrative offices are 8:15 a.m. – 5:00 p.m., Monday through Friday (except on scheduled holidays). However, some departments may regularly be open at other hours and on weekends, and schedules may vary based on time of year, class schedules, etc.

**1.0.5 Retirement Plans**  
Type: Procedure

Reference: Optional Retirement Plan (ORP); Virginia Retirement System (VRS) Retirement Plan Comparison Chart; ORP Guide (BRCC Intranet, password may be required)

Participation in a retirement and group life insurance plan is mandatory for full-time salaried employees. The Virginia Retirement System (VRS) is available to all full-time employees. Employees with faculty rank may choose the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), or Fidelity Investments Tax-Exempt Services Company as their Optional Retirement Plan (ORP) provider instead of VRS. Information about the different options is available from Human Resources.

**1.0.6 Outside Employment**  
Type: Procedure

Reference: VCCS Policy (Sect. 3, Sect. 3.08, Pt. 3.8.8)

College personnel are permitted to engage in outside employment when it does not conflict with their professional responsibilities at the College. Members of the faculty shall not engage in any employment at any time that prejudices their usefulness as members of the College faculty or which would reflect unfavorably upon the College or create a conflict of interest.
Virginia conflict of interest legislation requires that state employees who contract to furnish services to more than one state agency during the same time period notify all of the agencies involved of their employment status.

Supplemental employment of College faculty may be permitted by other educational institutions if (a) the work does not conflict with the responsibilities to this College, (b) the extra assignment does not exceed the equivalent of four credits per semester, and (c) prior approval of the outside employment has been granted by the appropriate supervisor.

Approvals for outside employment must be renewed each semester. Faculty members should discuss any intent or plans with their Dean. The Dean may choose to review the request with the Vice President of Instruction and Student Services.

1.0.7 Education Assistance and Continuous Learning

1.0.7.1 Authority
The President has given the Vice-President of Finance & Administration and the Human Resources Director the responsibility and authority to establish and enforce the college’s Educational Assistance procedure.

1.0.7.2 Applicability
This procedure applies to full-time instructional faculty, administrative/professional faculty, full-time classified employees, regular wage employees and current adjunct faculty. Wage employees whose primary status is “student” are not eligible for this program. This procedure only applies to courses taken at Blue Ridge Community College. Educational assistance for courses taken outside of BRCC are administered through the Tuition Reimbursement Program in the Office of the Vice-President for Instruction and Student Services.

1.0.7.3 Purpose
The purpose of this procedure is to establish guidelines for supporting the educational and continuous learning goals of all Blue Ridge Community College employees in an effort to enhance employee development and improve recruitment and retention of all classifications of employees.

1.0.7.3.1 Definitions:
Educational assistance is financial support for approved, job-related educational courses. Courses may or may not be related to the acquisition of job-related degrees, professional certifications or licenses. Assistance may be granted for a single course or a series of courses. For credit courses, BRCC’s financial support shall consist of the cost of tuition and regular mandatory fees (i.e., student activity fees and technology fees). Employees will be responsible for any additional class-specific fees that are paid to outside organizations.
Continuous Learning Courses are courses that are not job-related, but are taken for personal enrichment and/or improvement.

**Job-Related:** Education or training related to an employee’s current position to meet one of the following objectives:

- To provide education and/or training to improve the knowledge, skills, and abilities necessary to perform the employee’s current duties.
- To provide training in the use of new or modified methods and/or equipment.
- To provide education and/or training to improve the knowledge, skills, and abilities required by changes in the employee’s current position.
- Employees are eligible for this benefit immediately upon employment in a covered position.

Classes should be taken outside of normal work hours. Supervisor approval is required if an employee wishes to take a class during normal work hours. The employee will be required to adjust their work schedule, use approved leave, and/or make-up the time spent in class in order to fulfill their normal hours of work during a workweek. Time spent in class is not considered hours worked.

Employees may take up to six credits per semester at no cost. If an employee wishes to take more than six credits in a semester, they must obtain written approval from their supervisor.

Employees may receive a 50% discount for non-credit classes offered through BRCC’s Continuing Education Division.

The college reserves the right to deny this benefit to any employee who it is deemed has abused this privilege. Abuse may include, but is not limited to, dropping classes unnecessarily, not attending class regularly, or not making satisfactory academic progress (normally “C” or better).

**1.0.7.3.2 Procedure – BRCC Courses**

- Employees must request assistance prior to the start of the class.
- Requests must be submitted to Human Resources by completing the Educational Assistance/Continuous Learning Request Form. Forms are available from the HR Office or at the HR intranet site. Written approval from the supervisor is required if an employee is requesting approval for more than six credits in a semester and/or if the course is held during normal work hours.
- After the request form is approved, the form is taken to Admissions and Records for registration as a non-paying student. Employees must register in person and provide the signed Educational Assistance/Continuous Learning Request Form to Admissions and Records in order to access this benefit.
After the course is completed, a copy of the final grade (or attendance certification for non-credit courses) must be submitted to the Human Resources Office.

1.0.7.3.3 Procedure – Reimbursement/Professional Development

- Access and complete the Educational Aid Packet available on the Intranet (password may be required)
- Submit the packet to your immediate supervisor for review and approval
- Packet forwarded to the Vice President of Instruction and Student Services’ office for review and approval
- VP notifies each employee by memorandum of approval or denial and includes procedure to follow upon completion of the course
- Original VCCS 16 and documentation is maintained in Human Resources for classified staff and Vice President’s office for faculty.
- A copy of the Promissory Note – Continuation Agreement is forwarded to the Coordinator of Business and Facilities Services, along with a listing of the amount of aid awarded and the Advance Request Form, if applicable.
- The exit interview process will include a checklist item regarding whether educational aid reimbursement is owed the Commonwealth by terminating employee.

1.0.8 Breaks - Classified Employees

Type: Guideline

Employees may take up to a 15 minute break in the morning and in the afternoon. These breaks are granted at the discretion of the supervisor and are a privilege, not a right. The purpose of these breaks is to allow employees time to take care of personal needs. The break times cannot be used to extend the lunch break or shorten the work day.

In most situations, employees are best served by having the freedom to leave their work station at will rather than being limited to a specific 15 minute period, as long as the aggregate time away from the work station does not exceed 15 minutes. However, if the supervisor feels that (a) a particular employee is abusing this privilege, or (b) that a scheduled break is necessary for an employee to be able to take care of personal needs, the supervisor should see the HR Director to establish a break schedule for that situation.

Classified non-exempt employees working at least six consecutive hours should take, at a minimum, a 30-minute lunch (meal) break. This lunch period is not to be included in the total required hours of work per day. However, if an employee does not receive a full 30 minute uninterrupted meal break, then the time should be included as hours worked.

1.0.9 Workplace Harassment

Type: Procedure
Reference: DHRM Policy 2.30
Blue Ridge Community College does not tolerate harassment in its programs, procedures or practices. This includes, but is not limited to, harassment on the basis of sex, race, color, religion, sexual preference, age, national origin, handicap, or political affiliation. All employees and students of Blue Ridge Community College are covered by this policy.

Harassment may include (but is not limited to) offensive verbal or physical conduct under the following circumstances:

1. Submission to or rejection of the conduct is made the basis for:
   a. grade;
   b. educational opportunity;
   c. admission or graduation;
   d. suspension, dismissal or other punitive action;
   e. hiring, promotion, transfer, termination, or demotion;
   f. performance evaluation or counseling, or

2. The conduct seriously affects work by creating a hostile and intimidating work or learning environment.

Complaints of harassment can be brought to the attention of the supervisor, division/department manager, HR Director, or any other member of management with whom the complainant feels comfortable talking.

1.0.10 Workplace Violence
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.14, Pt. 3.14.6); DHRM Policy 1.80

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System Policy in the references of this section regarding Workplace Violence.

1.0.11 Worker’s Compensation
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.6); DHRM Policy 4.60

If an accident or illness arising from or occurring in the course of an employee’s job causes an employee to miss work, the employee may be entitled to workers’ compensation to help offset the loss of wages during the period he/she is unable to work. In order to be covered, the employee should report the accident to his/her supervisor immediately. If the employee requires medical attention, it will be furnished at no cost to the employee if he/she seeks the services of one of the physicians on the Preferred Provider Panel, and it is approved by the state’s Third Party Administrator for Workers’ Compensation Insurance. The Preferred Provider Panel of Physicians is available from Human Resources.

The College pays the entire cost of Workers’ Compensation Insurance.
1.1 Appointment and Hiring

1.1.1 Classified Staff (Full-time and Part-time)
Type: Procedure
Reference: DHRM Policy 2.05; DHRM Policy 2.10; BRCC Classified Employee Equal Employment Opportunity and Affirmative Action Plan

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Department of Human Resources Management policy and BRCC Procedure cited in the references of this section regarding appointment of classified staff.

1.1.2 Faculty (Administrative/Professional and Teaching)
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4); BRCC Instructional and Administrative Faculty Equal Employment Opportunity and Affirmative Action Plan

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the VCCS policy and BRCC Procedure cited in the references of this section regarding appointment of faculty.

All appointments are granted by the State Board for Community Colleges upon recommendation of the President of the College and the Chancellor of the Virginia Community College System. Procedures for recruitment and selection of administrative, teaching and professional faculty are available in the Human Resources Office. Teaching and Professional Faculty appointments are for one academic year, three academic years, or five academic years.

Adjunct faculty appointments are limited to one semester at a time and do not imply any guarantee of renewal.

The terms "Restricted Appointment" or "Temporary Appointment" are used if the appointment is understood by all parties to be of limited duration, with specified closing date.

1.1.3 Faculty Non-Reappointment and Dismissal

1.1.3.1 Non-Reappointment
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.12, Pt. 3.12.1)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the VCCS policy cited in the references of this section regarding non-reappointment of faculty.

1.1.3.2 Dismissal
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.12, Pt. 3.12.2)
Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the VCCS policy cited in the references of this section regarding dismissal of faculty.

1.1.4 Routine Sequence of Appointment for Faculty-Ranked Full-Time Employees
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4.0.2)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the VCCS policy cited in the references of this section regarding Routine Sequence of Appointment for Faculty-Ranked Full-Time Employees.

1.1.4.1 Faculty Eligibility for Multi-Year Appointment
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4.0.1)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the VCCS policy cited in the references of this section regarding Faculty Eligibility for Multi-Year Appointment.

1.1.4.2 Tenure
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.16)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the VCCS policy cited in the references of this section regarding Tenure.

1.2 Evaluation

1.2.1 Classified Staff
Type: Procedure
Reference: DHRM Policy 1.40; DHRM Policy 1.45

1.2.1.1 Evaluation Process and Timeline
The annual evaluation of classified staff begins in September. Human Resources will notify supervisors of the requirements and deadlines each year at the beginning of the evaluation period.

The classified staff member will be offered the opportunity to complete a Self-Assessment and a Record of Training will be included in the final evaluation. The supervisor completes the Evaluation section of the Employee Work Profile, assigns an overall performance rating, and then returns the written evaluation to the staff member for review. After the staff member has had sufficient time to review the written evaluation, he/she meets with the supervisor to discuss issues related to performance and to set professional/personal goals for the coming year. At this
time, the Employee Work Profile/Performance Plan for the next performance year is also reviewed and revised (if appropriate) to reflect any changes in job responsibilities.

The evaluation process for classified staff is generally concluded by November 15th of each year. The Employee Work Profile for the next evaluation period is usually submitted by December 1st.

1.2.1.2 Criteria for Evaluation Ratings
Classified employees are employees who occupy positions that are listed in the Commonwealth’s Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period.

1.2.1.2.1 Criteria for Evaluation Ratings:
Supervisors may assign one of three ratings to the overall evaluation of classified staff performance. The definitions of the three ratings are:

- **Below Contributor**
  Employee performance often does not satisfy expectations as described in the employee’s statement of core responsibilities.

- **Contributor**
  Consistently satisfies expectations as described in the employee’s statement of core responsibilities.

- **Extraordinary Contributor**
  Satisfies all expectations as described in the employee’s statement of core responsibilities, but often reaches beyond those expectations, for example:
  - Taking initiative to implement new work systems to improve performance
  - Taking leadership for one or more important projects which advance the mission of the unit and the college or
  - Helping others improve their performance by working effectively as members of a unit or college-wide team.

An employee who receives the rating of Extraordinary Contributor must have had his/her exemplary performance documented by at least one Extraordinary Performance form during the evaluation period.

1.2.2 Blue Ridge Community College Administrative Faculty Evaluation Plan
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.06, Pt. 3.6.1)
Those administrators holding faculty rank will be evaluated by their immediate supervisor on the basis of the "job description" associated with the position held by the person being evaluated.

BRCC follows the general guidelines for the evaluation of all administrators holding faculty rank for purposes of reappointment, promotion, and salary as set forth in the "Policy and Procedure for Evaluation of College Personnel Holding Faculty Rank," which applies throughout the VCCS (*VCCS Policy Manual*, Section 3.6.1).

The effect of evaluation for responsible professionals should be the achievement, maintenance, and recognition of mutually satisfying job performances.

1. Communication between evaluated and evaluator is open and candid.
2. Those being evaluated are willing to acknowledge to their supervisor those areas of endeavor that may need improvement.
3. The evaluator actively helps the person being evaluated to improve.

**1.2.2.1 Timetable**

The administrative faculty evaluation period shall cover the calendar year (January 1-December 31) and should generally be completed no later than March 1. The complete evaluation process includes the following elements as described in more detail in the sections below: (BRCC intranet, password may be required)

I. Annual Report (BRCC 9A)
II. Input From Supervisees (BRCC 9B)
III. Input From Colleagues (BRCC 9C)
IV. Customer Review (BRCC 9D)
V. Administrative Evaluation (BRCC 10)

Formal communications to administrative faculty members from the President will be made in accordance with the following timetable:

- December 15. Deadline for notification of recommendation for non-reappointment of administrative faculty with one or more years of service.
- January 15. Deadline for notification of recommendation for non-reappointment of administrative faculty during the first year of service.
- March 1. Deadline for completion of faculty evaluations.
- March 8. Deadline for applying for promotion.

The President will advise all administrative faculty members in writing no later than thirty (30) days following adjournment of the Annual Session of the Virginia General Assembly of the faculty rank and salary to be recommended to the State Board for Community Colleges.

**1.2.2.2 Elements Of The Evaluation Process**

1.2.2.2.1 Annual Report (BRCC 9A)

The administrator is charged with reporting those professional activities and contributions that may be relevant to evaluation in his or her "Annual
Report", (BRCC-9A). Courses taken, training received, and new degrees earned should be reported. Letters, transcripts, and other such evidence or documentation may be appended to the Annual Report. All information pertinent to the administrator’s evaluation should be mentioned or summarized on the Annual Report Form, even though evidence may have been previously submitted during the year, since the Annual Report Form is to be the one place the evaluator is expected to look to get a comprehensive view from the administrator of his/her efforts during the year. When summarizing input from colleagues, please attached copies of the BRCC – 9B, 9C and 9D to the annual report.

Implementation
The administrative faculty member will annually prepare the BRCC-9A and remit it to his/her supervisor.

1.2.2.2.2 Input From Supervisees (BRCC 9B)
Each administrative faculty member will solicit input from those that report directly to him/her. The purpose of this input is to identify strengths and weaknesses of the unit administrator and to offer constructive suggestions for improvement.

Implementation
Annually, the Office of Institutional Research and Effectiveness (OIRE) updates the online survey used to collect input from supervisees. By January 10 of each year, the OIRE distributes an updated link to administrative and professional faculty who have supervisees. Administrators are responsible for forwarding the link to their supervisees with a request for completion, and a requested ‘due’ date. The OIRE will provide summaries to the administrator and administrator’s supervisor after ample time is provided for supervisees to respond. The process should be completed each spring, in time for the Administrator to include the summarized data in his/her Annual Report.

1.2.2.2.3 Input From Colleagues (BRCC 9C)
Each administrative faculty member will solicit input from his/her colleagues. The purpose of this input is to identify strengths and weaknesses of the unit administrator and to offer constructive suggestions for improvement.

Implementation
The administrative faculty member will identify at least five colleagues, subject to the approval of his/her supervisor, to participate in the colleague review process. Annually, the Office of Institutional Research and Effectiveness (OIRE) updates the online survey used to collect input from colleagues. By January 10 of each year, the OIRE distributes an updated link to administrative and professional faculty. It is the responsibility of the
Administrator to identify those colleagues to be asked for input, to forward the link to those colleagues, and to include a ‘due’ date. The OIRE will provide summaries to the administrator and administrator’s supervisor after ample time is provided for colleagues to respond. This process should be completed at least once every three years.

1.2.2.2.4 Customer Review (BRCC 9D)
Each administrative faculty member will solicit input from those that use the services of his/her administrative unit (this may be a collective process in a shared division). Customers may include faculty, students, staff, other administrators, and the general public. An effort should be made to include input from all constituencies. The purposes of this input are to identify strengths and weaknesses of the services offered by the administrative unit and to seek constructive suggestions for improvement.

Implementation
The administrative faculty member will distribute and collect the current BRCC-9D (or other mutually agreed on document labeled BRCC-9D) to those who use the services of the administrative unit. An on-going process is preferable to an end of term process. The Office of Institutional Research and Effectiveness is available to help structure and administer the collection process. The administrator of the unit will review the input for strengths, weaknesses, constructive suggestions for improvement, identify methods of response to suggestions, and implement responses. The administrative faculty member will summarize the input and responses on his/her annual report (BRCC-9A). An on-going process is preferable. Summarize and include on the BRCC – 9A.

1.2.2.2.5 Administrative Evaluation (BRCC 10A)
The supervisor will review the administrative faculty member's annual report (BRCC-9A) and input from supervisees (BRCC-9B), for the primary purpose of assessment of his or her performance. The supervisor will summarize his or her observations of the administrator's performance by completing the Evaluation of Administrative Faculty Form (BRCC-10A). This narrative should provide evidence to support the supervisor's concluding assessment regarding job performance, professional relationships, competence, and adherence to policy, as well as professional activities and contributions. The supervisor will conclude by providing a rating to the faculty member on job performance and professional activities and contributions.
Implementation
A conference between the evaluator and the person being evaluated to review the BRCC 10A, "Evaluation of Administrative Faculty," is required before the evaluation is signed by both parties and filed in the faculty member's personnel file. Everyone evaluated has the right to examine all written or demonstrative evidence utilized in the development of his/her evaluation. Each person shall be provided the opportunity to present rebuttals relative to the evidence of the evaluation. All rebuttals become part of the record. The BRCC – 10A and Performance Review Conference with administrative faculty by their respective supervisor will be completed by the March 1 deadline annually.

1.2.2.3 Appeal
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.13); VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4.0.5.4); VCCS Policy (Sect. 3, Sect. 3.13.3)

The appeals process for teaching faculty, counselors and librarians is provided for in the VCCS Policy, (Sect. 3.13). BRCC administrative faculty members may also appeal the results of their evaluation through the same procedure.

If the evaluation process leads to a recommendation to the President for non-reappointment or dismissal and a faculty member wishes to appeal that recommendation, he may invoke the VCCS "Procedure for Non-reappointment of College Personnel Holding Faculty Rank" (Pt. 3.4.0.5.4). The VCCS "Faculty Grievance Procedure" (Pt. 3.13.1) may be used in cases involving disagreement about application of rules, policies, procedures, and regulations of the College or of the VCCS.

1.2.2.4 Review Of Evaluation Plan
The Evaluation of Administrative Faculty Plan will be reviewed every three years by all College personnel holding administrative faculty rank. Recommendations for improvement shall be approved by a majority of College personnel holding administrative faculty rank and submitted to the President for implementation. Any modifications by the President will be submitted to the administrative faculty for further consideration and resubmission. In the interim, the existing plan would remain in effect.

1.2.2.5 Academic Freedom
The evaluation process shall not be used to restrain administrative faculty members in their exercise of constitutional rights or academic freedom.

Updated and approved by Administrative Council January 12, 2006
Edited and updated September, 2006
1.2.3   Teaching Faculty Evaluation Plan
Type: Procedure
Reference: VCCS Policy (Section 3, Section 3.06, Part 3.6.0); BRCC Full-Time Teaching Faculty Development and Evaluation Plan (BRCC intranet, password may be required)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Teaching Faculty Development, Evaluation and Recognition.

Blue Ridge Community College has a comprehensive Full-Time Teaching Faculty Development and Evaluation Plan. (BRCC intranet, password may be required)

1.2.4   Adjunct Teaching Faculty Evaluation Procedure
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4.3)

1.2.4.1   Introduction
To determine the effectiveness of its instructional program, Blue Ridge Community College consistently evaluates the Teaching Faculty. To implement this process, The Academic Deans supervise and evaluate the professional performance of each Adjunct Faculty member. At the request of the Academic Dean, a willing full time faculty member may be designated to assist with some aspects of the evaluation process of Adjunct Faculty. This assistance may include summarizing results of the student evaluation of instruction (BRCC – 7) and performance of the classroom observation (BRCC – 8). Should a designee be sought, the designee will communicate their findings to the Academic Dean who will have final responsibility for the overall evaluation of the Adjunct Faculty member. Since this evaluation process is by nature subjective, its validity hinges upon the good judgment, professionalism, and open-mindedness of all participants involved.

1.2.4.2   General Guidelines
The following general guidelines are intended to encourage a fair evaluation process that will benefit the Adjunct Faculty member, the college, and its extended community.

1. Communication between the participants is open and candid
2. Persons being evaluated are encouraged to discuss their strengths and successes as well as any plans they may have for further improving their teaching effectiveness.
3. The evaluators assist the person being evaluated by offering constructive suggestions and encouragement whenever appropriate and possible.
4. In the spirit of ongoing improvement, the evaluator will discuss with the adjunct faculty member any inadequacies that may eventually be noted on an evaluation document at the time that such inadequacies are observed so that in this process the adjunct faculty member has an opportunity to clear up
misconceptions or make improvements beneficial to students or to the college community in a timely manner.

5. Persons being evaluated are encouraged to discuss any factors that may have affected their classroom performance with the evaluator. They are also encouraged to discuss any needs they feel are going unmet by the college that would assist them in the performance of their teaching responsibilities.

6. At the start of the contract period, the course syllabus will be reviewed by the appropriate Academic Dean, or their designee, to ensure material to be covered in the course and methodologies used are consistent with BRCC guidelines, and that all ‘required’ pieces of information (disabilities statement, office hours, etc.) are included.

7. The evaluator and the person evaluated understand that ongoing improvement, the path to excellence, is often subject to minor setbacks or problems and that such setbacks in an overall pattern of positive accomplishments generally should not receive special attention in an evaluation (for example, one or two negative responses from an overall positive student class evaluation).

1.2.4.3 Timetable

The faculty evaluation period shall cover the academic semester(s) in which the adjunct faculty is under contract. Steps of the evaluation process, include the submission of the results of the student end-of-course evaluation (BRCC – 7) and the classroom observation (BRCC – 8) of the faculty member by their Academic Dean, or the dean’s designee. The BRCC – 7 should be completed for each of the adjunct’s courses each semester. The BRCC – 8 should be completed the first semester an adjunct teaches at BRCC, and at a minimum every three years thereafter or more often as determined by the Academic Dean.

Results of the evaluation process will be communicated to adjunct faculty members from the appropriate Academic Dean.

1.2.4.4 Elements of the Evaluation Process

1.2.4.4.1 The Student End-of-Course Evaluation (BRCC – 7) (password may be required)

The current BRCC – 7 format, using the electronic method of collecting the information will be used by adjuncts. The primary purpose of student evaluations is to assist in the improvement of instruction. The evaluations also serve as a source of information for adjunct faculty evaluation by Academic Deans.

Guidelines

1. The standard student evaluation instrument must be administered at least once each semester in every section.

2. Electronic (on-line, etc.) evaluations should be collected in a manner that assures student anonymity. Adjunct faculty members may review the electronic (on-line) evaluation for the purpose of self-improvement after submitting final grades.
Efforts to avoid influence on student grades based on student evaluation responses rely on the integrity of individual adjunct faculty members.

3. Results of the student end-of-course evaluations will be held in the division office.

4. Conferences for discussing the results of student evaluations may be arranged as desired by either an adjunct faculty member or an Academic Dean or designee. Misinterpretations or misconceptions by either party should be resolved in conference.

1.2.4.4.2 Class Observation (BRCC – 8) (password may be required)

The class observation report form (BRCC – 8) delineates the aspects of teaching which the evaluator shall consider. The current BRCC – 8 format used by full-time faculty will be used by adjuncts. Normally, notice should be given prior to the class observation.

The BRCC – 8 should be completed the first semester an adjunct starts at BRCC, and at a minimum every three years thereafter. However, an observation may be conducted if:

- An Academic Dean deems that an observation is needed, or
- An adjunct faculty member requests an observation

If either party is not satisfied with the results of the observation, said parties may request a new observation. Observations may be made by a full-time faculty member as approved by the Academic Dean.

1.2.4.4.3 Teaching Standards

As noted in the VCCS Policy Manual, the major role for all academic faculty at BRCC is teaching, characterized “by working with students in classrooms, distance learning, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens.” [VCCS Policy (Sect. 3, Sect. 3.05, Pt. 3.5)]

For the purposes of conducting the evaluation process of the adjunct teaching faculty, the following measures of teaching effectiveness have been suggested as qualities and practices of a teacher who “Meets Expectations”;

- Providing a syllabus and course schedule that clearly communicate course requirements
• Ensuring content is appropriate for the level and description of the course being taught
• Designing and implementing learning activities and assignments to meet the course objectives
• Demonstrating currency in academic disciplines
• Presenting course content clearly
• Evaluating the effectiveness of teaching techniques
• Making adaptations to learning activities and materials to promote student success
• Responding to student inquiries within a reasonable time frame
• Creating an environment that encourages and supports student learning
• Assessing and evaluating student performance fairly
• Designing assessments that effectively measure student outcomes relating to prescribed course objectives; and
• Ensuring academic integrity

1.2.4.4 Safeguards
The process of evaluation outlined herein has a number of safeguards to ensure fairness and validity of the evaluation procedure.

1. Senate Ratification. The entire Adjunct Evaluation Plan is subject to acceptance and subsequent revision by the BRCC Faculty Senate by majority action. Any addenda to this plan and subordinate forms and processes must be accepted by majority action.

2. Oversight and Review by Vice President of Instruction and Student Services. The Vice President of Instruction and Student Services meets with the Academic Deans and designees before the classroom observations to discuss the evaluation process, definitions, and procedures. The evaluators discuss their interpretation of standards and their expectations so that evaluation criteria can be applied consistently across divisions. The Vice President of Instruction and Student Services may facilitate discussion of any issues concerning the appropriateness, validity, or fairness of individual evaluation ratings which cannot be settled by the Academic Dean and adjunct faculty member in conference.

3. An introductory presentation of the evaluation forms (BRCC – 7, 8) should be part of the orientation of all new adjunct faculty members. The appropriate Academic Dean will be responsible for this introductory presentation.

4. Variations to this plan to accommodate adjunct faculty members who cannot attend the orientation session or conveniently meet with their Academic Dean should be agreed upon by the adjunct faculty member and evaluator prior to the start of the review.

5. Access to Records. Each individual has the right to examine all official records used in the development of his/her evaluation.
He/she may then present written responses relative to the evidence of the evaluation, which becomes part of the record.

1.3  Pay

1.3.1  Pay Days
Type: Procedure
Reference: Pay Dates are established by Department of Human Resources Management

All salaried employees are paid twice a month, typically on the first and sixteenth. When payday falls on a weekend, pay will normally be distributed on the preceding Friday. When payday falls on a state holiday, employees will normally be paid on the day before the holiday.

Hourly and special rate employees received their pay biweekly, every other Monday.

1.3.2  Overtime Pay and Overtime Premium Pay
Type: Guideline

Any time a non-exempt employee works in excess of 40 hours in a workweek, the employee will be compensated for the hours over 40 at one and one half times his/her current hourly rate. Occasionally, non-exempt employees may work less than 40 hours but be compensated for more than 40 hours (for example, working 4 hours on a paid holiday). In situations where compensation is greater than 40 hours but time worked is less than 40 hours, the hours compensated over 40 hours will be at the regular rate, not time-and-a-half. These extra hours may also be granted as straight time Compensatory Leave. At BRCC, all Overtime for full-time classified non-exempt employees is compensated as 1 ½ times Overtime leave, unless monetary payment is approved in advance by the Vice President of Finance and Administration.

1.3.3  Pay Increases for Classified Employees
Type: Guideline

Provision for salary structure increases, cost of living increases, and pay for performance increases are determined annually by the Governor and the General Assembly. Classified employees are notified after the legislative session ends about the types and amounts of increases for which they will be eligible.

1.4  Leave

1.4.1  General Provisions
Type: Procedure
Reference: DHRM Policy 4.30
All employees must enter their “Absence Requests” into the PeopleSoft Payroll and HR Management System. Wherever possible, leave should be approved in advance by the supervisor.

**1.4.2 Classified Employee Annual Leave**
Type: Procedure
Reference: DHRM Policy 4.10

Annual leave is accrued at the end of each pay period. Pay periods for administrative, twelve month teaching, and classified staff are the 25th-9th and 10th-24th.

**1.4.2.1 Carry Over of Excess Annual Leave for Classified Employees**
All annual leave in excess of the maximum allowable may be carried over beyond January 9 of each year with the written approval of the President. However, the excess leave must be used by July 9 of the same calendar year, with any remaining balance of the original excess hours as of January 10 being forfeited as of July 10th.

**1.4.3 Twelve Month Faculty Employed prior to January 1, 2007, Annual Leave**
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.3)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding annual leave for twelve-month faculty employed prior to January 1, 2007.

**1.4.4 Presidents, administrative/professional faculty, and twelve-month teaching faculty hired after January 1, 2007, Annual Leave**
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.3.2)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding annual leave for presidents, administrative/professional faculty, and twelve-month teaching faculty hired after January 1, 2007.

**1.4.4.1 Carry Over of Excess Annual Leave for Administrative Staff**

For Employees Covered Under DHRM POLICY 4.10 – Annual Leave:
All annual leave in excess of the maximum allowable as shown above will be carried over beyond January 9 of each year. However, the excess leave must be used by July 9 of the same calendar year. Any remaining excess hours will be converted to sick leave (on an hour-for-hour basis) as of July 10 for those employees who do not participate in VSDP. For employees who participate in VSDP, any excess hours not used by July 9 will be forfeited.
No annual leave credits can be accrued for any service less than a full semi-monthly pay period. Additionally, if any employee is on leave with pay for over 90 days, no annual leave is accrued for any days of absence in excess of the 90 days. No annual leave is accrued when an employee is on leave without pay for any reason.

For Employees Covered Under VCCS Annual Leave Policy:
No carryover is permitted beyond the established maximum carryover amount as outlined in the policy.

### 1.4.5 Nine-month Faculty

Type: Procedure  
Reference: [VCCS Policy](#) (Sect. 3, Sect. 3.09, Pt. 3.9.3.3)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding annual leave for nine-month faculty.

### 1.4.6 Sick Leave

#### 1.4.6.1 Classified Employees (Non-VSDP)

Type: Procedure  
Reference: [DHRM Policy 4.55](#)

Administrative and classified employees who are not participating in VSDP earn five hours of sick leave each semi-monthly pay period (10 hours each month) or a total of 120 hours per year. There is no maximum on the accumulation of sick leave. However, if employees are on leave with pay for more than 90 consecutive calendar days, they no longer accrue sick leave after the 90th day. Sick leave is accrued for the first 90 calendar days of absence at the rate of 10 hours per month just as though the employee were actually on the job.

The absence of an employee for the reasons stated below shall be charged against sick leave credits:

1. an illness or injury incapacitating the employee to perform regular duties;
2. an exposure to contagious disease such that presence on duty would jeopardize the health of fellow employees or the public;
3. appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours;
4. an employee may elect to charge against earned sick leave any absence required by illness or death in the immediate family. The immediate family, in this application includes only: the employee's parents, spouse, children, brother, or sister, and any relative (either blood or by marriage) living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed a total of 48 work hours in a leave year because of illness or deaths in the immediate family.
The justification for any sick leave used shall be subject to verification by the College. The employee may be required to present an acceptable certificate from the attending physician which authorizes the absence due to medical condition and gives the probable duration of the absence.

For any absence in excess of 480 work hours within a twelve month period, such a certification must be provided and filed with the Vice President of Finance and Administration at the end of the 480 work hours and monthly thereafter.

1.4.6.2 Classified Employees (VSDP)
Type: Procedure
Reference: DHRM Policy 4.57

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Department of Human Resource Management policies cited in the references of this section regarding VSDP Classified Employee Sick Leave.

1.4.6.3 Faculty Sick Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.0)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policies cited in the references of this section regarding Faculty Sick Leave.

1.4.6.3.1 Accrual and Use of Sick Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.0.0)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Accrual and Use of Faculty Sick Leave.

1.4.6.3.1.1 Nine Month Faculty
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.0.1)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Nine-Month Faculty Leave.
1.4.6.3.2 Disposition of Sick Leave Balance
Type: Procedure
Reference: VCCS Policy (faculty) (Sect. 3, Sect. 3.09, Pt. 3.9.1); DHRM Policy 4.55 (Traditional classified); DHRM Policy 4.57 (VSO classification)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy and DHRM Policy cited in the references of this section regarding Disposition of Sick Leave Balance.

1.4.7 Personal Leave
Type: Procedure
Reference: VCCS Policy (faculty) (Sect. 3, Sect. 3.09, Pt. 3.9.2); DHRM Policy 4.57 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Personal Leave.

1.4.8 Leave Sharing
Type: Procedure
Reference: VCCS Policy (faculty) (Sect. 3, Sect. 3.09, Pt. 3.9.4); DHRM Policy 4.35 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Leave Sharing.

1.4.9 Family and Medical Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.5) (faculty); DHRM Policy 4.57 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Family and Medical Leave.

1.4.10 Workers’ Compensation Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.6) (faculty); DHRM Policy 4.60 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Workers’ Compensation Leave.
1.4.11 Administrative Leave (Civil and Work-Related Leave)
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.7) (faculty); DHRM Policy 4.05 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Administrative (Civil and Work-Related Leave).

1.4.12 Leave Without Pay
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.8) (faculty); DHRM Policy 4.45 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Leave Without Pay.

1.4.13 Community Service Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.9) (faculty); DHRM Policy 4.40 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Community Service Leave.

1.4.14 Military Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.10) (faculty); DHRM Policy 4.50 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Military Leave.

1.4.15 Compensatory Leave
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.11) (faculty); DHRM Policy 3.10 (classified)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Compensatory Leave.
1.4.16 Leave to Donate Bone Marrow or Organs  
Type: Procedure  
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.12) (faculty); DHRM Policy 4.37 (classified)  

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Leave to Donate Bone Marrow or Organs.

1.4.17 Public Health Emergency Leave  
Type: Procedure  
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.13) (faculty); DHRM Policy 4.52 (classified)  

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System and Department of Human Resource Management policies cited in the references of this section regarding Public Health Emergency Leave.

1.5 Additional Faculty Related Leave Types  
1.5.1 Effect of Leave With and Without Pay for Periods Exceeding 14 Calendar Days  
Type: Procedure  
Reference: VCCS Policy (Sect. 3, Sect. 3.09, Pt. 3.9.15)  

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Effect of Leave With and Without Pay for Periods Exceeding 14 Calendar Days.

1.5.2 Leave of Absence  
Type: Procedure  
Reference: VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4.0.3)  

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Leave of Absence.

1.5.2.1 Education Leave  
Type: Procedure  
Reference: VCCS Policy (Sect. 3, Sect. 3.04, Pt. 3.4.0.3a)  

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Education Leave.

1.5.2.2 Military Leave
Type: Procedure
Reference: **VCCS Policy** (Sect. 3, Sect. 3.04, Pt. 3.4.0.3b)

**Statement**: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Military Leave.

### 1.5.2.3 Leave With or Without Pay
Type: Procedure
Reference: **VCCS Policy** (Sect. 3, Sect. 3.04, Pt. 3.4.0.3c)

**Statement**: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Leave With or Without Pay.

### 1.5.2.4 Extension
Type: Procedure
Reference: **VCCS Policy** (Sect. 3, Sect. 3.04, Pt. 3.4.0.3d)

**Statement**: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Extension.

### 1.5.3 Sabbatical
Type: Procedure
Reference: **VCCS Policy** (Sect. 3, Sect. 3.10, Pt. 3.10.5)

**Statement**: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Sabbaticals.
## SECTION 2: Administration and Financial

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Section 2 Administration and Finance

2.0 Contractual Agreements – Delegation of Signature Authority
Type: Procedure
Reference: VCCS Policy (Sect. 4, Sect. 4.0, Pt. 4.0.3)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Contractual Agreements – Delegation of Signature Authority.

The President is authorized to delegate signatory authority for contractual agreements. This authority is to be delegated for each fiscal year and must specify which type of documents may be executed including applicable dollar limitations.

The President has designated the Vice President for Finance and Administration as the Contract Administration Officer for the College. The Contract Administration Officer will be responsible for contract administration to include preparation and review of all solicitations for goods and services, review and execution of contractual agreements covered by this policy, legal liaison, maintaining centralized contract files, and preparing any required reports.

This policy does not apply to personnel actions regarding faculty and staff.

2.1 Gifts and Grants to the College (financial)
Type: Procedure
Reference: VCCS Policy (Sect. 4, Sect. 4.5)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Gifts and Grants to the College.

2.1.1 General
Gifts, grants and contracts include resources from governmental agencies, individuals, non-governmental organizations, and the Blue Ridge Community College Educational Foundation, Inc. Gifts, grants and contracts may be in the form of cash; services, which are referred to as in-kind gifts; or property.

Gifts may be unrestricted or restricted. Restricted funds are those resources for which the donor has stipulated a use or disposition. Unrestricted funds are those resources for which the donor has not stipulated a use or disposition.

The Chancellor of the VCCS has the authority to accept gifts and grants in the name of and for the benefit of the State Board.
The Chancellor must approve gifts of data processing, word processing and telecommunications products, software and services regardless of source or monetary value; as well as gifts of tangible property valued at $25,000 or more. Gifts of real estate must be approved by the State Board and the Governor prior to acceptance.

The College President can approve all other gifts, grants and contracts and is responsible for developing guidelines for their acceptance. These procedures must be approved by the Chancellor.

2.1.2 Gifts

2.1.2.1 Restricted Scholarships
When the donor selects the recipient, financial aid funds are received by the College. These funds are awarded as a scholarship from the donor, and are accounted for as Agency Funds.

2.1.2.2 Other Student Financial Aid
Contributions of "other student financial aid" are deposited with the Blue Ridge Community College Educational Foundation, Inc. The Executive Director of Development works closely with the Vice President of Instruction and Student Services, the Vice President for Finance and Administration, the Financial Aid Officer and others as appropriate in arriving at recommendations for the distribution of these contributions.

2.1.2.3 Unrestricted Gifts and Grants
Unrestricted gifts are received by the Blue Ridge Community College Educational Foundation, Inc. The allocation and use of these funds is in accordance with policies established by the Foundation Board.

The BRCC Educational Foundation, Inc. applies for grants from the private and corporate sector. Such grants are administered in accordance with the policies established by the Foundation Board.

2.1.2.4 Gifts of Equipment, Land, Buildings, and Other Property
Gifts of equipment, land, buildings and other property are received by the Blue Ridge Community College Educational Foundation, Inc.

Donors are asked to complete a Non-Monetary Gift Donation/Acceptance Form. This form must be completed by the donor and approved by the President before the donor is notified that the gift has been accepted. The President and the Foundation Board must approve acceptance of gifts of real property.
Prior to the delivery of gifts of equipment, Foundation personnel provide the receiving area and the Coordinator of Business and Facilities Services with a copy of the Non-Monetary Gift Donation/Acceptance Form.

Donated equipment is transferred to the College, entered on the College inventory, and assigned to the appropriate instructional program.

2.1.3 Grants and Funded Projects
Grants and funded projects from federal and state agencies or non-governmental organizations are made directly to the College and are implemented by College staff. Those grants and projects are administered in a manner consistent with VCCS and State policies and guidelines.

2.1.3.1 Development of Grant Proposals
Those interested in seeking grants are to discuss the proposal concept with the appropriate Dean or Director and the Vice President of Instruction and Student Services. If the concept is approved, the Dean or Director will designate a Project Director for the grant proposal.

The Project Director then prepares a draft of the grant proposal for review by the Dean or Director, the Vice President of Instruction and Student Services, the Vice President of Finance and Administration, and the Director of Institutional Research. At the discretion of the Vice Presidents, the grant proposal may be discussed at the President's Staff meeting.

2.1.3.2 Proposal Budget
The Project Director is responsible for preparing the proposal budget in consultation with the Dean or Director and Vice President of Instruction and Student Services. Budgets for all proposals are also reviewed by the Vice President of Finance and Administration. Sometimes the sponsoring agency provides a format for the budget. If a format is not provided, the sample shown as Gifts, Grants and Contracts can be used as a guide.

2.1.3.3 Cost-Sharing and Matching
Cost-sharing and matching are permitted when it is clearly in the best interest of the College to do so and only to the extent required by the grantor. Federal agencies may require varying levels of cost-sharing. Matching and cost sharing by the College must be documented and is subject to audit. It is the responsibility of the Project Director to maintain adequate documentation of matching funds as the project is carried out. Procedures for developing this documentation will be established in consultation between the Project Director and the Vice President of Finance and Administration.

If a funder requires a cash match, the resources must come from the College's existing budget allocation. The Dean or Director and Vice President of
Instruction and Student Services must indicate how this match requirement will be met.

Publications or other media materials needed for the grant are to be included as part of the required budget for the grant. The Visual Communications Office can assist with estimating costs for publications and other materials.

In cases where only "soft" or in-kind match is required, the requirement is usually met by using salaries and fringe benefits of teaching or administrative faculty and by indirect costs computed on those salaries. The Vice President of Finance and Administration can assist proposal writers in formulating in-kind match contributions.

2.1.3.4 Salaries, Wages, and Fringe Benefits
Any faculty release time included in grant proposals must be approved by the Division Dean and the Vice President of Instruction and Student Services. Whenever possible, the actual cost of the faculty member's time, rather than the cost of a replacement lecturer, should be included in the proposal budget.

Inclusion of an existing classified or wage employee in the grant proposal must be approved by the employee's supervisor and the supervising Vice President or the President before the grant proposal is finalized. If a new classified position is required, please see the instructions in the section 2.1.3.12 labeled Establishing New Classified Positions.

The Personnel Office will provide assistance in computing faculty or other salaries.

Proposals may also include classified personnel and wage employees. Rates of pay are available from the Personnel Office.

Fringe benefits for full-time faculty and classified staff should be computed at 30% of salary. Fringe benefits for part-time and wage employees should include only Social Security contributions. For information on the current Social Security rate, contact the Personnel Office.

2.1.3.5 Additional Space
Requirements for space must be resolved by the Division Dean and, if necessary, the Vice President of Instruction and Student Services, before any proposal is submitted.

Renovation or alteration of existing space in order to accommodate sponsored programs is discouraged, unless the grant funds may be used for this purpose. Renovation must be approved by the President in advance.
2.1.3.6 Indirect Costs
Indirect costs, sometimes called overhead, are the costs of operation (such as utilities) which are not easily attributed to any one project. If the College has established an indirect cost rate with the federal government, this rate must be used in proposals to the federal government, except when the sponsor specifically limits the amount for indirect costs. Contact the Vice President of Finance and Administration for guidance on the appropriate indirect cost rate.

2.1.3.7 Data Collection
Provisions for the collection of data from VCCS and college databases should be negotiated and coordinated with the Office of Institutional Research and Effectiveness. The release of all data must be consistent with federal and state laws, and VCCS policy.

2.1.3.8 Final Proposal Approval Procedures
The final grant proposal must be approved by the Dean, Vice President of Instruction and Student Services, Vice President of Finance and Administration, and the President. This approval also entails a certification that the proposal does not compromise the College's control of instruction nor its prerogative to control its own activities. Proposal writers need to allow adequate time for this approval process.

2.1.3.9 Budget Negotiations
Budget negotiations are conducted by the Vice President of Finance and Administration. While the Project Director is responsible for negotiations regarding the programmatic content of the proposal, the Vice President of Finance and Administration is responsible for protecting the College's financial interests. The College requires that any change in a proposed budget be approved by the Dean or Director, Vice President of Instruction and Student Services and the Vice President of Finance and Administration. Funders may require written approval of such changes.

2.1.3.10 Responsibilities of the Project Director
The Project Director is responsible for insuring that all College policies and procedures are followed, and that all grantor terms and conditions, including reporting requirements, are met. The Project Director is also responsible for initiating all financial transactions such as personnel actions, purchase requests, travel requests and travel vouchers, and any other charges made to the grant or contract account. The Project Director is ultimately responsible for maintaining adequate documentation of project activities, both programmatic and financial. Although the Vice President of Finance and Administration maintains the official financial records, the Project Director may be required to maintain certain records to support project expenditures. The exact record keeping requirements will be established in a post-award conference coordinated by the Vice President of Finance and Administration and the Coordinator of Business and Facilities Services.
2.1.3.11 Fiscal Responsibilities
The Vice President of Finance and Administration maintains the official accounting records for publicly-funded programs. The Coordinator of Business and Facilities Services is responsible for requesting funds from public grantors, establishing grant account codes with the VCCS, preparing requests for reimbursement and financial reports, reviewing expenditure reports, reviewing and verifying purchase requests involving sponsored program funds, and maintaining records of project expenditures.

The Coordinator of Business and Facilities Services provides a copy of the VCCS monthly expenditure register to Project Directors. Project Directors are notified of any potential over budget condition by the Coordinator of Business and Facilities Services.

An award letter from the funding agency must be submitted to the Vice President of Finance and Administration in order to obtain a new account code. The Coordinator of Business and Facilities Services then requests the account number from the VCCS. The process normally takes about three weeks; the code is communicated to the Project Director upon receipt. Expenditures made against the Project Director's usual department code may be later transferred to the sponsored program account code. The Coordinator of Business and Facilities Services may be consulted on how to accomplish this action.

2.1.3.12 Establishing New Classified Positions
Sponsored projects sometimes require that new classified positions be established. Requests to establish such positions must be submitted through the Personnel Office to the Virginia Community College System and the Department of Human Resource Management. Approval often takes 90 days or more. Classified positions which are established under a grant are considered restricted, with a termination date to correspond with that on the project award notice. The positions must be filled through the College's established recruitment and selection procedures.

2.1.3.13 Certification of Personnel Activities
Time spent on grant activities must be certified. For classified or wage employees, time sheets must account for all grant hours the employee works and show hours worked on grant as well as non-grant work (if any). Faculty release time must be requested in advance of the final proposal, approved by the President, and certified in memo form at the end of each academic period by the Dean and Vice President of Instruction and Student Services. Certifications should be sent to the Coordinator of Business and Facilities Services.
2.1.3.14 *Purchasing Procedures*

Purchasing procedures of the College must be followed in expending grant funds. These procedures require that the Purchasing Department, for publicly sponsored projects, and the Foundation, for private projects, give advance approval to all procurement of goods and services, regardless of dollar value. The grant account code assigned by the Business Office must be used on all procurement documents, such as purchase requests, travel requests, and check requests. Items purchased with grant funds must be those identified in the budget submitted to the grantor agency.

2.1.3.15 *Travel*

The travel policies of BRCC apply to all state employees, including those working under grants and contracts. Travel requires written advance approval; foreign travel must be approved by the President of the College. Please see the Travel section of this handbook for further information on travel procedures.

The college has several state cars for use in travel. Prior to travel, please review the travel policies to determine whether use of a state car is required to reduce travel cost.

2.2 *Requests for Grant Funding*

Type: Guideline

2.2.1 *Authority*

The president has given the Vice President of Instruction and Student Services the responsibility and authority to establish and administer the College’s Procedure on Requests for Grant Funding.

2.2.2 *Applicability*

This procedure applies to all grant funding requests to any external funding source on behalf of BRCC. The provisions set forth for compliance apply to any employee of the college who seeks funding from external sources for BRCC projects. This procedure does not apply to the BRCC Educational Foundation.

2.2.3 *Definition*

Federal government agencies, state government agencies including the VCCS, and foundations, (“funding sources”) provide funding opportunities to BRCC for the implementation of projects that align the priorities of the funding agency with those of BRCC. Funding may support projects which will advance the mission and goals of the college and are important to pursue. Faculty and staff members are encouraged to initiate ideas for external funding; any employee can serve as a “Project Director” for a proposed project. Requests for grant funded projects require applications that may be complex, time consuming to develop, make legal assurances and guarantees on behalf of the college, and bind the College to perform the project as described. Therefore, it is essential that a consistent process is followed to obtain approvals of project abstracts prior to proceeding with the development of grant applications, that all impacted
parties are committed to implementing the project as described, and that the Vice President of Instruction and Student Services, the Vice President of Finance and Administration and The President have approved grant application packages before they are submitted to the funding source.

2.2.4 Procedures

A. Employees serving as Project Directors for a proposed grant funded project must submit an abstract and Grant proposal Authorization form to the respective Dean and Vice President for signature authority to pursue development of an application for grant funding. The final application package must be approved by the Vice President of Instruction and Student Services, Vice President of Finance and Administration, and the President. No BRCC grant application may be submitted to any funding source without signature approval of the President.

B. Any employee who desires to pursue a grant funding opportunity that supports BRCC goals and objectives will prepare a one-page project abstract describing their project idea including who will be served, how funds will be used, what benefits will accrue to the college or community, and other key information. Employees are encouraged to contact the Grant Development Office for assistance.

C. The project abstract, a copy or link to the Request for Proposal, (“RFP”), and a “Grant Proposal Authorization” form will be submitted to the Dean and the Vice President associated with the proposed program with a copy to the Grant Development Office. If approved, the Project Director may proceed with development of an application package per the guidelines of the funding source.

D. The Project Director, utilizing the Grant Development Office resources as required, will assemble a team of individuals to prepare the proposal. The Project Director is responsible for obtaining letters of support or other documents required from the community partners and insuring all departments impacted by the proposed project are fully committed to their obligations as described, should the project be funded. If the project will utilize student data or request student participation in an out-of-class research project, involvement of the Office of Institutional Research and Effectiveness is encouraged.

E. Once an application package is at the final stage, it is to be submitted to the Vice President of Instruction and Student Services and to the Vice President of Finance and Administration, who will conduct a final review and submit the proposal to the President for approval consideration.
F. Once final approval to submit the grant application package is obtained from the President, it may be transmitted according to the requirements of the funding agency.

G. Immediately upon notification of a funding decision, the Project Director must inform the Grant Development Office. If the grant application is approved for funding, the Project Director must notify the Grant Development Office, appropriate Dean and Vice President, Public Relations, and Business Manager so appropriate systems to manage the grant can be put into place.

2.2.5 Interpretation
The authority to interpret this procedure rests with the President, and is generally delegated to the Vice President of Instruction and Student Services.

2.3 Local Funds Policy and Procedure
Type: Procedure
Reference: VCCS Policy (Sect. 4, Sect. 4.2, Pt. 4.2.2); BRCC Procedure (Intranet, password may be required)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy in the references of this section regarding Local Funds Policy and Procedure.

Blue Ridge Community College has developed a Local Funds Procurement Policy and Procedure.

2.4 Investment of Local Funds
Type: Procedure
Reference: Code of Virginia §§ 2.2-4500 through 2.2-4516; VCCS Policy (Sect. 4, Sect. 4.2, Pt. 4.2.2.f)

2.4.1 Purpose
This procedure addresses the investment of the college’s local funds that are deposited in accounts maintained and controlled by the college. It complies with the Code of Virginia (§ 2.2-4500 through 2.2-4516) and with the policy of the Virginia Community College System (VCCS Policy Manual section 4.2.2.f).

2.4.2 Procedure
Blue Ridge Community College shall invest its idle local funds in accordance with the following objectives:

- Return on Investment – The investment portfolio shall be designed with the objective of attaining the highest investment return consistent with the maximum preservation of principal;
- Liquidity – The investment portfolio shall be sufficiently liquid to enable the college to meet all operational requirements that might be reasonably anticipated; and
• Compliance – The investment portfolio shall be in compliance with all Virginia statutes governing the investment of public funds.

The funds must also be invested in compliance with generally accepted accounting principles and the Governmental Accounting Standards Board’s (GASB) reporting requirements.

The Commonwealth of Virginia, through the Department of the Treasury, offers public entities the opportunity to participate in the Local Government Investment Pool (LGIP). The college may participate in banking and investment contracts that may also be considered as investment options as long as the investment instruments meet the Code of Virginia and VCCS Policy Manual requirements. Investments through the Certificate of Deposit Account Registry Service (CDARS) are a permissible investment contract. Blue Ridge Community College shall, at a minimum, invest available funds in at least one of these investment options.

2.4.3 Responsibilities
The Vice President of Finance and Administration shall be responsible for insuring that BRCC’s local funds are invested in a manner consistent with this procedure and in compliance with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia. The members of the College Board Finance and Facilities Committee may serve in an advisory capacity to the Vice President for Finance and Administration for investment decisions.

2.4.4 Definitions
• Local Government Investment Pool (LGIP). A professionally managed diversified portfolio structured to meet the unique requirements of Virginia’s “Investment of Public Funds” statutes.
• Certificate of Deposit Account Registry Service (CDARS). A service that allows a CDARS Network financial institution to invest the college’s funds into CDs issued by other members of the CDARS Network. The invested amount is below the FDIC insurance maximum ($250,000) so that both principal and interest are eligible for FDIC insurance.

2.4.5 Periodic Review
The Vice President of Finance and Administration shall review this procedure every three years on the anniversary of its approval and, if necessary, recommend revisions.

2.5 Use of Bulletin Boards and Posting of Public Notices
Type: Guideline

Definition: Blue Ridge Community College guideline for use of bulletin boards and posting of public notices.
2.5.1 Purpose
To provide adequate bulletin board and notification space in convenient locations to inform members of the college community of ongoing campus activities, events and notices of interest.

2.5.2 Authority
The President has given the Vice President for Instruction and Student Services the responsibility and the authority to ensure bulletin boards and posted public notices are appropriately used for the benefit of the college community.

2.5.3 Applicability
This policy applies to all employees, students and constituents of the college who make use of these information resources. Postings refers to any hard copy advertisement / notification displayed on campus.

It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on bulletin boards. However, it is expected that such materials be in good taste and comply with all standards of conduct set forth in the student handbook.

Postings and/or announcements should be submitted to the Admissions and Records office for approval. A designated A & R staff member will handle the posting and clean-up of information and announcements on designated boards (listed in Addendum 1) across campus.

2.5.4 Procedure

2.5.4.1 Posting by College Departments/Student Organizations/Students/Employees

2.5.4.1.1 Bulletin Boards
Materials for posting must include the date posted to ensure the systematic removal of outdated material and provide space for new material. Materials may be posted for up to 30 days. All postings with an event date will be removed after the date has passed.

2.5.4.1.2 Posters
Posters may not exceed 11 x 17 inches. Posters or announcements with dimensions exceeding 11 x 17 inches will be removed from bulletin boards. “For Sale/Rent” notices and personal announcements must be no larger than 8 ½ x 11 inches.

Postings will be placed on appropriate bulletin boards according to displayed designations. For example, a flyer advertising a car for sale must be posted on a bulletin board titled “Sale, Rent, Buy”. Information
regarding specific posting locations can be found in the addendum to this document or may be obtained in Student Services.

2.5.4.1.3 Banners
Banner locations must be pre-approved by Student Services (x2332). Banners must be removed at the end of the reservation period.

2.5.4.2 Posting by Non-college Non-Profit Organizations
In addition to the procedures outlined above, these specific procedures apply to non-college, non-profit organizations desiring to post flyers, posters, banners, distribute materials or literature or solicit membership on campus independently or if sponsored by a recognized student organization or college office or department.

All non-college, non-profit organizations must conform to the laws of the Commonwealth of Virginia. The college reserves the right to assign non-college organizations to specific locations for the posting of information. Priority is given to activities conducted by students, faculty or staff (alone or in conjunction with non-college organizations) over those conducted solely by non-college organizations.

These posting regulations may not apply to non-college activities in special campus-sponsored events, as determined by the college, which occur from time-to-time on campus. However, these events have their own regulations that apply to non-college organizations.

2.5.4.3 Solicitation
College facilities may not be used for solicitation of faculty, staff or students by private enterprise for profit organizations. This includes solicitation by individual contact, free advertising on campus through flyers, posters, or similar materials and profit oriented activities not officially sanctioned by the college.

2.5.4.4 Specific Prohibitions
In order to maintain the natural beauty of the campus and preclude a cluttered appearance of the buildings, and for safety reasons the following actions are specifically prohibited:

- Posters, notices, flyers, announcements or other materials are not to be attached to glass, painted, brick or tiled surfaces including doors, windows, mirrors or walls. Additionally, postings are not allowed on porches, walks, light fixtures, stairways, and the outside of buildings, trees, trash receptacles, shrubs, utility poles or railings.
- Sidewalk chalking is not permitted on the BRCC campus in any location for any reason without permission from Student Services (ext. 2332).
- Flyers or notices may not be placed in or attached to automobiles on campus.
• Advertising the sale of alcoholic beverages or any phrase or symbol that would lead the reader to believe alcohol will be served or consumed, is prohibited.
• Using duct tape, staples, pins, nails, etc. in non-standard posting locations is prohibited and may result in billing for incurred damages.

2.5.5 Responsibilities
It is the responsibility of the student organization, faculty group or other college organization to adhere to the following requirements:

• Include the name of the individual or organization sponsoring the notice or event, a contact telephone number or email address and the date posted. Postings missing this information may be removed.
• Include the following statement on all event notices: For disability accommodations, contact the Disability Services Coordinator (ext. 2298).
• Post flyers, posters, notices, announcements, etc. in an appropriate fashion according to the content in Procedures outlined above.
• The owner of the banner is responsible for the placement and removal of a banner in accordance with the banner posting procedures outlined above. The College will not be responsible for banners left beyond the reservation period or for the theft or damage to banners displayed.

2.5.6 Sanctions
Individuals and/or organizations violating these policies will have all postings removed and will be notified.

Sanctions will be commensurate with the severity and/or frequency of the offense and can include suspension of posting privileges, loss of financing and/or loss of official recognition.

2.5.7 Exclusions
Organizations whose recognition has been withdrawn by the college will not be allowed posting privileges, access to display cases or any other form of facility usage.

2.5.8 Interpretation
The authority to interpret this policy rests with the President of the College and is generally delegated to the Vice President for Instruction and Student Services.

2.5.9 Bulletin Board Locations and Designations
Please note: Only designated General Purpose bulletin board (maintained by Academic Support Services) locations are listed below. Academic program bulletin boards are maintained by faculty in the academic department. Permission to post items on bulletin boards, other than those listed below, must be obtained from the academic program department.
### Building Acceptable Postings

<table>
<thead>
<tr>
<th>Building</th>
<th>Acceptable Postings</th>
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</thead>
<tbody>
<tr>
<td>Building A</td>
<td>SGA/Clubs/Events/Jobs/Events; Buy, Sell, Ride, Rent</td>
</tr>
<tr>
<td>Building D (Even Hallway)</td>
<td>Jobs Available</td>
</tr>
<tr>
<td>Building D (Odd Hallway)</td>
<td>College Choices; Cultural Events; Buy, Sell, Ride, Rent; SGA/Clubs/Events</td>
</tr>
<tr>
<td>Building F (Even Hallway)</td>
<td>Student Announcements; Buy, Sell, Ride, Rent; Programs; SGA/Clubs</td>
</tr>
<tr>
<td>Building F (Odd Hallway)</td>
<td>Buy, Sell, Ride, Rent; SGA/Clubs/Events; What’s New?</td>
</tr>
<tr>
<td>Building J (Even Hallway)</td>
<td>College Ideas</td>
</tr>
<tr>
<td>Building J (Odd Hallway)</td>
<td>Jobs/Events/Buy, Sell, Ride, Rent/Clubs, Organizations</td>
</tr>
<tr>
<td>Houff Student Center</td>
<td>Career Info &amp; Jobs; Part-Time Jobs; SGA/Clubs</td>
</tr>
</tbody>
</table>

#### 2.6 Student Organization Fund Raising Activities

**Type:** Procedure  
**Reference:** [BRCC Student Organization Fundraising Procedure](#)

Blue Ridge Community College has developed and implemented a Student Organization Fundraising Procedure and an associated Student Organization Fundraising/Community Service Application.

#### 2.7 Equipment

**Type:** Guideline

##### 2.7.1 Breakage or Loss of Equipment

Breakage or loss of equipment should be reported immediately to the appropriate supervisor or Dean. It is the practice of the College to absorb the cost of equipment broken in normal use. When such loss or breakage occurs through negligence, the individual to whom the equipment is assigned may be asked to assume responsibility.

Losses of BRCC property resulting from theft, fire, vandalism, or for other reasons are to be reported to the Coordinator of Business and Facilities using the "[Commonwealth of Virginia Property Loss Notice Form](#)". This form is also available on the Coordinator of Business and Facilities webpage. It is particularly important to expedite the recovery of stolen articles. Therefore, reports of thefts should be forwarded immediately.

##### 2.7.2 Removal from Campus

College owned equipment may not be removed from the campus unless approved by the Vice President of Instruction and Student Services or the Vice President for Finance and Administration. Off campus use can only be justified when such use serves the public interest.
2.8 Custodial Service
Type: Guideline

Janitorial services are provided by an outside contractor. Requests and other communications related to "housekeeping" should be directed to the Coordinator of Business and Facilities.

2.9 Flower Fund
Type: Guideline

The College’s flower fund is used to purchase flowers, cards, or items expressing our concern to hospitalized, convalescent, or bereaved members of the College community. Gifts to this fund are accepted and administered by the Business Office staff.

The following guidelines will govern the use of the money contributed:

1. For a hospitalization due to illness, accident, or maternity we will send flowers (up to $60.00) and a card to a College employee and a card to a family member.
2. For death of a College employee or family member, we will send flowers or a contribution to a stated charity in the amount of $35.00 to 50.00.

Family member is defined as husband, wife, parent, child, brother, or sister.

2.10 Inventory
Type: Procedure

In accordance with policies and procedures of the state, a continuous inventory is maintained under the supervision of the Coordinator of Business and Facilities of all equipment valued at $2,000 or more. Faculty and staff members are responsible for cooperating with the inventorying and checking of equipment in their domain.

2.11 Smoking
Type: Guideline

2.11.1 Guideline
The smoking or use of tobacco in any form, including vaporing devices, is prohibited on the main campus and at off campus sites when in use by BRCC, except that smoking is permitted in designated outdoor smoking areas.

2.11.2 Enforcement
Enforcement relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the campus community to observe the provisions of those guidelines and to direct those who choose to smoke to the "smoking permitted" areas.

2.11.3 General Rule
As a general rule, preferential consideration shall be given to non-smokers whenever it is clear that they are being exposed involuntarily to smoke.
2.11.4 Referral
Anyone who wishes to break their nicotine dependency may visit with the Counseling Center for information.

Note: These guidelines do not supersede more restrictive policies which may be in force in compliance with federal, state, or local laws, or which may be present at public schools or other off-campus sites used by BRCC.

2.12 Purchasing
Type: Procedure
Reference: Virginia Public Procurement Act; Agency Procurement and Surplus Property Manual

All procurements shall be made in accordance with the Virginia Public Procurement Act (VPPA), Agency Procurement and Surplus Property Manual (APSPM) published under the authority delegated to the Department of General Services, Division of Purchases and Supply, and written instructions issued by the Department. Procurements will be carried out in an effective, economical, open, fair, and impartial manner. Policies and procedures established for procurements apply regardless of the source of funds. Please refer to the Procurement Department website on the college intranet (password required) for more information.

2.12.1 Accountability
The Vice President of Finance and Administration is responsible to the President for the purchase of all supplies, materials, equipment, services, and other items required by the College and is also further responsible for ensuring that all purchases are made in accordance with state rules and regulations including the Virginia Procurement Act, the Americans with Disabilities Act and the Virginians with Disabilities Act.

All College employees, full or part time, are accountable for equipment, materials, and supplies that they order, receive, and use. The Virginia Public Procurement Act contains a provision in Article 6, Ethics in Public Contracting, titled "Misrepresentations Prohibited" (Section 2.2-4376). It states "No Public employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry."

2.12.2 Computer and Computer Related Equipment
The use of network printers is strongly encouraged. However, in cases where there is a justifiable need for independent printers, these must be purchased from departmental budgets. Requests must be reviewed by the Director of Technology Services prior to the actual purchase. Other administrative data processing equipment and software must be approved by the Director of Technology Services. Requisitions for computers and computer-related equipment for classroom use must be approved by the appropriate Dean and the Director of Technology Services.
2.12.3 Sole Source Procurement
A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation. For Sole Source items totaling over $5,000, a written quote must be obtained from the vendor (verbal quotes must be documented properly). All sole source procurements for non-technology goods and services to $50,000 must be approved in advance by the agency head. A memo must address the following four points and be forwarded to the procurement office to be attached to the Sole Source Procurement Approval Request Form for agency head approval:

- Explain why this is the only product or service that can meet the needs of the agency.
- Explain why this vendor is the only practicably available source from which to obtain this product or service.
- Explain why the price is considered reasonable.
- Describe the efforts that were made to conduct a non-competitive negotiation to get the best possible price for the taxpayers.

Sole source procurements for non-technology goods and services over $50,000 must be approved by DGS/DPS.

2.12.4 Purchase Requisitions
When requesting goods, equipment or services, a BRCC Purchase Request must be prepared. Required approval(s) must be given before the order is placed. All purchase requests must include the vendor’s federal tax identification number or social security number, address, phone number, and department code. If you actually place the order, the "ordered by" section must be completed. For those end users with delegated procurement and eVA authority, the eVA purchase requisition with electronic approvals will act as the BRCC purchase request. The Purchasing Office must handle any procurement over $5,000.

A summary of Procurement Procedures can be found on the BRCC Intranet (password required).

Requisitions for administrative data processing equipment and software must be approved by the Director of Technology Services. Requisitions for computers and computer-related equipment for classroom use must be approved by the appropriate Dean and the Director of Technology Services.

2.12.5 Unauthorized Purchases
Departments have NO authority to purchase or to sign contracts/agreements, regardless of the dollar amount. Please note that, by law, if anyone obligates the College by signing contracts/agreements for any amount or obligates the College for more than their delegated procurement authority, that person may be held personally liable for that financial obligation.

2.12.6 Mandatory Purchasing Sources
Mandatory Sources according to the Agency Procurement & Surplus Property Manual include:
• **State Contracts** can be found on the web.
• **Virginia Information Technologies Agency (VITA)** for all telecommunications equipment and services.
• **VCE Digital Works (Corprint)** for all printing needs not performed in house.
• **Virginia Correctional Enterprises (VCE)** for furniture, printing, clothing, shoes, vinyl binders, decals, and signs.
• **Department for the Blind and Visually Impaired (DBVI)** for all writing instruments such as pens, pencils, highlighters, and dry erase markers. Also provide mop heads/handles and gloves (exam non-sterile medical grade – latex, vinyl, nitrile, high risk EMS).
• **Virginia Distribution Center (VDC)** for janitorial supplies and batteries.
• **DGS/DPS Office of Graphic Communications (OGC)** for graphic communication services in excess of $750 not performed in-house.

### 2.12.7 Optional Use Contracts
Optional Use Term Contracts may be used for goods or services that are not offered by a Mandatory source. These contracts may be established by DGS/DPS or other agencies and institutions within their delegated authority and are listed on the internet. Please reference contract number on your eVA purchase order.

### 2.12.8 Small Purchase Card
Employees who routinely make small to moderate purchases as part of their job duties are strongly encouraged to obtain the State Small Purchase Card. Please contact the Business Office if you need to discuss the benefit of having a purchase card.

### 2.12.9 Office Supplies
Office supplies are ordered via a current state contract vendor. Each individual ordering supplies must have a departmental small purchase credit card to access the state account.

All purchases must go through the eVA purchasing system. Call the Purchasing Office at ext. 2202 for additional information. Pens, pencils, highlighters, dry erase markers, letterhead, and envelopes are available from the Duplicating Center.

### 2.13 Travel
**Type:** Procedure  
**Reference:** [State Travel Regulations; BRCC Intranet](#) *(password may be required)*

All travel expenses claimed for reimbursement shall comply with current State Travel Regulations.

Travel guidelines and required forms can be accessed at the [Travel Planning intranet](#) *(password required)* Site.
A *Travel Estimate Worksheet* form shall be completed and approved in advance by the College President, your supervisor, and the Business Office for all travel that meets one or both of these conditions:

- Total cost of an overnight trip is expected to exceed $500. Total cost includes lodging, meals, conference registration fee, and any other travel costs or course fees.
- The lowest lodging rate you can negotiate in the vicinity of your destination is higher than the lodging rate listed in the *State Travel Regulations*.

### 2.13.1 Travel-Related Registration Fees

Registration fees for workshops, conferences, seminars, and training can be prepaid by the College. Contact the staff person in your department or division office who processes purchase orders to initiate payment.

### 2.13.2 Transportation

Travel routing whether by public transportation, personal vehicle or State vehicle must be by the most direct practicable route. Every effort should be made by faculty and staff to obtain use of a State vehicle.

Airline or other public transportation services can be obtained from Internet sites as defined on pages 33-44 of the *State Travel Regulations*. When you have negotiated your airline arrangements, contact the staff person in your department or division office who has a corporate MasterCard. This person will assist you in making payment for the airfare and will initiate a purchase order to the vendor.

### 2.13.3 Travel Outside of the United States

When planning travel outside of the United States, approval must be obtained in advance from the college President.

### 2.13.4 Use of State Vehicle vs. Personal Vehicle

**Use of State Vehicle:** BRCC currently has three State-owned vehicles for use by employees as needed for conducting official State business. The State-owned vehicles shall not be used for the purpose of commuting, except where the commute is connected to a departure for or return from a trip on official State business. The vehicle is to be picked up immediately before a trip begins and returned immediately after the trip ends. Except in unusual circumstances, a State vehicle may not be driven to an employees' home and parked overnight. State vehicles are NEVER to be used for personal business, transporting family members, or pleasure trips. Smoking in a State vehicle is strictly prohibited.

Check availability and make reservations for BRCC State vehicles at the BRCC Intranet Quick Link to “State Car Reservation.” The campus contact for reservations is at phone ext. 2207.
**Short Term Travel—Rental Car Contract:** The Department of General Services, Office of Fleet Management Services (OFMS), maintains a contract with Enterprise Leasing to provide vehicles for short term travel by state employees.

When preparing for a trip, the traveler should visit the [OFMS website](https://ofms.state.pa.us) (at least 24 hours in advance). This link is also found within the [BRCC Intranet Quick Link](https://www.bccc.edu) called Travel Planning and then use the Trip Calculator to determine the vehicle cost for the proposed trip. This cost will be used in the agency’s cost benefit analysis for travel reimbursement.

**Use of Personal Vehicle:** Employees are permitted to use their personally owned automobile when a State-owned vehicle or Office of Fleet Management Services (OFMS) rental vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the agency. Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at a lower rate.

Effective January 1, 2008, the reimbursement rates for the first 15,000 miles driven in each fiscal year for an employee to perform official job duties established in the Appropriation Act, 4-5.04 are as follows:

- If the agency head certifies that a state-owned vehicle was not available or the use of a personal automobile was cost-beneficial to the agency, an employee shall be reimbursed at an amount equal to the most recent business standard mileage rate as established by the Internal Revenue Service. [This mileage rate](https://www.irs.gov) can be obtained at the IRS website.

- If a state-owned vehicle was available or the agency head does not certify the personal automobile was cost beneficial to the agency, an employee shall be reimbursed at an amount equal to the lowest trip pool rate charged by the Department of General Services, Office of Fleet Management Services. Currently, this rate is 24.6 cents per mile.

**2.13.5 Travel Card Charges**

Anyone who travels overnight at least three times a year is encouraged to acquire a travel charge card. All travel charge card bills are sent directly to the cardholder who is responsible for all incurred charges. Travel expense reimbursements must be submitted in a timely manner to ensure cardholders receive reimbursements in time to pay their charge card statement.

Anyone interested in receiving a travel charge card should contact the Procurement Officer for an application form.

**2.13.6 Travel Voucher Submission**

All related travel expenses must be submitted on Travel Expense Reimbursement Voucher. This form is available on the BRCC Intranet at Quick Link “Travel Planning”.
The form must be filled out electronically, signed by the employee, and presented to the supervisor for approval within thirty (30) working days from the last day of travel for which reimbursement is requested. The traveler’s supervisor must approve and submit the voucher to the Business Office for processing within three (3) working days of receipt from the employee. Required attachments to the voucher include lodging (hotel bill with zero balance), workshop or conference fee receipt if paid by employee, parking, shuttle, and taxi receipts. Each day's expenses must be shown separately on the voucher.

2.13.7 Meals, Catering, Food and Beverages

Meals in Travel Status:
When the employee is in overnight travel status the amount that can be reimbursed for each travel day is defined in the State Travel Regulations under the heading Meals and Incidental Travel Expenses (M&IE).

Reimbursement requests for business meals paid by an employee must be submitted with a BRCC Travel Expense Reimbursement Voucher and the prior approval document signed by the department head and the college president.

2.14 Business Meals and Catering Services

Type: Procedure

As an agency of the Commonwealth of Virginia, Blue Ridge Community College has the obligation to ensure that all expenditures are essential and reasonable and support the mission of the college. These guidelines shall apply to all meals, regardless of whether funded with state or local funds.

The provisions of this policy do not apply to business meals while in travel status or overnight stay. Please reference Commonwealth Accounting Policy and Procedures (CAPP) Manual, Topic 20335 for guidance.

Business meals and catered events are defined as having a substantive and bona fide business purpose deemed essential to the mission of the college. In accordance with CAPP Manual Topic, 20335, all business meals and catering services must have prior approval from the College President or his designee.

The Meals Rate Table below provides individual meal reimbursement amounts. These rates are used to determine the maximum meal reimbursement amounts for official business meals. The actual cost per person for food and beverage, including any related service fees or gratuities, may not exceed the per diem amount. The meal rates for the BRCC service area (Augusta County, Staunton, Harrisonburg, Rockingham County, and Waynesboro) are currently:

<table>
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<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<td></td>
<td>$7.00</td>
<td>$11.00</td>
<td>$18.00</td>
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</table>
2.14.1 Unallowable Expenses
Food and beverages may not be purchased with state funds to provide meals or refreshments for planning meetings, regularly scheduled meetings, as a pre-requisite to promote good will or morale. The purchase of alcoholic beverages and flowers are strictly prohibited with state funds.

2.14.2 Procurement
Services must be purchased from a DMBE Certified Small Business, eVA registered vendor. Vendors can be identified using either the commodity code 96115 in eVA or the College’s internal procurement website under SWAM Vendor List. If additional assistance is needed to locate a vendor, please contact the procurement officer or your eVA departmental contact.

All orders must be entered into eVA the day the order is placed at the quoted price (quote must be attached to purchase order). If invoice amounts do not match the purchase order amount, a change order will need to be processed.

In planning for an agency-sponsored conference, the Meals Rate Table should be used as a measure for reasonableness. Agencies should be prudent in selecting the most cost beneficial option available to the Commonwealth. Agencies should follow Department of General Services, Division of Purchases and Supply procurement guidelines.

Documentation to support the procurement must justify any costs in excess of the guidelines based on the overall procurement costs (free room space or other no or low-cost amenities needed for meetings). Please see the procurement officer for assistance with your conference planning needs.

2.14.3 Local Funds
When local funds are available, the College may pay for directly or reimburse an individual for the costs of meals that are related to team building events, college assembly gatherings at the beginning and ending of the academic terms, and similar events that support the mission of the college. In order to qualify for payment or reimbursement, a local funds sponsored meal must:

- Have prior approval from the President or his designee
- Support the mission of the college
- Include more than one person
- Be properly documented with original itemized receipts and list of attendees
- Documentation of business being conducted (agenda or description of nature of discussions)
- Adhere to meal rates by using the per diem rates in Section 4; and
- Not include alcoholic beverages as the purchase of alcoholic beverages and is strictly prohibited.
2.14.4 Designated Authority
All business meal expense must have prior approval by the agency head or designee. The President delegates the authority to approve business meal expenditures to the following individuals:
- Vice President of Instruction and Student Services
- Vice President of Finance and Administration
- Coordinator of Business and Facilities

You may access the BRCC procedure (password required) and the Request to Purchase Business Meals or Catering Services Request Form (password required) on the Intranet.

2.14.5 Procurement of Catering and Conference Services
In planning for a catered meal or an agency-sponsored conference, the allowable meal rates as defined in the State Travel Regulations should be used as the measure of reasonableness.

Agencies should be prudent in selecting the most cost beneficial option available to the Commonwealth when using state funds.

Agencies shall follow the Department of General Services, Division of Purchases and Supply procurement guidelines and using the eVA procurement system.

2.14.5.1 Limitations for Business Meals
The actual cost per person for food and beverages, including any related service fees or gratuities, may not exceed the per diem amount allowed for business meals as established under Commonwealth of Virginia regulations. These meal rates for the BRCC service area (Augusta County, Staunton, Harrisonburg, Waynesboro, and Rockingham County) are currently:

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<tr>
<th></th>
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Allowable business meal rates for other locations are found in the State Travel Regulations.

The individual component meal rates may be increased up to 50% for all functions allowed under this policy, with prior approval of the agency head (i.e. President).

2.14.5.2 Payment for Business Meals, Catering, Food and Beverage Purchases
Direct payment can be made to the vendor for business meals, catering, and food and beverage purchases in the following circumstances:
- Goods and services were acquired using the eVA procurement system and the Department of General Services, Division of Purchases and Supply procurement guidelines; and
• Unprepared food (e.g., grocery store food items) were purchased utilizing the Purchase Card Program.
### SECTION 3: Academic Services

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Section 3 Academic Services

3.0 Academic Policies
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Academic Policies.

3.1 Practices for Awarding Credit
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.03, Pt. 5.3.0.1); VCCS Policy (Sect. 5, Sect. 5.03, Pt. 5.3.0.2)

3.1.1 Definitions
*Contact Hour: one 50 minute “hour” of formal instruction
^Credit Hour: Also referred to as a Carnegie Unit

3.1.2 Statement
Blue Ridge Community College affirms compliance with federal regulations and the Southern Association of Colleges and Schools Commission on Colleges Policy with the following definition of the credit hour:

A credit hour^ is defined as the objectives and amount of work a student could reasonably accomplish in three hours of academically engaged time per week in a 15-week semester, verified by achievement of intended student outcomes. In a seated lecture class, each credit hour would represent one 50 minute “hour” of formal instruction* and approximately two hours of independent student work per week over a 15-week semester, and a final examination. Distance learning or hybrid courses may not include the same amount of synchronous instruction, but will include equivalent objectives and intended student outcomes.

One laboratory credit hour can be the equivalent of two to five contact hours, depending on the discipline. (An expanded definition is included in the Virginia Community College System Policy Manual 5.3.0.1 – 5.3.0.2)

This statement is published in all formats of the College Catalog.

3.2 Academic Program Approval
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.02, Pt. 5.2); BRCC Curriculum Procedure (BRCC intranet, password may be required)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Academic Program Approval.
Blue Ridge Community College maintains a Curriculum Procedure Manual and Advanced Standing Manual that are regularly reviewed by the Curriculum Committee.

### 3.3 Academic Freedom and Responsibility

**Type:** Procedure  
**Reference:** VCCS Policy (Sect. 3, Sect. 3.05, Pt. 3.5.5)

**Statement:** It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Academic Freedom and Responsibility.

### 3.4 Distance Learning

**Type:** Procedure

**Statement:** Blue Ridge Community College has developed and adopted a Distance Learning Procedure to ensure consistent, adequate and appropriate student support, faculty support, evaluation and quality assurance in distance offerings.

### 3.5 Grades

#### 3.5.1 Grading System for Credit Classes

**Type:** Procedure  
**Reference:** College Catalog (Grades for College-Level Courses); VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0); VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0.0); VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0.1)

**Statement:** It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Grading System for Credit Classes.

#### 3.5.2 Auditing a Course

**Type:** Procedure  
**Reference:** VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0); VCCS Policy (Sect. 6, Sect. 6.3, Pt. 6.3.0.1g); College Catalog (Auditing a Course)

**Statement:** Students may register for a course on an audit basis, which means they are exempt from taking the examinations and do not receive college credit.

Changes from audit to credit and credit to audit must be made by the official last day for students to add a course. This date is found in the Academic Calendar for each semester.

#### 3.5.3 Grade Reports

**Type:** Procedure  
**Reference:** College Catalog (Final Grades); VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0.5)
Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Grade Reports.

3.5.4 Grade Point Average
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0.3)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Grade Point Average.

3.5.5 Academic Renewal
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0.4)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Academic Renewal.

3.5.6 Grade Processing
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.0.6)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Grade Processing.

3.5.7 Class Grade Books
Type: Procedure
Reference: FERPA

Class grade books will be carefully maintained by each instructor. They are official records and are to be retained for at least three full academic years after the completion of the course before being discarded. Faculty are expected to ensure the security of grade books and prevent student identifiable data from being stolen or lost. Faculty should familiarize themselves with FERPA regulations available in Student Support Services or online.

Faculty members who leave the employ of the College shall place their record books in the custody of their Dean prior to departure.
3.5.8 Contested Grades
Type: Guideline

Although the course outline should generally describe the grading policy used by the instructor, each student has the right to ask for and receive a specific explanation of the basis of the grade awarded by the instructor.

3.5.9 Grade Appeal
Type: Guideline
Reference: College Catalog (Grade Appeal Procedure)

Statement: It is the practice of the Blue Ridge Community College to adhere to the procedure documented in the references of this section regarding Grade Appeal.

3.5.10 Grade Change Procedures

3.5.10.1 Correction of Errors
Type: Guideline

- Faculty seeking grade corrections due to clerical or other kinds of errors must do so within the deadline indicated on the grade verification roster.
- Grade changes must be made on a "Grade Change Authorization Form," and approved by the Dean.
- Grade changes for courses which ended a year or more ago must also be approved by the VP of Instruction.
- Students who believe an error in grading occurred must employ the grade appeal process within the specified deadline.
- The faculty member is notified if a grade change is approved.

3.5.10.2 Conversion of an Incomplete
Type: Guideline

- A grade of "I" (incomplete) is a temporary grade.
- The instructor who awarded it must complete an “Incomplete Grade Form” at the time of award. (form available in the Academic Division Office or Admissions and Records – Office of the Registrar)
- The instructor must specify on the Incomplete Grade Form, which grade the “I” will revert to if no change is submitted.
- An "I" may be changed to a final grade in the following semester. Students have up to one semester, including summer, to complete coursework.
- A "Grade Change Authorization Form" must be filed to change an "I" to a final grade, or that grade will revert to the grade specified on the initial form.
3.5.11  College Schedule
Type: Procedure
Reference:  VCCS Policy (Sect. 2A, Sect. 2.07, Pt. 2.7A); BRCC website

The College credit programs operate on a semester system, year round schedule as established by the State Board for Community Colleges. The normal pattern includes a fall, spring, and summer term for all community colleges.

Non-credit, workforce training, and other special programs may be offered on alternative special session schedules. Students may take courses in day and evening formats, or through distance education.

3.5.12  Schedule Changes
Type: Guideline

Course meeting times and/or locations cannot be altered by a faculty member without the approval of the appropriate Dean. Faculty members who expect to be absent from a scheduled class meeting time should notify their Dean in advance for information on relevant policies and procedures.

3.5.13  Examination Schedule
Type: Guideline

- The Deans prepare and distribute the final examination schedule for all courses which have final examinations. Instructors are advised to announce the schedule of their examinations in their classes and check for possible conflicts well before the examination period.
- Requests for deviations from the scheduled time for individual students or for groups of students should not be granted by the instructor without consultation with the Deans.
- Instructors are responsible for proper security of examination materials during the process of preparation and after completed examinations have been delivered to them.
- The Duplicating Center is responsible for security of all examination materials between the time they are delivered for reproduction and until the completed examinations are delivered to the faculty members concerned. This department has facilities for shredding old and/or excess examination materials.
- Examinations will not be typed by work study students or other student employees.

3.5.14  Faculty Responsibility
Type: Procedure
Reference:  VCCS Policy (Sect. 3, Sect. 3.05, Pt. 3.5); VCCS Policy (Sect. 3, Sect. 3.08, Pt. 3.8)
3.5.14.1 Consulting
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.08, Pt. 3.8.9)

Members of the College faculty are encouraged to assist business, industry, government, and other educational agencies. Faculty members may engage in consulting activities as long as such activities do not interfere with their regular responsibilities and duties for the College.

Faculty members should obtain the approval of their Dean for any consulting activities that might take them away from the College during hours when they are expected to be on campus.

3.5.14.2 Faculty Assignments
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.05, Pt. 3.5)
Teaching and other faculty assignments are usually made by the Dean in consultation with the affected faculty member in accordance with the standards of the Virginia Community College System Policy Manual Section 3.5, Faculty Responsibilities.

3.5.14.3 Faculty Loads
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.05, Pt. 3.5)

The primary responsibility of a faculty member in the Virginia Community College System shall be to provide quality instruction for the students. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity in order to become a better person, a better worker, and a better citizen. To accomplish this goal, the following work-loads are expected of faculty:

3.5.14.3.1 Classes
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.05, Pt. 3.5.0)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Faculty Loads -- Classes.

3.5.14.3.2 Teaching Overloads
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.08, Pt. 3.8.4); VCCS Policy (Sect. 3, Sect. 3.08, Pt. 3.8.2)
Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Faculty Loads -- Teaching Overloads.

### 3.5.14.3.3 Office Hours

**Type:** Procedure  
**Reference:** [VCCS Policy](Sect. 3, Sect. 3.05, Pt. 3.5.1)

#### 3.5.14.3.3.1 Full Time Faculty

Each faculty member is required to hold a minimum of 10 office hours per week for working with students. These office hours should be posted on the faculty member’s office door and recorded in the Office of the appropriate Dean. For faculty members whose number of contact hours exceeds 20, special provisions may be made subject to the approval of the Vice President of Instruction and Student Services for the concurrent scheduling of laboratory and office hours.

#### 3.5.14.3.3.2 Part Time Faculty

In order to promote the availability of faculty to work with students, part-time faculty will be required to spend time on campus in addition to regular class hours for the course being taught. Part time faculty may meet this requirement by being available in the classroom the required number of office hours before or after the normal hours for the courses if the classroom is available at such hours, or any other appropriate arrangement for part time faculty office hours. The office hours of the part time faculty members should be announced to the class and should be on record in the Office of the Dean.

**Exceptions to office hour requirements due to distance learning, off-campus assignments, or use of technology to serve students may be approved by the Vice-President for Instruction & Student Services.**

### 3.5.14.3.4 Additional Activities

**Type:** Procedure  
**Reference:** [VCCS Policy](Sect. 3, Sect. 3.05, Pt. 3.5.3)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Faculty Loads – Additional Activities.
3.5.14.4  Classroom Management
Type:  Guideline
Reference:  College Catalog (Statement on Student Rights and Responsibilities, Disciplinary, and Grievance Procedures)

In addition to performing normal teaching activities, faculty members are expected to elicit student compliance with relevant behavior policies. The BRCC Student Code of Conduct is located in the college catalog.

Every instructor, out of respect for fellow colleagues, should endeavor to leave the class area in good order with the chairs arranged in normal array and with erased whiteboards.

3.5.14.5  Academic Processions
Type:  Guideline

Faculty members are expected to participate in academic processions associated with graduation and presidential inaugurations. Permission to be absent from such ceremonies must be requested well in advance of the scheduled event, in writing from the President.

3.5.14.6  Syllabi-Course Outlines
Type:  Guideline

A course outline or "syllabus" contributes to and is evidence of careful course planning and organization. Besides aiding the instructor to stay on schedule, the outline is sometimes an essential record of the instructor's plans, intentions, and policies for use by students, prospective students and counselors, colleagues, and new or substitute instructors. The outline may be consulted in resolving questions of articulation with or transfer to other institutions.

The College has an established format to be followed in the preparation of course outlines.

The maintenance of a current, acceptable outline is the responsibility of each faculty member for each course taught.

Prior to the beginning of the semester in which a course is being taught, the faculty member should submit an electronic copy of the syllabus to the Academic Division Office. The absence of a current outline from the file is reported to the appropriate Dean.
3.5.14.7 Professional Associations
Type: Guideline

Faculty members are encouraged to avail themselves of opportunities for professional development by participating in professional associations and attending appropriate conferences. Individual members’ dues may not be reimbursed; however, the College will make every effort to provide an adequate professional development budget, the amount of which may be used to defray expenses connected with professional meetings or conferences. Professional memberships which are applicable to all members of the College may be eligible for reimbursement by the BRCC Educational Foundation. Please see the Director of Development for more information.

3.5.14.8 Faculty Meetings
Type: Guideline

Special meetings of the faculty will be called by the President as needed. All faculty members are expected to attend faculty meetings called by the President. Permission to be absent from faculty meetings must be approved by the faculty member's immediate supervisor and the Vice President of Instruction and Student Services.

3.5.14.9 Field Trips
Type: Guideline

Field trips may be a valuable supplement to some courses. However, the potential value must be weighed against possible disadvantages, such as monetary cost, loss of time from other classes for the students, inconvenience created for other instructors, and the like. If a field trip adds substantially to a course, it should be a carefully planned part of that course and fully coordinated with participating students' other classes and obligations.

Under no circumstances will field trips be scheduled without the approval of the appropriate Dean and proper coordination with other members of the faculty whose classes may be affected.

All students will be expected to pay out of their own funds any expenses, including transportation charges, for their participation in any field trips (unless other arrangements are approved in advance by the Vice President of Instruction and Student Services and the Academic Dean). If a field trip is an established part of a course or curriculum, faculty members conducting the field trip may be reimbursed for their actual travel expenses. However, no College funds may be committed without the Dean's prior approval.
Public transportation should normally be used for field trips. Students who travel in private vehicles on field trips do so on their own responsibility. Interstate trips involving commercial transportation are subject to ICC regulations. Faculty members who are considering the use of a chartered bus or other commercial transportation for out of state field trips should check with the Vice President of Instruction and Student Services' Office prior to making any arrangements.

Reasonable accommodations are made upon request for students with disabilities. Students must complete a "Student Assumption of Risk Statement" form (available in the Division Office). Faculty members are responsible to ensure that each student completes a form and returns it to the faculty member prior to the trip. Forms are available for faculty distribution from the Dean.

3.5.14.10 Private Instruction
Type: Guideline

Members of the College staff shall not give private instruction for pay in any course they teach at the College. The teaching staff shall not use College facilities or equipment for private instruction in any other course without prior written approval of the President.

3.5.14.11 Substitute Teachers
Type: Guideline

When instructors cannot meet a class, they must inform the appropriate Dean. The decision to use a substitute instructor for an absent faculty member is made by the Dean. Short absences are generally covered by the full-time or part-time faculty of the College. In any case, faculty members must have a written plan for instruction and should arrange their files and records so that the Vice President of Instruction and Student Services or Dean can gain access in the event of emergency absence.

3.5.14.12 Tape Recording
Type: Guideline

For purposes of this guideline, tape recording is defined as any electronic process for audio or video recording. Students do not have the right to tape or record class sessions without the instructor's consent and should obtain permission prior to taping any class. Disabled students who need to tape record because of their disability will be accommodated as required by law but must follow procedures as outlined in the Disability Services office. Such students are required to provide appropriate documentation of their disabilities to the Coordinator of Disability Services in the Counseling Center.
Tape recordings are restricted to the individual instructional use of the student who was given permission to tape. Students may not duplicate tapes or allow other persons to use them for any purpose. Course tapes are to be erased after the individual student's instructional use is completed.

In the absence of a disability that makes tape recording a class session a required "reasonable accommodation" as mandated by law, faculty members may grant or deny, at their discretion, students the privilege to tape record class sessions. However, faculty members are encouraged to allow students to tape record when it appears to be an appropriate procedure for learning.

Normally, permission to tape record will be established between the individual faculty member and the student. However, the Coordinator of Disability Services determines whether tape recording is a required accommodation for a disabled student. Once determined, law requires that faculty must comply with such accommodations.

3.5.14.13 Textbooks
Type: Guideline

The practice of the College is that the faculty member who teaches a course is responsible for the selection of the textbook(s) and study material(s) for the particular course, subject to the approval of the appropriate Dean. Text selections should be made with particular attention to the course objectives, transferability of credit in transfer programs, special industry requirements in technical programs, and consistency among faculty members teaching the same course. Unless otherwise approved by the Dean, it is the rule of the College that the same text(s) will be used for multiple sections of the same course.

Textbook Order Forms are available in the Division Office. Textbook orders should be submitted directly to the Division Office for every course taught, even if one text is used for an entire year's sequence or even if no text is used. The Dean will provide estimated course enrollments.

3.5.14.13.1 Desk Copies of Textbooks
Type: Guideline

Each faculty member teaching a course is entitled to have a desk copy of the textbook for that course. The faculty member should request a desk copy through the appropriate division administrative assistant at the same time a textbook order form is submitted. Desk copies are provided free of charge by most publishers. Desk copies of textbooks cannot be given to faculty members by the College.
Bookstore. Refer to Complimentary/Examination Copies of Textbooks, 3.5.14.13.2 for information on outdated textbooks.

3.5.14.13.2 Complimentary/Examination Copies of Textbooks
Textbook publishers frequently give faculty in higher education the opportunity to evaluate new instructional materials. However, in order to maintain as low a price as possible for books sold to students, the Association of American Publishers asks faculty members to request complimentary copies only when they wish to review them for specific teaching purposes. It is expected that they will retain these books for reference or, if not, give them to interested students.

Instructors are urged to refrain from selling their complimentary copies to book dealers or other individuals. Review copies disposed of in this way double the publisher's sampling costs, thereby increasing the student's costs. Also, when used book dealers resell review copies they have purchased, the author is deprived of royalties on the sale of these books.

Faculty members requesting examination books and materials for examination should note that the College is liable only for return shipping costs for materials sent "on approval".

3.5.15 Instructional Materials Guideline
Type: Guideline
Reference: BRCC Instructional Materials Guideline

Statement: BRCC has developed an instructional materials guideline that has been accepted through regular governance procedure. The intent is to assist faculty when making decisions about instructional materials.

3.5.16 Attendance of Students
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.8); College Catalog (Attendance, instructors' policies)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section, and appropriately documented in the cited institutional documents regarding Attendance of Students.

The BRCC Catalog and Student Handbook states that "punctual and regular attendance" by students is required. Students are advised to notify the instructor before absences whenever possible. Also the student is responsible for making up missed study and instruction, regardless of the reason for the absence. Within these College guidelines, faculty members are expected to devise an attendance policy.
which is appropriate for each course, include it in the course outline, and announce it at the beginning of the course.

The Coordinator of Financial Aid and other appropriate college officials periodically make inquiries regarding class attendance records of individual students. Faculty is required to report students who have never attended, when requested to do so by the Financial Aid or Academic Support Services offices.

3.5.17 Class Rosters
Type: Guideline

Information regarding accessing and managing class rosters can be found at on the Academic Divisions website at [http://community.brcc.edu/div/index.php/faqs/class-roster/](http://community.brcc.edu/div/index.php/faqs/class-roster/).
Section 4: Student Services

4.0 Admissions
   4.0.1 Eligibility for In State Tuition Rates

4.1 Acceptance of Academic Credit
   4.1.1 Evaluating Transcripts
   4.1.2 Credit from Non-Regionally Accredited Colleges and Universities
   4.1.3 Non-Credit to Credit

4.2 Graduation Requirements

4.3 Student Rights

4.4 Expressive Activity

4.5 Title IX – Sexual Violence, Domestic Violence, Dating Violence and Stalking

4.6 Student Information Security

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4.9 Student Support Services
   4.9.1 Academic Load
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   4.9.5 Academic Support
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   4.9.7 Bookstore

4.10 Library Services

4.11 Food Service/Vending

4.12 Student Organizations and Clubs
Section 4  Student Services

4.0 Admissions
Type: Procedure
Reference:  VCCS Policy (Sect. 6, Sect. 6.0)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Admissions.

4.0.1 Eligibility for In State Tuition Rates
Type: Procedure
Reference:  VCCS Policy (Sect. 4, Sect. 4.3.0(a)); State Code § 23-7.4; College Catalog (Eligibility for In-State Tuition Rates)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy and State Code cited in the references of this section regarding Eligibility for In State Tuition Rates. Details are also available in the College Catalog.

4.1 Acceptance of Academic Credit
Type: Procedure
Reference:  VCCS Policy (Sect. 6, Sect. 6.0, Pt. 6.0.6); (Sect. 5, Sect 5.06, Pt. 5.6.5.1); BRCC Advanced Standing Manual (The BRCC Advanced Standing Manual is an appendix to the Curriculum Procedure)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section, and appropriately documented in the cited institutional documents regarding Acceptance of Academic Credit.

Blue Ridge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. BRCC transfers in credits from colleges and universities who hold the same or equal accrediting standards and are applicable to the student’s program of study.

Generally, no credit will be awarded for courses having a grade of lower than a “C.” Courses must be graded. This means courses that were audited or taken pass/fail will not transfer. Students are required to complete 25% of their curricular requirements at BRCC. Transfer students may be advised to repeat courses if it is clearly to their advantage to do so in order to make satisfactory progress in the curricula.

Questions regarding transfer credits should be directed to the Registrar.
4.1.1 Evaluating Transcripts

Credits are evaluated as follows:

1. Official transcripts are received and student requests a transcript evaluation.
2. Courses are considered with a grade of “C” or higher in the student’s program of study – this includes general education courses as well as program specific courses.
3. Most Virginia universities and colleges list course equivalencies for the VCCS schools and this is consulted.
4. The SCHEV website is also consulted for course equivalency.
5. If there is not a list of course equivalencies on the university/college website or SCHEV, course descriptions are pulled and compared to BRCC’s course description.
6. If unclear on transferability, professors are consulted to determine course equivalency.
7. At times, a syllabus will be requested from the student for further clarification.

4.1.2 Accepting Credit from Non-Regionally Accredited Colleges and Universities

If a student requests credits from a Non-Regionally Accredited institution, it is the student’s responsibility to provide documentation that the course(s) taken meet similar standards to the course offered at BRCC.

Documentation will include:

1. Faculty teaching credentials for the requested transfer course(s);
2. Syllabus from each requested course (not course descriptions); and
3. Additional information may be requested.

4.1.3 Non-Credit to Credit

Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.5.1.e)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Non-Credit to Credit.

4.2 Graduation Requirements

Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.01, Pt. 5.1.2)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Graduation Requirements.
4.3 Student Rights
Type: Procedure
Reference: College Catalog (Statement on Student Rights and Responsibilities, Disciplinary, and Grievance Procedures)

Statement: It is the practice of the Blue Ridge Community College to adhere to the Statement on Student Rights and Responsibilities, Disciplinary, and Grievance Procedures found in the Student Handbook section of the current College Catalog.

4.4 Expressive Activity
Type: Procedure
Reference: VCCS Policy (Sect. 6, Sect. 6.5, pt. 6.5.1); VCCS Policy (Sect. 6, Sect. 6.5, pt. 6.5.2); BRCC Expressive Activity Procedure

It is the practice of Blue Ridge Community College (BRCC) to adopt and adhere to the Virginia Community College Policy cited in the references of this section regarding Expressive Activity.

4.4.1 VCCS Policies 6.5.1 and 6.5.2

1. This policy applies to all buildings, grounds and other spaces owned or controlled by the college. The term “expressive activity” includes:
   a. Meetings and other group activities of students and student organizations;
   b. Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
   c. Distributions of literature, such as leafleting and pamphleting; and
   d. Any other expression protected by the First Amendment of the U.S. Constitution.

This policy does not apply in instances when speakers, performers, groups, etc. are invited by the college or to external groups that arrange to use college space through a Facilities Use Agreement.

2. College property is primarily dedicated to academic, student life and administrative functions. But it also represents a “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression including speeches, demonstrations, and the distribution of literature.

3. Indoors or outdoors, colleges shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place and manner restrictions on expressive activity. Such
restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

4. No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

4.4.2 Responsibilities
The Vice President of Instruction and Student Services addresses inquiries regarding the procedure and is responsible for implementation. Appeals resulting from administrative decisions with regard to this procedure on expressive activity on campus will be directed to the Vice President of Finance and Administration.

4.4.3 Procedure for Reserving Campus Facilities
1. If students, student organizations or college employees desire to reserve campus facilities for expressive activities they should:
   a. *Students and Student Organizations:* submit their request to the Dean of Student Services;
   b. *College Employees:* submit their request through the Vice President of Instruction and Student Services.

   Requests must be made with at least 24 hour notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.

2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or by the college to receive permission to conduct expressive activities or events on campus. These individuals or organizations should contact the Vice President of Instruction and Student Services if interested in being sponsored by the college.

3. The college will assess appropriate fees for equipment and facility use to users who are not members of the campus community. Security fees may be assessed to defray the actual costs of providing security when the size of the audience may pose a risk to safety. At no time shall the college assess a security fee based on the anticipated reaction to the expressive activity.

4. Facilities available for use are available only during normal operating hours or as otherwise posted.

5. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
   a. The requested venue is an indoor facility that the college has designated as not available under section 4.4.5 of this procedure;
b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section 4.4.3 (4) of this procedure;

c. The venue is already reserved for another event;

d. The activity will attract a crowd larger than the venue can safely contain;

e. The activity will substantially disrupt another event being held at a neighboring venue;

f. The activity will substantially disrupt college operations (including classes);

g. The activity is a clear and present threat to public safety, according to the college’s police or security department;

h. The activity will occur during college examination periods; or

i. The activity is unlawful

6. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

7. When assessing a request to reserve campus facilities, the college will not consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student’s, student organization’s, or college employee’s expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

4.4.4 Spontaneous Expressive Activity

1. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events, (d) substantially disrupt college operations, (e) constitute unlawful activity, or (f) create a clear and present threat to public safety, according to the college’s police or security department.

2. No indoor areas or facilities are available for spontaneous expressive activity.

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1 In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events

2 The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more constitute a substantial disruption.
4.4.5 Areas Not Available for Expressive Activity
1. The following indoor areas/facilities are not available for expressive activity.
   a. Library
   b. Administrative/business offices
   c. Classrooms (during instructional hours)
   d. Laboratories (including computer)

4.4.6 Banners and Distribution of Commercial Materials
1. Banners used in expressing speech should comply with the provisions of this procedure and cannot be used to block, obstruct or otherwise deny access to any pedestrian or to block or obstruct vehicular traffic.
2. Distribution of commercial advertising or the placement of commercial material is prohibited in the following areas:
   a. Administrative offices;
   b. Classrooms, computer rooms, laboratories, and other places where instruction takes place; and
   c. Libraries

4.5 Sexual Violence, Domestic Violence, Dating Violence and Stalking
Type: Procedure
Reference: VCCS Policy (Sect. 6, Sect. 6.5.5, pt. 6.5.5.4); BRCC Title IX SaVE Act Policy

Statement: It is the practice of Blue Ridge Community College to adhere to the Virginia Community College Policy cited in the references of this section regarding Sexual Violence, Domestic Violence, Dating Violence and Stalking.

BRCC has developed a comprehensive Sexual Violence, Domestic Violence, Dating Violence and Stalking policy and procedure in accordance with VCCS policy 6.5.5.4.

4.6 Student Information Security
Type: Procedure
Reference: VCCS Policy (Sect. 6, Sect. 6.02, Pt. 6.2.7); FERPA; College Catalog (FERPA)

Statement: It is the practice of the Blue Ridge Community College to adhere to the Virginia Community College Policy cited in the references of this section, FERPA and the College Catalog regarding Student Information Security.

4.7 Student Records Retention and Disposition
Type: Procedure
Reference: VCCS Policy (Sect. 6, Sect. 6.02, Pt. 6.2.6); Virginia State Library and Archives

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Student Records Retention.
The academic records of a student are maintained in the Admissions and Records Office. At the end of three years from the date of the student’s separation from the College, those records, with the exception of the BRCC permanent record or transcript, are destroyed (for students enrolled prior to January 2014). Records for students enrolled January 2014 and beyond will be stored electronically for an indefinite period of time. For a more detailed written policy on the disposal of academic records, contact the Dean of Student Services.

Faculty and other College administrative documents containing sensitive information should not be routinely discarded. Instead, such documents should be rendered illegible by being shredded before discarding or discarded through secure document disposal containers. Secure document disposal containers are maintained in Admissions and Records (G101), the Business Office (104), or Buildings and Grounds (B111). High volume shredders are located in rooms C106, E103, F106, J102A, and G101.

4.8 Technology Privacy
Type: Procedure
Reference: VCCS Privacy Policy; VCCS Information Technology Student/Patron Acceptable Use Agreement; BRCC Web Privacy Policy

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System Privacy Policy and Acceptable Use Agreement in the references of this section to protect the privacy of all individuals utilizing technology to complete required work.

4.9 Student Support Services

4.9.1 Academic Load
Type: Procedure
Reference: VCCS Policy (Sect. 5, Sect. 5.06, Pt. 5.6.4); College Catalog (academic load)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section, and appropriately documented in the cited institutional documents regarding Academic Load.

4.9.2 Academic Standing/Status
Type: Procedure
Reference: VCCS Policy* (Sect. 5, Sect. 5.06, Pt. 5.6.6); current College Catalog (academic standing)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section, and appropriately documented in the cited institutional documents regarding Academic Standing/Status.
4.9.3 Change of Registration
Type: Guideline

In all cases, students who wish to make changes in their schedules after initial registration must follow established guidelines.

The guidelines listed below are for courses which meet throughout the course of an entire sixteen-week semester. Courses of other lengths have unique deadlines which are listed in each semester’s Academic Calendar. Students are responsible for knowing the deadline dates for add, drop and withdrawal each semester.

1. Addition of a course: usually students may add a new course during the first five class days of a semester.
2. Dropping a course with a tuition refund: usually students may drop a course and receive a tuition refund during the first eleven class days of a semester.

Withdrawal from a course: usually students may withdraw from a course and receive a “W” grade from the twelfth class day through the ninth week of a semester, which represents 60% of the semester. A withdrawal after 60% of the semester has passed will result in an “F” grade except under mitigating circumstances which requires the documented approval of a Dean.

4.9.4 Career Services
Type: Guideline

The Office of Career Services provides resources and services to assist students and graduates in carrying out decisions related to obtaining a rewarding career. Comprehensive web-based career resources, advising sessions, and classroom presentations help students learn how to acquire self-knowledge, knowledge of careers and employers, transfer opportunities, and the lifelong ability to conduct an effective job search. Please visit the career services web page at http://www.brcc.edu/services/career for additional information and helpful resources.

4.9.5 Academic Support
Type: Guideline

Counselors and advisors are available to help students learn how to manage time, study more effectively, and minimize test anxiety. Counselors can also refer students to appropriate professionals and community support services if personal problems are inhibiting the learning process. For more information about academic and community support services, please visit http://community.brcc.edu/mental_health/.
4.9.6 Academic Advising
Type: Guideline

Advisors work with students to help them select courses and programs that meet their occupational and educational goals. Information and resources on transfer requirements of four-year colleges and universities are also provided. Please go to http://www.brcc.edu/services/advising for additional information.

4.9.7 Bookstore
Type: Guideline

The College Bookstore is operated by an outside contractor. The Coordinator of Business and Facilities serves as liaison between the College and the contractor. The contractor has exclusive rights to the sale of all textbooks on the campus. All instructional materials to be sold through the bookstore must be coordinated through the office of the appropriate Dean. Any other items sold through the bookstore must have the approval of the Vice President of Finance and Administration.

4.10 Library Services
Type: Guideline

The Houff Library supports the mission of Blue Ridge Community College by providing access to a diverse array of educational resources that support both the curricular and non-curricular needs of our students, faculty, staff, and community members. Additionally, Houff Library provides services that enhance the educational experience of our students and support faculty members in their teaching.

Houff Library provides access to a large print and audio-visual collection, 160 databases, over 30,000 current full-text periodicals and over 50,000 electronic books. In addition to these physical and digital resources, the library also circulates graphing calculators, headphones, and LiveScribe pens. The general public is also eligible and encouraged to use library resources, including the children’s collection. Access to all physical resources is handled through your ID card. All digital resources are available from off-campus via the library’s website using your MyBRCC login ID and password, which is also your Blackboard username and password.

Selection and deselection of these materials is guided by our Collection Development Policy. All faculty members, full-time and adjunct, are strongly encouraged to request materials so that their students may have the most complete and up-to-date resources available for use in assignments. If you would like to recommend titles of books, audiovisual materials, or periodicals to be placed in the library collection, please contact a librarian. When providing information, please include as much information as possible (author, title, ISBN number,
price, year of publication, etc.) so the correct item can be ordered. You will be notified when the materials arrive and are available to your students.

At times, it is more cost effective to borrow books from neighboring libraries. This service is known as Inter-Library Loan (ILL) and allows library users to request materials (books and periodical articles) from other libraries free of charge. Similarly, BRCC faculty, staff, and students can borrow materials and access the library resources of James Madison University (Harrisonburg, VA) and Mary Baldwin College (Staunton, VA) (http://www.brcc.edu/library/about_library/lib_faqs) Instructors may place library or personal items on reserve in the Library. This limits the item’s use to within the library.

The Houff Library staff provides a number of services that assist instructors and teachers. Instructors teaching on the main campus, off-site locations, or at dual-enrolled locations can request library staff to provide instruction to their class regarding a wide variety of topics including access to library resources, information literacy, copyright, citing sources, or many other topics. If this service is desired, please allow at least one week of notice for the library staff to prepare. More information regarding library instruction can be found on the BRCC website. Individual and personalized reference service is available during normal operating hours Monday through Friday. Additionally, subject-based information guides called LibGuides are also available for students, faculty, and staff.

The Library website provides access to or information about all of our resources. In addition, the library hours, which may vary between semesters, links to general procedures, and access to our Facebook and blog pages, are found on our website. A full list of published guidelines is available on the website.

**4.11 Food Service/Vending**
Type: Guideline

There are several food options on campus including the Coffee Corner, Delicious Dishe Food Truck and fresh vending and snack machines; information is available at http://www.brcc.edu/services/food-services.

**4.12 Student Organizations and Clubs**
Type: Guideline

Access Student Organization and Club information online:
- How to Start a New Club
- Student Organization Fundraising Procedure
- Club Advisor Responsibilities (intranet, password required)
- Expectations of Student Organizations (intranet, password required)
- Student Activities and Agency Clubs Fiscal Policies and Procedures (Intranet, password required)
### Section 5: Public Relations

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Section 5  Public Relations

5.0 Public Relations

Type: Procedure
Reference: VCCS Policy (Sect. 7, Sect. 7.0, Pt. 7.0.2); VCCS Policy (Sect. 7, Sect. 7.0, Pt. 7.0.3)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Public Relations.

The President has ultimate authority for all publications issued to inform the public of College activities. The President delegates the authority to coordinate and disseminate public information to the Public Relations Coordinator.

5.1 College Catalog

Type: Procedure
Reference: VCCS Policy (Sect. 7, Sect 7.4, Pt. 7.4.0)

Statement: It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Catalogs and Bulletins.

5.2 College Communications Department

5.2.1 Publications
Because publications are more effective if pleasing in design and clearly worded, and because it is important to provide a coordinated image to the community, the College Communications Department reviews all College publications that are intended to be distributed to an external public. All external publications should be reviewed by the College Communications Department in the early stages of copy preparation and design.

If the publication requires a substantial investment of time, planning and money, the College Communications Department must be consulted before the publication is developed. For materials requiring graphic design, the requestor may begin by discussing the proposal with the publications assistant or graphic designer.

A new publication generally requires four to nine weeks of development time. Projects should be scheduled with the College Communications Department well in advance of the desired publication date.

The Office of Visual Communications coordinates the production of the following publications: the College Catalog and Student Handbook, program brochures,
annual graduation program, and the BRCC Annual Report. The Visual Communications staff also prepares all printed advertisements, which must be submitted at least two weeks in advance to allow sufficient time to prepare camera-ready copy.

5.2.2 Reporting BRCC News

It is vital that the Office of Public Relations be alerted to a potential news story as early as possible. In an emergency, we must act immediately. On other news, time is required to gather information and notify the news media so they can find space for the story.

The effective dissemination and management of news requires planning, which in turn requires advance notice of newsworthy events. Sensitive information will be kept completely confidential. We are all part of the BRCC community.

Not all information is news. Each potential story will be evaluated by the Public Relations staff to determine the relative news value and interest to the public. The College Communications Department will determine the best way to disseminate the news. These efforts may include:

- A news release, or news releases,
- Posts to BRCC social media sites
- A "tip sheet" to reporters and editors
- Personal contact with reporters and editors
- Accompanying faculty or staff for media interviews
- A news conference
- A media "availability" (when media are informed that an individual is available for interviews at a certain time); or
- A faculty or staff-written opinion article

5.2.3 News Releases

The Office of Public Relations has developed an excellent relationship with the news media by providing legitimate news stories that are written well and delivered in a timely manner. Most media points adhere to the Associated Press (AP) style in writing their stories. The Office of Public Relations uses AP style in news releases so media points can use the stories with few changes. The stories provide sufficient facts to also permit the newspaper, radio station or television station reporters to write their own story or to serve as background for an interview.

The Office of Public Relations sends news releases electronically, to newspapers, radio stations and TV stations throughout Virginia (as well as regionally and nationally as appropriate).

Public Relations also coordinates the placement of news stories and information on the BRCC Internet web site.
5.2.3.2 Editing
One reason the Office of Public Relations adheres to a strict journalistic style is to reduce the need for change by the media. Some newspaper editors will make few or no changes in a BRCC-written story. Others may shorten the story, change the style or rewrite it entirely. Some may print it immediately; others may save it for weeks; others may file the story and contact the source months later.

The Office of Public Relations cannot control what the media do with a release after it leaves our office. We can improve the chances of the story being used by consistently providing reporters and editors with well-written, factual and newsworthy material.

5.2.3.3 Dealing Directly with the Media
A news release is often only the first step in a media process that can continue for some time. Frequently, reporters or editors will call to ask the source to elaborate on the information provided in the news release.

The College President and/or the Public Relations Coordinator serve as the official spokespersons of the College. The President may further delegate those responsibilities to other college employees as circumstances warrant.

The Office of Public Relations encourages reporters to contact BRCC faculty and staff directly if they have a question that requires a specific area of expertise. It is not always possible to reach you in advance but, if our office refers a reporter to you, we will always make every attempt to notify you that you may expect contact from the reporter.

If you feel uncomfortable addressing a certain subject with a reporter, or feel the subject should be addressed at a college-wide level, refer the reporter to the Office of Public Relations. If possible, please give us advance notice that you have referred the call.

Media contacts may take only a few minutes or, on some big stories, several hours. Some reporters understand the subject matter and are excellent interviewers; others may require significantly more background information to report accurately. Never assume the reporter has the full background on the story. Explain it in fundamental terms as though the reporter has little or no knowledge about the subject. Never assume that they understand the vocabulary of higher education (e.g., “FTES”).

Media interviews can be enjoyable and rewarding, or trying and time consuming. Ultimately, however, the goal is to favorably publicize Blue Ridge Community College and its activities.
5.2.3.4 Interviews
Respond promptly to media requests, even if it is to decline an interview or to refer the caller to the Office of Public Relations. Reporters are usually under extremely tight deadlines. The delay of a day, or even an hour, can mean the difference between favorable publicity and a lost opportunity. Delays in responding can also make the reporter disinclined to turn to BRCC for help in the future. Your courtesy will help BRCC now and in the future.

5.2.3.5 Television/Radio Interviews
The same rules apply to broadcast news interviews, but television and radio have their own rules and limitations. Preparation is still the key to presenting your ideas in a concise way.

5.2.4 Social Media
The Office of Public Relations coordinates/manages the College’s social media.

Any college employees who identify themselves as a Blue Ridge Community College employee while engaged in social media shall be subject to all Commonwealth of VA, DHRM, and BRCC policies and procedures, and shall conduct themselves accordingly.

5.2.5 Publicity and Public Information
The President has ultimate authority for all information issued to the public.

The Public Relations Coordinator has the responsibility for coordination and release of information to the media. All news releases and display advertisements concerning College activities are to be released through the Public Relations Coordinator. No other individuals within the College are to issue press releases or advertisements except through that office.

Persons desiring news releases are encouraged to contact the Office of Public Relations in Office C-108, where the information will be considered for release.

Normally, inquiries concerning the College from the media shall be referred to the Office of Public Relations. The Office of Public Relations then coordinates interviews with the appropriate College personnel.

5.2.6 Copyright Regulations
Blue Ridge Community College expects employees and students to comply with the United States Copyright Act (Title 17, United States Code), http://www.copyright.gov/title17/. The “fair use” aspects of the copyright law allow for a variety of materials to be copied and handed out to students.

Here are some fundamentals to keep in mind to ensure that your copying is in compliance with copyright laws. Essentially, the guidelines are designed to allow copying for instructional purposes in the classroom, but at the same time, to protect
authors and copyright holders from being denied the sale of materials they have created. In other words, the copying cannot be done as a substitute for the purchase of books, publisher’s reprints, or periodicals.

Below are general guidelines. The BRCC library can provide additional guidance and please refer to the BRCC Copyright Policy. Copies made and given to students must meet the following tests, or you will need to provide the Duplicating Department with written permission from the publisher or copyright holder before copies can be made.

- **Brevity**: Articles, stories, or essays must be less than 2,500 words. Excerpts from books must be less than 10% of the work.
- **Spontaneity**: The decision to use the work must have been made so closely in time to the need for the work that it would be impractical to seek permission from the publisher and receive a timely reply.
- **Cumulative Effect**: You may not copy a chapter of a book one week, and then come back and have additional chapters copied later in the semester. Copying is also prohibited if the purpose is to create, replace, or substitute for anthologies, compilations, or collective works.
- **Consumable Materials**: Lab manuals and work books that accompany texts may never be copied and must be purchased by the student.

When in doubt, please get written permission from the publisher to make copies and present that to the Duplicating Department with your copy request.

More detailed information concerning copyright regulations is available from the Head Librarian. Information concerning copyright regulations for multimedia use is available from the College Webmaster, ext. 2377. Information concerning intellectual property rights for materials created by employees of the Virginia Community College System is located in the VCCS Policy Manual, available on-line. (Sect. 12, sect. 12)

### 5.3 Style Manual

**Type**: Guideline

**Statement**: The BRCC Style Guidelines (intranet, password required) is a quick reference tool for writers of all kinds: grant writers, secretaries, report writers and recorders of minutes. It is relatively short and easy to read. It is the principal style guide for the College and should be used as a reference for official correspondence of any kind.
### Section 6: Accreditation, Institutional Effectiveness and Research

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Section 6 Accreditation, Institutional Effectiveness and Reporting Institutional Effectiveness

6.0 Institutional Effectiveness
Type: Procedure
Reference: VCCS Policy (Sect. 8, Sect. 8.02, Pt. 8.2), VCCS Policy (Sect. 8, Sect. 8.02, Pt. 8.2.1); Institutional Research & Effectiveness webpage; Institutional Effectiveness Handbook (intranet, password required)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Institutional Effectiveness.

6.1 Substantive Change
Type: Procedure
Reference: VCCS Policy (Sect. 8, Sect. 8.01, Pt. 8.1.0)

Blue Ridge Community College (BRCC) affirms compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.12.1 by incorporating the BRCC Substantive Change Chart and the Substantive Change Sub-cycle. The BRCC Substantive Change Chart specifies the administrator responsible for tracking potential changes at the College that may be considered “substantive.” The Substantive Change Sub-cycle is the vehicle for ensuring that proposed changes are identified and reported at the appropriate times.

Appendixes:
- Appendix A - BRCC Substantive Change Chart
- Appendix B - Substantive Change Sub-cycle
- Appendix C - BRCC-C1a
- Appendix D - BRCC-C1b
- Appendix E - BRCC-C1c
- Appendix F - BRCC-C4
- Appendix G - BRCC-C5
- Appendix H - SACS COC Substantive Change Notification Form

6.1.1 Procedure
Specific details regarding the process by which substantive changes are identified and reported are defined within the SACS COC Substantive Change Sub-cycle.

The BRCC Substantive Change Chart identifies some substantive changes that may occur and require action between established sub-cycle deadlines. In these situations, the substantive change will be acted upon in a timely, appropriate manner outside of the sub-cycle.

The Vice President of Instruction and Student Services is responsible for implementation.
6.2 Internal Surveys

**Type:** Guideline  
**Reference:** OIRE Intranet (intranet, password required)

### 6.2.1 Purpose

Surveys are an increasingly popular method for gathering information and feedback from college constituencies. The purpose of this procedure statement is to provide a coordinated approach to surveying prospective students, current students, alumni, faculty, staff, employers, community members, and other stakeholders in order to:

- Ensure that survey design, administration, analysis, and reporting are methodologically sound.
- Ensure that surveys conducted on behalf of the College adhere to high and consistent standards of quality that maintain the integrity of the College's reputation and brand.
- Minimize collection of duplicate data and "survey fatigue" by combining data collection needs whenever possible and appropriate, and managing the number and timing of multiple surveys to the same group of respondents.
- Ensure appropriate distribution and use of survey results.
- Maintain a thorough, central, and accessible record of survey tools and results.

### 6.2.2 Definitions

A survey is defined broadly as any means of data collection in which questions are presented to respondents in paper, oral (e.g., interview, focus group), or electronic (e.g., email, web) format for the purpose of evaluating/assessing College programs, functions, or services; or gathering feedback from respondents for decision-making and continuous improvement of same. Respondents include, but are not limited to, prospective students, current students, parents, alumni, faculty, staff, administrators, employers, and other community members.

### 6.2.3 Applicability

This procedure applies to all surveys conducted by or on behalf of BRCC, its employees, offices, services, departments, divisions, and programs that were in progress as of August 1, 2013, or developed and administered, or re-administered, thereafter.

The following forms of data collection are exempt from this requirement. However, if you would like support for these, it is available through the OIRE Intranet site:

- Student evaluation of individual courses and instruction.
- Feedback instruments used in the evaluation of employee performance.
- Surveys conducted by faculty, as part of instruction, with students currently enrolled in their class or classes (Blackboard and the Google Suite have tools available for this).
- Systems for electing students, faculty, or staff to leadership positions within College committees or organization, or for gathering candidate feedback.
Forms for the sole purpose of application to or registration in BRCC programs, classes, workshops, or events.

Also exempt are individuals conducting survey research that would utilize BRCC students, employees, data, or facilities and is not conducted by BRCC for the primary purpose of internal decision-making and improvement. This research is subject to BRCC’s statement on external research as delineated in the Research Review Committee Mission Statement.

6.2.4 Procedure Statement
Surveys must be reviewed and approved by the Coordinator of Institutional Research and Effectiveness or designee prior to being implemented.

A copy of all surveys, datasets, and associated reports not generated by the Office of Institutional Research and Effectiveness (OIRE) are to be provided to OIRE electronically for retention in a survey archive.

6.2.5 Responsibilities and Procedures
The Office of Institutional Research and Effectiveness will:
- Provide an electronic form for survey requests and approvals.
- Provide consultation on the development and administration of surveys and analysis of results.
- Provide templates and standards for cover letters, introductory statements, survey types and questions.
- Review and approve survey requests.
- Prioritize and schedule surveys based on the needs of the college, such that data collection is timely and conducted in a manner that minimizes survey fatigue, duplication of effort, and disruption to the educational environment.
- Maintain a web-based survey tool, use the tool to post surveys for requestors as appropriate (and as time and workload permit), and generate reports.
- Maintain a survey archive.
- Annually review the scope and effectiveness of this statement and associated procedures.

Individuals requesting to conduct surveys will:
- Complete the survey request form and meet with the Coordinator of Institutional Research and Effectiveness or designee prior to implementing any survey.
- Provide OIRE with a copy of all surveys, datasets, and associated reports not generated by OIRE but involving BRCC respondents.
- Be responsible for preparation of any focus groups or mailings of surveys administered on paper, as well as the compilation of the data from such surveys.

Copied from PVCC website and edited by CIRE, June 7, 2010; re-edited July 2013
Reviewed and approved by Vice Presidents Staff: August 6, 2013
6.3 Blue Ridge Community College Research Review Committee (RRC)

Type: Guideline
Reference: OIRE Internet site

6.3.1 Mission
The purpose of the BRCC RRC is to review external requests for access to BRCC employees and students for the purpose of research and to determine compliance with federal regulations. The members of the BRCC RRC review submitted materials for compliance with federal regulations and provide the College’s Vice President of Instruction and Student Services a recommendation regarding action on the request. Final decision regarding approval is made by the Vice President. Any request made of any employee for participation in a survey, as a representative of the College, should be referred to the OIRE. Any research, to be published or shared in any format, proposed by faculty using students as participants should also utilize this procedure.

6.3.2 RRC Structure
The College President appoints the five members of the RRC. Of the five members, no less than two members will hold teaching faculty positions and no less than two members will hold administrative faculty positions.

6.3.3 Guidelines and Procedures
1. Investigators seeking RRC approval will submit the RRC submission form along with a copy of the investigator’s research proposal* to the Office of Institutional Research and Effectiveness.
2. The RRC will meet within two-weeks from the time of submission.
3. The RRC will review the submitted materials and make a determination regarding the project’s compliance with federal regulations.
4. If the project is found to not meet federal guidelines, the materials will be returned to the investigator who has the option to revise the proposal and to resubmit.
5. If the project is found to meet federal guidelines, the submitted materials and the RRC summary form will be forwarded to the Vice President of Instruction for a final approval or rejection.
6. BRCC reserves the right to a copy of the study results.

*Proposal includes these elements: the purpose of the research; how the research will be conducted (including a copy of the survey, interview questions; timing, etc.); who the population will be and the rationale and procedures for choosing that population; procedures for protecting the anonymity of the subjects (as differentiated from keeping data confidential, which is also to be included); and a copy of the consent form, if required. If this is part of formal research in pursuit of a degree, the proposal submitted to the parent university will be accepted, provided it addresses these elements.
6.4 Program and Unit Review
Type: Procedure
Reference: Institutional Effectiveness Handbook; WEAVEOnline

6.4.1 Resources
The college uses WEAVEOnline to track goals, objectives, outcomes, and action plans. Staff of the OIRE is available to help program and unit heads with the following:

- Development of quality program or unit objectives and measures;
- Production of reports; and
- Navigation of the software itself.

6.4.2 Schedule
Goals and objectives are created and reported on annually. The Research and Assessment Committee maintains a schedule for college-wide review of administrative and program areas on a four-year rotating cycle, with a ‘check-in’ scheduled midway in the cycle for academic programs. The Committee Chair notifies program and administrative heads at least one semester before the review is expected to be presented to the Committee (administrative units in the fall and academic programs in the spring). The full schedule is included in each year’s Institutional Effectiveness Handbook.

6.5 Diversity and Inclusion Plan
Type: Procedure
Reference: Report of the Chancellor’s Task Force on Diversity; Diversity and Inclusion Plan for Blue Ridge Community College

Statement: It is the practice of the Blue Ridge Community College to accept and adhere to the Report of the Chancellor’s Task Force on Diversity cited in the references of this section regarding Diversity and Inclusion.

Blue Ridge Community College has developed a Diversity and Inclusion Plan through regular governance processes to support the Chancellor’s Task Force on Diversity.
### Section 7: Public Safety

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Section 7  Public Safety

7.1  Public Safety Services
Type:  Guideline

The Public Safety Team strives to keep the BRCC campus community safe. The team is available 24 hours a day 7 days a week. The team works closely with the College Administration to support an open and safe educational environment that fosters academic excellence and student success by providing professional security, safety, and emergency services. Please let a team member know if we can help you in any way while you are here at Blue Ridge.

To contact the officer on duty 24 hours a day 7 days a week, call (540) 430-4564 or dial extension 2370 from any campus telephone.

In additions to emergencies, a Safety Officer can assist with:

- Unlocking doors
- Evening escorts to your vehicle
- Behavioral or minor First Aid issues
- General Assistance

Faculty members with evening classes should be aware that after 11:00 p.m. the Safety Officer is authorized to secure outer doors. Also, most outdoor and parking lot lights are extinguished (by automatic timer) at approximately the same time.

7.2  IDs and Parking Permits

All faculty and staff are strongly encouraged to have and wear a BRCC Photo ID Card. The card can be used for after-hours access to certain facilities upon approval. Additionally, in case of an emergency, students are instructed to follow the information and directions given by anyone with a blue ID badge (faculty/staff), or an orange ID badge (security officer). It also identifies you as someone who can be helpful to new students finding their way around campus or having questions.

All college personnel are required to obtain and display a faculty-staff parking permit. These permits allow parking in any available space on campus, excluding handicap parking which requires an additional state-issued permit. Permits are free of charge.

The ID Card and Parking Permit Office is located in Room E111B and is open Monday – Friday from 9:00AM – 2:00PM or by appointment by calling ext. 2558. Please have your employee ID number and a valid government issued photo ID or driver’s license with you. For parking permits, you will also need the license plate number, make, model, color, and year of vehicle.

Faculty and staff should be aware of the college’s Parking and Traffic Regulations Handbook.
7.3 **College Safety Procedures**
The BRCC College Safety Manual can be found on the BRCC Intranet under Public Safety.

This manual outlines requirements and procedures for the safety of all employees and students at BRCC. If life threatening health issues or injuries have occurred, faculty and staff should call 9-911 (or 911 from any non-campus phone) before following the reporting procedure outlined below.

Accidents and health/safety emergencies are to be reported to the Safety Officer on duty by dialing (540) 430-4564 or ext. 2370 and providing the person who answers with a description of what has occurred. The Public Safety staff or Safety Officer will contact 9-911 if they have not been contacted already and alert the Emergency Response Team by radio. The Public Safety Staff or Safety Officer will arrive at the scene to assist.

Witnesses of accidents and health/safety emergencies should stay with the injured person until help arrives.

The College is not equipped to provide medical services on campus. Only properly trained employees should attempt to administer first aid. First aid cabinets and mobile first aid kits have been placed in each building (see attached spreadsheet for locations).

7.4 **BRCC Emergency Operations Plan**
Type: Procedure
Reference: VA Code §23-9.2.9

The BRCC Emergency Operations Plan outlines procedures to be followed in the event that the college community must respond to an emergency. All members of the college community should review the [Emergency Operations Plan](#) at regular intervals and be familiar with its procedures.

7.5 **Emergency-Evacuation Procedures**
Type: Guideline

In the event of any incident on campus call 9-911. A 911 call from a campus phone will alert security and designated emergency managers. If you call 911 from a cell phone please have someone also call security at 540-430-4564.

Emergency drills for day, and evening classes will be held early each semester. Drills are usually announced to faculty and staff in advance.

To receive information on emergencies, please sign up for BRCC text alerts at [http://www.brcc.edu/services](http://www.brcc.edu/services).

7.5.1 **Faculty**
Discuss evacuation procedures with each of your classes during the first 2 weeks of classes in order to facilitate orderly evacuation of buildings when the fire alarm sounds.
7.5.2 Supervisors
Review evacuation procedures with all new staff members to ensure that all employees are familiar with evacuation procedures.

7.5.3 Evacuation Procedures
During the day, Emergency Managers are in each building to assist with evacuations. Please follow the Emergency Manager’s directions.

Evacuation routes should be posted in each room on campus. Please familiarize yourself with the evacuation route for your classroom or work area. In virtually all cases, the proper escape route leads to the nearest exit. There are evacuation lift chairs available on the second floor of Houff, T Building and V Building for individuals who need assistance exiting the building. Any unannounced continuous sounding of the fire alarm is to be considered an emergency.
Make sure you evacuate the buildings in an orderly fashion. WALK, do not run, to the appropriate exit.

After leaving the building, proceed to the nearest grassy area. DO NOT BLOCK ROADWAYS OR PARKING LOTS. Emergency vehicles may need to use them. Please remain in these locations until you are given the signal by the Emergency Managers to re-enter the buildings or leave the campus.

7.6 Campus Crime Reporting
Any crime occurring on campus should be reported immediately. Crimes of an emergency nature or that appear to present an immediate threat to persons or property should be reported directly by the observing party to the authorities by dialing 9-911 from any campus phone, or 911 from a non-campus phone. The observer should report non-emergency crimes or threats to the Safety Officer on duty by dialing ext. 2370 from any campus phone or 540-430-4564 and provided the officer with a description of what has occurred. The Safety Officer will notify campus administration.

Emergency procedures are outlined in detail in the College Safety Manual (intranet, password required) Please review the Safety Manual carefully.

Faculty, staff and students may also view campus crime statistics and view current and previous reported incidents for current and previous semesters on the BRCC web page, under the Your Right to Know section. http://community.brcc.edu/security/

7.7 Violence Prevention and Threat Assessment
Type: Procedure
Reference: VCCS Policy (Sect. 3, Sect. 3.14, Pt. 3.14.6; Virginia Code, §23-9.2:10; College Catalog (Workplace Violence Prevention); DHRM Policy 1.80; DHRM Policy 1.60;

7.7.1 General:
Blue Ridge Community College is committed to ensuring the safety of all employees, students and visitors to the campus community. As such, BRCC will not tolerate any
physical violence or threatening behavior. Virginia Code, Title 23, Section 9.2:10 and VCCS Policy 3.14.6, provide guidelines to establish procedures for assessing situations and providing advice to college administration in situations where an individual’s behavior poses a threat of violence and/or threat to the safety of the campus community.

If you are aware of an emergency, or immediate safety concerns, call 911 and report the danger to law enforcement. If you are concerned about threatening behavior or a disturbing situation, that is NOT an emergency event, contact one of the team members on the BRCC Joint Threat Assessment and Violence Prevention Team or any member of the Public Safety Team (ext. 2347). You may also submit your information via email to security@brcc.edu.

Physical Violence includes, but is not limited to:
- Any act that injures a person physically; or
- Other physical actions such as hitting, pushing, spitting, kicking, holding, impeding, or blocking the movement of another person.

Threatening behavior includes, but is not limited to:
- Verbal threats of violence towards persons or property; or
- Visual threats, including threatening or intimidating writings, e-mail, posters, cartoons, publications, drawings, or gestures

**7.7.2 Authority**
The President has given the Vice President of Finance and Administration (VPFA) the responsibility and authority to establish and enforce the college’s violence prevention and threat assessment programs. The Vice President of Instruction and Student Services (VPISS) is responsible for the implementation of the student behavior code. The Director of Human Resources is responsible for the implementation of the employee standards of behavior code.

**7.7.3 Applicability**
This procedure applies to all students, faculty and staff of the College.

**7.7.4 Definitions**
*Imminent or Actual Violence*: violent act that may occur at any moment, has just occurred or is ongoing.

*Improper Conduct*: activity or behavior that violates established norms or expectations, but is not deemed to be an immediate threat of violence. Improper conduct may include, but is not limited to horseplay, practical jokes, insult, yelling, or swearing.

*Joint Violence Prevention Committee and Threat Assessment Team*: group of college employees comprised of (at minimum) the HR Director, Compliance & Security Coordinator, at least one representative from Student Services, at least two faculty members, a rotating representative from the Academic Dean’s Office, classified staff, and other College constituencies. In addition and as defined in a Memorandum of
Understanding (MOU), contractual arrangement, or other instrument, a law enforcement officer and licensed mental health professional. This team is not part of the college governance structure.

Specific Threat: an oral or written declaration of the intention to inflict harm, pain, or misery on another

Substantive Threat: Oral or written statements that describe a specific threat or threatening behaviors. A serious threat might involve a threat to assault someone (for example a statement such as “I’m gonna beat that kid up”). A very serious threat specifies the use of a weapon or is a threat to kill, rape or inflict severe injury or significant damage to property.

Threat Assessment: standardized procedure for making inquiries into threats of violence and taking necessary preventative action(s), if the threat is a serious substantive threat.

Threat of Violence: any statement, activity, or behavior that gives an individual reasonable cause to believe that another individual’s behavior will immediately, or in the near future, escalate to physical violence against individuals or property. Threats may include, but are not limited to, stalking, intimidating oral or written statements, and/or acting aggressively with the intent to frighten or coerce.

Transient threat: non-specific or unclear oral or written statements containing language that could be perceived by a reasonable individual to be threatening or could cause feelings of discomfort or behaviors causing the same.

Violence: an act by a person using physical force exerted for the purpose of violating, damaging, or abusing people or property.

7.7.5 Procedure
1. The Human Resources Director and Compliance/Security Coordinator will always serve on the Threat Assessment Team; membership will also include a law enforcement official and mental health professional. The President will appoint the remaining members, and these appointed members will serve on the team until replaced by the President. One alternate from each classification represented (Human Resources, Student Services, Faculty), will be identified in case a member is unavailable when a potential threat is identified. The President also has the authority to appoint interim members as necessary in cases of absence or emergency.
2. In compliance with VA Code, the State Board must approve college threat assessment procedures and team membership.
3. Incidents of Imminent or Actual Violence shall be reported through the college’s regular emergency notification process (i.e. Call 9-911 and Call Security at 9-430-4564).
4. Notification of Transient or Substantive threats of violence that are not imminent and do not necessitate calling 911 will be through:

5. Reports regarding students shall be forwarded to the Division Dean, Compliance/Security Coordinator, and Vice President of Instruction & Student Services (VPISS)

6. Reports regarding employee behaviors shall be reported to the immediate supervisor, Compliance & Security Coordinator and HR Director.

7. Supervisors who receive reports of threats of violence shall notify the Compliance/Security Coordinator, VPISS, or HR Director.

8. The Compliance/Security Coordinator or any Threat Assessment Team member may activate the team to determine if a threat of violence exists. When possible, the appropriate Vice President shall be consulted prior to activating the threat assessment team process to ensure timely communication of risks and remediation strategies.

9. After review of available information in accordance with the BRCC Threat Assessment process, the Threat Assessment Team will make recommendations to the appropriate Vice President regarding the disposition of the case. The recommendation will be one of the following:
   a. No threat of violence identified and no need for further action
   b. No threat of violence identified, however, actions should be addressed through the established Student Behavior Code or Employee Standard of Conduct processes;
   c. No threat of violence identified, however, actions are deemed inappropriate or represent a cause for concern. Specific recommendations will include potential actions under the Behavior Code or Employee Standard of Conduct.
   d. Potential of violence is identified – Specific recommendations will include potential actions under the Behavior Code, Standards of Conduct, referral to the local Community Services Board through the established Memorandum of Understanding, and involvement of law enforcement authorities, if appropriate; or

10. Nothing in this policy is meant to substitute for the normal procedures of the Student Behavior Code or employee Standards of Conduct policy. Applicable due process rights, in accordance with exigent circumstances and requirements, will be afforded as consistent with State, VCCS, and BRCC policy.

11. All records related to the Joint Violence Prevention and Threat Assessment team meetings, interviews, statements, or other pertinent records will be securely maintained in the office of the Compliance/Security Coordinator.

12. For more information and to report threatening behavior see the links below:
   - Threat Assessment Guide
   - Threat Assessment Referral Form
### 7.8 Background Check BRCC

**Type:** Procedure  
**Reference:** [VCCS Policy](#) (Sect. 3, Sect. 3.03, Pt. 3.3.4)

#### 7.8.1 Purpose
To establish Blue Ridge Community College’s policy regarding the obligations of Human Resources and Hiring Managers in completing background checks of potential employees. Issuance serves to notify employees of the policy.

#### 7.8.2 Authority
The President has given the Vice-President of Finance & Administration and the Human Resources Director the responsibility and authority to establish and administer the college’s Background Policy.

#### 7.8.3 Applicability
This policy applies to all position recruitments open to the general public. The provisions set forth for compliance apply to any employees of the college who are directly involved in the selection process of a new BRCC employee.

#### 7.8.4 Definition
Background Checks are defined as performing due diligence to ensure an individual’s past accomplishments and actions are actually as represented on the individual’s application materials. Background Checks also include gathering information to ensure that an applicant is the best suited candidate for a position with BRCC.

**7.8.4.1 Standard Background Checks include verifying and gathering information related to:**
- Past employment and work performance
- Education, degrees, and verification of licenses/certifications
- Criminal history
- Prior residences
- DMV/driving record
- Other records or information related to the candidate’s suitability for the position.

**7.8.4.2 Credit Checks will only be conducted for positions that have:**
- Access to material levels of cash;
- Responsibility for the execution, approval or commitment of financial resources;
- Responsibility for creating, collecting, or accounting for material levels of accounts receivable;
- Responsibility for payroll, personnel, or purchasing systems; or privileged access to sensitive data or critical Information Technology systems.
7.8.5 Guideline

1. BRCC will perform background checks on all new hires, after a bona fide job offer has been extended. Background checks will be completed for all positions, including full/part-time classified, full-time teaching faculty, adjunct faculty, administrative/professional faculty, regular wage employees, and student workers.

2. No background check from a Consumer Reporting Agency (CRA) may be conducted until a position has been offered and the applicant has signed a formal release to allow the background check to be completed.

3. Reference Checks performed by BRCC Hiring Managers with former employers or educational institutions may be conducted prior to offering a position as long as the employee has authorized such checks to be completed.

4. If information obtained from a CRA results in an “adverse action” (denying a position, reassigning or terminating an employee, or denying a promotion), the following provisions of the Fair Credit Reporting Act apply:

   Before taking an adverse action, the individual must receive a pre-adverse action disclosure that includes a copy of the individual’s consumer report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

   After taking an adverse action, the individual must receive an adverse action notice (either verbally, in writing, or electronically). This notice must at least include:

   a. the name, address, and phone number of the CRA supplying the report

   b. a statement that the CRA that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and

   c. a notice of the individual’s right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days

7.8.6 Procedures

A. Advertisements must include a statement informing potential applicants that a background check will be a condition of employment.

B. Reference Checks will be completed by BRCC Hiring Managers and/or Human Resources before a position is offered.

C. A private CRA will be used to obtain additional information after an offer has been extended, but prior to the candidate beginning work.

D. Employees should not start to work until the results of the background check have been received and reviewed by Human Resources. If circumstances require that an employee start to work before receiving the results, approval must be obtained from the President, Vice-President of Instruction & Student Services, or the Vice-President of Finance & Administration.
E. If an adverse action is taken as the result of information received from the CRA, notification requirements must be followed as outlined above.

F. All background check information will remain confidential and be secured by Human Resources, and only those with a legitimate “need to know” (as determined by HR) will have access to relevant information.

7.8.7 Evaluation of Criminal Conviction Information

A conviction for a criminal offense does not necessarily prevent an applicant from employment with BRCC. When evaluating an applicant's suitability for employment, the date of the conviction (recency) as well as the relationship between the conviction and the type of job for which the applicant has applied (relevancy) must be considered.

Some violations are so severe that a conviction would normally disqualify an individual for employment with BRCC. These convictions include:

a. Homicide
b. Kidnapping
c. Rape, child molestation, and related felony sexual offenses
d. Felony possessions related to distribution or manufacturing of drugs
e. Arson
f. Armed robbery
g. Grand larceny or burglary

In rare instances, mitigating factors may be considered in allowing employment of individuals with a serious criminal conviction. The College President must approve employment of any individual with one or more of these prior convictions.

For other convictions not listed above, recency and relevancy of convictions, along with all other application materials/information, must be evaluated in order to make a reasonable determination whether the candidate is best-suited for potential employment with BRCC. College Management, in consultation with Human Resources, will make a final determination on employing individuals with criminal convictions.

If the conviction was not noted on the application, the candidate can be dropped from consideration because of the incomplete application form, as provided for on the application.

7.8.8 Interpretation

The authority to interpret this policy rests with the President, and is generally delegated to the Vice-President of Finance & Administration and/or the Human Resources Director.
7.9 Bloodborne Pathogens Exposure Control

7.9.1 Introduction
The OSHA/VOSH 1910.1030 Bloodborne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. The regulatory text of this standard can be accessed at the following link, http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051, or by contacting Human Resources. Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) have been shown to be responsible for infecting workers who were exposed to human blood and certain other body fluids containing these viruses, through routes like needlestick injuries and by direct contact of mucous membranes and non-intact skin with contaminated blood/materials, in the course of their work. Occupational transmission of HBV occurs much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.

This Exposure Control Plan has been established by Blue Ridge Community College in order to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood, and as a means of complying with the Bloodborne Pathogens Standard 1910.1030. All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in this program. This plan will be reviewed and updated at least annually by the Safety Officer. The updated version can be accessed on the BRCC Insider Intranet (password required) under the Human Resources tab, or by contacting the Human Resources office.

Basic components of this exposure control plan include:

- Exposure Determination
- Methods of Compliance
- Hepatitis B Vaccination Policy
- Procedures for Evaluation of Follow-up of Exposure Incidents
- Employee Training
- Recordkeeping Procedures

7.9.2 Exposure Determination
All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (listed below) will be included in this exposure control plan. Exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective
equipment).

Other Potentially Infectious Materials (OPIM)
-- Semen
-- Vaginal secretions
-- Cerebrospinal, synovial, pleural, peritoneal, pericardial, amniotic fluids
-- Any body fluid visibly contaminated with blood
-- Any unfixed tissue or organ (other than intact skin) from a human
-- Saliva in dental procedures

7.9.2.1 List A: All Employees
All employees have at least some risk of encountering a situation where they may be exposed to potentially infectious materials. All employees will be made aware of the inherent risks, proper notification procedures, and response procedures (if they choose to assist with clean-up and/or response).

7.9.2.2 List B: Employees at Greater Risk of Occupational Exposure
Job classifications in which some employees may be at a greater risk for occupational exposure are included on the list below. Since not all the employees in these categories are expected to incur exposure to blood or other potentially infectious materials, the tasks or procedures that would cause these employees to have occupational exposure are also listed. The job classifications and associated tasks for these categories are as follows:

Biology (Faculty, Instructional Assistants, Work-study Students)
Possibility of cuts and burns, handling broken glass, laboratory clean-up.

Chemistry (Faculty, Instructional Assistants, Work-Study Students)
Possibility of cuts and burns, handling broken glass, laboratory clean-up.

Nursing (Faculty, Clinicals)
Possibility of needle pricks while teaching students to administer injections.

Mental Health (Faculty, Clinicals)

Veterinary Technology (Faculty, Instructional Assistants, Work-Study Students)
Possible contact with someone else's blood; from an animal bite, scratch, kick, etc.; laboratory clean-up; handling broken glass; students prick fingers for drops of their own blood.

Automotive Technology (Faculty, Instructional Assistants, Work-Study Students)
Possibility of cuts and scratches. Course work offered in the department will be continually monitored to determine if new
laboratory procedures will create new avenues of occupational exposure.

**Facilities Personnel**
Possibility of cuts and scratches and/or exposure in cleaning up spills or OPIM

**Housekeeping Staff (Contract Employees)**
Possibility of exposure in cleaning up spills of blood or other potentially infectious materials.

The BRCC Safety Officer will be notified when new or incumbent faculty members assume tasks which place them at risk, so that they may receive appropriate training.

### 7.9.3 Methods of Compliance

#### Standard Precautions
All blood or other potentially infectious materials shall be handled as if contaminated by a bloodborne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

#### 7.9.3.1 Engineering And Work Practice Controls
Engineering and work practice controls will be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. The following engineering controls will be utilized:

- Sharps containers should be in place in Biology, Chemistry, Nursing and Veterinary Technology laboratories for disposal of contaminated broken glass, needles, syringes, and glass thermometers. Each laboratory has a trash can designated for non-contaminated broken glass.

- All contaminated materials excluding sharps shall be placed in biohazardous waste bags and autoclaved according to protocol (see Appendix A).

- The instructor in each course will monitor each laboratory to ensure blood or tissue is handled appropriately.

The above controls will be maintained or replaced on a regular schedule. The teaching instructor or lab assistant is responsible for reviewing these controls each semester.

#### 7.9.3.2 Handwashing And Other General Hygiene Measures
Handwashing is a primary infection control measure which is protective of both the employee and others. Appropriate handwashing must be diligently
practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible. There is running water in all the laboratories and soap and towels are available.

Gloves should be worn when handling any blood bodily fluid. Hands should be washed after removal of gloves or other personal protective equipment.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Employees shall use practices to minimize splashing, spraying, spattering, and generation of droplets during procedures involving blood or other potentially infectious materials.

Employees are not involved in techniques which would result in splashing, spraying, spattering or generation of droplets of blood. Instructions will be given to students for the proper techniques to use in handling their own blood samples and for the proper disposal of any contaminated sharps, capillary tubes, glass slides, swabs etc.

7.9.3.3 Sharps Management

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed. Shearing or breaking of contaminated needles is prohibited.

Sharps containers must be closable, puncture resistant, labeled or color-coded, and leakproof on sides and bottom, and maintained upright throughout use.

Containers are to be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or found. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers. As soon as possible after use, reusable contaminated sharps are to be placed in the reusable sharps container until
properly processed.

Sharps containers are located in the Chemistry, Veterinary Technology, Nursing and Biology laboratories for contaminated broken glass, syringes, needles, and glass thermometers.

Overfilling of sharps containers creates a hazard when needles protrude from openings. Nearly full containers must be promptly disposed of, or emptied and decontaminated in the case of reusable sharps, and replaced.

Laboratory instructors or Instructional Assistants are responsible for maintaining sharps containers.

An outside contractor specializing in regulated waste removal is called as needed to dispose of sharps containers, biohazardous waste bags that have not been autoclaved, and cardboard boxes that have been used to store contaminated biohazardous waste bags.

7.9.3.4 Precautions In Handling Specimens
Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. The container must be closed before being stored, transported, or shipped.

All blood contaminated cotton, gauze, etc. and throat and nose swabs will be placed in biohazardous waste bags. Sharps, capillary tubes, glass slides etc. contaminated with blood or other potentially infectious material (OPIM) will be placed in sharps containers. The red biohazardous waste bags and sharps containers will be easily accessible and clearly labeled in each lab.

Containers must be labeled/color-coded if they go out of the facility. Labeling must also be used in-house if all specimens are not handled using universal precautions.

All contaminated materials should be placed in red biohazardous waste bags and autoclaved according to protocol. If they are not immediately autoclaved, they should be placed in appropriately marked holding containers and either autoclaved later or picked up by an outside regulated waste disposal contractor.

If outside contamination of the primary container occurs, or if the specimen could puncture the primary container, the primary container shall be placed within a secondary container which prevents leakage, and/or, resists puncture during handling, processing, storage, transport, or shipping.

If leakage occurs, the primary container will be placed within a second container.
which prevents leakage. The containers for this purpose will be red biohazardous waste bags. A supply of these bags are available in each laboratory.

**7.9.3.5 Management Of Contaminated Equipment**
Assess equipment for contamination, and decontaminate if possible, before servicing or shipping. Equipment which has not been fully decontaminated must have label attached with information about which parts remain contaminated.

The Instructional Assistant will assess and decontaminate the hematocrit centrifuge in the event of contamination. The procedure will be to flood the contaminated part(s) with EPA registered HIV and HBV effective sterilant(s). This will be followed by a thorough washing with detergent and water.

**7.9.3.6 Personal Protection Equipment**

**7.9.3.6.1 General Guidelines**
All personal protective equipment will be provided, repaired, cleaned, and disposed of by the employer at no cost to employees. Employees shall wear personal protective equipment when doing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes is anticipated. The articles to be worn will depend on the expected exposure. Gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks are available. A variety of sizes are in stock. Employees who have allergies to regular gloves may obtain hypoallergenic gloves.

Any contaminated laundry will be placed in biohazardous waste bags, autoclaved and discarded per the instructions for regulated waste.

**7.9.3.6.2 Protection for Hands**
Gloves shall be worn in the following situations:

- when it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin;
- when performing vascular access procedures; or
- when handling or touching contaminated items or surfaces.

BRCC employees use gloves for all of the above procedures.

**Disposable Gloves**
- Replace as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Do not wash or decontaminate
single use gloves for re-use.

**Utility Gloves**
- Decontaminate for re-use if the gloves are in good condition.
- Discard when gloves are cracked, peeling, torn, punctured or show other signs of deterioration (whenever their ability to act as a barrier is compromised).

### 7.9.3.6.3 Protection for Eyes/Nose/Mouth
Employees shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

### 7.9.3.6.4 Protection of the Body
A variety of garments including gowns, aprons, lab coats, clinic jackets, etc. are to be worn in occupational exposure situations. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery). The following situations require the use of protective clothing:

No procedures are used which require protective clothing.

### 7.9.4 Housekeeping

#### 7.9.4.1 General
The workplace will be maintained in a clean and sanitary condition. The contracted housekeeping staff is responsible for maintaining the general cleanliness and sanitary condition of the college. This contracted housekeeping staff must be trained in exposure control by their employer, in accordance with their contract with BRCC. Contaminated materials should be autoclaved according to protocol before they are placed in trash containers for disposal by housekeeping staff. Contaminated materials should be autoclaved as soon as possible to prevent extended storage of contaminated materials. Accidental contamination within the laboratories will be decontaminated by the professional staff responsible for the laboratory areas. They will use EPA registered germicides for inactivation of HIV and HBV viruses.

#### 7.9.4.2 Instructors or lab assistants shall:
Clean contaminated work surfaces with appropriate disinfectant: after completing procedures, immediately or as soon as feasible when overtly contaminated or after any spill or blood or Other Potentially Infectious Materials (OPIM), at the end of the work shift if the surface may have become contaminated since the last cleaning.
Remove and replace protective coverings (e.g. plastic wrap, aluminum foil, etc.) over equipment and environmental surfaces as soon as feasible when overtly contaminated or at the end of the work shift if they may have become contaminated.

Regularly inspect/decontaminate all reusable bins, pails, cans, and similar receptacles which may become contaminated with blood or OPIM. If these articles become visibly contaminated, they should be decontaminated immediately or as soon as feasible.

Inspect their respective laboratory areas after each laboratory where blood was used. Decontamination will be immediately following a contamination event.

7.9.4.3 Special Sharps Precautions
Clean up broken glass which may be contaminated using mechanical means such as a brush and dustpan, tongs, or forceps. DO NOT pick up directly with the hands.

Reusable containers are not to be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of percutaneous injury. DO NOT reach by hand into a container which stores reusable contaminated sharps.

7.9.4.4 Spill Clean Up Procedures
If there is a spill of human blood or OPIM, the spill situation must be addressed immediately. Buildings and Grounds should be notified immediately (ext. 2277). If Buildings and Grounds is not available or does not respond in a timely manner, an employee may notify Housekeeping or may choose to clean up the spill if: the appropriate PPE and spill cleanup materials are present, the employee has received the Bloodborne Pathogens training, and cleaning up the spill will not jeopardize his or her health or those in areas of close proximity. If Buildings and Grounds and Housekeeping are not available and the employee is not comfortable cleaning up the spill, the spill area should be cordoned off and clearly labeled as an “Exposure Control Area” until it can be cleaned up, in order to minimize the threat of exposure.

Any towels or other items used in cleaning up the spill should be placed in a bio-hazardous waste bag for proper disposal. Any sharps material involved in the spill (e.g., broken glass, syringes, etc.), shall be carefully removed. Sharps will be placed in the appropriate sharps container. Once the sharps material has been removed, the spill may be cleaned up. The spill area shall be washed thoroughly with a fresh made bleach solution or other appropriate disinfectant.

Any equipment used to clean up spills (i.e. mops, etc.) must be either decontaminated with the appropriate germicide or disposed of properly.
7.9.4.5 Clean-Up Kits
Clean up kits are in place in each building (along with First Aid Kits) and should be accessed anytime an incident occurs involving blood or OPIM. Proper clean up materials will be present in each kit. Anytime materials are used from a clean-up kit, the Buildings and Grounds Department (ext. 2277) should be notified so that arrangements for replacement may be made.

7.9.4.6 Regulated Waste
Includes:

- liquid or semi-liquid human blood or other potentially infectious materials;
- contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed;
- items that are capable of releasing these materials during handling;
- contaminated sharps; or
- pathological and microbiological wastes containing blood or other potentially infectious materials.

7.9.4.6.1 Waste Containers
Any of the substances listed above must be placed in containers which are: closable and constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping. Clearly marked waste containers for biohazardous waste bags and sharps have been placed in the Buildings and Grounds Department. Any departments that generate potentially contaminated materials (biohazardous waste bags, sharps containers, etc.), should autoclave according to protocol or contact Buildings and Grounds for pick-up. Buildings & Grounds (ext. 2277) should take materials to be autoclaved as soon as possible. Any contaminated materials that have not been autoclaved will be stored in appropriately marked storage containers and picked-up by an outside contractor.

Regulated waste that has been decontaminated need not be labeled or color-coded.

Containers must be closed prior to moving/removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. If the outside of the container becomes contaminated, it is to be placed in a second container which must have the same characteristics as the initial container as discussed above. Waste containers are to be disposed of: Method must be in accordance with the Virginia Department of Waste Management’s Infectious Waste Management Regulations. All waste containers are picked up by an outside contractor.
7.9.4.6.2 Laundry
Employees who handle contaminated laundry are to wear protective gloves and other appropriate personal protective equipment. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Do not sort/rinse laundry in location of use. Place in container/bag where it was used. Wet contaminated laundry which may soak-through or cause leakage from bag or containers will be placed in bags or containers which prevent soak-through and/or leakage of fluids to the exterior. Contact Buildings and Grounds for proper disposal of potentially contaminated laundry (ext. 2277).

No employees handle laundry routinely.

7.9.4.7 Communication Of Hazards To Employees
Employees will be informed of hazards through a system of biohazardous waste bags as well as a training program which is discussed in Section VI (6) of this written plan.

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials. Contaminated equipment shall also be labeled in this manner: information about the portions of the equipment that remain contaminated shall be added to the label.

Labels shall be fluorescent orange-red with lettering or symbols in a contrasting color. The label is either to be an integral part of the container or affixed as close as feasible to the container by a method which prevents loss or unintentional removal of the label. The label shall have: the biohazard symbol and the text BIOHAZARD. Biohazardous waste bags or red containers may be substituted for the warning label.

The labels/color-coding described here are not required in the following instances: when containers of blood, blood components, or blood products are labeled as to their contents and have been released for transfusion or other clinical use; when individual containers of blood or other potentially infectious materials are placed in labeled containers during storage, transport, shipment or disposal; when regulated waste has been decontaminated.

7.9.5 Hepatitis B Vaccination Policy

7.1.5.1 General
All employees who have been identified as having exposure to bloodborne pathogens will be offered the hepatitis B vaccination series at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost should they experience an exposure incident on the job.
All medical evaluations and procedures including the hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations of the U. S. Public Health Service. A copy of the bloodborne pathogens standard will be provided to the healthcare professional responsible for the employee's hepatitis B vaccination.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

Blue Ridge employees with occupational exposure who want the hepatitis B vaccination series may arrange for it through their personal physician; the College will reimburse the employee for the cost involved.

7.9.5.2 Hepatitis B Vaccination
The vaccination is a series of three injections. The second injection is given one month from the initial injection. The final dose is given six months from the initial dose. At this time a routine booster dose is not recommended, but if the U. S. Public Health Service, at some future date recommends a booster, it will also be made available to exposed employees at no cost. The vaccine procedure and method for obtaining reimbursement will be made available to employees after they have attended training on bloodborne pathogens and within ten (10) working days of initial assignment to a job category with exposure. The vaccination series will not be made available to employees who have previously received the complete hepatitis B vaccination series; to any employee who has immunity as demonstrated through antibody testing; or to any employee for whom the vaccine is medically contraindicated.

Any employee with occupational exposure who chooses not to take the hepatitis B vaccination will be required to sign a declination statement.

7.9.6 Procedures for Evaluation and Follow-Up of Exposure Incidents
An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees who experience an exposure incident must immediately report their exposure to their immediate supervisor (provide details of the incident), who notifies the Vice President of Finance and Administration. The VPFA will immediately notify the College President and/or safety officer.

When an employee reports an exposure incident, he/she will immediately be offered a confidential medical evaluation and follow-up including the following elements:
• documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred; and
• identification and documentation of the source individual unless identification is infeasible.

If the infectivity status of the source individual is unknown, the source individual's blood will be tested as soon as feasible after consent is obtained. If the source individual's blood is available, and the individual's consent is not required by law, the blood shall be tested and the results documented. The exposed employee will be informed of the results of the source individual's testing.

The exposed employee's blood shall be collected as soon as feasible after consent is obtained, and tested for HBV and HIV serological status. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If, within ninety (90) days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible. The exposed employee will be offered post-exposure prophylaxis, when medically indicated, as recommended by the U. S. Public Health Service. The exposed employee will be offered counseling and medical evaluation of any reported illnesses. The following information will be provided to the healthcare professional evaluating an employee after an exposure:

• a copy of 1910.1030 bloodborne pathogens standard;
• a description of the exposed employee's duties as they relate to the exposure incident;
• the documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and
• all medical records relevant to the appropriate treatment of the employee including vaccination status.

Blue Ridge Community College's Human Resources Office shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation. The written opinion will be limited to the following information:

• the employee has been informed of the results of the evaluation; and
• the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment

**NOTE:** All Other Findings Shall Remain Confidential And Shall Not Be Included In The Written Report.
7.9.7 Employee Training
Employees will be trained regarding bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually, during work hours. Additional training will be provided whenever there are changes in tasks or procedures which affect employees’ occupational exposure; this training will be limited to the new exposure situation. The training approach will be tailored to the educational level, literacy, and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer.

The nursing department head is responsible for training the nursing personnel and the Safety Officer is responsible for training all other college personnel.

The following content will be included:

- Explanation of the bloodborne pathogen standard and a presentation of a copy of this exposure control plan.
- Control methods that will be used at this facility to prevent/reduce the risk of exposure to blood or other potentially infectious materials.
- Explanation that hepatitis B vaccinations are available, at the College's cost, to those who have been identified as having a possibility of exposure.
- General explanation of the epidemiology, modes of transmission and symptoms of bloodborne diseases.
- Procedures which may expose employees to blood or other potentially infectious materials.
- Explanation of this exposure control plan and how it will be implemented.
- Explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccination programs and benefits and safety of vaccination.
- Information on procedures to use in an emergency involving blood or other potentially infectious materials.
- An explanation of warning labels and/or color coding.

7.9.8 Recordkeeping Procedures
Procedures are in place for maintaining both medical and training records. If Blue Ridge Community College should cease business, and there is no successor employer to receive and retain the records for the prescribed period, then the Director of the National Institute for Occupational Safety and Health (NIOSH) will be notified at least three months prior to the disposal of records. The records will be transmitted to NIOSH, if required by the Director, within the three month period.

7.9.9 Medical Recordkeeping
A medical record will be established and maintained for each employee with exposure. The record shall be maintained for the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.1030. Medical records for faculty and staff will be maintained in the Human Resources Office. The record shall include the following:

- name and social security number of the employee;
• a copy of the employee's hepatitis B vaccination status with dates of hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination or a copy of the declination form;
• a copy of examination results, medical testing, and any follow-up procedures;
• a copy of the healthcare professional's written opinion;
• a copy of the information provided to the healthcare professional who evaluates the employee for suitability to receive hepatitis B vaccination prophylactically and/or after an exposure incident.

7.9.10 Confidentiality Of Medical Records
The record will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation. Employee medical records required under 1910.1030 shall be provided upon request for examination and copying to the subject employee and to the Commissioner of the Virginia Department of Labor and Industry in accordance with 29 CFR 1910.1020.

7.9.11 Training Records
Training records shall be maintained for three (3) years from the date on which the training occurred.

The following information shall be included:

• dates of training sessions;
• contents or a summary of the training sessions;
• names and qualifications of trainer(s); and
• names and job titles of all persons attending.

Training records for faculty and staff will be maintained in the Human Resources Office.

Training records shall be provided upon request for examination and copying to employees, to employee representatives, and to the Commissioner of the Virginia Department of Labor and Industry in accordance with 29 CFR 1910.1030.

7.9.12 Appendix A: Autoclave Protocol

7.9.12.1 Packaging of Materials to be Autoclaved
The correct packaging of materials to be autoclaved ensures that the steam generated by the autoclave can penetrate the load and provide effective sterilization or decontamination.

1. All materials to be autoclaved must be safe to use in an autoclave. Do not autoclave items containing corrosives, solvents, volatiles, or flammables.
2. Liquids must be loosely capped and place in a vessel that will hold at least twice the volume of the liquid to be autoclaved.
3. Only clear autoclave bags with biohazard symbols are to be used for holding materials for decontamination. No red or orange bags should be used. Only strong puncture resistant bags should be used.

4. No sharps may be decontaminated in autoclave bags.

5. Petri dishes containing media should be loaded in the bags with the bottom plate down to limit spillage of agar into the autoclave. Agar solidifies when it cools and can block the drain.

6. Bags must not be filled beyond two thirds of its holding capacity or less if the fullness of the bag prevents the bag from standing upright in the autoclave. Volume and density impact heat transfer and steam penetration. An overfull bag may be unsuccessfully sterilized and can also allow the contents of the bag to shift and spill into the autoclave. The usable dimensions of our autoclave are 11½ W x 21 L x 9½ H.

7. 250 ml of water must be put in each bag prior to autoclaving to facilitate steam generation within the bag.

8. Bags must be closed with the fastening device that came with the bag which is generally a twist tie or heat resistant rubber band.

9. The bag must be closed leaving a slight gap to allow for the escape of steam and the displacement of air.

10. A strip of temperature sensitive tape must be placed on the outside of each waste bag to be autoclaved.

7.9.12.2 Transporting Bio-hazardous Material to the Autoclave

1. Material to be transported must be placed in a closed secondary container to collect any spillage that may occur during transport.

2. The outside of the secondary container must be decontaminated before transport to the autoclave and before returning it through the halls.

3. The waste should be transported on a cart with guard rails to help contain the waste if knocked or jarred during transport.

4. Use a direct but unpopulated route and do not transport during change of class times to cut down on unnecessary contact.

5. Transport only one autoclave load of waste at a time. A second load can be brought to the autoclave when the technician returns to empty the first run.

7.9.12.3 Loading the Autoclave

The autoclave should not be crowded. Space should be left between items so that they do not touch each other. Space allows air in the chamber to be displaced by the steam and allows the steam to circulate freely within the chamber.

1. Remove the material to be autoclaved from the secondary container if waste was transported.

2. Waste bags must be placed upright inside a stainless steel pan. The pans are kept on top of the autoclave. Two small pans will fit in the autoclave without overcrowding or one large pan may be used.

3. Slide the pan or pans into the autoclave.
4. No items may touch the top or sides of the autoclave chamber or each other.
5. Flasks or tubed media should be loosely covered and placed without touching in a stainless steel pan containing ½” of water to assure even heating and to avoid breakage.
6. Run materials to be sterilized separately from those to be decontaminated.

7.9.12.4 Running the Autoclave

1. Make sure the drain is closed.
2. Fill the bottom of the chamber with approximately 6 quarts of deionized water or to just below the ledge at the bottom of the door opening.
3. Load the autoclave according to protocol.
4. Close and lock the door.
5. Set the temperature to 250ºF (121ºC).
6. Set the exhaust to slow for water containing materials (media, media filled petri dishes, waste bags) or too fast for instruments and dry packs.
7. Turn the timer to the correct number of minutes needed to sterilize your load.
   a. 20 minutes for prepared tubed media or for flasked media containing up to 250 ml.
   b. 30 minutes for flasked media containing up to 1000 ml. and for decontamination of waste.
8. Open the door only after the autoclave cycle has ended and the pressure gauge has reached zero.
9. To open the door, wear a protective glove or pot holder. Release the handle but do not open the door completely. Step back to allow the steam to escape the chamber. Allow the autoclave to cool for 10 minutes before opening the door completely and removing the load.
10. Wear a protective glove or pot holder to remove the load from the autoclave.
11. Verify that the sterilization indicator has changed and that the word autoclaved has appeared before using or disposing of the load.
12. Once the waste has been autoclaved it is no longer considered a biohazard.
13. Before disposing of waste bags, take a large permanent marker to deface the biohazard symbols and write “Autoclaved-Non-Hazardous” on the bag.
14. Place the waste inside a black garbage bag and dispose of the waste in the dumpster. Do not over load the black plastic bag to minimize breakage.
15. Pour waste agar from test tubes into a container to solidify. Do not pour down the drain.
16. Any liquid that has accumulated in the stainless steel pans should also be emptied into a container to solidify.
17. The stainless steel pans should be washed after use.
18. Always check the water level in the autoclave chamber between each run and refill as necessary.
19. When autoclave use is finished for the day, open the drain to empty the chamber

7.9.12.5 Storage of Waste Awaiting Autoclaving
1. Waste must be stored in a safe, dry, and secure location that minimizes the risk of exposure to personnel, animals, and the public.
2. Waste must be stored in a manner that prevents it from providing a source of food or breeding ground for rodents or insects.
3. Waste must be autoclaved preferably within 2-3 days but no longer than 7 days from its generation.
4. Waste bags awaiting autoclaving must be completely sealed and kept in a position to prevent them from tipping over. The bags’ seals must be loosened immediately before placement in the autoclave to allow air and steam to escape.
5. No waste from other departments may be stored in the biology department to await autoclaving.

7.9.12.6 Quality Control
1. A strip of temperature sensitive tape should be placed on each item (bag, test tube rack, or flask) to be autoclaved.
2. The tapes should be checked for color change when the load is removed from the autoclave.
3. Loads containing indicators that did not show a correct change must be run again.
4. If any load needs to be run again, recheck to be sure that it is packaged and placed correctly in the autoclave according to protocol. Place fresh indicator tape on the load and have the biology department technician run a biological indicator with the load.
5. The biology department will run biological indicators each month that the autoclave is in use to verify that the autoclave is effectively sterilizing the contents.

Sources: The University of Ottawa Environmental Health and Safety Services; Georgia Department of Natural Resources, Environmental Protection Division; The University of Arkansas Environmental Health and Safety Services
Section 8: Physical Facilities

8.0 Environmental Management
8.1 Availability of Facilities
  8.1.1 Priorities for Use of College Facilities
  8.1.2 Facilities Available for Use
  8.1.3 Procedure for Requesting Use of College Facilities
  8.1.4 Criteria Used for Approval of Requests
  8.1.5 Fees
8.2 Moving Office Furniture – Equipment
8.3 Telephone Service and Usage
Section 8 Physical Facilities

8.0 Environmental Management

8.0.1 Purpose
To establish guidelines concerning the use of energy and water, waste reduction, and travel that will reduce costs and environmental impacts.

8.0.2 Authority
The President has given the Vice-President of Finance and Administration the responsibility and authority to establish and enforce the college’s Environmental Management policy.

8.0.3 Applicability
This policy applies to all employees of the College.

8.0.4 Procedure

8.0.4.1 Energy Use
All computers should be powered down when not in use.
All interior and exterior lights should be turned off when not needed.
Heating and cooling systems will be regulated and monitored to ensure after-hours building temperatures are higher or lower (depending on the season) than during regular operating hours, with a goal of an average of 74-78 degrees in summer and 68-72 degrees in winter.

8.0.4.2 Water Use
Employees will promptly report any water leaks and the Buildings and Grounds Department will ensure repair of such leaks takes the highest priority.
Buildings and Grounds will ensure that irrigation of grasses and plants is timed such that the maximum benefit is achieved, and will ensure that such irrigation will occur to the least extent possible.
Any new plants or grasses must be of the drought-resistant variety, unless approved in advance by the President.

8.0.4.3 Waste Reduction
The College will place appropriate recycling containers throughout campus and will coordinate efforts to increase recycling of various materials. These recycled materials will include paper, plastic, batteries, printer cartridges, aluminum, tin, magazines, newspapers, and cardboard (virtually all materials except food and wood).

8.0.4.4 Travel
To the fullest extent possible, the College will use video/tele-conferencing in lieu of in-person meetings and will utilize carpooling whenever possible when face-to-face meetings are required.
Per state policy, the College will reimburse mileage at a reduced rate, according to state guidelines, in situations where a state vehicle is available and employees choose to use their personal vehicle for state business.

**8.0.4.5 Procurement**

The College shall purchase or lease Energy Star-rated appliances and equipment for all classifications for which an Energy Star designation is available.

All new copiers, faxes, printers, and other such office equipment purchased or leased that use paper shall be recycled paper-compatible. The College shall purchase only recycled paper, except where equipment limitations or the nature of the document preclude the use of recycled paper.

Beginning on July 1, 2010, the College shall procure only diesel fuel containing, at a minimum, two percent, by volume, biodiesel fuel or green diesel fuel, as defined in §45.1-394 of the *Code of Virginia*. This requirement shall only apply to procurements of diesel fuel for use in on-road internal combustion engines and #2 fuel burned in a boiler, furnace, or stove for heating, and shall not apply if the cost of such procurement exceeds the cost of unblended diesel fuel by 5 percent or more.

In selecting sites for conferences and other meetings that are to be held at places other than state facilities, the College shall, after complying with procurement statutes and regulations, observe the following guidelines:

For meetings attended by fewer than 50 people, the College shall strive to use “Virginia Green” certified facilities. For meetings attended by 50 or more people, only “Virginia Green” certified facilities shall be used, unless permission has been granted by the Chief of Staff.

In conducting meetings, the College shall minimize the use of paper. When meals are served, disposable materials should be avoided to the greatest extent possible. Disposable materials that are used should be biodegradable or recyclable.

**8.1 Availability of Facilities**

As a service to the community, Blue Ridge Community College will permit community organizations and groups to request the use of College facilities for meetings and other events on a space available basis. An application must be completed by the organization requesting the use of the College's facilities. The request is reviewed and approved through the Office of the Vice President of Instruction and Student Services. If the request is unusual and/or requires special services, the application is discussed with the Vice President of Finance and Administration before a final decision is made.

Blue Ridge Community College makes its facilities available to non-profit groups and organizations on a space available basis. The following guidelines are used to determine use of College facilities:
8.1.1 Priorities for Use of College Facilities

a. Educational programs of the College including student activities;
b. College sponsored non-credit activities;
c. Other approved (see Section III below) educational programs sponsored by approved agencies; or
d. Events and/or activities sponsored by non-profit community groups within the areas served by the College.

8.1.2 Facilities Available for Use

The following College facilities are available as space permits:

a. large lecture rooms
b. general purpose classrooms
c. conference rooms; and
d. college grounds, i.e. parking lots and picnic area.

Community organizations requesting the use of the College grounds (item d, Section II above) must submit a certificate of insurance along with the application for facilities usage.

Computer laboratory usage is generally limited to credit classes offered by the College and non-credit classes offered through the College’s Workforce Services and Continuing Education division. In addition, special requests will be considered on an individual basis. Requests for use are made by submitting a Room Reservation request.

The Robert E. Plecker Workforce Center may be rented by community organizations. For more detailed rental information, please refer interested parties to www.brcc.edu/WSCE or to the Manager of Support Operations at ext. 2340.

8.1.3 Procedure for Requesting use of College Facilities

A facilities application is completed and submitted by the organization/group requesting the use of BRCC facilities. Applications are available upon request from the Office of the Vice President of Instruction and Student Services.

Upon receipt of the request, the application is reviewed and approved by the Vice President of Instruction and Student Services or designee and is subject to review by the College President. If the request is unusual and/or requires that the College perform special services, the application is discussed with the Vice President of Finance and Administration prior to approval. A copy of the approved facilities agreement is provided to the applicant as authorizing documentation.

8.1.4 Criteria Used for Approval of Requests

In general, requests for space are approved if :

a. the sponsoring organization is a public agency or a nonprofit private organization, including state employee associations as defined in Executive Memorandum 2-93, Use of State Agencies and Institutions’ Meeting Rooms by State Employee Associations;
b. the function planned does not duplicate or conflict with the College programs or the College mission; does not interfere with normal college operations or with public access to college buildings; does not violate any laws, leases, or other contracts; the activity is compatible with the safety and security of the College community; and no fee is charged by the sponsoring organization;
c. suitable space is available and the College can accommodate the arrangements requested.

8.1.5 Fees
In most cases, no fee will be charged for the use of space (with the exception of the Plecker Workforce Center). If special services are involved, however, the College may set an appropriate charge based on the actual costs incurred by BRCC for those services. The College does not arrange catering.

8.2 Moving Office Furniture – Equipment
Faculty and staff who are moving from one office to another should contact Institutional Computing Services, ext. 2276, so arrangements can be made to have the telephone and computer moved. The office computer must be disconnected and reconnected by appropriate personnel. If there are electrical supply problems in the new location, contact the Coordinator of Business and Facilities.

If any inventoried items of furniture or equipment will be moved, the Business Office will need a completed "Transfer of Equipment" form so that the new location of the equipment can be noted on the College inventory.

Please prepare a "Work Request" form http://www2.brcc.edu/bgwr/form.htm at least three working days prior to the date of the move; in most cases this will be enough notice to accommodate requests. For safety purposes, all filing cabinets, book cases, and desks must be emptied before Buildings and Grounds personnel arrive. Personnel responsible for moving heavy items must follow safe lifting practices.

8.3 Telephone Service and Usage
The College receives its telephone service through the Harrisonburg, Staunton and Waynesboro exchanges. The service includes a phone in all classrooms, offices, and labs. “House” phones are available in all on-campus instructional buildings for internal and emergency calls. A toll-free number is provided in order for people to call the college from outside the local calling areas of Harrisonburg, Staunton and Waynesboro. Use of the telephone for other than official college business is prohibited.
Section 9: Federal

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Section 9 Federal

9.0 Publication of Policies and Procedures to Students
Type: Procedure
Reference: VCCS Policy (Sect. 6, Sect. 6.4, Pt. 6.4.4)

Statement: It is the practice of the Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding publication of policies and procedures to students.

9.1 Student Complaints
Type: Procedure
Reference: VCCS Policy (Sect. 6, Sect. 6.5, Pt. 6.5.0.1); College Catalog (Student Complaint & Appeals Processes)

9.1.0 Types of Complaints and Applicable Processes
The most current information regarding types of complaints and applicable processes is available at the BRCC website.

9.1.1 Procedure
1. Every attempt should be made to resolve a student complaint satisfactorily at the lowest possible level.
2. Students who wish to file a written complaint or grievance should follow the established procedures for the type of complaint listed in the table above. In the case of “All Other Complaints”, student should complete the general “Written Student Complaints” form.
3. The appropriate administrative unit will respond to the student in writing within the designated amount of time.
4. Written complaints/grievances should be entered in the “Record of Written Student Complaints” log for the administrative unit responsible.
5. Written student complaints/grievances and any appropriate supporting documentation will be maintained in the administrative unit for three years and then destroyed.

9.2 Additional Information Associated with Distance Education courses including additional charges
Type: Procedure

Blue Ridge Community College utilizes the self-service feature of the Student Information System (SIS) which enables students to self-enroll in courses. Self-service provides a “class note” at the time of enrollment for each distance course. Specifically, this note identifies that the course is taught through a distance delivery mode and also used to identify any additional requirements, including fees, associated with enrollment and completion of the course.
Section 10: Intellectual Property Rights

9.2.0 Intellectual Property Rights
Section 10  Intellectual Property Rights

10.0  Intellectual Property Rights
Type:  Procedure
Reference:  VCCS Policy (Sect. 12.0); United States Copyright Act (Title 17, United States Code)

Statement:  It is the practice of Blue Ridge Community College to adopt and adhere to the Virginia Community College System policy cited in the references of this section regarding Intellectual Property Rights. The VCCS intellectual property policies apply to written materials, visual materials, computer resources, or courseware created through the use of college/VCCS resources or funding.

The Vice President of Instruction and Student Services is the college intellectual property policy administrator, as appointed by the College President.
Section 11: Institutional Computing Services

11.0 Computing Resources 134
11.1 Distance Learning and Technology Support Services 135
11.2 Audio Visual and Duplicating 135
Section 11 Institutional Computing Services

11.0 Computing Resources
Type: Guideline

The College provides networked computing services to students, faculty, staff and administrators without charge. The Technology Services (Tech Services) insures that the College has a coordinated approach to planning, budgeting, and implementing technologies for the benefit of all parts of the College. Tech Services provides computing services to support instructional programs, college management, and administrative processes and supports the President in planning for the implementation of computing-related information technologies.

In an effort to establish a framework within which policies for the allocation of computing resources can be better developed, implemented, and refined; the College develops a strategic technology plan every two years. The plan is updated at the beginning of the second year. Action plans are developed within the context of this strategic plan, forming a basis for the assignment of priorities for information technology acquisition and use.

The Technology Committee provides college-wide representation to an ongoing planning, implementation, and review process for technology. Please refer to the Governance Model for the purpose and membership of this committee.

Tech Services manages the budget for technology resources. This budget is established in response to the College's Strategic Plan for Information Technology and action plans recommended by the Technology Committee. Department supervisors and the Vice President of Instruction and Student Services or Vice President for Finance and Administration review individual requests for information technology resources. Tech Services performs a concurrent review for technical flaws and the extent to which the item or project promotes synergy among the various other information technologies in use at the College.

Technology Services provides a variety of services to users. The method of requesting service from Tech Services depends upon the type, scope, and complexity of the service needed. Routine requests are normally initiated using the appropriate service request form available from computing services. Larger and more complex requests may require the development and writing of a feasibility study and action plan. Forms and assistance are available from Tech Services upon request.

The College has six computer labs available to instructional programs on campus as well as labs in the Testing Center and at the off-campus centers. Computers are also available in the library, E – F hallway, and open student lab for individual student use.

The priorities for use of these labs are assigned by the Academic Deans as they plan the schedule each semester. The first priority is to meet the needs of classroom instructors. After meeting this need, the labs are open to students on a first come, first serve basis. The labs are also open to students on weekends and during breaks when the College is not closed.
**11.1 Distance Learning and Technology Support Services**

Faculty teaching distance learning courses and those who wish to employ technology to enhance their instruction can receive support from a variety of sources. The best resource for finding out about the wide range of services available is the appropriate division dean. Telephone extensions for the Division Office are 2205, 2206 and 2280. Faculty who have an interest in teaching distance learning courses should also contact the appropriate division dean.

Distance learning courses are offered primarily using the software Blackboard Learn. The Virginia Community College System (VCCS) manages the software so that most VCCS distance learning courses are co-located on a centralized server in Richmond.

Miriam Basinger is the Blackboard support specialist (extension 2510, Room F-110). Faculty who desire technological help in designing their distance learning courses or training in the use of technology should contact the College’s instructional technologist, Greg Cook (extension 2368, Room A-101) or Dorothy Connelly (extension 2214).

Faculty who are teaching in traditional classrooms can also use Blackboard to enhance the instructional experience of their students. Contact Miriam Basinger or Greg Cook for further information.

In addition to the use of the Blackboard Learn, the College offers resources and support for multi-media presentations and instructional use (such as discussion groups, online submissions of assignments, self-tests, etc.) of the College website. Cheryl O’Neil is the College Web Developer/Designer (extension 2377, Room F111-H). Cheryl is also responsible for the presentation of college information, distributed to the public by the College website, and internal information distributed over the intranet website.

Finally, the college delivers and receives some distance learning courses by way of two-way interactive audio-video technology (compressed video). The Commonwealth Classroom, located in Room A-100, is currently employed to deliver the Veterinary Technology program to locations in other parts of the state.

**11.2 Audio-Visual and Duplicating**

**11.2.1 Mailing Service**

The Audiovisual and Duplicating Center is responsible for outgoing mail. On days that the College is in session, the mail is picked up at the Weyers Cave Post Office at 9:00 a.m. and is then sorted and delivered to the mailboxes in the Faculty/Staff lounge. Outgoing mail will be taken to the post office at 3:45 p.m. It is therefore necessary to have all outgoing mail in the Duplicating Center prior to 3:30 p.m. on the day it is expected to leave the campus.

Each piece of mail requiring College postage should have the sender’s name with the return address in the upper left hand corner of the envelope or shipping label.

Personal use of College stationary, envelopes, or postage for non-college related business is not appropriate.
Bulk mailings have specific guidelines dictated by the U. S. Postal Service. The Audiovisual and Duplicating Center asks that you prepare your printed piece for bulk mailing by:
- having the bulk mailing permit printed or stamped on each envelope or flyer;
- having your items separated by zip codes;
- recording a total count of all pieces being mailed.

Please contact the Audiovisual and Duplicating staff at 2275 or 2334 several days in advance so that they may work with you to coordinate the logistics of your bulk mailing.

11.2.2 Office Supplies
Audio/Visual Services provides everyone on campus with all writing instruments, stationery, and envelopes. For faculty, A/V provides miscellaneous office supplies. Individual administrative departments are responsible for ordering their own miscellaneous office supplies.

11.2.3 Laptops
A limited number of laptop computers and net books, with Internet access and Microsoft Office software, are available for loan from the Audiovisual/Duplicating department in E-103, ext. 2275 or ext. 2334. Faculty and staff may request the use of laptops to be used to conduct official college business. Priority is given to those traveling for the College, away from work due to illness/injury, or working on a short-term College project. Because a limited number of laptops are available, they are loaned out for a maximum period of two weeks. The loaner laptops and net books are not to be used to provide a second college computer for faculty and staff to use at home.

11.2.4 Audiovisual Services
All classrooms on the Weyers Cave campus and most classrooms in satellite locations have a presentation system including a projector, computer, visual presenter and DVD/VCR combo. In addition to installed equipment, A/V Services can provide slide projectors, sound equipment, video cameras, digital cameras, etc. When additional A/V equipment is needed, please contact AV/Duplicating (ext. 2275 or ext. 2334) as soon as possible, preferably 24 hours in advance so that the equipment can be accessed and reserved.

Audiovisual Services provides support and instruction for all audio/visual equipment, and you may contact duplicating staff (ext. 2275 or ext. 2334) for assistance.

For audiovisual support at the Harrisonburg Center or Augusta Center at AMC, contact the Center Supervisor by e-mail or telephone (Harrisonburg - Ext. 2566, AMC - Ext. 2439).

11.2.5 Duplicating Services
Instructional materials and other printed material related to the operation of the College may be submitted to the Duplicating Center, located in E-103, for copying. Copy
requests can be placed in the in-basket on the front counter, submitted on-line using the Duplicating Request Form, or as an attachment to an e-mail. The Duplicating Request Form is located under “Quick Links” on BRCC’s Intranet. A shortcut can be placed on your desktop for easier access. Tests needing to be copied should be placed in the locked test drawer.

There are two self-service machines that can be used to copy an article, brief class handouts or notes. For larger jobs or when assistance is required, please contact Duplicating Services at ext. 2275.
Part III: References (under revision)

Table of Contents

Virginia Community College System Policy Manual

In this handbook, links that say “VCCS Policy” will open a new window.

To search for another item in the VCCS Policy Manual, click the “X” next to the search to clear the box and enter the new search item and click the magnifying glass.
Part IV: Forms

The most current forms can be accessed:

- **BRCC forms**: available from the department or on the BRCC Intranet. Access to the Intranet may require a password
- **VCCS forms**: on “The Buzz” (VCCS Intranet). Go to www.VCCS.edu. At the bottom of the page, click on “VCCS Intranet”. When prompted, use your VCCS username and password (the one you use to get into MyBRCC).
  - For Academic forms, click on “Teams” and then “ASR Course and Program Development”.

**Full-Time Teaching Faculty Development & Evaluation Plan Forms**

- BRCC-6  FT Faculty Performance and Goals
- BRCC-7  Student End of Course Evaluation
- BRCC-8  Report of Classroom Observation
- BRCC-9  Self Report Form
- BRCC-10a  1st Year Faculty Evaluation Form
- BRCC-10b  1 or 3 Year Appointment Faculty Evaluation Form
- BRCC-10c  5 Year Appointment Faculty Evaluation Form
- BRCC-11  Faculty Application for Promotion

- “Dream Big” Application Form
- Recognition Awards Nomination Form
- Probationary 1st Year Appointment APPDO
- VCCS 102  Proposal Development
- VCCS 103  Request for New, Revised, Reactivated course
- VCCS 104  Course Content Summary

(VCCS 102, 103, 104 link to VCCS website, copies also available on BRCC Intranet)

**Administrative Faculty Evaluation Forms**

- BRCC-9A  Annual Report for Administrators
- BRCC-9B  Constructive Comments and Suggestions for Supervisees
- BRCC-9C  Constructive Comments and Suggestions from Colleagues
- BRCC-9D  Blue Ridge Community College Customer Comments
- BRCC-10A  Blue Ridge Community College Administrative Evaluation Form

**Curriculum Procedure Forms**

- BRCC-C1a  New Curriculum
- BRCC-C1b  New Specialization
- BRCC-C1c  New Career Studies Certificate
- BRCC-C1d  New/Revised/Reactivated Course
- BRCC-C2  Curricular Change (spring, 2015)
- BRCC-C3  Discontinuation (spring, 2015)
- BRCC-C4  Required General Education/Approved Elective Assignment Request /Green sheet (spring, 2015)
- BRCC-C5  Transferability Study

BRCC Course Syllabus Form
BRCC Educational Assistance Policy and Form
BRCC Substantive Change Notification Form
Student Organization Fundraising Application