CAPE COD COMMUNITY COLLEGE

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

February 2007
INTRODUCTION

The Administrative Policies and Procedures Manual details the College’s administrative philosophy, policies, procedures, guidelines, organization, and issues of governance. It has been developed based upon action taken by the Board of Higher Education, the Board of Trustees, and College meeting, and it has been designed to complement the Academic Policy and Procedures Manual. (For College Meeting members who have both manuals, it is suggested that both manuals be combined in the same binder.)

All full-time faculty, professional staff, and clerical staff have a responsibility to become well acquainted with the contents of the Manual. This manual is intended to enhance understanding of College policies and procedures and to assist staff in meeting their responsibilities and effectively performing their work in a consistent manner.

The section on “services” provides valuable information about the College. This should assist staff in responding to common questions. Appendix B contains a list of College forms, their purpose, and where they may be obtained. Appendix C contains a list of College manuals, who is responsible for each manual, and the distribution list.

The Administrative Council members were asked to review the January 1, 1998, version and to submit items to be revised and any additional items which they thought should now be included.

This manual will be updated and revised annually. Suggestions and comments to improve the Manual are welcome and should be submitted to the Vice President of Administration and Finance.

Dixie K. Norris, Vice President
Administration and Finance
# TABLE OF CONTENTS

## I. Objectives of the College
Legislative Mandate........................................................................................................1  
Cape Cod Community College Mission Statement.....................................................1  
Public Higher Education System Mission Statement................................................1  
Community College Mission Statement.......................................................................1  
Institutional Mission Statement......................................................................................2  
Control and Recognition...............................................................................................3  
Board of Higher Education............................................................................................3  
Board of Trustees..........................................................................................................3  
Accreditation................................................................................................................4

## II. College Organization
Board of Trustees.........................................................................................................1  
Principal Administrative Officers and Functions..........................................................1  
Division Organization..................................................................................................1  
Operational Meetings....................................................................................................2  
College Governance......................................................................................................2  
The College Meeting.....................................................................................................3  
Procedures....................................................................................................................3  
Committees....................................................................................................................5  
Faculty Professional Committee....................................................................................5  
Standing Committees.................................................................................................6  
Advisory Committees....................................................................................................6  
Ad Hoc Committees......................................................................................................7  
The College Forum.......................................................................................................8  
Amending the Governance Document..........................................................................8  
Support Staff Association.............................................................................................8  
Standing Committees..................................................................................................9  
Other Committees and Groups of the College.............................................................10  
Operating Budget.........................................................................................................10  
Commencement............................................................................................................11  
Schedules of Events.....................................................................................................11

## III. Personnel
Absences.......................................................................................................................1  
Appointments and Reappointments.............................................................................1  
Benefits.........................................................................................................................1  
Deferred Compensation/Tax Sheltered Investments.....................................................1  
Employee Assistance Program.....................................................................................1  
Holidays..........................................................................................................................1  
Insurance......................................................................................................................2  
Leaves............................................................................................................................2  
Educational Leave.........................................................................................................2
# Table of Contents

## I. Personal Leave Days
- Sabbatical Leave ................................................. 3

## II. Sick Leave/Vacation Leave
- Retirement .......................................................... 3

## III. Retirement
- Salaries ............................................................ 4

## IV. Salaries
- Change of Personnel Data ....................................... 4

## V. Comp Time
- Comp Time .......................................................... 4

## VI. Comp Time for Non-Unit Administrators
- Employee Lists .................................................... 4

## VII. Employee Lists
- Employee Recognition Program ................................... 4

## VIII. Employment Eligibility
- Evaluation .......................................................... 5

## IX. Evaluation
- Exit Procedures ...................................................... 5

## X. Exit Procedures
- Family & Medical Leave Act ..................................... 5

## XI. Family & Medical Leave Act
- ID Cards ............................................................. 5

## XII. ID Cards
- Overtime .............................................................. 5

## XIII. Overtime
- Participation in College Activities ................................ 5

## XIV. Participation in College Activities
- Personnel Files ..................................................... 6

## XV. Personnel Files
- Professional Associations & Outside Activities ............... 6

## XVI. Professional Associations & Outside Activities
- Travel ................................................................. 6

## XVII. Travel
- Tuition Remission .................................................. 7

## XVIII. Tuition Remission
- Working Hours ...................................................... 7

## IV. College Policies
- Affirmative Action and Title IX of the Education Amendments of 1972 .......... 1

## V. Affirmative Action and Title IX of the Education Amendments of 1972
- General Campus Policy ........................................... 1

## VI. General Campus Policy
- Animals on Campus ............................................... 2

## VII. Animals on Campus
- Cancellation of College Classes ................................... 2

## VIII. Cancellation of College Classes
- Cars, Campus Parking and Handicapped Parking ..................... 2

## IX. Cars, Campus Parking and Handicapped Parking
- Chemical Hygiene Plan ............................................ 3

## X. Chemical Hygiene Plan
- College Property (Damage to ... or ... Removal of) .............. 3

## XI. College Property (Damage to ... or ... Removal of)
- Computer Software License Policy ................................ 4

## XII. Computer Software License Policy
- Security Issues with Windows 98 .................................. 4

## XIII. Security Issues with Windows 98
- Security Issues with Windows NT Workstation ................. 4

## XIV. Security Issues with Windows NT Workstation
- Supported Software ................................................. 5

## XV. Supported Software
- Conflict of Interest ................................................. 6

## XVI. Conflict of Interest
- Conflict of Interest Disclosure Policy ......................... 7

## XVII. Conflict of Interest Disclosure Policy
- Confidentiality of Student Records .............................. 7

## XVIII. Confidentiality of Student Records
- Copyright Policy and Procedures .................................. 8

## XIX. Copyright Policy and Procedures
- Diversity Policy ..................................................... 8

## XX. Diversity Policy
- Donations and Gifts to the College (Soliciting and Acceptance of) ............. 9

## XXI. Donations and Gifts to the College (Soliciting and Acceptance of)
- Drug and Alcohol Policy .......................................... 10

## XXII. Drug and Alcohol Policy
- E-Mail ....................................................................... 10

## XXIII. E-Mail
- Financial Transactions .............................................. 10

## XXIV. Financial Transactions
- Emergency Response Plan ........................................ 19

## XXV. Emergency Response Plan
- Food and Beverage ................................................ 19

## XXVI. Food and Beverage
- Free Speech and Assembly ........................................ 19

## XXVII. Free Speech and Assembly
- Gambling on Campus ............................................... 20

## XXVIII. Gambling on Campus
- Hazing ...................................................................... 20

## XXIX. Hazing
- Information Technology Use Policy ............................ 20

## XXX. Information Technology Use Policy
- Internet Use .......................................................... 20

## XXXI. Internet Use

---

February 2007

Table of Contents, Page 2
<table>
<thead>
<tr>
<th>Administrative Policies &amp; Procedures Manual</th>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Policy Access/Key Request Form: 21</td>
<td></td>
</tr>
<tr>
<td>Laid-back Friday Program: 22</td>
<td></td>
</tr>
<tr>
<td>Military Leave (Active Duty): 22</td>
<td></td>
</tr>
<tr>
<td>Political Activity: 22</td>
<td></td>
</tr>
<tr>
<td>Printing and Printers: 22</td>
<td></td>
</tr>
<tr>
<td>Purchasing: 24</td>
<td></td>
</tr>
<tr>
<td>Sexual Assault: 25</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment: 26</td>
<td></td>
</tr>
<tr>
<td>Smoking: 26</td>
<td></td>
</tr>
<tr>
<td>Solicitation on Campus: 26</td>
<td></td>
</tr>
<tr>
<td>Soliciting in the Name of CCCC: 27</td>
<td></td>
</tr>
<tr>
<td>Web Site Policy: 27</td>
<td></td>
</tr>
<tr>
<td>V. Procedures:</td>
<td></td>
</tr>
<tr>
<td>Access to Buildings: 1</td>
<td></td>
</tr>
<tr>
<td>Accidents/Emergencies: 1</td>
<td></td>
</tr>
<tr>
<td>Board Room, Use of: 1</td>
<td></td>
</tr>
<tr>
<td>Budgets: 2</td>
<td></td>
</tr>
<tr>
<td>General Operating Trust Fund: 2</td>
<td></td>
</tr>
<tr>
<td>Restricted and Designated Trust Fund: 2</td>
<td></td>
</tr>
<tr>
<td>Special Programs Trust Fund: 2</td>
<td></td>
</tr>
<tr>
<td>Student Activity Trust Fund: 3</td>
<td></td>
</tr>
<tr>
<td>Bulletin Boards, Special Events Case and Student Senate Message Board: 3</td>
<td></td>
</tr>
<tr>
<td>Catering Requests: 4</td>
<td></td>
</tr>
<tr>
<td>College Car: 4</td>
<td></td>
</tr>
<tr>
<td>Copy Center: 5</td>
<td></td>
</tr>
<tr>
<td>Emergency Procedures: 5</td>
<td></td>
</tr>
<tr>
<td>Evening Coverage: 5</td>
<td></td>
</tr>
<tr>
<td>Facilities Usage: 5</td>
<td></td>
</tr>
<tr>
<td>Fire and Evacuation: 6</td>
<td></td>
</tr>
<tr>
<td>Handicapped Parking: 6</td>
<td></td>
</tr>
<tr>
<td>Inclement Weather Emergency Procedures: 7</td>
<td></td>
</tr>
<tr>
<td>Mail: 8</td>
<td></td>
</tr>
<tr>
<td>Maintenance/Repairs: 9</td>
<td></td>
</tr>
<tr>
<td>Ordering of Supplies: 9</td>
<td></td>
</tr>
<tr>
<td>Publications Process: 10</td>
<td></td>
</tr>
<tr>
<td>Search Committee and Recruitment: 10</td>
<td></td>
</tr>
<tr>
<td>Student Grievance Procedure: 12</td>
<td></td>
</tr>
<tr>
<td>Surplus Property (Disposal of): 12</td>
<td></td>
</tr>
<tr>
<td>Technology Problems: 13</td>
<td></td>
</tr>
<tr>
<td>Travel and Reimbursement: 13</td>
<td></td>
</tr>
<tr>
<td>VI. Educational Services:</td>
<td></td>
</tr>
<tr>
<td>Academic Support Services: 1</td>
<td></td>
</tr>
<tr>
<td>Advising &amp; Counseling Center: 1</td>
<td></td>
</tr>
<tr>
<td>Coaches/Mentors: 1</td>
<td></td>
</tr>
<tr>
<td>Math Lab: 1</td>
<td></td>
</tr>
<tr>
<td>Tutoring Center: 1</td>
<td></td>
</tr>
<tr>
<td>Writing/Resource Center: 1</td>
<td></td>
</tr>
<tr>
<td>Workshops: 1</td>
<td></td>
</tr>
<tr>
<td>Academy for Lifelong Learning: 1</td>
<td></td>
</tr>
</tbody>
</table>

February 2007
Table of Contents, Page 3
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advantage Program</td>
<td>2</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>2</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>2</td>
</tr>
<tr>
<td>Bookstore</td>
<td>2</td>
</tr>
<tr>
<td>Business Office</td>
<td>2</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>2</td>
</tr>
<tr>
<td>Cape Cod Center for Graduate Education</td>
<td>3</td>
</tr>
<tr>
<td>Cape Cod Community College Educational Foundation</td>
<td>3</td>
</tr>
<tr>
<td>Career Counseling Center</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Center (7Seas)</td>
<td>3</td>
</tr>
<tr>
<td>College Cable Announcements</td>
<td>4</td>
</tr>
<tr>
<td>Community Leadership Institute</td>
<td>4</td>
</tr>
<tr>
<td>Dental Hygiene Clinic</td>
<td>4</td>
</tr>
<tr>
<td>Disability Services</td>
<td>4</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>4</td>
</tr>
<tr>
<td>Entrepreneurial Center</td>
<td>5</td>
</tr>
<tr>
<td>Facilities Usage</td>
<td>5</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>5</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>5</td>
</tr>
<tr>
<td>Grant Preparation</td>
<td>5</td>
</tr>
<tr>
<td>Health Promotion and Resource Center of Cape Cod</td>
<td>5</td>
</tr>
<tr>
<td>Health Services</td>
<td>6</td>
</tr>
<tr>
<td>Human Resources Office</td>
<td>6</td>
</tr>
<tr>
<td>Hyannis - Adult Learning Center</td>
<td>6</td>
</tr>
<tr>
<td>Instructional Media Services</td>
<td>6</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>7</td>
</tr>
<tr>
<td>Library-Learning Resources Center</td>
<td>7</td>
</tr>
<tr>
<td>Lounge</td>
<td>8</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>8</td>
</tr>
<tr>
<td>Multi-Media Room</td>
<td>8</td>
</tr>
<tr>
<td>News Releases</td>
<td>8</td>
</tr>
<tr>
<td>Notary Public</td>
<td>8</td>
</tr>
<tr>
<td>Project Forward</td>
<td>8</td>
</tr>
<tr>
<td>Publications Office</td>
<td>8</td>
</tr>
<tr>
<td>Recreation</td>
<td>9</td>
</tr>
<tr>
<td>School to Careers</td>
<td>9</td>
</tr>
<tr>
<td>Security Services</td>
<td>9</td>
</tr>
<tr>
<td>Speakers’ Bureau</td>
<td>9</td>
</tr>
<tr>
<td>Student Activities</td>
<td>9</td>
</tr>
<tr>
<td>Housing</td>
<td>9</td>
</tr>
<tr>
<td>Student Senate</td>
<td>9</td>
</tr>
<tr>
<td>Student Employment Office</td>
<td>10</td>
</tr>
<tr>
<td>Tech Prep</td>
<td>10</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>10</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>11</td>
</tr>
<tr>
<td>Workforce Education Resource Center (WERC)</td>
<td>11</td>
</tr>
</tbody>
</table>

**Appendix**

- Chemical Hygiene Plan                                                 | A    |
- College Forms                                                         | B    |
- College Manuals                                                       | C    |

February 2007
<table>
<thead>
<tr>
<th>Policy/Procedure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of Interest Disclosure Policy</td>
<td>D</td>
</tr>
<tr>
<td>Copyright Policy and Procedures</td>
<td>E</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
<td>F</td>
</tr>
<tr>
<td>Emergency Evacuation Procedures</td>
<td>G</td>
</tr>
<tr>
<td>Facility Use Policy / Procedures</td>
<td>H</td>
</tr>
<tr>
<td>Fire Safety Statement</td>
<td>I</td>
</tr>
<tr>
<td>Information Technology Policy</td>
<td>J</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>K</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>L</td>
</tr>
<tr>
<td>Student Grievance Procedures</td>
<td>M</td>
</tr>
<tr>
<td>Web Site Policy</td>
<td>N</td>
</tr>
<tr>
<td>Key Access/Policy</td>
<td>O</td>
</tr>
</tbody>
</table>
SECTION I

OBJECTIVES OF THE COLLEGE

Legislative Mandate

Chapter 572, Acts 1965, the Commonwealth of Massachusetts states, "The regional community colleges shall provide educational programs, the curricula of which shall be substantially equivalent to the first two years of college, including post-high school vocational education; provides two-year transfer educational programs qualifying students for admission to the junior year at other colleges and such liberal arts and science institutions as may be appropriate within the terminal programs." Chapter 737, Acts 1964, states "Each regional community college may conduct summer sessions ... may conduct evening classes."

Cape Cod Community College Mission Statement

The Board of Higher Education adopted new segmental mission statements on June 15, 1999. These statements flow out of the public system mission and are intended to precede institutional mission statements in official publications. The Cape Cod Community College mission statement adopted in 1993 was revised following input from the Board of Trustees, the President’s Staff and faculty, and vote of College Meeting. At the request of the Board of Higher Education it was revised, and was subsequently approved locally by the Board of Trustees on December 17, 1998, and then by the Board of Higher Education at their June 15, 1999, meeting. The portions pertaining to community colleges follow:

Public Higher Education System Mission Statement (Approved by BHE May 18, 1999)
The public college and university system in the Commonwealth of Massachusetts comprises fifteen community colleges, nine state colleges and the five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant and rigorous academic programs that adapt to meet changing individual and societal needs for education and employment. All campuses are committed to operating effectively and efficiently in order to maintain tuition at a level as low as possible, while providing a high-quality education to every student who qualified for admission. The public System is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education and institutional Boards of Trustees recognize their responsibilities to the taxpayers and residents of Massachusetts and expect all students, faculty and staff to be held to exacting high standards in the performance of their roles and responsibilities. Massachusetts public higher education is a System with a distinguished past, increasing pride and unlimited potential.

Community College Mission Statement (Approved by BHE June 15, 1999)
The fifteen Massachusetts community colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning and provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental course work and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retraining, certification, and skills improvement. In addition, they assume primary responsibility, in the public system, for offering developmental courses, programs and other educational services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

Rooted in their communities, the colleges serve as community leaders, identifying opportunities and solutions to community problems and contributing to the region’s intellectual, cultural and economic development. They collaborate with elementary and secondary education and work to ensure a smooth transition from secondary to post-secondary education. Through partnerships with baccalaureate institutions, they help to promote an efficient
system of public higher education.

The community colleges offer an environment where the ideas and contributions of all students are respected. Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible student shall be deprived of the opportunity for a community college education in Massachusetts because of an inability to pay tuition and fees.

Institutional Mission Statement

Cape Cod Community College delivers educational programs and services to meet the diverse needs of the residents of Cape Cod, the Islands, and adjacent areas of Southeastern Massachusetts. As the sole comprehensive college on Cape Cod, it provides the only access to higher education for many residents.

The College is a student-centered learning community that prepares students for a rapidly changing and socially diverse global economy. To this end, it provides degrees in the liberal arts and sciences; career and technical degrees and certificates; and workforce education.

A strong liberal arts focus contributes (1) a foundation for transfer to baccalaureate programs; (2) general education that supports technical and career programs with communication and analytical competencies as well as broadly based liberal education; and (3) cultural opportunities for the region.

Its career and technical programs support unique workforce and economic needs in such fields as the hospitality and tourism industry, healthcare, environmental technology, and business with particular emphasis on small business and information technology. These programs provide opportunities for immediate employment and for transfer to professional baccalaureate programs. In addition, the College provides both credit courses and non-credit customized training to meet continuing education needs of employees and employers.

Priorities

- Developmental education and English for speakers of other languages to provide access to higher education for students who lack the skills necessary for success in collegiate programs.

- Liberal arts and sciences for transfer to a wide range of baccalaureate majors such as theater, visual arts, mass communications, psychology, education, mathematics, and scientific fields.

- Technical and occupational degrees and certificates in such fields as hospitality management, culinary arts, healthcare, environmental technology, business, and information technology.

- Workforce education that serves area employees and employers; supports economic development in the region; and meets the professional development needs of its own faculty and staff.

- Student services to support student access, development, success, retention and graduation.

- A campus climate that affirms the centrality of learning, welcomes multiple perspectives, celebrates the contributions of a diverse population, and promotes the values of open inquiry and mutual respect.

- Educational and service opportunities for a senior population that is double the proportion of national averages.

- Cultural experiences that enrich learning at the College and serve the broader community with such
activities as performing arts events, fine arts exhibits, distinguished speakers, athletic and recreational programs, and international education.

- Library and information services that provide the only comprehensive collegiate learning resource of the region.
- Distance learning access for students of the islands and other remote areas as well as for those whose access to the campus-based education is limited by personal circumstance.
- Partnerships with other institutions to bring baccalaureate and advanced degrees to the region.
- K-12 partnerships that promote articulation and support for college-bound students.

Control and Recognition

Cape Cod Community College is a state college partially supported by appropriated funds from the Massachusetts General Court. An integral part of the state's system of public higher education, the College operates under the authority of the Massachusetts Board of Higher Education, and the Board of Trustees of Cape Cod Community College.

Board of Higher Education: The Board replaced the Higher Education Coordinating Council (HECC) in July 1996, and is the governing agency for all public higher education in the Commonwealth. The Board consists of eleven (11) voting members, consisting of the commissioner of education, ex officio, and ten (10) appointed by the Governor, reflecting regional geographic representation, one of whom shall be a student currently enrolled in a state-funded institution of higher education. Of the appointed members, at least one shall be a representative of organized labor, at least one shall be a representative of the business community, and one shall be a member which the Governor shall choose from among no more than three full-time undergraduate students who shall be nominated, and who are currently enrolled in a public institution. Nominated students shall have maintained satisfactory academic progress as determined by the policy of the institution at which such student is enrolled. Nominations shall be submitted by student members of the board of trustees for each such institution who, for the purpose of this section (of the law) shall be referred to as the student advisory committee. Such nominations may include, but not be limited to, students elected as trustees in accordance with the provisions of section twenty. There shall be an office of the Board consisting of a chancellor and employees appointed by said Board.

Members of the Board shall be appointed to serve five-year terms, except that the undergraduate student members shall be appointed annually to serve a term of one year’s duration commencing initially upon the appointment by the Governor and expiring on April thirtieth and every year thereafter commencing on May first and expiring on April thirtieth, for as long as he remains a full-time undergraduate; provided, however, that within three consecutive years said student appointee shall in the first year be a student attending the state university, and in the second year be a student attending a community college, and in the third year be a student attending a state college. This cycle shall repeat. No member shall be appointed for more than two consecutive terms, except that any student member may serve for one term only. Upon expiration of the term of office of a member, a successor shall be appointed in like manner. A vacancy shall be filled by the governor for the remainder of the term. The chairperson of the Board, who shall be appointed by the Governor, shall notify the Governor whenever such vacancy exists. The Board shall have an executive committee and such other committees as the Board may from time to time establish.

No member of the Board shall be principally employed within the public higher education system of the Commonwealth; provided, however, that no more than one-third of the members shall be principally employed by the Commonwealth. A member of the Board shall cease to be a member if such member ceases to be qualified for
The Board shall meet six times per year, and at least once every two months, omitting meetings in the months of July and August; the chair may call additional meetings at other times. Six members shall constitute a quorum, and the affirmative vote of six members shall be necessary for any action taken by the Board.

(Excerpts from Chapter 15A, Section 4)

Board of Trustees: Cape Cod Community College has a Board of Trustees consisting of one (1) full-time undergraduate student member from the College elected by the student body annually, and ten (10) members to be appointed by the Governor, at least one of whom shall be an alumnus of the College and one of whom shall be elected thereto by the alumni association of the College. Each elected alumnus member shall be elected every five years. No elected alumnus member shall serve for more than two consecutive terms. A vacancy in the position of elected alumnus member prior to the expiration of a term shall be filled for the remainder of the term in the same manner as elections to full terms. Each student member shall be elected by the student body annually, no later than May fifteenth. The term of office of each elected student member of the Board shall be one year and shall commence on July first following their election and terminate on June thirtieth of the following year. The student member shall be eligible for re-election for as long as said student remains a full-time undergraduate student and maintains satisfactory academic progress as determined by the policy of the College. If at any time during the elected term of office said student member ceases to be a full-time undergraduate student or fails to maintain satisfactory academic progress, the membership of said student on the Board shall be terminated and the office of the elected student member shall be deemed vacant, provided, however, that if the elected student member vacates his position upon graduation from the institution prior to July first, the elected successor may assume the position of student member on the Board effective from the date of graduation of his predecessor, provided further that the statutory time limit of one year of the successor student trustee shall commence to run on July first notwithstanding any taking of office prior to the commencement of said term. A vacancy in the office of the elected student member prior to the expiration of a term shall be filled for the remainder of the term in the same manner as student elections to full terms.

No member of the Board of Trustees shall be a member of the Board of Higher Education. No member shall be principally employed within the public higher education system of the Commonwealth; provided, however, that no more than one-third of the members shall be principally employed by the Commonwealth. Membership on the Board of Trustees shall terminate if a member ceases to be qualified for appointment, or if a member is absent from five regular meetings in any calendar year, exclusive of July and August, the chairman shall forthwith notify the Governor when any vacancy exists.

Members shall be appointed to serve for five-year terms, but no member shall be appointed for more than two consecutive terms. Members of the Board shall serve without compensation but may be reimbursed for all expenses reasonably incurred in the performance of their duties.

The Board of Trustees shall from time to time advise the Board of Higher Education on admissions programs, labor relations and program approval for the College. The Board shall at its pleasure and with the approval of the Board of Higher Education appoint and remove the chief executive officer of the College.

The Board of Trustees elects its own chairperson. (Chapter 15A, Section 21.)

Cape Cod Community College is authorized to confer the Associate degree upon students who successfully complete one of the College's prescribed programs of study.
Accreditation

The College is fully accredited by the New England Association of Schools and Colleges, Inc. In addition:

- the Nursing program has full approval from the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing;
- the American Dental Association has fully accredited the Dental Hygiene program
SECTION II

COLLEGE ORGANIZATION

Board of Trustees

The Board of Trustees is responsible for establishing those policies necessary for the administrative management of personnel, staff services and the general business of the institution under its authority. This includes establishing all fees, preparing maintenance and capital outlay budgets, implementing and evaluating affirmative action policies and programs, and handling other administrative items. The Board may delegate to the President any of the powers and responsibilities as established by Chapter 15A, Section 22. The make-up of the Board is outlined in Section I, page 4.

There is a Board Policy Manual issued by the President’s Office. This manual includes: The Law (M.G.L.), College Organization, Policies which include general policies, fees/tuition, traffic and trust funds, and Appendices. Copies of this manual have been distributed to the Board of Trustees, President, vice presidents, all deans, division deans, and two copies on file in the Library.

All meetings of the Board of Trustees are held in accordance with the “Open Meeting Law”, and approved minutes of these meetings are on file in the President’s Office and in the Library.

Principal Administrative Officers and Functions

Duties and responsibilities of the President, vice presidents, deans, directors, chairpersons, and other administrators are described in the Administrative Organization Manual issued by the President’s Office. This manual also presents a functional chart of the College as well as charts of the various areas. Copies of the manual have been distributed to the Board of Trustees, President, vice presidents, all deans, division deans, department chairpersons, and two copies on file in the Library.

The Administrative Policies and Procedures Manual is issued by Administration and Finance. This manual contains procedures established to carry out Board of Trustees’ policies, general administrative policies and procedures, explanation of use of forms and where they may be obtained, and distribution of all College manuals. Copies of the manual have been distributed to the Board of Trustees, President, vice presidents, all deans, division deans, all non-academic departments, all full-time faculty and two copies on file in the Library.

The Academic Policy and Procedures Manual is issued by the Vice President of Academic and Student Affairs. This manual contains academic policies and procedures regarding academic requirements, programs and student services. Copies of the manual have been distributed to College Meeting members.

The Student Handbook is issued by the Director of Student Development. The Handbook contains information which is invaluable to all students. Copies of the Handbook are distributed to all offices and to students at orientation.
Division Organization

The instructional staff is classified into two academic divisions determined by the subject matter areas. Members of a division are responsible for keeping the courses and curricula of that division up to date and for maintaining their excellence. Each instructor is a member of one division, although he/she may teach in another division also.

Each division is divided into academic departments, as may be appropriate. A chairperson for each department is appointed by the President following the procedure in the Agreement. In some cases, degree programs have an appointed coordinator. Program coordinators and department chairpersons are responsible to a Division Dean. (See also Board/MCCC Agreement.)

Division and department meetings are held on a regular basis. Attendance is expected at these meetings of all faculty members assigned to the division or department by the President and the Vice President of Academic and Student Affairs. (See also Board/MCCC Agreement.)

Operational Meetings

The staff of the College are categorized as follows:

- Administrators - All non-unit employees engaged in primarily a managerial/administrative capacity and responsible for execution of policy/procedures as well as management of the institution.
- Professional Staff - A unit (MTA) member whose primary duties are other than teaching (as defined by contract).
- Faculty - Members of the MTA/MCCC who hold teaching positions both full and part time.
- Support Staff - All AFSCME, including clerical/technical part-time staff.
- College Employees - Every employee who works for the College (at this time around 500 people)
- College Community - All employees who work for the College, Board of Trustees, and the presidents of the Student Senate and Alumni Association, and the Executive Director of the College Foundation.

The administration, professional staff, and faculty are members of the College Meeting. The support staff are members of the Support Staff Association. In 1997, the College Meeting voted to include the three officers plus thirteen general members of the Support Staff Association (one from each Standing Committee) as voting members of The Meeting. During the summer, the President of the College issues a meeting schedule for the College Meeting based on the constituency determination of preferred dates and time.

College Governance ( Adopted May 1999)

In the fall of 1998, a committee of eight faculty and staff members was formed to review the College governance system. The three charges to the committee were:

1. To study and make recommendations on the standing committee structure, to include: (a) what standing committees are needed; (b) how to integrate groups operating outside the governance structure into the existing committee structure; (c) determine a process for establishing time limited temporary (ad hoc) committees as needed.

2. To study the College Meeting, to include: (a) appropriate issues for College Meeting; (b) changes to improve the efficiency of the College Meeting process; (c) rules of The Meeting; (d) changes to increased participation of the newer segments (support staff, students, adjunct faculty); (e) the development of a procedures manual to be
distributed to all members.

3. To establish an evaluation instrument and procedure that will annually generate data useful for making adjustments in the governance process as needed.

The Governance document voted by College Meeting May 1999 follows.

Within the scope of Cape Cod Community College’s stated goals and purposes there is broad participation and collaboration in the development of educational policy. This process of shared governance involves faculty, administration, and students working together toward the achievement of these goals and purposes.

Full-time faculty participate through representation on the Faculty Professional Committee, through membership on standing committees, and through membership in College Meeting. Professional administrative staff participate through representation on standing committees and membership in the College Meeting. Students participate through representation on the Student Senate, through membership on standing committees, and through student representation in the College Meeting. Adjunct faculty participate through membership on standing committees and through representation in the College Meeting. Support staff participate through membership on standing committees and through representation in the College Meeting.

Within the laws of the commonwealth and the policies, rules and regulations of the Board of Higher Education, the President of the College has the final responsibility to the Board of Trustees of the College, and has authority for all phases of the College’s operation.

The College Meeting

The two major responsibilities of College Meeting are:

1. to discuss, formulate and recommend to the President major academic matters, and

2. to communicate items of common interest to the various constituencies of The Meeting.

The responsibilities of The Meeting do not include and cannot abridge:

- Decisions from the Board of Higher Education and Board of Trustees
- Contractual matters of the Agreement between the Board of Higher Education and the Massachusetts Community College Council
- Items specifically within the jurisdiction of each governance component, i.e., Student Senate, Academic Departments, Faculty Professional Committee, President’s Cabinet and administrative offices.

Procedures

The basic format of the College Meeting agenda will be to place important business first with potential preparatory commentary from key standing committees and College administration. The voting membership will consist of all full-time faculty, full-time professional and administrative staff, the five executive officers of the Student Senate, one student from each standing committee, the three officers of the Support Staff Association plus one representative on each of the standing committees, and representatives of the adjunct faculty.

Attendance by all voting members is expected. The number of members required for a quorum is 50.
There will be regular monthly meetings during the academic year held at 3 p.m., on the second (voted 9/11/00) Monday of the month, and special meetings as called. Upon the request of any ten members of The Meeting or the President of the College, the Chairperson will call a special College Meeting as soon as conveniently possible. If a special College Meeting will interfere with the academic schedule of the College, the Chairperson will request approval from the President before scheduling it. Special meetings and changes in the time of regular meetings are announced by the Chairperson. Any administrator or faculty member who cannot attend the meeting must request permission of the President.

Robert's Rules of Order will be the basis for the conduct of The Meeting.

A Chairperson of The Meeting will be elected annually at the last regularly scheduled meeting of the academic year; nominations will occur at the preceding meeting. The Chairperson’s duties are:

- to preside at The Meeting;
- to appoint a Parliamentarian;
- to prepare the agenda of The Meeting, which normally will be published and posted for each constituency at least two work days prior to the meeting;
- to supervise all nominations and elections of The Meeting;
- to call special sessions of The Meeting;
- to review minutes for accuracy prior to publication;
- to write necessary correspondence for The Meeting;
- to carefully explain parliamentary procedure which may seem complex and intimidating;
- to perform such other functions as The Meeting assigns;
- to forward recommendations of The Meeting to the President for appropriate disposition;
- to maintain a written record of all actions items passed by the College Meeting and approved by the President; and
- to attend general meetings of the Support Staff Association as an *ex officio* member.

A recording secretary will be provided for The Meeting by the administration. A record of each meeting will become the official minutes for the session they cover, following approval by the College Meeting, and will continue to be kept in the President’s Office available to members of The Meeting.

The following procedure will be followed for acting on the business (action items) of the College Meeting:

A. Action items, especially those with any complexity, will be e-mailed to the membership in draft form two weeks in advance of the College Meeting in which they will be considered. Items submitted after that deadline may be placed on the following meeting agenda by the Chairperson.

B. The membership will respond to the draft via e-mail during the next week so that the maker(s) of the motion can deal with obvious problems and suggested corrections. The College Meeting should not be the place for word-smithing.

C. The maker(s) of the motion will have the final draft available to the membership via e-mail on the Friday before the College Meeting.

D. If it becomes obvious during the College Meeting that the motion needs more work, it can be sent back to the originator.
Effective and efficient participation in College Meeting debate will be encouraged by:

A. Introducing and encouraging the use of basic parliamentary tools (introducing main motion, amendments, and ways of disposing of a main motion, request for information, point of order, and appeal decision of chair).

B. Reviewing basic parliamentary processes by the Chairperson or the parliamentarian at one meeting early in the academic year.

C. Reviewing fundamental ideas about professional conduct in College Meeting (criticizing ideas is encouraged; criticizing colleagues is forbidden) by the Chairperson or the parliamentarian at one meeting early in the academic year.

D. Distributing a College Meeting Procedures Manual, issued by the Steering Committee, to all members.

E. Offering as an agenda item for the last College Meeting of the year an open discussion of College Meeting effectiveness during the year.

All action items passed by the College Meeting will become effective when the President signifies approval by signing the official vote provided by the secretary of the College Meeting. The President will notify the membership of his or her action as part of his or her regular report to the College Meeting. A written record of all action items passed by the College Meeting and approved by the President shall be maintained by the Chairperson of the College Meeting.

An all-college meeting (convocation) with everyone in the college community welcome will be held at the beginning of the academic year, at which the President may present a “State of the College” address. This will be a celebration of ourselves as a community.

**Committees**

**Faculty Professional Committee**

The Faculty Professional Committee (FPC), made up of five full-time faculty members elected by the faculty for staggered three-year terms, serves a dual role with some of its pre-governance duties expanded. It is the working representative body of the entire full-time teaching faculty, and it serves the College Meeting in certain capacities. It represents the full-time faculty to the administration on non-union issues, it assigns all faculty and part-time professional staff to standing committees, and it organizes forums on issues of particular interest to the faculty. In addition, one member of FPC will attend meetings of the Board of Trustees and report meeting activities to the College Meeting (as a member of the College Meeting). To fulfill its functions most effectively, it will reflect the comprehensiveness of the faculty in its makeup as well as its appointments.

**Standing Committees**

Standing committees are formed by the College Meeting to help carry out the various operations of the College. Membership to standing committees of The Meeting is appointive, each constituency being responsible for its own appointments (Student Senate for students, FPC for all faculty and part-time professional staff, Support Staff Association for support staff, and the president for administrators). The membership of each constituency will be broadly based and will reflect the comprehensiveness of the College. Standing committees report their activities regularly to the College.
Meeting, and make recommendations to The Meeting concerning major educational policy for consideration and action as needed. Chairpersons of standing committees will be determined by the committee membership at their first meeting of the academic year. Where necessary, the Chairperson of the College Meeting will assign a convener for the first meeting of each committee.

There are two categories of standing committees: Business Committees, which review and recommend business to the College Meeting; and Advisory Committees, which act in an advisory capacity with specific, limited tasks. Business committees report monthly to the College Meeting, Advisory Committees report to the College Meeting as needed.

**Business Committees**

**Academic Policy and Standards:** Responsible for evaluating matters related to educational philosophy, academic policy and academic standards, and for making reports and appropriate recommendations for action on these matters.

Vice President of Academic & Student Affairs; four faculty; one adjunct faculty/part-time professional staff; one student; one support staff; one other administrator/professional staff; Advantage Program Director (ex officio). Faculty shall serve three-year staggered terms.

**Academic Technology Committee:** Provides unified guidance and direction for the development of technology in concert with the evolving needs of the College, its students and faculty. (12/11/00).

Director of Computer Labs and Media Delivery; Director of Information Systems; Director of Distance Learning; one support staff; one faculty member from the Information Technologies Program; one faculty from each academic department; one adjunct faculty/professional staff; one student.

**Counseling and Advising:** (9/11/00) Makes recommendations to the Assistant Dean of Advising and Counseling Services, Director of Admissions, the Vice President of Academic and Student Affairs, and the College Meeting on matters of counseling, advising, and admissions.

Assistant Dean of Advising and Counseling Services, Director of Admissions, Director of O’Neill Center for Disability Services; one counselor; three faculty; one adjunct faculty/part-time professional staff; two students; one support staff.

**Curriculum and Programs:** Approves and recommends course and program additions and deletions, or changes in existing programs, and conducts periodic reviews of courses and programs. The committee operates in accordance with the statement of policies and procedures headed “Introduction of New Courses and Programs” in the *Academic Policy and Procedures Manual*, and implements such changes in philosophy and policy as have been approved by the College Meeting and the President of the College.

Vice President of Academic and Student Affairs; four faculty; one professional library staff member; one adjunct faculty/part-time professional staff; one student; one support staff; one division dean. Faculty shall serve three-year staggered terms.

**Developmental Education:** (9/11/00) Makes recommendations to the Assistant Dean of Advising and Counseling Services and to the College Meeting concerning the developmental offerings of the College.

Assistant Dean of Advising and Counseling Services; Director of Assessment Center; four faculty (at least two of whom represent departments teaching Developmental Education courses); one adjunct faculty/part-time professional staff; one student; one support staff; one other administrator/professional staff.

**Institutional Research and Planning:** (10/16/00) Assists the President and Vice Presidents in leading institutional planning processes; facilitates communication in planning processes between and among the administration, the faculty and staff; and the various departments and committees, conducts an annual review of the BHE Implementation Plan and the College’s own multi-year Strategic Plan; makes recommendations to College Meeting.
on the adoption and revision of annual and multi-year plans.

Director of Institutional Research, and Development; four faculties; one adjunct faculty/part-time professional staff, one student, one support staff, two other administrators/professional staff.

**Advisory Committees**

**Affirmative Action:** Provides active campus leadership in maintaining an environment which challenges bias, fosters equity, and values diversity. To that end, the committee will fulfill functions mandated by the Board of Higher Education including providing representation on every search and screen committee and ensuring implementation of the Affirmative Action/Equal Opportunity Diversity Plan. Further, the committee will educate the College community and advocate for the rights of all people regardless of color, gender, disability, sexual orientation, age, or religious preference.

Dean of Human Resources; Affirmative Action and Title IX Officer; Director of the O’Neill Center; one other administrator/professional staff; one support staff; two faculty; one adjunct faculty/part-time professional staff; one student.

**Cultural Events:** (9/11/00) Plans and arranges a comprehensive cultural events program open to all students and the public when space permits.

Two administrators/professional staff; two Arts and Communication faculty; two other faculty; one adjunct faculty/part-time professional staff; two students; one support staff, and the Technical Director of the Arts Center.

**Financial Aid and Scholarship:** Reviews scholarship applications and makes awards, advising the President and The Meeting of such decisions; advises the administration on policy for handling the funds for all federal and state programs in the Office of Financial Aid; serves as an appeal body for students who believe their requests for aid should be reviewed; keeps abreast of national trends in student financial aid.

Director of Financial Aid; three faculty; one adjunct faculty/part-time professional staff; one administrator/professional staff; Advantage Program Director (ex officio); one support staff, one student (policy only).

**International Education:** (9/11/00) Serves in an advisory capacity to the Staff Associate of Study Abroad and Faculty Coordinator of International Education. Supports existing and new international education projects and activities, and may make recommendations regarding the international education budget.

Division Dean of Business, Health and Social Sciences; Staff Associate of Study Abroad; Faculty Coordinator of International Education, three other faculty; one adjunct faculty/part-time professional staff; one support staff; one student.

**Judiciary:** Reviews and investigates matters involving alleged student violation of College rules and provides advice and recommendations to the President through the Vice President of Academic and Student Affairs.

Three faculty; one adjunct faculty/part-time professional staff; three students; one support staff; two administrators/professional staff.

**Library/Learning Resources:** Reviews library services and advises the Director of Library/Learning Resources and the College community regarding all phases of the library and its services.

Three faculty; one adjunct faculty/part-time professional staff; one student; one support staff; one administrator/professional staff; one professional library staff member.

**Professional Development:** (9/11/00) Plans and executes social and professional activities designed to enhance college community life and to upgrade the professional skills of all those who work at the College. To that end, the committee will assist in the planning of all professional day activities which begin the Fall and Spring semester, invite requests for disbursement of Professional Development funds, and make recommendations to the Vice
President of Academic and Student Affairs.
  Vice President of Academic and Student Affairs, four other administrators/professional staff; two support staff;
one adjunct faculty/part-time professional staff; one student; four faculty.

Steering: Helps The Meeting set semester agendas and advises elements of the governance structure on how tohandle academic related matters efficiently. Implements the annual evaluation of the effectiveness of thegovernance process.
  Vice President of Academic and Student Affairs; Chairperson of the College Meeting; Parliamentarian;
  Chairperson of the Support Staff Association; Chairperson of the FPC; President of the Student Senate.

Ad Hoc Committees
College Meeting, within the scope of its responsibilities, has the right to establish ad hoc committees. Any member ofCollege Meeting, or any standing committee thereof, may move the establishment of such a committee. When such amotion is brought to College Meeting for adoption, it shall contain the following:

1. Statement of purpose for the committee.
2. Length of time for the committee to exist.
3. Schedule for and method of reporting to College Meeting.
4. Evidence that the ad hoc committee will be different from or complementary to the purpose and work of anystanding committee.
5. Number of committee members to be appointed.

Ad Hoc Committees, when established, shall be broad-based in their representation; said appointments to be made by thePresident, the Faculty Professional Committee, the Support Staff Association, and the Student Senate for their respectiveconstituencies. An ad hoc committee shall cease to exist when its specific task assigned by College Meeting has beencompleted.

The College Forum
The function of the College Forum is to informally discuss issues of common concern, including issues arising in aCollege Meeting.

The College Forum is scheduled by the Faculty Professional Committee at the request of any recognized and approvedgroup among the constituents of The Meeting. Membership of the College Forum is the same as the voting membershipof the College Meeting. Each College Forum is chaired by a designee of the Faculty Professional Committee.

Amending the Governance Document
The governance document may be revised or amended at any regular College Meeting by a two-thirds vote of thosemembers attending, provided that the amendment(s) or revision(s) has been submitted to the membership in writing at theprevious regular College Meeting.

Support Staff Association (hereafter referred to as The Association) (Revised 1/97)
The Support Staff Association provides a safe and comfortable forum to share information, ideas, issues, and to reviewand create policies in a continuing atmosphere of professionalism and camaraderie for all part- and full-time employees.

The responsibilities of The Association are:
  1. To share information. Announcements of general interest to the membership of The Association are appropriate.
2. To formulate and review matters of operational policy and procedures, to be decided upon by a majority vote for recommendation to the President of the College. Whenever feasible, new business should go through the appropriate ad hoc or standing committee for consideration or recommendation; however, channels for new business should be as open as possible. Specifically, any voting member of The Association may introduce new business not referred to committee.

The responsibilities of The Association do not include and cannot abridge:

- Decisions from the Board of Higher Education and Board of Trustees
- Contractual matters of the *Agreement* between the Board of Higher Education and the Community College Council or the AFSCME Collective Bargaining *Agreement*.
- Items specifically within the jurisdiction of each governance component, College Meeting, Student Senate, faculty departments, Faculty Professional Committee, President’s Cabinet, and administrative offices or departments.

The voting membership will consist of all full-time and part-time clerical, technical and maintenance support staff. Attendance by all voting members is expected. There will be regular monthly meetings during the calendar year and special meetings as called. Upon the request of any ten members of The Association or the President of the College, the Chairperson will call a Special Association Meeting as soon as conveniently possible. If a special Meeting will interfere with the normal business of the College, the Chairperson will request approval from the President before scheduling it. Robert's Rules of Order will be the basis for the conduct of The Meeting.

There shall be three officers of The Association elected annually at the June meeting ... Chairperson, Secretary and Treasurer. Nominations will occur at the preceding meeting. The Chairperson's duties are:

- to preside at the meeting;
- to appoint a Parliamentarian;
- to prepare the agenda of the meeting, which normally will be published and posted at least one week prior to the meeting;
- to supervise all nominations and elections of The Association;
- to review minutes for accuracy prior to publication;
- to write necessary correspondence for The Association;
- to be advisor and/or spokesperson for The Association; and
- to perform such other functions as The Association assigns.

The Secretary’s duties are to record and distribute minutes of the meeting, and to maintain a file of all minutes and other Association documents. The Treasurer’s duties are to maintain accounting records of The Association funds, to give monthly accounting reports at the meeting, and to assist in the transfer of funds for The Association scholarship(s).

**Standing Committees of the Association**

Standing committees of The Association will regularly report activities at the monthly general meetings; will make recommendations to The Association concerning operational policy and procedures for consideration and action, and may serve in an advisory capacity in certain areas. Membership to standing committees of The Association is appointive through the Social and Professional Activities committee. The membership will be broadly based and will reflect the comprehensiveness of the College. Chairpersons of the standing committees will be determined by the committee.
Policy and Procedures: Responsible for the development of new policies and procedures and review of those previously established; and for making reports and appropriate recommendations for action on these matters.
   Five classified staff members and one part-time staff member.

Social and Professional Activities: Responsible for developing social and professional development activities for the support staff. Collects, disseminates and maintains files for related materials on workshops, training seminars and conferences. Responsible for the selection of support staff for standing and ad hoc committees, this committee would also function as a welcoming committee for new support staff.
   Five classified staff members and one part-time staff member.

Support Staff Review: Responsible for the review of new and existing programs, centers and initiatives; recommends position vacancies or modifications based on reorganized workload systems and needs assessment as they affect support staff.
   Five classified staff members and one part-time staff member.

Other Committees and Groups of the College

In addition to the Standing Committees of the College, other committees and groups meet during the year. The following list includes either a brief description about the committee or group or a reference to where this information may be found.

   Academic Dean's staff discusses and recommends to the Vice President of Academic and Student Affairs matters of academic policy and common interest.
   Administrative Council discusses and recommends to the President matters of common interest.
   Cape Cod Community College Board of Trustees, refer to page I-4.
   Commencement Committee plans commencement exercises and related events; the Commencement Workers Committee carries out the decisions of the Commencement Committee.
   Department Chair's Council discusses and recommends to the Vice President of Academic and Student Affairs on academic matters.
   Handicap Awareness Committee recommends to the President matters relating to the handicap student/employee population.
   Management Association Committee on Employment Relations (MACER), refer to Board/MCCC Agreement.
   President’s Cabinet discusses and recommends to the President matters of proposed policy, policy implementation, institutional rules and regulations, personnel, budget, and other matters of common interest.
   Professional and Administrative Staff, and Teaching Faculty Meeting held to approve candidates for awarding of degrees, and community awards and scholarships.
   Student Senate, refer to Student Handbook.

Operating Budget

The structure and format of the College’s financial reporting has been designed to meet the requirements of the following: state government and agencies, federal government and agencies, Board of Trustees, independent auditors, and College management.

The operating budget is the financial plan to meet the program and operational needs of the institution during the fiscal year. The purposes of the operating budget are to ensure that expenditures are controlled and do not exceed revenues, that there is accountability on the part of responsibility center managers, that there are links to longer term plans, and that there is some flexibility to deal with unanticipated contingencies or with unexpected opportunities which may arise.
The College’s fiscal year begins on July 1; however, final state appropriations (comprising only a portion of the College’s revenues) are not usually determined until the summer months. Local tuition and fees are dependent on enrollment and aren’t known with absolute certainty until each semester begins. Revenues from grants and contracts are variables. The operating budgets are built with the best information available and adjustments and refinements are made as information changes.

The following is the current budget process and timeline:

- January - Office of Administration and Finance begins preparing materials for budget process.
- January - February: Senior management develops preliminary budget assumptions, priorities, revenue projections, and guidelines for budget managers.
- February - Requests for positions are developed and submitted.
- March - Senior management makes preliminary decisions regarding positions.
- March - Budget managers develop preliminary budgets and review with supervisors.
- April - Preliminary budgets are submitted to Administration and Finance.
- May - Senior management reviews and finalizes preliminary budgets.
- June - Preliminary budget presented to the Trustees for approval.
- July - Preliminary budgets are “loaded” into the financial system.
- August - Budgets are revised based upon the most recent information.
- September - Budgets are finalized and presented to Trustees for approval.

A Spending Plan, based on the approved budget, is forwarded to the Board of Higher Education.

**Commencement**

The College has adopted the plan for a single commencement each year to be held at the end of the spring semester. All faculty, professional and administrative staff are expected to participate in the academic processions. A student identified by the Office of the Registrar as a probable candidate for May or August graduation may participate in the spring commencement ceremony. Normally, students who have met all graduation requirements receive their diplomas immediately following commencement. Students who have met all requirements for specific certificate programs may participate in all commencement activities. By special vote of the faculty, administrators and professional staff at a duly called meeting, degrees are awarded at the end of the summer session to those students who complete their requirements in August. (See also Board /MCCC Agreement and the Academic Policy and Procedures Manual.).

**Schedules of Events**

A schedule of student events and meetings will be approved and maintained by the Director of Student Development.

The scheduling of the recreational facilities and the booking of all rooms for everything but classes (student-related requests, faculty and administrative requests, and off-campus organizations for any time of the day or night) is handled by the Facilities Use Coordinator. A weekly calendar is published by the Facilities Use Coordinator which is distributed throughout the College, and posted on bulletin boards. Requests for the use of the Board Room are to be made directly with the President's Office (see page V-1.)
SECTION III

PERSONNEL

Absences

Any employee who expects to be absent should notify his/her immediate supervisor. Sick leave balances are posted on pay advices, but employees may also consult the Dean of Human Resources regarding the number of sick leave days available.

Any faculty member who expects to be absent should notify his/her Division Dean as soon as possible to arrange class coverage as appropriate. Students are to remain in class a reasonable length of time or until dismissed by a member of the faculty or staff. (See also Board/MCCC Agreement.)

Appointments and Reappointments

All full-time professional staff and faculty appointments are recommended by the President and approved by the Board of Trustees in accordance with the Board/MCCC Agreement or the Non-Unit Professional’s Personnel Policies Handbook. Adjunct faculty receive appointment contracts prior to the start of each semester.

All full-time support appointments are recommended by the appropriate vice president and Dean of Human Resources, and approved by the President in accordance with the Board/AFSMCE Agreement. The part-time support staff appointments are approved by the appropriate vice president following approval to hire by the President’s Cabinet.

Letters of recommendation for reappointment completed by a supervisor and forwarded to the Vice President or President must be copied to the individual as well as the personnel file. The original document which is copied for the Board of Trustees packet will be attached to the “President’s recommendation letter” and the “Board approval” letter and then filed in the personnel file by the President’s Office.

Benefits

Deferred Compensation/Tax Sheltered Investments

Employees who wish information regarding tax-sheltered investments should contact the Dean of Human Resources.

Employee Assistance Program

A free counseling and assistance program is provided for all staff with concerns related to family matters, legal issues, financial, marital, substance abuse, stress, etc. For more information, see the Dean of Human Resources.

Holidays

In accordance with union agreements and State law, the college observes a total of thirteen holidays each calendar year. These are paid holidays for employees with benefits; hourly employees receive the holidays off without pay. The holidays are:

New Year’s Day – January 1
Martin Luther King Day – 3rd Monday in January
Presidents’ Day – 3rd Monday in February
Evacuation Day – March 17

Date: February 2007
Patriots’ Day – 3rd Monday in April
Memorial Day – last Monday in May
Bunker Hill Day - June 17
Independence Day – July 4
Labor Day – 1st Monday in September
Columbus Day – 2nd Monday in October
Veteran’s Day – November 11
Thanksgiving Day – 4th Thursday in November
Christmas Day – December 25

Holidays falling on a Sunday are observed on the Following Monday; holidays falling on a Saturday are usually observed on the previous Friday. Evacuation Day and Bunker Hill Day are Suffolk County Holidays; however, in accordance with union agreements, they are treated as holidays at the College.

Insurance

All employees with benefits may take advantage of the Employee Life Insurance, Health Insurance, Disability, Dental and Optical Insurance Plans provided for by the Commonwealth. Participation in the plan(s) is voluntary. For more information, consult the Dean of Human Resources.

The Commonwealth provides for each eligible benefited employee a basic life insurance plan in the amount of $5,000.00. In addition, the Commonwealth provides for a program of optional life insurance based upon annual salary.

For further information about these plans, see the Dean of Human Resources.

Leaves

Employees should consult the union agreements/personnel handbooks regarding Bereavement Leave, Civic Duty Leave (Jury Duty), Family Leave, Maternity and Adoptive leave, Military Leave, Parental Leave, and Voting Leave, and other types of leaves as appropriate.

Educational Leave

Full-time AFSCME members may, upon application and approval, be granted a leave of absence with pay for educational purposes to attend conferences, seminars, briefing sessions or functions of a similar nature that are intended to improve or upgrade the individual’s skill or professional ability. The unit member shall not suffer any loss of seniority or benefits as a result of such leave. (Agreement 1999)

Personal Leave Days

All employees with benefits are entitled to Personal Leave Days in accordance with the Board/MCCC Agreement, Board/AFSCME Agreement, or the Personnel Policies Handbook. These special days must be taken within the calendar year or be forfeited. A Personal Leave Day may be requested by all staff by completing the appropriate form and submitting it to one’s immediate supervisor for approval. The completed, approved forms are then forwarded to the Dean of Human Resources.

Sabbatical Leave

A sabbatical leave is a privilege rather than a right granted to members of the faculty and professional staff to stimulate individual growth for the betterment of the College. The emphasis in the utilization of the sabbatical leave should be on the value to the College as well as to the individual. Union employees should refer to the
Sick Leave/Vacation Leave

All employees with benefits are entitled to sick leave in accordance with the various union and personnel agreements/handbooks. Any employee who expects to be absent should notify his/her immediate supervisor. The number of sick leave days available to an employee is included and updated via the pay stub.

Employees eligible for vacation leave in accordance with the various union and personnel agreements/handbooks, should request such leave on the appropriate form which is to be submitted to the supervisor as far in advance as possible in order to provide necessary coverage.

The maximum number of vacation days which may be accumulated is sixty-four days. The various employee agreements have stipulations that amounts of unused vacation leave in excess of the maximum amount (sixty-four) shall be converted to sick leave.

Retirement

In general, the following is the schedule for contributions to the Employees’ Retirement System to be paid by all benefited employees:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Employees Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees hired after July 1, 1996</td>
<td>9%</td>
</tr>
<tr>
<td>Employees hired between January 1, 1984 &amp; June 30, 1996</td>
<td>8%</td>
</tr>
<tr>
<td>Employees hired between January 1, 1975 &amp; December 31, 1983</td>
<td>7%</td>
</tr>
<tr>
<td>Employees hired prior to January 1, 1975</td>
<td>5%</td>
</tr>
</tbody>
</table>

Employees hired after January 1, 1979 will pay their regular contribution rate above plus an additional 2% on any part of their regular salary in excess of $30,000. This additional contribution was required starting January 1, 1988.

In general, the retirement provisions for state employees who satisfy retirement requirements (age fifty-five with ten years of service), or if under fifty-five, twenty years of state service) call for a pension annuity of up to a maximum of eighty percent of one’s average salary based on total years of state service, and the three highest salary years. For further details see the Dean of Human Resources. (See also the Board/MCCC Agreement, Personnel Policies Handbook, or Board/AFSCME Agreement.

Change of Personnel Data

Employees must notify (1) their supervisor, (2) the Payroll Office, and (3) the Human Resources Office immediately of any change in name, marital status, home address, and telephone number. Changes in beneficiaries, banks for direct deposit, insurance, etc., must be conveyed to (2) and (3) above. Anyone wishing to have an unlisted/unpublished telephone number should notify the Dean of Human Resources, but the number must be on record at the College for emergency purposes.

Compensatory Time

Employees who are assigned to work overtime may take compensatory time in accordance with the specific union and personnel agreements or receive overtime salary compensation (where allowed). Records of approved compensatory time are maintained by the employee and the supervisor is responsible for signing time sheets and attendance, as well as signing, in advance, on compensatory time used and earned. (See “Overtime”.)
Compensatory Time for Non-Unit Administrators

Comp time is alien to the responsibilities as administrators, who are hired to perform duties and carry out responsibilities. As professionals, often with the advice and consent of those to whom they report, the individuals must exercise judgment as to when best to perform the duties and how best to meet his/her responsibilities. Therefore, comp time per se is not available and cannot be banked for use by non-unit administrators. A College non-unit administrator is expected to schedule, with the approval of the person to whom he/she reports, him/herself, within each week so as how best to meet responsibilities and to perform duties expected of him/her. Some work days are longer, some shorter, than others; some work weeks have more, some fewer, days than others. Any College non-unit administrator who is absent from work more than the equivalent of one full day in any week must appropriately utilize sick, personal and vacation days to account for any time in excess of one day in any week and for all consecutive missed days, counting Mondays as consecutive to Fridays. (January 30, 1995)

Employee Lists

Anyone requesting a list of employees should contact the Dean of Human Resources. It is not the practice of the College to release names, home addresses and home telephone numbers of our employees.

Employee Recognition Program

The College awards special recognition to employees in three ways: (1) retirement, (2) length of service and (3) outstanding contributions. A special awards ceremony is held at the end of each academic year to recognize those employees who are retiring, those who have completed 15, 20, 25, 30, 35 and 40 years of service and exemplary employees are recognized for outstanding contributions to the College.

The recipients of the “Employee Appreciation Awards” are nominated by other employees and selected by a committee comprised of previous winners of the award. Recipients of the “Adjunct Faculty Appreciation Awards” are nominated by the Department Chairs to the Division Deans. A plaque, honoring all winners of the award, is on display in the Administration Building by the Payroll Office.

Employment Eligibility

In compliance with U.S. Department of Justice, Immigration and Naturalization Service Regulations, all new staff members must provide evidence of eligibility for employment in the United States by confirmation of citizenship status or verification of authorized alien registration status. New employees will be contacted by the Department of Human Resources to determine employment eligibility.

Evaluation

Employees of the College are to be evaluated in accordance with the Board/MCCC Agreement, Personnel Policies Handbook, and the Board/AFSCME Agreement. Completed evaluation forms are forwarded to the Dean of Human Resources and are filed in the employee’s personnel file in the Human Resources office in the Administration Building. (Refer also to “Personnel Files” on page III-6.)

Exit Procedures

Persons who leave the employ of Cape Cod Community College are to meet with the Dean of Human Resources for the purpose of an exit interview prior to receipt of their final paycheck.
Family & Medical Leave Act

The College grants family and medical leave in accordance with the various union and personnel policies handbooks and the FMLA.

ID Cards

All employees should have a College photo Identification Card. The IDs are available through the Director of Student Development.

Overtime

Generally, non-exempt employees (support staff) must be paid overtime or compensatory time (1 ½ times the hourly rate of their primary job) for work over 37 ½ hours (Unit I) and 40 hours (Unit II) in a week. (Refer to the Board/AFSMCE Agreement for specific rules regarding overtime.

Support staff members may only work, and therefore earn overtime or comp time, as the result of being assigned overtime hours within their primary job at the college. Any overtime or comp time must be pre-approved by the appropriate vice president, area dean or designee. (August 23, 1995) (Also refer to Board/AFSCME Agreement.)

Participation in College Activities

Staff are encouraged to participate in College and student activities, however, if the activity is during the employee’s working hours, the employee must have the approval of his/her supervisor/department head.

Personnel Files

The College maintains an official personnel file for each employee in accordance with Massachusetts law, Chapter 776 of the Acts of 1975. These files are available for review upon request of the Human Resources Office.

Professional Associations & Outside Activities

Staff are encouraged to join professional organizations as they relate to particular fields. They are also encouraged to attend conferences and related educational conventions. Full-time faculty and professional staff are encouraged to participate in additional community work as long as it does not interfere with regular duties.

Travel

Budgeted funds are available for travel on College business and for professional purposes. Staff are asked to notify their supervisor when anticipating being absent for professional reasons. All completed Travel Authorization forms (with the required approvals and funding source) are to be forwarded to the Vice President of Administration and Finance no later than one week prior to the requested travel for in-state travel, and three weeks prior for out-of-state travel.

The “Travel Authorization Form” is to be used for all travel requests and is to be submitted to one’s immediate supervisor for action in advance of any travel. Any employee who travels without prior approval risks not receiving reimbursement and, further, the employee is not covered by the College or Commonwealth insurance. Estimated expenses and funding sources must be indicated prior to any approvals. The form is to be used for all travel, whether expenses are requested or not. All business related out-of-state travel, whether reimbursed or not, must also be approved by the President (or designee) of the College. In these instances, questions are likely to arise regarding the
nature of the out-of-state travel; therefore, at least three weeks advance notice is required.

The College car should be used for in-state/area travel whenever possible. To reserve the car, it is necessary to contact the Staff Assistant in the Vice President of Administration and Finance’s office (ext. 4302) as soon as possible. If the College car is not available, and one’s personal car is to be used, the estimated mileage must be included on the Travel Authorization Form. For reimbursement, the actual mileage must be included...odometer readings at the beginning and end of the trip are to be recorded.

**It is extremely important to remember that the Travel Authorization Form, the approvals, and the identification of funding must all be taken care of before any travel, not after the fact.**

Upon completion of the trip, the Travel Expense Voucher form (available in the Accounts Payable Office) must be completed and submitted to the Accounts Payable Office. This completed form must coincide with information contained on the Travel Authorization Form. Please refer to Page V13, 14 and 15, for specific information regarding allowable expenses. (Also refer to the various union agreements and personnel handbook.)

**Tuition Remission**

The Board of Higher Education has a tuition remission policy for employees. Please contact the Dean of Human Resources and the various Agreements for specific information.

AN AFSCME employee may be allowed to take one (1) course per semester during said employee’s regular hours of work. As a consequence of taking a course during regular work hours, an employee’s tour of duty shall be adjusted so that in addition to the time during which an employee is released to take such course, said employee will be scheduled for a complete tour of duty. In calculating the tour of duty under such circumstances, an employee must take a minimum of fifteen (15) minutes as a regular meal break and must include sufficient time, as determined by the College Human Resources Officer, to travel to and from the work area to the class location (Agreement 1999).

**Working Hours**

The College is officially open from 8:30 a.m. to 4:30 p.m., Monday through Friday, at which time all administrative offices are open. Sometimes it is necessary to arrange alternative hours to meet department needs. In those cases, the supervisor or department chair will make these arrangements, notifying the Dean of Human Resources and the Vice President of Administration and Finance.

Various union employees should refer to the contracts for additional information.

For the full-time clerical and technical support staff, a standard workweek is 37 ½ hours, Monday through Friday; most areas’ workday is 8:30 a.m. to 4:30 p.m. with an unpaid lunch period of one-half hour. Sometimes it is necessary to arrange alternative hours to meet department needs, the supervisor or department chair will make these arrangements. The maintenance staff in Facilities and Security work a 40-hour week with an unpaid lunch period of one-half hour. Part-time support staff work up to 18 hours per week. Schedules are flexible and are worked out with the employee’s supervisor.
Affirmative Action and Title IX of the Education Amendments of 1972

The College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, sex or handicap status in its education programs or in admission to, access to, treatment in, employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder; 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504).

All inquiries concerning application of the above should be directed to the Affirmative Action and Title IX Officer, Cape Cod Community College, 2240 Iyanough Road, West Barnstable, Massachusetts 02668-1599, telephone 508-362-2131.

For complete details of the Affirmative Action policy, please refer to Board Policy Manual, Appendix A, or contact the Affirmative Action Officer, ext. 4315.

General Campus Policy

Academic institutions exist for the transfer of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff and students are encouraged in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community - students, faculty, and staff members.

The College will respect and will defend the right of its members to lawful exercises of free speech and assembly in behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured; and actions denying the right of others to move or speak freely, whether or not such interference is their motive, lie outside Constitutional guarantees and the obligation of the College to defend them. Therefore, in the judgment of the President or his/her designee, persons attempting to interfere with the freedom of movement or speech of members or guests of the College community or the orderly operation of the College, the President of the College or his/her designee is authorized to:

(a) advise such persons of the impropriety of their activity and request immediate desistance from such activity;
(b) if such persons fail to desist, call the appropriate authority to remove those so interfering;
(c) suspend temporarily such members of the College community who have participated in such interference and persist in such activity;
(d) grant as soon as reasonably possible a hearing before an appropriate committee to any person appealing such suspension; following such a hearing, the committee will make a recommendation to the President;
(e) taking into account the committee's recommendation, the President will determine his/her disposition of the case.
Any person who involved himself/herself in the willful destruction of College or personal property will, in addition, be answerable to charges filed with the civil authority.

**Animals on Campus**

No dogs (except Seeing Eye dogs) or other pets will be allowed on campus. All dogs will be reported to the Town of Barnstable Dog Officer for removal.

**Cancellation of College Classes** (See also Inclement Weather, Emergency Procedures, V-7.)

If for any reason classes are to be canceled (e.g. weather conditions), announcements will be as early in the morning as possible, usually by 6 a.m., or when conditions indicate. However, there is no guarantee that announcements will run on all local stations prior to 6 a.m. because some stations do not staff their local operations prior to that hour. Therefore, we recommend listening to either WQRC-FM 99.9, WXKT-FM 95.1, or WCOD-FM 106.1. We also request announcements be made over the following radio stations:

<table>
<thead>
<tr>
<th>Station</th>
<th>Dial</th>
<th>Location</th>
<th>Station</th>
<th>Dial</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATD</td>
<td>95.7-FM</td>
<td>Plymouth</td>
<td>WKPE</td>
<td>104.7-FM</td>
<td>Orleans</td>
</tr>
<tr>
<td>WBSM</td>
<td>1420-AM</td>
<td>New Bedford</td>
<td>WMVY</td>
<td>92.7-FM</td>
<td>Vineyard Haven/Falmouth</td>
</tr>
<tr>
<td>WBSM</td>
<td>107.1-FM</td>
<td>New Bedford</td>
<td>WNBH</td>
<td>1340-AM</td>
<td>New Bedford</td>
</tr>
<tr>
<td>WBUR</td>
<td>90.9</td>
<td>Boston/Cape</td>
<td>WOCN</td>
<td>103.9-FM</td>
<td>Hyannis</td>
</tr>
<tr>
<td>WBZ</td>
<td>1030-AM</td>
<td>Boston</td>
<td>WOMR</td>
<td>92.1</td>
<td>Provincetown</td>
</tr>
<tr>
<td></td>
<td>(run only at :05 and :35 past the hour)</td>
<td></td>
<td>WPXC</td>
<td>102.9</td>
<td>Hyannis</td>
</tr>
<tr>
<td>WCIB</td>
<td>101.9-FM</td>
<td>Falmouth</td>
<td>WRKO</td>
<td>680-AM</td>
<td>Boston</td>
</tr>
<tr>
<td>WCTK</td>
<td>98.1-FM</td>
<td>New Bedford</td>
<td>WRZE</td>
<td>96.3-FM</td>
<td>Hyannis</td>
</tr>
<tr>
<td>WKKL</td>
<td>College Station</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and television channels:

<table>
<thead>
<tr>
<th>Station</th>
<th>Channel</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBZ-TV</td>
<td>Channel 4</td>
<td>Boston</td>
</tr>
<tr>
<td>WCVB</td>
<td>Channel 5</td>
<td>Boston</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHDH-TV</td>
<td>Channel 7</td>
<td>Boston</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Campus Channel (number varies - 98)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All Boston television stations now use a computerized menu-driven “storm center” system. These do not always offer specific message options that directly match our needs. Televised announcements related to the College should be viewed only as indicators.

The most accurate and timely source of weather-related College information is the Cape Cod Community College Weather Hotline 508-375-4070.

**Cars, Campus Parking, and Handicapped Parking**

Parking areas are accessible from the circular drive surrounding the College. All parking areas are to the right of the drive. The Security Department asks that cars be parked between the white lines.

Students/employees with permanent disabilities must obtain a state issued handicapped license plate or placard from the Registry of Motor Vehicles. Applications are available at the O’Neill Center. College handicapped parking permits will
be issued for only **one semester at a time**; to renew the permit, the individual and physician must complete a new application and submit it to the O’Neill Center. Disabilities requiring handicapped parking for longer than **two semesters** shall be considered permanent and the individual shall be required to apply to the Registry of Motor Vehicles. Students/employees requiring handicapped parking permits for more than two semesters will be considered to have a permanent disability, and must obtain a state plate or placard to continue to use the College’s handicapped parking areas. Anyone in need of an application for temporary handicapped parking on the campus must contact the O’Neill Center (ext. 4337) as soon as possible. (Also refer to *Board Policy Manual*, Article VIII)

All faculty, staff and students operating automobiles on campus are required to register their vehicles and obtain a decal. Tickets are written and fines collected for violators. Violations of failure to display parking decal, improperly parked, parking in delivery or service zone, parking on sidewalk, parking on land not for vehicular traffic, obstructing fire lane, double parking, parking in a no parking zone, obstructing snow removal are all subject to a fine of $5.00. The first violation of parking in a handicapped area is a fine of $50.00; the vehicle will be towed at owner’s expense for any subsequent violation(s). Violations such as speeding, driving to endanger, etc., are subject to fines and penalties as prescribed by the laws of the Commonwealth. The College notifies the Registry of Motor Vehicles of those persons who have not paid their fines, the Registry takes the appropriate action to ensure payment, and there is an additional charge to the violator in accordance with the policy of the Board of Trustees.

Space has been designated in parking lot 1 for the President and visitors to the campus. On special request to the Vice President of Administration and Finance, the “visitor” parking spaces may be converted to “reserved” parking spaces. This could occur when special meetings are held on campus … Board of Trustees, Board of Higher Education, etc.

**Chemical Hygiene Plan**

In 1990, the Occupational Safety and Health Administration (OSHA) instituted “The Laboratory Standard” - Occupational Exposure to Hazardous Chemicals in Laboratories. The Laboratory Standard ensures that employees who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees are educated as to the hazardous nature of the chemicals used in the laboratory. The Standard requires a chemical hygiene officer to be appointed and to develop, implement, and monitor a chemical hygiene plan.

In compliance with the Federal Laboratory Standard, Cape Cod Community College realizes our responsibility for the protection of our employees and students. The Chemical Hygiene Plan shown in Appendix A has been adopted to assist in our safety program. The Director of Facilities Management is designated as the Chemical Hygiene Officer, who has the knowledge and authority to implement and enforce the Chemical Hygiene Plan. Although the Director has been so designated, the success or lack of success of the plan rests with all of our employees.

**College Property** (Damage to ... or ... Removal of)

All staff members are requested to report to the Director of Facilities Management any damage to College property.

No College property is to be removed from campus or moved from its designated location unless approved by the President, the Vice President of Administration and Finance, the Director of Facilities Management or in the case of A/V equipment, by the Director of Library-Learning Resources Center. A permit to remove/request to borrow College property may be obtained from the Office of the Director of Facilities Management.

The security guard will challenge any person seen removing property, which is believed to be the property of the College.
If no permit is produced and if the person insists that property is personal, the security guard will record an entry in the Security Service Report of the incident. The person and property will be explained in detail to assist if further investigation is necessary.

**Computer Software License Policy (11/20/00)**

Cape Cod Community College does not use computer software in violation of the software owner's licensing agreement nor does the College support the use of its computing facilities by students, faculty, or staff in violation of applicable software licensing agreements. Specific acts that are prohibited, when College computing facilities are used, include (but are not limited to) making copies not authorized by the software license, running unlicensed copies of licensed software, running licensed software simultaneously on more computer stations than the governing license allows. College employees whose area of control includes College computing facilities are responsible for the operation and monitoring of these facilities within the provisions of applicable software licensing agreements.

The guidelines for loading non-standard software applications onto a College PC are provided to give individuals flexibility and technical support. Information Technology staff will assist all users with installations of software or operation system changes on a case-by-case basis. All software installed on College machines must have a valid current license for its use. IT staff cannot install software on a College-owned machine unless such a license is presented along with the software and a copy of the license placed in IT files.

**Security Issues with Windows 98**

If Windows 98 is the desktop system used, the contents of the computer are open to anyone who can access the machine. It is recommended that 98 users secure their machines. This can be accomplished by:

- physically securing the machine by locking it in an office;
- removing the keyboard to a locked location; or
- for maximum security, the Office of Information Technology will password the hardware of the computer. (Call the Helpdesk at 4080 to schedule this procedure.)

**Security Issues with Windows NT Workstation**

The Office of Information Technology will change a system to local Power user rights on request. Power user will allow one to change local settings on your machine like time and video settings. It will also allow one to install some software. It will not allow one to install software that affects the kernel. If you have software you cannot install, you should call the OIT Helpdesk at 4080 to schedule this procedure. To further secure your system, the Office of Information Technology recommends:

- password the screen saver;
- lock the machine when away for an extended period of time. (To lock the machine invoke the task manager by pressing Alt-Control-Delete and choose lock workstation.) or
- power down your computer when leaving for the day.

**Supported Software**
The following software is supported by the Office of Information Technology:

<table>
<thead>
<tr>
<th>Supported Operating Systems</th>
<th>Supported Desktop Applications</th>
<th>Supported Utilities &amp; Misc. Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOS*</td>
<td>MS Office 97</td>
<td>Norton Anti-Virus 2000</td>
</tr>
<tr>
<td>Windows 3.11*</td>
<td>MS Office 2000</td>
<td>PK Zip</td>
</tr>
<tr>
<td>Windows 95*</td>
<td>Moderate support for professional editions (Access)</td>
<td>FTP</td>
</tr>
<tr>
<td>Windows 98</td>
<td>MS Project all versions</td>
<td>Manage print drivers for network print servers</td>
</tr>
<tr>
<td>Windows NT Workstation</td>
<td>Outlook</td>
<td>Real Audio/Real Player</td>
</tr>
<tr>
<td>Windows NT Server</td>
<td>Internet Explorer</td>
<td>Norton Utilities</td>
</tr>
<tr>
<td>*Supported but no longer available for installation</td>
<td>Netscape</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adobe Acrobat Reader</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CRT Emulation Program for Aviion</td>
<td></td>
</tr>
</tbody>
</table>
**Conflict of Interest** (from “Conflict of Interest” pamphlet issued by State Ethics Commission May 1996)

Massachusetts General Laws, Chapter 268A governs the conduct of public officials and employees. An employee who takes prohibited action could face civil and criminal penalties. There are some exemptions to the rules, and anyone may seek legal advice from the State Ethics Commission regarding how the law would apply in a particular situation. In general:

- You may **not** ask for or accept anything (regardless of its value), if it is offered in exchange for your agreeing to perform or not perform an official act.
- You may **not** ask for or accept anything worth $50 or more from anyone with whom you have official dealings. Examples of regulated “gifts” include: sports tickets, costs of drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes and complimentary tickets to charitable events. **If a prohibited gift is offered:** you may refuse or return it; you may donate it to a non-profit organization, provided you do not take the tax write-off; you may pay the giver the full value of the gift; or, in the case of certain types of gifts, it may be considered “a gift to your public employer”, provided it remains in the office and does not ever go home with you. You may not accept honoraria for a speech that is in any way related to your official duties, unless you are a state legislator.
- You may **not** hire, promote, supervise, or otherwise participate in the employment of your immediate family or your spouse’s immediate family.
- You may **not** take any type of official action, which will affect the financial interests of your immediate family or your spouse’s immediate family. For instance, you may not participate in licensing or inspection processes involving a family member’s business.
- You may **not** take any official action affecting your own financial interest, or the financial interest of a business partner, private employer, or any organization for which you serve as an officer, director or trustee. For instance: you may not take any official action regarding an “after hours” employer, or its geographic competitors; you may not participate in licensing, inspection, zoning or other issues that affect a company you own, or its competitors; if you serve on the Board of a non-profit organization, you may not take any official action which would impact that organization, or its competitors.
- Unless you qualify for an exemption, you may **not** have more than one job with the same municipality or county, or more than one job with the state.
- Except under special circumstances, you may **not** have a financial interest in a contract with your public employer. For instance: if you are a town employee, a company you own may not be a vendor to that town unless you meet specific criteria, the contract is awarded by a bid process, and you publicly disclose your financial interest.
- You may **not** represent anyone but your public employer in any matter in which your public employer has an interest. For instance, you may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.
- You may not **ever** disclose confidential information, data or material, which you gained or learned as a public employee.
- Unless you make a proper, public disclosure — including all the relevant facts — you may **not** take any action that could create an appearance of impropriety, or could cause an impartial observer to believe your official actions are tainted with bias or favoritism.
- You may **not** use your official position to obtain unwarranted privileges, or any type of special treatment, for yourself or anyone else. For instance: you may not approach your subordinates, vendors whose contracts
you oversee, or people who are subject to your official authority to propose private business dealings.

- You may **not** use public resources for political or private purposes. Examples of “public resources” include: office computers, phones, fax machines, postage machines, copiers, official cars, staff time, sick time, uniforms, and official seals.
- You may **not**, after leaving public service, take a job involving public contracts or any other particular matter in which you participated as a public employee.

For more information about the conflict of interest law, contact State Ethics Commission, (617) 727-0060.

**Conflict of Interest Disclosure Policy** (Adopted by Board of Trustees December 19, 1996)

A Conflict of Interest Disclosure Policy, describing circumstances where employees engaged in externally funded research or educational activities may be subject to conflict of interest and the College’s procedure for insuring compliance with the disclosure policies of public or private funding sources is contained in Appendix D. This policy includes, but is not limited to those of the National Science Foundation and the Public Health Service.

**Confidentiality of Student Records** (Voted by the Board of Trustees on January 19, 1995)

Confidentiality of Student Records: Cape Cod Community College complies with the Family Educational Rights and Privacy Act of 1974, which governs access to, and release of information contained in student educational records. Students have the right to review their educational records and seek correction of errors they may find in their records. Students have the right to file written complaints with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged violations of this act.

Release of Educational Records: Personally identifiable information may be released under certain circumstances, as provided by law. These include but are not limited to the following:

1. College personnel may have limited access to student records for legitimate educational or administrative purposes.

2. Confidential student records may be released pursuant to a court subpoena. However, the Registrar shall use professional judgment in determining which information to release and shall so notify the student in writing prior to releasing the requested information.

3. Medical and counseling records are different from educational records, and access is more limited. Such records will not be released without the student's prior consent except as provided by law.

4. Information regarding the student, including educational records, may be released to parents of students who are claimed as dependents on their income tax returns.

5. A log or record will be kept for all students documenting release of that student's records. No entry in the record need be made if access is provided by federal or state law.

6. The College may refuse to release transcripts for such reasons as unpaid financial obligations to the College.

7. The College may refuse to release any personally identifiable information, the disclosure of which may constitute
an unwarranted invasion of personal privacy.

Students seeking additional information regarding their rights under the Family Educational Rights and Privacy Act should contact the Registrar’s Office or the Vice President of Academic and Student Affairs.

Directory Information: Cape Cod Community College has designated certain types of information as “directory information.” This includes the student’s name, hometown, earned degrees or certificates, and academic honors. Students may restrict release of this information, if they wish, and this data will not be released except as authorized by law. Requests to restrict the release of directory information shall be made in writing to the Registrar. The College assumes that failure of any student to do so indicates approval for release of the information indicated above.

Notwithstanding the College’s definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1988, identifies the following student information as directory information: student’s name, address, electronic mail addresses, telephone listings, date and place of birth, photograph, grade level, enrollment status, major, dates of attendance, earned degrees or certificates and academic honors. If an eligible student chooses not to exercise his/her aforementioned right to refuse to permit the College to designate some or all of those types of information about the student as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as directory information. This may result in the nonconsensual release of students’ personally identifiable information by the College to the Department of Defense. When student information is released pursuant to the Department of Defense request, notice of the request and release of student information in accordance therewith, will be posted in a conspicuous location in the College Registrar’s Office for the period of one academic year.

All requests for student directory information shall be made in writing to the Registrar who shall review the request for compliance with all state and federal laws and regulations. The College will not release any student information over the phone or to persons making inquiry in person. A reasonable fee shall be charged for compiling directory information.

Copyright Policy and Procedures

The College established a copyright policy in response to a 1990 amendment to the U.S. copyright law. The amendment eliminated any immunity that public colleges have had from copyright infringement suits brought in federal courts. The copyright policy adopted 2/18/92, Appendix E, is an attempt to protect the College and its employees from judgments of actual and statutory damages for copyright infringement.

Individuals who violate this policy will be held personally liable. The College will provide no legal assistance to the infringing employee or student for alleged copyright infringement unless it feels the copying falls within the “fair use” guidelines (see Appendix E) or the individual has obtained prior written permission from the President of the College or his/her designee. College staff who process photocopy requests are instructed to refer to the appropriate vice president or dean samples of possible violations. If the vice president/dean believes that the copy is a violation of the Copyright Law, the vice president/dean will discuss the matter with the individual. All copy machines have a warning posted on the machine reminding the user of the Copyright Law.

Questions regarding the policy or the guidelines for interpreting "fair use" rights should be directed to the Director of the Library-Learning Resources Center.
Donations and Gifts to the College (Soliciting and Acceptance of ...)

Any College individual, group, club and/or program wishing to solicit cash, gifts or services out in the community in the name of Cape Cod Community College, must obtain permission from the President or Vice President of Administration and Finance in advance and coordinate all activities with the Executive Director of the Cape Cod Community College Educational Foundation following the guidelines set forth below.

Cape Cod Community College encourages the donation of cash gifts, scholarships and gifts of useful physical property. All gifts, including securities, insurance and other financial planning tools can be accepted by the College Foundation. To provide the coordination of acceptance and receipt of gifts made directly to the College, and to comply with Commonwealth principles, it is essential that all gifts donated to the College be according to the following procedures:

1. In accordance with State law (Chapter 15A Section 37), the Board of Trustees is required to formally accept all gifts/donations to the College. Donations made directly to the Cape Cod Community College Educational Foundation are accepted and acknowledged by the Foundation, but become gifts/donations to the College upon receipt by the College. The Foundation is to report to the President’s Office on an annual basis all gifts/donations presented to the College.

2. Anyone soliciting gifts/donations must contact the Executive Director of the Foundation before making any requests in the community for financial, service or product support. This will ensure that a small request doesn’t undermine a larger request that may be underway and the timing of the two requests can be negotiated or adjusted accordingly.

3. Insofar as possible, all persons who act as a liaison for a gift donated to the College, shall discuss the provisions and nature of the gift with the President or Vice President of Administration and Finance, or the Executive Director of the Foundation if so directed, before an actual commitment is made by the College.

4. A person soliciting funds or any other thing of value on behalf of the Foundation from a person, firm, corporation or other entity shall, at the time of the solicitation, clearly and conspicuously disclose to the potential donor that the donations are to be provided to the Foundation and not to an institution and that the donor may request in writing that the donor’s identify not be publicly disclosed. (Chapter 15A, Section 37)

5. All gifts (money, services, products, sponsorship, table registrations, gift certificates, etc.) received should be accompanied by a letter from the donor explaining the nature of the gift and any restrictions regarding donation expenditure, equipment use or property. All gifts, with accompanying information, are to be forwarded to the Executive Director of the Educational Foundation in order for the contribution to qualify for the Matching Program with the State and for annual reporting to the College Trustees.

6. The Foundation Office will acknowledge the gifts and include the appropriate tax-deductible information, which may apply.

7. The Executive Director will work with the Vice President of Administration and Finance to ensure that financial contributions are deposited in proper accounts and are spent according to accepted procedures. The vice presidents or deans will also ensure gifts of equipment or property are used as stipulated.

8. In the event of a special, restricted scholarship requiring action other than routine (such as selecting candidates for
a club scholarship), the Director of Financial Aid and the Financial Aid and Scholarship Committee, in conjunction with the College Foundation if necessary, will perform the required action as appropriate.

9. Gifts accepted by the Board of Trustees cannot be disposed of privately without official College action.

10. When a fund raising effort will qualify for matching funds, and any other effort deemed appropriate, has approval by both the Board of Trustees and the College Foundation Board, then until that effort is complete, all gifts to benefit the College (programs, scholarships, departments, etc.) shall be made directly to the Foundation for accounting purposes. Gifts should be discussed with and forwarded to the Foundation office in the same manner outlined above. The gift will be acknowledged and processed according to the Foundation guidelines. The Board of Trustees will accept the gift formally when it is transferred to the College for its use.

11. Raffles or auctions are regulated by the State, and the Educational Foundation holds the annual permit. The income from any raffle or auction must be tracked separately from the event as a report must be filed and 5% of the proceeds must be paid to the State Lottery Commission. This is one time that non-profits do pay the taxes since only non-profits can hold such raffles or auctions.

Drug and Alcohol Policy

The Federal "Drug Free Schools and Communities Act Amendments of 1989" required that, "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of Higher Education ... must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees". The Board of Trustees approved a "Drug and Alcohol Policy" on September 11, 1990, and is shown in Appendix F.

This policy addresses the following items:

1) Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any College activities.
2) A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4) A description of College sponsored drug or alcohol counseling, treatment, and outreach programs that are available to employees or students.
5) A clear statement that the College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), a description of those sanctions, up to and including expulsion for students or termination of employment and referral for prosecution, for violations of the standards of conduct.

Cape Cod Community College prohibits the consumption of any and all alcoholic beverages at either on-campus or off-campus events. Exceptions to this policy may be granted by the President or his/her designee only under special conditions and pursuant to appropriate guidelines, procedures, and policies. (12/9/85)

On November 16, 1997, the Board of Trustees adopted the Alcohol Policy voted by the Board of Higher Education on October 14, 1997. This policy is Appendix F.
E-Mail

Electronic Mail is a tool provided by the College to complement traditional methods of communications and to improve administrative and educational efficiency. All E-Mail accounts and all data transmitted or stored using E-Mail facilities are owned by the College. Incidental personal use of E-Mail is acceptable. While the College will make reasonable efforts to protect the privacy of E-Mail messages, users should have no expectation of privacy over E-Mail transmissions. Individuals are responsible for saving E-Mail messages as they see appropriate. The College will not retrieve lost or accidentally deleted messages from archive files. Any offensive or inappropriate materials (including chain letters) received through E-Mail should be immediately forwarded to the recipient’s supervisor who is responsible for taking corrective action.

Broadcast messages will contain only essential College announcements of concern to the entire College community.

Microsoft Exchange Server with the Microsoft Outlook 98 Client is the official College E-Mail system. Users who choose to use another E-Mail system are responsible for receiving College-wide broadcast messages and personal mail by having the MS Exchange mail forwarded to their preferred system.

All users should consider E-Mail messages to be the equivalent of letters sent on official letterhead. Users should ensure that all E-Mails are written in a professional and courteous tone. Remember that an E-Mail message can be stored, copied, printed, or forwarded by recipients. A general rule of thumb is not to put anything in an E-Mail message that you would not write in a memorandum, nor be willing to post on a bulletin board or discuss in a public meeting.

Public Folders or Bulletin Boards are provided as a service to staff and faculty for posting general news, events, and other College-related information. These folders will be monitored by those responsible for their content. Any posted material deemed inappropriate will be removed without prior notification. Public Folders are also subject to specific guidelines suitable for that particular folder.

Emergency Response Plan

The basic emergency response procedures outlined in the Appendix E are to protect the lives and property of Cape Cod Community College. When a situation arises that cannot be handled by normal operating procedures, the President or her designee may initiate this plan. This document covers several different emergency responses and is flexible for those that may not be specifically covered in this plan.

Financial Transactions

No monies are to be exchanged and no financial transactions of any nature are to occur on campus unless and until they have been reviewed and approved by the Vice President of Administration and Finance or his/her designee. This policy applies to any student or staff function or activity, which is even remotely associated with the College. Persons who violate this rule are to be held personally responsible for shortages or problems in reconciliation of cash.

There is a "cash" drop off slot by the security office for after-hours deposits.

Food and Beverage

The Cafeteria is located in the Grossman Student Commons and provides food and beverage for the College community.
There is absolutely no eating of food or drinking of beverages in the classrooms.

Food and beverages are not allowed in the main theater, lobby or gallery of the Tilden Arts Center except by permit. The following is the Policy approved October 12, 1994:

For daily use:
1. Signs will be posted at the three main theater doors prohibiting food and beverage except by permit.
2. Faculty and staff are responsible for enforcement.

For special events:
1. The Facility Use Coordinator will communicate this policy in writing to users. The following procedures will apply:
   a. Foods likely to stain the carpet are prohibited. These include chocolate, grape and cranberry juice, salad oils, pizza and mustard.
   b. A catering request is required except when food is brought in privately.
   c. In the case of spills, when a custodian is not on duty, the event administrator is responsible for remedial cleaning and communication with the Facilities Management office. Excessive cleaning costs will be billed to offenders.
2. The Facilities Use Request and/or Catering Request will constitute the "permit" for food service. Both the Facilities Use Coordinator and the event administrator will be jointly responsible for enforcement of this policy.

Free Speech and Assembly

The College will respect and will defend the right of its members to lawful exercises of free speech and assembly in behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the right of others is assured; and actions denying the right of others to move freely, whether or not such interference is their motive, lie outside Constitutional guarantees and the obligation of the College to defend them. Therefore, if in the judgment of the President or his/her designee, persons attempt to interfere with the freedom of movement or speech of members or guests of the College community or the orderly operation of the College, the President of the College or his/her designee is authorized to:

   a) advise such persons of the impropriety of their activity and request immediate desistance from such activity;
   b) if such persons fail to desist, call the appropriate authority to remove those so interfering;
   c) suspend temporarily such members of the College community who have participated in such interference and persist in such activity;
   d) grant as soon as reasonably possible a hearing before an appropriated committee to any person appealing such suspension; following such a hearing, the committee will make a recommendation to the President;
   e) taking into account the committee’s recommendation, the President will determine the disposition of the case.

Gambling on Campus

The College will follow state guidelines, which prohibit illegal gambling. This includes such games as result in exchange
of money.

**Hazing**

The practice of Hazing is prohibited by law in the state of Massachusetts. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. A copy of the law pertaining to the practice of hazing is included in the Board Policy Manual and the Student Handbook. Any violation of the law will be punished from a legal standpoint and will also be considered a violation of the College Judiciary Committee for disciplinary action in accordance with established procedures.

The Vice President of Academic and Student Affairs and/or the Director of Student Development should be contacted immediately if any conduct is observed which might be considered “hazing.”

**Information Technology Use Policy**

The use of technology and the need to access information resources in the office and classroom are requirements as we approach a new millennium. The College developed a policy for all “users” (faculty, staff, students) of Cape Cod Community College’s information technology resources and may be found in Appendix J. Technology resources include, but are not limited to, computers, local and wide area networks, printers, other peripherals, software systems, data, electronic mail, and the Internet.

Access to computer systems and network owned or operated by Cape Cod Community College imposes certain responsibilities and obligations and is granted subject to College policies, and local, state and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from harassment.

By using any of the College’s Information Technology Resources, users agree that they will comply with these policies and to subsequent revisions of these policies. (The Policy is Appendix J.)

**Internet Use**

The Internet is a useful tool for supporting many types of academic and business-related research. The College is committed to promoting responsible Internet access. All users should view Internet access as a privilege. Users should be aware that many web sites gather and store information about visitors to their site. Care should be taken when registering for anything online, since this is analogous to giving your name, address, and phone number to a stranger. Viewing and downloading obscene, sexually explicit, or other inappropriate material on College computers is unacceptable.

**Access To Buildings**
All College buildings will be open during normal business hours. Access to any building during off hours, weekends and holidays will be via the Security Guard on duty. The Security Guard can be reached by using the radio/telephone outside the Security Office and following the posted instructions. The Security Guard is required to log time, name and title of all persons admitted during off hours.

Persons who plan to remain in their offices after normal operating hours are requested to notify the Guard of their intentions. Faculty and staff who plan to be on campus and wish admittance to their offices during times when the buildings are locked must notify Security and also notify Security (X4349) on leaving campus.

Students will not be authorized to use buildings after the normal hours of activity. Customarily, when access is authorized, students should be accompanied by a member of the faculty or staff.

After hours, individuals should go to the Security office, pick up the telephone outside the office door, and follow the procedures listed to reach the Security Guard by radio. (The above are excerpts adapted from the Administrative Policies & Procedures Manual.)

**Keys**

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security, and preventing unauthorized access to buildings and rooms within the campus.

The following regulations apply to the issuance and use of keys:

1. Keys will be issued to an individual and are nontransferable. They are only issued upon submission of a completed key request form and must be signed out by the recipient. When the period of authorization is over or the individual is no longer an employee of the College, the keys are to be returned to Human Resources.

2. The Facilities Office shall maintain a comprehensive key file.

3. All key request forms should be routed through appropriate channels and approved by the appropriate Dean. The individual receiving the key(s) must sign for the key(s). Secretaries will be allowed to pick up keys if the proper signatures are on the key request forms; however, the secretary will also need to sign for the keys.

All keys, particularly master keys, will only be authorized to individuals with demonstrated reoccurring need for such key. Issuance of master keys will be kept to a minimum.

Release of temporary keys for access to buildings and rooms when not needed on a long-term reoccurring
basis will be encouraged and are to be returned to the Facilities Office.

**Issuance of Master Keys**

The issuance of all master keys must be approved by the appropriate dean and be approved by the Vice President of Administration and Finance.

**Issuance of All Keys**

When a supervisor determines the need for his/her staff to have a key, the supervisor shall initiate a key request form to Facilities Management. The key request shall describe the access needed and shall be signed by the appropriate authority required by the access level and name the recipient of the key. When the key has been made, the Facilities Office will notify the department so the recipient may come to the Facilities Office to be issued the key.

**Locking Devices**

There shall be no locking devices attached or installed on college doors independent of the College keying system.

**Special Security Locking System**

A department head may identify an area in his/her department that would require a higher level of security for reasons of equipment sensitivity or a concentration of costly high tech equipment. This area, upon approval of the Facilities Manager and the appropriate Dean, could be keyed to a system separate from the normal system. The conditions for this approval are as follows:

1. The department head forgoes routine maintenance such as light replacement and regular cleaning and must subsequently arrange by work order for these services.

2. The area identified must not interfere with emergency egress routes, nor shall it contain any physical plant equipment or controls that require access by maintenance personnel.

**Key Request Form**

See Appendix K

**Laid-Back Friday Program**
The College has adopted “Casual Fridays”, which is a formalized Laid-Back Friday Program. Every Friday, employees, using common sense and good taste, are not confined by a specific dress code.

Military Leave (Active Duty) (BHE Policy)

Massachusetts Public Colleges and Universities policy on students who are called to active military duty is as follows:

1) Students who are unable to complete a semester because they are called to active United States military duty shall, upon verification, be granted the option of a refund or credit of tuition and campus fees. With respect to any health insurance fee, the refund policy is subject to the concurrence of the institution’s insurance carrier.

2) Any students who have received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such should contact the Financial Aid office at their respective institution to make appropriate arrangements.

3) Students shall receive nonpunitive withdrawals in all courses from which they are required to withdraw.

4) Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester. (This provision is subject to the approval of the Building Authority.)

5) Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the order. If the Order is not in writing, the student may sign an affidavit attesting to such order that includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the order.

6) The institution’s President may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to active duty.

7) The institution, upon request of a student, should assist the student in filing mitigating circumstances forms with external state or federal agencies (for example Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.

8) Any student required to withdraw due to being called to active duty shall be given priority in enrollment in the program of his/her choice upon return to the institution for the two semesters immediately following his/her discharge from active duty.

Political Activity (from “Conflict of Interest” pamphlet issued by State Ethics Commission May 1996.)

Chapter 55 of the General Laws regulates your political activity. Appointed employees may not directly or indirectly solicit contributions, or anything else of value, for campaigns or other political purposes. For more information about political activity, contact the Office of Campaign and Political Finance at (617) 727-8352 or (800) 562-OCPF.

Sexual Assault

The Higher Education Amendments of 1992 require that each institution develop and distribute policy and procedures on sexual assault as part of the annual security report mandated by the Crime Awareness and Campus Security Act of 1990. On November 18, 1993, the Board of Trustees approved a policy that was developed by a statewide committee. All employees are urged to be familiar with this policy, which is Appendix K.

Sexual Harassment

It is the policy of this institution that the sexual harassment of students, employees or any person at the College is unacceptable, impermissible and intolerable. Individuals in positions of authority are charged with the additional
responsibility of discouraging any sexually harassing behaviors within their areas of supervision. All members of the College community are expected to support the policy and procedure on Sexual Harassment as stated in Appendix L. In accordance with the law, this policy was approved by the Board of Higher Education and implemented by November 4, 1996, through the Board of Trustees of Cape Cod Community College.

**Smoking**

Massachusetts State Law, section 22 of M.G.L. c. 270, prohibits smoking anywhere in: 1) the State House; 2) any building owned by the Commonwealth and; 3) any space occupied by a state agency or department of the Commonwealth but located in a building not owned by the Commonwealth. This legislation prohibits smoking in private offices and in any other areas which colleges may have previously designated as smoking areas or lounges. (This law was effective August 7, 1997.)

Prior to the law referenced above, a Smoking Policy Committee, comprised of representatives of all constituencies on campus, (faculty, students, support staff, administrative staff ... smokers and non-smokers alike) developed the following policy:

1. This policy is effective commencing April 2, 1996 (the original policy was dated July 1, 1988 and the last previous revision dated July 1, 1995.)
2. The overall intent is to limit smoking on campus to certain areas.
3. Smoking is not permitted indoors.
4. Smoking will be permitted outdoors anywhere beyond 25 feet of a building entrance. Both smoking and congregating within 25 feet of a building entrance is prohibited.

It may understandably be difficult for many employees, students, and campus visitors who now smoke to radically change their smoking habits. The College Health Protection Program continues to offer periodic smoking cessation workshops for all interested parties. The successful implementation of this policy requires a cooperative effort, mutual respect and sensitivity on the part of all members of the College community.

Any complaints, suggestions, or reporting of violations should be directed to the Vice President of Administration and Finance. The successful implementation of this policy requires a cooperative effort, mutual respect and sensitivity on the part of all members of the College community.

**Solicitation on Campus** (Policy reviewed May 2, 1995)

The College President shall ensure that the following policy guidelines are implemented and administered on campus in a fair, impartial and uniform manner and without discrimination on grounds of race, color, religion, national origin, age, or sex.

In an effort to ensure non-interference with the educational activities and business operations of the College, the College President or his/her designee shall prohibit all private profit and non-profit organizations, agencies and/or individuals from soliciting on campus except as otherwise permitted as follows:
1. The College President or his/her designee may permit federal, state and municipal agency representatives to have access to the campus for any purpose for which said representatives are legally authorized to do so; provided, however, the College President or his/her designee retains the authority to regulate the time, place and manner of such access to minimize any interference with the educational activities and business operations of the College.

2. The College President or his/her designee may, upon request, waive the general prohibition against soliciting as stated above upon determination that

(a) the purpose of the campus solicitations shall be for the general interest or benefit of College, students, faculty, or staff; and

(b) the proposed solicitation shall not disrupt the continuity of business operations and educational activities of the College.

3. The College President or his/her designee shall maintain a record of all on-campus solicitation requests and the disposition of such requests.

To facilitate the administration of the policy, the Director of Student Development has been named the President's designee to administer the policy. All notices on bulletin boards require a date stamp from the Office of Student Development which indicates approval and the date for removal by the solicitor. Notices not approved will be removed by the Office of Student Development or the Student Senate. All bulletin boards will have a sign stating that notices must be date stamped. The Director of Student Development is responsible for notifying the College community of the above procedure.

**Soliciting in the Name of Cape Cod Community College** (March 4, 1983)

Any College group, club and/or program wishing to solicit cash, gifts or services out in the community in the name of Cape Cod Community College, must obtain permission from the President or Vice President of Administration and Finance in advance.

**Travel Policy**

**Travel and Reimbursement** (September 5, 1997)

Travel Authorization forms are available in the office of the Vice President of Administration and Finance. They must be completed and approved by your supervisor in advance of any travel. In-state travel forms must be submitted to the Vice President of Administration and Finance at least 7 days prior to travel; out-of-state forms must be submitted 21 days prior to travel. Estimated expenses and funding sources must be indicated on the Travel Authorization form prior to any approvals. The completed Travel Authorization form, with the required approvals, is to be forwarded to the Vice President of Administration and Finance’s office. Any employee who travels without prior approval, risks not receiving reimbursement, and further, the employee is not covered by the College or Commonwealth insurance.

The College car should be used (for in-state/area travel whenever available. It is necessary to call the Vice President of Administration and Finance’s office, extension 4302, to check on the availability for the College vehicle and to reserve it as soon as possible. If the College vehicle is not available, and one needs to use his/her own car, estimated mileage for reimbursements needs to be submitted on the travel authorization form.
Reimbursements of travel costs follow state laws and regulations (and collective bargaining agreements, if applicable, regardless of source of funds, all of which are subject to the same rules as state funds). After completing the trip, the Travel Expense Voucher form must be completed and submitted to the Accounts Payable office. Particular attention must be given to the following:

1. No federal taxes will be allowed.
2. Train, plane or bus and parking fee receipts or stubs must be submitted.
3. Receipted lodging vouchers must be submitted.
4. Beginning and ending odometer readings must be submitted for mileage reimbursement.
5. Copies of registration forms must be submitted. If paid by personal check, copies of cancelled check must be submitted.

All travel authorization forms, approvals and the identification of funding must all be completed and in the Vice President of Administration and Finance’s office before any travel is undertaken.

**Web Site Policy** (January 13, 1999)

The purpose of the College web site is to introduce users to the College and to inform them about its programs and activities. The site is intended to answer questions for current and prospective students, and members of the general public. Its primary goal is to provide easy access to admissions, registration, financial aid, and other enrollment information. Its secondary role is to showcase College programs and activities, communicating the quality and comprehensiveness of the community resource that is Cape Cod Community College.

Because of its ability to present Cape Cod Community College’s public image around the world, nearly instantaneously, the Official Web Site, consisting of the College’s homepage and all linked departmental/informational pages, is a key element of the institution’s external and internal communications efforts. Maintaining its consistency with current policy and publications is absolutely critical to ensure that those discovering Cape Cod Community College through its web site gain the most up-to-date information available and take away a strong positive impression of the institution.

For that reason, and the fact that the College’s Web Site is an official College publication, administrative oversight and management of the site rests with the Director of Public Affairs and Marketing for the College, who is responsible for supervising the development and implementation of web site policy, including format, graphic identify, content, technical specifications, and structure; and for ensuring that the site and the pages that it contains continue to meet the overall needs of the institution. Administrative review and approval is required for new pages to be added to the College’s Official Web Site, or before current pages are substantially modified.

A copy of the Web Site Policy is Appendix N. All use of the College’s Web Site must be consistent with the College’s Information Technology Use Policy (Appendix J).
SECTION V

PROCEDURES

Access to Buildings

Members of the staff have been issued keys to their respective departments or rooms. Once the buildings have been closed and locked, any admittance must be via the security guard. Once the building has been secured and an authorized person is admitted, the guard is to record on the Security Service Report the time, name and title of the person admitted.

Persons who plan to remain in their offices after normal operating hours are requested to notify the guard of their intentions. Faculty and staff who plan to be on campus and wish admittance to their offices during times when the buildings are locked must discuss their needs and receive authorization from Security.

Students will not be authorized to use buildings after the normal hours of activity without permission. Customarily, when access is authorized, a member of the faculty or staff should accompany students. (12/2/82 and 5/10/83)

After hours, individuals should go to the Security Office, pick up the telephone outside the office door and follow the procedures listed to reach the security guard by radio.

Accidents/Emergencies

The Health Services office is open during the academic year from 8 a.m. to 4 p.m. and 6 p.m. to 10 p.m. when classes are in session. During hours when the staff is unavailable, after 10 p.m. and on weekends, the Emergency Room at Cape Cod Hospital may be used on a fee-for-service basis.

An accident or emergency involving students, personnel, or event attendees, must be reported to Health Services, Vice President of Administration and Finance, Vice President of Academic and Student Affairs, and Security by the staff member(s) who either witness or become aware of said accident. Information supplied is to include date, time, place, name of injured, nature of injuries, and circumstances. All employee-related accidents must also be reported to the Dean of Human Resources.

Staff not reporting such accidents to the proper authorities can be held liable according to recent judicial decisions. To avoid that possibility, contact the nurse on duty, extension 4333, or through the switchboard, as soon as you become aware such a situation exists. The nurse is most willing to go immediately to the location of the sick or injured person. Therefore, be extremely careful concerning medical situations or emergencies and contact the proper authorities as indicated.

Board Room, Use of

The Board Room is used by the Board of Trustees for meetings, conferences, etc. When the Board of Trustees is not using the room, other departments may request to use the room for meetings by contacting the Presidents Office. (This room is not to be considered a classroom.) Individuals who book the room are responsible for leaving the room in its proper condition for the next person. If any special equipment or food is served in the room, it is the responsibility of the person booking the room to be sure the room is clean and empty of all excess equipment.

The combined seating capacity (around the board table and gallery) for this room is 48 seats, in accordance with NFPA Standard and MA State Fire Code.
Budgets

Budgets are prepared in accordance with the information shown in Section II, Page 10. Each responsibility center has an accounting code assigned by the Vice President of Administration and Finance. In addition to the responsibility center code, budgets are developed in State subsidiary breakdowns as follows:

- AA Regular Employee Compensation
- BB Regular Employee Related Expenses
- CC Special Employees (part-time faculty)
- DD Pension and Insurance Related Expenditures
- EE Administrative Expenses
- FF Facility Operational Supplies and Related Expenses
- GG Energy Costs and Space Rental Expenses
- HH Consultant Services
- JJ Operational Services/Contracted Services
- KK Equipment Purchases
- LL Equipment Lease-Purchase, Lease and Rental, Maintenance and Repair
- MM Construction and Improvements of Buildings and Maintenance of Infrastructure and Land Acquisition
- NN Benefit Programs
- OO Unclassified
- PP Repayment of Loans
- QQ Loans and Special Payments
- RR Benefit Programs
- SS Repayment of Loans
- TT Loans and Special Payments
- UU Unclassified
- VV Unclassified

Within each subsidiary code, there are object codes which categorize and break down expenses and revenues further. A list of object codes is available from the Business Office.

There are four main sources of funds besides the State funding:

**General Operating Trust Fund**, established July 1, 1997, receives funds derived from tuition and fees, other charges related to College operations, commissions, interest earned, and other miscellaneous or non-designated revenue, and to expend therefrom, funds necessary to provide, administer and improve the College’s instructional programs and operations as deemed to best meet the purposes of the college in the judgment of the Board of Trustees, but excludes any type of instrument, commitment or obligation which the Trustees are not legally permitted to enter into or execute by statute or relation.

**Restricted and Designated Trust Fund**, established July 1, 1997, receives monies derived from funds which have limitations or stipulations placed on them by external agencies or donors (restricted) and from funds which have limitations or stipulations placed on them by the Board of Trustees or by management (designated) and to expend therefrom, funds necessary to support activities in accordance with the established restriction or designation, but excludes any type of instrument, commitment or obligation which the Board of Trustees are not legally permitted to enter into or execute by statute or regulation.

**Special Programs Trust Fund** is intended to receive from those special programs that have a tuition and fee structure that is significantly different from the regular credit-hour courses offered by the College. The purpose of this trust fund shall be to provide, administer and maintain the regular business involved with these special programs and shall have the power to receive and disburse any income received from such designated programs as deemed to best meet the purpose of Cape Cod Community College. It is the judgment of the Board of Trustees including, but not limited to, the execution of any purchase, sales, management, operation and agency contracts and any leases or other legal instruments including note, mortgages, purchase, and installment purchase agreements, but excludes any type of instrument, commitment or obligation which the Trustees are not legally permitted to enter into or execute by statute or regulation. Interest earned on money invested in this trust fund shall accrue to the **General Operating Trust Fund**.

**Student Activity Trust Fund** receives funds from student fees and charges, and to expend therefrom the funds necessary to support student activities.
There is also the Cape Cod Community College Survival Fund Trust Fund, which will only be used when monies from the Educational Foundation Trust Fund, are received for the sole purpose of paying salaries and related fringe benefits in the event of insufficient funding from the State.

When charging expenses or accounting for expenses, the four-digit source of funds, followed by the subsidiary code followed by the four-digit responsibility center code all should be indicated. Each responsibility center manager is accountable for the timely submission of invoices (and/or packing slips) to the Business Office, as many vendors offer discounts. Also, some vendors are reluctant to do business with agencies who, for whatever reason, do not pay invoices in a timely manner. In 1987, the Legislature passed a law requiring interest be paid on any invoices not paid within 45 days. If the College must pay interest on invoices which have not been submitted promptly, that department will be charged the interest costs. The College disburses checks on a weekly basis from local trust funds. Vouchers are submitted daily to Boston for payment from state accounts.

If there are insufficient funds in a subsidiary or in an account, but there are sufficient funds in another subsidiary or account, a Funding Transfer Form must be completed and authorized by the Vice President of Administration and Finance prior to placing an order or charging expenses.

**Bulletin Boards, Special Events Case and Student Senate Message Board**

General College-related information may be posted on bulletin boards which do not have a special designation.

Bulletin boards which are restricted to specific items:

- The AFSCME and MCCA bulletin boards are located on the top floor of the Nickerson Administration Building outside the Board Room.
- An employee job-posting bulletin board is located outside the Payroll Office and on the College’s website. Job opportunities are posted by the Human Resources office and may only be removed after the closing date noted on the posting.
- Requests for bids and proposals are posted on the bulletin board in the main entrance way in the Nickerson Administration Building.
- A job posting for students is located in the cafeteria, near the bookstore.

When posting on bulletin boards, the following should be remembered:

1. Only posters advertising events involving the College are permitted to be posted on general bulletin boards found around the campus.
2. Material is to be removed from the bulletin board immediately following the event that was announced.
3. **NO ANNOUNCEMENTS** regarding events taking place at establishments whose primary purpose is the sale of alcohol will be permitted at any time or at any place on campus.
4. Nothing is to be posted on painted or glass surfaces.

Questions or comments regarding use of bulletin boards should be directed to Student Activities.

Only thumbtacks should be used on the bulletin boards; staples, glue, stickers or other adhesive are not to be used.

The Director of Student Development will authorize community items to be placed on specific bulletin boards, and he will...
monitor the bulletin board, removing unauthorized items.

**Events Display Case:** Individuals who would like events posted in the Events Display Case at the entrance of the College (by the flagpole) should speak directly to the Graphics Technician, ext. 4443. The Case is updated a minimum of once a week.

**Student Senate Message Board:** Individuals who would like events listed on the Student Senate Message Board (by the Administration Building) should contact the Student Senate with a copy to the Director of Student Activities.

**Catering Requests**

The independent contractor for the cafeteria provides catering for special events on campus. The following procedure should be followed when requesting catering:

Before completing the catering request form, contact the manager of the food service for the College, x4872 who will help achieve a good price/value reflecting food needs and determine the total cost per person in advance. The catering request form, once completed, must be submitted to the Coordinator of Auxiliary Services in the office of the Vice President of Administration and Finance, who will review the request, ensure the proper responsibility center code is on the form, and then forward the request to the food service manager.

The College has an established catering service standard which is consistent with institutional, social and business catering throughout the industry. This standard includes all disposable service ware, which not only saves on the cost of extra charges for china service and table linens, but provides reasonable aesthetics.

**College Car (Request for)**

The College car must be used (for in-state/area travel) whenever available. It is necessary to call the Vice President of Administration & Finance’s office, ext. 4302, to check on the availability for the College vehicle to reserve it as soon as possible. Preference is given for longer distance travel. In the event of conflicting demands, a private vehicle may be used and the college will reimburse the driver in accordance with the collective bargaining agreements or appropriate personnel policy. If the College vehicle is not available, and one needs to use his/her own car, estimated mileage for reimbursement needs to be submitted with the travel authorization form. Upon return, a Travel Expense voucher form should be completed and submitted to the Accounts Payable office along with all receipts. Any parking tickets or vehicle violation tickets are the responsibility of the driver. (September 5, 1997). (Also refer to Travel Authorizations)

**Copy Center**

The Copy Center is located in the Grossman Student Commons, ground level, near the cafeteria. Duplicating services, collating, booklet-making, binding and punching are available. Priority is given to classroom materials, particularly examinations. Requests for services from the Center should be well in advance of the needed date. Forms for services must be completed with the appropriate responsibility center code included on the form. Specific instructions will include such items as: number of copies, collated, stapled, print - one side only or two-sided printing; folding – letter fold, accordion fold, fold in, fold out; paper – white, color, 3-hole punch, front cover, back, cover; material needed by a specific date and time. Confidential materials must be in sealed envelopes that are clearly marked “Confidential, for Key Operator Only”.

**Emergency Procedures**

In the event of any on-campus medical emergency during the day or evening classes, staff are to dial 4333 and provide the switchboard operator with the following information:
1. What has happened
2. The exact location
3. The nature of the illness or injury, if known
4. What assistance, if any, is being provided

Normally, the switchboard will contact the nurse or EMT by emergency radio. In those circumstances when on-campus medical services is unavailable, the West Barnstable ambulance will be called. If the switchboard is not open, staff are to contact Security at extension 4349 or use one of the pay phones to contact the West Barnstable Rescue Squad at 508-362-3131 and provide them with the same information as listed above.

Failure to follow these procedures as outlined could result in significant delay of essential emergency care. Any member of the College community witnessing a security incident should contact Security immediately.

**Evening Coverage**

The evening administrator is to be on duty from 5 p.m. – 8:30 p.m. in the Registration area. The evening administrator must have a “radio” with him/her at all times. Rounds are to be carried out from approximately 6:30 – 7 p.m. The administrator is to return to the Registration area following rounds because the clerks leave at that time, and the administrator is then the only source of information for students or faculty with questions or needs.

**Facilities Usage** (Approved by the Board of Trustees March 26, 1992)

The Board of Trustees, in the exercise of its statutory powers, authorized the College President to permit the use of the facilities in accordance with the Facility Use Policy set forth below:

It shall be the policy of the Board of Trustees to:

A. Encourage broadest possible access to facilities on a fair, uniform and impartial basis at a reasonable cost to the Commonwealth’s citizenry consistent with the mission of the College and the Board’s established policy of non-discrimination and affirmative action by offering use of College facilities without discrimination on the grounds of sexual orientation, race, color, religion, national origin, age, sex or disabilities.

B. Ensure that facility use is without cost to the Commonwealth as required by state law; and that the College recover costs incurred for all direct or indirect expenses incurred beyond those ordinarily required for operation of such facilities.

C. Enhance the interests of the College’s educational and community services missions by permitting rent-free facility use by public and non-profit agencies and organizations.

D. Establish facility use scheduling priorities to ensure non-interference with classes, related College activities and the needs of students, faculty and staff.

E. Require that all non-College users indemnify and hold the Board and the College harmless against any claim for personal injury to College employees, students, or agents, guests, etc., of the user or damage to College or user’s property arising out of such facility use. Non-College users must also ensure all facilities are maintained in the same order and repair as they are in at the commencement of their tenancy.

F. The possession or consumption of alcoholic beverages on College property is prohibited. At his/her discretion, the College President may waive this prohibition as appropriate. However, if the President allows alcoholic
beverages to be served, that in the instance of a waiver, a liquor liability insurance policy is required and a certificate of insurance must be delivered to the College prior to the event. The policy must name the user, Cape Cod Community College and the Commonwealth of Massachusetts as joint insured/loss payees. Applicable permits and licenses are the responsibility of the user.

G. Subject to the provisions of paragraph A above, use of College facilities for purposes other than those contained in the College’s mission statement will normally not be approved. Approval for concessions and retail sales will be subject to applicable state procurement and bidding laws.

H. The President is hereby charged to ensure this policy is applied in a fair and consistent manner and shall become effective immediately.

The procedures for carrying out the above policy are shown in Appendix H.

**Fire and Evacuation**

Fire alarm rules are posted in all classrooms. Specific procedures are outlined in Appendix I (Fire Safety Statement) and Appendix G (Emergency Evacuation Procedure) on what to do in case of fire and evacuation of occupants, including handicapped persons. All faculty and staff are expected to review these rules at least once each year.

**Handicapped Parking**

In accordance with the Temporary Handicapped Parking Permit policy, (see Policies, IV, page 4) the following is the procedure for obtaining a Temporary Permit.

1. Complete the front side of the Cape Cod Community College TEMPORARY Handicapped Parking Permit application (Applications are available at the O’Neill Center for Disability Services).
2. Physician must fully complete and sign the back of the application.
3. Provide a copy of your current vehicle registration.
4. Return the completed application and vehicle registration copy to:
   
   Director  
   O’Neill Center for Disability Services  
   Cape Cod Community College  
   2240 Iyannough Road  
   West Barnstable, MA  02668-1599  
   Telephone:  508-362-2131, ext. 4337  
   FAX:  508-362-3988

**Inclement weather Emergency Procedures** (See also Cancellation of College Classes, IV-3).

Inclement weather announcements will be made as early in the morning as possible, usually by 6 a.m., or when conditions indicate. Announcements affecting evening and graduate Center classes will usually be made later in the day. **If no announcement is made college classes and operations will be carried on as usual.**

1. “The College is Closed” – When the College is closed due to inclement weather, this is the message we will request be aired on the designated radio stations for the Hyannis Center and Barnstable Campus. Only “essential personnel” should report to work. No leave is charged for the period of time the College is closed.

2. “College opening will be delayed until ____ o’clock” – When it is determined that the College can safely open at
a later hour, this is the message which will be aired. Only “essential personnel” should report to work prior to the announced time. Again, no leave is charged when the College is closed due to the weather.

3. Announcements regarding weekend classes, activities and events will be made as early as possible. Specific messages will be broadcast on the designated radio stations. Every effort will be made to contact special event sponsors, Graduate Center faculty, etc. The best advice is to tune to one of the listed radio stations for news reports.

4. All Boston television stations have gone to a pre-recorded message menu format that runs as a “scroll” beside or below the regular programming. This will provide guidance to our students and staff, but not the kind of detailed specifically worded messages that most of the radio stations will broadcast. Persons should use messages they see on the television stations as an indicator that they should either call our weather hotline number (508-375-4070) and/or tune to a Cape-based radio station for more specific information.

5. Employees may call the hotline number 508-375-4070 after 5:30 a.m. to receive College closing information.

After 4:30 p.m., when it begins to snow, the guard on duty will check with the weather station, the Barnstable Highway Department, and/or the State Police, for advice as to severity. If there will be snowfall in excess of one inch (1”) or if snow is anticipated to continue for any great length of time (to provide for snow clearance of parking lots and access roads for fire lanes), Security is to alert the following persons in the order listed: Director of Facilities Management who will contact the Vice President of Administration and Finance, the Institutional Maintenance Supervisor, Chief Security Officer, Director of Health Services Associate Dean of Extended studies, and the Electrician.

By 5 a.m. if a decision is needed as to the possibility of cancellation of classes because parking lots cannot be cleared sufficiently for 8 a.m. classes, or it is still snowing, members of the Cabinet will be contacted. The Vice President of Administration and Finance will contact specific college staff. All Facilities Management personnel are required to report to work to engage in snow removal operations even if the College is closed. Notification of closure, late opening or early dismissals of the College will be disseminated to the media by the Director of Public Affairs and Marketing, only after approval by the President.

Under the terms of union agreements/personnel handbook, faculty and staff need not report to work if classes are canceled and they are not charged for the day. Only those employees have been designated, as essential personnel are required to report to work. In the event that adverse weather affects only limited areas, the individuals who cannot safely travel to work should contact their supervisor. Such an absence is not covered under any contractual agreements and the individual must use a personal or vacation day.

Should the College be closed during the regular workday, a “broadcast” message will be put out on email by the President’s office. It is recommended that you pass on this message to your co-workers.

**Mail**

Mail, official announcements, and personal communications are distributed to faculty members through the Department Administrative Assistants. Students having reason to deliver a message to a faculty member will present it to the Department Administrative Assistants.

Another means of communication to or from the faculty is the bulletin boards located in the faculty offices’ areas. Members of the faculty are asked to consult these boards daily.
Mailboxes for all departments are in the Mail Room, which is in the Copy Center of the Grossman Student Commons. Internal mail must be placed in the departmental mailboxes.

Outgoing College mail is operated by an independent contractor to provide an efficient and cost effective mailing program utilizing the latest in new technology. Mail is picked up twice a day, Monday through Friday, 10 a.m. and 3:30 p.m. from the Mailroom. Outgoing mail must contain the sender’s name or department and the responsibility center number in the upper left-hand corner; mail will be returned if this information is not on the envelope.

It is helpful if mail is bundled by department. Bulk mailings should be in zip-code order. As a convenience for the staff, personal mail can be handled by the independent contractor IF the mail contains the proper postage. Personal mail with the appropriate postage must be placed in the U.S. Post Office bin in the Mailroom.

Questions regarding mail should be directed to the office of the Vice President of Administration and Finance.

Maintenance/Repairs

Work Order requests, available from Facilities Management office, must be completed listing the nature of the repair. Completed requests are to be sent to the Director of Facilities Management, who will answer any questions regarding the request.

Ordering of Supplies

The Business Office, in accordance with the laws of Massachusetts, is responsible for the procurement of supplies, equipment and services as requested by the various responsibility center managers. The process consists of three forms:

- Requisitions: Initial form used which is completed by person ordering the supplies.
- Purchase orders: Once a requisition is submitted to the Business Office, a purchase order is issued.
- Bids: Requests for price quotes completed by person ordering the material.

Individuals ordering supplies must complete a “Requisition” form, which includes the account to be charged, and approved by the responsibility center manager. Sequential requisition numbers are obtained from the Accounts Payable office. Requisitions are forwarded to the Accounts Payable office where a purchase order, the contract between the College and the vendor, is issued. The Accounts Payable office will ensure that sufficient funds are available to meet the requested obligation prior to any commitment being made with the vendor, as the College will not purchase anything on any account for which there are no funds to pay the vendor. Purchases which have not been authorized by the Vice President of Administration and Finance, President, or Comptroller, will be considered an unauthorized purchase for which the individual has a personal liability.

State law requires that materials with an estimated cost of $5,000 or more have formal written bids prior to purchase. Items ordered through MHEC (Massachusetts Higher Education Consortium) or the State Contracts have already been bid and are exempt from this requirement. Bid forms, conditions and numbers are available from the office of the Vice President of Administration and Finance. All bids are kept in the Vice President’s office, and a representative from that office must be present at all bid openings. For assistance in writing bids, or for clarification regarding whether or not bids are needed, the Vice President of Administration and Finance should be consulted.

When a request is initiated for equipment which might require additional wiring plumbing or other assistance from Facilities staff, the Director of Facilities Management must be consulted prior to issuing the requisition.

Some supplies are maintained by the Director of Facilities Management. These supplies are:
Letterhead (1st and 2nd sheets)  Blue Exam Books  Xerox paper: 8 ½ x 11 & 14 x 8 ½
#10 Envelopes (plain and window)  B & C Answer Sheets  Toner cartridges: Laser and Xerox
Manila Clasp Envelopes: 10 x 13; 9 x 12; 7 x 10

Common Supplies: To order these supplies, the form must be completed and forwarded to the Facilities Management office.

Personal Purchases: The College will not process any orders for personal purchases. Some vendors, particularly computers, offer special discounts to College employees. Employees interested in purchasing personal computers should contact the Associate Dean of Finance to review available discounts.

Publications Process

The following procedure has been established by the Public Affairs and Marketing area for all College publications:

1. The first draft of a publication is read by those closest to the content. For example, Academic and Student Affairs would review the College Catalog for content; changes requested would be made and a copy returned for final review by the content area. For a document as complex as the Catalog, multiple readers are already involved including all Associate Deans, the Director of Financial Aid and other department heads whose areas are covered by the document. The same is true for the College Viewbook.

2. The second draft (following changes and approvals by the content area) will be proof read by the Assistant Director of Public Affairs, who will recheck names, titles, spelling, etc. He/she will make changes, and corrections will be returned to him/her to assure that they have been made.

3. The final review will be made by the Staff Associate in the President’s Office, who will coordinate with the Assistant Director of Public Affairs, any changes believed necessary. This is the final take on factual information, spellings, titles, etc., which would be changes related to College policy or structure that were not changed in the content review process and the errant typo not caught up to that point.

Two weeks should be added to any publication timeline to accommodate this final review process.

Search Committee and Recruitment

Once the President has approved filling a vacancy and funds for hiring are available, the following procedure is implemented by the Dean of Human Resources:

1. Vacancy Notice/Position Description developed

   • Initial draft developed by appropriate department with appropriate departmental input
   • Reviewed by appropriate Associate Dean (for faculty)
   • Reviewed by appropriate Vice President with input from Affirmative Action and the Title IX Officer and the Dean of Human Resources
   • Final submission to the President for approval

2. After approval is received, the position is advertised and the Vacancy Notice distributed to recruiting sources, posted internally, distributed to other community colleges…national audience. All advertisements must meet contract and affirmative action requirements.
3. Search Committee appointed:
   a. Faculty…Vice President of Academic and Student Affairs
   b. Professional Staff…Appropriate Vice President
   c. Administrators…President, with input from FPC for faculty, SSA for support staff
   d. Dean of Human Resources and Affirmative Action and Title IX Officer are ex officio members. They serve in an advisory/non-voting capacity, providing procedural advertisement and counsel at each level of the search process.

4. Organizational meeting of Search Committee:
   a. Review position description and “profile” of ideal candidate
   b. Statistical review of pool…Male/Female/Affirmative Action
   c. Review of advertising and posting sources
   d. Discussion of screen methodology
   e. Internal candidates
   f. **Confidentiality of Process**
   g. Affirmative action

5. Resumes reviewed by either all members of Search Committee or an appointed subcommittee. Pool is reduced to appropriate number for interviews. Resumes are screened by means of numerical ranking of each candidate by each member of Search Committee. A composite score is developed for each candidate. Top scorers are reviewed by full committee and full opportunity given for “ad-ons” on an individual basis. Each member of the committee has the opportunity to discuss strengths of candidates that may not show as top scorers and by committee agreement be included in the interview pool. Some committees have elected to discuss the relative strengths/weaknesses on a candidate-by-candidate basis rather than developing a “relative core” approach. This can work well when dealing with small applicant pools. The “relative score” approach works well with large pools and helps to quickly identify those candidates that the majority of the committee felt strongly about and as a tool to generate discussion regarding specific applicants.

6. Affirmative Action candidates are identified and reviewed with committee. It is the obligation of the committee to make a good faith effort to develop a pool of female/minority applicants and to have representation in the pool of semi-finalists selected for interviews.

7. Semi-finalists identified for interviews: process developed for on-campus interviews and campus tour, if appropriate. Specific questions or topics to cover in the interview are developed. Two approaches may be followed regarding handling and internal applicants:
   - No change from current procedure, where internals are treated differently than any other applicant, and would compete on an equal basis with the entire pool of applicants, or
   - Internal candidates who fully meet the advertised qualification for the position will be granted an interview. (This is the informal method used by most search committees in considering internal applicants.) The Dean of Human Resources will personally meet with, or discuss over the telephone the status of each internal applicant’s candidacy.

8. At completion of interview process, committee reconvenes to review candidates and determine if there is a high degree of satisfaction with the pool…or decision made to look at back-up candidates or suggest re-opening the search. If the pool is strong and there is a high degree of satisfaction with the candidates the committee develops a recommendation to the appropriate dean/vice president. The recommendation will be based on discussions held
at the first organizational meeting of the committee under “Screening Methodology and Process”. The charge to
the committee should be clearly understood and communicated throughout the screening process.

9 Generally, a committee recommendation consists of three (3) unranked “finalist” candidates. The appropriate
vice president will interview each of the finalists and meet with the committee membership after completion of
the interviews to discuss the relative strengths and/or weaknesses of each candidate. At this point the committee
has completed its charge. Any further reference checking, if necessary, will be conducted by the appropriate vice
president assisted by the Dean of Human Resources.

10 The appropriate vice president recommends the selected finalist candidate to the President for consideration and
approval to make an order of employment, which is subject to approval by the Board of Trustees.

**Student Grievance Procedure**

The primary purpose of the Student Grievance Procedure is to secure prompt and equitable resolution of a grievance
dealing specifically with an allegation concerning any form of discrimination or abrogation of student rights. The original
procedure was adopted in April 1977; it was revised by the Community College Presidents’ Council in March 13, 1987.
(Refer to Appendix M.)

**Surplus Property** (Disposal of (February 13, 1995)

All assets purchased with College funds, or given to the College, cannot be thrown out or given away in accordance with
state law or federal guidelines for any equipment purchased with federal funds. No employee may dispose of College
equipment without the approval of the Director of Facilities Management or the Vice President of Administration and
Finance. To dispose of surplus property throughout the campus, strict procedures established by the Commonwealth must
be followed as indicated below:

A. **Report of Surplus Property** – Completion of the Declaration of Surplus state Personal Property Form along with a
page of condition codes must be completed and sent to Facilities Management. (Forms along with a page of
condition codes must be completed and sent to Facilities Management. (Forms are available from the Director of
Facilities Management.) Identify any and all furniture, fixtures and equipment which are not used and enter it
under “commodity description” along with its exact location. Complete the other columns, including the
estimated original cost of the item, if possible. If items have manufacturer’s names and model numbers available,
include these also.

B. **Analysis** – All items reported will first be reviewed for any possible use elsewhere on campus. Some items will
be collected to a central location to expedite disposal. Then all reports will be forwarded to the State Purchasing
Agents Division for further analysis. The College’s surplus property will then be published in a bulletin offering
it at no cost to any other state agency which wishes to have it.

C. **Shoppers** – Representatives of other agencies interested in the College’s surplus may then call or visit the campus
to further determine if the surplus property meets their needs. Facilities Management will endeavor to list contact
persons on campus for all items and to advise against unannounced visits.

D. **Sales of Surplus Property** – After a reasonable time, surplus items still on campus can be sold, only after receipt
of state approval to do so.

E. **Disposal of Junk** – Unsold items will be identified as junk and either given away or dumped.
Movement of College assets is to be done only through the Director of Facilities Management. All staff members are to report to the Director any damage to College property. No College property is to be removed from campus or moved from its designated location unless approved by the President, the Vice President of Administration and Finance, the Director of Facilities Management or in the case of A/V equipment, by the Director of Library-Learning Resources Center. A permit to review College property may be secured from the Director of Facilities Management.

**Technology Problems**

Anyone encountering problems with his/her computer should complete an “Information Systems Technical Service request” for available from the Information Systems office. Alternative methods of requesting information is via e-mail (techserve@capecod.edu) or via phone (extension 4602). The e-mail and telephone request must include: name, date, department; phone extension; the type of computer service needed (repair, software modification, problem and explain, equipment modification, software installation, equipment installation, or equipment to be moved. The equipment location should be given as well as a description of the problem or service required.

**Travel and Reimbursement (September 5, 1997)**

Travel Authorization are available in the office of the Vice President of Administration and Finance. They must be completed and approved by your supervisor in advance of any travel. In-state travel forms must be submitted to the Vice President of Administration and Finance at least 7 days prior to travel; out-of-state forms must be submitted 21 days prior to travel. Estimated expenses and funding sources must be indicated on the Travel Authorization form prior to any approvals. The completed Travel Authorization form, with the required approvals, is to be forwarded to the Vice President of Administration and Finance’s office. Any employee who travels without prior approval, risks not receiving reimbursement, and further, the employee is not covered by the College or Commonwealth insurance.

The College car must be used (for in-state/area travel) whenever available. It is necessary to call the Vice President of Administration and Finance’s office, extension 4302, to check on the availability for the College vehicle and to reserve it as soon as possible. If the College vehicle is not available, and one needs to use his/her own car, estimated mileage for reimbursements needs to be submitted on the Travel Authorization form.

Reimbursements of travel costs follow state laws and regulations (and collective bargaining agreements, if applicable) regardless of source of funds, all of which are subject to the same rules as state funds. After completing the trip, the Travel Expense Voucher form must be completed and submitted to the Accounts Payable office. Particular attention must be given to the following:

1. No federal taxes will be allowed.
2. Train, plane or bus and parking fee receipts or stubs must be submitted.
3. Receipted lodging vouchers must be submitted.
4. Beginning and ending odometer readings must be submitted for mileage reimbursement.
5. Copies of registration forms must be submitted. If paid by personal check, copies of cancelled check must be submitted.
6. Receipted meal vouchers must be submitted.

All Travel Authorization forms, approvals and the identification of funding must all be completed and in the Vice President of Administration and Finance’s office before any travel is undertaken.
SECTION VI

EDUCATIONAL SERVICES

Academic Support

The Office of Academic Support encourages students to take advantage of the following programs to assist them with the successful completion of their course work:

The Advising and Counseling Center is located in the Grossman Commons Building, Room 203. Academic advising will be available to students who have been assigned to the Center, or others who need “emergency” guidance with their academic program. Personal, transfer and exit counseling services are available to the students. Materials available to students consist of a representative collection of paper catalogs from New England colleges, a sampling of catalogs from institutions nationwide and a modest collection of video tapes prepared by contributing colleges. The Center is open between 8:30 a.m. and 4:30 p.m., Monday through Friday, and 5 p.m. to 8 p.m. Monday through Thursday. Appointments are advised for evening hours.

Coaches and Mentors program is located on the second floor of the South Hall, and offers a variety of services to students such as tutoring, study skills instruction, academic advising, career counseling and ongoing support. Various workshops are available through the semester. The program is restricted by law to students enrolled in A.S. degree programs with high proportions of “special populations”; these are defined as students who are academically or economically disadvantaged or disabled.

The Math Lab is located in the Science Hall, Room 112. It is available to students who want to: study in small groups; do mathematics homework with someone available to assist them; clear up a specific problem; work with a tutor; or, refer to other textbooks covering similar information. The Math Lab is staffed by math faculty, para-professional tutors, and peer tutors. Hours of operation are posted.

The Tutoring Center is located in the South Hall, Room 111. Tutoring services assist students by offering personalized or small group tutoring; workshops in vocabulary, spelling, study skills, grammar, test taking, reading skills, and word processing; diagnosis of learning strengths and weaknesses, and more. Appointments may be made by calling (508) 362-2131, ext. 4352. Hours of operation are posted.

The Writing/Resource Center is located in the South Hall, Room 108. The Center offers academic support for writing assignments using word processing. A writing specialist is on duty to assist students with the preparation of any written assignment—from the development of ideas through the revision of final drafts. Software is available for self-directed study in grammar, sentence structure, punctuation, reading comprehension and more. Hours of operation are posted.

Workshops are conducted on the preparation of research papers, study skills, note taking, time management, overcoming math anxiety, the transfer process, positive thinking through humor, and test-taking skills. The Student Handbook calendar contains information on when these workshops are offered.

Academy for Lifelong Learning

Open to the community for individuals aged fifty and over, this member organization offers a variety of study groups each semester as well as a number of social events and activities.
Advantage Program

This office is located on the second floor of the South Hall; open Monday through Friday from 8:30 a.m. to 4:30 p.m. year-round. This program provides support services to a selected group of students who meet certain criteria ... first generation college attendee and/or low income and/or disabled. Services include tutoring and workshops in such areas as note-taking, study skills development and test-taking skills.

Alumni Association

The Alumni Association is open to all graduates of the College. Associate memberships are available for interested parties who are not graduates of the institution. The Association’s goal is to promote the educational, professional, social, and economic interests of the College and its alumni. Inquiries regarding the Association should be directed to the Staff Assistant - Alumni Affairs, or to the Educational Foundation Office, on the 3rd floor of the Library. The Association can also be reached at 508-375-4011 or alumni@capecod.edu.

Assessment Center

The Assessment Center is located in the Grossman Commons building. The Center administers the College’s basic skills testing program. The Center also schedules and administers: CLEP (College Level Examination Program), GRE (Graduate Record Exams), and MCAT (Medical College Admissions Tests). Those students completing developmental reading and writing courses schedule appointments in the Center to complete post-testing in subject areas. The Center offers students and faculty other assessment resources, such as: learning styles workshops, learning and study skills inventories, and reading style inventories. Additional information is available by calling (508) 362-2131, ext. 4543.

The College also offers the Whitehouse Scholarship Advanced Placement Program during the month of May. Through this examination program, students may earn college credit and tuition/fee costs. Additional information may be obtained from the Assessment Center.

Bookstore

The College Bookstore, located in the Grossman Student Commons, is open from 8 a.m. to 3:30 p.m. Monday through Thursday, and 8 a.m. to 3 p.m. on Friday. Extended hours are offered at the beginning and end of each school session. The Bookstore provides the necessary supplies and texts for the students. Textbook orders, on forms provided for each semester, should be furnished to the Bookstore via the Department Chairpersons by the requested date.

The Bookstore is operated by an independent company on contract to the College. Special discounts are available to employees on some items in the Bookstore. Questions regarding the contract or complaints of service should be directed to the Coordinator of Auxiliary Services in the office of the Vice President of Administration and Finance.

Business Office

The Business Office is located on the second floor of the Nickerson Administration Building. The Office is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

Cafeteria

The Cafeteria, called The Cape Cod Café, is located in the Grossman Student Commons, and is open 7:30 a.m. to 8:00 p.m. Monday through Thursday and 7:30 a.m. to 2:30 p.m. on Friday. (The grill will close at 2:30 p.m.) Hours may be modified during intersessions and the summer. The Cape Cod Café provides catering services for campus events, and the
“Catering Request Form” must be completed at least one week prior to an event; the person requesting catering should call the Cape Cod Cafè twenty-four hours ahead to confirm arrangements. Vending machines are available for food service when the cafeteria itself is closed.

Coffee and beverage service orders should be arranged by 12 noon on the day preceding the event. All other special functions require a guaranteed number in attendance no later than 3 p.m. five days prior to the scheduled function. In the event a guarantee number is not received, the original estimate on the Catering Request Form will be the guarantee attendance figure. Billing will be based on the guaranteed attendance figure or the actual attendance figure, whichever is higher. Failure to cancel an event within a 24 hour or less notice will be billed for 90% of the guaranteed figure; a charge of 25% of the cost of the event will be incurred if the event is cancelled without five business days notice.

The Cafeteria is operated by the independent contractor ... FAME. The College is interested in issues of quality, prices and cleanliness, and questions regarding the contract or other issues of concern regarding the Cafeteria should be directed to the Staff Assistant in the office of the Vice President of Administration and Finance.

**Cape Cod Center for Graduate Education**

As a non-profit organization, the Center offers Master’s level programs and courses by a variety of guest institutions. Credit and degrees are awarded by the institution and not by the Center or Cape Cod Community College, which serves as the host institution.

**Cape Cod Community College Educational Foundation**

The Cape Cod Community College Education Foundation, founded in 1983, is a private non-profit, tax exempt organization whose mission is to promote the academic excellence, growth, progress, and general welfare of Cape Cod Community College by raising funds and providing support to strengthen and develop the College and its objectives. It is managed by an Executive Director and a volunteer board of business and community leaders with representation from the College’s Board of Trustees, administration, faculty and the Alumni Association. Donations are directed where they can most effectively improve the College. The staff and alumni of the College are urged to support the Foundation’s efforts.

**Career Counseling Center**

The Career Counseling Center, located in the Grossman Commons Building, offers career counseling and job placement services free-of-charge, to students and graduates of the College. The Career Office assists students in developing skills necessary to succeed in an ever changing world of work. Computerized and print resources provide current information on: job qualifications, local employers, resume writing, networking, job interviewing and career options. Students are welcome to take a career “test” or peruse job vacancy listings. Appointments for personal counseling or transfer counseling are available Monday through Friday from 8:30 a.m. to 4:30 p.m.

**Child Care Center (7 Seas)**

The College has contracted to operate the “Cape Cod Community College Child Care Center.” The Center operates from 7:30 a.m. to 5:30 p.m. on all days that the College has scheduled day classes. Children between the ages of 2 years 9 months to 6 years are accommodated, with a limit of 20 children at one time. Enrollment is on a first-come, first-served basis; priority is given to children of day students who are enrolled in courses which total a minimum of six credits. Flexible hours are arranged depending on class schedules. The Center is located in the lower level of the Physical Education building.

The Center also serves as a laboratory for students interested in pursuing a career in Early Childhood Education. It allows
for students enrolled in Early Childhood courses to observe and obtain practical hands-on experience.

Students interested in enrolling their children in the program should contact the Director of the Child Care Center at the College.

**College Cable Announcements**

Anyone wishing to broadcast announcements on the College television channel should complete the “Cable Announcement Request” issued by the Office of Academic and Campus Technology. This form requests information such as: type, name, location, date and time of the event; the sponsor, contact person, ticket information and costs, box office location and times, guest speaker/performer, and a brief description. Brochures or pamphlets regarding the event should be attached to the form, as well as any photo of the performers/speaker/exhibit. A one-week lead time is required for the announcements to be placed on the system.

**Community Leadership Institute**

A branch of the National Association for Community Leadership. This organization was developed to identify and nurture existing and potential leaders, increase their knowledge of community, and develop networks of individuals who can help each other solve community challenges and problems. Sessions are held once a year, usually January - June, and the classes have an average of twenty-two per year.

**Dental Hygiene Clinic**

The Dental Hygiene faculty and students welcome all Cape Cod Community College administration, faculty, staff, and students who are interested in being patients for our students in our clinic. The services performed by the students include: oral prophylaxis, x-rays, patient education, fluoride treatments, nutritional counseling, sealants, and oral cancer examinations. As of Fall 2000, the prior suggested donation schedule has been changed to a fee schedule. Patient fees are returned to the program to help defray maintenance, upgrades and supply costs.

The Clinic is open only during normal College hours and, therefore; employees will be requested to follow College policies in making appointments, which may be made through the Dental Clinic Administrative Assistant’s Office in the South Hall, Ground Floor.

**Disability Services**

The Center for Disability Services, located on the second floor of the South Hall, is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. The Center ensures that individuals with disabilities receive equal access to the college’s programs, activities and services. The Center offers support for a variety of disabling conditions including visual, auditory and/or mobility impairment; speech disorder; learning disability; psychiatric disorder, chronic illness and neurological disorder/brain injury. The Center contains an adaptive computer lab, and coordinates accessibility to campus facilities, handles referrals to other campus resources and provides in-service training for faculty and staff.

**Distance Learning**

Telecourses offer students the ability to take classes at their convenience. The lectures are delivered via VHS videotape. Most courses require attendance on campus for mid-term and final exams. Communication with the instructor is by telephone, fax, and/or e-mail. Currently, the Distance Learning telecourse catalog holds over twenty-five (25) course titles. Each semester over twenty courses are offered in a wide variety of disciplines.
Entrepreneurial Center

The Center is designed as an economic resource for business on Cape Cod. The Center is part of the Business Department and is located on the top floor of the South Building.

Facilities Usage

The College provides, at low cost, facilities for non-profit organizations and agencies to meet on campus. This program allows the college community interaction during evenings, vacations, and weekends. For additional information, contact the Facilities Coordinator on extension 4418.

Financial Aid

The Financial Aid Office is located on the first floor of the Nickerson Administration Building, and is open Monday through Friday, 8:30 a.m. to 4:30 p.m. year round. This office, under the leadership of the Director, helps students gather necessary paperwork to complete their applications for financial aid, prepares financial aid awards, counsels work-study students of their employment responsibilities and visits high schools to advise about financial aid applications.

Fitness Center

The Fitness Center is located in the Physical Education building, off parking lot 12, and is open Monday through Friday from 6:30 a.m. to 6:30 p.m. The Fitness Center has Circuit Training Stations, Healthrider, Universal Gym, Life Cycles, Stair Masters, Rowing Machines, Schwinn Air Dynes, Free Weights and Racquetball Court. The Fitness Center is open to students, faculty, staff and alumni. (See also Recreation in Section VI, page 9.)

Grant Preparation

The College, through its Office of Institutional Research and Development (IRD), conducts an active program of institutional grant seeking and encourages the seeking of other grants by faculty and staff to support activities consistent with the College’s mission and strategic plans. IRD assists faculty and staff regarding potential funding sources, grant-making programs, and the preparation of a grant application, subject to the constraints of time and institutional grant-seeking priorities. The College has an established procedure for the preparation of grant applications. Anyone who wishes to submit an application of proposal requesting a grant from any external funding source, public or private, should first contact IRD to ensure that their grant-seeking effort is conducted in accord with College policies and procedures. (Please refer to Section V, page 7.) The first step in initiating a grant-seeking effort is the filing of a Statement of Intent form. Please contact IRD for more information.

Health Promotion and Resource Center of Cape Cod

The Health Promotion and Resource Center (HPRC), co-sponsored by the College and the Barnstable County Health and Environmental Department, promotes the cooperative acquisition and distribution of health education-related audio-visual materials and equipment, preventing unnecessary duplication of county-wide services. It also fosters cooperative action in the assessment and delivery of programs in the field of health promotion.

The HPRC office is located on the ground floor of the Wilkens Library-Learning Resources Center. Any person, agency or group involved in the delivery of health care service or health education is eligible to become an active member of the Center.
Health Services

The office, located in the Physical Education complex, is open between 8 a.m. and 4 p.m. during the week. Emergency care is available evenings between 6 p.m. and 10 p.m. All care provided to students and staff is free of charge, including some medications and laboratory testing.

Human Resources Office

The Human Resources Office is located on the second floor of the Administration Building. The office is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

Hyannis - Adult Learning Center

The Hyannis Center opened in late 1993, and operates a computer-based Adult Learning Center that focuses on the educational and training needs of the underserved and specific training needs of an adult workforce. The Adult Learning Center offers quality continuing education including “English for Speakers of Other Languages” for the underserved, undereducated, and underemployed living in the Hyannis area and neighboring communities. These educational needs can be for students seeking the services of an Adult Basic Education Program, an English for Speakers of Other Languages Program, Citizenship, GED, or a Transition to College Program. In addition, the Center offers a program to train Senior Citizens in the use of computers.

Instructional Media Services (IMS)

The IMS is located on the ground floor of the Wilkens Library-Learning Resources Center, and is open during academic sessions from 8 a.m. to 9:30 p.m. Monday through Thursday; 8 a.m. to 4 p.m. Friday; and 9 a.m. to 1 p.m. Saturday. During intersession the hours are 8 a.m. to 4 p.m. Monday through Friday, unless otherwise announced. The media collection includes slides, audiocassettes, filmstrips, phonodiscs, CD’s and videocassettes, which are stored in the IMS main office. All materials are described and classified according to the Library of Congress system in the on-line and card catalogs, and can be located by author/artist, company, title and subject. The public catalogs are located on the main floor of the Wilkens Library-LRC and in the IMS main office. Circulation of the media collection is limited.

The IMS will deliver AV materials and equipment to all campus locations by a reservation system. Video equipment may not be available to all campus locations. Reservations should be made 24 hours in advance of delivery. The following information should be supplied when making reservations:

1. Day and date of delivery
2. Time to be delivered and picked up
3. Location (building, room, classroom number)
4. AV software needed (exact title and/or catalog number)
5. Your name
6. Instructor’s name (if a student is ordering the material)
7. Course number and section (if an evening instructor)
8. Telephone number or campus extension

Selected materials and equipment are available for loan on a first-come, first-served basis, for a period of three days. The borrower is responsible for replacement or repair of materials and equipment used. Fees will be charged for overdue
materials. Off campus loans should be scheduled as far in advance as possible.

Facilities for individual or group listening and viewing of materials in the collection are available. The following rooms are available:

- **Viewing Rooms A & B**: Available for individuals and small groups (up to 6 persons) to view or listen to AV programs. It is booked on a space-available basis.

Requests to purchase, preview and rent materials may be made by contacting the Director, Wilkens Library-LRC Office.

- **Rentals**: Materials needed for a particular date and are not part of the IMS collection.

- **Previews**: A way of evaluating material for purchase sometimes without having to pay a fee. The procedure for ordering previews is the same as rentals. Previews cannot guarantee show dates.

- **Purchases**: Materials are acquired each year to be placed in the permanent media collection. Recommendations are welcome from all faculty as to what is needed for support of classroom instruction.

The following procedure should be used for all previews, rentals and purchases:

1. Materials should be ordered as far in advance as possible to guarantee successful bookings.
2. Contact the Director of the Wilkens Library-LRC to check availability and funding.
3. When material has been ordered and confirmed, the requestor will be notified.
4. When material is received, the requestor will be notified and may schedule the item for classroom viewing.
5. When appropriate, materials will be returned by the IMS department.

Instructors may place AV materials on reserve for a specified period of time. A software reserve form must be completed. The items will be kept on reserve in the main office. Students must request items by exact title or catalog number. When the reserve period is over, the materials will be returned to the IMS shelves or returned to the instructor. Items must be reserved at least 24 hours in advance of assigning the materials to be viewed.

The IMS will duplicate professionally produced audio and videotapes with permission of the copyright holder. (See Copyright Policy, Appendix E.)

**Learning Disabilities**

This program is on the second floor of the North Hall, and is for early intervention and multifaceted support for learning disabled students including those with traumatic brain injury. Intensive, one-on-one support to students is provided.

**Library-Learning Resources Center**

The College Wilkens Library-Learning Resources Center operates for the benefit of the students and the staff of the College, and is open to the community. Faculty members, through department chairpersons, should apprise the Director of specific needs in their subject areas. Books may be placed on reserve at the circulation desk by any faculty member.

General library use instruction is offered to English 101 and EB 103 classes. Specialized library skills instruction in subjects such as business, psychology, literature, etc., may be scheduled with the Reference Staff.

The Wilkens Library-Learning Resources Center is open Monday through Thursday from 8 a.m. to 9:30 p.m. and Friday
from 8 a.m. to 4:30 p.m., while College is in session. The Wilkens Library-Learning Resources Center is also open on Saturdays from 9 a.m. to 1 p.m. and Sundays from 1 p.m. to 5 p.m. during the fall and spring semesters only. Other hours by arrangement with the Director.

The membership and duties for the Wilkens Library-Learning Resources Committee, a standing committee of the college, may be found in Section II, page 7.

The Library is a member of the Cape Libraries Automated Materials Sharing (CLAMS) network, which augments the collection in the Library. CLAMS, in cooperation with the Southeastern Massachusetts Library System, provides an inter-library loan service throughout the Cape and Islands.

**Lounge**

For the convenience of the staff of the College, a lounge is available on the third floor of South Hall. Maintenance and cleanliness of the lounge are the responsibility of those who use it.

**Materials and Supplies**

To order supplies, submit a completed requisition form, approved by appropriate responsibility center managers, to the Accounts Payable office. Materials and supplies being requested must be covered in the budget, or the request will be returned to the responsibility manager for appropriate action, such as completion of a budget transfer form.

**Multi-Media Room**

This room is used for large group viewing of AV materials, large screen projection for video and computer programs, as well as satellite downlink capabilities. It seats thirty-two (32) persons and must be booked (subject to availability) at least forty-eight (48) hours in advance. The Multi-Media Room may be booked by calling Distance Learning, Ext. 4623.

**News Releases**

In order to ensure that external communications are consistent with college administrative policy and direction, official news releases, announcements, and media contacts are undertaken only by the Office of Public Affairs and Marketing and/or by individuals specifically authorized to do so in consultation with the Director and/or the President. Individuals within the College who are seeking press coverage of issues and/or events are encouraged to contact the Office of Public Affairs and Marketing as far in advance as possible. Media inquiries about College activities and/or policies should be referred to the Director of Public Affairs and Marketing. Individuals employed by the College are, of course, free to speak with media representatives about matters of public interest so long as those employees make clear that they are speaking for themselves, not for the College.

**Notary Public**

The services of notaries public are available on campus. For assistance, contact the Office of Human Resources.

**Project Forward**

A vocational skills training program for high school graduates with significant learning disabilities. Class instruction, individualized ongoing diagnostic assessment, work-site experience, and job placement support are provided to students in order to make a successful transition from school to work.
Publications Office

Within Public Affairs and Marketing, there is a Publications Office. Graphic design assistance is available on College-related pamphlets, posters, flyers, brochures or other types of printed material, overhead transparencies or slide presentations. These services, available to all members of the College, require varied amounts of lead-time to complete projects and some services require production fees. Requests for these services should be made directly to the Graphics Technician (ext. 4443 located in the Tilden Arts Center) with an informational copy to the Director of Public Affairs and Marketing.

Recreation

In addition to the Fitness Center (Section VI, page 5), other recreational activities utilize six tennis courts, basketball gymnasium, baseball/softball fields, soccer field, badminton, and “fun runs.” The facilities are open to students, faculty, staff and alumni.

School to Careers

The Massachusetts School to Careers initiative includes a comprehensive approach to the School to Work concept. The main ingredients include coordinating efforts which include all students, school-based learning, work-based learning, and connecting activities to ensure an educated workforce.

Security Services

The Security Office is located just outside the Nickerson Administration Building. Additional security is provided by an outside contractor. Persons who have problems regarding security coverage on campus should contact the Vice President of Administration and Finance.

After hours, individuals should go to the Security Office, pick up the telephone outside the office door and follow the procedures listed to reach the Security guard by radio.

Speakers’ Bureau

Through the Director of Public Affairs and Marketing, the College has established a Speakers’ Bureau. All employees of the College are encouraged to participate and should contact the Director of Public Affairs and Marketing to indicate topic areas of expertise and willingness to make themselves available for community speaking engagements.

Student Activities

The Student Activities Office, under the leadership of the Director of Student Development, is located in the Grossman Student Commons, upper level, and is open Monday through Friday, 8:30 a.m. to 4:30 p.m. year round. This office is designed to complement and enhance the students’ academic experience as well as to contribute to their personal growth. A variety of clubs and organizations, encompassing various cultural and ethnic backgrounds are open to all students, including members of historically under-represented and physically disabled populations. The office coordinates and supervises campus entertainment, trips to metropolitan areas, etc.

Housing: Information about local housing opportunities, including house sharing, apartments, and rooms is maintained in a binder in the Student Development Office. The information is readily available to students who choose to review the listings and make contact with the renter.

Student Senate: The Student Senate is overseen by the Director of Student Development and a faculty advisor.
There are twenty-five elected full-time students: ten freshmen, ten sophomores, and five officers elected from the sophomore class.

**Student Employment Office**

The Student Employment Office helps people find part-time and summer jobs by keeping in close contact with area businesses and the community. Working part-time while in school not only makes students more marketable upon graduation, it contributes to personal growth and often makes the classroom experience more meaningful. New jobs are posted weekly on bulletin boards located in the Grossman Student Commons. The office assists both full- and part-time students.

**Tech Prep**

This program, started in 1992, is designed to provide a smooth transition between the last two years of secondary education and the first two years of college education. The Cape Cod and Islands Tech Consortia is comprised of two technical and fourteen comprehensive high schools.

**Telecommunications**

The College provides adequate telephone service for all staff members. The telephones may be used for business and professional purposes; public telephone booths have been provided around campus for personal calls. All telephone calls cost the College money ... even calls to Hyannis. The telephone bills are itemized and are closely monitored.

All staff are provided with their own personal voice mailbox, which is helpful to the employee who is away from the telephone and can receive a taped message from a caller. However, staff should be sensitive to callers who have attempted to talk with a “live person,” having received voice mail messages time and time again.

**To Activate Your Voice Mailbox** (first-time use):

1. Lift the handset
2. Press 28 (if on campus) OR Dial 508-375-4050 (if setting up from home).
3. **Wait for the auto-attendant.**
4. Press * and your voice mail box number.
5. Enter your voice mail box number again (when prompted for a passcode)
6. Follow the tutorial (call the Help Desk 4602 if you are told you have an invalid mailbox)
7. Remember your passcode.

Personal calls are to be made at the public telephone booths that are at the following locations:

- Nickerson Administration Building - ground floor in the lobby area
- Wilkens Library-Learning Resources Center - ground floor
- North Hall - first floor level
- South Hall - ground floor
- Grossman Commons - ground floor and first floor levels
- Tilden Arts Center - first floor lobby
- Physical Education - upper level
- Science Hall - first floor lobby
If telephone service is needed, all requests should be submitted in writing or via e-mail to helpdesk@capecod.edu. Information requested should include type of problem (telephone or voice-mail); items needed such as change in service, new phone line or voice mail. In emergencies, call the Help Desk at extension 4602.

Campus directories are updated and issued each semester by the Office of the Vice President of Academic and Student Affairs, and additional copies are available from that office. External telephone books, the Boston area, for example, are located in the Reference Room of the Library.

Veterans Affairs

The Financial Aid Office completes the necessary paperwork for students under the G.I. Bill and other tuition waiver programs for veterans.

Workforce Education and Resource Center (WERC)

WERC, with director and staff office located in South Hall, offers a wide range of training and educational programs to meet the needs of companies and organizations in Southeastern Massachusetts. As part of the Workforce Education and Community Outreach Division, WERC can assess the training needs of an organization and deliver the training, at a place convenient for the organization. In addition to the custom training, WERC provides professional development seminars, certifications in real estate, OSHA, dental radiology, and credit courses requested by businesses. Types of custom training include: information technology, GIS, management training, safe food handling. WERC also serves as Human Resources Development training for the Commonwealth of Massachusetts and is involved in state-wide efforts to training the Massachusetts workforce.
APPENDIX
CHEMICAL HYGIENE PLAN
(Adopted August 12, 1997)

In compliance with the Federal Laboratory Standard, Cape Cod Community College established a Chemical Hygiene Plan to ensure that employees who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees are educated as to the hazardous nature of the chemicals used in the laboratory. The Director of Facilities Management is the chemical hygiene officer who implements and monitors this plan.

Standard Operating Procedures

A. Laboratory Rules and Procedures

- Minimize all chemical exposures.
- Inform employees/students of any known male and female reproductive toxins used in the laboratory. An employee/student who is pregnant, or planning to become pregnant, should contact the teacher and inform her personal physician.
- The laboratory should be well ventilated. Air for laboratory ventilation shall directly flow into the laboratory from non-laboratory areas and out to the exterior of the building. Ventilation must be checked a minimum of every three months.
- Only authorized personnel should be allowed in the chemical storeroom.
- Post emergency telephone numbers in the chemical stores area. Have a telephone or some means of emergency communication in the laboratory, chemical storage area, and prep room.
- Keep all aisles clear. Do not block access to exits or emergency equipment.
- Develop a firm goggle policy. Wear appropriate eye protection at all times.
- Keep chemicals in the chemical prep and storage area only. Return all chemicals to their proper storage after use.
- Properly store all chemicals in their compatible chemical families.
- Do not store items in the fume hoods. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the hood.
- Label all chemicals with names, chemical formulas, and hazards.
- Never store chemicals over, under, or near a sink.
- No unlabeled products should be stored anywhere in the facility.
- Flammable liquids require special attention. Never use these materials near a source of ignition, spark, or open flame.
- Use a fume hood when the permissible exposure limit for a chemical is less than 50 ppm as indicated on the MSDS.
- Use carcinogens, mutagens, teratogens, and allergens only under a fume hood.
- Handle toxic corrosive, flammable, and noxious chemicals under a fume hood.
- Waste materials require proper containers and labels.
- Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations.
- Work and floor surfaces should be cleaned regularly and kept free of clutter.
B. Employee Rules and Procedures

- Never work alone in the laboratory, chemical storage area, or prep room.
- Read all chemical labels prior to use.
- Use protective safety equipment to reduce potential exposure.
- Inspect all protective safety equipment before use.
- Know and understand the hazards of the chemical as stated in the MSDS and other references.
- Know appropriate emergency procedures, waste disposal, spill clean up, and fire emergency notification. For fire: activate the closest pull station. Call extension 4333 for security notification.
- Store all chemicals in their compatible chemical families.
- Use proper transportation and disposal procedures for chemicals.
- No food in the laboratory. Do not eat, drink, chew gum, or apply cosmetics in the laboratory.
- Do not smell or taste chemicals. Waft odors to your nose using your hand.
- Do not drink from lab glassware or other lab equipment.
- Never pipette by mouth.
- Clean up all spills properly and promptly.
- Wash thoroughly after any chemical exposure or before leaving the laboratory.

- Clothing Equipments:
  - Avoid the use of contact lenses in the laboratory.
  - Eye protection must be worn.
  - Wear gloves that offer protection for all hazards found in the lab. Test for holes every time you wear gloves.
  - Always wear low-heeled shoes. Do not wear open-toed shoes or sandals. Always wear socks.
  - Do not wear shorts – wear long pants.
  - Do not wear loose or balloon sleeves. No hanging jewelry.
  - Tie back long hair.
  - Do not wear an absorbent watchstrap.

C. Chemical Storage

- Establish a separate and secure storage area for chemicals. Store in compatible families.
- Keep an updated inventory of all chemicals their amounts and locations. Stored chemicals should be examined annually for replacement, deterioration, and chemical integrity.
- Store the minimum amount of chemicals needed.
- Storage area should be ventilated by at least four changes or air per hour.
- Labels should contain identity of contents, concentration, hazard information, and date.
- Store corrosives, flammables, and poisons separately and in appropriate cabinets.
- The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within.
- Avoid storing chemicals on shelves above eye level.
- Shelving sections should be secured to walls or floor to prevent tipping of entire sections.
• Shelves should be equipped with lips to prevent containers from rolling off.
• Do not store chemicals above or near a sink or on the floor.
• Do not store chemicals under a fume hood.
• Never store food in the laboratory refrigerator.
• Chemical exposure to heat or direct sunlight should be avoided.

D. Storage for Compressed Gas:
• Do not store near heat or direct sunlight.
• Never lubricate, modify, force, or tamper with a cylinder valve.
• Cylinders of toxic, flammable, or reactive gases should be used only under a fume hood.
• Secure cylinders in place to protect valve from damage.
• Always shut gas off before extinguishing a flame.

E. Storage for Flammable Chemicals:
• Store flammables in a dedicated flammable cabinet.
• Keep cool, between 55°F and 80°F, at all times.
• Store away from oxidizers and all sources of ignition.
• Never store flammables in refrigerators unless refrigerator is explosion proof.

F. Storage for Corrosive Materials:
• Store corrosives in an appropriate corrosive cabinet.
• If possible, keep certain items in the original shipping package (acids and bases in the Styrofoam cubes).
• Wear a chemical splash face shield when handling corrosive materials.
• At least every three months, inspect all shelf clips in acid cabinets to check for corrosion.

EMPLOYEE TRAINING

Cape Cod Community College provides training sessions for our employees. The training includes:

• Content and location of the Chemical Hygiene Plan, The Laboratory Standard, and MSDS’s.
• Potential hazards involved in using chemicals.
• Signs and symptoms of overexposure to chemicals.
• Understanding of the permissible exposure limits (PELs).
• The proper use and location of all safety equipment.
• Knowledge of master utility controls to shut off gas, electrical, and water supplies.

SAFETY EQUIPMENT

All safety equipment in the facility must always be in good operating condition and functional at all times.

• Goggles always must be clean and functional.
• Laboratory ventilation must meet the standard eight air changes per hour and must be tested every three months.
• Fire extinguishers must be of the right type and always be properly inspected.
• Eyewashes must be located within twenty-five (25) feet of chemical storage areas. Must be capable of treating both eyes continuously for fifteen (15) minutes with copious quantities of potable water. Should be inspected every three months.
• Fume hoods must be operational at the level of 70-100 feet per minute as measured by a velocimeter.
• Have a fire blanket easily accessible in case of an accident.
• Safety showers or body drenches should be provided. Showers should be tested every six months. Must meet water flow requirements.

All safety equipment must be inspected every three months at the minimum. Any safety equipment failing the quarterly inspection or reported to be out of order at any time must be repaired immediately. Any safety equipment found to be out of order is a serious violation of the Laboratory Standard.

**SPILL AND ACCIDENT PROCEDURES**

- Extinguish all sources of ignition, contact the switchboard or security at extension 4333, put on proper personal protection equipment, ventilate the area, and refer to MSDS.
- Contract the Fire department if chemical spill is flammable.
- Clean up spills immediately and thoroughly. Follow approved spill clean up procedures. Spills should only be cleaned up by approved personnel.
- A bucket of dry sand should be available as a Class D fire extinguisher and to aid in providing traction on a slippery floor.
- Neutralizer for both acid and base spills should be available.
- Fill out an accident report describing the event in detail.

**EXPOSURE EVALUATION**

It is the communicated policy of Cape Cod Community College to investigate all suspected overexposures to chemicals in a prompt and timely fashion. Documentation of all chemicals and the circumstances involved in the overexposure is necessary for changes in safety practices. Files must be maintained and made accessible to employees.

Signs of overexposure:

- Accidental breakage of a hazardous material container.
- A skin rash or irritation occurring because of contact with a chemical.
- Caustic splash to eyes, face, body.
- Symptoms such as nausea, dizziness, and others.

**MEDICAL EVALUATIONS**

It is the policy of Cape Cod Community College to make medical consultation and examination available to employees when:

- Any sign or symptom of an overexposure to a chemical is present.
- Monitoring has indicated an overexposure to a chemical has occurred.
• There has been a spill or uncontrolled release of chemical flumes.

We provide the physician with the names of the chemicals used, circumstances of the overexposure, and all signs and symptoms of the exposure. Medical examinations dealing with the overexposure must be documented and other employees working under the same conditions must be notified. All documentation must be kept on file and accessible by other employees.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employees and without loss of pay.

**MONITORING**

Monitoring will be necessary for substances regulated by a standard only if there is reason to believe that exposure levels for that substance routinely exceed the PEL for the substance. If there is no cause to suspect a hazard or an overexposure, monitoring is not necessary.

If monitoring is performed and the initial monitoring shows no evidence of exposure, the monitoring may be discontinued. If initial monitoring indicates an exposure, steps must be taken immediately to reduce the exposure to permissible limits. Monitoring must then be performed periodically to verify that the steps to reduce the exposure have been effective. Monitoring may be terminated after complying with the applicable standard for the hazardous material.

All monitoring results and activities will be fully accessible and in full knowledge of the employees.
<table>
<thead>
<tr>
<th>Title of Form</th>
<th>Use</th>
<th>Obtained From</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Bulletin Benefit Forms</td>
<td>Yearly view book Health/Life/Dental/Disability Forms</td>
<td>Admissions Office</td>
<td></td>
</tr>
<tr>
<td>Bid Forms</td>
<td>Forms to be used when requesting bids</td>
<td>Staff Assistant – Administration &amp; Finance</td>
<td>V-9</td>
</tr>
<tr>
<td>Book Orders</td>
<td>Books ordered by instructors through the Bookstore</td>
<td>Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Cable Announcement Request</td>
<td>Details specific information to be broadcast over College’s TV channel</td>
<td>Distance Learning Office or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>“Campus Crier” Broadcasts</td>
<td>Notices to be broadcast on voice-mail via the “Campus Crier”</td>
<td>President’s Office</td>
<td></td>
</tr>
<tr>
<td>Catering Request Form</td>
<td>Catering needs for events</td>
<td>Staff Assistant, Administration &amp; Finance or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Change of Personal Data</td>
<td>Home address or telephone/name change</td>
<td>Human Resources Office for employees</td>
<td></td>
</tr>
<tr>
<td>Change of Schedule Form (Add/Drop/Section change)</td>
<td>Students must complete prior to adding or changing classes</td>
<td>Registrar’s Office for students</td>
<td></td>
</tr>
<tr>
<td>Class Schedules</td>
<td>Semester schedules</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>College Catalogs</td>
<td>Yearly academic catalog</td>
<td>Admissions Office</td>
<td></td>
</tr>
<tr>
<td>College Course Guides</td>
<td>“Evening” courses/Summer courses</td>
<td>Registration Desk</td>
<td></td>
</tr>
<tr>
<td>Compensatory Time Sheet</td>
<td>Records compensatory time earned and used</td>
<td>Human Resources Office</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest Disclosure Form</td>
<td>Form required by NSF and PHS when submitting proposals</td>
<td>Vice President of Academic &amp; Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Copy Center Request Form</td>
<td>Contains instructions for operator making copies</td>
<td>Copy Center</td>
<td></td>
</tr>
<tr>
<td>Degree Candidate Form</td>
<td>Students complete form in order to graduate</td>
<td>Registrar’s Office, Advisor, or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Desk Copy/Text Request</td>
<td>Items used by Instructors</td>
<td>Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Evaluation Form</td>
<td>Evaluation of employees</td>
<td>Agreements or Human Resources Office</td>
<td></td>
</tr>
<tr>
<td>Function Agreement/Facilities Request</td>
<td>Facility request form</td>
<td>Facilities Coordinator or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Funding Transfer Form</td>
<td>Transfer budgeted amounts from one subsidiary to another</td>
<td>Accounts Payable Office</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
<td>Location</td>
<td></td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Grade Change</td>
<td>Used by Instructors to change a student’s grade</td>
<td>Registrar’s Office or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Grade Record Form</td>
<td>Semester grades should be recorded on this form</td>
<td>Registrar’s Office or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Handicapped Parking Permit</td>
<td>Temporary permit valid for one semester only</td>
<td>O’Neill Center, S119</td>
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<tr>
<td>Information Systems Technical</td>
<td>Reporting computer service/equipment problems</td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>Service Request</td>
<td></td>
<td>Public Folders under policies and procedures</td>
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<tr>
<td>Key Request Form</td>
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<td>Form Name</td>
<td>Description</td>
<td>Contact</td>
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<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Luncheon Voucher</td>
<td>Reporting business luncheon/dinner</td>
<td>Staff Assistant, Administration &amp; Finance</td>
<td></td>
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<tr>
<td>Media Production and Delivery Form (Classroom/Viewing Room)</td>
<td>AV or software requests for classrooms and viewing rooms</td>
<td>Media Services or Department Secretary</td>
<td></td>
</tr>
<tr>
<td>Parking Decal</td>
<td>Upon registering car with Security, decal to be placed on left side of car</td>
<td>Security Office</td>
<td></td>
</tr>
<tr>
<td>Payroll Request/Time Sheet Form</td>
<td>Overtime or part-time payroll request</td>
<td>Payroll or Human Resources Office</td>
<td></td>
</tr>
<tr>
<td>Personnel File Request Form</td>
<td>Request to review personnel file</td>
<td>Human Resources Office</td>
<td></td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Issued by Business Office following receipt of Requisition</td>
<td>Business Office</td>
<td></td>
</tr>
<tr>
<td>Removal of College Property Request</td>
<td>Permit to remove/request to borrow items</td>
<td>Facilities Management</td>
<td></td>
</tr>
<tr>
<td>Requisition</td>
<td>Used for ordering supplies, equipment</td>
<td>Business Office</td>
<td></td>
</tr>
<tr>
<td>Room Change or Cancellation Notice</td>
<td>Requests to change rooms or course cancellation</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>Sabbatical Leaves</td>
<td>Used to apply for a sabbatical leave</td>
<td>Contained in Agreements</td>
<td></td>
</tr>
<tr>
<td>Sign Board Request</td>
<td>Requests to have events posted on the Student Senate Sign Board</td>
<td>Student Senate</td>
<td></td>
</tr>
<tr>
<td>Supply Requisition</td>
<td>Form to request supplies from Central Stores</td>
<td>Business Office</td>
<td></td>
</tr>
<tr>
<td>Surplus State Personal Property Declaration</td>
<td>Declaration of surplus equipment</td>
<td>Director of Facilities Management</td>
<td></td>
</tr>
<tr>
<td>Tax Forms</td>
<td>Various payroll forms</td>
<td>Human Resources and Payroll</td>
<td></td>
</tr>
<tr>
<td>Tax Shelter Forms</td>
<td>Tax Shelters</td>
<td>Human Resources and Payroll</td>
<td></td>
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<tr>
<td>Technical Service Request</td>
<td>Reporting telephone problems</td>
<td>Computer Lab/Media Delivery</td>
<td></td>
</tr>
<tr>
<td>Telephone Books and Campus Directory</td>
<td>External telephone books</td>
<td>Telephone Operator</td>
<td></td>
</tr>
<tr>
<td>Transcript Request</td>
<td>Used by Students for requesting copies of transcripts</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>Travel Authorization</td>
<td>Planned travel and estimated expenses; and request for College car</td>
<td>Staff Assistant, Administration &amp; Finance or Department Secretary</td>
<td></td>
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<tr>
<td>Travel Expense Voucher</td>
<td>Itemizes travel expenses prior to reimbursement</td>
<td>Staff Assistant, Administration &amp; Finance, or Business</td>
<td></td>
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</table>

Appendix B - 3
<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>Tuition Remission</td>
<td>BHE form for tuition remission for employee, spouse, dependent child</td>
<td>Office/Accounts Payable or Department Secretary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Human Resources Office</td>
</tr>
<tr>
<td>Vacation/Personal Leave Request</td>
<td>Request for vacation or personal leave days</td>
<td>Human Resources Office</td>
</tr>
<tr>
<td>Work Order Request</td>
<td>Special room arrangements; repairs, moving, keys, heat, etc.</td>
<td>Director of Facilities Management or Department Secretary</td>
</tr>
<tr>
<td>Work Study Time Sheet</td>
<td>Records hours for work study</td>
<td>Financial Aid Office or Department Secretary</td>
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</table>

SH = Student Handbook 2000-2001
<table>
<thead>
<tr>
<th>Title</th>
<th>Contents</th>
<th>Office Responsible</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Policy Manual</td>
<td>Fees, local tuition, trust funds, and general policies passed by the Board</td>
<td>President’s Office</td>
<td>Board of Trustees President Vice Presidents All Deans Division Deans Library (2)</td>
</tr>
<tr>
<td>Academic Advising Handbook</td>
<td>Policies and procedures regarding Academic Advising</td>
<td>Assistant Dean of Advising and Counseling Services</td>
<td>President Vice Presidents All Deans All Faculty and Professional Staff Library</td>
</tr>
<tr>
<td>Academic Policy and Procedures Manual</td>
<td>Policies and procedures regarding academic requirements, programs and student services</td>
<td>Vice President of Academic &amp; Student Affairs</td>
<td>College Meeting Members</td>
</tr>
<tr>
<td>Administrative Organization Manual</td>
<td>Position descriptions and organization charts for all administrative functions</td>
<td>President’s Office</td>
<td>Board of Trustees President Vice Presidents All Deans Division Deans Director Offices Department Chairs Library (2)</td>
</tr>
<tr>
<td>Administrative Policies and Procedures Manual</td>
<td>General college policies and procedures, including the procedures needed to carry out Board policies</td>
<td>Vice President of Administration &amp; Finance</td>
<td>Board of Trustees President Vice Presidents All Deans Division Deans Director Offices All Full-time faculty Library (2)</td>
</tr>
<tr>
<td>Adjunct Faculty Handbook</td>
<td>Basic information for adjunct faculty only</td>
<td>Associate Dean of External Studies</td>
<td>President Vice President of Academic and Student Affairs Adjunct Faculty Students at Orientation</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>General information, college policies and procedures as they apply to students, and student involvement and student governance</td>
<td>Director of Student Development</td>
<td>All offices Students at Orientation</td>
</tr>
</tbody>
</table>
CONFLICT OF INTEREST DISCLOSURE POLICY

This policy describes circumstances where employees engaged in externally funded research or educational activities may be subject to conflict on interest and the College’s procedure for insuring compliance with the disclosure policies of public or private funding sources, including but not limited to those of the National Science Foundation (NSF) and the Public Health Services (PHS).

Cape Cod Community College promulgates the Conflict of Interest Disclosure Policy in response to requirements set forth by the National Science Foundation and the Public Health Service, effective October 1, 1995. The National Science Foundation Investigator Financial Disclosure Policy requires grantee institutions to maintain and enforce policies requiring:

- Limited and targeted financial disclosure;
- Designation of a person(s) to review the disclosures and resolve actual or potential problems revealed;
- Enforcement mechanisms; and
- Arrangements for informing NSF of conflicts issues that are not resolved to the satisfaction of the institution.

DEFINITIONS

As referred to in this document, the following definitions, as expressed in Section 510, NSF Grant Policy Manual will apply:

Investigator – the principal investigator, co-principal investigators, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by the NSF or PHS. The term also includes the investigator’s spouse and dependent children.

Significant Financial Interest – anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

1. Salary, royalties, or other remuneration from the College;
2. Any ownership interests in Cape Cod Community College, if the College is an applicant under the Small Business Innovation Research Program;
3. Income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities;
4. Income from service on advisory committees or review panels for public or non-profit entities;
5. An equity interest that when aggregated for the investigator and the investigator’s spouse and dependent children meets both of the following tests: Does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity;
6. Salary, royalties, or other payments that when aggregated for the investigator and the investigator’s spouse and dependent children over the next twelve months, are not expected to exceed $10,000.
Further definition and examples of significant financial interest appear in section 510 of the NSF Grant Policy Manual.

Conflicts of Interest – when it is determined by the reviewer that a significant financial interest could directly and significantly affect the design, conduct, or reporting of sponsored activities.

SCOPE OF POLICY

A potential conflict of interest can be identified when the investigator associated with any externally-funded grant project has the opportunity to provide influence over a project’s activities which would result in personal gain. Such conflicts can compromise the design, conduct or reporting of project outcomes and result in an unfair financial advantage to the individual. The College has adopted the Conflict of Interest Disclosure Policy and related financial disclosure form to address the reduction, management, and elimination of conflict of interest for grant-funded projects.

TARGET AUDIENCE

All investigators, project directors, and other key personnel responsible for the design, conduct, or reporting of projects funded by the National Science Foundation or Public Health Service, shall be required to report all significant financial interests that would reasonable appear to affect the activities funded or proposed by the grant. Disclosure shall be in accordance with the procedures outlines below.

INVESTIGATOR DISCLOSURE PROCEDURE

It will be the policy of Cape Cod Community College to require investigators covered under this policy to complete the Financial Disclosure Form prior to the submission of any grant proposal for funding by the National Science Foundation or Public Health Service. A copy of the Financial Disclosure Form is attached to this Policy. This policy applies to proposals submitted solely by the College, as well as those submitted as part of a collaborative effort on behalf of several institutions. The Financial Disclosure Form will be available in the offices of all Division Deans as well as through the office of Academic and Student Affairs. Upon completion disclosures will be signed by the appropriate Division Dean and sent to the office of Research and Development for review. Disclosure will be updated by the investigator on an annual basis, at the start of the grant fiscal ear, during the course of the funded program, and also, when any new significant financial interests are acquired.

COMPLIANCE

Failure to comply with the College’s conflict of interest policy and required procedures may jeopardize the College’s sponsored funding and compromise the design, conduct, or reporting of research activities. Investigators who fail to comply may be subject to disciplinary action consistent with the provisions of any applicable collective bargaining agreement or personnel policy and, furthermore, may be prevented from participating in future institutional research.

College employees are also reminded that, in addition to the provisions within this policy, activities of state employees are subject to all relevant provisions of Chapter 268A of the Massachusetts General Laws, including its prohibition against any financial interest (unless the interest is less than one percent of the stock of a corporation), in a contract made by a state agency in which the Commonwealth or the College is an interested party. Copies of the statute
will be available for viewing in the Offices of Human Resources and Academic Affairs.

**DISCLOSURE REVIEW PROCEDURE**

Financial Disclosure Forms will be screened by the Director of Institutional Research to determine whether the reported financial interests could directly or significantly affect the design, conduct, or reporting of the research or educational activity. Where potential conflict of interest is identified, the Director of Institutional Research, after consultation with the employee, will recommend measures to reduce, manage, or eliminate the conflict of interest. Positive disclosures and proposed resolutions will also be reviewed and approved by the Vice President of Academic and Student Affairs. If in agreement with the findings, the Vice President of Academic and Student Affairs will notify the investigator and instruct the investigator to comply with said conditions. In the event of disagreement between any of the parties, the matter will be referred to the Community College Counsel. If, in the opinion of either the Vice President of Academic and Student Affairs, or Community College Counsel, the conflict cannot be satisfactorily managed, the College will notify the NSF Office of General Counsel prior to any grant expenditures.

Examples of conditions or restrictions that may be imposed by the Vice President of Academic and Student Affairs include, but are not limited to:

- Public disclosure of significant financial interests;
- Monitoring of research by independent reviewers;
- Modification of the research plan;
- Disqualification from participation in the portion of the NSF-or PHS-funded research that would be affected by significant financial interests;
- Divestiture of significant financial interest; or
- Severance of relationships that create conflicts

**RECORDS**

All Financial Disclosure Forms and records relating to disclosure actions will be maintained in the offices of the Vice President of Academic and Student Affairs and the Director of Institutional Research for three years following the termination or completion of the applicable grant or until any subsequent action by the funding agency has been resolved. All disclosures and related documentation will be considered confidential.

(12/3/96)

Approved by Board of Trustees
December 19, 1996
CAPE COD COMMUNITY COLLEGE
FINANCIAL DISCLOSURE FORM

All investigators¹, project directors, and other key personnel responsible for the design, conduct, or reporting of projects funded by the National Science Foundation (NSF) or Public Health Service (PHS), are required to report on this form (see reverse side) all significant financial interests that would reasonably appear to affect the activities funded or proposed by the grant.

**Significant Financial Interest²** - anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests; and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

- Salary, royalties, or other remuneration from the College;
- Any ownership interests in the College, if the College is an applicant under the Small Business Innovation Research Program;
- Income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities;
- Income from service on advisory committees or review panels for public or non-profit entities;
- An equity interest that when aggregated for the investigator and the investigator’s spouse and dependent children meets both of the following tests Does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity;
- Salary, royalties or other payments that when aggregated for the investigator and the investigator’s spouse and dependent children over the next twelve months, are not expected to exceed $10,00.

¹The term “Investigator” is defined as: the principal investigator, co-principal investigators, and any other person at the institution who is responsible for the design conduct, or reporting of research or educational activities funded or proposed for funding by the NSF or PHS. The term also includes the investigator’s spouse and dependent children.

²Further definition and examples of significant financial interest appear in Section 510 of the NSF Grant Policy Manual. If you need clarification, please consult with the Director of Institutional Research.

Please complete the form on the next page.

(12/3/96)

Approved by the Board of Trustees
December 19, 1996
CAPE COD Community College
Financial Disclosure Form

Identification of Grant:
________________________________________________________________________

Sponsor: ____________________________________________ Submission Date: __________________________

Name of Reporting Person: __________________________________________________________

Address: __________________________________________________________________________

Street       City
State        Zip

*****

I hereby certify that I have no significant financial interest:

Signature: __________________________________________________________

Date: _______________________________________________________________________

*****

I and/or my spouse and/or my dependent child(ren) has a significant financial interest in the following:

Name of Entity: _________________________________________________________________

Address of Entity: __________________________________________________________________________

Nature of financial interest: _____________________________________________________________

Person(s) with the financial interest: __________________________________________________________

Value of financial interest: ______________________________________________________________

My Role under the grant: ________________________________________________________________
Please attach additional pages if necessary.

AFFIRMATION: I affirm that I:

Read and understand the College’s Conflict of Interest Policy;
Made all required disclosures to the best of my knowledge;
Will comply with any conditions or restrictions required by the College to manage, reduce, or eliminate conflicts of interest.

Signature: ______________________________ Date: __________________________
COPYRIGHT POLICY AND PROCEDURES
(Adopted February 18, 1992)

STATEMENT OF PHILOSOPHY

Cape Cod Community College requires its employees and students to comply with the Copyright Law passed in 1976 by the 94th Congress (Public Law 94-553). This law applies to works that are copyrighted. These bear a copyright notice, which consists of the letter “c” in a circle, or the word “Copyright”, or the abbreviation “Copr.”, plus the year of first publication, plus the name of the copyright owner. The law requires that in many cases written permission from the holder of the copyright must be obtained BEFORE reproducing parts of the work. A notice of copyright must be placed on each copy made (see Section III.C.). The law applies to all kinds of works including print, video, film, music, audio and computer software. Certain “fair use” exceptions are allowed under the law for nonprofit educational purposes and these are detailed below.

LIMITATIONS OF COPYRIGHT: FAIR USE

A. **Definition:** The fair use of a copyrighted work is NOT an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, all of the following factors shall be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work

B. **Further Clarification:** The determination of what does and does not constitute fair use is usually made in a court of law on a case-by-case basis. The following points from a briefing paper of the Association of Research Libraries provides some valuable guidance:

1. **Purpose and character of use** A finding of fair use is more likely if:
   
   a. The use of the copyrighted work is for a nonprofit purpose
   b. No charge is made for copies
   c. The original and the copy do not serve the same function

2. **Nature of the Copyrighted Work** A finding of fair use is more likely if the copyrighted work is:

   a. A compilation of facts or information rather than creative or imaginative work;
   b. Out of print or unavailable for purchase through normal channels;
   c. Not a consumable work (such as a workbook);
   d. Not intended for performance or public exhibition (such as a musical score); or
   e. A newspaper or periodical (but not a newsletter) containing articles of
current interest.

In the context of classroom use, copying from textbooks and other materials prepared primarily for the educational market is less likely to be considered fair use than is copying from materials designed for public distribution.

3. **Amount and Substantiality.** A finding of fair use is more likely if the material copies:

   a) is a small portion of the total work; and
   b) does not contain a substantial amount of the essence or principal elements of the work

4. **Potential Market.** A finding of fair use is more likely if the use:

   a) does not supplant a portion of the market for the work; or
   b) stimulates sales of the work.

C. Minimum Guidelines for Single Copying for Individual Use and Multiple Copying for Classroom Use. Specific fair use guidelines for books and periodicals were developed in 1976 by ad hoc groups of faculty, librarians, authors and publishers. The guidelines attempt to describe appropriate instances of single copying as well as identify three tests of fair use for multiple copies for classroom use. The tests involve BREVITY, SPONTANEITY, and CUMULATIVE EFFECT. The guidelines also provide a sample statement of notice of copyright to be placed on each copy made

**NOTICE:** This material may be protected by the copyright law (Title 17 U.S. Code).

A rubber stamp with this message is available in each area. It is the responsibility of the person requesting the copies to stamp this message on the first page of the original.

Single Copies: For teaching, including preparation, for scholarly research, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a journal, periodical or newspaper;
- A short story, essay or poem;
- A diagram or picture in any of those works.

Definitions of Conditions applicable to Multiple Copies for Classroom Use

**BREVITY** is described as:

- Poetry: a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words
- Prose: either a complete article, story or essay if less than 2,500 words or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is,
in any event a minimum of 500 words.
Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
Special Works: certain works in which language and pictorial illustrations are combined and are less than 2,500 words may not be reproduced in their entirety; however, an excerpt containing not more than two pages or 10% of the words of the special work may be reproduced.

**SPONTANEITY** is defined as:

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

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

**CUMULATIVE EFFECT** is defined as:

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

Not more than one short poem, article, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

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

**NOTE:** The limitations in b. and c. above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

Interpretations of Guidelines and Documenting Justifications. In some cases of college classroom instruction, these minimum guidelines will be too restrictive and impractical. Faculty may exceed these guidelines and still be in compliance with the law if:

1. The copies materials are not used repeatedly in subsequent terms;
2. No more than one copy is made for each student;
3. The notice of copyright is included on each copy distributed;
4. The students are not assessed a fee beyond the actual cost of reproduction; and
5. In the case of longer materials and books, the portion copies is selective and sparing in comparison to the whole of the work.

**Fair Use Guidelines for Copying Audio-visual Materials and Computer Software**

**Off-the-Air Recording**

The copy can be made as the broadcast is being transmitted and kept for 45 days; it must then be erased. The copy can be used once by the individual teacher, and it can be repeated only once during the first 10 school days within the 45 day
period. The copy can only be made at the request of individual teachers. No more than one recorded request per teacher per program is permitted, no matter how many times the program is broadcast.

After the first ten school days of the 45-day period have expired, the copy may be used only for evaluative purposes, not for student exhibition or non-evaluative purposes. The copy does not need to include the entire program, but the content of recorded programs may not be altered, nor can recorded programs be merged in order to make anthologies or compilations.

All copies must include the copyright notice as it was recorded. Educational institutions are expected to establish appropriate control procedures so they can maintain the integrity of these guidelines.

**Classroom Viewing of “Home Use Only” Video Tapes.** “Home Use Only” video tape has an FBI warning at the beginning of the tape and is either rented or purchased from a video store. In classroom performance of copyrighted videotape is permissible under the following conditions.

1. The performance must be by instructors or by students; and
2. The performance is in connection with face-to-face teaching activities; and
3. The entire audience is involved in the teaching activity; and
4. The entire audience is in the same room or same general area; and
5. The teaching activities are conducted by a nonprofit educational institution; and
6. The performance takes place in an area devoted to instruction; and
7. The videotape is lawfully made; the person responsible had no reason to believe the videotape was unlawfully made.

**Uses of Computer Software in Classrooms.** The College does not use computer software in violation of the software owner’s licensing agreement nor does the College support the use of its facilities by students, faculty or staff in violation of applicable software licensing agreements.

Specific acts that are prohibited when College computing facilities are used include (but are not limited to): making copies not authorized by the software license, running unlicensed copies of licensed software, running licensed software simultaneously on more computer stations than the governing license allows.

**A. Liability Under Fair Use.** Because of the vagueness in the fair use provisions in the Copyright Law, it is possible that teachers may innocently infringe upon copyrights. Owners of copyrights can attempt to halt infringement by suing for injunctions and can seek to recoup their actual market losses by claiming money damages. There are only nominal monetary losses owners can instead of seeking their actual damages, claim statutory damages up to $10,000 (or up to $50,000 if the infringement was willful). The burden of proof is on the copyright owner.

Even if a teacher’s copying is held to infringe, the copyright law exempts them from statutory damages and limits their exposure to actual damages, IF THEY BELIEVED THEIR COPYING WAS FAIR USE AND THEY HAD REASONABLE GROUNDS.
FOR THAT BELIEF. Adhering to the spirit or letter of the guidelines should afford reasonable grounds for believing one is engaging in fair use.

VIOLATIONS OF COPYRIGHT

The following are examples of illegal copying of copyrighted materials:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.

B. There shall be no copying of, or from works intended to be “consumable” in the course, unless the publisher has granted permission. These include workbooks, exercises, standardized tests, test booklets, answer sheets and like consumable material.

C. Copying shall not:

   1. Substitute for the purchase of books, publisher’s reprints or periodicals;
   2. Be directed by a higher authority;
   3. Be repeated with respect to the same item by the same teacher from term to term.

D. It is clearly a violation for an instructor to make a complete copy of an entire book, periodical or play without first receiving permission from the copyright owner. Making videotape copies of pay-for-TV movies and special events and playing that copy more than once in a classroom, without permission of the copyright holder, is a violation of the copyright law.

PROCEDURES FOR OBTAINING PERMISSION TO COPY FROM COPYRIGHT OWNER

Classroom teacher should make reasonable efforts to seek permission from the publisher if they plan to exceed the fair use guidelines. Permission requests should include the following facts:

   A. Title, author and/or editor, and edition
   B. Exact material to be used, giving amount, page numbers, chapters and if possible, a photocopy of the material
   C. Number of copies to be made
   D. Use and duration to be made of duplicated materials
   E. Form of distribution (classroom, newsletter, etc)
   F. Whether or not the material is to be sold
   G. Type of reprint (xerographic, offset etc)

Sample request forms are available in the office of the Director of Library/Learning Resources Center.

LIABILITY FOR INFRINGEMENT OF COPYRIGHT

The College will make every reasonable effort to educate its employees and students about
the Copyright Law. This policy will be included in the *Administrative Policy and Procedures Manual*, the *Adjunct Faculty Manual* and the *Student Handbook*. Individuals who violate this policy will be held personally liable. The College will provide no legal assistance to the infringing employee or student for alleged copyright infringement unless it feels the copying falls within the “fair use” guidelines on page 1 or the individual has obtained prior written permission from the President of the College or his/her designee.

A recent addition to the Copyright Law makes public institutions as well as individuals liable for copyright violations. Therefore, College staff that process photocopy requests are instructed to refer to the appropriate Vice President/Dean samples of possible violations. If the Vice President/Dean believes that the copy is a violation of the Copyright Law, the Vice President/Dean will discuss the matter with the individual.

All copy machines will have the following warning posted on them reminding the user of the Copyright law:

> This College adheres to the copyright law and accepted guidelines. Individuals who ignore this law or fail to adhere to the guidelines are placing themselves and the College at risk of being sued by publishers or other owners of copyright. Please consult the College copyright policy located in each department and in the Copy Center.

**FURTHER INFORMATION**

The Director of the Library/Learning Resources Center is the College’s Copyright Officer. Any questions concerning the Copyright Law should be directed to that office. Also, if permission to copy material is obtained, a copy of that permission should be sent to the director of the Library/Learning Resources for inclusion in the copyright records of the College.
APPENDIX F

BOARD OF HIGHER EDUCATION POLICY ON ALCOHOLIC BEVERAGES
Adopted by
Cape Cod Community College Board of Trustees
November 20, 1997

The adoption and implementation of the policy on alcoholic beverages voted by the Board of Higher Education on October 14, 1997, follows:

It is the policy of the Board of Higher Education that no persons shall give, sell, deliver, or have in their possession any alcoholic beverage in any building, including residence halls, owned or operated by an institution with the system of public higher education, or on any premises used for higher education purposes and under the control of a board of trustees of a public higher education institution. The board of trustees of a public higher education institution may authorize persons to use specifically designated buildings, portions thereof, or premises in restricted locations and/or under supervised conditions, to give, sell, deliver, or possess alcoholic beverages therein, provided such persons adhere to all federal, state, and local laws, and institutional policies governing the use and possession of alcoholic beverages. Violators of the above policy shall be subject to dismissal from the institution.

The Board of Higher Education calls on all campuses to provide effective alcohol education programs for all students, especially first year students, and to take the following steps to eliminate underage consumption of alcoholic beverages and curb binge drinking.

- Reevaluate and strengthen current campus alcohol policy.
- Ensure uniform and consistent enforcement of campus alcohol policy.
- Rigorously enforce laws against hazing and membership initiation rites involving alcoholic beverage consumption.
- Require that all campus social events involving alcohol, including those sponsored by fraternities and sororities, be registered with a designated campus office. Those sponsoring all such events must implement practices that control excessive consumption and enforce underage drinking laws.
- Work with neighboring cities and towns to enforce underage drinking laws, prohibit delivery of alcoholic beverages to campuses, eliminate the use of fraudulent identification cards, and hold establishments accountable that dispense alcohol to underage students.

The Board of Higher Education thereby incorporates this policy into the guidelines for campus safety and security and campus codes of conduct adopted in May 1997 and calls on the board of trustees of each public institution of higher education to adopt by formal vote this policy as part of its campus code of conduct. The results of these votes should be reported to the Board of Higher Education by December 15, 1997.
DRUG AND ALCOHOL POLICY
Applicable to Cape Cod Community College

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the “Drug-Free Schools and Communities Act of 1989” requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to the College regulated only criminal drug activity of federally grant-funded employees and recipients of federal aid.

Cape Cod Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campus of Cape Cod Community College or as part of any College-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a College activity, the College shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to: considerations of handicap under federal and state law.

Cape Cod Community College shall cooperate in the enforcement of federal, state and local laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:

- Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
- Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
- Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, e.g. marijuana, to a period of imprisonment of up to two years and a fine of two thousand dollars ($2,000) for each subsequent conviction related to sale or distribution. Prescribed penalties under Chapter 90, Section 24 range from a fine of one hundred dollars ($100) to imprisonment for not more than two years and a fine of one thousand dollars ($1,000). Federal judicial guidelines also exist which impose penalties for violation of federal criminal statutes related to drugs and alcohol. Other towns with the College’s service area may have similar or additional penalties in place related to alcohol and drug use. A complete listing of State and Federal laws and sanctions for the unlawful possession and distribution of illicit drugs and alcohol is attached:

- Appendix A Federal Regulations
- Appendix B Massachusetts Regulations

Under-age drinking is prohibited at Cape Cod Community College functions and on any part of the campus.

No College funds shall be used to purchase alcoholic beverages. Cape Cod Community
College’s policy additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A “College event” is one that utilizes College facilities, College funds, or is represented as being a College function. The President of the College or his/her designee must approve such events in writing. All purchase orders for student events will positively exclude payments for alcoholic beverages. Faculty and professional staff who serve as advisors or chaperons to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.

Employees working under federally funded grants are additionally subject to the Drug-Free Work Place Act of 1988. The Act creates the following obligations:

a) Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Human Resources Director of Cape Cod Community College no later than five (5) days after such conviction. Such notification must be in writing.

b) The College shall notify the appropriate federal agency within ten (10) days after receiving notice from the employee regarding such conviction. Such notification will be in writing.

c) The College, within thirty (30) days of receiving notice, with respect to any employee who is convicted, will:
   i. Take appropriate disciplinary action against the employee, up to and including termination of employment; or
   ii. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

The College will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings. Drug/Alcohol Abuse Education and Prevention Programs and Assistance are offered through the College Health Services Office. Confidential, individual counseling is available to any student or employee who seeks assistance. The Director of Health Services is available to provide support service and counseling.

The following medical risks are associated with drug and alcohol use.

a) **Overdose** – An overdose can happen due to uncertain purity, strength or even type of drug one gets illegally. It can also happen due to increased tolerance, because one needs increased dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common and frequently, more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death.

b) **Dependence** – Continued use of drugs or alcohol can lead to a
psychological and/or physical need for them.

c) Ill Health – Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organic damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even to death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting AIDS, hepatitis and other infectious diseases.

Drug and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

d) Accidents – When drugs or alcohol affect an individual’s perception and/or reaction time, accidents become more likely.

For any member of the Cape Cod Community College community, who is experiencing substance abuse problems, the College stands ready to offer confidential supportive services and referral for treatment, appropriate and available. Information concerning substance abuse and rehabilitation counseling programs and the applicability of employee and student insurance is available through the Health Services office.

Additionally, the State Department of Public Health, Division of Substance Abuse provides an information and referral hotline (800-327-5050) (TDD 617-536-5872) to provide confidential assistance. Locally, the Cape Cod Council on Alcoholism (508-771-0132) is available to provide confidential assistance and support services.

TREATMENT COVERED BY REQUIRED STUDENT MEDICAL INSURANCE

Massachusetts General Laws, Chapter 15A, §7B (St. 1988, Chapter 23, §and 117 Code of Massachusetts Section 3.04 require that students certify their participation in a qualifying student health insurance program, or in a health benefits’ program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts Regional Community Colleges’ Student Accident and Sickness Insurance Plan. This plan provides the following benefits related to drug and alcohol abuse:

Hospital Confinement Benefits

Drug Abuse Benefit – When a covered person is confined in a legally operated and duly accredited public or private facility for the care and treatment of drug abuse, the Company will pay the same benefits provided for other illnesses, not to exceed 30 days for the treatment of drug abuse, subject to the policy aggregate maximum benefit of $25,000.00.

Non-Hospital Confinement Benefits
Mental Illness, Alcohol and Drug Abuse Benefit – The Company will pay for treatment by a fully licensed psychologist, psychiatric nurse, or independence clinical social worker, not to exceed fifty ($50) per visit, for an aggregate benefit of five hundred dollars ($500), during the policy period for treatment of a mental or nervous condition or disorder, or for alcoholism or drug abuse.

Note: The State Health Insurance Program(s) provide employee coverage for alcohol and drug abuse benefits. Contact your benefit plan or the Human Resources Office for information and assistance.

The College shall conduct a biennial review of these policies and programs and implement changes as necessary.

*Adopted by Board of Trustees*

*September 11, 1990*
EMERGENCY EVACUATION PROCEDURES

Section I – To Report a Fire

All fires (or possible fires evidenced by smoke, the smell of burning materials etc.) should be reported immediately as follows:

a. Dial “4333”
b. PULL THE NEAREST FIRE ALARM STATION

Section II – Fire Safety Plan for Students and Staff

Please follow the applicable steps whenever the fire alarm in your building is sounded:

1. Faculty/staff member tells students to quickly leave the building by following the evacuation route. (The evacuation route is denoted by red EXIT signs in corridors and posted evaluation route maps.)

2. When the classroom has been emptied, the faculty/staff member, where practical, checks to see that all windows and secondary exists are closed and all gas devices are turned off. The lights should be left on. He/she then leaves, making sure the classroom corridor door is unlocked and closed, where practical, and exits the building following the evacuation route noted in Step 1.

3. Anyone located in the Cafeteria, Bookstore, Auditorium, Learning Resources Center, lounges, etc., will evacuate immediately by using the closest available exit.

4. Students and/or other visitors in offices will immediately be told to leave and follow the evacuation route noted in Step 1.

5. Faculty/staff located in offices or other work areas, where practical, will immediately lock all desks, file cabinets, safes, storage cabinets, etc., shut any interior office doors, and close all windows. The last person out, where practical, will leave lights on and make sure all corridor doors are closed and unlocked. Exiting will be accomplished by following the evacuation route noted in Step 1.

6. When those evacuating reach the outside, they are to keep moving until they are at least 100 feet away from the building and remain there until authorization to re-enter is granted by the Fire Department.

7. At no time should an elevator be used as a means of exit.

Section III – Fire Safety Plan for Students and Staff with Disabilities

Note: Ambulatory individuals (individuals without mobility impairments) should follow instructions in Section II unless they require special assistance.

Please follow the applicable steps whenever the fire alarm in your building is sounded:

1. The faculty/staff members are charged with escorting individuals with mobility impairments to the nearest safe stairwell and remaining with them until relieved by
designated emergency personnel.

Students located in lounges, restrooms, etc., will be locate by the maintenance staff, who are responsible for checking the building once an alarm has sounded. They will follow the above procedure when they locate an individual requiring special assistance.

2. Fire Department personnel will be responsible for checking above-mentioned areas as applicable. During scheduled drills, there will be no need for individuals with mobility impairments to exit the building.

3. During an unscheduled alarm, the Campus Security and Fire Department personnel will determine whether or not to transport individuals with mobility impairments out of the building.

4. When those evacuating reach the outside, they are to keep moving until they are at least 100 feet away from the building, and remain there until authorization to re-enter is granted by the Fire Department.

**NO ONE MAY RE-ENTER THE BUILDING UNTIL AUTHORIZATION IS RECEIVED FROM THE FIRE DEPARTMENT.**

(August 19, 1999)
FACILITY USE POLICY

Policy Preamble:

WHEREAS, Cape Cod Community College Board of Trustees, hereinafter referred to as the Board, is authorized and empowered under provisions of the General Laws to govern, manage, control and administer the affairs of the community college hereinafter referred to as the College; and

WHEREAS, the Board may, consistent with the provisions of the General Laws, enter into agreement with other governmental agencies, other colleges and universities, foundations, corporations and individuals where such agreements, in the judgment of the Board, will promote the objectives of the College; and

WHEREAS, the Board may delegate to the President of the college, hereinafter referred to as the College President, or other officials who are properly bonded and are designated in writing by the Board, authority to do and perform all acts reasonably necessary to accomplish the purposes of such agreements including the execution of any lease agreement or other legal instrument; and

WHEREAS, the Board maintains a policy of non-discrimination and affirmative action in fulfillment of the requirements of applicable federal and state laws which mandate offering the use of its college facilities impartially and without discrimination on grounds of race, color, religion, national origin, age or sex; and

WHEREAS, the Board and the College is mandated by the provisions of the General Laws to establish and conduct programs of adult education and community services; and

WHEREAS, the Board maintains a policy of encouraging the use of its facilities by the communities which its College serves on an impartial basis at a reasonable cost to its citizenry and without cost to the Commonwealth.

NOW, THEREFORE, the Board has in the exercise of its statutory powers authorized the College President to permit the use of the facilities in accordance with the Facility Use Policy set forth herein.

It shall be the policy of the Board of Trustees to:

A. Encourage broadest possible access to facilities on a fair, uniform and impartial basis at a reasonable cost to the Commonwealth’s citizenry consistent with the mission of the College and the Board’s established policy of non-discrimination and affirmative action by offering use of College facilities without discrimination on the grounds of sexual orientation, race, color, religion, national origin, age, sex or disabilities.

B. Ensure that facility use is without cost to the Commonwealth as required by state law; and that the College recovery costs incurred for all direct or indirect expenses incurred beyond those ordinarily required for operation of
such facilities.

C. Enhance the interests of the college’s educational and community service missions by permitting rent-free facility use by public and non-profit agencies and organizations.

D. Establish facility use scheduling priorities to ensure non-interference with classes, related College activities and the needs of students, faculty and staff.

E. Require that all non-College users indemnify and hold the Board and the College harmless against any claim for personal injury to college employees, students, or agents, guests etc., of the user of damage to College or user’s property arising out of such facility use. Non-College users must also ensure all facilities are maintained in the same order and repair as they are in at the commencement of their tenancy.

F. The possession or consumption of alcoholic beverages on College property is prohibited. At his/her discretion, the college President may waive this prohibition as appropriate. However, if the President allows alcoholic beverages to be served, that in the instance of a waiver, a liquor liability insurance policy is required and a certificate of insurance must be delivered to the College prior to the event. The policy must name the user, Cape Cod Community College and the Commonwealth of Massachusetts as joint insured/loss payees. Applicable permits and licenses are the responsibility of the user.

G. Subject to the provisions of paragraph A above, use of College facilities for purposes other than those contained in the College’s mission statement will normally not be approved. Approval for concessions and retail sales will be subject to applicable state procurement and bidding laws.

H. The President is hereby charged to ensure this policy is applied in a fair and consistent manner and shall become effective immediately.

Approved by Board of Trustees
March 26, 1992
FACILITIES USE – PROCEDURES

The following are the procedures to be used in accordance with the Facility Use Policy approved by the Board of Trustees on March 2, 1992 and amended on September 23, 1993.

Businesses and Other Profit-Based Private Entities and Organizations

i. Definition – Any business corporation, partnership, sole proprietorship or other private entity, organization or individual whose functions, goals and/or activities are directed toward a profit-making enterprise.

ii. Rental Fee – Rental fees shall be assessed in accordance with the provisions of the General Laws and implementing cost regulations promulgated by the Secretary of Administration and Finance governing rental charges for space used in state buildings.

iii. Administrative Fees – An administrative fee of $40.00 per hour per individual space booked by profit-making institutions/businesses shall be charged, based on the duration of the use of the facility. This fee, and other normal College charges, shall be payable ten (10) days prior to the event.

Per day use of Theater $150 For Profit Groups
Profit half-day fee per room per day $75
Profit full day fee per room per day $150

iv. Disposition of Income – The College shall remit all facility rental fees received under this policy to the General Fund on or before June 30th of each fiscal year.

v. Insurance Coverage and Indemnification - All profit-based private users of facilities shall be required to obtain appropriate personal liability and property damage insurance coverage and to file with the College, upon request, certificates of insurance; provided that the College President may, depending on the nature of the activity in relation to the intended use, waive the requirement of insurance coverage.

Non-Profit Services Organizations

i. Definition – Any public agency or instrument and/or any non-profit corporation, organization or other entity whose primary mission is consistent with the educational and community service program of the College; and whose service offerings are of direct benefit to the educational purposes and the needs of the College’s students, faculty and staff.

ii. Waiver of Rental Fee – The College President or his/her designee may, upon request of a non-profit user, waive rental fees for facility use by such public agencies and non-profit organizations when, in his/her judgment, the purpose of such activity is in the best interest of the College in fulfilling its educational and community service missions.

iii. Cost Recovery – The College shall insure recovery of all additional costs incurred for direct and indirect expenses for use of the facility beyond those normally required for
operation of such facility.

iv. **Insurance Coverage and Indemnification** – All users of facilities shall agree to indemnify and hold the College harmless from all loss or claims for loss arising out of the users activities on a standard indemnification/hold harmless form, and shall be required to obtain appropriate personal liability and property damage insurance coverage and to file with the College, upon request, certificates of insurance; provided that the College President may, depending on the nature of the activity in relation to the intended use, waive the requirement of insurance coverage.

**Reporting:**

The College President shall report to the Board annually (at the November Board meeting at the latest), a statement of revenues received from the use of facilities during the preceding fiscal year.

**Scheduling Reservations and Payment**

A. The following is the priority to be used when scheduling:

1. All regularly scheduled day, evening and summer division college classes.

2. All other scheduled college sponsored lecture, athletic and educational programs and related activities.

3. All scheduled student activities.

4. All non-profit service organizations.

5. Private and/or profit-making organizations, groups and individuals when their request is consistent with the mission of the College.

6. The above-listed scheduling priorities are subject to waiver by the College President or his/her designee.

B. **Reservations and Cancellations:**

All requests for use of College facilities shall be coordinated and arranged for by and through the College President or his/her designee i.e., the Facilities Use Coordinator who maintains a master calendar for all College and community use. Final confirmation of reservations, if approved, shall be made by the College President or his/her designee, provided that the College reserves the right to cancel any facility reservation by notifying the person in charge of the activity and no liability is assumed by the College for any such cancellation. Requests shall be made by written application on a form prescribed by the College President or his/her designee. These forms, once prescribed, shall be available through and thereafter filed with the College President’s office or the office of his/her designee.

C. **Criteria for Rental Charges and Payment:**

All facility use charges established herein are for rental only. Personnel, equipment, food, trucking, moving, special plowing, insurance and other charges are in addition to the rental fee.
Stated charges assume that the facilities involved are in normal College operation. Special arrangement such as heating a building during certain College vacation periods or outside ordinary operating hours must include provision for recovery of additional costs.

The College President or his/her designee shall solely determine requirements for specially needed personnel when facilities are used. The College President or his/her designee shall retain exclusive power and authority to assign the required personnel, provided, however, that he organization shall have the total responsibility to pay the individuals involved.

All checks for rental of facilities and equipment or payment of College personnel shall be made payable to the Facilities Use Trust Fund and mailed to the College President or his/her designee. Food and beverage charges shall be made payable and mailed directly to the College’s food concessionaire.

**Media Equipment:**

A. **Use** – When requested and to the extent practicable, the College shall use reasonable efforts to make available appropriate media equipment upon sufficient prior notice. Operation of such equipment must be by an approved College technician. Services of a College technician are subject to the availability of off-duty personnel and payment thereof is the sole responsibility of the using organization and/or individual, unless otherwise authorized by the College President or his/her designee.

B. **Costs** – Any electrical changes and/or connections requested by the organization and/or individual must be made under the supervision of the College and all costs involved are the sole responsibility of the requesting organization and/or individual, unless otherwise authorized by the College President or his/her designee.

**Food and Beverage Service:**

A. **Exclusivity** – All food and beverage service connected with the use of College facilities will be provided by the College food service or College-designated service (i.e. Hotel/Restaurant Management Program). Under no circumstances will an outside agency be permitted to serve food or beverages on the College campus without written prior approval.

B. **Service Arrangements** – Appropriate forms shall be made available for requesting food and beverage service by the concessionaire. Such arrangements should be confirmed in advance, particularly concerning locations, time frames and specifically required food or services.

C. **Payment** – All food and beverage costs are the sole responsibility of the requesting organization and/or individual and all bills must be paid immediately upon completion of the specific service being rendered and receipt of a bill from the concessionaire.

**Damage and Insurance:**

A. **Damage** – Three business days in advance of the use of any facility, the organization and/or individual must pay to the College a $100 damage deposit fee unless waived by the college president or his/her designee. Providing no damage occurs, this check will be returned directly to the organization and/or individual involved or mailed within three business days following completion of the event and payment of all bills. College staff shall make
B. **Assessment of Costs** – Any damage incurred while the facility and/or equipment is being used shall be the sole responsibility of the organization and/or individual and costs will be deducted from the damage deposit fee check. Any excess costs exceeding the damage deposit will be billed to the organization and/or individual and must be paid immediately.

C. **Certificate of Insurance** – In addition to the indemnification/hold harmless form and damage deposit (unless waived by the College President), a certificate of insurance with limits of at least $300,000 personal liability and $100,000 property damage, must be on file with the College at least two business days before use of the facility. The name of the organization and/or individual, the College and the Commonwealth of Massachusetts must be listed as joint insured/loss payees.

**Special Criteria:**

A. **Requirements of Law** – All events must be operated in such a manner that they will in no way violate any Federal, State or local law, Board or College policy, collective bargaining agreements or concessionaire contracts. All users shall be responsible for obtaining any required additional permits and licenses and for payment of applicable fees and taxes.

B. **Additional Costs** – All additional costs involved in use of College facilities and equipment become the direct responsibility of the sponsoring organization and/or individual. This includes, but is not limited to, such costs as security, police, janitors, technicians, trucking, food, special equipment, insurance, special snow plowing at places or times not regularly scheduled.

C. **Special Arrangements** – Requests requiring special arrangements should be sought in time so that all scheduling can be done in a routine manner. Late requests may require payment by the organization for special help arrangements.

D. **Prior Approval** – Facilities can only be used when the organization and/or individual has prior written approval in its possession.

E. **Smoking** – Smoking is only permitted in limited areas and must be in conformance with the fire and College regulations. Users should inquire as to designated areas for smoking if there is any doubt as to permissibility.

F. **Parking** – All parking on College-owned and/or controlled property must follow applicable College Parking Regulations; especially observing the handicapped areas.

G. **Rates** – Rates for services or personnel are available upon request at the time of scheduling of events and depend upon the wage schedule in effect at that time. Minimum charges shall be forwarded to the contractor in the event of late cancellation of events.

H. **Keys** – No keys will be furnished for use of facilities unless otherwise approved by the College President or his/her designee. If keys are furnished, they must be returned to the College prior to the College’s release of the damage deposit.

I. **Supervision for Athletic Facilities** – All gymnasium usage must have a College-approved athletic supervisor in attendance at all times who shall be paid by the using organization.
J. **Policy Information Requests** – Information concerning use of facilities or the application of this policy shall be available from the Office of the College President or his/her designee.

K. **College Auspices** – No organization and/or individual renting facilities or equipment may in any manner represent themselves or their activities as College sponsored activities or as sanctioned or otherwise recommended by the College. Any variance from this policy must be approved in writing by the College President or his/her designee.

(March 26, 1992, amended September 23, 1993)
FIRE SAFETY STATEMENT

A. Statement of Philosophy

Cape Cod Community College is dedicated to providing a safe, healthful, and orderly environment for its faculty, staff, students, and visitors. Operating budgets can be influenced greatly by control of all types of waste, including accidents, which are an unnecessary form of waste than can be controlled by supervision and sensitivity.

The key to full-scale safety of the people, buildings, and equipment of Cape Cod Community College is the attitude and awareness of each member of the staff and student body. Poor or careless approaches to fire safety are an invitation to disaster and tragedy.

None of the buildings, which comprise Cape Cod Community College, are immune from destruction or damage by fire. All members of the College community are encouraged to be always on the lookout for hazardous conditions as they go about their daily business. Fire safety is as much a part of being a faculty/staff member or a student as the actual teaching, learning, administrative, maintenance, or clerical assignments in which one engages, The cooperation of all persons is needed and expected if we are to avert or control the cost in personal suffering and damage to property, which inevitably results from fire.

B. Individual Sensitivity

Each individual and more particularly each supervisor of students, employees, or building should be sensitive to the following issues.

1. The location of and instructions regarding the use of fire extinguishers
2. The location of alarm boxes and how to use them
3. The location of exits and alternative egresses in case of fire
4. The avoidance of the storage of combustible laboratory chemicals, liquids, gases, or other materials such as wood, paint, unusual amounts of newspapers and miscellaneous combustibles in faculty/staff offices. (NOTE: More important than the exterior of the building are items stored inside.)
5. The avoidance of combustible items stored against hot pipes or other hot conductors
6. The avoidance of electrical overloads or heat from strong lamps
7. The careless disposal of cigarettes
8. The careless inspection and avoidance of connected electrical appliances when not in operation or under supervision (Unauthorized coffeemakers and other appliances will be disconnected and appropriated by the College.)
9. The careful display of all Christmas and other holiday decorations (All decorations must be flame retardant. No trees or other live decorations are permitted.)
10. The storage of flammable fluids and liquids in clerical offices and duplicating areas
11. Techniques and procedures required for specific hazards such as toxicity, infection, radiation, and burns (This is especially important if you are working in a laboratory area.)
12. Proper air circulation particularly in libraries, or other areas where paper and/or books are stored

C. Procedures in Case of Fire

The following is a general procedure that should be followed when a fire occurs. Specific circumstances or conditions might require variations on the procedure, but it will serve generally.

1. If you discover or suspect a fire in the building, sound the alarm, and dial Ext. 4333. Give as much information as possible. Warn the occupants of the building by knocking on doors and shouting a warning. Do not assume that someone else has called. Leave the building. When firefighters arrive, direct them to the fire.

2. If you hear a fire alarm, proceed as follows. Keep low to the floor if smoke is present. Before opening a door, feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door and open it slightly (fire can create pressure enough to push open a door if not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.

3. If you cannot leave the room, keep the door closed and open the windows. Seal the cracks around the door with clothing or other material, soaking it with water, if available.

(August 19, 1999)
INFORMATION TECHNOLOGY POLICY

General Principles
This document formalizes the policy for faculty, staff, students (both full and part-time) and all other individuals who have been granted use of the information technology resources of Cape Cod Community College (CCCC) (“Users”).

Information technology resources include, but are not limited to: computers, local and wide area networks, printers, other peripherals, software systems, data, electronic mail, and the Internet. Access to CCCC’s computer systems and network imposes certain responsibilities and obligations as set forth in this document. Users are granted use of information technology resources subject to College policies, and local, state and federal laws.

Use of CCCC’s information technology resources shall constitute acceptance of the terms of this policy and any other applicable College policies, rules, and procedures.

Specific Principles
User Responsibilities Network Security
Acceptable Use
E-Mail
Unacceptable Use
Internet Use
Data Ownership and Confidentiality
Violations
Copyright Protection
No Expectation of Privacy
Malicious Code
No Warranties

User Responsibilities
All information technology resources are owned and operated by Cape Cod Community College as an agency of the Commonwealth of Massachusetts. The College reserves all rights to these resources. It is the responsibility of any person using CCCC information technology resources to read, understand, and comply with this policy. Additionally, Users must comply with all other applicable College policies and procedures as well as state and federal laws. Any questions regarding this policy should be directed to the Vice President for Finance and Administration. An account or user id is issued to faculty, staff and students when they begin their employment or studies with the College. An account or user id permits access to information technology resources. This account or user id is removed upon termination of one’s employment with the College or completion or withdrawal from an academic program.

Acceptable Use
The College’s information technology resources and services may be used only for academic, educational, or professional purposes which are directly related to official College business and in support of the College’s mission. The use of information technology resources is integral to enhancing productivity in the daily office routine and enabling faculty, staff, and students to make use of research and educational opportunities. Acceptable information technology uses
may include but are not limited to:

♦ Using classroom and lab computers for class assignments
♦ Preparing instructional materials
♦ Publishable research
♦ Personal computing to improve computer literacy and to learn new software and/or hardware
♦ Accessing generally available individual and campus information
♦ Using the technology to support faculty and staff in performing their work
♦ Authorized and approved use of the College’s information and administrative systems
♦ Using the Internet to promote collegial and professional interaction, research, and productivity

Unacceptable Use
The following uses of CCCC information technology resources are unacceptable uses:

♦ Performing any illegal act, including violation of state and federal civil or criminal laws, and regulations
♦ Using these resources for any political purpose
♦ Conducting any commercial venture resulting in personal income or profit
♦ Using another person’s user id or sharing your user id with another person
♦ Sending harassing or threatening messages
♦ Accessing, downloading, storing, or transmitting child pornographic materials or obscene materials
♦ Infringing on any intellectual property rights
♦ Gaining or attempting to gain unauthorized access to any computer or network
♦ Doing anything that causes interference with or disruption of network users and resources, including propagation of computer viruses and any program that harms the operating environment
♦ Intercepting communications intended for other persons
♦ Misrepresenting either the College or a person’s role at the College
♦ Distributing chain letters
♦ Accessing online games or gambling sites
♦ Libeling or otherwise defaming any person

This list of unacceptable uses is not intended to be exhaustive.

Data Ownership and Confidentiality
Data and information stored in the College’s computers and associated systems belong to the College, and its dissemination and use must comply with the College’s policies and procedures. Users shall not access, release, use, or disseminate confidential or proprietary information unless User is authorized by CCCC to do so and such access, release, use, or dissemination is consistent with state and federal law.

Copyright Protection
Pursuant to the Digital Millenium Copyright Act, 17 U.S.C. Section 1203(i)(1)(A), any user of CCCC’s technology resources who engages in copyright infringement shall have his/her access privileges terminated.

Computer software is intellectual property. Software publishers and vendors can be very
aggressive in protecting their property rights from infringement. These intellectual property rights extend to information published on the Internet, such as text and graphics. Users who buy their own software agree to comply with any and all provisions of the software vendor in the software license agreement. Users are not permitted to copy software made available by the College to any other computer. In instances where a license agreement links a license number to specific computers by serial number, and the hardware is replaced or upgraded, the license agreement must be changed accordingly.

In instances where the College holds a site license, Information Technology Services (ITS) holds the site license. Even though copying for College use is allowed for these types of agreements, it must be done in coordination with ITS.

All software on all computers on campus must be properly licensed. ITS maintains inventories of all computers and all software products installed on each computer. When users have made their own software purchases, it is their responsibility to furnish a license agreement when audited.

**Malicious Code**

Viruses, worms, Trojan horses, and other malicious code can be embedded in text files, executable files, graphics, word processing documents, spreadsheets, and E-Mail messages. The College uses technical methods, such as anti-virus, anti-spyware, anti-SPAM software, to reduce the probability of a successful attack or infection. However, a holistic approach is the best defense against introduction of malicious code. Users should exercise reasonable precautions in order to prevent the introduction of harmful files. Users should not disable virus scanning utilities and should use such utilities to scan files downloaded from the Internet or obtained from a questionable source, and to scan portable media such as floppy disks, compact disks, and universal serial bus (USB) sticks.

**Network Security**

CCCC computers are connected to a local area network, which links computers through the College and through the wide area network to computers in other locations. All users should avoid compromising the security of the network. Users should never share their passwords with anyone else and should promptly notify ITS personnel if they suspect their passwords have been compromised. Users who leave their computers unattended for extended periods should either log off the network or have password-protected screen savers enabled.

**E-Mail**

Microsoft Exchange Server with the Microsoft Outlook 2003 Client or Outlook WebAccess is the official College E-Mail system. Electronic Mail is a tool provided by the College to complement traditional methods of communications and to improve administrative and educational efficiency. All E-Mail accounts and all data transmitted or stored using E-Mail facilities are owned by the College. Broadcast messages to all staff and faculty using the #CCCC Faculty/Staff email group should be used only for essential College announcements of concern to the entire College community. All users should consider E-Mail messages to be the equivalent of formal written communications and thus, should be professional and courteous in tone. Remember that an Email message can be stored, copied, printed, or forwarded by recipients. A general rule of thumb is not to put anything in an E-Mail message that you would not write in a memorandum, nor be willing to post on a bulletin board or discuss in a public meeting. Public Folders within Outlook are provided as a service for posting general news, events, and other College-related information. These folders will be monitored by those responsible for their
content. Any posted material deemed inappropriate will be removed without prior notification. Public Folders are also subject to specific guidelines suitable for that particular folder.

**Internet Use**
The Internet is a useful tool for supporting many types of academic and business-related research. The College is committed to promoting responsible Internet access. All users should view Internet access as a privilege.

Users should be aware that many web sites gather and store information about visitors to their site. Care should be taken when registering for anything online, since this is analogous to giving your name, address, and phone number to a stranger.

Users must be aware of the potential for malicious code to be introduced onto the College network and computers by downloading and installing files from websites, even those that seem innocuous. Users should be extremely cautious when making decisions about downloading software from the Internet.

Users must be aware of the College’s limited Internet bandwidth. In addition to adhering to the College’s policy regarding acceptable and unacceptable uses, Users are discouraged from activities that consume large bandwidth, particularly during the peak daytime use periods. A single user can have a serious detrimental impact on all College Users by failing to follow this recommendation.

**Violations**
Failure to observe this policy may subject individuals to disciplinary action, including, but not limited to, loss of access rights, expulsion, termination of employment, and/or referrals to appropriate authorities in the event of violations of state or federal laws.

**No Expectation of Privacy**
CCCC information technology resources are the property of Cape Cod Community College and the Commonwealth of Massachusetts and are to be used in conformance with this policy. When reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace, CCCC will exercise the right to inspect any User’s computer, any data contained in it, and any data sent or received by that computer. Use of CCCC information technology resources constitutes express consent for CCCC to monitor network activity in any form that CCCC sees fit to maintain the integrity of the network. Therefore, Users shall have no expectation of privacy over any communication, transmission or work performed using CCCC information technology resources.

**No Warranties**
CCCC makes no warranties of any kind, whether express or implied, for the service it is providing. CCCC will not be responsible for any damages a User suffers. This includes loss of data resulting from delays, no-deliveries, or service interruptions caused by CCCC negligence or by the User’s errors or omissions. Use of any information obtained via the Internet is at the User’s own risk. CCCC specifically denies any responsibility for the accuracy or quality of information obtained through its services. Users need to consider the source of any information they obtain and consider how valid that information may be. Additionally, CCCC is not responsible for lost or deleted documents, files, E-Mails, and other electronic resources. CCCC also specifically denies any responsibility for a User’s encounter, access or use of any inappropriate or controversial materials from CCCC information technology resources, including the Internet. Users must notify the Executive Director of Information Technology if they identify information technology resources being used in a manner inconsistent with this Policy.

Date Issued: 7/26/2006
CAMPUS SEXUAL ASSAULT POLICY AND PROCEDURES
(Approved by Board of Trustees November 18, 1993)

SECTION I: POLICY

The Community Colleges are committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive or disorderly. In order to assure that the College meets their obligation to all members of the community, the procedures and programs set forth on the following pages have been established. Copies of these procedures are available in the offices of the Vice Presidents, Deans, Department Chairs, Student Counseling Center, Library and the Affirmative Action and Campus Security Offices.

Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated.

Sexual assault, as defined in the Federal Bureau of Investigation Uniform Crime Reporting Systems includes forcible and non-forcible offenses. A listing and definition of all forcible and non-forcible offenses for which an individual may be disciplined under this policy and procedures is contained in Appendix A, which is available for review at the Office of Health Services.

The Crime Awareness and Campus Security Act of 1990 Section 485(f)(1)(F) of 20 U.S.C. 1092(a)(1)(Public Law 101-542) requires that the College collect information with respect to sexual assault on campus and, beginning in September 1993, to include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that as part of the annual security report the Colleges shall include, develop and distribute a statement of policy regarding the College’s sexual assault programs and the procedures to be followed once a sex offense has occurred.

When an allegation of sexual assault is made, the College will encourage the alleged victim to pursue criminal prosecution under the Massachusetts criminal statutes. In addition, appropriate campus disciplinary action may be pursued. Sanctions for sexual assault violations may include, in addition to criminal charges, suspension, dismissal or expulsion from the College.

All allegations of sexual assault will be handled confidentially and will be investigated. Both the accuser and the accused will have equal opportunity for hearing.

SECTION II: PREVENTION

Realistically, the crimes of rape and sexual assault cannot be totally eliminated from our society as a whole. Through the adoption of well-planned, pro-active prevention measures coupled with sexual assault education and awareness programs, however, we can reduce or minimize the number of these crimes on campus.

Because Colleges provide an excellent opportunity to educate men and women about human relations, living together, competition and fair play, human sexual education and awareness information should be provided to each member of the college community. To that end, each College will have a comprehensive sexual assault education and awareness program in place and available to all students, faculty and staff.
The prevention of sexual assault depends in part on the awareness of an individual’s responsibility for crime prevention and personal safety. An individual must exercise judgment if preventive measures are to succeed.

Education should be provided through appropriate programs and educational booklets, which may include:

1. Orientation programs;
2. Staff development/employee training, including contracted staff;
3. Student and employee handbooks;
4. Campus media, i.e., newsletters, newspapers, electronic bulletin boards, electronic mail;
5. Seminars, workshops, pamphlets and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting;

Materials and programs may be designed specifically for the campus, may be developed in conjunction with off-campus authorities or may be pre-published, pre-packaged, or offered in conjunction with other groups and agencies, such as:

- National Safety Council
- Local law enforcement agencies
- Criminal justice programs
- Rape crisis centers
- American College Health Association
- Massachusetts Chapter of the National Safety Council

Unfortunately, in spite of all our efforts, some rapes and sexual assaults will occur. It would be overly optimistic to think we can eliminate all such incidents. When a rape or sexual assault is reported to campus authorities, it is critically important that the victim’s welfare is paramount and that she or he is not victimized again by the system. This Policy establishes procedures to follow in the event a rape or sexual assault occurs on campus. To insure proper attention and action, these procedures must be followed.

SECTION III: PROCEDURES IN THE EVENT A SEXUAL ASSAULT OCCURS

Introduction

An effective response to a report or incident of sexual assault on campus necessarily involves a number of offices and individuals concerned with the physical and emotional security of students, employees, and visitors. The procedures outlined below focus primarily on the roles of 1) campus police in addressing incidents/reports of sexual assault and 2) faculty, staff and students making reports. However, the following elements of the college community should network with one another in order to establish a realistic and appropriate perception of the campus environment as one that is safe, supportive, and conducive to learning:

- Student Development office;
- Counseling office;
- Campus health services;
• Campus religious organizations;
• Campus government organization;
• Public information/public relation’s office;
• Staff development unit;
• Campus rape prevention, sexual assault, and sexual harassment organizations;
• Grounds keeping and maintenance personnel
• Legal counsel; and
• Campus security

A. CAMPUS POLICE

(1) If a sexual assault is reported to or discovered by campus policy, the following procedures must be followed:

(a) If immediate medical attention is necessary or requested, campus police shall first call emergency medical services at extension 4333. This should be done even when the victim states that he/she does not want medical services as the person may be in shock or otherwise not competent to make such a decision.

(b) The campus police officer should gather the following information immediately (or immediately after calling emergency medical services, if required):

(i) Name, address, telephone number
(ii) The location of the victim
(iii) A brief description of what happened to the victim
(iv) Name (if known) and description of the individual who committed the assault
(v) Location of the individual who committed, the assault, if known, or description of where the individual went after committing the assault
(vi) Description of the vehicle in which the assailant left (if applicable) and the direction of travel

(2) If there is the potential for the immediate apprehension of the assailant, the campus police officer should call the local police next.

(3) If immediate apprehension is not likely, the campus police officer shall then call the Director of Health Services, who is the Designated College Official (DCO). The DCO shall determine whether to call the local police.

(4) The campus police officer should advise the victim of the importance of preserving evidence. This means that no matter how uncomfortable this may be for the victim, he/she should not clean himself/herself, etc. If the victim requires non-emergency medical treatment, the campus police officer should guide the victim to medical services. The campus police officer shall provide the victim with a copy of the VICTIM INFORMATION SHEET, if possible.

(5) The campus police officer should refer all media inquiries to the DCO.

(6) The campus police officer shall file a detailed report on the incident as soon as possible.

B. FACULTY AND STAFF

(1) Any faculty or staff member who receives a report of or discovers a possible sexual assault on campus shall immediately report this to the campus police and to the DCO. It is extremely important that these procedures be followed to insure that appropriate medical and administrative services be provided. The campus police will then be
responsible for implementing the procedures specified in Section A, above.

(2) The Designated College Official (DCO)

(a) The DCO shall be responsible for insuring that all College policies and procedures are followed.
(b) The DCO shall be the designated spokesperson for all media inquiries.
(c) The DCO shall contact the Vice President of Academic and Student Affairs if the alleged assailant is a student to determine whether College disciplinary action should be initiated.
(d) If the victim is a student, the DCO shall inform the victim of the following:

   (i) The option of notifying proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.
   (ii) Existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
   (iii) The options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so required by the victim and if such changes are reasonably available.

C. STUDENTS

1. If a student receives a report of or discovers a possible sexual assault on campus, he/she must immediately notify the campus police, a faculty member, or a staff member. It is extremely important that these procedures be followed to insure that appropriate medical and administrative services be provided. The campus police, faculty member or staff member will be responsible for implementing the procedures specified in Sections I and II, above.

2. The College and/or the alleged victim may initiate College disciplinary action against the person accused of rape, acquaintance rape, or other sex offenses, forcible or nonforcible, include the following: warning, probation, suspension, dismissal for an indefinite period, permanent dismissal, restitution, special assignments, and restriction or revocation of privileges.

3. If on-campus disciplinary action is instituted, the College shall furrow its disciplinary procedure. These procedures shall include the following:

   a. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding;
   b. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
Forcible sex offenses are defined as “any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against the person’s will when the victim is incapable of giving consent. Forcible offenses include:

A. **Forcible Rape:** the carnal knowledge of a person forcibly and against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

B. **Forcible Sodomy:** oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. **Sexual Assault with an Object:** to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. **Forcible Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Non-forcible sex offenses are defined as “unlawful, nonforcible sexual intercourse.” Non-forcible sex offenses include:

A. **Incest:** nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. **Statutory Rape:** nonforcible sexual intercourse with a person who is under the statutory age of consent.
WHOM TO CONTACT

In the event that you are the victim of sexual assault on the campus, first and most importantly get yourself into a place of safety if at all possible where you are able to call one or more of the following:

At Cape Cod Community College Campus:

1. The Campus Police at extension 4333 to report the incident and receive prompt assistance
2. The local Police at 508-775-1212
3. A friend
4. A local rape crisis hotline at 508-771-6507

At the Hyannis Center:

1. Emergency Medical Assistance at 508-775-2323
2. The local Police at 508-775-1212
3. A friend
4. A local rape crisis hotline at 508-771-6507

THE IMPORTANCE OF A MEDICAL EXAMINATION

For purposes of ensuring your own physical health as well as successful apprehension and prosecution of your attacker if desired/warranted, it is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or uncomfortable as it may be, you should not change your clothing or bathe prior to this examination. You will want at this time to be treated for any injuries you may have sustained and also be tested for the presence of any sexually transmitted diseases.

Be aware that it is your right to have a trained rape counselor accompany you throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you may have. The information you share privately with the counselor is confidential. Seeing the doctor and having an evidentiary “rape kit” completed does not mean you must prosecute your attacker but it does significantly increase the potential for success if you choose to do so.

If possible, either bring a change of clothing with you to the hospital or have someone do so for you as your clothing worn during the assault should be collected by the medical team.

PROTECTING YOURSELF FOLLOWING A SEXUAL ASSAULT

After a sexual assault has occurred, it is extremely important to provide for your personal safety. If you know or fear that your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker
from contacting you are available through the court system. Although you must request the order (with or without the assistance of an attorney), rape crisis counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters if desired.

RECOVERY

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the victim’s fault. However, victims frequently experience confused and deeply troubling feelings following an attack. It is important not to hold such feelings in—talk to a trusted friend or relative and seek appropriate professional counseling. Rape Crisis Centers offer 24 hour hotlines and these conversations are completely confidential. You can talk to the counselors about anything—they are there to listen and to help. They can answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics.

Remember, if you have been sexually assaulted, you are a victim—you need now to take appropriate steps toward recovery—physical and emotional.
POLICY CONCERNING SEXUAL HARASSMENT

Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person’s ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance and creating an intimidating, hostile, or demeaning employment or educational environment.

Examples of conduct that may, depending on the circumstances, constitute sexual harassment, include:

- Repeated offensive sexual flirtations, advances, or propositions
- Continued or repeated verbal abuse or innuendo of a sexual nature
- Uninvited physical contact such as touching, hugging, patting, or pinching
- Display of sexually suggestive objects or pictures
- Jokes or remarks of a sexual nature in front of people who find them offensive
- Making obscene gestures or suggestions or insulting sounds
- Indecent exposure
- The demand for sexual favors accompanied by an implied or overt threat concerning an individual’s employment or student status or promises of preferential treatment.

In addition to sexual harassment being unlawful, it is also unlawful to retaliate against a student, employee or any other person in the College for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

A student, employee or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion. All disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements and/or personnel policies.
When a student, employee or any other person in the College believes he/she has been the subject of sexual harassment, the grievance process is a mechanism for redress. A grievant may seek recourse through informal efforts or by filing a formal grievance in writing. In the latter case, a grievant may obtain an Affirmative Action Grievance Form from the College’s Affirmative Action and Title IX Officer. This form must be completed and returned to the Affirmative Action and Title IX Officer within thirty (30) days from when the grievant knew or should have known of the alleged discriminatory action. In either case, all grievants must contact the College’s Affirmative Action and Title IX Officer before proceeding under the Affirmative action Policy’s Grievance and Hearing Procedure. If, however, the Affirmative Action and Title IX Officer is the subject of the sexual harassment complaint, the grievant may report his/her complaint to the supervisor of the Affirmative Action and Title IX Officer. All reasonable efforts will be made to maintain confidentiality during the grievance process.

The Massachusetts Commission Against Discrimination (MCAD) is responsible for investigating and handling complaints of sexual harassment filed in the Commonwealth. The MCAD is located at One Ashburton Place, Boston, MA 02108-1518, and can be reached at 617-727-3990. At the federal level, the Equal Employment Opportunity Commission (EEOC) is charged with investigating and handling complaints of sexual harassment filed under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendments. The EEOC is located at One Congress Street, Floor 10, Boston, MA 02114 and can be reached at 617-565-3200.

In keeping with these regulations, a concerted effort will be made to protect employees, students, and others from sexual harassment as defined. The final authority and ultimate responsibility for the prevention of sexual harassment will rest with the President of each Community College. The President or his/her designee will take reasonable measures to prevent sexual harassment and will act positively to investigate alleged harassment and to affect a remedy when an allegation is determined to be valid, whether or not a formal grievance has been filed. However, the affirmative action and Title IX Officer will have the responsibility for the overall development, administration and monitoring of all programs, policies, procedures and regulations related to sexual harassment.

The College’s policies and procedures on sexual harassment shall be distributed to all College community members. In addition to formal procedures, each College shall ensure that appropriate opportunities are available to students and employees to obtain counseling concerning their rights under the law and effective means of informally resolving grievances.

Approved by Board of Higher Education
October 23, 1996

Cape Cod Community College Contacts:

Dean of Human Resources and Administrative Services          Chet W. Yacek, ext. 4307
Affirmative Action and Title IX Officer                          Agustin Dorado, ext. 4481

(Updated to reflect organizational changes 10/1/04)
STUDENT GRIEVANCE PROCEDURE

Purpose

The primary purpose of this procedure is to secure prompt and equitable resolution of student complaints and grievances. Grievances properly filed in this forum include, but are not limited to, matters arising under federal and state laws prohibiting discriminatory educational practices, i.e., Title IX of the Education Amendments of 1972, Section 504 of the 1973 Rehabilitation Act, Title VI of the 1964 Civil Rights Amendment and Massachusetts General Laws, Chapter 151C, Section 1, et seq. Customary channels of communication shall be used whenever feasible in seeking clarification of questions concern before the grievance procedure is utilized. Every effort shall be made to maintain confidentiality at each level of this procedure in accordance with applicable law.

Definitions

a. Complaint: The informal, often unwritten stage of an allegation of mistreatment

b. Grievance: A written complaint filed by a student with the person designated by the President as Student Grievance Officer specifically alleging discrimination or an abridgment of his/her rights as a student.

c. Student Grievance Officer: A college employee assigned responsibility for administering the student grievance procedure, including the maintenance of specified records. The Student Grievance Officer shall usually be either the affirmative Action Officer or the Vice President of Academic and Student affairs except that if both of these individuals are persons against whom the grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.

d. Grievant: The student or students filing the grievance. The grievant must have been a registered student of the College at the time of the alleged mistreatment.

Time

The number of days indicated at each level shall be considered as a maximum. Every effort should be made to expedite the process. Nevertheless, the specified time limits specified may be extended in extenuating circumstances by the immediate supervisor of the person against whom the grievance is directed, the President or his/her designee or by mutual agreement of the grievant and the person against whom the grievance is directed, provided that such extensions shall be confirmed in writing.

Procedure

LEVEL ONE: Informal Procedures

Customary channels of communications should be used in seeking clarification of questions of concern and in resolving complaints before the formal procedure is used. This is the informal state where most complaints are resolved. For example, a student who has a complaint regarding a classroom incident customarily talks to or notifies the faculty member then the Division Dean, if the complaint is not resolved. The student may consult with the
Student Grievance Officer at any time prior to or during the grievance procedure and shall consult with Student Grievance Officer prior to filing any written complaint. The current Student Grievance Officer for Cape Cod Community College is the Vice President of Academic and Student Affairs.

Step One – Except in cases of alleged physical assault or sexual harassment, the grievant shall first present his/her complaint orally and informally to the person against whom the complaint exists. This should be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when the alleged incident occurred. In all other cases, the Grievant shall first present his/her complaint at Level One, Steps One and Two.

Step Two – If the complaint is not resolved with ten (10) calendar days after notice of the Step One complaint, the grievant may within ten (10) calendar days thereafter present in writing the allegations supporting the complaint including all of the known facts to the person against whom the complaint is directed. A complaint filed at this level shall specifically state that it is filed at Level One, Step Two. The grievant shall also date the document, retain a copy, and hand-deliver or send it by certified mail. The person against whom the complaint is directed shall forward a written Step Two response, if any, to the student within seven (7) calendar days from receipt.

Step Three – Student Grievance Committee: If the Complaint is not resolved within the period allowed at Level One, Step Three, the grievant may present a formal grievance in writing, including a statement of the charges and all supporting statements and evidence, to the Student Grievance Office within ten (10) calendar days after receipt of the supervisor’s decision,. The Student Grievance Office shall arrange a meeting of the Student Grievance Committee within fourteen (14) calendar days following receipt of the grievance and shall provide a copy of all written supporting statements and evidence presented at the lower steps to each member of the Committee at least twenty-four (24) hours prior to the hearing. The Committee shall render its findings and any recommendations within seven (7) calendar days following said hearing.

Membership of the College Student Grievance Committee
The composition of the College Student Grievance Committee shall consist of five members:

1…support staff member
1…administrator
1…faculty or professional staff unit member
1…student

The fifth member shall be from the same identifiable group as the person against whom the grievance has been filed.

Each member shall be appointed by the President from among the recommendations submitted by the appropriate Deans.

In cases of discrimination as they apply to Title IX of the 1972 Educational Amendments, Title VI of the 1964 Civil Rights Amendment, Section 504 of the 1973 Rehabilitation Act, or other applicable federal or state anti-discrimination law, the Affirmative Action Officer shall be a non-voting eighth member of the Committee. The Student Grievance Officer shall also attend all Committee meetings but shall not vote and shall maintain the confidentiality of
those meetings.

**Rules for Committee Hearings**

The following rules shall govern all hearings before the College Student Grievance Committee:

A. Each newly impaneled committee shall meet prior to conducting a hearing to select a committee chairperson from among its members. Selection shall be made by a simple majority vote.

B. The Chairperson of the committee shall be responsible for conducting the hearing and drafting the decision of the committee, but shall vote only in the event of a tie.

C. Deliberations of the grievance committee shall be confidential and held in closed session. All hearings shall be closed; provided, however, that the grievant and the person(s) against whom the grievance is directed shall be invited to be present.

D. The Grievant and the person(s) grieved shall have the right to bring a representative and any necessary witnesses to the hearing, provided further that additional witnesses may be invited to the hearing by the Committee. Any witness may be isolated from the testimony of other witnesses at the sole discretion of the Committee.

E. Copies of the findings and recommendations of the Grievance Committee shall be forwarded by the Student Grievance Officer to the grievant, the person against whom the grievance is directed, and the President or his/her designee. The College shall maintain a copy for not more than seven (7) years.

F. No further issues may be added by either the grievant or the individual against whom the grievance has been filed subsequent to Level One, Step Three. Either party may, however, provide additional written evidence for consideration by the President within seven (7) calendar days following receipt of the Committee’s findings, provided that he/she shall also provide a copy of any additional written evidence to the other party.

Step Two – The President or Designee: Within thirty (30) calendar days after the Grievance Committee issues its findings and recommendations, the President or designee shall evaluate all the evidence and make his/her decision, in writing, to all concerned parties. The President or designee may in his/her sole discretion conduct a hearing prior to rendering a decision. If a hearing is held, it shall be closed, but the grievant and the person(s) grieved shall be invited and may each bring a representative. The decision of the President or designee shall be final and binding on all parties.

**Grade Appeals**

Complaints or grievances filed in connection with assigned grades represent a special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student’s performance by the instructing professional(s). As such decisions are necessarily
judgmental; the substance of those decisions may not be delegated to the grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by a separate grade appeals procedure for clinical programs as approved by the President of the College, a student who alleges an error or injustice in the grading process may employ the grievance procedures described in Level One, Steps One through Three, above; provided that the appropriate Dean for these purposes shall be the Academic Dean. No complaint challenging a grade may be initiated later than thirty (30) calendar days following the last day of the instructional period for which the grade was granted. If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timeliness specified, the student may initiate his/her complaint with the appropriate Division Dean. If at any level substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the grading process shall instead be reassessed by the appropriate division dean or his/her designee.

Hearings and Decisions

At each of the above levels, the grievant and the person against whom the grievance is directed shall be afforded the opportunity to be present and to be heard. In addition, each party may present, examine, and cross-examine witnesses. All decisions and/or recommendations at each level must be in writing, with the exceptions of Level One – Steps One and Two and shall include supporting reasons. Copies of all decisions and/or recommendations shall be given to both parties.

Collateral Rights of Person(s) Grieved by Students

If the recommendations made at any level of the grievance procedure result in sanctions against College employees, these measures shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College and/or Board of Higher Education’s personnel policies.

Alternative Forums

Filing a grievance in accordance with the procedures herein detailed in no way abrogates the student’s right to file complaints with the appropriate state and federal agencies or with the court. However, once the Grievant initiates proceedings in any other forum his/her rights to proceed under the student grievance procedures are waived.

For purposes of filing federal level charges of discrimination under Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act or Title VI of the 1964 Civil Rights Act, students may contact the federal Office for Civil Rights, McCormack Post Office and Court House, Post Office Square, Boston, MA 02109. Inquiries may also be directed to the College’s

Affirmative Action and Title IX Officer
Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599
(508) 362-2131, extension 4381
Withdrawal

Students may withdraw their informal or formal complaints at any time. Withdrawal may be accomplished in writing or by oral agreement confirmed in writing.

Reprisals

The College shall not interfere, restrain, or coerce any student in the exercise of his/her rights under this grievance procedure and/or his/her participation in any grievance proceedings.

(Procedure approved by Presidents’ Council on March 13, 1987; titles updated due to reorganization changes 10/1/04)
WEBSITE STANDARDS AND POLICIES

Because the quality and accuracy of information published in all forms and formats by Cape Cod Community College directly affect its reputation and image, it is essential that information published electronically is consistent with the same high standards as other forms of published information (e.g., print, audio visual, etc.).

To that end, the following standards and policies have been developed to:

1. Ensure the legal and responsible development and maintenance of Cape Cod Community College web pages/publications and applications;
2. Outline responsibilities related to the development, maintenance and monitoring of official web pages/publications and applications;
3. Direct the content of official Cape Cod Community College web pages/publication;
4. Institute standards for the structure of the Cape Cod Community College WEBSITE(s);
5. Provide methods for monitoring and enforcing these standards.

These standards shall apply to all web pages/publications contained on any Cape Cod Community College WEBSITE or server.

SITE STRUCTURE

One web page will be recognized as the official homepage of Cape Cod Community College, and it is located at “capecod.edu”.

All official College web pages/publications/applications will be linked to the appropriate official campus/department homepage.

Each department of Cape Cod Community College that develops official web pages/publications/applications will recognize only one page as the official homepage for that department.

HARDWARE/SOFTWARE REQUIREMENTS

Cape Cod Community College web pages/publications/applications shall comply with Cape Cod Community College WEBSITE/server or other authorized server. To ensure consistency and compatibility, all web pages/publications/applications must be created using development software authorized by the Director of Public Affairs and Marketing.

PAGE/PUBLICATION/APPLICATION GENERAL STANDARDS

Contents of all web pages/publications/applications shall comply with the Cape Cod Community College policies/standards/guidelines and the laws of the Commonwealth of Massachusetts and the United States and other regulator agencies which govern the use and content of electronic publishing and the Internet, including the Federal Copyright Law (Title 17 of the U.S. Code).

Additionally, policies/standards guidelines may impose certain restrictions which are not specifically covered by state and federal law, or other regulations. This includes restricting or prohibiting links to other web pages/publications/applications or computers (i.e., a page/publication would be considered in violation if it contains links to a page that violates these standards).
The College’s WEBSITE, Server, and all other related computer equipment and services may be used only for academic educational, or professional purposes which are directly related to official College business and in support of the College’s business and in support of the College’s mission.

Cape Cod Community College, reserves the right to remove any information from official web pages which it considers inconsistent with published policies or standards. Potential inconsistencies and conflicts will be brought to the attention of the Director of Public Affairs and Marketing who shall determine if pages must be modified or removed. The Director’s decisions are final and may be changed only through action by the President’s Cabinet and/or the President.

Web pages/publications/applications shall contain no statements/images/elements of a fraudulent, defamatory, harassing, abusive, obscene or threatening nature. Such items will be removed from display. Additionally, Cape Cod Community College has special concern for incidents in which individuals may be subject to harassment or threat because of membership in a particular racial, religious, gender, or sexual orientation group.

The College neither assumes responsibility for, nor maintains control over any pages linked to its WEBSITE. Further, the College is not responsible for the contents of any linked pages. If a user becomes aware of a linked page that violates the College’s WEBSITE or Information Technology Use Policies, the user should notify the Director of Public Affairs and Marketing immediately.

To clearly separate the official College WEBSITE from any off-site linked pages, the following message will be clearly displayed on a user’s screen prior to their leaving the official College WEBSITE and moving to a linked off-site page. “You are now leaving the Cape Cod Community College WEBSITE. The views and opinions expressed on any pages subsequently linked hereto are strictly those of the author(s). The contents of these pages do not represent the views of, and have not been officially approved by, the College.”

PAGE/PUBLICATION – DESIGN AND CONTENT STANDARDS

The official web page/publication design and content standards have been developed to provide the WEBSITE user with a consistent visual image of the institution, and a clear pathway to access College information.

Official web pages/publications shall:

a. Be created and maintained for the purpose of carrying out only official Cape Cod Community College business in support of the mission of the College, and shall never contain information promoting non-college related private businesses or non-College related private, personal home pages.

b. Contain the Cape Cod Community College logo and word mark, and be designed such that all content is framed by the standardized screen elements of the entire WEBSITE including but not limited to headers, footers, homepage links, and side screen information bars.

c. Comply with Cape Cod Community College policies/standards/guidelines for web page/publications content and format, and with all other Cape Cod Community College publications policies/standards/guidelines.

Official Cape Cod Community College web pages shall contain the following minimum basic
components as appropriate to their function on each page:

a. An authorized header consisting of a Cape Cod Community College or department title of the web page/publication with associated master links and subtitles running down the left-hand side of the page in an information-bar frame.

b. A body consisting of a section title (if any) and the content of the document contained within the screen frame, and

c. A footer consisting of a College logo/word-mark-link to Cape Cod Community College’s homepage.

Official Cape Cod Community College web pages/publications shall:

a. Be searchable to allow for rapid accessibility to information;

b. Have functioning links – no dead ends;

c. Not repeat the same link with different names;

d. Have standardized, icons, bullets and jump buttons;

e. Not be crowded or contain too much information on a single page;

f. Be designed to aid in user printing or saving. Closely related information shall be kept within the confines of a single web page, particularly when the user can be expected to print or save the text;

g. Provide a link to a separate file that contains the full-length text, placed on just one page, and designed to that the reader can print or save all the related information in just one step;

h. Use a modular approach to page development;

i. Use text-labeled buttons/bars or other navigation aides that operate as expected, i.e., Button/bar that are operational and access more detailed elements of the page/site;

j. Use small graphics in order to avoid problems with varying user-screen resolution and slow-loading of images;

k. Be designed to be consistent and predictable throughout the Cape Cod Community College WEBSITE, using format options, icons, College images, and College graphics provided by the College’s WEBSITE developer.

l. Not contain external advertising;

m. Not require more than one “plug-in” to access information

**WEB APPLICATION DEVELOPMENT**

Applications developed for use on the web shall support and include:

a. User authentication;

b. A level of security reviewed and approved by the WEBSITE Administrator, that ensures that only authorized users have access to appropriate data;

c. Inter-system communication security;

d. Journaling;

e. Monitoring;

f. Trace facilities

**ACCESSIBILITY**

All official Cape Cod Community College web pages/publications/applications must be made accessible for individuals with disabilities and must be accessible for individuals with disabilities and must be accessible utilizing standard adaptive technologies. Pages will:
a. Maintain a simple, consistent page layout, including positioning of navigational aides throughout
documents and document groups;
b. Use standard, universally recognized HTML tags;
c. Use large, commonly understood navigation buttons;
d. Use meaningful terms for hyperlinks;
e. Provide short, simple and meaningful text for all graphical features
f. Keep backgrounds simple with little texture and of high contrast to allow easy viewing of
contents;
g. Avoid low contrast color combinations or colors that may not be recognized by lower resolution
screens;
h. Always provide text-based menu alternatives for image map;
i. Use tables and frames sparingly or provide alternative page versions;
j. Provide text-based delivery alternatives for as much information as possible, and do not rely
solely on special formats (e.g. Adobe Acrobat) that cannot be read by text and voice systems;
k. Provide transcript, descriptions or subtitles for video and audio files;
l. Avoid parallel columns whenever possible;
m. Be designed to avoid scrolling from left to right to view the entire page.

COMPLIANCE AND ENFORCEMENT

Web pages/publications/applications which do not comply with these standards will not be added to the
Cape Cod Community College WEBSITE, and those found to be out of compliance after initially being
posted to the site will be modified or removed from the site. Actions may include removing a pointer to a
file, and/or removing a pointer to a homepage containing or referencing the file.

Additionally, and individual found violating these policies may be denied or given limited access (i.e., to
allow the performance of required academic or employment related tasks) to Cape Cod Community
College computer systems and shall be subject to appropriate disciplinary action which may include
reprimand, suspension, and/or dismissal.

Potential standards/policy violations will be brought to the attention of the Director of Public Affairs and
Marketing (as WEBSITE Administrator) who shall initiate appropriate action. Decisions of the
WEBSITE Administrator are final and may be changed only through action by the President’s Cabinet
and/or the President.

SITE DEVELOPMENT PROCESS

The primary responsibility for constructing the site, web pages, and maintaining the site rests with the
Office of Public Affairs and Marketing. Groups within the College wishing to construct pages and have
them included in the Official WEBSITE of the institution are encouraged to do so under the guidance and
direction of the Office’s Director.

Groups and departments wishing to have sites constructed for them will:

1) Contact the Department of Public Affairs and Marketing to schedule a planning session. At that
meeting the group’s WEBSITE contact person must attend and be involved in all future actions
with the site (see “Department Representative” under the “Responsibilities” section of this
document);
2) Review all pages constructed for that group for content to ensure that all information is correct;
3) Request all future changes and updates through their departmental representative who will be the
sole authority from whom the WEBSITE technician will accept change requests for the particular
Groups and departments wishing to construct their own pages will:

1. Contact the Department of Public Affairs and Marketing to schedule a planning session. At that meeting the group’s WEBSITE contact person must attend and be involved in all future actions with the site (see “Department Representative” under the “Responsibilities” section of this document);
2. Follow all design and content criteria established for the site, using page templates provided by the WEBSITE technician;
3. Provide draft pages for review prior to attachment to the WEBSITE;
4. Review any changes required to address design, content, or technical criteria inconsistencies;
5. Request all future changes and updates through their departmental representative who will be the sole authority from whom the WEBSITE technician will accept change requests for the particular pages involved.

RESPONSIBILITIES

The WEBSITE Administrator (Director of Public Affairs and Marketing) is responsible for:

a. Ensuring that the site and the pages that it contains meet the overall needs of the institution:
b. Creation and oversight of WEBSITE policy development and implementation, including

   1. Format
   2. Graphic identity
   3. Content
   4. Technical specifications
   5. Structure

c. Consulting with College departments and organizations to assist in WEBSITE planning and page development;
d. Reviewing and approving all materials first posted to the site, and authorizing page updates as required.

The WEBSITE Technician

As the direction of the WEBSITE Administrator, the WEBSITE technician (as well as other authorized technicians/developers) is/are responsible for developing and maintaining the web hardware/software requirements for the site, including providing backup of, security for and integrity of the data and system.

The WEBSITE Administrator is responsible for:

a. Enforcing Cape Cod Community College policies and standards along with any additional guidelines or procedures pertaining to the WEBSITE;
b. Reviewing official Cape Cod Community College web pages/publications/applications to ensure that the material presented;
   1. Is current and correct by obtaining appropriate reviews and approvals prior to posting information to the WEBSITE;
   2. Is formatted according to official web page design/content standards;
   3. Is in compliance with Cape Cod Community College publishing policies/standards/guidelines;
c. (through the WEBSITE technician) providing groups wishing to construct their own pages, with a
template or templates from which to build their pages;
d. Monitoring and supervising the day-to-day operation of the site and assigned staff.

The Department Representative

Departments wishing an official web presence will appoint a Department Representative to oversee the maintenance of their pages/publications/applications and coordinate any additions, deletions and/or changes with the Director of Public Affairs/Marketing and WEBSITE technician.

The Department Representative is responsible for:

1. Ensuring that departmental material and pages comply with Cape Cod Community College policies and standards along with any additional guidelines or procedures pertaining to the web pages/publications/applications for which the departmental representative is responsible;
2. Reviewing official departmental web pages/publications/applications for which she/he is responsible to ensure that the material presented:
   a. Is current and correct;
   b. Represents the needs and requirements of their department as well as the College as a whole.

WEBSITE PLANNING

All College groups contemplating having an official College web presence are encouraged to discuss their plans with the Director of Public Affairs as early in the process as possible. It is recommended strongly that all departments and College organizations conduct internal planning sessions, and that appropriate administrators at all levels be included in those discussions, before a department or group seeks a formal WEBSITE planning session.

Modifying site content after significant development has taken place will create considerable delays in getting all pages up on the WEBSITE.

A flow-chart of the WEBSITE/web page design and posting process will be distributed with this policy.
KEY & ACCESS POLICY

Access To Buildings

All College buildings will be open during normal business hours. Access to any building during off hours, weekends and holidays will be via the Security Guard on duty. The Security Guard can be reached by using the radio/telephone outside the Security Office and following the posted instructions. The Security Guard is required to log time, name and title of all persons admitted during off hours.

Persons who plan to remain in their offices after normal operating hours are requested to notify the Guard of their intentions. Faculty and staff who plan to be on campus and wish admittance to their offices during times when the buildings are locked must notify Security and also notify Security (X4349) on leaving campus.

Students will not be authorized to use buildings after the normal hours of activity. Customarily, when access is authorized, students should be accompanied by a member of the faculty or staff.

After hours, individuals should go to the Security office, pick up the telephone outside the office door, and follow the procedures listed to reach the Security Guard by radio.

Keys

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security, and preventing unauthorized access to buildings and rooms within the campus.

The following regulations apply to the issuance and use of keys:

1. Keys will be issued to an individual and are nontransferable. They are only issued upon submission of a completed key request form and must be signed out by the recipient. When the period of authorization is over or the individual is no longer an employee of the College, the keys are to be returned to Human Resources.

2. The Facilities Office shall maintain a comprehensive key file.

3. All key request forms should be routed through appropriate channels and approved by the appropriate Dean. The individual receiving the key(s) must sign for the key(s). Secretaries will be allowed to pick up keys if the proper signatures are on the key request forms; however, the secretary will also need to sign for the keys.
All keys, particularly master keys, will only be authorized to individuals with demonstrated reoccurring need for such key. Issuance of master keys will be kept to a minimum.

Release of temporary keys for access to buildings and rooms when not needed on a long-term reoccurring basis will be encouraged and are to be returned to the Facilities Office.

**Issuance of Master Keys**

The issuance of all master keys must be approved by the appropriate dean and be co-signed by the Dean of Administration.

**Issuance of All Keys**

When a supervisor determines the need for his/her staff to have a key, the supervisor shall initiate a key request form to Facilities Management. The key request shall describe the access needed and shall be signed by the appropriate authority required by the access level and name the recipient of the key. When the key has been made, the Facilities Office will notify the department so the recipient may come to the Facilities Office to be issued the key.

**Locking Devices**

There shall be no locking devices attached or installed on college doors independent of the College keying system.

**Special Security Locking System**

A department head may identify an area in his/her department that would require a higher level of security for reasons of equipment sensitivity or a concentration of costly high tech equipment. This area, upon approval of the Facilities Manager and the appropriate Dean, could be keyed to a system separate from the normal system. The conditions for this approval are as follows:

1. The department head forgoes routine maintenance such as light replacement and regular cleaning and must subsequently arrange by work order for these services.

2. The area identified must not interfere with emergency egress routes, nor shall it contain any physical plant equipment or controls that require access by maintenance personnel.
KEY REQUEST FORM

DATE REQUESTED:___________________________________ Core Mark:_____
REQUESTED BY:____________________________________ Core Mark:_____
FOR BUILDINGS:____________________________________ Core Mark:_____
ROOM NUMBER(S) / AREA(S):__________________________
TOTAL NUMBER OF KEYS REQUESTED:________________
REASON FOR REQUEST:__________________________________________
________________________________________________________________
APPROPRIATE DEAN’S SIGNATURE:____________________________________
VICE PRESIDENT’S SIGNATURE:________________________________________
(If required)

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<th>COMMENTS (FOR SECURITY USE ONLY)</th>
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I, the undersigned, acknowledge receipt of the above designated key(s). I also agree not to loan, transfer, give possession of, misuse, modify, or alter any of the above keys. I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above listed keys, or of any keys issued to me by Cape Cod Community College.

PRINTED NAME:________________________________________________________
SIGNATURE:___________________________________________________________
DATE:_________________________________________________________________