



PAINE

COLLEGE

POLICY MANUAL

VOLUME II

Community Policies

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Volume II Community Policies

2.0 Introduction

The policies provided in this Volume II pertain to all members of the Paine College community. General policies that affect all Paine College employees are set forth in Volume III. Those policies that pertain only to members of the faculty (including but not limited to faculty policies addressing Rank, Appointment and Selection, Promotion, Evaluation, Tenure, Separation, Faculty Rights and Responsibilities, Leave, and Grievances) are provided in Volume IV, and policies that pertain only to staff are located in Volume V. Academic policies are set forth in Volume VI and student life policies can be found in Volume VII of the Paine College Policy Manual.

This Volume II of the Policy Manual was developed to describe some of the expectations of members of the Paine College community and to outline the policies and programs available. It supersedes all previous community related policies and procedures published in prior personnel and/or student handbooks.

No Policy Manual can anticipate every circumstance or question about policies. As Paine College continues to grow, the need may arise to improve, modify, revise, supplement, rescind, suspend, terminate, or change policies or portions of this volume. Additionally, state and federal laws affecting Paine College operations may require changes to the volume. Paine College, therefore, reserves the right to make any changes at its sole and absolute discretion as deemed necessary, but only in writing and signed by the President. Members of the Paine College community will be notified of changes in a timely manner and will be asked to certify that they have received the notice of change.

Paine College has made this edition of Volume II of the Policy Manual as comprehensive as possible; however, it is not possible to foresee every situation that may occur. Circumstances not specifically addressed in the Policy Manual will be handled on a case-by-case basis, in accordance with established practice. Any questions regarding the information contained in this Volume II of the Policy Manual shall be referred to an appropriate senior administrative officer.

2.1 General Institutional Policies

2.1.1 *Appearances before Governmental Officers*

Subject to specific control by the Board of Trustees, all official dealings on behalf of Paine College with all federal, state, and local government offices, boards, and agencies shall be under the direction of the President. Unauthorized appearances on behalf of Paine College before federal, state, and local government offices, boards, and agencies are prohibited and subject to appropriate discipline.

2.1.2 *Children on Paine College Property*

It is the policy of Paine College not to allow minor children of students, employees, or visitors in campus classrooms, work areas, hallways, lounges, and areas adjacent to classrooms

laboratories, or offices. Children are not permitted in laboratories, workshops, or storerooms except for those occasions when public programs are being presented and children are supervised by their guardians in those spaces. Other areas may also pose safety risks for children, and access to those areas shall be similarly restricted. This policy does not prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically approved and scheduled for their benefit (e.g., Paine College-sponsored family activities).

Guidelines

1. Children visiting campus for any reason must be under direct supervision at all times.
2. Children shall not be brought to campus as a replacement for childcare services. If an emergency situation arises that requires faculty, staff, or student employees to obtain alternate childcare, Paine College will make a reasonable effort to provide the employee with a reasonable amount of time away without pay for arranging alternate childcare.
3. Lactating mothers may have an infant brought to work periodically for breastfeeding in an area specifically designated for this purpose by the employee's supervisor or student's instructor. Employees may leave work to breastfeed an infant during a break time or lunch hour. Mothers may also pump breast milk in appropriate areas. The College is not equipped to address sanitation or food safety concerns and shall not take responsibility for the storage or safekeeping of pumped breast milk.
4. In those exceptional circumstances where it is necessary for a student, staff, or faculty member to bring a child to campus, the following apply:
 - a. Permission must be sought from the appropriate faculty member before bringing a child into the classroom or from the supervisor before bringing a child into the workplace.
 - b. Regardless of permissions received, a student, staff, or faculty member bringing a child to campus is solely responsible for the child and its safety and may not ask another student, staff, or faculty member to accept responsibility for looking after the child (e.g., the child may not be sent to the Library, Gymnasium, fields, etc. to be supervised by the staff on duty there; other students, staff, or faculty shall not be asked to look after the child while the parent runs an errand). The College cannot and will not accept liability for their presence on campus.
 - c. Any request by the faculty member, supervisor, or other appropriate Paine College official that the child leave the classroom or other workspace must be honored immediately.

Violations of the policy are subject to appropriate corrective discipline.

2.1.3 Demonstrations

Demonstrations must be registered 72 hours in advance in writing as follows:

1. Students or student organizations must obtain written approval from the Vice President and Dean of Student Affairs

2. Employees must obtain approval from the Vice President for Administration and Fiscal Affairs.

For purposes of the policy, “Demonstrations” shall include the presence of one or more persons in a College location with the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.

All demonstrations (and expression of any form) must be peaceful, orderly, and confined to the Paine College campus. Demonstrations may be organized and led only by members of the Paine College community. Demonstrations or other forms of expression may not compromise the rights of other members of the Paine College community, endanger the safety of others or the property of the College, nor interfere materially with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of religion, national heritage, cultural background, sexual preference, gender, ability, veteran status, disability or any other legally protected class. Violators of this policy are subject to discipline, up to and including expulsion or separation from employment as applicable.

2.1.4 ***Disability (ADA) Policies***

It is the policy of Paine College to provide accessible programs, services, activities, reasonable accommodations, and a harassment/discrimination-free environment, for any student, employee, or campus visitor with a documented disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990.

2.1.4.1 **Employees with Disabilities**

See Volume III, Subsection 3.1.10.

2.1.4.2 **Admission of Students with Disabilities**

See Volume VI, paragraph 6.4.3.3.

2.1.4.3 **Students with Disabilities**

See Volume VII, Subsection 7.2.13.

2.1.4.4 **Campus Visitors with Disabilities**

Paine College provides reasonable accommodations to campus visitors with disabilities. For information regarding campus accessibility and accommodations for College sponsored events, please contact Disability Services. To request an accommodation, please contact the event sponsor or the Disability Services Office at least ten days prior to the event/visit.

2.1.5 ***Discrimination and Harassment***

Paine College is committed to providing a work and academic environment that is free of discriminatory harassment of any type. In keeping with this commitment, Paine College maintains a strict policy prohibiting all forms of unlawful harassment (and discouraging conduct that, while not unlawful, could reasonably be considered discriminatory harassment as defined

below). Discriminatory harassment of any kind is prohibited at Paine, whether it is sexual harassment or harassment on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, veteran's status, or any factor that is a prohibited consideration under applicable law. At the same time, Paine College recognizes the importance of maintaining the right of academic freedom and the College's determination to protect the full and frank discussion of ideas. Thus, discriminatory harassment does not refer to the use of materials about or discussion of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, veteran's status, etc. for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings.

This policy applies to all employees, students, and independent contractors, vendors, and others doing business with Paine College. Furthermore, it prohibits unlawful harassment in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file valid complaints or who assist in a Paine College investigation.

2.1.5.1 **Definitions**

2.1.5.1.1 ***Discriminatory Harassment of a Non-Sexual Nature***

The regulations defining sexual harassment clearly state that the same principles apply to harassment on the basis of any characteristic that is protected by law. Thus, it is the College's policy to prohibit discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, age, disability, veteran's status, sexual orientation, or other status protected by applicable law and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail messages posted or circulated in the community) involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that serves no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, veteran's status, or any factor protected by applicable law.

2.1.5.1.2 ***Sexual Harassment***

Sexual Harassment is defined as unwelcome sexual contact of any nature, communication (either verbal or pictorial) of a sexual or gender-based nature, or solicitation of sexual contact of any nature, when any of the above contacts or communications is not mutually agreeable to both parties and any of the following conditions apply:

1. The submission to such contact, communication, or solicitation is made explicitly or implicitly a term or condition of an individual's employment or academic process;
2. Submission to or rejection of such contact, communication, or solicitation by an individual is used or threatened as a basis for employment or academic decisions affecting such individual;
3. Such contact, communication, or solicitation has the purpose or effect of being sufficiently severe, pervasive/persistent and objectively offensive that it could alter the conditions of education or employment, by interfering with an individual's work, academic performance, living conditions, or status.

Under the law, sexual harassment does not refer to occasional compliments or conduct of a socially acceptable nature. Nor does it refer to the use of materials or discussion related to sex and/or gender for scholarly purposes appropriate to the academic context. Rather, it refers to any non-academic remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. This can include but is not limited to any of the following activities that are unwelcome by the recipient: physical or verbal advances; sexual flirtations; propositions; verbal abuse of a sexual nature; vulgar talk or jokes; degrading graphic materials or verbal comments of a sexual nature about an individual or his or her appearance; the display of sexually suggestive objects outside a scholarly context and purpose; and physical contact of a sexual or particularly personal nature. Cartoons, pictures, or other graphic materials that create a hostile or offensive working, academic, or residential environment may also be considered as harassment. In addition, no one should imply or threaten that an employee's, applicant's, or student's "cooperation" with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, grades, or any other condition of employment or status as a student.

2.1.5.2 **Reporting and Redress of Complaints**

All faculty, staff, students, and other individuals associated with Paine College are subject to and responsible for complying with this policy. Any member of the Paine College community, who believes he or she has been subjected to discriminatory harassment in violation of this policy, or suspects the occurrence of forbidden harassment, shall report the matter at once as described below so that Paine College may promptly deal with it. Paine College provides a variety of avenues by which an individual who believes to have been harassed against may proceed, so that each person may choose an avenue appropriate to their particular situation.

Individuals who believe that they have been harassed or discriminated against shall address their concerns to the appropriate administrative official at the College as set forth below:

Complainant

Faculty Member
Administrative/Staff Member
Students
Vendors, Contractors, 3rd Parties

Appropriate Administrator

Immediate Supervisor or Human Resources
Immediate Supervisor or Human Resources
Vice President and Dean of Student Affairs
Vice President of Administrative and Fiscal Affairs

2.1.5.2.1 *Informal Resolution*

Informal procedures are designed to work out a mutually agreeable solution to a problem. At the option of the complainant only, it may be possible to resolve a harassment or discrimination complaint through a voluntary conversation between the complainant and the alleged harasser or discriminator, which conversation is facilitated by a College designee appointed by the appropriate Vice President. If the complainant, the accused, and the College designee feel that a resolution has been achieved through this informal procedure, then the conversation may remain confidential and no further action need be taken. The results of any informal resolution shall be reported by the College designee in writing signed by the complainant and the accused, and submitted to the appropriate Vice President.

If the complainant, the accused, or the College designee, chooses not to participate in the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the complainant may utilize the formal procedure.

2.1.5.2.2 *Formal Resolution*

The College will also initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of discriminatory harassment that comes to the College's attention, regardless of whether a formal complaint is made by an alleged victim.

If the administrator listed above is the subject of the harassment allegations, or the complainant is otherwise uncomfortable approaching a designated administrator, the complainant should direct the complaint to one of the other appropriate administrators listed above.

In order to maintain a level of consistency in all investigations and dispositions at the College, the appropriate administrator, once contacted, will frequently consult with the other two individuals identified above.

Official allegations of harassment are to be made to the appropriate administrator in writing as soon as possible, but in all cases within 180 calendar days of the allegedly harassing or discriminatory event. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant.

The appropriate administrator shall have 20 calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator's report will be provided to a College officer or supervisor with the requisite authority to impose appropriate sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; and (2) the factual circumstances surrounding the claim. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate College officer or supervisor of the nature of the complaint and of the identity of the parties.

another individual to act as investigator in the matter. The investigator's report will be provided to a College officer or supervisor with the requisite authority to impose appropriate sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; and (2) the factual circumstances surrounding the claim. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate College officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have relevant factual knowledge. At all times, the investigator shall make a demonstrated and documented effort to maintain confidentiality. The parties and any notified College officer or supervisor shall maintain strict confidentiality as well.

The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator shall be in communication with the complainant until the complaint is resolved. The complainant shall be informed of general actions taken, but shall not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the 20-calendar day period, the investigator shall have an additional 10-calendar days to produce a final written report. The final written determination will summarize the investigator's findings of fact and state whether, based on the findings, there was a violation of this Policy. The investigator shall have no independent authority to impose sanctions. This report will be provided to the parties, to the appropriate College officer or supervisor, and to the President of the College.

Corrective discipline, which may include termination, will be imposed in accordance with the provisions set forth in Volume IV (Faculty Policies) or Volume V (Administrative and Staff Policies), as applicable. Staff and administrative employees who wish to file a grievance for a disciplinary penalty imposed for violating this Policy should follow the grievance procedures outlined in Volume V. Faculty members who wish to file a grievance for a disciplinary penalty imposed for violating this Policy should follow the grievance procedures outlined in Volume IV.

A complaint may also be brought by a person outside the College community if the alleged offense occurred with regard to application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the College community. The appropriate administrative official to whom such a complaint should be directed will be determined by the position the individual was attempting to obtain at the College.

Harassment of Paine College employees or students in connection with their work or studies by non-employees may also be a violation of this policy. Any member of the Paine College community who observes any harassment by a non-employee shall report such harassment immediately to the Vice President of Administrative and Fiscal Affairs, who will work with the complaining party to investigate the complaint, and the College will take prompt corrective action if inappropriate conduct is found to have occurred.

As part of Paine College attempt to remedy a complaining party's concerns, the complaining party may be informed of the remedial measures undertaken and disciplinary actions imposed against the violator.

2.1.5.3 Students

Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Student Rights, Responsibility, and Disciplinary Procedures as outlined in Volume VII of the Policy Manual. Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Human Resources, or a designee, who shall report the investigation findings and recommendations to the Vice President and Dean of Student Affairs.

2.1.5.4 Additional Reporting

The Georgia Office of Civil Rights (OCR) or the federal Equal Employment Opportunity Commission ("EEOC") may also investigate and process complaints of sexual and other unlawful discriminatory harassment. In addition, any person who is dissatisfied with the College's internal procedures utilized for handling complaints, or who is dissatisfied with the result of the investigation or the sanctions imposed, may seek redress through the EEOC, to the extent allowed by law. The EEOC may be contacted at 1801 "L" Street, Northwest, Washington, D.C. 20507 or at (800) 669-4000. In the event that a complaint is filed with an external agency or court, the College reserves the right to determine, in its discretion, whether the College's internal complaint resolution procedure should be discontinued or continued separately.

2.1.5.5 Confidentiality

Investigations under this policy shall be conducted in a manner that will protect, to the extent possible, the confidentiality of all parties. Paine College, however, cannot guarantee complete confidentiality where it would conflict with the Paine College obligation to investigate meaningfully and, where warranted, to take corrective action.

2.1.5.6 Appeals

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the President within 15 calendar days of receipt of the written report. The President will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal.

The determination of the President is final.

2.1.5.7 Anti-Retaliation Statement

Retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of this policy is strictly prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments

or, in the case of students, grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation.

False accusations of harassment or discrimination can seriously injure innocent people. It is a violation of this policy, therefore, for anyone knowingly to make false accusations of harassment. A determination that a complaint is without merit, however, is not necessarily equivalent to a false allegation. A finding for the accused does not constitute a finding the complaint was in bad faith.

2.1.6 *Electronic Devices*

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any Paine College owned or operated facility. Abuse of cellular devices with photographic capabilities for purposes of photographing test questions, or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited. Violators of this policy are subject to appropriate discipline.

2.1.7 *Equal Opportunity and Affirmative Action*

Paine College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disability Act, Sections 503 and 504 of the Rehabilitation Act of 1967 and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in any of its policies, procedures, or practices; nor does the College, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment because they are disabled veterans of the Vietnam Era, or because of their medical condition, their ancestry or their marital status; nor does the College discriminate on the basis of citizenship, within the limits imposed by law or College policy; nor does the College discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatment in College programs and activities, and application for and treatment in College employment.

In accordance with College policy and pursuant to Executive Orders 11246 and 11375, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Readjustment Act of 1974, the College is an affirmative action/equal opportunity employer.

2.1.8 *Faculty, Staff and Student Relations*

Paine College seeks to maintain a professional and ethical educational environment. Actions of faculty members (including adjunct faculty), staff members, and academic administrators that are unprofessional are inconsistent with the College's educational mission. It is essential that those in a position of authority not abuse the power with which they are entrusted. Employees should be aware that consensual dating or sexual relationships with Paine College students may result in

claims of sexual harassment (see Subsection 2.1.5) because the voluntariness of the consent may be questioned when a power differential exists between the individuals in the relationship.

A consensual dating or sexual relationship between a staff employee, a member of the faculty (including adjunct faculty) and a student or an employee that the staff/faculty directly supervises is prohibited when the staff/faculty has any current or foreseeable professional responsibility for the student or the employee. Voluntary consent by the student/employee in such a relationship is suspect, given the fundamental nature of such a relationship. Moreover, others in the work or learning environment may be affected by such behavior. Therefore, it is deemed unprofessional, inappropriate, and a violation of College policy for any member of the faculty, professional staff or academic administration to engage in a dating or sexual relationship, whether or not consented to, with a student or employee whom the faculty, professional staff or academic administration member instructs, evaluates, supervises, or advises, or over whom the faculty, professional staff or academic administration member is in a position to exercise authority in any way, now or in the foreseeable future.¹ A violation of this prohibition may result in disciplinary action including dismissal for unprofessional conduct, following the appropriate employment procedures (see Volume IV for faculty and Volume V for staff and administration members).

2.1.9 ***Federal Educational Rights and Privacy Act***

The Federal Educational Rights and Privacy Act of 1974 protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Higher Education Reauthorization Act of 1998 allows, but does not require, colleges and universities to contact the parents of students in disciplinary cases involving drugs and alcohol. The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student.

Pursuant to FERPA, eligible students (those over 18 years of age) and parents² have the right to inspect and review to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Vice President and Dean of Student Affairs written requests that identify the record(s) they wish to inspect. The Vice President and Dean of Student Affairs will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Vice President and Dean of Student Affairs' office, the Vice President and Dean of Student Affairs shall advise the student to address the request to the appropriate Paine College official. Paine College is not required to provide copies

¹ In the event that a prohibited consensual relationship is in existence at the time of the adoption of this policy, the supervisor must disclose the relationship to the appropriate superior and initiate arrangements to address any conflict of interest issues.

² According to the Buckley Amendment, information contained in the educational records of students who are eighteen years of age or older or enrolled in post-secondary institutions may be sent to the parents without the written consent of the student only if the student is a financial dependent of the parents. (The term dependent is defined in Section 152 of the Internal Revenue Code as an individual's son, daughter, stepson, or stepdaughter of a taxpayer who receives over half of the individual's support from the taxpayer during the given calendar year.)

of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The College may charge a fee for copies.

There are some records to which the student or eligible parents have no right of access. These are:

1. Professional mental health treatment records to the extent necessary, in the judgment of the attending physician or professional counselor, to avoid detrimental effects to the mental health of the student or of others. These records may, however, be reviewed by a physician or other appropriate professional of the student's choice.
2. Financial information furnished by the student's parents in support of an application for financial aid.
3. Confidential letters of recommendation that were placed in the student's file prior to January 1, 1975.
4. Confidential letters of recommendation concerning admission, employment, or honorary recognition, for which the student has waived access. (Paine College may not require a student to sign a waiver in order to obtain services, but a person writing a recommendation may insist on a waiver as a condition for writing it).
5. Personal notes made by a faculty member or counselor that are accessible only to that person and are not shared with others.
6. Materials in any admissions files, until the student has been admitted to, and has attended Paine College.

2.1.9.1 Students Right to Review and Correct Records

Eligible students have the right to request in writing with the Vice President and Dean of Student Affairs that Paine College correct records that they believe to be inaccurate, misleading, or in violation of privacy rights. Please note that Paine College is not required to consider requests for amendment under FERPA that:

1. Seek to change a grade or disciplinary decision; or
2. Seek to change the opinions or reflections of a school official or other person reflected in an education record.

The Vice President and Dean of Student Affairs will review the request and inform the student in a reasonable amount of time after receiving the request whether the record will be amended. If the Vice President and Dean of Student Affairs refuses to amend the record, the student has the right to request a hearing to appeal the decision. The request shall be in writing and presented to the Provost and Vice President of Academic Affairs. A hearing officer appointed by the Provost and Vice President of Academic Affairs will conduct the hearing. The hearing will be held within a reasonable amount of time after the request for the hearing has been received. The hearing officer will notify the student, reasonably in advance, of the date, place, and time of the hearing.

The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised. One or more other persons may accompany the student but not address the hearing

officer. The hearing officer will make a decision in writing based upon the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the hearing officer supports the complaint, the education record will be amended accordingly and the student will be so informed. If the hearing officer decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the education record as long as the contested portion of the record is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

2.1.9.2 **Release of Information from a Student's Education Records**

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose educational records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring (including disciplinary records and information concerning registered sex offenders, pursuant to the pertinent provisions of the Wetterling Act, 42 U.S.C. 14071 and applicable Federal guidelines);
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. To comply with Ex-parte Orders issued under the USA Patriot Act;³
9. Appropriate officials in cases of health and safety emergencies; and
10. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Paine College may also disclose, without consent, "directory" information. This includes: (1) name, (2) permanent and local address and telephone, (3) The department/division attended at

³ Orders Issued Under USA PATRIOT ACT – order signed by judge ex parte (without notice to subject); to authorize release of education records must be issued under 20 USC 1232g(j), and certify there are specific and articulable facts giving reason to believe the education records contain information relevant to investigation or prosecution of an offense under 18 USC 2332b(g)(5)(B) or 2331 (terrorism-related). No subpoena required; fax plus mailed copy are generally sufficient service. Steps to Take include: Contact the Provost and Vice President of Academic Affairs; Copy requested documents, redacting out non-public data not ordered disclosed.

Paine College, (4) class level, (5) major field, (6) dates of attendance at Paine, (7) degree received and date awarded, (8) honors and awards received, (9) participation in recognized activities, (10) previous school(s) attended, and (11) height and weight of members of intercollegiate athletic teams; (12) Student ID Numbers (if it cannot be used to gain access to education records except when used with one or more other factors to authenticate the user's identity). The College may disclose directory information for any purpose, without the prior consent of a student, unless the student has forbidden its disclosure in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Offices of the Registrar and Student Affairs.⁴ In the event that such written notification is not filed, the College assumes that the student does not object to the release of the directory information.

Please note that FERPA does not give the student the right to prevent disclosure of their name or other identifiers in the classroom regardless of whether the student has filed a written notification to the Registrar to prevent the disclosure of "directory information."

Information about student rights and responsibilities under FERPA is available at the Offices of the Registrar and Student Affairs.

2.1.9.3 Miscellaneous Information Regarding Social Security Numbers

Social Security Numbers (SNN) may never be disclosed as directory information.

Use of SSN to confirm directory information is prohibited; however, if a student identifier cannot be used to access records or communicate electronically without one or more additional factors to authenticate the user's identity, then the College may treat that number as directory information, regardless of what the number is called.

Under FERPA, an institution may decide to make students' electronic identifiers and e-mail addresses available within the institution but not release them to the general public as directory information.

2.1.9.4 Filing Complaints with the Family Policy Compliance

Students have the right to file a complaint with the Family Policy Compliance Office, Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605, concerning any alleged failure by Paine to comply with FERPA.

2.1.9.5 Student Record Release under the Solomon Amendment

The Solomon Amendment (10 USC §983, effective January 2000) is a federal law that mandates colleges and universities receiving federal funding to provide student-recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in

⁴ Once a student opts out of directory information disclosures, the institution must continue to honor that election after the student is no longer in attendance, until or unless the student chooses to rescind that decision.

writing on letterhead that clearly identifies the military recruiting organization. Military recruiters must be from one of the following military organizations:

1. Air Force;
2. Air Force Reserve;
3. Air Force National Guard;
4. Army;
5. Army Reserve;
6. Army National Guard;
7. Coast Guard;
8. Coast Guard Reserve;
9. Navy;
10. Navy Reserve;
11. Marine Corps; and
12. Marine Corps Reserve.

The release of student recruiting information follows the FERPA guidelines defining student directory information (see above). Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then Paine College may not release this information to military organizations. The directory information released is limited to the current semester or the previous semester. If the request is received between semesters, the requestor must specify previous semester or upcoming semester. Further, students must be in an enrolled status (incomplete and complete registration status).

2.1.10 *Gambling on Campus*

Gambling and/or “games of chance” for money or items of tangible value are strictly prohibited on Paine College’s property. Violators shall be subject to disciplinary action. The Vice President and Dean of Student Affairs and the Vice President for Advancement must approve all raffles and sales for charitable purposes. See the Paine College Solicitation Policy in Subsection 2.1.12 for additional information regarding on-campus fundraising efforts for non-profit charities.

2.1.11 *Gramm-Leach-Bliley Act and Red Flag Compliance Policies*

2.1.11.1 *Gramm-Leach-Bliley Act*

In compliance with the Gramm-Leach-Bliley Act (GLB), Public Law 106-102 (1999), Paine College protects the private non-public information of consumers, students, and employees. Paine College collects information such as:

1. Name;
2. Social Security Number;
3. Date and location of birth;
4. Sex;
5. Financial status;
6. Salary history;
7. Personal Check Information;
8. Credit Card Numbers;
9. Drivers License Information.

Paine College's policy is to identify and safeguard this information with the appropriate procedures to insure compliance with the GLB Act. Paine College will manage private non-public information in accordance with all applicable state and federal guidelines relating to the use, disclosure and retention of private non-public information.

2.1.11.1.1 *Information Security Plan*

GLB mandates that Paine College appoint an Information Security Plan Coordinator; conduct a risk assessment of likely security and privacy risks; institute a training program for all employees who have access to covered data and information; oversee service providers and contracts; and evaluate and adjust the Information Security Program periodically.

2.1.11.1.1.1 Information Security Plan Coordinator

In order to comply with GLB, Paine College has designated the [Identify Administrator] as the Information Security Officer (ISO) to act as the Information Security Plan Coordinator for the GLB Act. The ISO works closely with the Vice President of Administrative and Fiscal Affairs and Information Technology staff, as well as all relevant academic and administrative departments throughout the College.

2.1.11.1.1.2 Risk Assessment and Safeguards

The ISO must work with all relevant areas of Paine College to identify potential and actual risks to security and privacy of information. Each department head, or a designee, will conduct an annual data security review, with guidance from the ISO. Department heads will be asked to identify any employees in their respective areas that work with covered data and information. In addition, Information Technology staff will conduct a quarterly review of procedures, incidents, and responses, and will publish all relevant materials except in those cases where publication may likely lead to breaches of security or privacy. Publication of these materials is for the purpose of educating the Paine College community on network security and privacy issues.

In order to protect the security and integrity of the Paine College network and its data, Information Technology staff will develop and maintain a registry of all computers attached to Paine College network. This registry will include, where relevant, IP address or subnet, MAC address, and operating system. Information Technology staff will also develop a plan to ensure

that all electronic covered information is encrypted in transit and that the central databases are strongly protected from security risks.

In addition, Information Technology staff will develop written plans and procedures to detect any actual or attempted attacks on covered systems and will develop incident response procedures for actual or attempted unauthorized access to covered data or information.

Social security numbers are considered protected information under both GLB and the Family Educational Rights and Privacy Act (FERPA). By necessity, student social security numbers still remain in the College's student information system. Paine College will conduct an assessment to determine who has access to social security numbers, in what systems the numbers are still used, and in what instances students are inappropriately being asked to provide a social security number. This assessment will cover Paine College employees as well as subcontractors.

Finally, the Information Security Officer will periodically review Paine College' computer security, disaster recovery program, and data-retention policies and present a report to the Vice President of Administrative and Fiscal Affairs and the President's Administrative Council.

2.1.11.1.1.3 Securing Information

Other specific safeguarding practices that departments must assess and implement, if applicable, include:

1. Maintaining physical security by locking rooms and file cabinets where customer and sensitive information is stored. Ensuring windows are locked and using safes when practicable for especially sensitive data such as credit card information, checks, and currency;
2. Maintaining adequate key control and limiting access to sensitive areas to those individuals with appropriate clearance who require access to those areas as result of their job;
3. Securing the personal work area to discourage casual viewing of customer data by unauthorized individuals;
4. Using and frequently changing passwords to access automated systems that process sensitive information;
5. Protecting the confidentiality of passwords by not sharing or posting such passwords;
6. Using firewalls and encrypting information when feasible;
7. Users of mobile computing and storage devices must diligently protect such devices from loss of equipment and disclosure of private information belonging to Paine College, its students, faculty, and staff. At a minimum, any such information contained on a portable device should be password protected, and encrypted, where feasible;
8. Protecting the confidentiality of electronic information that might be accessed remotely either from home or in travel status. Under no circumstances should safeguarded information be "viewable" by unauthorized individuals;

9. Referring calls and mail requesting customer information to those individuals who are familiar with safeguarding information;
10. Shredding and erasing customer information when no longer needed;
11. Encouraging employees to report suspicious activity to supervisors and law enforcement authorities;
12. Ensuring that agreements with third-party contractors contain safeguarding provisions and monitoring those agreements to oversee compliance.

2.1.11.1.4 Employee Training and Education

While department heads and supervisors are ultimately responsible for ensuring compliance with information security practices, Information Technology staff will work in cooperation with Human Resources to develop training and education programs for all employees who have access to covered data.

2.1.11.1.5 Oversight of Service Providers and Contracts

GLB requires Paine College to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. The Vice President of Administrative and Fiscal Affairs will develop and send form letters to all identified covered contractors requesting assurances of GLB compliance.

2.1.11.1.6 Evaluation and Revision of the Information Security Plan

GLB mandates that this Information Security Plan be subject to periodic review and adjustment. The most frequent of these reviews will occur within Paine College Office of Information Technology. Processes in other relevant offices such as data access procedures and the training program should undergo regular review. The plan itself as well as the related data retention policy may be reevaluated annually in order to assure ongoing compliance with existing and future laws and regulations.

2.1.11.2 Red Flag Program

Paine College has developed an Identity Theft Prevention Program (“Program”) pursuant to the Federal Trade Commission’s (“FTC”) Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003.

2.1.11.2.1 *Definitions and Program*

2.1.11.2.1.1 Red Flags Rule Definitions Used in this Program

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

A “**Red Flag**” is a “pattern, practice, or specific activity that indicates the possible existence of Identity Theft.”

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

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

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

2.1.11.2.1.2 Fulfilling Requirements of the Red Flags Rule

Under the Red Flags Rule, Paine College is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity, and the nature of its operation. The Program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

2.1.11.2.2 *Identification of Red Flags*

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

2.1.11.2.2.1 Notifications and Warnings from Credit Reporting Agencies

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request; and
5. Indication from a credit report of activity that is inconsistent with an applicant’s usual pattern or activity.

2.1.11.2.2.2 Suspicious Documents

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

3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

2.1.11.2.2.3 Suspicious Personal Identifying Information

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another student;
6. An address or phone number presented that is the same as that of another person;
7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for the student.

2.1.11.2.2.4 Suspicious Covered Account Activity or Unusual Use of Account

1. Change of address for an account followed by a request to change the student's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the student is repeatedly returned as undeliverable;
5. Notice to Paine College that a student is not receiving mail sent by the College;
6. Notice to Paine College that an account has unauthorized activity;
7. Breach in the College's computer system security; and
8. Unauthorized access to or use of student account information.

2.1.11.2.2.5 Alerts from Others Red Flag

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

2.1.11.2.3 *Detecting Red Flags*

2.1.11.2.3.1 Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a

student, Paine College personnel will take the following steps to obtain and verify the identity of the person opening the account:

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

2.1.11.2.3.2 Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, Paine College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

2.1.11.2.3.3 Consumer ("Credit") Report Requests

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, Paine College personnel will take the following steps to assist in identifying address discrepancies:

1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

2.1.11.2.4 *Preventing and Mitigating Identity Theft*

In the event Paine College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

2.1.11.2.4.1 Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student or applicant (for which a credit report was run);
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the student with a new student identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;

7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report (“SAR”); or
9. Determine that no response is warranted under the particular circumstances.

2.1.11.2.4.2 Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, Paine College will take the following steps with respect to its internal operating procedures to protect student-identifying information:

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

2.1.11.2.5 *Program Administration*

2.1.11.2.5.1 Oversight

Responsibility for developing, implementing and updating this Program lies with the [Identify Administrator], who has been designated as the Program Administrator. The Program Administrator will be responsible for ensuring appropriate training of Paine College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

2.1.11.2.5.2 Staff Training and Reports

Paine College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. Paine College staff shall be trained, as necessary, to effectively implement the Program. Paine College employees are also expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the College’s failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, Paine College staff responsible for the development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report shall address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents

involving identity theft and management's response, and recommendations for changes to the Program.

2.1.11.2.5.3 Service Provider Arrangements

In the event Paine College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place; and
2. Require, by contract, that service providers review the College's Program and report any Red Flags to the Program Administrator or the Paine College employee with primary oversight of the service provider relationship.

2.1.11.2.5.4 Non-disclosure of Specific Practices

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other employees or the public. The Program Administrator shall inform those employees with a need to know the information of those documents or specific practices which shall be maintained in a confidential manner.

2.1.11.2.5.5 Program Updates

The Program Administrator will periodically review and update this Program to reflect changes in risks to students and the soundness of Paine College from Identity Theft. In doing so, the Program Administrator will consider the College's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will update the Program.

2.1.12 ***Legal Liability for Damages or Loss***

Paine College is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or acts of God. Paine College does not assume responsibility for lost, stolen, or damaged property. This policy covers not only personal possessions, but also those items in an individual's charge (e.g. keys, laptops, etc.)

2.1.13 ***Motor Vehicle Policies***

Paine College has established traffic and parking regulations to assure the safety and welfare of its students, faculty, staff, and visitors, and to properly protect property.

These regulations are applicable to all persons operating a motor vehicle on the campus of Paine College. The regulations are a part of the terms and conditions accepted by all persons who receive permission to operate or park a motor vehicle on the Paine College Campus.

2.1.13.1 **Registration of Motor Vehicles**

All motor vehicles operated on the campus by College employees and students must be registered.

All students and College employees are required to register vehicles within three (3) days after arriving on campus. It is the responsibility of the motorist to keep all vehicles brought on campus registered at all times. The College reserves the right, at its discretion, to change parking fees, policies, regulations and procedures, which affect parking on College property. All individuals operating a motor vehicle on campus are required to observe the driving and parking privileges outlined below in paragraph 2.1.13.2 as well as in the Parking and Traffic Regulations brochure.

Registration involves the following:

1. Students are required to register vehicles as part of the registration procedure. In the case of a student arriving after registration or in the middle of a semester, vehicles will be registered at the Campus Safety Office.
 - a. All employees who wish to park on campus must register with the Campus Safety Office to purchase a parking decal. Faculty and staff can purchase additional decals provided the vehicle is registered in the same name as the first vehicle.
 - b. Handicapped parking privileges are available to employees who are temporarily or permanently disabled.
 - c. The deadline for employees to purchase parking decals is on or before October 1. New employees must purchase a decal and register their vehicle within 72 hours of their start date. Decals can be purchased through a Payroll Deduction.
2. All vehicles must be registered annually. This registration and permit are valid for the Fall and Spring Semesters and Summer Session. Parking permits are issued and paid for in the Campus Safety Office.
3. To secure a parking permit, students must present:
 - a. A signed student charge sheet as proof of College registration; and
 - b. Proof of insurance, a valid driver's license, and proof of vehicle registration.
4. To secure a parking permit, employees must present:
 - a. Proof of insurance, a valid driver's license, and proof of vehicle registration.

2.1.13.2 **Traffic and Parking Regulations**

Paine College traffic and parking regulations have been established for the safety and convenience of all employees, students, and visitors. Persons operating a motor vehicle on the

campus are expected to park in designated parking areas and observe the 15 M.P.H. speed limit. Drivers should be aware that campus pedestrians always have the right-of-way.

Upon approaching the entry gate, all vehicles must come to a complete stop and the vehicle should be placed in park. The driver should be prepared to present to the officer a valid driver's license and proof of insurance upon request. If the driver does not have these items as requested, the driver will not be allowed to operate the vehicle on the campus.

Paine College does not assume any responsibility for damages to vehicles or loss by theft of items left in a vehicle parked on campus.

2.1.13.2.1 *Parking Areas*

Parking areas are designated by signs. Students are to park only in those areas designated "Student Parking." Faculty and Staff are to park only in those areas designated "Faculty and Staff."

Visitors are expected to park in designated "Visitor Parking" areas. Any visitor remaining on campus for more than a day is required to secure a temporary parking permit from the Campus Safety Office.

2.1.13.2.2 *Fines*

The following parking and traffic violations will be fined in accordance with an established fine schedule maintained by the Campus Safety Office:

1. No Parking Permit
2. Registration Falsification
3. Permit Expired
4. Faculty in Student Area
5. Illegal Parking:
 - a. Student in Faculty Area
 - b. Roadway
 - c. Service Area
 - d. Visitors Area
 - e. Handicapped Area(Vehicle will be towed plus fine)
6. Reckless Driving
7. Speeding
8. Parking at Yellow Curb
9. Registration Falsification
10. Exceeding Temporary Parking Limit

After the third ticket, the vehicle operator is notified in writing that parking privileges have been revoked on campus for that academic year. The vehicle will be towed at the owner's expense.

Fines are paid at the Business Office. Faculty and staff unpaid fines will be reported to the Business Office for collection after thirty (30) days.

2.1.13.2.3 Termination of Parking Privileges

Reasons for which a vehicle operator may lose parking privileges on campus include:

1. Driving under the influence of alcohol or drugs;
2. Excessive traffic violations (over 3);
3. Excessive speeding or reckless driving;
4. Violations of city or state traffic regulations - (i.e., DUI/Suspended Driver's License);
5. Disabled vehicles must be removed from the campus parking lot within five (5) days or they will be towed away at the owner's expense.

2.1.13.3 Use of College Vehicles Policy

The College has a limited number of vehicles; therefore, the use of College vehicles, bus and van excepted, is limited to the following: Security, Admissions and Recruitment, and Maintenance. Request for the College bus or van will be honored on a "first-come - first-serve" basis. School organizations such as athletic teams, chorus, etc., have first preference for use of the bus. Requests for use of the bus or van must be made by requisition. The Business Office must receive the requisition a minimum of seventy-two (72) hours prior to the time that the vehicle is needed.

2.1.13.3.1 Driving Regulations

1. Only staff and faculty, full or part-time, are permitted to operate College-owned vehicles.
2. Only authorized categories of passengers are allowed to ride in College-owned vehicles; students, faculty, staff, invited guests of faculty or staff.
3. Do not use cell phones while refueling College owned vehicles.
4. Hand held cell phones should not be used while operating a College-owned vehicle.
5. Smoking is prohibited in College-owned vehicles.
6. The use of seat belts is enforced according to state law.
7. No person shall leave a College-owned vehicle unattended without first stopping the engine and removing the keys according to state law.
8. No students will be allowed to operate College-owned vehicles.
9. Employees who drive College-owned vehicles are required to immediately report to their supervisor the following situations:
 - a. Any moving traffic law convictions occurring after signing the initial agreement;

- b. Suspension/revocation of state drivers license occurring after signing the initial agreement;
 - c. Traffic accident involving a College-owned vehicle or a privately owned vehicle if on College business;
 - d. Injuries sustained by the employee or third parties;
 - e. Damage the employee caused to College-owned vehicles.
10. Employees who fail to inform their immediate supervisor of any of the situations mentioned in #9 of this section will be in violation of College driving regulations and subject to disciplinary action and/or loss of College-vehicle driving privileges.
11. The immediate supervisor of an employee that has reported to them situations described in #9 are required to forward the information to the Business Office within a 24-hour time frame.

2.1.13.3.2 Approval to Operate a College-owned Vehicle

1. Employee must hold a valid driver's license.
2. Any employee with more than 2 "current" convictions of a moving violation and corresponding state points or at fault accidents ("current" means the period necessary for points to be deleted from the state driver's license record - usually three (3) years) will not be allowed to operate College-owned vehicles.
3. Any employee with a conviction of a major violation within the last 3 years will not be allowed to operate a College vehicle (major violations would include DUI, vehicular homicide, reckless driving, leaving the scene of an accident in which bodily injury resulted, or assault with a motor vehicle).
4. Employee will be responsible for following the College Vehicle Driving Regulations

2.1.14 Pets

There are significant health and safety hazards and nuisances created by unrestrained pets on Paine College property. Accordingly, the following guidelines shall be enforced:

1. Only seeing-eye and hearing-ear dogs are allowed in any Paine College building.
2. Pets are allowed outside and on campus if they are on a leash, under control of the owner, and present no hazard to people. Its owner shall not regard the wearing of a muzzle by a dog as control. Further, dogs may not be tethered on campus.
3. Pets must have a valid license and tags as evidence of current rabies vaccinations.
4. Strays shall be reported to Campus Safety.

2.1.15 Political Activities

Paine College supports open dialogue on political issues. Paine College reserves the right to support or oppose issues that affect its values, welfare, the College itself, and/or values and welfare of higher education. Paine College encourages its faculty, staff, trustees, students, and recognized campus organizations to participate actively in political activities on an individual

basis. The policies of Paine College do not restrict the rights and privileges of faculty, staff, trustees, students, and recognized campus organizations to express their opinions freely. Paine College is committed to preserving and encouraging a diversity of point of view and political opinion.

Political activities on any Paine College campus or facility, however, must be conducted in a neutral and nonpartisan manner, and in furtherance of the College's legitimate exempt function (education).

To preserve the integrity of Paine College and to protect the neutrality of the College in political contests, the following guidelines shall apply.

2.1.15.1 Political Activity Guidelines

1. In order to preserve not for profit (IRS Section 501(c)(3)) status, the law requires that Paine College not participate in or intervene in any political campaign on behalf of any candidate for public office.
2. Paine College shall not endorse any candidate for political office.
3. All address lists used by the College are considered confidential and shall not be shared with candidates or parties. Individuals may personally deliver campaign literature, but mail facilities are not to be used for addressing or distributing political materials.
4. No campaign posters shall be posted in or on any of the Paine College buildings or on any campus grounds prior to or during election times, with the exception of those used for historical displays or educational purposes.
5. Paine College buildings and grounds shall not be rented or used for political fund raising. Further, Paine College facilities and services may not be used by or on behalf of an outside organization or outside individual whose purpose is to further the cause of a particular candidate or political party. For example, a meeting on campus with an organizer for a specific candidate that is focused on recruiting campaign workers from the student population would be a violation of these guidelines. On the other hand, a Paine College graduate now working for a particular candidate speaking on campus to a group of students about what it has been like to be in the political arena, and what the candidate's particular experience has been, would be allowable. The fact that this person casually offers an invitation at the end of the speech to join in on the campaign would not negate the overall educational focus of the event.
6. Campus organizations may use campus communications to announce political forums and discussions sponsored by officially constituted campus groups.
7. No campus political activities, including services and materials, may be paid for with Paine College funds.
8. Use of Paine College properties is subject to the College's Reservation policy (see Subsection 2.1.18 below).
9. Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Paine College or on any College facility, and Paine

College resources may not be used in soliciting such funds. If Paine College students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of the College.

10. Paine College communications systems, including any postal service, phone system, or computer network, shall not be used in support of one particular candidate.
11. Paine College students are free to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of Paine College. Endorsement of a particular candidate by a registered student group is not permissible.
12. Paine College's name, logo, insignia and trademark may not appear on stationery or any other material used or intended for support of a particular candidate. This prohibition also applies to any Paine College entities supported in whole or part by Paine College funds, such as registered student organizations.
13. Appearance of a candidate for public office on any Paine College campus must be for an educational or informational talk to the College community and must be sponsored by a registered student, faculty, or staff organization. Appearances must be coordinated with Paine College, who will ensure that opportunities to appear on campus are extended to all viable candidates running for a particular public office. The event shall not be conducted as a campaign rally, and the moderator shall make it clear that the institution does not support or oppose the candidate.

2.1.16 **Public Postings**

All communications for public dissemination must be approved by the Office of the Vice President and Dean of Student Affairs and the Communications and Marketing Office. All official posters, signs, announcements, notices, etc., must be posted on designated bulletin boards. All materials to be posted on bulletin boards in the Campus Center must be approved by the Office of Student Activities and by the departments of buildings in other locations. Unauthorized materials will be removed from bulletin boards or places of posting. Because of space limitations, posters shall not exceed the standard size: 17" in height and 11" in width, or one-half poster board size. In addition to the above, those seeking to post public notices on the Paine College website must following the approval procedures outlined in the College's Website Content Approval policy (see Subsection 2.4.7).

2.1.17 **Record Retention**

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained in accordance with federal and state law and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Each department head is responsible for comparing its retained documents that are used and maintained by the department with the documents listed in the Record Retention Period Schedule outlined in Appendix 2.1.17.1. The department head will annually review currently used records and forms to determine the adequacy and appropriateness of the department's records and forms. Each department head will refer to the Paine College FERPA Policy to ensure departmental

compliance with the Family Educational Rights and Privacy Act (FERPA) (see Subsection 2.1.9).

The Business Office, under the direction of the Vice President of Administrative and Fiscal Affairs, will periodically review the Record Retention Policy in consultation with each department head to determine any special circumstances that necessitate changes in the retention periods. Requests for changes in retention periods or deviations from specified retention periods shall be made to the Vice President of Administrative and Fiscal Affairs.

The Vice President of Administrative and Fiscal Affairs may suspend record disposal in the event of a governmental audit, investigation, or pending litigation.

2.1.18 *Reservation of Paine College Facilities*

Paine College facilities are held and made available for internal College use as the first priority. All other requests will be considered and, when appropriate, efforts will be made to accommodate requests as received. Requests to use a particular Paine College room or facility shall be made to the department or program supervisor with oversight responsibility for the room or facility in question. Advance notice of 14 business days if preferred. Priority for room or facility utilization is given in the following order: classroom instruction, College events, state agencies, non-profit organizations, for-profit organizations. The College reserves the right to accommodate or deny availability at its sole discretion.

2.1.18.1 *Terms of Use*

1. General Conditions: Paine College rules and regulations must be respected and followed by all users of facilities. These rules include, but are not limited to, the following:
 - a. Users may not engage in activity that interferes with the Paine College mission, programs, and freedom of movement by the campus community.
 - b. The College logo may not be used in conjunction with events that are not sponsored or co-sponsored by the College.
 - c. Alcoholic beverages may not be served or consumed in Paine College facilities unless approved in advance by the President's Office.
 - d. Paine College reserves the right to dismiss any event if deemed necessary.
 - e. Paine College reserves the right to impose additional or special restrictions on facility usage as needed.
 - f. Smoking is prohibited in all campus facilities.
 - g. The use of candles is prohibited.
 - h. Organizations are responsible for leaving all facilities used in neat and orderly condition. Failure to do so may result in a service charge to the organization for cleaning or re-setting the facility.
 - i. When an external or co-sponsored event is open to the public, is outdoor, involves more than 150 people, or the nature of the activity so indicates the need, a Campus Safety

officer may be assigned to the event. The sponsoring organization shall be responsible for all appropriate fees.

- j. Only those facilities assigned on the dates and times specified may be used.
 - k. The number of participants shall not exceed the authorized room capacity.
 - l. The organization shall be responsible for the conduct of its members.
 - m. Requests to place decoration or scenery must be approved in advance.
 - n. Building keys will not be provided to any group.
 - o. Signage may be provided by the organization to direct participants to the event, but must be removed immediately after the event.
 - p. Furniture may not be relocated during the event. Furniture setups will be handled by the College if advance notification is given.
 - q. Parking shall be restricted to designated areas only.
 - r. Individuals reserving Campus Center facilities must adhere to the Center's rules and regulations as published in Volume VII, Subsection 7.2.1.
2. Promotional Disclaimer: External users may not state or imply Paine College sponsorship or endorsement of their activities without the College's consent. Promotional material and advertising for non-College sponsored activities must include the following disclaimer: "That is not a Paine College program."

2.1.18.2 Use Fees

The use of Paine College facilities by non-College related groups is subject to a fee to cover utilities, maintenance, security (if necessary), parking, and other costs. If the use requires special services or equipment from the Paine College, additional charges may be made for these services. Fees are determined and approved by the Office of the Vice President of Administrative and Fiscal Affairs. In the event of a cancellation, written notification must be given at least 48 hours in advance in order to be eligible to receive a refund.

2.1.19 Solicitation

In order to avoid disruption in the workplace and in the academic setting, Paine College has developed rules regarding the solicitation of products or services, distribution of literature or information, and collection of monies on College property in person or by means of its systems, supplies, services, and equipment including telephones, voice mail, e-mail, computer systems, FAX, interoffice mail, and bulletin boards.

1. Fund-raising activities may not conflict with Paine College's own efforts to raise funds for the institution as a whole. Soliciting parents, alumnae, or others is strictly prohibited except with a special exemption from the Institutional Advancement Office or the Vice President for Administrative and Fiscal Affairs. See Subsection 2.5.2 for additional information regarding Paine College's Advancement policies.

2. Individuals not employed by Paine College or not currently enrolled as students are prohibited from any form of solicitation or distribution of literature on College property at any time in any manner unless granted specific authorization by the Vice President of Administrative and Fiscal Affairs.
3. Bulletin boards may not be used to distribute any solicitous material for the purpose of advertising, promoting, or drawing attention to off-campus events that has not been recognized by the College.
4. Products being sold must be of good quality and from a reputable firm as determined by the Vice President of Administrative and Fiscal Affairs.
5. Potentially hazardous or dangerous items, as determined by the Vice President of Administrative and Fiscal Affairs, may not be sold.

This policy is not intended to infringe on the rights of members of the College as individuals to freely express and exchange views and to associate with others. Rather, the policy is intended to ensure the continuity of College work and operations; to avoid the misuse of College facilities or resources in ways which would impair its nonprofit, independent, and nonpolitical status; and to preserve both the fact and the appearance of the College's impartiality. See also the College's Political Activities Policy.

2.1.19.1 Paine College Community Members

Employees: Approaching fellow employees in the work place regarding activities, organizations or causes, no matter how worthwhile, important or benevolent, can create unnecessary apprehension and pressure for fellow employees. Therefore, the solicitation of products or services, distribution of literature or information, and collection of monies by employees, whether it is in person or by means of its systems, supplies, services, and equipment (including telephones, voice mail, e-mail, computer systems, fax, interoffice mail, and bulletin boards) during working time is discouraged.

Students: No student or student organization may serve as the agent or representative of any off-campus agency for the purpose of selling or promoting the sale of goods or services on the Paine College campus unless the Vice President and Dean of Student Affairs gives approval. To be approved, proposed student and student organization solicitation projects must comply with the following guidelines:

1. Projects may not in any way interfere with normal academic programs or functions.
2. Requests must be submitted to the Vice President and Dean and Assistant Vice President of Students Affairs Office at least one week prior to the proposed event.
3. The proposed fund raising project must not interfere with existing College-operated services or contracts.
4. Priority for requests will be given to activities that are (i) educational in nature or directly related to the curriculum, (ii) for philanthropic purposes, or (iii) for the benefit of a large segment of the College population. Requests will not be granted for the personal benefit of an individual.

5. Accounting Procedures: A contract, if applicable, may not be signed until the Vice President and Dean of Student Affairs has approved it.
6. A separate request must be submitted for every solicitation activity.
7. Door-to-door residence hall contact is prohibited.
8. Use of the campus mail service is prohibited.
9. Solicitation is not permitted in buildings and other closed areas. Such activities may be conducted only in such open areas as designated by the Vice President and Dean of Student Affairs' Office.
10. An organization may not use coercive acts that might intimidate those persons from whom support is sought.
11. Posters must be placed in accordance with the College's Posting Policy.
12. It shall be the responsibility of the organization to monitor, clean up, and remove all materials when the activity is concluded.
13. Violations of the rules, regulations, procedures, and any other College policies while conducting the solicitation activity may result in a loss of such privileges or other measures as deemed appropriate.
14. An accounting of any funds raised must be provided to the Vice President and Dean of Student Affairs within five business days after the event.
15. A currently enrolled student member(s) of the sponsoring recognized student organization must be present during the entire time of the event.
16. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable sales and use taxes.
17. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules, and regulations.
18. A sign indicating the conducting entity's name, goods, and/or services being sold, and prices must identify spaces in which the solicitation activity is occurring.

2.1.19.2 **Non-Paine College Community Members**

Solicitation or distribution of literature on Paine College property at any time and in any manner is prohibited by non-members of the Paine College community unless explicit written permission is granted by the Vice President of Administrative and Fiscal Affairs.

2.1.20 ***Whistleblower Reporting***

Paine College has a responsibility for the stewardship of the College's resources and the public and private support that enables it to pursue its mission. Paine College's internal policies and operating procedures are intended to detect and to prevent or deter improper activities. However, intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute unlawful activities. Paine College has a responsibility to investigate and report to appropriate parties' allegations of suspected improper activities, and to protect those

employees and students (“Whistleblowers”) who, in good faith, report these activities to the appropriate authority. This policy is not intended to replace or supersede any existing College policies, which may outline the normal courses of reporting specific infractions.

2.1.20.1 Reporting

All members of the Paine College community (including Board of Trustees members, employees, volunteers, students, vendors, alumni, or applicants for jobs) are responsible for reporting instances of alleged misconduct existing within Paine College that they reasonably believe constitute wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters. Allegations of suspected improper activities shall be made in writing within ninety (90) days of the day on which the complainant knew or should have known of the misconduct to the reporting employee or volunteer’s immediate supervisor or other appropriate administrator or supervisor within the department or program so as to assure a clear understanding of the issues raised. A student shall file the report with the Vice President and Dean of Student Affairs. A vendor, alumni member, or applicant shall file the report with the Vice President for Administrative and Fiscal Affairs of the College. Such reports shall be factual and contain as much specific information as possible.

When there is a potential conflict of interest or for other reasons, such reports may be made to another Paine College official whom the reporting employee, student, alumni member, volunteer, or vendor may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper governmental activity on behalf of Paine College. When the alleged improper activities involve the President or a Vice President, such reports shall be made to the Chair of the Board of Trustees. All employees who receive such reports shall immediately report them in writing to the Chair of the Board of Trustees.

The Board of Trustees will investigate all internal complaints promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of the Board of Trustees investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated. In conducting an investigation, the Board of Trustees may enlist outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial statement disclosures, disclosure concerns or violations, accounting, internal accounting controls, auditing matters or violations of Paine College’s policies.

2.1.20.2 Whistleblower Protection

Paine College employees may not retaliate against a Whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment. If the Whistleblower has made a confidential report, Paine College will exercise reasonable care to keep the Whistleblower’s identity and the report confidential, unless (1) the Whistleblower agrees to the disclosure; (2) disclosure is necessary to allow Paine College or law enforcement officials to investigate or respond effectively to the report; (3) disclosure is required by law; or (4) the person(s) accused of violations by the Whistleblower are entitled to the information as a matter of institutional due process in disciplinary proceedings.

When a person reports allegations of suspected improper activities to an appropriate authority the

report is known as a *protected disclosure*. Paine College employees and applicants for employment who make a protected disclosure are protected from retaliation. Whistleblowers who reasonably believe that a Paine College employee has retaliated against them may file a written complaint with the President with a copy to the Chair of the Board of Trustees. Each retaliation complaint will be reviewed and investigated in a systematic and timely manner. A valid retaliation complaint will result in appropriate disciplinary action. Such disciplinary action may include termination, suspension, expulsion, cancellation of the applicable vendor contract, removal from campus and/or any other action the College deems necessary.

The prohibition against retaliation is not intended to prohibit managers or supervisors from exercising legitimate supervisory responsibilities in the usual scope of their duties, other institutional policies, and valid performance-related factors.

2.1.20.3 Baseless Claims

A Baseless Claim results when an allegation is made with reckless disregard for its truth or falsity. A Paine College community member who makes a Baseless Claim may be subject to disciplinary action by Paine College and/or legal recourse by individuals who are falsely accused.

2.1.20.4 Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any member of the campus community who has information concerning allegedly unlawful conduct may contact the appropriate government agency or call the Georgia State Attorney General Hotline.

2.1.21 Complaint Violations

Paine College shall maintain a log of all formal complaints of policy violations in accordance with federal regulations from the U.S. Department of Education and the requirements of the Southern Association of Colleges and Schools Commission on Colleges. A policy violation must be reported using the “Complaint Violation Form” as set forth in Appendix 2.1.21 I.

2.2 Institutional Effectiveness

Paine College is committed to the effective evaluation of its educational programs, its academic and administrative support services, and the use of assessment results for continuous improvement. The processes of planning, management, implementation of strategic activities, assessment, evaluation, and use of results that have evolved since the 1970’s demonstrate the College’s commitment to documenting institutional effectiveness. These processes are used in all facets of the College to maximize the utilization of institutional resources—human, fiscal, and physical—in order for Paine to become a premier liberal arts institution of higher education in the region.

2.2.1 Strategic Planning Processes and Structure

The Committee on Strategic Planning and Evaluation (CSPE), a standing College committee with representative input from faculty, administrative staff, and students, is chaired by the President and has primary responsibility for the management of planning, including the development and monitoring of the Faith Statement, Christian Philosophy of Education, Ethical and Spiritual Values, Mission, Vision, Institutional Objectives, and Strategic Goals and

Objectives. Each functional unit of the College manages assessment of and documenting progress towards meeting goals and objectives on all levels and strategically through the College's online assessment software. The *Paine College Institutional Effectiveness Paradigm (IEP) for Planning, Assessment, and Manual* describes the philosophy of institutional effectiveness and the overall associated model whose processes are planning, implementation, assessment, evaluation, and use of results. Within the assessment section is the College's Assessment Plan.

Strategic planning is future-oriented, and the President of the College provides top-down direction to the strategic planning process which involves comprehensive planning in all units of the College. As such, the primary purposes of strategic planning are to ensure that all aspects of the College and units work toward a common end and facilitate continual improvement of the College in all aspects. To accomplish these purposes, the Strategic Plan is concise, flexible, dynamic, and user-friendly. Components are statement of the strategic goal with a brief description and strategic objectives in priority order with institutional objectives impacted, research results, including baseline data, and assessment benchmarks. Each benchmark includes actions to achieve them, time frames, responsible positions, and resources needed. Strategic planning relies upon constant attention by and discussion among members of the CSPE. After the Committee develops and approves the Strategic Plan, the Faculty reviews and approves it. Finally, the President approves it and submits it to the Board of Trustees for approval during its April meeting. At this point, implementation of strategies contained in the benchmarks begins. A recent change in the processes allows unit leaders to update objectives and assessment benchmarks as needed during the five-year period of the Strategic Plan.

2.2.2 Accreditation

Paine College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category II Institution by the TRACS Accreditation Commission on October 27, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

2.2.2.1 Definition and Responsibility

It remains the obligation of Paine College implementing changes that do not require TRACS approval to ensure that such changes fall within the scope of the institution's recognition with TRACS and that the changes do not place the institution in non-compliance with any TRACS Standards.

It is the responsibility of Paine College through the college liaison to report all substantive changes based on the commission's policy and follow all procedures and timelines as outlined in the commission's policy statement. Such procedures may include:

2.2.2.2 Identifying and Reporting Substantive Changes

The President is responsible for submitting substantive change notification letters and associated documentation to the President of TRACS and providing a copy of the letters and documentation to the Accreditation Liaison. The President may also designate the Accreditation Liaison as his/her representative to submit substantive change notification letters and associated documentation to the President of the TRACS.

2.3 Health Related Policies

2.3.1 *Alcohol and Drugs*

2.3.1.1 Alcohol

Paine College does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of alcohol by students or employees on College property. Faculty and staff who are found in violation of this policy will be subject to appropriate disciplinary action. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from employment, or termination of employment. In addition, faculty and staff may be referred to appropriate law enforcement authorities for prosecution. Students who violate this policy will be charged under the Student Disciplinary Policy as outlined in Volume VII, Section 7.5 of the Paine College Policy Manual. If found responsible for their actions, students receive an appropriate sanction consistent with local, state, and federal laws, up to and including expulsion from the College.

Disciplinary measures may include required completion of an appropriate rehabilitation program. In addition, students may be referred to the proper law enforcement authorities for prosecution.

2.3.1.2 Drugs

The unlawful manufacture, distribution or dispensing, possession, sale, processing or use of any controlled substance by employees or students is prohibited while on school property or while on school business. Any employee or student who violates this policy will be subject to disciplinary action. Adherence to this policy is a condition for continued enrollment as a student or continued employment as an employee.

Paine College adheres to the provision of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In accordance with implementation requirements of the Drug-Free Work Place Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, any student or employee convicted of criminal drug statute, when the violation occurs in the workplace, must inform the College in writing within five calendar days after such conviction.

2.3.1.2.1 *Federal and State Sanctions*

Pursuant to the requirements of the Acts, which require institutions to assure that the sanctions imposed by it are “consistent with local, State, and Federal law,” the applicable legal sanctions under Federal and State Law for the unlawful manufacture, distribution, possession, and use of a controlled substance or alcohol are as follows:

Federal: Federal employees who are convicted of any offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana, or dangerous drug shall have appropriate personnel action taken against such employee up to and including termination, or require such employee to satisfactorily participate in a drug abuse assistance program approved for such purposes by a Federal, State or local health, law enforcement or the appropriate agency.

State: The “Drug-Free Postsecondary Education Act of 1990” provides for the suspension from postsecondary public educational institutions of students committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs and for denial of State funds to students of postsecondary non-public educational institutions who commit such offenses.

The “Drug-Free Public Work Force Act of 1990” provides that employees who are convicted of any offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana, or dangerous drug shall be suspended for a period of not less than two months for a first offense and terminated and ineligible for other public employment for a period of five years for a second or subsequent offense. The Act provides similar restrictions on applicants for public employment who have been convicted of any such drug offenses. The Act provides procedures whereby a public employee who has not been arrested for, refused to take a test for, or been tested positive for an illegal drug to report the illegal drug use to his employer and remain employed for up to one year while undergoing treatment for such drug abuse.

The College administration is well aware of the need to find effective solutions to the problems of drug and alcohol abuse. In its efforts to establish an effective preventive program, the institution will include descriptions of the health risks associated with the use of controlled substances or narcotics listed in Schedules 1-V (Title 21, Controlled Substances Act, U.S. Code 801, et. seq.), or alcohol abuse which can lead to serious physical problems.

2.3.1.3 Prevention Program

The College administration is well aware of the need to find effective solutions to the problems of drug and alcohol abuse. In its efforts to establish an effective preventive program, the institution will include descriptions of the health risks associated with the use of controlled substances or narcotics or alcohol abuse which can lead to serious physical problems.

To address the problems of drug/alcohol abuse and establish an ongoing awareness program, the College through its Counseling Center. Through this program the College:

1. Promotes and distributes drug/alcohol abuse prevention materials to students and employees;
2. Provides personal counseling to students and employees who are drug users or alcohol abusers about the harmful effects of continued drug use or alcohol abuse;
3. Refers drug users or alcohol abusers to a drug or alcohol abuse assistance or rehabilitation programs;
4. Consistently enforces drug and alcohol abuse policies; and
5. Exercise appropriate disciplinary action for drug and alcohol abuse.

2.3.1.4 Serving Alcohol at Paine College Sponsored Events

The possession, consumption, or transportation of alcoholic beverages on the Paine College campus or in campus-owned facilities is generally prohibited as a matter of institutional policy. However, it may be permitted on special occasions such as awards ceremonies, receptions, and periodic fundraisers as approved by the President. When approved, the following guidelines are intended to assist event planners in developing responsible practices. The guidelines are not intended to be all-inclusive.

2.3.1.4.1 Guidelines

1. All approved events must comply with applicable federal, state and local laws.
2. Individuals and organizations sponsoring an event shall ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated. This includes, but is not limited to, checking identification (valid state driver’s license or state ID) to determine age. Sponsors shall also refuse to serve persons whose behavior suggests that they are intoxicated.

3. At functions where alcoholic beverages are provided by the sponsoring organization, direct access to the alcohol shall be limited to a person(s) designated as the server(s). Alcohol can only be served by the alcohol liquor license holder and/or their employee(s).
4. Consumption of alcoholic beverages is permitted only within the area designated for the event.
5. Alcohol education information can be obtained through the Department of Campus Safety.
6. The sponsoring organization is responsible for contacting the Chief of Campus Safety to arrange for security coverage during events.
7. If an off-campus function includes alcoholic beverages, the sponsoring organizations must adhere to the alcohol guidelines established by the College.
8. There shall be a purpose for any gathering other than the availability of alcohol.
9. Social events shall not include any form of “drinking contests” or give away alcoholic beverages as prizes.
10. Food shall be readily available at any event at which alcoholic beverages are served.
11. The availability of alcohol shall not be used as an inducement to participate in events.
12. Brand names, logos, and symbols of alcohol (kegs, mugs, etc.) may not appear on promotional material.
13. College officials, in their sole discretion, reserve the right to deny access to an event, limit the amount of alcohol possessed/purchased/consumed, or ask an individual to leave an event based on behavior that suggests intoxication.
14. Non-alcoholic beverages shall be made available at the same location as alcoholic beverages, and should be featured as prominently.

2.3.2 Hazard Communication Program

The Hazard Communication Standard (also known as the Right-to-Know Law Act)⁵ defines handling procedures for working with and handling hazardous and toxic chemicals. Paine College complies with the provisions of the Act. A copy of the Act in its entirety may be obtained from the Human Resources Department. The following summarizes the provisions of the Act:

1. Provides for occupational safety and health;
2. Defines hazardous substance;
3. Defines harmful physical agent;
4. Requires employers using hazardous substances and harmful physical agents to provide employees with certain training information;
5. Requires that hazardous substances and harmful physical agents must be labeled under certain circumstances;
6. Creates a right to refuse work under conditions violating any applicable State Occupational Safety and Health Act;

⁵ Title 29, Code of Federal Regulations (CFR) 1910.1200

7. Creates a right to refuse to work with a hazardous substance or harmful physical agent under certain conditions; and

Provides penalties.

Please consult with Human Resources for additional information.

2.3.3 Health Insurance Portability and Accountability Act (HIPAA)

Paine College wishes to demonstrate its strong and abiding commitment to conducting its affairs in accordance with applicable State and Federal laws, rules regulations, guidelines, and policies. The Health Insurance Portability and Accountability Act (HIPAA) sets the framework for national standards for maintaining the privacy and security of personal health information. The privacy rule requires that covered entities such as health plans, pharmacies, and health care providers to establish policies to ensure privacy of employees/patients. These requirements are flexible and scalable to allow covered entities to implement such policies and procedures as appropriate for their businesses or practices.

It is Paine College's policy to identify and train appropriate workforce personnel who have direct or indirect access to protected health information (PHI) in accordance with federal guidelines. The United States Department of Health and Human Services' Officer for Civil Rights oversees and enforces the new federal privacy regulations. There are civil and criminal penalties for covered entities that misuse personal information. As with other infractions of College policy, the College will take disciplinary action, up to and including termination, against those who violate HIPAA requirements. Moreover, Paine College will not require individuals to waive their health privacy rights as a condition for treatment, payment, enrollment in the health plan, and/or eligibility for benefits; nor will it not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an individual for exercising health privacy rights.

For more detailed information, please refer to the website for the United States Department of Health and Human Services as <http://www.hhs.gov/ocr/hipaa>.

2.3.4 Serious Diseases

Employees, faculty, or students with infectious, long-term, life-threatening, or other serious diseases may continue their work or attendance at Paine College as long as they are physically and mentally able to perform the duties of their job or meet their academic responsibilities without undue risk to their own health or the health of other employees or students.

Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, infectious disease, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). Paine College will support, where feasible and practical, educational programs to enhance employee and student awareness and understanding of serious diseases.

The mere diagnosis of HIV, AIDS, AIDS-Related Complex (ARC), or AIDS virus antibodies, or any other serious communicable disease is not, in itself, sufficient basis for imposing limitations, exclusions or dismissal. Harassment of individuals with or suspected of being infected with any disease is not acceptable behavior at Paine College and will be strictly censored. The diagnosis of the condition, as any other medical information, is confidential.

In working with faculty, employees or students diagnosed with HIV, AIDS or any other serious communicable disease, Paine College will proceed on a case-by-case basis. With the advice of medical professionals, these factors will be considered:

1. The condition of the person involved and the person's ability to perform job duties or academic responsibilities;
2. The probability of infection of co-worker's or other members of the Paine College community based on the expected interaction of the person in the Paine College setting;
3. The possible consequences to co-workers and other members of the Paine College community, if infected;
4. Possible reasonable accommodations and modifications to the individual's job or other obligations to take account of the condition;
5. Risk to the person's health from remaining on the job or in the Paine College community, and
6. Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed.

2.3.5 **Smoking**

In compliance with the Georgia Smokefree Air Act of 2005 (OSGA 31-12A et. seq.) and the Rules of the Georgia Department of Human Services, Public Health, Chapter 290-5-61) smoking is prohibited inside all buildings operated or leased by Paine College including, but not limited to, classrooms, laboratories, studios, open and private offices, corridors, dining areas, restrooms, auditoriums, employee lounges, conference and meetings areas, hallways, staircases, restrooms, and common areas. This policy applies to all employees, students, clients, consultants, vendors, contractors, guests, and visitors.

In addition, Paine College prohibits:

1. Smoking in areas within 25 feet of building entrances, exits, open windows, and in front of air intake ducts. These areas shall be designated as "Smoke Free Zones" to allow nonsmoking members of the campus community and visitors free and open access to all buildings without risk of exposure to the effects of tobacco smoke.
2. Smoking in every College-owned or leased outdoor area in which smoking would present a fire or safety risk (i.e. tent, etc.).
3. Smoking inside all vehicles that are owned, leased or rented by the College;
4. The sale of cigarettes, cigars, and pipes and the free distribution of these products on all Paine College operated or leased property;
5. The advertising of Tobacco products in Paine College publications.

The exceptions to the Smoking Policy are as follows:

1. Artists or actors who require smoke as part of artistic productions and by participants in academic research projects involving smoking, if approved by the President or a designee.
2. The President has the option to designate additional temporary smoking spaces, as the President deems appropriate.

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the Campus community to observe this Smoking Policy. To effect adherence, faculty, staff, and students are encouraged to directly and politely inform those unaware of the policy, or remind those in disregard of it. If this approach and effort is unsuccessful, the individual will face corrective action consistent with the nature and seriousness of the continuing violation in accordance with the College disciplinary policies. Moreover, violators are subject to criminal prosecution under Georgia law.

2.4 Campus Safety Information and Policies

2.4.1 *Campus Safety Department*

For the safety and security of the students, faculty, staff and property, Paine College has established an on-campus Safety Department. The mission of the Safety Department is to provide a “safe and secure educational environment for the students, faculty and staff.” The Safety Department is comprised of a Chief, Captain, three Sergeants, and a number of Security Officers. The office is located at the rear of the campus near Ervin Hall dormitory. Duties of the officers are:

1. Patrol the campus, dormitories and buildings for any safety violations or security infraction.
2. Respond to all security incidents on-campus.
3. Assist the College in the various activities on or off-campus.
4. Notify and assist the local law enforcement agencies in enforcing the laws of the county/state concerning on-campus or student-related incidents.
5. Perform other duties as delegated by the College Administration.

The Safety Department’s administrative authority lies within the regulations of the Paine College Policy Manual and security procedures. The security officers’ legal authority lies within the scope of the “Private Citizen” authority granted through the Georgia Board of Private Detectives and Security Agencies. Therefore, the Safety Department works closely with the local law enforcement agencies in enforcing the laws of the county and the state. The local agencies are:

1. Richmond County Sheriff’s Department;
2. Medical College of Georgia Public Safety Department;
3. Richmond County Board of Education Police Department;
4. Augusta State University Police Department

The officers of the above agencies are sanctioned by the State of Georgia as police officers. These officers have full law enforcement authority on the campus of Paine College and, therefore, have the right to enter the campus while in performance of their official law enforcement duties.

Whenever a security or safety incident occurs on campus, the student is encouraged to contact the Safety Department immediately. A Security Officer will respond to the incident and determine if the Sheriff's Department should be notified. Some of the incidents that require the Sheriff's Department notification are:

1. Drug-related incidents;
2. Possession of a weapon on campus, i.e., guns, knives designed to inflict bodily harm, and any other device designed to inflict bodily harm;
3. Vehicle accidents;
4. Other violations of local/state laws.

The Safety Department does not discipline or recommend any disciplinary action. The security officers respond to and resolve incidents. A report of the incident is written and turned over to the appropriate department, usually the Vice President and Dean of Student Affairs for resolution. In cases involving students, the student must also understand that any violation of the law off-campus may affect school status. In cases involving employees, employee status may be impacted. All violations of law will be reported to local law enforcement agencies.

The Safety Department reserves the right to enter a student's residence hall room without permission for emergencies and/or safety/security incidents or with probable cause. Similarly, the Safety Department reserves the right to access any employee's desk, locker, cabinet, tool chest, vehicle, or other object or space used or leased by Paine College and located on the College's premises even if locked, either with or without permission and/or knowledge of the employee customarily using such object or space for emergencies and/or safety/security incidents or with probable cause.

2.4.2 *Federal Student Right-to-Know and Campus Security Act Policies*

2.4.2.1 *Campus Crime Reporting (Clery Act)*

In accordance with the Federal Student Right-To-Know and Campus Security Act of 1990, Public Law 101-542 amended into the Jeanne Clery Act of 1998, a publication is distributed to all students and staff containing Paine College's crime statistics and security practices. The College's crime statistics and security practices are also published on the Paine College website at <http://www.paine.edu/offices/fiscal/campus-safety/stats.aspx>.

2.4.2.2 *Campus Fire Safety Reporting*

In accordance with the Campus Fire Safety Right-to-Know Act, a publication is distributed to all students and staff containing the College's fire safety practices, statistics, and all fire-related events to students and their families. The College's fire statistics and fire safety practices are also published on the Paine College website.

2.4.2.3 **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act is a federal law that provides the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. Sex offender registry information published by the State of Georgia can be obtained by visiting the website of the Georgia Bureau of Investigation or by calling the Georgia Bureau of Investigation.

2.4.3 **General Safety and Security Policies**

2.4.3.1 **Access to Campus Facilities and Unauthorized Entry**

Paine College is a private institution and its campuses, facilities, buildings and properties are private property. Access to the College's campus buildings and grounds are available to students, staff, faculty, visitors, and contractors for approved activities during normal business hours. Paine College gives implied permission to these persons to enter and remain on its premises during normal business hours. That permission is, however, conditional upon the person behaving in a manner consistent with any policies or procedures Paine College may have in place. Where those policies or procedures are not observed, the College is within its rights to withdraw permission and request the person leaves its premises.

Controlled access to the building is provided by a turn-key access log. The Campus Safety Office processes access to all structures. The access hours during holidays will be posted in the Campus Safety Office. Should there be any questions regarding building access, contact the Campus Safety at (706) 821-8235.

Unauthorized entry into Paine College property, including but not limited to, entry into College-owned facilities and buildings and the unauthorized use of keys for access to College buildings or rooms, is strictly prohibited. Individuals violating this policy will be subject to appropriate discipline and, if applicable, criminal prosecution.

2.4.3.2 **Campus Alert Procedure**

In the event that there is a man-made or natural disturbance that has the potential to affect the campus community, Campus Safety will respond the following manner:

1. The Campus Safety Dispatcher will immediately notify the President's Office and check with the building Fire Marshall.
2. Safety officers will begin placing timely warning notices throughout the campus.
3. The dispatcher will activate the mass e-mail notification system.

2.4.3.3 **Crime Prevention Tips**

2.4.3.3.1 *Car Safety and Vehicle Theft*

1. Lock your car. Take your keys;
2. Never hide a spare key in the vehicle;
3. Do not leave valuable in open sight place them in the trunk if possible.

2.4.3.3.2 *Safety Tips While Walking*

1. Avoid walking alone; always walk in groups and carry a light with you at all times at night.
2. When walking have some type of personal safety device with you;
3. Stick to well-traveled streets;
4. If you think someone is following you, switch direction or cross the street. Walk to the nearest open store or yell for help.
5. Always let your Residence Hall Manager or someone know where you are going.

2.4.3.3.3 *Property Protection Engraving Tips*

1. Engrave electronic equipment etc. with your driver's license number;
2. Engrave your items in an area not easily noticeable by theft.

2.4.3.4 **Emergency Response Policies**

2.4.3.4.1 *Critical Incident Services*

This plan serves as a quick reference when responding to a critical incident that involves the evacuation of the campus and any of its buildings. Every University or College is unique in location, structure and available resources, and there is not a single plan that is globally uniform for every situation. Each College or University must develop a response plan to meet its unique requirements.

2.4.3.4.1.1 Introduction

An emergency response incident is a critical event that requires a specialized evacuation response plan that will aid in the preservation of life and property. In instances where times allow, all responding units and administrator will be briefed of the circumstances pertaining to the emergency. This method of incident resolution should be used in all facets of incident response to maximize the utilization of Campus Safety resources in order to bring the incident to an informative and effective resolution.

2.4.3.4.1.2 Campus Liaison

During times of a crisis incident, the College will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis

Management Team to provide a specific service for the incident. For example, the responsibility of identifying and treating Post-traumatic Stress Syndrome:

Vice President of Administrative and Fiscal Affairs Work ph: (706) 821-8232

Chief of Campus Safety Cell phone: (478) 494-3259 Work ph: (706) 821-8235

Vice President and Dean of Student Affairs

Work ph: (706) 821-8314

2.4.3.4.1.3 Family Liaison

To ensure that the family is informed in timely and accurate manner the College has assigned those duties to the Family Liaison Team. Upon contacting the family, the team will be able to given an outline of the situation: what happen, when it occurred, who was involved and where is occurred. Team members will be able to inform the family of what happens next, the medical status of the victims and contact information of medical personnel and facilities. Travel arrangements should be discussed, if the situation in not local. The team leader will maintain contact with the Office of the President of the College.

The Vice President of Administrative and Fiscal Affairs is the assigned team leader. Work Ph. (706) 821-8232

The remaining members of this team consist of the business office staff, given that all travel and financial transactions will be generated from this office. This team has the additional responsibility of Insurance Liaison, and will contact United Education at (301) 907-4908. There will be a follow-up written notice.

2.4.3.4.1.4 Board Liaison

The sensitivity of the information pertaining to the incident is critical and should be closely monitored by the Board Liaison team. This information should be disseminated on a need to know basis. The controlling of this information in this manner will reduce the percentage of released information and the distortion of the factual elements of the incident. The leader of this team will be President of the College, who will be responsible for notifying the governing body.

2.4.3.4.2 *Critical Incident Management*

The policy of Paine College and the Department of campus safety is to maintain plans and operational guidelines for critical incidents, which may occur on the campus or within the jurisdictional authority of the department. The department is responsible for maintenance of contingency plans for natural and man-made disaster, hostage situations involving barricaded suspects, VIP and dignitary security details. The primary objective during any critical incident is the preservation of life and property through the deployment personnel, including First Responders.

2.4.3.4.2.1 Responsibility and Planning

The Chief of Campus Safety or a designee, will plan the response to critical incidents and serve as liaison with outside agencies. The Chief of Campus Safety will command all critical incident mobilizations. The Chief will continuously communicate with the President directly or via cellular-phone.

2.4.3.4.2.2 Emergency Mobilization Plan

Stage-One (Normal): Is a normal day-to-day operations there are no unusual or life threatening incidents.

Stage-Two (Advanced): Day-to-day operations are slightly adjusted, due to advanced notification. All safety officers are required to notify their shifts supervisors of a telephone number, beeper, and email address where they can be reached if the department needs their support. When notified of a Stage-Two Alert all safety officers are expected to make the necessary adjustments to effectively respond to the campus.

Stage-Three (Emergency): A critical incident is imminent. All personnel that are currently on duty will be required to remain on campus. The oncoming shift will be contacted and informed of the incident and are required to report for duty immediately. The Midnight shift personnel will also be required to report for duty.

2.4.3.4.2.3 Media Relation

All personnel will adhere to the campus policy concerning the release of information to the media. If approached by members of the public or the media regarding matters of the college all personnel are advised to direct them to the campus Public Relation Department. Accurate information regarding critical incidents is essential in preventing the spread of inaccurate information which would have an adverse response in the campus community. Under no circumstances should any personnel make comments to the media while in their official capacity as an employee of Paine College.

2.4.3.4.2.4 Traffic Control

Traffic Control is vital for maintaining an orderly flow of official vehicles to and from the incident area and to ensure that unauthorized personnel are denied access. Specific access control points will be identified by the Chief or designee, who will coordinate with all responding agencies that desire to assist in controlling, containing and resolving the incident. As soon as possible after conferring with the President of the college the Chief of campus safety will compile a Campus Access list which will be distributed to the office dispatcher, shift supervisors and personnel posted at each entry point.

2.4.3.4.2.5 Coordination with Responding Agencies

In the event of a critical incident, assistance from other agencies is vital. The emergency telephone numbers of those agencies are recorded in the campus Emergency Response Manual located in the Dispatcher's Office.

Augusta Fire Department: 911

Augusta State Campus Police: 706-737-1400

Medical College of Georgia Campus Police: 706-721-2914

Richmond County Sheriff's Office: 706-821-1080

2.4.3.4.2.6 Field Command Post

If a man-made or natural disaster occurs on campus the campus safety office will be the designated Incident Command Center, If the disaster requires evacuation from the interior of the campus, the Command Center will be established in a designated class room, The Field Command Center will be staffed with the Chief of Campus Safety, the Department's Lieutenant, and Shift Supervisors. Responding agencies will also have access to the command center.

The Supervisor's Vehicle may be used as a Mobile Field Command Post. The vehicle will be equipped with the following items:

1. Barrier Tape and Signs
2. First Aid Kit
3. Campus Telephone Director CSRA Telephone Directory Campus Map
4. Traffic Cones
5. Fire Extinguisher
6. Binoculars
7. Camera.

2.4.3.4.2.7 Biological or Chemical Scare

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

Contaminated with the Anthrax Bacteria or Spores: Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from person to person.

If contaminated, do not panic.

How to Identify Suspicious Packages and Letters: Some characteristics of suspicious packages and letters include the following:

1. Too much or too little postage
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title, no name
5. Misspelling of common words
6. Oily stains, discoloration or odor
7. No return address
8. Excessive weight

9. Lopsided or uneven envelope
10. Protruding wires or aluminum foil
11. Excessive security material such as masking tape, string etc.
12. Ticking sound
13. Marked with restrictive endorsement, such as “personal” or “confidential”
14. Shows a city or state in the postmark that does not match the return address.

Suspicious Unopened Letter or Package Found:

1. DO NOT shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. Mark the area where the package was found.
4. Leave the room and close the door, or section off the area to prevent others from entering the area.
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. If a suspicious envelope appears in your office, call Campus Safety at 821-8235 and notify an available supervisor.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to Campus Safety who will forward the information to both local public health authorities and law enforcement officials.

If You Open an Envelope with a Powder that Spills Out onto Surface:

1. DO NOT try to CLEAN UP the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
2. Leave the room and close the door, or section off the area to prevent others from entering the area.
3. Wash your hands with soap and water to prevent spreading any powder to your face.
4. Contact Campus Safety at 821-8235, and notify an available supervisor.
5. Remove heavily contaminated clothing and place them in a plastic container.
6. Shower with soap and water. Do not use bleach or other disinfectant on your skin.
7. List all people in the room, especially those who had contact with the powder. Give this list to Campus Safety.

Structural Evacuation Involving a Biological or Chemical Attack: Many Colleges and Universities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. If it is determined that a biological or chemical attack is imminent or occurring the following measures will be taken.

1. Dispatcher’s Duties:

- a. Dispatch will contact the all Fire Marshals and brief them.
 - b. Dispatch will transmit the information to all on-duty officers.
 - c. Dispatch will contact the Richmond County Haz-Mat Team.
 - d. Dispatch will contact the Richmond County Sheriff's Department.
 - e. Dispatch will contact the President and all key essential personnel.
2. Building Fire Marshal's Duties: Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:
- a. They will activate all fire sensors stations.
 - b. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
 - c. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
 - d. They will check all restrooms and faculty lounges.
 - e. They will conduct a roll call.
3. Campus Safety's First Responders:
- a. The safety officers will secure the area.
 - b. The safety officer will render first aid for minor injuries.
 - c. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire marshal.
 - d. Campus safety will assign to C.P.R. certified officer to the incident area.
 - e. The responding units will maintain communication with dispatch.
4. Medical Support: If a biological attack occurs, students, faculty, staff and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving a chemical attack the Campus Safety will take the following measures:
- a. Contact City of Augusta First Responders
 - b. Contact in-house appointed team with first-aid kits
 - c. Campus Safety and the in-house team will make efforts to stabilize injuries until City of Augusta First Responders arrive on scene.

Note: Campus Safety and the Vice President and Dean of Student Affairs will brief the President.

5. Emergency Communication: If a chemical attack occurs in Haygood-Halsey Hall, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. Once this is accomplished campus safety will provide the following:
 - a. Campus Safety will assign six additional officers (two per shift) to answer the huge amount of calls generated as a result of the incident.
 - b. Campus Safety will have an updated student roster. This information will be provided by the Vice President and Dean of Student Affairs.
 - c. Campus Safety will have a list of all student, faculty, staff and visitors that were transported to medical facilities.
 - d. Campus will have a list of the medical facilities telephone numbers and their address.
6. Media Liaison: The Director of Communications and Marketing and the Vice President of Institutional Advancement will issue a press release addressing the following:
 - a. The status of the students, faculty and staff.
 - b. The Purpose for the evacuation.
 - c. Contact telephone numbers for the communication center.
 - d. The media liaison should maintain telephone numbers for all media outlets. This information should be provided to the communication center.

2.4.3.4.2.8 Active Shooter Situation Response – Code Black

It is the policy of the Paine College Office of Campus Safety to provide an emergency response plan to alert all faculty and staff that an active shooter appears to be actively engaged in killing or attempting to kill people on the campus.

The resolution of hostile situations can often be facilitated with negotiations. Flexibility is essential. Initial responding units must attempt to avoid confrontation and maintain containment on the incident area until a Hostage Negotiation Team arrives the primary focus is a peaceful resolution and the minimizing the loss of life.

Note: Deadly Force IS ALWAYS A LAST RESORT!

Arrival at the Scene: The first officer arriving at the scene should contain the area by clearing the area of all bystanders. When it has been confirmed that hostages are being held, the officer should inform dispatch of their assessment of the incident area. The following information should be given:

1. The exact location of the incident area and the name of the building where the hostage takers are barricaded
2. Type of weapons used by the hostage takers
3. Injuries of hostages and hostage takers
4. Type of clothing worn by the hostage takers

5. Once inner/outer containment has been established only Law-Enforcement, Medical, Fire Department, The President or Designee are allowed to enter the Field Command Center.

Evacuation: Every attempt shall be made to evacuate all students, faculty, staff and visitors from the incident area and in some instances the campus when applicable. Evacuees of the incident area should be interviewed given that they could possible have pertinent information concerning the incident. A roster containing names of all students, faculty and staff should be available this will ensure accurate accountability of all personnel.

Dispatcher: Upon receiving notification of an Active Shooter or Hostage Taker on campus, the dispatcher will give the signal code of 10-3 (Cease all radio communication and wait for further information) and the signal code of 10-32 (subject with a firearm). The President's office will be notified immediately. The dispatcher will also notify the campus community through Bulk E-Mail notification and Departmental Telephone System.

The dispatcher should gather the Five Components of Incident Intelligence:

1. Who - Identifies the subject's age, gender, ethnicity and name if possible.
2. What - Identifies the type of incident.
3. When - Identifies the approximate time the incident occurred.
4. Where - Identifies the location of the incident and subjects and victims.
5. How - Identifies the method by which the subjects gain access to the incident area.

Once the dispatcher has gathered the Five Components of Incident Intelligence, the information will be provided to the Incident Commander.

Command Post: Only essential personnel will be granted access to the Command Post. Essential personnel are identified as, the President of the College and a designee, Chief of Campus Safety and a designee, Vice President and Dean of Student Affairs, Provost and Vice President of Academic Affairs and all emergency responding agencies.

Negotiation: The first responding unit may be required to serve as the initial negotiator until a trained negotiator arrives. The barricaded suspect (s) should not be allowed to leave the incident area. Upon the arrival of the negotiator, the officer will brief the negotiator of the pending situation and maintain their position in the incident area until there is a resolution to the incident.

Note: A peaceful resolution is desired, however Deadly Force will be utilized to resolve the incident and restore order and safety to the campus.

2.4.3.4.2.9 Explosives/Bomb Threat Procedures

Interest in bomb detection capabilities is on the rise as a result of heightened fears of terrorism. The response should be handled in a manner that minimizes panic, loss of life, and damage to property.

Notification: Upon receiving a bomb threat or notification of a bomb threat on campus, the officer receiving the call shall utilize the Bomb Threat Checklist to help determine the seriousness of any threat and to assist in identifying the caller. After gathering this information, the officer shall immediately notify the shift supervisor of the pending threat. The shift supervisor will contact the

Chief of Campus Safety and the Richmond County Sheriff's Department and notify all units of the incident response status (Stage One, Stage Two or Stage Three). The supervisor will contact the Richmond County Explosive Ordnance Unit at (706) 821-8235. If an explosive device is found and suspected to be of military origin, the 48th EOD Detachment at Fort Jackson can be contacted at (803) 751-4108.

Communication Precautions: Some explosive devices are radio activated. It is therefore imperative that all Radio or Cellular Phone transmissions of responding emergency response units cease within a ¼ mile of the incident area. All communication regarding bomb threats shall be communicated through telephone or assigned rover.

Search Procedures: Upon notification of an explosive device on campus a search for the bomb shall begin immediately. The search shall start at the exterior of the building working towards the interior. Once inside the building, the officers will start on the lower levels and work their way to the upper levels. Once a suspicious item is discovered, it should not be touched or moved. The area will be secured and the Ordinance Team notified. The following is a listing of methods saboteurs, disgruntled employees, and terrorist will take to disguise or conceal an explosive device.

1. Boiler Rooms
2. Utility Closets
3. Under Stairwells
4. Trash Cans and Dumpsters
5. Mail Packages or Storages Containers
6. Ceiling with removal panels
7. Areas hidden by drapes or curtains
8. Facilities with removable floor panels
9. Bathrooms
10. Locker Rooms and Lockers

Vehicle Search for Explosive Device: Campus Safety officers will not attempt to search a vehicle that is suspected of containing a bomb or other explosive devices. This search should only be conducted by the Richmond County Ordinance Unit.

Suspicious Device Found/Evacuation Required: Upon discovery of a suspicious object or explosive device, the area or building will be evacuated. The evacuees should proceed to a designated safe area. This area should be approximately 300 feet from the incident area - preferably one that is shielded by another building.

When an evacuation has occurred, only essential personnel and Explosive Ordnance Technicians will be granted access to the incident area. In instances where the location of the explosive device is unknown, all campus personnel will be evacuated to the campus of Richmond Academy High School. To mitigate traffic congestion and panic during the evacuation, Campus Safety will control access to Beman Street and Mulherin Street. College vans will be utilized to transport evacuees to the evacuation area.

Extended Evacuation Procedures: In the event the evacuation requires extended periods of housing the following measures should be taken:

1. Campus Safety will immediately dispatch transportation to the following areas:
 - a. The parking area of Epworth and Berry-Gomillion Resident Hall
 - b. The parking area of Graham, Bell-Bennett and Hollis Hall
 - c. The parking area of Campus Safety
2. The dispatcher will contact the residence directors and inform them of the pending threat and advise them to ensure that all students should bring with them blankets, pillows, hygiene items and snack foods.
3. Upon boarding the vehicle, the driver will inform the passengers of their destination:
 - a. Friendship Baptist Church Dean Bridge Road, Augusta GA.
 - b. Strong Tower Christian Fellowship 2805 Wylds Road, Augusta, GA. Phone number- 706-737-6758
 - c. Piney Grove Missionary Baptist Church 3135 Church Road, Augusta, GA. Phone Number- 706- 738-3987

Structural Evacuation involving a Bomb: Many Colleges and Universities around the country have received a bomb threat. Most were prank calls, some were the actual thing. The purpose of these guidelines is to ensure an acceptable preservation of life and property. If a bomb is discovered or a bomb threat is made the College will contact Campus Safety.

In response Campus Safety will:

1. Dispatch will transmit in the following manner “Dispatch to all units 10-3 (clear the net). Be advised it has been reported that a 10-89 (Bomb) has been reported or discovered on campus.” All units will discontinue transmissions and standby for further instructions.
2. Dispatch will contact all building Fire Marshals and brief them of the existing danger. To enhance the evacuation process a safety officer will be dispatched to each building.
3. Dispatch will notify the Richmond County Fire Department and the Richmond County Sheriff’s Department.
4. Dispatch will notify the President of the college and key essential personnel.

Emergency Communication: If a bomb is discovered in Haygood-Halsey Hall, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. Once this is accomplished Campus Safety will provide the following:

1. Campus Safety will assign six additional officers (two per shift) to answer the huge amount of calls generated as a result of the incident.
2. Campus Safety will have an updated student roster. This information will be provided by the Vice-President and Dean of Students Affairs.

3. Campus Safety will have a list of all student, faculty, staff and visitors that were transported to medical facilities.
4. Campus Safety will have a list of the medical facilities telephone numbers and their address.

Building Fire Marshal's Duties: Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:

1. They will activate all fire sensors stations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

1. The safety officers will secure the area.
2. The safety officer will render first aid for minor injuries.
3. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire marshal.
4. Campus Safety will assign to C.P.R. certified officer to the incident area.
5. The responding units will maintain communication with dispatch.

Paine College Medical Support: If a bomb threat is received, students, faculty, staff and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving a bomb, Campus Safety will take the following measures:

1. Campus Safety will contact City of Augusta First Responders
2. Campus Safety will contact and assemble in-house team to assist.
3. Campus Safety will notify the campus community using the e2-Alert Notification System
4. Campus Safety and the in-house team will make efforts to stabilize injured parties until the arrival of First Responders.

Note: Campus Safety and the Vice President and Dean of Student Affairs will brief the President.

Media Liaison: The Director of Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:

1. The status of the students, faculty and staff
2. The purpose for the evacuation.
3. Contact telephone numbers for the communication center.

The media liaison should maintain telephone numbers for all media outlets. This Information should be provided to the communication center.

2.4.3.4.2.10 Fire Safety Response

If a fire is discovered, you should pull the fire alarm and give an audible alarm (Shouting Fire! Everyone exit the building!). Upon exiting the building, the Fire Marshal should briefly check all bathrooms and lounges to ensure that all persons have exited the building. Once you are out of the building, someone should contact Campus Safety and the Richmond County Fire Department by dialing 911 and Campus Safety at (706) 821-8235.

Fire Safety Check List:

1. Plan at least two escape routes from every room.
2. When entering a building memorize the fire exits.
3. Stoop and crawl out of the building to avoid inhaling smoke.
4. If you are trapped in a room, close all doors between you and the fire.
5. Always keep eyeglasses, emergency keys and a flashlight next to your bed.
6. Never smoke in bed, especially when you are drowsy from medicine or alcohol.
7. Don't over load electrical outlets.
8. Be careful when wearing loose, flowing garments like nightgowns and robes. These items are highly flammable.
9. Check electrical cords for frayed wires and loose plugs. If you discover a frayed cord or experience an electrical shortage throw the cord away.
10. If you suspect a gas leak, call the gas company immediately.
11. Don't use the elevator.
12. Do not go back in the building for valuables, pets, etc. Nothing is worth the cost of your life.

Response to a Fire on the College Bus:

1. The bus should stop at a safe location (if possible) and evacuate in a safe manner by using the emergency exits.
2. All personnel should be accounted for and checked for injuries.
3. If the incident happens on campus, notify Campus Safety at (706) 821-8235. If the incident happens off-campus, notify the Emergency Response of that area by dialing 911, and have them contact Campus Safety.

Response to a Flammable Liquid Incident: Should you come in contact with an individual that has been drenched with a flammable liquid you should:

1. Keep the person calm.
2. Keep the person away from any flames or materials that could cause a spark.
3. Get the person to a secure area where they can remove the clothing and cleanse themselves.

4. Contact Emergency First Responders by dialing 911. You should try to determine whether the person has ingested the substance or is experiencing skin irritation.
5. Contact Campus Safety at 821-8235.

Fire Safety: Every year, fire kills at least one student in a campus residence hall and about 70 students suffer mild-to-sever injuries. The toll could be higher, but for fire sensing, fire suppressing and effective evacuation procedures. If a fire sensor is activated the following measures will be taken to preserve life and property.

Structural Evacuation Involving a Fire: If a fire is discovered campus safety will immediately begin the process of evacuation as follows:

1. Dispatcher's Duties:
 - a. Dispatch will contact the incident area Fire Marshal.
 - b. Dispatch will transmit the emergency information to all on-duty safety officer.
 - c. Dispatch will contact the Richmond County Fire Department.
 - d. Dispatch will contact the President and all key essential personnel.
2. Building Fire Marshal's Duties: Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:
 - a. They will activate all fire sensors stations.
 - b. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
 - c. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
 - d. They will check all restrooms and faculty lounges.
 - e. They will conduct a roll call.
3. Campus Safety's First Responders:
 - a. The safety officers will secure the area.
 - b. The safety officer will render first aid for minor injuries.
 - c. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire marshal.
 - d. Campus safety will assign to C.P.R. certified officer to the incident area.
 - e. The responding units will maintain communication with dispatch.
4. Medical Support: If a fire occurs, students, faculty, staff and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving a fire Campus Safety will take the following measures:

- a. Campus Safety will contact City of Augusta First Responders
- b. Campus Safety will notify campus community via e2-Alert Notification System
- c. Campus Safety will assemble in-house team to assist.

Note: Campus Safety and the Vice President and Dean of Student Affairs will brief the President.

5. Emergency Communication: If a fire occurs in Haygood-Holsey Hall, the Director of ITS and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. Once this is accomplished campus safety will provide the following:
 - a. Campus Safety will assign six additional officers (two per shift) to answer the huge amount of calls generated as a result of the incident.
 - b. Campus Safety will have an updated student roster. This information will be provided by the Vice President and Dean of Student Affairs.
 - c. Campus Safety will have a list of all student, faculty, staff and visitors that were transported to medical facilities.
 - d. Campus Safety will have a list of the medical facilities telephone numbers and their address.
6. Media Liaison: The Director of Communications and Marketing and the Vice President of Institutional Advancement will issue a press release addressing the following:
 - a. The status of the students, faculty and staff.
 - b. The purpose for the evacuation.
 - c. Contact telephone numbers for the communication center.

The media liaison should maintain telephone numbers for all media outlets. This information should be provided to the communication center.

2.4.3.4.2.11 Water Damage or Flooding

Facing a major crisis is a daunting challenge for any campus. But an unprepared campus can make a bad situation much worse. However, having a comprehensive response procedure ensures a minimum lost of life and property. If it is determined that the campus will be evacuated due to extensive water damage or flooding the following measures will be taken:

1. Dispatcher's Duties:
 - a. Dispatch will contact the incident area Fire Marshal.
 - b. Dispatch will transmit the emergency information to all on duty safety officers.
 - c. Dispatch will notify the campus community via e2-Alert Notification System.
 - d. Dispatch will contact the Richmond County Sheriff's Department and request assistance.

- d. Dispatch will contact Augusta Richmond County Streets and Drains Department.
 - e. Dispatch will contact the President and all key essential personnel.
2. Building Fire Marshal's Duties: Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:
- a. They will activate all fire sensors stations.
 - b. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
 - c. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
 - d. They will check all restrooms and faculty lounges.
 - e. They will conduct a roll call.
3. Campus Safety's First Responders:
- a. The safety officers will secure the area.
 - b. The safety officer will render first aid for minor injuries.
 - c. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire marshal.
 - d. Campus safety will assign to C.P.R. certified officer to the incident area.
 - e. The responding units will maintain communication with dispatch.
4. Medical Support: In the event of flooding, students, faculty, staff and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving heavy flooding Campus Safety will take the following measures:
- a. Contact City of Augusta First Responders (if needed).
 - b. Notify the campus community via e2-Alert Notification System
 - c.

Note: Campus Safety and the Vice President and Dean of Student Affairs will brief the President.

5. Emergency Communication: In the event that Haygood-Holsey Hall is evacuated due to water damage, the Director of ITS and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. They will coordinate the transferring of computer operation with the Senior Librarian of Collins-Callaway.

- a. Campus Safety will assign six additional officers (two per shift) to answer the huge amount of calls generated as a result of the incident.
 - b. Campus Safety will have an updated student roster. This information will be provided by the Vice President and Dean and Assistant Vice President of Students Affairs.
 - c. Campus Safety will have a list of all student, faculty, staff and visitors that were transported to medic facilities.
 - d. Campus Safety will have a list of the medical facilities telephone numbers and their address.
6. Media Liaison: The Director of Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:
- a. The status of the students, faculty and staff.
 - b. The purpose for the evacuation.
 - c. Contact telephone numbers for the communication center.
 - d. The media liaison should maintain telephone numbers for all media outlets. This Information should be provided to the communication center.
7. Data Liaison: The campus official responsible for compiling and preserving information is the Director of the Collins-Callaway Library. Upon notification of a pending evacuation involving flooding or extensive water damage, the Director Collins-Callaway Library and the Director of Physical Plant Operations will take the following measures:
- a. Physical Plant Operations:
 - i. Will provide emergency generators.
 - ii. Will provide dehumidifiers.
 - iii. Will provide sump pumps.
 - iv. Will provide painters plastic and duct tape.
 - v. Will provide personnel to assist with the covering and packaging of items.
 - b. Library Operations:
 - i. Will download all computer stored information to floppy disk or C.D.
 - ii. Will package all artifacts in protective containers.
 - iii. Will package all Cassette, Video and D.V.D. recording in protective packaging.
 - iv. Will package all hard copies of files, books and news articles in protective packaging.
 - v. Will place a water resistant covering on each computer, fax machine, monitor, etc.

2.4.3.4.3 *Disaster Evacuation Plan*

This plan serves as a response guide for inclement weather condition that displays the ability to produce high winds, knock out of electricity and cause flooding. Upon notification that a hurricane or tornado weather condition will make landfall in the Augusta, CSRA area we will

deploy our Crisis Management Team. This team comprises of the team leader President of the college, Director of Administrative Affairs, Chief Fiscal Officer, Vice-President and Dean of Student Affairs, Director of Physical Plant Operation, Director of Food Services, Director of Computer Technology, Director of Residence Life, Special Assistant to the President, Provost and Vice President of Academic Affairs, Director of Communications and Marketing, Vice-President of Institutional Advancement and the Chief of Campus Safety.

All responding team members will be briefed of the circumstances concerning the disaster. The President will designate team members to provide specific services for an informative and effective resolution of the catastrophic incident. In the event this notification requires evacuation of the campus. The evacuees will be directed to the primary rally point (the campus chapel) for further instructions. If the primary rally point is not suitable for use the evacuees will be directed to the secondary rally point located on the campus of Tubman Middle School (Baseball field). If the primary and secondary rally points are not available, all evacuees will be directed to the alternate rally point located on the campus of Richmond Academy High School.

This method of disaster resolution will be used in all facets of disaster response to maximize the utilization of campus and responding emergency units resources in order to ensure an acceptable preservation of life and property. The President will instruct team members to provide a specific service to ensure and effective resolution of the catastrophic incident.

2.4.3.4.3.1 Evacuation Procedures

A sudden catastrophic event can occur on any campus at any time. In the event the catastrophe requires evacuation of all standing structures on campus, the President will systematically evacuate all students, faculty and staff to designated shelters in the Augusta area. The evacuees will be directed to the campus chapel for briefing by the President concerning the pending incident. The briefing should not be lengthy, but should include the following:

1. Who - Identifies the members of the Crisis Management Team.
2. What - Identifies the type of disaster, followed with a statement of assurance.
3. When - Identifies the anticipated time of departure from the campus.
4. Where - Identifies the location of the staging area of the transport vehicles and the location of the shelters.
5. How - Identifies the methods of transportation available vans, buses or personal vehicles.

At the end of the briefing the President will deploy the Crisis Team. Team members will activate their sub-unit's response plan.

Campus Safety:

1. Campus Safety will maintain deployed safety officers at all entry points of the campus for the purpose of deterring, detecting and preventing possible looting.
2. Campus Safety will coordinate traffic control and secure area that sustained damage.
3. Campus Safety will coordinate transporting of evacuees and a moderate amount of personal items.

4. Campus Safety will act as communication liaison for all responding emergency units and report all gathered information to the President.
5. Campus Safety will cord off all danger areas that poses a danger to the evacuees and the general public.
6. Campus Safety will secure all unlocked buildings.
7. Campus Safety will be an alternate communication center.
8. When flooding streets and fallen trees cause through fares to be impassable, Campus Safety will act as message carriers. The bicycle team will be assigned these duties.
9. To enhance our interoperable communications, Campus Safety will issue portable radios to the crisis team.
10. In an effort to mitigate the crisis, Campus Safety will assist all team members.

Emergency Communication: The Director of computer technology and the Director of Physical Plant Operation will set up a communication center. This center will service the huge amount of phone calls generated during the crisis. This center should consist of the following:

1. An area capable of accommodating 50 phones.
2. An updated student roster. Prior to issuance of the roster a head count should be conducted.
3. A list of the designated shelters, with telephone numbers and addresses.
4. Four computers - these computers will allow on-line communication with other emergency agencies, concerned family members, and the minute-to-minute news updates.
5. An updated roster of emergency support agencies, including the Red Cross, Salvation Army, Local Hospitals, Richmond County Sheriff's Department, etc.

Media Liaison: The Director of Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:

1. The status of the students, faculty and staff
2. The purpose for the evacuation.
3. Contact telephone numbers for the communication center.
4. The media liaison will maintain telephone numbers for all media outlets. This Information should be provided to the communication center.

Structural and Ground Preparedness: Physical Plant Operations will shut down all unnecessary HVAC equipment. These efforts will be coordinated with the communication center. The center's operators will email faculty, students and staff instructing them to turn off or unplug all unnecessary electrical equipment. Physical Plant Operations will pick up and secure all trashcans, cigarette urns, standing or hanging flowerpots and items that are not anchored down. All loose items on rooftops including walking pads, ladders, paint, or tar cans will be removed.

To prevent flooding or collapsing of roofs Physical Plant will perform the following:

1. Ensure that all drains and scuppers were open and clear.

2. Ensure that all storms drains, drops inlets and curb inlets are open and clear.
3. Ensure that sump pumps, wet vacs, plastic and duct tape are available.

Note: Physical Plant should also utilize plywood to cover windows and door entrances.

Food Service Survival Pack: The Director of Food Service and the Director of Residence Life will coordinate the issuance of box meals prior to evacuating to area shelters. The box meal should include a sandwich, fruit, vegetable, and a liquid, preferably water. Upon issuance of the meals, Food Service and Residence Life will coordinate the continual delivery of meals for Paine College personnel at the designated shelters. Residence life will assign staff members as liaison for each shelter. There will be issuance of sanitation supplies of the following:

1. 20 rolls of toilet paper
2. 300 wet wipes
3. 150 plastic bags with ties (for unclean laundry)
4. 20 large plastic trash bags
5. 250 soap bars
6. 40 bundles of paper towels

These items are considered as an issuance of one toilet kit and should be issued to the liaison person of each shelter. The Director of Physical Plant operations will ensure that these items are available.

Medical Crisis Response: If a disaster strikes, contact Campus Safety. Assuming the worst-case scenario, road blockage or telephone outage notification and transportation will be conducted in the following manner:

1. Campus Safety will deploy a team to serve as message carriers.
2. Campus Safety will commandeer all campus golf carts and the all-terrain vehicle for the transporting of injured and key essential personnel.

Medical Support: To mitigate the volume of requests for medical assistance, Campus Safety will assign one C.P.R. Certified Officer to assist the campus in-house team. Officers will be provided with a responders First Aid Kit.

2.4.3.4.3.2 Assessment and Recovery Procedures

Assessment: Prior to the recovery of students, faculty and staff there will be an assessment of the campus. The Special Assistant to the President, Vice President of Administrative and Fiscal Affairs, Provost and Vice President of Academic Affairs, Director of Physical Plant Operations and the Chief of Campus Safety will conduct the assessment. The assessment will address the following:

1. Structural damage assessment:
 - a. Foundation
 - b. Exterior wall cracksStress of load bearing wall

2. Operational assessment:
 - a. Electrical
 - b. Plumbing
 - c. Cooling and Heating system
 - d. Windows
3. Campus grounds assessment:
 - a. Identify loose or fallen electrical wiring.
 - b. Identify cracked, hanging or fallen trees and branches
 - c. Identify and mark location of potholes
 - d. Identify all nonfunctional lighting
 - e. Identify unserviceable streets
 - f. Check fenced area and identify areas that are in need of repair
 - g. Check walkways and identify areas that are in need of repair.
 - h. Check the tennis and basketball courts for need of repair.
 - i. Check baseball field and dugout for needed repairs.
 - j. Check all parking areas.
 - k. Check all designated sign areas, physically challenged, yield, stop sign etc.
 - l. Check all emergency call boxes to ensure that they functional.

Recovery: The recovery of students, faculty and staff is as critical as the evacuation process. Upon receiving the all clear from the local Emergency Management Director, the President of Paine College will instruct the deployed Crisis Management Team to begin the process of recovery as follows:

Campus Safety:

1. Campus Safety will contact the shelter's liaison officer and coordinate the transporting students, faculty and staff to the chapel.
2. Campus Safety will unlock all secured buildings and gate entrances.
3. Campus Safety will have an information officer accompanying each transport driver to answer the following questions:
 - a. Who - will conduct the briefing
 - b. What - A brief statement concerning the measures taken to ensure a continued safe and prosperous matriculation at Paine College.

- c. When - The time the briefing will occur.
- d. Where - Identify the location of the briefing.

Quality of Life Reentry: The Director of ITS, Director of Physical Plant Operations, and the Director of Food service will ensure that the quality of academic and social life is restored by ensuring the following:

1. All computers and computer labs are operational.
2. All copies and printing equipment are operational.
3. Ensure that the central operator terminal is operational.
4. Ensure that telephone service is restored in all residence hall and offices.
5. Ensure that the HVAC system is operational.
6. Ensure that all plumbing is functional.
7. Ensure that all television cable service is restored.
8. Ensure that all electrical lighting are functional.
9. Ensure that Peter's Campus Center sections are open, cafeteria, mailroom, bookstore, and mail room.
10. Ensure that all bathrooms and showers have sanitation supplies.
11. Ensure that all broken or cracked windows are replaced.

Note: The Food Service Director should be prepared to receive the evacuees immediately after the briefing.

2.4.3.4.4 *Non-Evacuation Response Plan*

A sudden paralyzing catastrophe can occur on any campus at any time. Whether the disaster is by accident, willful violence or an act of nature the primary objective is to provide protection and assistance for students, faculty, staff and the community at large. In many cases Colleges and Universities serve as emergency shelters and that can place an extra responsibility on the campus resources. Therefore it is critical that the College be prepared to effectively serve the disaster victims.

Upon receiving a request for shelter services the President of the College will conduct a call meeting with the Crisis Management Team. The meeting will address the following:

1. Who - Identifies the name of the requester, the composite of the evacuees (women, children, elderly etc.).
2. What - Identifies the type disaster occurred.
3. When - Identifies the time of occurrence of the disaster and the estimated time of arrival of the evacuees.
4. Where - Identifies the rally point of the arriving evacuees and the location of the housing while on campus.

5. Why- Identifies why the College was chosen as a shelter site.
6. How - Identifies the method of transportation used for the evacuees and their numbers.

At the end of the call meeting the President will call a campus meeting in the chapel to brief students, faculty and staff. Immediately after the briefing the Crisis Management Team will begin the preparatory phase for receiving of the evacuees. Team members will do the following:

Campus Safety: The Chief will brief the Campus Safety staff and execute the following:

1. Activate the recall roster all available officers must report for duty.
2. All on duty officers will be required to work extended hours.
3. All vehicles will be serviced.
4. Contact the Emergency Management Services and request sleeping carts.
5. Assign an liaison officer to the evacuees.

Physical Plant Operations: The Director of Physical Operations and the Director of Residence Life will ensure that the quality of life for the evacuees is accommodating. This will be accomplished by providing the following:

1. Sleeping carts or mats.
2. Blankets and pillows.
3. Two televisions (four are preferred)
4. Water ½ gal. per day times three days with small paper cups.
5. Sanitation supplies= one toilet kit per 100 evacuees, consisting of 20 rolls of toilet paper, 300 wet wipes, 300 plastic bags with ties for dirty laundry, 10 large plastic trash bags and soap.

Food Service: The Director of Food Service will prepare a meal and will be prepared to serve the evacuees within 20/25 minutes of their arrival to the campus. The evacuees will also be provided with a survival pack. This pack will include fruit, a sandwich, cookie and bottled water.

The Director of Food service will make the necessary adjustment to accommodate an additional 100 meals for the duration of the evacuees sheltering.

Medical Support: Campus Safety and the Vice President and Dean of Student Affairs will address the evacuees and identify their medical needs and maintain a medical inventory consisting of the following:

1. 4 by 4 inch compress bandages 1,000 per 500 evacuees and campus personnel.
2. 8 by 10 inch compress bandages 150 per 500 evacuees and campus personnel.
3. 2-inch elastic bandages 24 count.
4. 4-inch elastic bandages 24 count.
5. Cardboard splints small, medium and large.
6. Butterfly bandages 50 count.
7. Water in small containers 100 for flushing wounds.

8. Hydrogen peroxide 10 pints.
9. Bleach one small bottle.
10. Paramedic scissors 4 count.
11. Tweezers 3 assorted units.
12. Latex gloves 100 per 500 evacuees and campus personnel.
13. Dust masks - 200 count.
14. Disposable blanket - 60 count
15. First Aid book - 2 standard and advanced.
16. Heavy-duty gloves - 20 count.
17. Oval eye patch - 50 count.
18. Space blanket 1 per evacuee and campus personnel.

2.4.3.5 Maintenance on Paine College Campus

Paine College Physical Plant personnel are responsible for repairing campus facilities. All members of the College community are encouraged to report any known problems or hazards to the Physical Plant Department. Prompt reporting enhances campus safety for all concerned. During non-working hours, please report any known problems or hazards to the Campus Safety Department.

2.4.3.6 Missing Student

This policy establishes a framework for cooperation among members of the College community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when absent from the College for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety, which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the College in case a student is determined to be missing. If a missing student is under 18 years of age Campus Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing. Campus Safety will also notify the Augusta Police Department not later than 24 hours after it determines that the student is missing. The Vice President and Dean and Assistant Vice President of Students shall have the responsibility of making the provisions of this policy and the procedures set forth below available to students.

Procedure:

1. Any report of a missing student, from whatever source, shall immediately be directed to Campus Safety.
2. When a student is reported missing, Campus Safety shall:
 - a. Initiate an investigation to determine the validity of the missing person report.
 - b. Contact the Vice President and Dean and Assistant Vice President of Students Affairs and Enrollment Management.

- c. Make a determination as to the status of the missing student.
- d. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
- e. Notify the Augusta Police Department within 24 hours after determining that the student is missing.

Student Contact Information: Students shall ensure that there is up- to- date emergency contact information on file at the Registrar's Office and with the Director of Residence Life (if living in campus housing).

Any incidents of missing persons shall be documented in the annual Campus Security Reports as well as the annual Clery Act statics.

2.4.3.7 **Persona Non Grata**

In matter of clear and present possible physical harm by any Paine College student, employee, or visitor toward another individual or property at Paine College, the President (or a designee) has authority to declare an individual, or individuals, *persona non grata* at the College. Such individuals are immediately suspended from classes or employment and, if on campus, will be escorted off campus, and shall not return to the campus without permission and escort unless and until such status is removed by the President or as a result of a special hearing board.

Each individual declared as *persona non grata* shall have such status communicated to individual by the President in writing. Such written communication shall state the reason for such actions and indicate that within five class or business days a special hearing board will be assembled to hear and review this matter. Each student, employee, or visitor shall also be informed of the right to counsel at such hearing, to present information or evidence, and to make written and/or verbal statements.

In all such cases the individual(s) will have the right to a special hearing within five class days of the *persona non grata* notification. A special hearing board shall be appointed consisting of three members including one administrator, one contract faculty member appointed by the President, and one student appointed by the President, with two members present being a quorum. By majority vote of a quorum the special hearing board will recommend to the President that the assigned *persona non grata* be removed or continued. If the *persona non grata* is removed and the individual is allowed to return, the individual may then be charged through the regular Disciplinary Procedures for any offenses committed. A student who has been declared *persona non grata* has no right to a refund as a result of their being placed on that status.

2.4.3.8 **Reporting a Crime or Emergency**

The campus community, students, faculty, staff, and guests are encouraged to report all crimes and public safety incidents to the Campus Safety Department in a timely manner.

If a crime or emergency occurs on the campus grounds, call Campus Safety at (706) 821-8235.

If you are a victim of an unlawful act you should report it to the College Campus Safety Department. Dispatchers are available 24 hours a day to answer your calls. In response to all calls, the dispatcher will send an officer to the incident area and transport the individual(s) involved to the Campus Safety Office for further investigation and to file an incident report. Most incident reports are forwarded to the Vice President of Administrative and Fiscal Affairs and the Vice President and Dean of Student Affairs. If a sexual assault or rape occurs, the responding unit will inform the victim of the services that are provided by the Sexual Assault Crisis Team who are available 24 hours a day.

To report a crime or an emergency on or off campus call **(706) 821-8235**.

2.4.3.8.1 *Assault with Construction Equipment or Damage to Campus Property*

If you are involved or a witness to this type of incident you should:

1. Remain calm.
2. Contact the Campus Safety Department or the officer posted in your area.
3. Give a description of the subject and the type of equipment being used.
4. If necessary, evacuate all personnel from the area to keep them clear of danger.
5. Do not attempt to make contact with the suspect.
6. Relinquish all information and control to the Campus Safety Department upon arrival.

In the event that there are injuries you should:

1. Notify Campus Safety at (706) 821-8235.
2. Get the injured to safe place.
3. Call the emergency services at 911.
4. Get all information on the injured if possible.

2.4.3.9 **Safety Programs**

Paine College will have at least an annual safety program encouraging the campus community to look out for themselves and one another.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the College community through security alerts posted prominently throughout campuses.

2.4.3.10 **Security Escorts**

All Residence Halls shall close at 12:00 midnight Sunday through Thursday and 1:00 a.m. on Friday and Saturday. Resident students, who desire admittance to the Residence Hall after

closing, should contact Campus Safety for an escort. Prior to granting access the student must present their Paine College I.D. Card and room keys. Campus Safety will admit students to their Residence Halls only on the hour is 1:00, 2:00, 3:00 etc. unless there are extenuating circumstances.

2.4.3.11 Sexual Assault

Paine College is committed to creating and maintaining an educational and working environment where respect for the individual and human dignity is of paramount importance. Paine College does not tolerate sexual assault in any form.

2.4.3.11.1 *Definition of Sexual Assault*

The definition of “sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

2.4.3.11.2 *Reporting a Sexual Assault*

In the event of a sexual assault, DIAL 9-1-1 and contact Campus Safety.

While reporting the sexual assault to the police, be certain to also request medical treatment.

If the incident occurred at Paine College, the victim is also encouraged to report the assault to Human Resources. Students should also report such incidents to the Provost and Vice President of Academic Affairs.

2.4.3.11.3 *Preservation of Evidence of a Sexual Assault*

After a sexual assault, it is important that the victim receive a medical examination. Trained medical personnel at a local area hospital will conduct a physical exam of the victim, but only if the victim gives permission. Medical evaluation allows the assessment, treatment, and documentation of any physical injuries and evidence. Do not douche, shower, or change clothes until visiting the hospital or being examined by a doctor.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a prompt police report, evidence should be preserved so the victim has the opportunity to pursue a criminal investigation should the victim decide to do so in the future.

2.4.3.11.4 *Investigation of Sexual Assault*

Sexual assaults violate the standards of conduct expected of every member in the Paine College community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, Paine College will abide by and cooperate with local, state, and federal sanctions. Paine College disciplinary action may include termination, suspension or expulsion depending on the seriousness of the situation.

2.4.3.12 Unauthorized Handling of Safety Equipment

The unauthorized alteration, misuse or tampering with of any equipment or device intended for use in preserving or protecting the safety of members of the Paine College community, including but not limited to keys, exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first-aid

equipment or telephones, is prohibited. Violation of this policy is subject to appropriate discipline.

2.4.3.13 Use of Skateboards, Rollerblades, and Bicycles on Campus

Skateboards, rollerblades, and bicycles can provide a recreational outlet and a convenient and economic method of traveling across campus.

It is expected that these conveyances will be operated in a proper manner with principal regard to the safety, well-being, and right of way of pedestrians. It is in this spirit that certain reasonable restrictions and prohibitions are necessary.

Restrictions and Prohibitions:

1. The use of skateboards, rollerblades, bicycles and hoverboards is prohibited inside all College facilities and outside on all steps or stairways.
2. No person shall operate a skateboard, rollerblades, or a bicycle on a sidewalk or walkway that duly interferes with pedestrian traffic; caution is to be exercised at all times and the right of way yielded to pedestrians.
3. No person shall operate a skateboard, rollerblade, bicycle, or motorized vehicle on any artificial or specially prepared surface (i.e., running tracks and basketball courts).
4. Bicycle operations:
 - a. Any person who operates a bicycle on campus is expected to comply with and is subject to any state or local ordinances or campus regulations pertaining to the operation of bicycles, including adhering to all posted warning, caution, or speed limit signs.
 - b. In the absence of posted speed limits, bicycle operators are expected to act in a responsible manner and in respect of local conditions.
 - c. Bicycles are to be secured only to the racks provided; bicycles may not be secured to trees, light poles, posts, handrails, or buildings.
 - d. In residence facilities, bicycles may be kept in authorized storage areas; and in student rooms with the approval of all occupants of the room.
5. Motorized vehicles:
 - a. Only authorized motorized vehicles, other than wheelchairs, may be operated on sidewalks.
 - b. Mopeds or other gas powered conveyances may not be brought into residence facilities.

Paine College officials have authority to enforce this rule on campus property. Violators will be subject to appropriate discipline.

2.4.3.14 Weapons on Campus

The possession of firearms, dangerous weapons, explosives, or lethal materials by unauthorized personnel on Paine College property is strictly prohibited. The use, possession, or storage of these or other potentially dangerous items by unauthorized personnel on the College's premises

or at Paine College activities, whether or not a federal or local license to possess the same has been issued, is strictly prohibited and subject to discipline and/or criminal prosecution. Off-duty law enforcement officers visiting the Paine College campus are exempt from this policy if granted authorization to carry a firearm on campus from the Chief of Campus Safety. Under no circumstance, however, may an off-duty law enforcement officer bring a firearm or other weapon into the classroom environment.

2.5 Information Technology Policies

2.5.1 Conditions of Use of College Computers and Network

1. Paine College's computing and associated network facilities are intended for use for teaching, learning, research, and administration in support of Paine College's mission.
2. All persons using Paine College computers and its network shall be responsible for adhering to the College's Appropriate and Reasonable Use Policy, and shall observe conditions and times of usage as published by the Director of Information Technology Services ("ITS") Department.
3. Paine College's computing and associated network facilities are not to be used for personal, commercial, or non-Paine College-related purposes without written authorization from the College. In any dispute as to whether work carried out in any of these areas is internal is the decision of the Director of ITS.
4. Users will not knowingly record or process information/data that infringes any patent or breach any copyright (See Software Use Policy below).
5. Paine College will endeavor to protect the confidentiality of information and material furnished by the user and will instruct all computing personnel to protect the confidentiality of such information and material, but the College shall be under no liability in the event of any improper disclosure.
6. Paine College will endeavor to safeguard the possibility of loss of information within the College's computing and associated network facilities but will not be liable to the user in the event of any such loss. The user must take all reasonable measures to further safeguard against any loss of information within the College's computing, learning, and networking facilities.
7. If a loss of information/data within the system can be shown to be due to negligence on the part of the computing or network personnel employed by ITS, or to any hardware or software failure which is beyond the user's means to avoid or control, then ITS will endeavor to help restore the information and will not charge the user for computer time spent in such restoration.
8. Users of the College's computing and networking facilities recognize that when they cease to be formally associated with Paine College (e.g. no longer an employee, enrolled student who has graduated or left the school or visitor to the College), their information/data may be removed from Paine College computers and networking facilities without notice. Users must remove their information/data or make arrangements for its retention prior to leaving Paine

College. Requests to extend networking privileges will be reviewed on a case-by-case basis by ITS.

9. Paine College reserves the right to limit permanently or restrict any user's usage of the College's computer and networking facilities; to copy, remove, or otherwise alter any information/data or system that may undermine the authorized use of College computers and networking facilities; and to do so with or without notice to the user in order to protect the integrity of the College's IT network against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage.
10. Paine College, through authorized individuals, reserves the right to periodically check and monitor its computers and networking facilities.
11. Paine College disclaims responsibility and will not be responsible for loss or disclosure of user information or interference with user information resulting from its efforts to maintain the privacy, security, and integrity of its computer and networking facilities and information.
12. Paine College reserves the right to take emergency action to safeguard the integrity and security of the computing, learning and networking facilities. This includes but is not limited to the termination of a program, job, or on-line session, or the temporary alteration of user account names and passwords. Emergency action does not waive the rights of Paine College to take additional actions, up to and including disciplinary actions, under this policy.
13. Users of the College's computing and networking facilities do so subject to applicable laws and Paine College policies and procedures. Paine College disclaims any responsibility and/or warranties for information and materials residing on non-College computer systems or available over publicly accessible networks, except where such responsibility is formally expressed. Such materials do not necessarily reflect the attitudes, opinions, or values of Paine College, its staff, or students.
14. External work or use of the College's computing and networking facilities shall not be undertaken which would prevent Paine College users from having their usual access to the facilities.

Violation of these conditions may result in appropriate disciplinary action, including but not limited to termination or expulsion.

2.5.2 *Appropriate and Responsible Use of College Computers and Network*

Appropriate and responsible use of the Paine College computing and networking facilities is defined as use that is consistent with the teaching, learning, research, and administrative objectives of Paine College and with the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered to be inappropriate use.

2.5.2.1 Responsibilities

Users of the Paine College computing and networking facilities accept the following specific responsibilities:

1. Security:

- a. To safeguard their data, personal information, passwords and authorization codes, and confidential data;
 - b. To take full advantage of file security mechanisms built into the computing & learning systems;
 - c. To choose their passwords wisely and to change them every 90 days (see Guidelines on Passwords);
 - d. To follow the security policies and procedures established to control access to and the use of administrative data.
2. Confidentiality:
- a. To respect the privacy of other users; for example, not to intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users or Paine College;
 - b. Not to represent others, unless written authorization is provided explicitly by those users;
 - c. Not to divulge sensitive personal data to which they have access concerning staff or students without explicit written authorization.
3. To respect the rights of other users; for example, to comply with all Paine College policies regarding sexual, racial, and other forms of harassment. Paine College is committed to being a racially, ethnically, and religiously heterogeneous community.
4. To respect legal protection provided by copyright and licensing of programs and data; for example, not to make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
5. To respect the intended usage of resources; for example, to use only the account name and password, funds, transactions, data, and processes assigned by service providers, unit heads, or project directors for the purposes specified, and not to access or use other account names and passwords, funds, transactions, data, or processes unless explicitly authorized to do so by the appropriate authority.
6. To respect the intended usage of systems for electronic exchange (such as email, World Wide Web, etc.); for example, not to send forged electronic mail, mail that will intimidate or harass other users, chain messages that can interfere with the efficiency of the system, or promotional mail for profit-making purposes. Also, not to break into another user's electronic mailbox or read someone else's electronic mail without their permission. Do not open suspicious emails, open unfamiliar attachments or surf unknown sites.
7. To respect the integrity of the computing, learning and networking facilities; for example, not to intentionally develop or use programs, transactions, data, or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system. Alterations to any system or network software or data component are to be made only under specific instructions from authorized academic staff, unit heads, project directors, or management staff.

8. To respect the financial structure of the computing, learning, and networking facilities; for example, not to intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by Paine College for computing, learning, network, and data processing services.
9. To adhere to all general Paine College policies and procedures including, but not limited to, policies on proper use of information resources and computing, learning and networking facilities; the acquisition, use, and disposal of College-owned computer equipment; use of telecommunications equipment; legal use of software; and legal use of administrative data.
10. To report any information concerning instances in which Paine College policy or any of its standards and codes of practice has been or is being violated, to ITS which will redirect the incident to the appropriate person(s) for action.

2.5.2.1.1 *Specific Activities*

The following apply to specific activities:

1. **Illegal Activity:** In general, it is inappropriate use to store and/or give access to information on Paine College computing, learning and networking facilities that could result in legal action against the College.
2. **Objectionable Material:** Paine College computing, learning and networking facilities must not be used for the transmission, obtaining possession, demonstration, and advertisement or requesting the transmission of objectionable material, namely: offensives:
 - a. Pornography of any kind or form;
 - b. Material that promotes crime or violence, or incites or instructs in matters of crime or violence; or
 - c. Material that describes or depicts material, in a manner that is likely to be offensive to others.
3. **Restricted Material:** Paine College computing, learning and networking facilities must not be used to transmit or make available restricted material to a minor.
4. **Restricted Software and Hardware:**
 - a. In compliance with the Paine College Approved Hardware and Software Use Policy (see below) users shall not knowingly possess, give to another person, install on any of the computing, learning and networking facilities, or run, programs or other information which could result in the violation of any Paine College policy or the violation of any applicable license or contract. This is directed towards but not limited to software known as viruses, Trojan horses, worms, password breakers, and packet observers/sniffers and includes hardware/software taken for personal use. Authorization to possess and use Trojan horses, worms, viruses and password breakers for legitimate research or diagnostic purposes must be obtained from the ITS Director.
 - b. The unauthorized physical connection of monitoring devices to the computing, learning and networking facilities that could result in the violation of Paine College policy or applicable licenses or contracts is considered inappropriate use. This includes but is not

limited to the attachment of any electronic device to the computing, learning and networking facilities for the purpose of monitoring data, packets, signals or other information. Authorization to possess and use such hardware for legitimate diagnostic purposes must be obtained from the Vice President of Administrative and Fiscal Affairs.

5. Copying and Copyrights:

- a. Users of the computing and networking facilities must abide by the College's Copyright Policy.
- b. Respect for intellectual labor and creativity is essential to academic discourse. This tenet applies to works of all authors and publishers in all media. It includes respect for the right to acknowledgment and right to determine the form, manner, and terms of publication and distribution. If copyright exists, as in most situations, it includes the right to determine whether the work may be reproduced at all. Because electronic information is volatile and easily reproduced or altered, respect for the work and personal expression of others is especially critical in computing, learning and networking environments. Viewing, listening to or using another person's information without authorization is inappropriate use of the facilities. Standards of practice apply even when this information is left unprotected.
- c. Most software that resides on the College's computing and networking facilities is licensed to the College and is protected by copyright privileges, licensing restrictions or contractual agreements. Users are required to abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on the computing and networking facilities or for distribution outside Paine College including but not limited to the resale of data or programs, the use for non-educational purposes or for financial gain; and against public disclosure of information about programs (e.g., source code) without the proper authorization. College employees who develop new packages that include components subject to use, copying, or redistribution restrictions have the responsibility to make any such restrictions known to the users of those packages.
- d. With a greater emphasis on computer-based assignments, students need to be especially cognizant of the appropriate use of computing, learning and networking facilities.

6. Harassment: College policy prohibits sexual and discriminatory harassment. The College's computing and networking facilities are not to be used to libel, slander, or harass any other person. The following constitute examples of computer related Harassment:

- a. Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person(s) by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family.
- b. Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease.

- c. Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that such communication should cease.
 - d. Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
 - e. Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
 - f. The display of offensive material in any publicly accessible area is likely to violate the College's No Harassment policy. There are materials available on the Internet and elsewhere that some members of the College community will find offensive. One example is sexually explicit graphics. Paine College cannot restrict the availability of such material, but it considers its display in a publicly accessible area to be inappropriate. Public display includes, but is not limited to, publicly accessible computer screens and printers.
7. Resource Degradation:
- a. It is inappropriate use to deliberately perform any act, which will impair the operation of any part of the computing, learning and networking facilities, or deny access by legitimate users to any part of them. This includes but is not limited to wasting resources, tampering with components or reducing the operational readiness of the facilities.
 - b. The willful degradation of computing, learning and networking resources is inappropriate use. Degradation includes but is not limited to passing chain letters, willful generation of large volumes of unnecessary printed output or disk space, willful creation of unnecessary multiple jobs or processes, or willful creation of heavy network traffic. In particular, the practice of willfully using the College computing and networking facilities for the establishment of frivolous and unnecessary chains of communication connections is an inappropriate waste of resources.
 - c. The sending of random mailings ("junk mail") is discouraged but generally permitted in so far as such activities do not violate the other guidelines set out in this document. It is poor etiquette at best, and harassment at worst, to deliberately send unwanted mail messages to strangers. Recipients who find such junk mail objectionable should contact the sender of the mail, and request to be removed from the mailing list. If the junk mail continues, the recipient should contact ITS.
8. Game Playing: Recreational game playing, that is not part of an authorized and assigned research or instructional activity, is not tolerated.
9. Commercial Use - Paine College provides computing, learning and network facilities for the support of its mission. It is inappropriate to use the computing, learning and networking facilities for:
- a. Commercial gain or placing a third party in a position of commercial advantage.
 - b. Any non-College related activity, including non-College related communications.

- c. Commercial advertising or sponsorship except where such advertising or sponsorship is clearly related to or supports the mission of Paine College or the service being provided.
10. This paragraph is not intended to restrict free speech or to restrict Paine College from setting up Information Servers or other services specifically designated for the purpose of fostering an “electronic community” with the wider community the College serves.
11. Use for Personal Business: The College’s computing, learning and network facilities may not be used in connection with compensated outside work nor for the benefit of organizations not related to Paine College, except in connection with scholarly pursuits (such as academic publishing activities) or in a purely incidental way. This and any other incidental use (such as electronic communications or storing data on single-user machines) must not interfere with other users’ access to resources (computer cycles, network bandwidth, disk space, printers, etc.) and must not be excessive.
12. Connection to the Campus-Wide Data Network: To maintain the integrity of the College’s computing and network facilities, connections to the campus network are made only by specialized personnel under the direction of the ITS network staff. Users are encouraged to attach appropriate equipment only at existing user-connection points of labs. All requests for additional Network connections or for the relocation of a connection should be directed to ITS for review and disposition.
13. Use of Desktop Systems: Users are responsible for the security and integrity of the College’s information/data stored on their assigned desktop or laptop system. This responsibility includes making regular disk backups; controlling physical and network access to the machine, following installation parameters for updating, and implementing virus protection software and/or security updates for the desktop operating system upon availability. Users shall avoid storing passwords or other information that can be used to gain access to other campus computing resources. Users shall not store College passwords or any other confidential data or information on their home laptop or PC or associated floppy disks or CD’s. All such information should be secured after any remote connection to the Paine College network is completed.
14. Use of External Services: Networks and telecommunications services and administrative systems and services to which Paine College maintains connections have established acceptable use standards. It is the user’s responsibility to adhere to the standards of such networks. Paine College cannot and will not extend any protection to users should they violate the policies of an external network.
15. Printouts: Users are responsible for the security and privacy of hard-copy versions of Paine College information, data, and reports.

Violating the College’s Appropriate and Reasonable Use Policy is grounds for discipline, including but not limited to, termination and/or expulsion.

2.5.3 ***Appropriate and Reasonable Use of Electronic Mail***

The electronic mail system provided by Paine College is intended for teaching, research, outreach, and administrative purposes. Paine College rules and policies, as well as applicable laws govern its use. The use of the College’s network and the Internet for email is a privilege

granted by the College to members of its community. It is not a right, and the privilege is contingent upon compliance with this policy.

Electronic mail may be used for personal communications within reasonable and appropriate limits.

Users shall explicitly recognize their responsibility for the content, dissemination and management of the messages they send. This responsibility means ensuring that messages:

1. Do not contain information that is harmful to Paine College or members of the College community;
2. Are courteous and polite;
3. Are consistent with all Paine College policies, including but not limited to those outlined in Volumes II, III, IV and V of the Paine College Policy Manual. Any use of email which is in violation of stated campus policy, state, or federal law shall be deemed in violation of this email policy;
4. Protect others' right to privacy and confidentiality;
5. Do not contain obscene, offensive, or slanderous material;
6. Are not used for purposes that conflict with the College's interests;
7. Contain an accurate, appropriate, and informative signature;
8. Do not unnecessarily or frivolously overload the email system (e.g. spamming and junk mail is not allowed);
9. Are not for commercial purposes unless authorized by Paine College.
10. Users shall cover periods of absence by adopting an appropriate functional account forward, or vacation message strategy.

Any violation of this policy may result in curtailment or loss of email privileges, and will be subject to any existing disciplinary procedures of Paine College. Violation of state and federal law may also subject users to prosecution by state and federal authorities. In any such prosecution or investigation, Paine College will cooperate with authorities.

2.5.3.1 Email Message Retention

Paine College's email message retention will be managed and facilitated using the following retention rates for electronic mail:

1. Inbox messages: 120 days then must be archived.
2. Sent messages: 120 days then must be archived.
3. Trash/deleted messages 24 hours

Each user is encouraged to create and save personal mail they would like saved to a personal mail folder on their local machines. Requests to have retention limits increased are to be forwarded to ITS. Requests will be reviewed and approved by the Vice President of Administrative and Fiscal Affairs.

2.5.3.2 **Data Backups**

Personal network folders are created for every user who has been assigned a network login account. Each user is encouraged to save critical information or data to the network assigned folder (filesrv1 under “Workgroup”) if they would like it included the weekly backup routine. ITS has made every effort possible to make this as seamless a process as possible but it eventually becomes the responsibility of the individual user to insure their data is saved on this folder. Failure to do so will jeopardize any attempts to recover specific data from backups should it become damaged or lost.

2.5.3.3 **Confidentiality and Security**

1. It is important to first note that any electronic mail is inherently not secure. Users, therefore, should exercise extreme caution in using email to communicate confidential or sensitive matters.
2. Paine College networks and computers are the property of the College and it therefore retains the right to allow authorized personnel to monitor and examine the information/data stored within. Users do not have a privacy right in materials created, sent, received, or maintained on these systems.
3. It is recommended that each user follow security guidelines and policies when sending personal or confidential material electronically.
4. Users must ensure the integrity of their password and abide by the Paine College policy on password security. Passwords, however, are only intended to prevent unauthorized access to email. They do not grant implicit privacy rights.
5. Confidential information should be redirected or shared with others only where there is a need and with the permission of the originator, when and where possible.

2.5.3.4 **Limited Warranty**

Paine College assumes no responsibility and provides no warranty against the non-delivery or loss of any files, messages or data nor does it accept any liability for consequential loss in the event of improper use of Paine College equipment, computer, or work related system or any other circumstances. In the event of data or message loss, the first recourse should be to attempt to retrieve data from daily, weekly, or monthly backups. If the resolution is financial in nature it should be referred to either the President or Vice President of Administrative and Fiscal Affairs for approval and/or disposition.

2.5.3.5 **Mass E-mails**

Sending a message to a large volume of recipients may slow down the College’s e-mail system, cause disk quota problems for users, and negatively impact our network bandwidth. Contact the Office of Communications and Marketing for guidance in determining which messages are eligible for mass e-mail. ITS and the Office of Communications and Marketing also strive to make the email system a useful communication tool for the sharing of critical information within the Paine College Community.

2.5.3.5.1 *Mass-E-mails and Announcements Process*

1. The mass e-mail originator sends their e-mail message to the Office of Communications and Marketing.
2. If the message is deemed appropriate, the Director of Public Relations then sends the e-mail out to specified groups.
3. If the message is deemed inappropriate, the message is not sent and the originator is notified.

Critical Information Examples:

1. Wide cancellations due to bad weather;
2. Notices specific to a particular class, which contain vital information;
3. Security Alerts (both physical and technological);
4. Notices of a time-sensitive nature.

Non-Critical Information Examples:

1. Events hosted by specific departments. (All events should appear on web calendar)
2. Forwards from commercial/personal email accounts

*Note: You may maintain your own distribution list to send special announcements. Mass emails should stem from the following distributors, Office of Communications and Marketing, Office of the President, Campus Safety and Information Technology Services.

2.5.4 *Hardware and Software*

There are multitudes of hardware and software choices on the market, and people naturally prefer to use those that suit their individual preferences. But on the Paine College campus where many computer users rely on ITS staff for training and support, it is impossible for the available staff to become experts on all hardware and software products. Also, introducing non-authorized software runs the risk of introducing harmful viruses. Therefore, computers and other hardware not approved by the Director of ITS and purchased in accordance with the College's Purchasing Policy may not be connected to the College's network facilities. Moreover, no user of the College's computers or network facilities shall install, upload, download, or use any software (including freeware and shareware) without seeking approval in accordance with the College's Information Technology Change Control Policy. Users who make, acquire, or use unlicensed copies of computer software without ITS approval or connect unauthorized hardware to the College's network are subject to disciplinary action.

According to applicable copyright law, persons involved in the installation and operation of unlicensed software can be subject to civil damages and criminal penalties including fines and imprisonment. Paine College does not condone the illegal duplication, installation, or operation of software. Industry watchdog organizations regularly survey organizations for software license compliance and can assess substantial penalties for noncompliance.

ITS is responsible for assuring that the software running on all computers operated or managed by Paine College network users is appropriately licensed.

2.5.4.1 **Approved Paine College Computer Related Software**

It is the policy of Paine College to respect all computer software copyrights and to adhere to the terms of all software licenses to which Paine College is a party. These guidelines will be strictly enforced.

Paine College employees and students may not duplicate any licensed software or related documentation for use whether on Paine College premises or elsewhere unless Paine College is expressly authorized to do so by an agreement by the licensor. Unauthorized duplication of software may subject employees, students or the College to both civil and criminal penalties.

Network users may not give Paine College owned or registered computer software to any other unauthorized users. For a current listing of approved software, please consult the ITS Department.

2.5.4.2 **Approved Paine College Computer Related Hardware**

For a current listing of approved hardware, please consult the ITS Department.

2.5.5 **Passwords**

Passwords should be memorized and ***never*** written down.

Passwords belong to individuals and must ***never*** be shared with others.

Passwords are required to be changed every 90 days, or immediately if compromised.

To mitigate to possibility of someone cracking a password ITS recommends that the guidelines listed below be followed:

A password must be 8 characters long and must contain at least one number.

Never make your password a name or something familiar, like your pet, your children, or partner. Favorite authors and foods are easily guessed.

Never should your password be the same as your username or your real name.

Avoid using words that can be associated with you.

Avoid having a password consisting of a word from a dictionary. Most basic cracking programs contain over 80000 words, and plenty of variations.

Choose something easily remember, that can be typed quickly and accurately, and includes characters other than lowercase letters.

Passwords should not contain all or part of the user's account name.

2.5.6 **Student Computer Labs**

Paine College provides access for students to the College Computer Labs and network for academic, research, or study purposes only. The labs and network are a valuable but limited resource, which must be shared with others. It is the student's responsibility to use the facilities in an efficient, ethical, legal, and responsible manner, in accordance with the "Appropriate and Reasonable Use of Paine College Computers and Network," and the "Appropriate and Reasonable Use of Electronic Mail" policies. Grossly improper behavior may be grounds for

termination of access to the labs or network facilities or subject the offender to other penalties and/or restrictions, which could include disciplinary actions.

Students must carry a Photo ID at all times while using the labs. ITS staff has the right to deny access to the Labs to anyone without proper identification.

2.5.6.1 Laboratory Etiquette

1. No food, drink, or cigarettes are to be consumed in the laboratories.
2. Avoid excessive noise and/or loud or obscene language.
3. Turn off or set to silent or vibrate all Cell phones and/or PDA's.
4. Cell phone conversations should be conducted outside the laboratories.
5. The number of workstations is limited. Please limit your sessions to 30 minutes when others are waiting.
6. Please be courteous to staff and fellow users.
7. Game playing is not acceptable. Computer game playing either from the computer or internet is prohibited unless written authorization is granted by an instructor.
8. Students are required to comply with any instruction by a Paine College staff member or Lab Assistant.

2.5.7 Website Content Approval

The Paine College web site is the official website of the College. Paine College endeavors to maintain the image of the College using the World Wide Web based site to promote the mission and vision of the College, as well as provide accurate, up-to-date information.

It is the policy of Paine College that the design and posting of information to the web site be the sole responsibility of the Office of Communications and Marketing. Divisions and departments content managers must submit all information/content for posting in accordance with procedures outlined below. Content managers are division chairs and department directors only. Any other individual shall not submit information. The Paine College Webmaster will administer posting information to the web site. The Director of Public Relations must approve all content before the Webmaster publishes the content.

Content managers are ultimately responsible for the content published via the Web. Content managers will be responsible for developing, maintaining, updating and submitting materials to the Director of Public Relations.

*All content managers must periodically review their respective pages for accuracy and currency.

Divisions and departments content managers must submit all information/content for posting on the College's web site in accordance with the following procedures:

1. Develop content that is relevant to students, prospective students, faculty, staff, parents, and other viewers of the web site.

- a. Please note that content changes that represent new College policy must be approved via the Policy Manual Revision process outlined in Volume I before submission to the Director of Public Relations for publication on the University's website.
2. Review information thoroughly for grammatical and spelling errors.
3. Submit content to the Director of Public Relations via email only.
4. Once content has been approved look for email indicating approval.
5. Content becomes visible on the Paine College web site via the World Wide Web.

2.5.7.1 **Images**

All content managers must submit images that are high quality. If images are submitted that do not meet this criteria they will not be used.

2.5.7.2 **Instructional Materials**

Instructional materials and information for students currently enrolled **will not** be posted on the web site. A link from the web site homepage will be provided and will link to Blackboard and Paine Net (Jenzebar) for instructional materials.

*Copyrighted materials must be cleared before use. Infringement of copyright laws are in violation of the local, state, national, or international laws and can be subject to prosecution by the appropriate law enforcement agency.

2.5.8 **Wireless Access**

The purpose of this policy is to provide guidelines for wireless connections to the Paine College network. It applies to approved Paine College employees, students, contractors, consultants, and other workers.

The goal of this policy is to protect Paine College's technology-based resources from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, or damage to the College's public image. All users employing wireless methods of accessing College technology resources must adhere to the College's defined processes for doing so, by using Paine College approved access points. Unauthorized access to the wireless network is not allowed.

Wireless networks are not a replacement for a wired network as the College's wireless network is an extension to the existing wired network. Wireless access should not be used for work sessions that require the transfer of large amounts of data (e.g., backups or file downloads) or for access to sensitive organizational data.

In order to provide wireless access to authorized users, ITS installs "access points" in and around the campus. These access points are generally small, antenna-equipped boxes that connect directly to the local area network (LAN), converting the LAN's digital signals into radio signals. The radio signals are sent to the network interface card (NIC) of the mobile device (e.g. PDA, laptop, etc.), which then converts the radio signal back to a digital format the mobile device can use.

“Rogue” access points are antennas that are installed without the knowledge or permission of Paine College, used by individuals to gain illegal access to the College’s network.

2.5.8.1 **Policy and Appropriate Use**

1. All wireless access points within the College’s firewall must be approved and centrally managed by the ITS Department. The addition of new wireless access points within campus facilities will be managed at the sole discretion of ITS. Non-sanctioned installations of wireless equipment (i.e., Rogue Access points), or use of unauthorized equipment on campus premises, are strictly forbidden.
2. The ITS Department will occasionally conduct sweeps of the wireless network to ensure there are no rogue access points present.
3. The ITS Department reserves the right to turn off without notice any access point connected to the network that it feels puts the College’s systems, data, and users at risk.
4. All wireless clients and devices shall be required to be fully patched and have installed the College’s supplied anti-virus software. The user shall update these applications as required, and will not reconfigure them in any way. Access point broadcast frequencies and channels shall be set and maintained by the ITS Department. Any device or equipment found to be interfering with access point signals may be subject to relocation or removal, including cordless phones, microwave ovens, cameras, light ballasts, etc.
5. All computer equipment and devices used to connect to the College’s network must display reasonable physical security measures. Users are expected to secure their College-connected devices when they are physically at their machines as well as when they step away.
6. Wireless access users agree to immediately report to the College’s ITS Department any incident or suspected incidents of unauthorized access point installation.
7. Use of the wireless network is subject to the same guidelines as the College’s Acceptable Use Policies.

Failure to comply with the Wireless Access Policy may result in the suspension of wireless access privileges and possible disciplinary action.

2.5.9 **Information Technology Change Control**

The dependence on ITS to support the constantly changing business environment and the investment in computer equipment and software necessitates that computer-based operations be properly protected and controlled. The purpose of this Information Technology Change Control Policy is to insure that adequate facilities are provided to securely contain and control computer hardware, software, data, and personnel; and to provide a stable information technology environment. This encompasses the protection against unauthorized access or modification to equipment, software, and data and the provision for controls that enhance the continuity of College IT-related operations.

Any changes to the network infrastructure hardware, system software, operating systems, and security policies governed by ITS will be controlled and managed by the Change Control Policy. A Change Control Form must be completed and approved by the change control team with the

establishment of a change control window. All IT-related purchase requests associated with a requested change (including hardware and software related purchases) must adhere to current Paine College purchasing procedures.

2.5.9.1 Change Control Process

Steps leading up to and involving the change control process include the following:

1. Request for a change or any other change identified by ITS staff (new version of software, bug fix, hardware purchases, etc.) triggers the need for the change control process.
2. Steps required to make the change are identified.
3. Initial risk and impact on College is determined and documented.
4. Test plan is created.
5. Date of implementation is estimated based on who is affected and how long it will take to complete the change.

2.5.9.2 Approval and Schedule

2.5.9.2.1 *Low and Medium Impact Changes*

Low and medium impact changes include installation of new systems or reconfiguration of existing systems, where the procedure impacts only a minimal amount of College departments and can be reversed easily and quickly with minimum downtime.

Low and medium impact changes must be approved by the Director of ITS to ensure that the proposed change to the College's system, equipment and/or software will function properly with the College's network configuration and that there is no duplication in equipment or services. Once approval from the Director of ITS is obtained, all IT-related purchase requests (including hardware and software related purchases) must adhere to current Paine College purchasing procedures. Changes can be made as soon as the Director of ITS approves the change control request and, if applicable, the Purchasing Policy is complied with.

2.5.9.2.2 *High Impact Changes*

High impact changes include installation of new systems or reconfiguration of existing systems that affect the entire College. The changes may also require significant down time.

The Director of ITS must initially approve the change request to ensure that the proposed change to the College's system, equipment and/or software will function properly with the College's network configuration and that there is no duplication in equipment or services. The request then must be presented to the President for final approval. Once approval from the Director of ITS and the President is obtained, all IT-related purchase requests (including hardware and software related purchases) must adhere to current Paine College purchasing procedures. Changes can be made on the agreed upon date after approval as described above, proper notification, and testing.

2.5.9.2.3 *Emergency Changes*

There are situations where in order to support the continuity of College operations an emergency production change will be required.

Examples of situations that would merit the scheduling of an "Emergency" change would include a change, which if not implemented, greatly impedes College productivity or causes unacceptable additional costs.

All emergency changes require the approval of the President, the Vice President of Administrative and Fiscal Affairs, and the Director of ITS.

2.5.9.3 **Notification Requirements**

Upon approval, notification of changes is required as part of the change control process. The individuals notified will depend on several things including: department/divisions affected by the change, the level of risk involved, and the amount of downtime needed to make the change. Outside of emergency changes, the timing of notifications should be reasonable to allow for a response and any alternate plans that need to be made by those affected by the changes.

2.6 Communications, Marketing and Advancement Policies

2.6.1 ***Communications and Marketing***

2.6.1.1 **Office of Communications and Marketing**

The Office of Communications and Marketing oversees a plethora of projects for Paine College including publishing, print materials, editing, social media, website development, website design, photography, media inquiries, press releases, email and direct marketing campaigns. The Office of Communications and Marketing works daily to protect the College's brand standards while elevating the Institution on the global stage in a positive light. Most services are provided free of charge to departments and offices, with the exception of costs associated with advertising and printing. Public relations and marketing services, plus media coverage are not guaranteed, but are based on the timing and newsworthiness of the event or promotion. Allow at least 5-10 business days for printing of flyers, posters, and brochures after completion of design. Individuals must read all service guidelines and checklists carefully before submitting a request.

2.6.1.1.1 ***Advertising***

The Office of Communications and Marketing coordinates the purchase and placement of all television, print (classified), radio and web advertisement. The assistance of the office is required before any advertisement is purchased, published or aired. An approved purchase order is required before the Office of Communications and Marketing starts the process.

After pricing and placement is confirmed it is the responsibility of all divisions, departments and offices to ensure financial transactions are completed.

Other Advertisements: The Office of Communications and Marketing must approve advertisements to be placed on behalf of the College for church publications, organization programs or souvenir journals etc.

Job Vacancy Advertisements: Paine College job vacancy advertisements are posted on the web site within 1-2 days of submittal. Vacancy Advertisements should be sent to the Director of Communications and Marketing and/ or to the Vice President of Institutional Advancement via email. Vacancy advertisements shall include the following:

1. Applications Deadline;
2. Qualifications and Requirements;
3. Responsibilities;
4. Salary;
5. How to Apply;
6. Where applications should be sent.

2.6.1.1.2 *Campus Postings*

The Office of Communications and Marketing in conjunction with the Office of Student Affairs must grant permission for all items posted on campus by departments and outside vendors. Items must be stamped with approval before they are posted. Flyers and posters should not display, vulgar photos or language, or improper use of logo. Any item posted without proper authorization, graphic or inappropriate in nature will be removed. Please refer to the College's Posting Policy for additional information.

2.6.1.1.3 *Event Promotion*

You must notify the Office of Communications and Marketing two (2) weeks in advance via a request for services form. Supporting artwork and photos shall be sent the same day as request is submitted via email at prnews@mail.paine.edu. By submitting this information you are requesting promotion of the event via television, radio, print website calendars, and print publications.

2.6.1.1.4 *Mass Emailing*

The College has established a mass-mail policy that limits the sending of large-scale e-mailings to critical information only (see Section 2.4 above). Please contact the Office of Communications and Marketing for guidance in determining which messages are eligible for mass e-mail.

2.6.1.1.5 *Media Coverage*

You must notify the Office of Communications and Marketing two (2) weeks in advance via a request for services form. Supporting artwork and photos should be sent the same day as request is submitted via email at Advancement@paine.edu. By submitting this information you are requesting that members of the media provide a story via television, radio, print or web. Please refer to the College's Media Policy for additional information.

2.6.1.1.6 *Paine College Logos*

The institutional logo is the steeple of the College's Gilbert-Lambuth Chapel. This image represents the historical background of the College. The circular seal logo is designated for the Office of the President. The athletic logo is an aggressive Lion profile. The official colors of the college are Purple and White. Black is appropriate to use as an accent color. See graphic standards manual (link PDF). Please refer to the Paine College Logo Policy for additional information.

2.6.1.1.7 *Photography*

You must notify the Office of Communications and Marketing two (2) weeks in advance via a request for services form. By submitting this information, you are requesting presence of a photographer at your campus event. Photography is not provided for events outside the Paine College campus. If there is an event that occurs each year or each semester (i.e. Convocation, Conference on the Black Experience, Homecoming Events), please request services at the beginning of the academic year. Please refer to the College's Photography policy for additional information.

2.6.1.1.8 *Publication Design*

The Office of Communications and Marketing provides design and printing services for the College. Publications include flyers, posters, brochures etc. The office provides these services to ensure consistent visual identity for the College and to ensure proper use of college logos, official artwork, and guidelines. Contracts with external printers and graphic designers are negotiated through the office.

The following is required before production begins:

1. Budget;
2. Copy/content for publication;
3. Consultation with designer;
4. Approved purchase order (if outside designer or printer is used).

2.6.1.1.9 *Publications/Printing*

The Office of Communications and Marketing works with the College's Central Processing department to print many publications. External printers will receive many large quantity publications to ensure timeliness. If external printers are used for your project estimates will be negotiated through the office.

2.6.1.1.10 *Stationary and Business Cards*

The logos will be used in the design of all stationery and business cards, with the logos and colors PDF, as shown in these sample stationery and business card designs PDF. (PDF link)

All stationary and business cards must be ordered through the Office of Communications and Marketing to ensure uniformity across the campus community.

The Office of Communications and Marketing will provide electronic versions of stationary for email use only. Request for electronic stationary must come via email from a designated person in each office to avoid confusion. Please send request to tjwilliams@paine.edu. File will be emailed about 2 weeks from receipt of information.

2.6.1.1.11 *Upcoming Events Calendar*

You must notify the Office of Communications and Marketing two (2) weeks in advance via a request for services form. By submitting the request any later than 2 weeks decrease the chances viewers are aware of the event. Supporting artwork and photos shall be sent the same day as request is

submitted via email at Advancement@paine.edu submitting this information you are requesting promotion of the event via the Paine College website “upcoming events” calendar.

2.6.1.1.12 *Videography*

The Office of Communications and Marketing does not offer videography. The Learning Resources Center facilitates all videography requests. Copies of previously recorded events are often available for distribution, or sale to faculty, staff, students, alumni and friends.

2.6.1.2 **Office of Communications and Marketing Policies**

2.6.1.2.1 *Media Relations*

The Office of Communications and Marketing coordinates all media coverage for the College, as well as works with campus divisions in the execution and completion of internal and external programs, activities and plans that are of special interest to the public. It is important to present the College both accurately and the in best possible light.

The Office of Communications and Marketing coordinates all external media contact with print, broadcast, radio, and web-based constituents. In addition to the President, the spokespersons for the College are the Vice President of Institutional Advancement and the Director of Communications and Marketing.

The College Spokesperson will:

1. Provide information and respond to inquiries from the news media regarding official College policies, positions, announcements, personnel issues, crisis management, emergency situations, College fiscal operations, and other matters, which reflect on the standing of the College.
2. Be informed immediately when any member of the Paine College community receives inquiries from the news media.
3. Keep the President and other senior administrators informed of all relevant media situations and inquiries.
4. In consultation with the President, prepare statements for the President to release to the media.
5. Inform the Office of the President of all media situations and inquiries.
6. Utilizing protocol and procedures to assure the President and other senior administrators informed of all relevant media situations and inquiries by direct communication or through the College spokesperson.
7. Coordinate, edit and distribute all press releases, including those prepared by other members of the Paine College community, checking them for accuracy and appropriateness with the President, deans, and designated contact person(s).

*All divisions, departments and offices must contact the Office of Communications and Marketing at (706) 821-8323 if contacted by the media.

In the interest of orderly, consistent management of the information released to the media, the following procedures are in effect:

1. Administration, deans, directors, faculty, and staff shall immediately contact the Office of Communications and Marketing when contacted by the media. Do not respond to inquiries from the media concerning matters such as personnel issues, crisis management, emergency situations, and College policies and fiscal operations; instead, these inquiries will be forwarded to the College Spokesperson through the Office of Communications and Marketing. This may be accomplished by calling the Office of Communications and Marketing and relaying the inquiries, or by asking the media person to call the Office of Communications and Marketing directly.
2. No Administration, deans, directors, faculty, and staff may respond directly to media inquiries on ordinary, day-to-day matters such as course information, scholarships, faculty awards and publications; however, all inquiries from reporters or other media persons shall be reported immediately to the Director of Public Relations by telephone or email.
3. Administration, deans, directors, faculty, and staff who respond to media inquiries after receiving appropriate authorization from the Office of Communications and Marketing must promptly submit copies of their responses to the Director of Communications and Marketing, in hardcopy or as email attachments. This contact avoids the interviewee being misquoted. All faculty members shall provide the Office of Communications and Marketing with a faculty expert form. This form provides the media with information containing your educational background, area of expertise and research.

*The Sports Information Director is responsible for the Athletic Department's news releases regarding athletic events. However, the Director of Communications and Marketing is responsible for press releases on all other Athletic matters.

2.6.1.2.2 *Paine College Logo*

The strength of the College's marketing and communications is dependent upon a strong, unified visual identity. The purpose of this policy is to project a consistent image to all audiences. By understanding and complying with this policy, you will help the College project a clear, consistent image that promotes the mission of Paine College to internal and external audiences. You also safeguard the traditions associated with the College and in doing so, instill a sense of pride and respect.

2.6.1.2.2.1 Paine College Logo

The institutional logo is the steeple of the College's Gilbert-Lambuth Chapel. This image represents the historical background of the College. The athletic logo is an aggressive Lion profile. The official colors of the college are Purple and White. Black is appropriate to use as an accent color. See the College's graphic standards manual ([link PDF](#)) for additional information.

2.6.1.2.2.2 Use of the Paine College Logo

The Office of Communications and Marketing must clear use of the Paine College logo. No individual will have access to the College's logos other than the Director of Communications and Marketing. All vendors associated with various areas of the College shall be referred to the Office of Communications and Marketing for logo use.

Violation of this policy is regarded as sufficient cause for dismissal or expulsion.

To request the use of the College's logo, please adhere to the following:

1. Contact the Office of Communications and Marketing for the Request for Logo Use Form.
2. Complete the form in detail explaining why the logo is being requested.
3. The Office of Communications and Marketing will review the request and either approve or disapprove the request.
4. If request is approved, the Office of Communications and Marketing will release the logo for the use described on form.
5. The requestor must download the Paine College Graphics Standard Manual to review proper use of the College's logos.
6. If the Office of Communications and Marketing finds that the logo was used for any other use, measures will be taken to revoke future use. Moreover, the College reserves the right to impose corrective discipline.

2.6.1.2.2.3 Paine College Graphics Standard Manual

The Paine College Graphics Standard Manual has been created to aid the Paine College community and vendors of the College to use of the logos. By understanding and complying with the college's graphic standards manual, you project a clear, consistent image that promotes the mission of Paine College to internal and external audiences. The graphic standards manual explains the proper use of Paine College's logos. The standards were developed to familiarize you with the college's official graphic symbols and assist you in implementing these symbols easily and accurately. The success of any visual identity depends on the cooperation of all members of the college community. Adherence to a few simple rules will result in improved communications and a unified image.

Please familiarize yourself with the information contained in the Manual, and let us know if you have questions or need assistance with projects requiring our logo or other trademarks. Contact the Office of Communications and Marketing at (706) 821-8323 for additional information.

2.6.1.2.3 *Photography on Campus*

Paine College is located on private property; thus, any professional photographers or videographers who are not members of the College community may obtain photos/video on College property only with permission of a) the subject(s) of their photography; and b) the Office of Communications and Marketing. Photographic releases are required in order to photograph children for Paine College publications.

Amateur photography by members of the College community and guests/visitors at College events are generally allowed provided the photographer has permission of the photo subjects or is photographing general crowd shots of an event considered open to the public (i.e., athletic events). If any photography is deemed disruptive, intrusive, or out of compliance with Paine College policies, College administrators, faculty, or staff are empowered to restrict and/or forbid

photography anywhere on campus. However, prior to confronting the individual, an effort should be made to contact a Campus Safety officer.

The Office of Communications and Marketing must be notified any time photography will take place in building interiors where classroom or other meeting space must be reserved.

The Office of Communications and Marketing must also clear Media photography.

2.6.1.2.4 Stationery and Business Cards

Official Paine College logos and will be used in the design of all stationery and business cards, with the logos and colors, as shown in Paine College Graphics Standard Manual.

All stationary and business cards must be ordered through the Office of Communications and Marketing.

The Office of Communications and Marketing will provide electronic versions of stationery for email use only. Request for electronic stationery must come via email from a designated person in each office to avoid confusion. Please send request to the Office of Communications and Marketing. File will be emailed about 2 weeks from receipt of information.

It is vitally important that all Paine College departments and programs be presented under one common visual identity. Maintaining a singular brand allows all areas to benefit from the promotion of the institution as a whole.

2.6.2 Institutional Advancement Policies

2.6.2.1 Fundraising Coordination

Fundraising activities are welcomed. However, to avoid conflicting programs Paine College policy is that no person or College organization is authorized to solicit an outright donation or gift-in-kind in the name of Paine College without clearance in advance, in writing, from either the Gift Policy Committee, the President, or the Development Office. This includes the solicitation of ads for ad books, sponsorships, gifts of equipment, or direct contributions of money, plus anything else that qualifies as a “gift.”

2.6.2.2 Gift Acceptance and Disposition

This policy is established to govern the acceptance and disposition of all gifts made to Paine College and any of its subsidiaries or affiliated organizations, whether such gifts are inter-vivos (lifetime) gifts or gifts from estates, other than gifts of: (a) cash, (b) publicly-traded equities traded on national exchanges, (c) whole life insurance policies meeting the criteria set forth in subparagraph 2.5.2.2.3.1 below, (d) library books/collections donated specifically to a College library (see Subsection 2.8.5), or (e) works of art donated specifically to the College. All gifts that fall under this policy must be approved in advance of acceptance of such gifts by the Gift Policy Committee (“GPC”) and in accordance with this policy. It is the responsibility of any development officer or departmental or other College official (including faculty and student organizations) presented with a gift or working with an estate to bring all gifts subject to this policy before the GPC prior to accepting such gifts.

The GPC is appointed by the President of Paine College, is chaired by the Vice President for Institutional Advancement, and consists of representatives from the Development Office,

Investment Committee, and one from the Business Office, subject to such changes in composition as the President may wish to make from time to time. The Vice President for Institutional Advancement will serve as Secretary to the Committee.

Gifts subject to this policy will be considered in four categories: tangible personal property, real property, life insurance, and other assets. The latter category includes, but is not limited to, such items as promissory notes, assignment of promissory notes, partnership interests, and restricted or non-publicly traded securities. The criteria for gift acceptance, the acceptance/approval process, and the disposition policy (administration policy in the case of life insurance) for each category are set forth below.

2.6.2.2.1 *Category 1 - Tangible Personal Property*

2.6.2.2.1.1 Criteria for Acceptance

Except as provided in the subparagraph 2.5.2.2.1.2 below regarding Gifts-in-Kind (“GIK’s”), the GPC will consider gifts of tangible personal property, including but not limited to works of art, manuscripts, literary works, boats, motor vehicles, and computer hardware, only after a thorough review indicates that the property is:

1. Readily marketable; or
2. Needed by the College for use in a manner which is related to one of the purposes for which tax exempt status of the College was granted; that is, for education, research, or a combination thereof.

2.6.2.2.1.2 Gift-in-kind Guidelines

The GPC has delegated the authority to accept certain types of GIK’s valued at less than \$5,000 to the Development Office, including but not limited to tickets to athletic events, postage, television sets, VCR’s, stereos, computers and computer software, equipment, and items for auction. Such gifts need not be formally presented for acceptance by the GPC, but instead may be sent directly to the Development Office for processing. Only in the event that the Vice President for Institutional Advancement is unsure as to whether the GPC would accept such a gift does a GIK valued at less than \$5,000 need to be brought before the GPC for formal acceptance.

The GPC established a minimum value for GIK’s to be recorded on the College’s gift record system; gifts with a total value of less than \$100 need not be processed through the Development Office. The department or program accepting a GIK valued at less than \$100 may acknowledge the gift, but no further processing is required.

Any GIK with a value exceeding \$100 but less than \$5,000 will be recorded on the College’s gift record system at \$1, unless independent verification of the fair market value of the gift is provided. The receipt given by the Development Office for all GIK’s will reflect the following two messages to emphasize the donor’s responsibility to obtain tax advice:

1. Your [the donor’s] gift may require that you complete IRS Form 8283, together with an appraisal of the donated property. Please consult your tax adviser.

2. The deduction you [the donor] receive from this gift may be limited to the lower of the cost or the market value of the goods donated. Please consult your tax adviser.

GIK's with a value exceeding \$5,000 will be processed in accordance with the subparagraph 2.5.2.2.1.3 below and will be recorded on the College's gift record system at a value to be determined by the GPC. The Vice President for Institutional Advancement or the GPC may require documentation from the donor or the department or program to benefit from the GIK in order to substantiate the donor's cost and/or the market value of the goods donated.

2.6.2.2.1.3 Approval/Acceptance Process

The development officer or other appropriate departmental official will prepare a written summary of the gift proposal and submit that summary to the GPC through the Vice President for Institutional Advancement. At a minimum, the summary shall include the following information:

1. Description of asset;
2. The purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift;
3. An estimate or appraisal of the gift's fair market value and marketability;
4. Any potential College use and, if so, written review by the department to benefit from the asset; and
5. Any special arrangements requested by the donor concerning disposition (e.g., price considerations, time duration prior to disposition, potential buyers, etc.).

The GPC will review the material presented by the development officer or other appropriate departmental official and make a determination as of whether to accept or reject the proposed gift (or, if necessary, to postpone a decision pending the receipt of additional information). The final determination of the GPC shall be communicated to the Development Office to communicate the College's decision to the donor in writing.

If a proposed gift of tangible personal property is approved by the GPC, the Vice President for Institutional Advancement will acknowledge receipt of the gift on behalf of the College. The College will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$5,000.

The execution and delivery of a deed of gift or other appropriate conveyance acceptable to the College, and the delivery of the property, as applicable will complete the gift. The donor will pay the costs associated with the conveyance and delivery of the gift. In addition, the IRS requires the filing of Form 8283 by the donor for gifts of tangible personal property valued at more than \$500. This form should be sent to the Development Office for execution by the College.

2.6.2.2.1.4 Disposition

1. Upon approval of a proposed gift of tangible personal property by the GPC, it will assign a College office the responsibility for disposing of the gift, unless the gift is intended to be put

to a specific College purpose in which case no immediate disposition is necessary. Any guidelines the GPC wishes to impose on disposition, including minimum sales price and approval or rejection of any special arrangements with the donor, will be put in writing to the College office responsible for disposing of the gift at this time.

2. Upon approval of a proposed gift, the GPC will designate an account number for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, a Development account number will be used as a holding account.
3. The Chair of the GPC must first be consulted and/or the entire GPC polled or convened, before a gift of tangible personal property may be sold for less than appraised value or estimated fair market value, or fails to meet the guidelines imposed by the GPC when approving the gift, as the case may be. If in the judgment of the College office responsible for disposing of the gift a current appraisal of the property would assist in disposing of the property, the College office responsible for disposing of the gift may request permission from the GPC or its Chair to have the appraisal performed.
4. Upon sale of the property, the College office responsible for disposing of the gift will prepare a final report on the property, including a financial summary of net proceeds to the extent known, and distribute it to the Development Office and the designated representative of the department to benefit from the gift.
5. The Development Office is responsible for filing Form 8282 for gifts of tangible personal property valued at more than \$5,000 sold by the College within two years of the date of gift.

2.6.2.2.2 *Category 2 - Real Property*

The GPC will consider gifts of real property, both improved and unimproved (e.g., detached single-family residences, condominiums, apartment buildings, rental property, commercial property, farms, acreage, etc.), including gifts subject to a retained life estate, only after a thorough review of the criteria for acceptance set forth below under the direction and supervision of the Vice President for Institutional Advancement and the Vice President of Administrative and Fiscal Affairs.

2.6.2.2.2.1 *Criteria for Acceptance*

1. *Market Value and Marketability.* The GPC must receive a reasonably current appraisal of the fair market value of the property and interest in the property the College would receive if the proposed gift were approved. Development Officers will inform the donor that, if the gift is completed, the IRS will require an appraisal made within sixty days of the date of gift. Development Officers must understand and communicate to donors that it is the College's policy to dispose of all gifts of real estate (other than property which the College wishes to retain) as expeditiously as possible. Thus, regardless of the value placed on the property by the donor's appraisal, the College will attempt to sell at a reasonable price in light of current market conditions, and the donor needs to be informed that any such sale occurring within two years of the date of gift will be reported to the IRS on Form 8282
2. *Potential Environmental Risks.* All proposed gifts of real property, including gifts from estates, must be accompanied by a Phase I environmental audit performed at the donor's

expense. The only permitted exception to this requirement is for residential property which has been used solely for residential purposes for a significant (at least twenty-year) period of time. In cases where this exception applies and no environmental audit is undertaken, the donor/executor must have outside parties complete an Environmental Study and may be required to execute an environmental indemnity agreement. Even in cases where a Phase I audit is submitted, the Vice President of Administrative and Fiscal Affairs may require that the donor sign an environmental indemnity agreement

3. *Limitations and Encumbrances.* The existence of any and all mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations of record must be disclosed. No gift of real estate will be accepted until all mortgages, deeds of trust, liens and other encumbrances have been discharged, except in very unusual cases where the fair market value of the College's interest in the property net of all encumbrances is substantial
4. *Carrying Costs.* The existence and amount of any carrying costs, including but not limited to property owners' association dues, country club membership dues and transfer charges, taxes and insurance, must be disclosed.
5. *Title Information.* A copy of any title information in the possession of the donor, such as the most recent survey of the property, a title insurance policy, and/or an attorney's title opinion, must be furnished.

2.6.2.2.2 Approval/Acceptance Process

1. The Vice President of Administrative and Fiscal Affairs with the assistance of Vice President for Institutional Advancement will prepare a written summary of the gift proposal and submit that summary to the GPC. At a minimum, the summary shall include the following information:
 - a. Description of real property;
 - b. The purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift;
 - c. An appraisal of the property's and, if different, the College's interest in the property's fair market value and marketability;
 - d. Any potential for income and expenses, encumbrances, and carry costs prior to disposition;
 - e. Any environmental risks or problems revealed by audit or survey;
 - f. Any potential College use; and
 - g. Any special arrangements requested by the donor concerning disposition (e.g., price considerations, time duration prior to disposition, potential buyers, realtors or brokers with whom the donor would like the College to list the property, etc.).
2. The GPC will review the material presented by the Vice President of Administrative and Fiscal Affairs and make a determination as of whether to accept or reject the proposed gift of real property (or, if necessary, to postpone a decision pending the receipt of additional information). The Vice President for Institutional Advancement shall communicate the final

determination of the GPC to the donor in writing, including any conditions imposed by the GPC prior to acceptance.

3. If a proposed gift of real property is approved by the GPC, the Vice President for Institutional Advancement will acknowledge receipt of the gift on behalf of the College upon notice by the Vice President of Administrative and Fiscal Affairs that the property has been properly recorded in the local Registry of Deeds. The College will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS.
4. The execution and delivery of a deed of gift or other appropriate conveyance will complete the gift. The costs associated with the conveyance and delivery of the gift, including but not limited to recording fees and, if deemed necessary by Vice President of Administrative and Fiscal Affairs, a current survey, title insurance and/or an attorney's title opinion, will be either paid by the donor or charged to the account number of the department(s), program(s), or endowment(s) to benefit by the donation. In addition, the IRS for gifts of real property requires the filing of Form 8283 by the donor. This form should be sent to the Development Office for execution by the College.

2.6.2.2.2.3 Disposition

1. The Vice President for Institutional Advancement and Vice President of Administrative and Fiscal Affairs may authorize the sale of real property received by gift valued at up to \$1 million, provided that such property is not located on or contiguous to the College's campus or determined by the President or the Vice President for Institutional Advancement to be important to the College in carrying out its educational and research mission; in the case where one or more of the above criteria is/are applicable, Board of Trustee (or Executive Committee) approval of the sale is required.
2. Subject to the terms of the above resolution, it is the responsibility of the Vice President of Administrative and Fiscal Affairs to dispose of all gifts of real property. The GPC will advise the Vice President of Administrative and Fiscal Affairs of any guidelines it wishes to impose on disposition, such as minimum sales price or approving/rejecting special arrangements with the donor.
3. If the Chair of the GPC determines that it is in the best interests of the College to retain for its own use a gift of real property, the Chair will recommend to the appropriate officers of the College and/or to the Board of Trustees that, in the case of gifts designated for endowment purposes, they designate and reclassify unrestricted quasi-endowment or other available funds for the purpose of providing the designated endowment fund with an amount equal to the fair market value of the property as of the date of its receipt by the College; and that, in all other cases, they authorize liquidation of such funds for the benefit of the designated gift purpose.
4. Upon acceptance of a gift, the GPC through the Development Office, working with the Business Office, will designate an account number for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, a Development account number will be used as a holding account.

5. Upon sale of the property, the Vice President of Administrative and Fiscal Affairs will prepare a final report on the property, including a financial summary of net proceeds, and distribute it to the Vice President for Institutional Advancement.
6. The Development Office is responsible for filing Form 8282 for gifts of real property sold by the College within two years of the date of gift.

2.6.2.2.3 *Category 3 - Life Insurance*

2.6.2.2.3.1 Criteria for Acceptance

The College will accept - without the necessity of review and approval by the GPC – gifts of life insurance policies, including whole life, variable and universal life policies, which meet the following three criteria:

1. The policy is either paid-up or, if not paid-up as of the date of the gift:
 - a. Has a minimum face value of \$10,000;
 - b. Has a payment schedule not to exceed twelve years and which assumes an interest rate not to exceed one percent below the prevailing prime interest rate as reported in the Wall Street Journal (for existing policies an “in force” illustration will be required); and,
 - c. Requires a written pledge of a charitable contribution from the donor to the College in a total amount which equals or exceeds the total premiums due, and with pledge payments scheduled so as to equal or exceed each policy premium payment as that payment becomes due. This written pledge also will acknowledge the absolute ownership by the College of the policy given and acknowledge the resulting right of the College to cash-in the policy and apply the proceeds of the same for the benefit of the College in accordance with an existing endowment agreement, if any; and if there is no endowment agreement in effect, or if minimum funding levels for the same are not attained with the proceeds, then the pledge shall provide that the proceeds shall be applied for the benefit of the College as the Trustees of the College may deem appropriate, giving due consideration to the intent of the donor.
2. Paine College is designated as the owner and the beneficiary of the policy. (While the policy will identify the College as the beneficiary, the development officer should work with the donor to clarify the purpose of the gift - whether it be for endowment (existing or new), specific program or department, or unrestricted use - by attachment of a memorandum, letter, or endowment agreement to the policy.)
3. If intended for endowment purposes, the face value of the policy meets the minimum funding standards for endowments for its stated purpose(s) established by the Board of Trustees and in effect at the time of the gift of the policy. (Development officers need to be aware that the actual funding of an endowment funded with the proceeds of life insurance takes place following the death of the insured, and the minimum funding requirements that are in effect at the time of the insured’s death will govern whether there are sufficient death benefits to fund such endowment for its stated purpose(s).

2.6.2.2.3.2 Approval/Acceptance Process

1. The development officer will prepare a written summary of any proposed gift of a life insurance policy which fails to meet all of the criteria specified in subparagraph 2.5.2.2.3.1 above and submit that summary through the Vice President for Institutional Advancement. At a minimum, the summary shall include the following information:
 - a. Description of the type of life insurance policy, face value, premium payment schedule, interest rate, age of insured(s), and other relevant policy information; and
 - b. The purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift.
2. The GPC will review the material presented by the development officer and make a determination as to whether to accept or reject the proposed gift or, if necessary, to impose any terms (e.g., the donor's pledge to make contributions to cover premiums, a revision in the payment schedule) as a condition of approval. The final determination of the GPC shall be communicated to the Vice President for Institutional Advancement who shall communicate the College's decision to the donor in writing, including any conditions imposed by the GPC prior to acceptance.
3. If a proposed gift of a life insurance policy is approved by the GPC, the Development Office will acknowledge receipt of the gift on behalf of the College.
4. The gift will be completed upon the execution and delivery of the life insurance policy to the College or an assignment of the policy in the event that the College is not the original owner of the policy.

2.6.2.2.3.3 Administration

The Development Office shall administer all gifts of life insurance policies and shall maintain records of all donor policies, contribution schedules, donor designations of death benefits, and the like. This office also shall be responsible for pledge reminders and monitoring payments of premiums.

The Vice President of Administrative and Fiscal Affairs shall be responsible for confirming the existence and cash value of all policies in force at least annually and for collecting and distributing death benefits. Upon receipt of death benefits, the Development Office shall provide notice to the department(s), program(s), or endowment(s) to benefit from the gift.

2.6.2.2.4 *Category 4 - Other Assets*

2.6.2.2.4.1 Criteria for Acceptance

The GPC will consider gifts of other assets, including but not limited to promissory notes, assignment of promissory notes, partnership interests, and restricted or non-publicly traded securities, only after a thorough review of the criteria set forth below.

1. **Market Value and Marketability.** The GPC must receive a reasonably current appraisal of the fair market value of the property and interest in the property the College would receive if the proposed gift were approved. Development officers will inform the donor that, if the gift is

completed, the IRS will require an appraisal made within sixty days of the date of gift. The appraisal and other information must indicate clearly and convincingly that there is a market for the asset under consideration and that the asset can be sold within a reasonable period of time.

2. **Potential Environmental Risks.** All proposed gifts in which the College would acquire an interest in real property must be accompanied by a Phase I environmental audit performed at the donor's expense. The only permitted exception to this requirement is for residential property that has been used solely for residential purposes for a significant (at least twenty-year) period of time. In cases where this exception applies and no environmental audit is undertaken, the donor must have an agent complete an Environmental Checklist and may be required to execute an environmental indemnity agreement.
3. **Limitations and Encumbrances.** The existence of any and all mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations of record must be disclosed. No gift of an interest in real estate will be accepted until all mortgages, deeds of trust, liens and other encumbrances have been discharged, except in very unusual cases where the fair market value of the College's interest in the property net of all encumbrances is substantial or where a separate agreement to pay any such encumbrances which might be charged to the College has been executed by a financially responsible party.
4. **Carrying Costs.** The existence and amount of any carrying costs, including but not limited to property owners' association dues, country club membership dues and transfer charges, taxes and insurance, must be disclosed.
5. **Title Information.** A copy of any title information in the possession of the donor, such as the most recent survey of the property, a title insurance policy, and/or an attorney's title opinion, must be furnished.

2.6.2.2.4.2 Approval/Acceptance Process

1. The development officer will prepare a written summary of the gift proposal and submit that summary to the GPC through the Vice President for Institutional Advancement. At a minimum, the summary shall include the following information:
 - a. Description of the asset;
 - b. The purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift;
 - c. An estimate or appraisal of the asset's fair market value and marketability;
 - d. Potential for income and expenses, encumbrances, and carry costs prior to disposition;
 - e. Any environmental risks or problems revealed by audit or survey;
 - f. Credit history or financial statement of financially responsible party;
 - g. Any special arrangements requested by the donor concerning disposition (e.g., price considerations, time duration prior to disposition, potential buyers, realtors or brokers with whom the donor would like the College to list the property, etc.).

2. The GPC will review the material presented by the development officer and make a determination as of whether to accept or reject the proposed gift (or, if necessary, to postpone a decision pending the receipt of additional information).
3. If a proposed gift of an asset in this Category 4 is approved by the GPC, the Vice President for Institutional Advancement will acknowledge receipt of the gift on behalf of the College. The College will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of assets valued in excess of \$5,000 (\$10,000 for non-publicly traded stock).
4. The final determination of the GPC shall be communicated to the Development Office, and the Vice President for Institutional Advancement shall communicate the College's decision to the donor in writing, including any conditions imposed by the GPC prior to acceptance.
5. The gift will be completed by the execution and delivery of a deed of gift or other appropriate conveyance, and the delivery of the property, as applicable. The donor will pay the costs associated with the conveyance and delivery of the gift. In addition, the filing of Form 8283 by the donor is required by the IRS for gifts of assets valued at more than \$500. This form should be sent to the Development Office for execution by the College.

2.6.2.2.4.3 Disposition

1. It is the responsibility of the Business Office under the Vice President of Administrative and Fiscal Affairs to dispose of all gifts of assets in this Category 4. Any guidelines the GPC wishes to impose on disposition, including minimum sales price and approval or rejection of any special arrangements with the donor, will be put in writing.
2. Upon acceptance of a gift, the GPC through the Business Office will designate an account number for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, a Development account number will be used as a holding account.
3. Upon sale of the property, the Business Office will prepare a final report on the property, including a financial summary of net proceeds, and distribute it to the Development Office.
4. The Development Office, working with the Business Office, is responsible for filing Form 8282 for assets valued at more than \$5,000 sold by the College within two years of the date of gift.

2.6.2.2.5 *Guidelines and Procedures for the Acceptance of Outdoor Objects*

This subparagraph establishes guidelines and procedures for the acceptance of works of art, sculpture, and other three-dimensional objects intended for outdoor display (hereafter referred to as "outdoor objects") within the confines of the College's campus.

It shall be the general policy of the College not to accept gifts of outdoor objects for display in the campus. Other than in extraordinary circumstances, no gift of an outdoor object will be deemed acceptable if it requires the expenditure of significant sums of money by the College, either for its installation and/or its continuing maintenance, unless the proposed gift is

accompanied by a separate cash gift or an endowment of sufficient size to meet these expenditures.

For outdoor objects intended to be displayed within the confines of the College's campus, the acceptance process shall proceed as follows:

1. Upon being notified that a gift of an outdoor object has been proposed, the GPC shall first determine if the general criteria described above have been met. To assist the GPC in this evaluation, the proposal must be accompanied by the following information:
 - a. A description and a picture or photograph of the object;
 - b. The donor's preferences for identification of the object; (i.e., any plaques or other means of identification); and
 - c. Estimated installation and maintenance costs, and the funding for it, if any.

If the general criteria above have not been met or if the donor is unwilling or unable to furnish the requested information, the GPC shall decline to accept the proposed gift.

2. If the proposed gift is intended to honor an individual or an event, the GPC shall, in consultation with the Vice President for Institutional Advancement and/or other Senior Officers of the College, determine if the timing of the proposed gift is appropriate and, if not, the GPC shall decline to accept the proposed gift.
3. If the above criteria have been met, the GPC shall refer the matter to College Officers to judge the proposed gift's aesthetic merits.
4. Upon receipt of a favorable determination as to aesthetic merit by the College Officers, the GPC normally will proceed to Step 5 below, but may in certain cases in which sitting is an issue first refer the matter to an ad hoc Site Advisory Committee. If utilized, the ad hoc Site Advisory Committee shall report back to the GPC its recommendations as to the suitability of suggested sites and other sites, if any, deemed suitable by the ad hoc Site Advisory Committee.
5. Based on the information and recommendations acquired in the above three steps, the GPC then shall normally: either (a) reject the proposed gift if no site exists which is satisfactory to the GPC; or (b) accept the proposed gift if there is a site or are sites satisfactory to the GPC.

These guidelines shall apply to proposed gifts of outdoor objects, regardless of whether or not they are intended to honor active, living or dead faculty members, students or staff and regardless of whether the outdoor objects represent a living person or not, including the honoree, if there is one.

2.6.2.2.6 *Exceptions*

Exceptions to this policy must be approved in writing by the GPC.

Stevens Strategy Model Language for Acceptance of Cash and Publicly Traded Securities

Cash: The College will accept - without the necessity of review and approval by the GPC – an outright gift of cash by a donor, for which the donor receives an income tax deduction as prescribed by current law. Any amount is encouraged and welcome.

While unrestricted contributions are encouraged, any donor has the option to restrict some or the entire cash gift to a specific program.

Acceptance Process:

The donor will be credited with the full amount of the cash gift. In cases where the donor is receiving something of value in return for the donation, the donor will be made aware of the cost of the benefit received. In these cases, the donor shall deduct the cost of the benefit received against their donation.

Gifts of cash may be made in the form of currency, personal check, credit card charge, cashier's check, or money order.

All checks shall be made payable to Paine College and shall not be made payable to an employee, agent, or volunteer for the credit of Paine College. Checks shall be deposited in the ordinary course of business and no employee or agent of the College shall delay deposit of such.

Matching Gifts: The College accepts gifts from companies which sponsor matching gift programs for their employees or former employees. The categorization of the company gift, in terms of whether it is restricted or unrestricted, annual or capital, and endowed or non-endowed is determined by the gift from the underlying donor/employee.

Negotiation/Acceptance Process:

The donor obtains a matching gift form from his or her employer, and completes the relevant portion of that form, and submits it to the relevant gift officer along with his or her individual cash donation. The relevant gift officer or staff member then completes the standard gift information form, including a notation that a matching gift is included, and submits that form, the individual's check or gift, and the matching gift form to the Paine College Office of Institutional Advancement Services. On the gift information form, the relevant gift officer or staff member should make particular reference to any deadlines the donor's employer may have for the College's submission of the matching gift form.

Pledges: The College accepts pledges, which are not immediate gifts but rather are commitments from donors to make future payments of specified amounts within a defined time period and for designated purposes. Pledges are solicited and processed through the year of giving, which utilizes the services of an outside vendor, in obtaining them as well as outright gifts.

Pledges can be made to the College typically over the telephone in response to calls from donors or through solicitation correspondence returned by donors. The College pledge cards must include an amount, a time period, and a designated purpose for the gift. An acknowledgement/Receipt pledge cards are sent on the behalf of the Office of Institutional Advancement to the donor with an acknowledgement and reminder of the pledge made, including a return piece and envelope, with which actual payment can be made.

Marketable Publicly Traded Securities: The GPC will consider gifts of marketable publicly traded securities, only after a thorough review of the criteria for acceptance set forth below under the direction and supervision of the Vice President for Institutional Advancement and the Vice President of Administrative and Fiscal Affairs.

Acceptance Process:

Marketable publicly traded securities are securities regularly traded on a public stock exchange. Any amount is encouraged and welcome subject to the conditions below and the approval of the Vice President for Institutional Advancement and the Vice President of Administrative and Fiscal Affairs. While unrestricted contributions are encouraged, any donor has the option to restrict some or the entire gift to a specific program. The donor's deduction for outright gifts of appreciated long-term securities (held more than 12 months) is equal to the fair market value of the securities on the date the donor relinquishes control of the assets to Paine.

1. If an endorsed stock certificate, or an unendorsed stock certificate with a stock power, is mailed to Paine College or the College's agent, the gift date is the date of mailing. If it is hand delivered to the College, the date of the gift is the date of delivery. If the donor delivers the stock certificate to a bank or broker, or to the issuing corporation, for transfer into the College's name, the date of the gift is the date on which the transfer is made on the corporation's books.
2. Donors whose gifts are matched by a company will receive soft credit for the matching amount.
3. If donor is an officer or director of the issuing corporation, the College will inquire as to whether any Securities and Exchange Commission (SEC) Rule 144 restrictions apply which limit the College's ability to sell the donated securities.
4. Marketable securities will be receipted at the average of the high and low market value on the date the donor relinquishes control of the assets in favor of the College or other valuation techniques approved by the Internal Revenue Service.
5. Paine College will not receive or process proposed transfers of stock which have no current market value (i.e., "worthless stock") at the time a transfer to the College is proposed. Gifts of publicly-traded securities may be made by delivering the security itself and a signed stock power to the Office of Institutional Advancement or by arranging an electronic transfer between the donor's broker and the College's designated transfer agent.
6. It is the College's policy to have its investment manager sell publicly-traded securities when received and reinvest the sale proceeds according to the current guidelines approved by the Board of Trustees. In many circumstances, the College's investment manager may decide to retain gifted securities in the investment portfolio as consistent with the overall investment strategies of the organization.
7. Securities controlled under Securities and Exchange Commission Rule 144 will be held until the restriction on the sale expires and then will be immediately sold in the manner indicated above.
8. If the fair market value of gifted securities is greater than \$500, the donor must complete Section A of Form 8283 and attach such to the donor's current tax return.

Closely-Held Stock: The GPC will consider gifts of closely-held stock, only after a thorough review of the criteria for acceptance set forth below under the direction and supervision of the Vice President for Institutional Advancement and the Vice President of Administrative and Fiscal Affairs.

Acceptance Process:

Closely-held stock are securities of a private or family-held corporation, which include not only debt and equity positions in non-publicly traded companies but also interests in limited partnerships and limited liability companies, or other ownership funds.

1. Any amount is welcome, provided the stock may be readily sold or is likely to be redeemed.
2. While unrestricted contributions are encouraged, any donor has the option to restrict some or all of the gift to a specific program.
3. The donor will be credited with the appraised fair market value of the stock, or an estimated value if an appraisal is not available.
4. If the fair market value of gifted closely-held stock is greater than \$5,000, the donor must complete Section B of Form 8283 and attach such to the donor's current tax return. If the value is greater than \$10,000, the qualified appraisal itself, along with the appraisal summary, is required. A qualified appraisal is required for all gifts of closely-held stock valued in excess of \$10,000. Such gifts must be reported on Section B of Form 8283 which is filed with the donor's federal income tax return.
5. When required, a Form 8282 will be filed by the College if the stock is sold within two years of receipt.
6. Gifts of closely-held stock will be accepted only with prior approval of the GPC and will be **received** and **reported** at the most recent per-share value determined by a qualified independent appraiser.

7. The proceeds from gifts of closely-held stock will be used consistent with the intentions of the donor and the established policies of Paine College. The College is not prepared to accept gifts of closely-held stock made with the anticipation that the stock will be held long-term.

2.6.3 Sponsored Program Management

2.6.3.1 Introduction

Paine College encourages its faculty, students, and administrative staff to become involved in obtaining sponsorship from outside agencies through contracts and grants for scholarly activities, and recruits nationally talented and dedicated faculty members committed to teaching and professional service. This policy provides a guideline to obtaining external funding for scholarly activities.

Paine College affirms its adherence to the highest ethical standards of faculty conduct in research, and any misconduct in research or other scholarly activities is prohibited and allegations of such misconduct is investigated thoroughly and resolved promptly.

Funds for sponsored projects are awarded to the College. The funds are to be spent only for the purpose and at the level designated in the final approved proposal budget unless written approval is obtained from the sponsor. The Principal Investigator (PI) is responsible for implementing the sponsored project in accordance with sponsor guidelines, hiring staff, expending project funds, and conducting the project as described in the proposal and agreed to with the acceptance of the award. The PI is ultimately responsible for the overall success of the project, including adherence to sponsors' guidelines. This is emphasized and stressed to the PI, and their responsibility to both the sponsor of the project and Paine College. The Office of Sponsored Programs is the best source of information if one has any questions or if there is a need for guidance on management of a project.

2.6.3.2 Negotiation and Acceptance of Sponsored Agreements

“Negotiation” is the process of formal discussion between the sponsor and the recipient institution to resolve any conflicts in scope of work, budget, or terms and conditions. If successful, this process leads to the preparation by the sponsor of a mutually acceptable award document (grant, contract, or cooperative agreement).

A sponsor's program officer may contact the PI directly to discuss the proposed budget, investigator's level of effort, and the scope of work. Reductions in proposed budgets should be evaluated to determine whether there is a change in the scope of work. These discussions and evaluations should be relayed to the Office of Sponsored Programs within fifteen (15) days of notification.

When the award document is received, the Office of Sponsored Programs will review the terms and conditions of the award for conformity with college policies and procedures. Further negotiation between the Office of Sponsored Programs, the PI (as appropriate) and the sponsor may be necessary to eliminate or revise unnecessary or inappropriate terms and conditions.

Once the award document is acceptable to all parties, the Office of Sponsored Programs will have the agreement signed by the authorized college representative and will return it to the

sponsor. **PI's are not authorized to sign award documents on behalf of the College.** Award documents requiring an authorized signature and contracts must be brought to the Office of Sponsored Programs with a completed Document Approval Form (this can be downloaded from the webpage of Sponsored Programs)

The award document will include the dates of the budget period or other specified funding period, the amount of the funds authorized for obligation by the grantee during the period indicated, special terms and conditions binding upon the award, and an outline of all general terms applicable to the award. Appended to the grant award document, or as an additional notification, will be a schedule for filing technical and financial reports. Under most circumstances the award document must be received by the Office of Sponsored Programs before the project can begin or anticipated funds can be expended.

2.6.3.2.1 *Establishing an Account*

After a fully executed contract or grant has been received, the Office of Sponsored Programs will contact the Business Office to obtain a restricted account number. Since the Business Office is responsible for all financial reporting, a packet of materials is assembled that includes the following:

1. Grant Notification Form that includes essential information for accounting purposes.
2. Copy of award documents (for the reference file in the Business Office). These documents usually contain information that Business Office will need for billing and/or financial reporting.
3. Documentation of cost-sharing. Any cost-sharing quantified in the proposal must be documented when the award is received. The personnel activity reporting procedures provide the documentation for contributed time and salaries. For other funds contributed from a Paine College source or from external sources a matching account will be established and those funds will be moved into that account. For in-kind contributions from non-Paine College sources the contributor will be asked to provide written confirmation of the contribution and the value of the contribution.

2.6.3.2.2 *Grant Notification Form*

The Office of Sponsored Programs completes the "Grant Notification Form" which outlines the restricted number, and match number (if applicable), budget breakdown, and position numbers tied to the account. To notify other offices on campus that this account has been established, the form, along with email notification, is sent to the following: Project Director/PI, Division Chair, Program Coordinator Business Office, and Human Resources Office

The e-mail will also go to all departments on campus which may incur charges to the account (i.e., bookstore, post office, print shop, LRC, payroll, etc.).

2.6.3.2.3 *Accounting Reports*

On or about the fifth day of each month, fiscal officers of grant accounts (PIs) receive monthly status reports and a report of transactions from the Business Office. These reports reflect income and expenditures, requisitions, orders, transfers and indirect costs charges (if applicable) that

have been posted to the account through the Financial Records System. The Office of Sponsored Programs also receives copies of these reports, which are maintained in the grant file. These reports should be reconciled to the PI's records. These reports are to be reviewed to insure that charges are correct. Report any discrepancies to the Business Office. If you have any trouble reading or understanding the reports, you may contact the Office of Sponsored Programs.

The PI has the responsibility to maintain accurate budget expenditures/budget revisions to insure the account is not overspent.

2.6.3.2.4 *Budget Adjustments*

After the account is established, there may be a need to make a variety of budget adjustments.

2.6.3.2.5 *Transferring Funds within the Account*

During the course of the project, transactions may take place in budget categories in which there are insufficient funds. When this occurs, the PI will need to transfer funds from other budget categories in order to cover the transaction. The PI should first call the Office of Sponsored Programs to discuss the budget transfer.

After reviewing the balances and the policies of the sponsoring agency, the Office of Sponsored Programs will advise the PI as to available options for fund transfers. Once the decision has been made about fund transfers, the PI fills out a Budget Revision Form and submits it to the Office of Sponsored Programs. Office of Sponsored Programs will review the budget revision and forward it to the Budget Office. Because not all transfers are permissible, the PI should contact the Office of Sponsored Programs as soon as he/she suspects there may be an overrun in the original budget in a particular budget category.

2.6.3.2.6 *Budget Changes Requiring Agency Approval*

As has been noted above, some budget changes can be made directly by the PI without prior approval of the funding agency. Others, however, cannot be made until prior approval has been granted by the funding agency.

The types of transactions that require prior approval vary depending upon the agency and/or the type of agreement. Generally, prior approval will be required for the following:

1. Change in the scope of work of the project;
2. Extension of the duration of the project;
3. Transfer of funds into the travel or equipment categories in an amount that exceeds 25% of the original budgeted amount or \$500, whichever is greater;
4. Purchase of an item of permanent equipment that was not approved in the original budget;
5. Purchase of any item of general-purpose equipment (office equipment, computer hardware, etc.);
6. Funding of foreign travel (if not approved in the original budget); or
7. Subcontract part of the work to another organization (if not approved in the original budget).

Anything included in the proposal budget initially approved by the agency is considered as having prior agency approval.

2.6.3.2.7 *Obtaining Agency Approval*

If agency approval is required during the course of the project, it must be requested and approved in writing, in the form of a letter of justification from the PI, through the Office of Sponsored Programs, to the appropriate agency office. Before the PI writes the letter of justification she/he should contact the program officer to determine if the agency would be receptive to such a request.

If a letter of justification to an agency is submitted, the letter should be brought to the Office of Sponsored Programs for signature. Most federal agencies require an institutional endorsement on requests for prior approval before they will approve them.

Requests for prior approval on budget transfers and time extensions should be made **at least 90 days** before the end of the project.

2.6.3.3 **Expending Funds**

The purpose of this section is to explain the various forms and procedures to use when making expenditures in connection with the sponsored project. Anyone authorizing the expenditure of federal funds needs to understand the cost principles contained in Circular A-21, published by the Federal Office of Management and Budget (OMB). These principles govern costs that may be charged to the government by educational institutions either directly or indirectly. Paine College generally applies these same cost principles to non-federal funding as well, although in some cases non-federal sponsors define allowable/unallowable costs differently than federal sponsors.

Any cost being charged to a sponsor must satisfy the following criteria:

1. The cost must be allowable as defined by Circular A-21 and/or by the terms of a particular award.
2. The cost must be allocable, that is, the project which paid the expense must benefit from it.
3. The expense must be reasonable, that is, the cost reflects what a “prudent person” might pay.

If costs are not allowable, allocable and reasonable, then they may not be charged to a sponsored project.

In addition, A-21 requires that costs be handled consistently across the College. This means, for example, that particular types of expenses may not be charged directly in one school, or department, and charged as an indirect cost somewhere else. The key to consistency is the application of Paine College policy.

2.6.3.3.1 *Definition of OMB Circular A-21*

The Office of Management and Budget (OMB) is one of the agencies of the Executive Branch of the U.S. Government. OMB’s predominant mission is to assist the President in overseeing the

preparation of the Federal budget and to supervise its administration in Executive Branch agencies. OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities.

Working cooperatively with federal agencies and non-Federal parties, OMB establishes government-wide grants management policies and guidelines through circulars and common rules. These policies are adopted by each grant making agency and inserted into their Federal regulations.

One of the OMB Circulars, designated A-21, is titled Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions. The cost principles in A-21 provide the general accounting “rules” for colleges and universities. These principles define those costs that are allowable and allocable to the Federal Government.

Other OMB circulars which are frequently referenced in the administration of sponsored projects at academic institutions are:

2.6.3.3.1.1 *OMB Circular A-110*

OMB Circular A-110 relates to grants and agreements with institutions of higher education, hospitals and other non-profit organizations. This Circular sets forth standards for the pre-award and post-award administration of grants to and agreements with institutions of higher education. It includes provisions related to property, procurement standards, reports and records, among others.

2.6.3.3.1.2 *OMB Circular A-133*

OMB Circular A-133 relates to audits of institutions of higher education and other non-profit Institutions. This Circular sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of non-profit organizations expending Federal awards. A-133 requires a single, annual compliance audit of educational institutions receiving federal funding.

The provisions of these circulars are applicable to all federal agencies which award federal dollars. Paine College has translated these cost principles into its College policies relating to financial aspects of sponsored projects administration.

This section will cover salaries and wages, fringe benefits, supplies and expendable equipment, permanent equipment, travel, publication costs, subcontracting, Davis Bacon compliance and various other expenses.

2.6.3.3.2 *Salaries and Wages*

All personnel who are paid salaries or wages from a sponsored project account, whether faculty, professional staff, clerical staff, technicians, or students must be paid in accordance guidelines established by the granting agency. Salary and wage categories and job classifications on sponsored project accounts are the same as those established for all other college employees.

2.6.3.3.3 *Appointing Individuals to Work on a Grant or Contract*

All individuals working on sponsored projects must be appointed via the initiation the PAF. – Personnel Action Form –This form is used to add personnel already employed by the College to

a grant. It is also used to hire student labor or individuals who are not currently employed by Paine College.

These forms are to be completed by the PIs with appropriate signatures and then forwarded to the Office of Sponsored Programs for review. The Office of Sponsored Programs will then send the PAFs to Academic Affairs or other appropriate offices.

Student Research Assistants – Student assistants can be an integral part of a research project. Paine College supports student assistants at the undergraduate level. Student research assistants may be hired for one semester, an academic year, or a fiscal year (12 months). For budgeting purposes, the salary of the research assistant and the registration fees and tuition must be included in the project.

2.6.3.3.4 *Undergraduate Students - Payments to Undergraduate Students*

1. Stipend - A stipend is an award to promote the education and training of a student. There is no employee-employer relationship between the student and the College. Stipends to students will be paid with a requisition through Accounting Services. A letter will be sent to the student explaining the student's tax obligations. Accounting Services sends a 1099 to the student at the end of the calendar year.
2. Student Labor - Often a grant will provide funds for student labor. These funds are used to pay students to assist the project director in completing the requirements of the grant. This assistance could be clerical, data entry, etc. This does imply an employer-employee relationship between the student and the College. Therefore, a PAF must be completed.

2.6.3.3.5 *Estimating Fringe Benefits*

Fringe Benefits are estimated in sponsored projects proposals according to college policy. Fringe benefits for full time faculty and administrative staff are estimated at 25% of the employee's base salary. However, when charges for fringe benefits are made to an agency, they are made at actual cost. Therefore, the amount of money budgeted for fringe benefits may vary from the amount charged. In cases where the estimated amounts are inadequate, funds must be re-budgeted to allow for actual fringe benefit charges. Conversely, if estimated amounts exceed actual charges, excess funds may be re-budgeted to other areas of the project.

2.6.3.3.6 *Procurement Policy*

Supplies/Services and Other Costs

Purchases for goods or services costing less than \$2,000.00 can be obtained without prior approval from the controller's Office. Payment for these goods and services is done via the Check Requisition Form (obtained from the Paine web site: Quick Links; Forms & Documents; filter by Controllers Office or Sponsored Programs). Goods, services or equipment costing over \$2,000 must be approved by Procurement Services and/or Sponsored Programs. For these goods and services a Departmental Requisition Form is sent to Procurement Services where a Purchase Order will be initiated.

Purchasing Policies

Paine College uses a centralized purchasing system in the Office of Administrative and Fiscal Affairs. All requisitions should be initiated and signed by the immediate supervisor. After approval by the supervisor, the requisition is then sent to the Business Office for the approval of the Vice President of Administrative and Fiscal Affairs or the Comptroller. The College is not responsible for any purchases that are made without a purchase order. Any person making purchases without a College purchase order will be responsible for paying for such goods. All purchases, except as indicated above, must be approved before the purchases are made and not afterwards. All requisitions must be submitted at least 72 hours in advance of the date the purchase order or check is requested.

Supplier Selection and Quotations

Vendors are selected for their capability to serve the needs of the College in the most economical and efficient manner possible. Past performance and cooperation are important factors. Vendors must comply with the Equal Opportunity Act since it is the policy of the College to promote the full realization of equal employment opportunity through an Affirmative Action program.

Sole/Single Source

A sole/single source purchase is one wherein an item that is needed can be purchased from a sole/single source only. This situation makes it impossible to obtain competitive bids. The Business Office will require justification from the requisitioning department division or to justify why an item is sole/single sourced. Final responsibility in determining whether an item is sole/single sourced rests with the Business Office.

Supply Sources

Requisitioning departments or divisions are encouraged to suggest sources of supply for unusual items. Authority for the final selection of the vendor, however, shall be left to the Business Office. The decision will be made with the overall needs of the College in mind.

Vendor Qualification

The performance of vendors doing business with the College for the first time is carefully evaluated. In addition, references are checked, formal interviews conducted when possible and government bidders lists checked to make sure they are qualified vendors.

Requests for Bids or Quotations

The Business Office, in accordance with the below listed guidelines, solicits competitive quotations or bids. Requisitions requiring bids should include the specifications for the required items that are to be purchased. In the event the requisitioning department has obtained quotations this information should accompany the requisition.

Competitive quotations will be secured in accordance with the following guidelines:

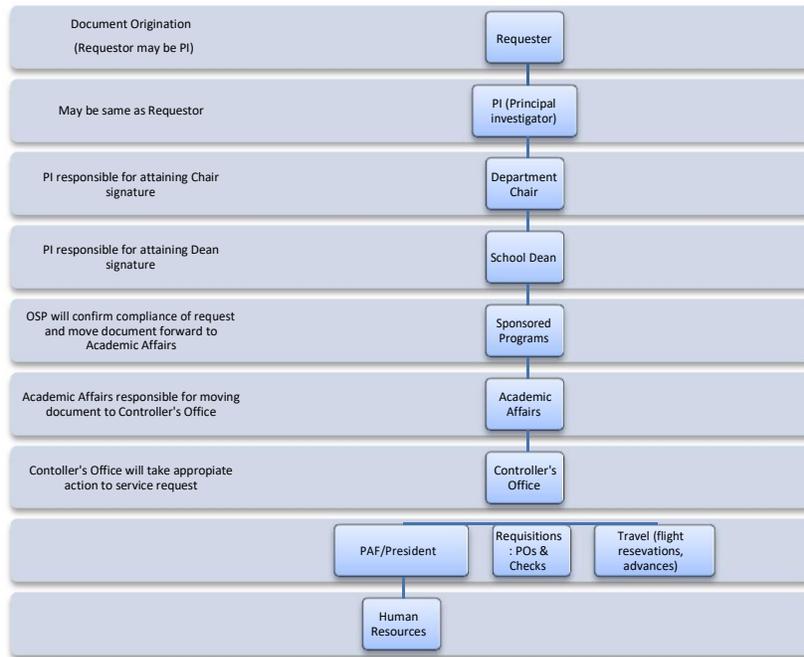
\$1 – 2999: Quotations may be solicited

\$3000 – 5000: The Business Office will obtain at least two quotations or justify in writing why two quotations cannot be obtained.

\$5001 – up: The Business Office will obtain three competitive written quotations or justify in writing why three quotations cannot be obtained.

The requisitioning department or division must not use multiple requisitions to circumvent the bidding process.

2.6.3.3.6.1 Signature Authorization Procedure



Notes:

- Signature requests should take no longer than one business day to move document forward
- PIs assume responsibility for maintaining budgets and assuring requested funds are available
- Signers should assign an alternate should they be unavailable for an extended time period

2.6.3.3.7 *Interdepartmental Transfers*

Principal Investigators can charge various goods and services provided by departments on campus. Among these are Bookstore, Telephone Services, and Printing. These charges will be posted to the monthly summary reports.

2.6.3.3.8 *Travel*

A Travel Authorization Form (TA) is required for all out-of-state trips and in-state trips where expenses are substantial. Approving authorities (department heads) have the discretion to decide

what level of expense is substantial. Although a TA is not required for in-state travel, a travel authorization form is necessary when requesting an advance.

The approved budget for a sponsored project will have a Budget Object Code (50170) line labeled "Travel" if such expenditures were included in the proposal budget and approved by the sponsoring agency. The funds in the category are to be used to reimburse Paine College employees who must travel in connection with their sponsored projects.

Travel on a sponsored project is reimbursed at approved college rates. PI's or grant employees must complete a Travel Authorization before the trip is taken. This form can be obtained from the Business Office or online. The TA must be signed by the employee, project director, department chair, and dean. If the PI is traveling, the TA must be signed by his or her supervisor. Once travel has been completed, the employee must complete a Claim for Travel Expenses to be reimbursed for expenses. This form can be obtained from the Business Office or online.

2.6.3.3.9 *Subcontracts*

Paine College and agency approvals are required when any portion of a research project is to be performed by an institution or organization other than Paine College. With such an arrangement, a formal subcontract must be executed prior to commencement of work. The Office of Sponsored Programs personnel will assist the principle investigator in writing and negotiating the contract.

All subcontracts, agreements and any subsequent amendments thereto must be signed for Paine State College by the Vice President for Finance and Administration.

2.6.3.3.10 *Consultants*

Only in very specific circumstances can Paine College employees serve as consultants on an Paine College research project. In such circumstances, these employees are paid through the payroll system and the usual fringe benefits apply. Contact the Office of Sponsored Programs to discuss the use of Paine College personnel as consultants.

If an external consultant is to be used, a written agreement is required. The Office of Sponsored Programs will assist the PI in preparing the contract.

2.6.3.3.11 *Davis-Bacon Act*

Paine College will comply with the Davis-Bacon Act by including a provision in federally funded or assisted contracts requiring the contractors and subcontractors to adhere to the requirements herein described. The Davis-Bacon Act requires contractors and subcontractors on federally funded or assisted contracts to pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. It applies to contracts of more than \$2,000 to construct, alter, or repair (including painting and decorating) public buildings or public works.

The Department of Labor determines the locally prevailing wage rates. The rates for more common occupations can be searched at this DOL site. For prime contracts for more than \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work

Hours and Safety Standards Act, pay laborers mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

Contractors and subcontractors must submit payroll records to DOL on a regular basis; the DOL provides compliance assistance at this website.

2.6.3.3.12 *Expenses Incurred After Project End Date*

Valid post-termination expenditures are those charges that post to the account after the end date (within the closeout period specified by sponsor), but actually occurred before the end of the project. Some examples are:

- Payroll for hours worked prior to the end date, but paid and posted after the end date
- Liquidation of valid purchase orders
- Expense transfers and corrections of errors that either remove expenditures or transfer allowable expenditures to the account

Detailed backup documentation must accompany all post-term expenditures in order to evaluate and determine the direct benefit to the project.

2.6.3.4 **Accountability**

OMB Circular A-21, *Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions* outlines the regulations governing time and effort reporting and the verification of salary distributions. Specifically, OMB Circular A-21, Section (J)(10)(c)(2)(b) requires Time and Effort Reports to be completed to provide after the fact verification of the salary charged to sponsored projects: “[effort] report[s] will reflect after the fact reporting of the percentage distribution of activity of employees.” OMB Circular A-21 requires that this verification be completed for all “professorial and professional”

2.6.3.4.1 *Reporting Requirement Policy*

Project Directors (PD)/Principal Investigators (PIs) are responsible for the development of all sponsor required performance and technical reports. The Controller’s Office is responsible for development of all financial reporting required by sponsoring agencies. The Office of Sponsored Programs (OSP) has the responsibility to monitor that reports are accurately, timely and successfully submitted per the sponsor guidelines.

To this end, all required grant reports (both technical and fiscal) will be submitted to the Office of Sponsored Programs for their review and submission to the sponsoring agency. Reporting frequency will be based on the agency guidelines or the terms and conditions of the agreement. This centralized reporting system will also enable the Office of Sponsored Programs to provide a timely response to external requests for information from the President’s Office, sponsoring agencies, or various other stakeholders.

It is the responsibility of the grant PI/PD to prepare the Final Technical Report with ample lead time for review and packaging by the OSP. The OSP will submit the final version of the technical and/or financial report(s) to the sponsor and keep the official institutional copy on file.

2.6.3.4.1.1 *Time and Effort Reporting*

Under the provisions of the Office of Management and Budget Circular A-21, the federal government requires an effort report when an individual is compensated by, or has agreed to contribute time to a federally-sponsored project. All employees funded with federal dollars must complete time and effort reports. All faculty who serve as investigators on sponsored agreements are personally responsible to certify the amount of effort that they and their employees spend on sponsored activities.

Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as match for a federal program. All individuals who devote effort to sponsored activities, whether or not they are paid, are subject to effort reporting. Faculty, regardless of their role on the grant must certify their own effort reports. The Principal Investigator must certify the work of non-faculty project staff charged to the grant. These reports not only document the distribution of effort but also the appropriateness of salary and wage changes to federal grants and contracts. (OMB Circular No.A21J10c(2))

Definition of Effort - OMB Circular No.A21J10c(2)(a)-(f)

Effort is defined as the amount of time an employee devotes to fulfilling his/her College responsibilities. Effort reporting certifies that:

- Effort supported (paid) by a federally-sponsored project has been performed as promised.
- Effort expended in support of a federally-sponsored project, but not paid by the project, has been performed as promised.

Effort is the portion of time spent on a particular activity, expressed as a percentage of the individual's total activity for the university. It is NOT based on 40 hour work week, but on 100% of faculty activities including instruction, administration (chair, dean responsibilities) committee service, research without external funding, and sponsored project activities. If a PI works 60 hours per week, 30 hours represents 50% effort. The effort percentages must total 100%

Time and Effort Reporting

Time and effort reporting makes salary sources for the period congruent with effort spent for the period. Distribution of effort should represent a reasonable estimation of the actual effort expended during the term being certified. (OMB Circular No.A21J10b(1))

Certification Report

Paine College uses after-the-fact time and effort certification. The Office of Sponsored Programs (OSP) will distribute report forms at the end of each semester and summer. Report periods are

defined as, Fall Semester; September through December, Spring Semester: January through May, and Summer: June through August.

The time and effort certification reports must be submitted to OSP no later than 15 days following the end of each semester and summer. These reports must be signed by the employee (and supervisor when applicable) with firsthand knowledge of the work performed.

2.6.3.4.2 *Patents and Copyrights*

Patentable discoveries or inventions may result during the course of research on a sponsored project. The College has a detailed patent and copyright policy that describes the handling of patentable discoveries and the copyright of materials made by a College employee. Please consult Paine College Policy Manual Volume II.

2.6.3.4.3 *External Audits*

Periodically sponsored project accounts are audited by external agencies. All contact with external auditors concerning sponsored projects is coordinated by the Business Office. In cases in which an audit team requires files, documentation or discussion with other campus personnel, arrangement for these discussions or information will be made by the Business Office, and usually a college accountant will review any materials and will be present at any discussion. If a project director is contacted by an external auditor, he/she should refer the auditor to the Business Office.

2.7 **Research Policies**

2.7.1 *Animal Subjects Research*

Paine College is committed to a policy of safeguarding the rights and welfare of all animal subjects in research. As standards for the ethical treatment of animal subjects, the College is guided by the Animal Welfare Act and the NIH Guide for the Care and Use of Laboratory Animals.

Any person wishing to conduct research involving live vertebrate animal subjects must submit a proposal to the Committee on Research or Grants Affecting Human and Animal Subjects (“Committee”). This includes faculty and staff research, and student projects, including class projects.

The applicant may submit a proposal for review by completing a College Request for Expedited Approval of Research Involving Animal Subjects form, a College Request for Approval of Instructional Protocols Involving Animal Subjects Form). The application should be submitted to the Chair of the Committee.

2.7.1.1 **Review**

Unless the project involves live vertebrate animals in other than purely observational research, it may be submitted for expedited review. In this case, the Chair may review the study and, finding that the use of animals is in compliance with the Animal Welfare Act, and the NIH Guide for the Care and Use of Laboratory Animals, may approve the study notifying the applicant of the

decision in writing. If the Committee Chair or other members desire full committee review, the proposal must be submitted for committee review.

If the project does not qualify for expedited review, it must be submitted for full Committee review. The Committee members will review the proposal and return a decision as to whether the research is approved or denied. Approved research shall receive the approval of a majority of those members present at the meeting.

2.7.1.2 Research at Other Institutions

Any person at Paine College wishing to engage in research involving live vertebrate animals at another institution that does not involve live vertebrate at Paine, shall have a letter sent by the Chair of the Committee at the other institution to the Chair of the Paine College Committee. Such a letter must verify that a Committee of the other institution approved the proposed study. If the study involves live vertebrate animals at Paine College, then the researcher may be required to submit the proposal to the Paine College Committee for appropriate committee review.

2.7.1.3 Duration of Approvals

Approvals shall be in force for a period of one calendar year from the date of approval. If the project is not completed in that period, the researcher may request it in writing as a renewal. So long as there are no changes in the study and no ethical concerns, the Chair and one additional committee member may renew approval of the study for a period of one additional year date of the new approval. Such a renewal may be granted a total of two times for a total of three years for a study. At the end of three years, the researcher must submit a new proposal for the approval of the committee.

2.7.1.4 Committee Records

When a study is in progress, a copy of the proposal and copies of any correspondence to or from the committee related to the study shall be kept on active file. When a study is completed, all documents in the studies active file will be transferred to an inactive. The inactive files will be kept for not less than three years.

Copies of any official correspondence between the Committee and government agencies will be sent to the Office of the President.

2.7.2 Human Subjects Research

All faculty and students of the Paine College community contemplating research involving human subjects are responsible for familiarizing themselves with the requirements of the current IRB Guidelines of the Office for Human Research Protections (OHRP), available online. In addition, the policies of Paine College, as provided below, must also be followed.

All faculty/students contemplating research involving human subjects must request and receive approval for their research from the College. This approval is received from the Committee on Research or Grants Affecting Human and Animal Subject (“Committee”), which serves as the College’s IRB committee. See Volume I, Section 1.8 for a complete description of the Committee. This requirement includes any research endeavor which (a) is funded by Paine

College or through Paine College channels, (b) is conducted by faculty, students or employees of Paine College who are acting in connection with their responsibilities or relationships to the College or who intend to invoke the name of the College in any report of the activity, (c) involves the records of Paine College, (d) occurs on the grounds of Paine College or uses as subjects Paine College students, faculty, or staff in their respective roles, or (e) uses Paine College faculty, staff, students, or employees to identify and/or contact clients, patients, or students to serve as subjects, and to include the use of Paine College equipment for the purpose of research. Research is defined as any process that seeks to secure information from humans or about humans that differs in any way from customary medical or other professional practice. The process need not be interactive.

2.7.2.1 Submission Procedures

The procedure for submitting proposals for review is as follows:

Step 1: Complete the Human Subject Protocol Approval Form (located on the Paine College website) and identify whether the research is entitled to Exempt, Expedited, or a Full Review.

1. **Exempt:** To be exempt from Committee review, the only involvement of human subjects must be in one or more of the categories listed below. Research that includes both exempt and non-exempt categories is not exempt. More detailed information regarding exemptions is found on the Office for Human Research Protections on the Paine College website.
 - a. The research will be conducted in established or commonly accepted educational settings, involving **normal** education practices (e.g., research on instructional strategies, techniques, curricula, or classroom management methods).
 - b. The research will involve the use of educational tests, survey procedures, interview procedures, or observation of public behavior where the investigator does not participate in the activity being observed, and no information is **recorded** in such a manner that human subjects can be identified directly or indirectly.
 - c. The research will involve collection or study of data, documents, or other records which were in existence **prior to the research proposal and to this application**, and are publicly available or will be recorded in such a manner that the human subjects cannot be identified directly or indirectly.
 - d. The research will examine public benefit or service programs and has been approved by the appropriate department or agency head.
 - e. The research will involve taste and food quality evaluation or consumer acceptance studies involving wholesome foods.
2. **Expedited Review:** Certain studies may qualify for **expedited** review. A single Committee member rather than a majority of the Committee members conducts expedited reviews. The review may be carried out by the Committee Chair or by one or more experienced reviewers designated by the Chair from among members of the Committee. In reviewing the research, the reviewers may exercise all of the authorities of the Committee except that the reviewers may not disapprove the research. A research activity may be disapproved only after Standard Review. However, a single reviewer may recommend a standard review be conducted. Per

the Office for Human Research Protections guidelines, the following research categories are eligible for expedited review. More detailed information and additional categories are found on Office for Human Research Protections on the Paine College website.

- a. Research involving materials that have been collected, or will be collected, solely for non-research purposes.
 - b. Collection of data from voice, video, digital, or image recordings made for research purposes.
 - c. Research on individual or group characteristics or behavior or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.
3. **Full Review** is conducted at a meeting of the full Committee membership that has a majority of members present and includes at least one member whose primary concerns are in nonscientific areas. Approved research shall receive the approval of a majority of those members present at the meeting.

Step 2. Return the signed Approval Form to the Chair of the Committee.

Step 3. The Committee will review the form (at which point the applicant may be asked to clarify or respond to questions).

Step 4. The Committee will approve or deny the application.

It is essential that the proposal be submitted in sufficient time to allow for proper institutional review prior to initiation of research or submission of proposals to granting organizations. The Committee meets each month. Applicants should receive initial feedback within 5 business days after the meeting of the Committee.

2.7.2.2 Faculty Research

Informed consent is required in **all** research projects requiring full Committee review and in most research projects which qualify for expedited review or are exempt from review. To qualify for a waiver of the informed consent requirement, a research project must meet the following guidelines: (1) the research must involve no more than minimal risk to subjects, (2) the waiver must not adversely affect the rights and welfare of the subjects, (3) the research cannot practicably be carried out without the waiver, and (4), where appropriate, the subjects must be provided with additional pertinent information after they have participated in the study.

In research with minors or other vulnerable populations, informed consent is especially necessary and must be obtained from parent(s) or legal guardian(s). An understandable explanation of the research procedures should also be given to the minors or other vulnerable participants (populations such as pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, etc.) for whom consent has been obtained, and they should be given the chance to volunteer to participate in the proposed activity. This is called “assent.” Their wishes determine their participation. (See: Parental Informed Consent Form located within the Human Subject Protocol Approval Form).

2.7.2.3 **Student Course-Directed Research**

“Course-Directed Human Subjects Research” refers to any student Human Subject Research that is designed to develop or contribute to hands-on learning. Students may not be familiar with the federal government’s policies that govern this type of research. For this reason, proposed student Human Subject Research must be reviewed and approved by the Committee prior to initiation of the course work.

Students conducting Human Subjects research shall follow these parameters:

No Minors or Vulnerable Populations - The project cannot include minors or any other vulnerable populations such as pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, etc.

No more than “Minimal Risk” - “Minimal risk” is the probability and magnitude of harm that is normally encountered in the daily lives of healthy individuals. This also precludes the study of any illegal activities.

No Deception - The project cannot include any deception. Individuals must be fully informed and given the opportunity voluntarily to consent to participation.

No Publication - Data from student projects approved under this review category cannot be used for publication or for thesis/dissertation research.

2.7.2.3.1 ***Instructor Responsibility***

Course Instructors are responsible for submitting the Human Subject Protocol Form. All applications, along with the class roll, shall be submitted at the same time.

1. Instructors are responsible for instructing students in ethical principles for the protection of the human subjects and the relevant institutional policies and procedures.
2. Instructors are also responsible for prior review of the applications before they are sent to the Committee.

2.7.2.4 **Research Not Subject to Committee Review**

Simulations of human experimentation and course-assigned data collection do not constitute human subjects research if:

1. The activities are designed for educational purposes only. However, if the information that is gathered is “Real Data”, not hypothetical, it may often be Research; and
2. The data will not be generalized outside of the classroom (Reporting of data within the class is acceptable because the activities were performed solely for teaching purposes); and
3. The data will not result in an article, masters thesis, doctoral dissertation, poster session, abstract, or other publication or presentation; and
4. The student volunteers or other participants are clearly informed that the activities are an instructional exercise, not actual research.

Exceptions:

Use of experimental drugs, agents, devices, or medical procedures, even when done by students, always constitutes human subjects research and requires prior to Committee approval.

The purpose for this process is not only to protect the institution but also those individuals who are participating in this research.

2.7.2.5 Maintenance of Committee Records

In accordance with requirements set forth in the *CFR*, the Committee Chair shall prepare and maintain adequate documentation of the committee's activities including the following:

1. Copies of all research proposals reviewed, scientific evaluations, if any, that accompany the proposals, approved sample consent/assent documents, questionnaires and surveys, progress reports submitted by investigators and reports of injuries to subjects.
2. Minutes of Committee meetings, which shall be in sufficient detail to show attendance at the meetings; actions taken by the Committee; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controversial issues and their resolution.
3. Records of continuing review activities.
4. Copies of all correspondence between the Committee and investigators.
5. A list of Committee members as required by *Title 45 CFR 46.103 (b) (3)*.
6. Written procedures for the Committee as required by *Title 45 CFR 46.103 (b) (5)*.

Statements of significant, new findings provided to subjects, as required by *Title 45 CFR 46.116 (b) (5)*. The records required to be maintained by the Committee shall be retained for at least three (3) years after completion of the research, and the records shall be accessible for inspection and copying by authorized representatives of the Department of Health and Human Services at reasonable times and in a reasonable manner as required by *Title 45 CFR 46.115 (b)*.

Copies of any official correspondence between the Committee and government agencies will be sent to the Office of the President.

2.8 Copyright Policies

2.8.1 Copyright

2.8.1.1 A Synopsis of the Copyright Law and Some Important Guidelines

2.8.1.1.1 The Copyright Law

The copyright law is designed to protect works of the mind. The author or creator of a work has four exclusive rights:

1. The right to reproduce the work.
2. The right to adapt the work or produce derivative works.
3. The right to distribute the work to the public.

4. The right to display the work publicly (this refers to paintings, photographs, sculpture, etc.).

These rights have some limitations. Most important to educators is that of “fair use.” Four factors determine fair use:

1. The purpose and character of the use, including whether the material will be for non-profit, educational or commercial use. (Absence of financial gain is insufficient for finding fair use.)
2. The nature of the copyrighted work, with specific consideration given to the distinction between a creative work and informational work.
3. The amount, substantiality, or portion used in relation to the work as a whole.
4. The effect of the use on the potential market of the copyrighted work.

Materials that are not covered may be reproduced without restrictions. Included are works published more than 75 years ago and governmental documents.

2.8.1.1.2 *Audiovisuals*

Legally produced and obtained audiovisual works may be used in non-profit educational institutions under the following conditions:

1. The work must be part of the educational program.
2. The work must be shown by a student, instructor, or guest lecturer.
3. The work must be shown in a classroom or other school location devoted to instruction.
4. The work must be shown only to students in the class, that is, no guest viewing the work for entertainment or enrichment.

2.8.1.1.3 *Prohibited Use*

Use is prohibited in non-profit educational institutions when:

1. The work is used for entertainment, recreation, or even cultural or intellectual value unrelated to teaching activities.
2. The work is transmitted by radio or television (this includes closed circuit) from an outside location.
3. The work is shown in an auditorium before an audience not confined to students.

2.8.1.1.4 *Off Air Taping*

Off air taping has specific regulations that permit classroom use:

1. The tape may be retained for 45 days from the airing but then must be erased.
2. The tape may be shown in class only during the first ten days after the broadcast. (Some PBS programs can only be used and retained for seven days).
3. The tape may be shown to students no more than two times during a ten-day period. After the ten-day period, only teachers may view the tape.

4. The tape contents may not be altered or combined to form anthologies, but need not be shown in their entirety.

Rental tapes or tapes borrowed from the library may be shown in class. Libraries have the right to loan, sell, or otherwise dispose of legally obtained tapes. The “for home use only” labels do not prevent library or classroom use of legal tapes.

Back-up tapes are only permitted when the original is deteriorating and is no longer available on the market.

2.8.1.1.5 *Photocopying*

Researchers or teachers preparing to teach a class may make or request to have made a single copy of: 1) a book chapter; 2) an article; 3) a short story, essay, or short poem; 4) a chart, graph, diagram, cartoon, drawing, or picture.

Teachers may duplicate enough copies to provide one copy for each student in a course, as long as each copy includes a notice of copyright and as long as they meet the following three tests:

1. Brevity. For poetry the suggested maximum is 250 words, for prose, the guidelines offer two different limitations. Educators may copy any complete story, essay, or article under 2,500 words or excerpts of not more than 1,000 words or 10% of the text. For illustrations, the guidelines suggest no more than one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
2. Spontaneity. The “inspiration and decision to use the work” must occur so soon prior to classroom use that it would not be feasible to write for and receive permission from the publisher to duplicate the material. It is also imperative that the copying occur at the request of the teacher, not at the directive of an administrator or other “higher authority.”
3. Cumulative Effort. Generally, only one copy may be made of a short poem, article, story or essay. No more than three of these items may be from the same collective work or periodical volume during one class term. The most limiting restriction further specifies no more than a total of nine instances of such multiple copying for one course during one class term. Finally, all multiple copying of a particular work is limited to one course; in other words, copying a work to be used in several courses is not likely to be considered a fair use of the material.

2.8.1.1.6 *Prohibited Copying*

1. Educators are not to create, through photocopying, their own anthologies, compilations or collective works whether brought together in one collection or reproduced and used separately.
2. Copying must not substitute for the purchase of books, periodicals, or reprints; this prohibition especially applies to the duplication of “consumable” materials such as workbooks, test booklets and standardized tests.
3. Students must not be charged more than the actual cost of copying the material.
4. A teacher must not duplicate the same item from one term to another.

2.8.1.1.7 *Software*

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against member of the academic community.”

1. It is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. A back-up copy, for archival purposes, is permitted. It may not, however, be used simultaneously with the original.
2. Software may be loaned, as long as the original copy is not retained for use.
3. Multi-use of software on the campus network requires the appropriate license. A single copy may be used sequentially; i.e. no more than one use per copy at a time.

Illegal software must not be used on campus.

2.8.2 ***Digital Millennium Copyright Act***

This policy applies to all employees (regular and temporary), contractors, and students of Paine College, on campus or on other property or facilities owned, controlled, or being used by Paine College, or at any location where the intended purpose is to provide or receive assistance in one’s capacity as a Paine College employee, contractor or student.

The purpose of this policy is to implement Paine College practices that abide by and conform to the federal law governing the copyright of digital resources as defined in the Digital Millennium Copyright Act, 105 PL304.

This policy applies to activities involving the download, upload, or distribution of copyright protected digital material in any fashion but not limited to electronic data, information, voice, video, and software by Paine College computer system users on computer systems owned or managed by Paine College or through the use of the Paine College network.

Paine College complies with the provisions of the Digital Millennium Copyright Act (DMCA). Some of the specific areas addressed by DMCA are:

1. Limitation on Infringement Liability for “Service Providers”
2. Limitations on exclusive rights; Distance Education;
3. Copyright;
4. Exemptions for Libraries and Archives;
5. Limitations on exclusive rights; Computer Programs.

Individuals who have a concern regarding the use of copyrighted material should contact the Provost and Vice President of Academic Affairs to respond to reports alleging copyright infringement.

It is illegal, as described in the federal law (Title 17 of the US Code, and more recently the Digital Millennium Copyright Act, 105 PL 304), to download, upload, or distribute in any fashion, copyrighted material in any form without permission or a license to do so from the copyright holder. Paine College neither condones nor supports in any way the use of copyrighted material in ways in which it was not intended.

2.8.2.1 Designated Agent

The designated agent for Paine College to receive notification of claimed infringement under Title II of the DMCA is the Provost and Vice President of Academic Affairs.

2.8.2.2 Claims

The DMCA specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include the following:

1. A physical or electronic signature of the copyright holder or a person authorized to act on the copyright holder's behalf;
2. A description of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
3. A description of the material that is claimed to be infringing or to be the subject of infringing activity and information reasonably sufficient to permit the service provider to locate the material;
4. Information reasonably sufficient to permit the service provider to contact the complainant, such as an address, telephone number, and, if available, an electronic mail address;
5. A statement that the complainant has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and

A statement that the information in the notification is accurate, and under penalty of perjury, that the complainant is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

2.8.2.3 Procedure to Resolve the Matter

1. If ITS is informed about a copyright infringement, they will send the entire complaint to the Provost and Vice President of Academic Affairs.
2. If the complaint involves faculty or staff, the Provost and Vice President of Academic Affairs for Paine College will send the entire complaint to the person involved, with copies also being sent to the appropriate Division or Department Head, with a request to produce proof that they have explicit permission or license to use that material in the manner described in the complaint. If the complaint involves a student, the complaint will be sent directly to the Provost and Vice President of Academic Affairs to investigate.

3. If the involved person does not produce the proper documents, the Provost and Vice President of Academic Affairs for Paine College will ask that the specific material and any other similar material they may have stored be removed. The Provost and Vice President of Academic Affairs also will inform the person that if Paine College receives a second complaint related to this incident and the permissions required are not produced, the Provost and Vice President of Academic Affairs will send the complaint to the Director of Human Resources to investigate and take appropriate disciplinary action up to and including termination. If the person involved refuses to comply, the Provost and Vice President of Academic Affairs, after consulting with the appropriate Division or Department Head, and Human Resources, will ask ITS to block access to or from that account or computer, and send a report of this action to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will notify the complainant of how the issue was resolved and the procedure that was followed.
4. The Provost and Vice President of Academic Affairs will retain the record for three years from the date of receiving the complaint.

2.8.3 Ownership of Copyrightable Materials and Intellectual Property

The following describes Paine College policies and associated administrative procedures for ownership of copyrightable materials and other intellectual property. Its objectives are:

1. To enable Paine College to foster the free and creative expression and exchange of ideas and comment;
2. To establish principles and procedures for sharing income derived from copyrightable material produced at the Paine College; and
3. To protect the Paine College's assets.

2.8.3.1 Overview

Faculty, staff and students at Paine College must be free to choose and pursue areas of study and concentration without interference, to share the results of their intellectual efforts with colleagues and students, to use and disseminate their own creations, and to take their created works with them should they leave Paine College.

This policy is intended to maintain those traditional norms and values that foster, in various ways, the open and free exchange of ideas and opinions.

The ongoing revolution in the use of information technology for the production and dissemination of knowledge enables members of the Paine College community to create new forms or types of scholarly works, to communicate with current audiences with new types of materials, and to reach new audiences. The dramatic changes in information technologies and the ways in which they are employed provide an occasion to examine and clarify policy for copyright of works of scholarship produced at Paine College. This copyright policy statement delineates the rights and responsibilities of Paine College and its faculty, employees, students, and other members of the community.

Faculty members, employees and students hold copyright for books, monographs, articles, and similar works as delineated in the policy statement, whether distributed in print or electronically.

2.8.3.2 Copyright Ownership

Copyright is the ownership and control of the intellectual property in original works of authorship that are subject to copyright law. It is the policy of Paine College that all rights in copyright shall remain with the creator unless the work is a work-for-hire (and copyright vests in Paine College under copyright law), is supported by a direct allocation of funds through the College for the pursuit of a specific project, is commissioned by Paine College, makes significant use of Paine College resources or personnel, or is otherwise subject to contractual obligations.

1. **Books, Articles, and Similar Works Including Unpatentable Software:** In accord with academic tradition, except to the extent set forth in this policy, Paine College does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. Paine College claims no ownership of popular nonfiction, novels, textbooks, poems, musical compositions, unpatentable software, or other works of artistic imagination that are not institutional works and did not make significant use of Paine College resources or the services of Paine College non-faculty employees working within the scope of their employment.
2. **Institutional Works:** Paine College shall retain ownership of works created as institutional works. Institutional works include works that are supported by a specific allocation of Paine College funds or that are created at the direction of Paine College for a specific Paine College' purpose. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work.
3. **Patent and Copyright Agreement:** All faculty, staff, student employees, and students who participate or intend to participate in teaching and/or research or scholarship projects at the College are bound by this policy. Except as described in #1 above, this agreement assigns rights to copyrightable works resulting from Paine College projects to the College. This policy applies, and those subject to this policy are deemed to assign their rights to copyrightable works, whether or not an Agreement is signed and is on file.
4. **Works of Non-Employees:** Under the Copyright Act, works of non-employees such as consultants, independent contractors, etc. generally are owned by the creator and not by the College, unless there is a written agreement to the contrary. As it is Paine College policy that the College shall retain ownership of such works (created as institutional rather than personal efforts, as described in #2 above), Paine College will generally require a written agreement from non-employees that ownership of such works will be assigned to Paine College. Examples of works which Paine College may retain non-employees to prepare are:
 - a. Reports by consultants or sub-contractors;

- b. Computer software;
 - c. Architectural or engineering drawings;
 - d. Illustrations or designs; and
 - e. Artistic works.
5. Videotaping and Related Classroom Technology: Courses taught and courseware developed for teaching at Paine College belong to Paine College. Any courses which are videotaped or recorded using any other media are Paine College property, and may not be further distributed without permission from the appropriate Program Director. Blanket permission is provided for the use of students, or for other Paine College purposes. Prior to videotaping, permission should be obtained from anyone who will appear in the final program.
 6. Contractual Obligations of Paine College: This Copyright Ownership Policy shall not be interpreted to limit the Paine College' ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements and the like. Copyrightable works that are subject to sponsored research agreements or other contractual obligations of Paine College shall be owned by Paine College, so that Paine College may satisfy its contractual obligations.
 7. Use of College Resources: Paine College resources are to be used solely for Paine College purposes and not for personal gain or personal commercial advantage, nor for any other non-College purposes. Therefore, if the creator of a copyrightable work makes significant use of the services of Paine College non-faculty employees or Paine College resources to create the work, the creator shall disclose the work to the Provost and Vice President of Academic Affairs and assign title to Paine College. Examples of non-significant use include ordinary use of desktop computers, the Library, and limited secretarial or administrative resources. Questions about what constitutes significant use shall be directed to the appropriate Program Director or the Provost and Vice President of Academic Affairs.
 8. Reconveyance of Copyright to the Creator: When copyright is assigned to the Paine College because of the provisions of this policy, the creator of the copyrighted material may make a request to the Provost and Vice President of Academic Affairs that ownership be re-conveyed back to the creator. Such a request can, at the discretion of the Provost and Vice President of Academic Affairs, be granted if it does not:
 - a. Violate any legal obligations of or to Paine College,
 - b. Limit appropriate College uses of the materials,
 - c. Create a real or potential conflict of interest for the creator, or
 - d. Otherwise conflict with Paine College' goals or principles.

2.8.3.3 Administration of Policy

1. Determination of Ownership and Policy: The Provost and Vice President of Academic Affairs will resolve any questions of ownership or other matters pertaining to materials covered by this policy.
2. Licensing and Income Sharing:

- a. **Licensing:** The Provost and Vice President of Academic Affairs seeks the most effective means of technology transfer for public use and benefit and, toward that end, handles the evaluation, marketing, negotiations and licensing of Paine College -owned inventions or copyrightable materials with commercial potential. Computer databases, software and firmware, and other copyrightable works owned by Paine College, are licensed through the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs must approve in advance exceptions to this procedure.
 - b. **Royalty Distribution:** The Provost and Vice President of Academic Affairs will allocate royalties assigned to Paine College. If copyright protection alone is claimed, royalties normally will be allocated in a similar manner, with the “inventor’s share” allocated among individuals identified by the investigator (or department head if not under a sponsored agreement), based on their relative contributions to the work. Where royalty distribution to individuals would be impracticable or inequitable (for example, when the copyrightable material has been developed as a laboratory project, or where individual royalty distribution could distort academic priorities), the “inventor’s share” may be allocated to a research or educational account in the laboratory where the copyrightable material was developed.
3. **Assignments:** No assignment, license or other agreement may be entered into or will be considered valid with respect to copyrighted works owned by Paine College except by an official specifically authorized to do so.
 4. **Use of the Paine College Name in Copyright Notices:** The following notice should be placed on Paine College -owned materials in order to protect the copyright: Copyright © [year]. The Board of Trustees of Paine College. All Rights Reserved.

No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed below the copyright notice. The date in the notice should be the year in which the work is first published, i.e. distributed to the public or any sizable audience.

Additionally, works may be registered with the United States Copyright Office using its official forms.

5. **Copying of Works Owned by Others:** Members of the Paine College community are cautioned to observe the rights of other copyright owners. Contact the Provost and Vice President of Academic Affairs for policies pertaining to copying for classroom use. Policies regarding copying for library purposes may be obtained from the Director of the Library.
6. **Sponsored Agreements:** Contracts and grants frequently contain complex provisions relating to copyright, rights in data, royalties, publication and various categories of material including proprietary data, computer software, licenses, etc. Questions regarding the specific terms and conditions of individual contracts and grants, or regarding rules, regulations and statutes applicable to the various government agencies, shall be addressed to the Provost and Vice President of Academic Affairs.

2.8.3.4 **Other Intellectual Property**

1. **Trade and Service Marks:** Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. Trade or service marks relating to goods or services distributed by Paine College shall be owned by the Paine College. Examples include names and symbols used in conjunction with computer programs or Paine College activities and events. Consult the Provost and Vice President of Academic Affairs for information about registration, protection, and use of marks.
2. **Proprietary Information:** Proprietary information arising out of Paine College work (e.g., actual and proposed terms of research agreements, financial arrangements, or confidential business information) shall be owned by Paine College. “Trade secret” is a legal term referring to any information, whether or not copyrightable or patentable, which is not generally known or accessible, and which gives competitive advantage to its owner. Trade secrets are proprietary information.

2.8.3.5 **Explanation of Terms**

1. **Copyrightable Works:** Under the federal copyright law, copyright subsists in “original works of authorship” which have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include:
 - a. Literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, bibliographies;
 - b. Musical works including any accompanying words;
 - c. Dramatic works, including any accompanying music;
 - d. Pantomimes and choreographic works (if fixed, as in notation or videotape);
 - e. Pictorial, graphic and sculptural works, including photographs, diagrams, sketches and integrated circuit masks;
 - f. Motion pictures and other audiovisual works such as videotapes; and
 - g. Sound recordings.
2. **Scope of Copyright Protection:** Copyright protection does not extend to any idea, process, concept, discovery or the like, but only to the work in which it may be embodied, illustrated, or explained. For example, a written description of a manufacturing process is copyrightable, but the copyright only prevents unauthorized copying of the description; the process described could be freely copied unless it enjoys some other protection, such as patent.

Subject to various exceptions and limitations provided for in the copyright law, the copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute copies by sale or otherwise, and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied. For example, if one purchases a videotape, one does not necessarily obtain the right to make a public showing for profit.

The term of copyright in works created on or after January 1, 1978, is the life of the author plus seventy years. Copyright in works-for-hire is for ninety-five years from the date of first publication or one hundred twenty years from creation, whichever period first expires.

3. Works for Hire: “Work for hire” is a legal term defined in the Copyright Act as “a work prepared by an employee within the scope of employment.” This definition includes works prepared by employees in satisfaction of sponsored agreements between Paine College and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing.

The employer (i.e., Paine College) by law is the “author,” and hence the owner, of works for hire for copyright purposes. Works for hire subject to this principle include works that are developed, in whole or in part, by Paine College employees. Where a work is jointly developed by College employees and a non-Paine College third party, the copyright in the resulting work typically will be jointly owned by Paine College and the third party. In such instances, both Paine College and the other party would have nonexclusive rights to exploit the work, subject to the duty to account to each other. Whether Paine College claims ownership of a work will be determined in accordance with the provisions of this policy, and not solely based upon whether the work constitutes a work-for-hire under the copyright law. For example, copyright in pedagogical, scholarly or artistic works to which Paine College disclaims ownership under this policy shall be held by the creators regardless of whether the work constitutes a work-for-hire under copyright law. Only the Provost and Vice President of Academic Affairs may relinquish Paine College ownership in a work for hire.

2.9 Collins-Callaway Library and Learning Resources Center Policies

2.9.1 General Library Policies

Students, employees, and guests of the Collins-Callaway Library are to conduct themselves in accordance with institutional policies while in the Library.

Current valid Paine College IDs are required to use library services and must be presented any time services are requested.

The areas of the Library designated as Quiet Study Areas are strictly enforced. No talking, music, or other activities that may disturb others are allowed in these designated areas.

Eating and drinking are not permitted in the Library. Exceptions are special functions approved by the Director.

Cell phones ringers must be silenced upon entry to the Library. Cell phone use is allowed only in designated areas of the Library.

Violations of these policies will be reported to Campus Safety and may result in corrective discipline in accordance with College policy.

2.9.1.1 Children in the Library

Children and other non-student minors may come to the Library only when accompanied by a parent and must adhere to the College’s Children on Campus Policy. Children may not use the Library computers.

2.9.1.2 Circulation

All faculty, staff and students in good standing may borrow material from the Library with a current valid Paine College ID.

Alumni of the College may borrow materials upon presentation of a current Paine College Alumni Association card.

Guests of Paine College may borrow materials upon the approval of the Library Director or other Paine administrator, or according to reciprocal agreements with other institutions.

Circulation periods vary according to type of material and status of user and will be posted on the Library website.

Check-out privileges are suspended if a user has Library obligations (overdue items, lost items, fines, fees). Library obligations are reported to the Business Office for collection.

2.9.1.3 Library Computer and Equipment

Computer use in the Library must be in accordance with the College's Information Technology policies as outlined in Section 2.5.

Library computers are available on a first-come, first-served basis. Students using computers for non-academic purposes must relinquish the computer to those who are waiting.

Students must save documents to their own flash drives or disks. Documents placed on the Library computer hard drives will not be retained.

Audiovisual equipment and laptops may be checked out at the second floor Learning Resources Center desk according to guidelines available on the Library website.

The Production Laboratory equipment is available for student and faculty use according to guidelines available on the Library website.

2.9.1.4 Library Hours

Standard operating hours and the exceptions for holidays, exams, and intersessions will be posted at the Library entrance and on the Library website.

Some library services are not available during evening and weekend hours.

2.9.1.5 Theft and Mutilation

An employee of a library who has reasonable grounds to believe that a person committed, was committing, or was attempting to commit any of the following acts may take appropriate action to stop such person.

1. Removing, or attempting to remove, library materials without following proper check-out procedure, or without official library authorization.
2. Mutilating library materials (i.e., marking, underlining, removing pages or portions of pages, cutting pages, removing binding, removing electronic theft devices, or in any other way damaging or defacing library materials).

Immediately upon stopping such person, the library employee shall identify him or herself and state the reason for stopping the person. If after initial confrontation with the person under suspicion, the library employee has reasonable grounds to believe that at the time stopped, the person committed, was committing, or was attempting to commit the an act referenced above, the employee shall report the incident to Campus Police. Violation of this policy will result in appropriate corrective discipline.

2.9.2 Gifts to the Library

The Library is pleased to accept donations of all materials that are in good physical condition and support the objectives of the Library and the mission of Paine College. All potential gifts will be evaluated in terms of the collection development goals of the Library. These include:

1. Supporting the current and evolving curriculum, and
2. Supporting the basic research needs of faculty and students.

2.9.2.1 Process for Accepting and Evaluating Library Gifts

1. All donations to the Library must be pre-arranged with Institutional Advancement. Books or materials of a unique or rare nature which would be appropriate for the Library Archives will be donated through Institutional Development.
2. In accordance with United States tax regulations and the Association of College and Research Libraries "Statement on Appraisal of Gifts," the Library will not appraise the value of gifts in-kind.
3. Donors are responsible for determining their personal tax obligations and whether their gift requires appraisal.
4. If more than 10 volumes are donated, the donor will provide a list of items (title, author, year) before they can be considered. If a collection is offered, either in whole or in part, a full description is required before the collection can be considered.
5. The Librarian will provide a letter of acknowledgement indicating the number of volumes received but does not include a list of the items or an estimate of the value of the gift. A list provided by the donor can be attached to the letter of acknowledgement.
6. The Library will not accept gifts on which a donor places restrictions, such as those concerning retention, housing, classification and use.
7. The Library is responsible for determining the retention, location, cataloging treatment, and other considerations relating to the use or disposition of gift materials.
8. The Library will not notify donors of each title's disposition or return items not added to the collection unless prior arrangements with the Librarian have been made.

2.9.2.1.1 Disposition of Gift Materials

With the exception of some archival materials, all gifts added to the collection will be cataloged and listed in the Library's catalog. Gifts that are not added to the collection may be disposed of through standard Library practices of donations, sales, trades, or discards in support of the Library mission.

Appendix 2.1.17.1: Record Retention Period Schedule

ADMINISTRATION & FINANCE	
College Accreditation Records	Permanent
Articles of Incorporation, Charter, Bylaws, Minutes of Board of Trustee Meetings, Minutes of Board of Trustee Committee Meetings	Permanent
Affirmative Action Audits and Annual Reports; Affirmative Action Compliance Records	2 years
Audit Records	10 years
Awards Records	Permanent for eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, and press releases; 1 year for all other records
Board of Trustee Member Records	Permanent
Conflict of Interest Forms	5 years after resignation
Committee Records	Permanent for agendas, minutes, reports, and correspondence; 10 years for all other records of Faculty Committees; 3 years for all other records of other committees
IRB Records	3 years after research is completed
Correspondence, Administrative ⁶	5 years
Correspondence, Executive ⁷	Permanent
Correspondence, Transitory ⁸	Until Read

⁶ Correspondence that documents communications received or sent which contain significant information about the institution's programs. Records include letters sent and received, memoranda, notes, enclosures, and attachments.

⁷ Correspondence that documents significant events and the development of administrative structure, policies, and procedures of the office. It may also record the historical development of the office. Records may include: letters sent and received; notes; directives; acknowledgments; and memoranda. Correspondence may be inter-office, within the College, and with non-College agencies, organizations, and individuals.

Correspondence, General ⁹	5 years
Crisis or Disaster Records	5 years
Election Records	4 months after election
Faculty Senate Records	Permanent
Gift Records	Permanent for letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence; 7 years for all other records.
Grievance Records	3 Years after Resolution
Institutional Planning Records	Permanent for final planning reports, proposals, goal and objective statements, and instructions and explanations of process; 20 years for internal planning committee materials, surveys, activity reports, working papers, informational materials, and correspondence
Mission Statements, Strategic Plans	Permanent
Organizational Charts	Permanent
Policies and Procedures Records	3 years after obsolescence
Professional Membership Records	4 Years
Vehicle Use Records	5 Years
Equipment Inventory Records	4 years after disposal of equipment
Equipment Maintenance Records	3 years after disposal of equipment
Requisition Records (purchase orders, etc.)	5 years
Capital Construction Projects	Permanent
Buildings/Grounds Repair, Maintenance,	Permanent for floor plans, layouts,

⁸ Correspondence that documents communications received or sent which do not contain significant information about the institution's programs (Correspondence, Administrative), fiscal status (Correspondence, Fiscal), or routine agency operations (Correspondence, General). Records include, but are not limited to, advertising circulars, drafts and worksheets, desk notes, memoranda, and other records of a preliminary or informational nature.

⁹ Correspondence that documents communications received or sent which do not contain significant information about an institution's programs. Records include: letters sent and received; memoranda; notes; transmittals; acknowledgments; community affair notices; charity fund drive records; routine requests for information or publications; enclosures and attachments.

Remodeling, and Construction Records	sketches, and specifications; 7 years for all other records
Utilities Systems Operating and Maintenance Records	5 years after equipment is no longer in service for equipment maintenance histories; 10 years for all other records
Annual Fiscal Reports	10 years
Annual Financial Statements	Permanent
General Ledger Statements	7 years
Travel Reports/Records	4 years
Accounts Payable Records	2 years
Accounts Receivable Records	2 years
Cancelled Checks	7 years
Annual Budget Records	Permanent for Annual Operating Budget document; 7 years all other records
Contracts and Agreements Records	Contracts or agreements documenting building construction, alterations, or repair, 10 years after expiration; other contracts and agreements, 7 years after expiration.
Insurance Policy Records	7 years after policy expiration for liability, motor vehicle, special event and employee group insurance policies; 7 years after policy expiration for fire, theft, or extended coverage policies
Leases	7 years after expiration
Contracts	7 years after expiration
Legal Case Records	Permanent for Answers and Complaints; settlement documents; 7 years after final decision for all other records
Federal Tax Records	
Form 990 and Support	Permanent
Form 990-T and Support	Permanent
Antitrust Tax Returns and Support	Permanent
State & Local Tax Records	
City & State Excise Tax Reports (Includes support documentation)	5 years

Unclaimed Property Filings (Includes support documentation)	6 years
ACADEMIC AFFAIRS	
Academic Program Administrative Records	5 years
Book Order Records	1 year
Catalogs	Permanent for one copy of published catalog
Course Records ¹⁰	7 years after obsolescence
New Degree Program and Course Proposal Records	Permanent for committee meeting minutes and curriculum proposals; 5 years for all other records
Room Scheduling Records	1 year
Student Handbooks	Permanent for 1 copy
Course and Teacher Evaluation File	Individual Evaluations Retain 1 year after semester ends then destroy; Tenure Track Evaluation Summary Retain 2 years after decision then destroy; Tenured and Non-Tenured Faculty, Retain 7 years then destroy
INFORMATION MANAGEMENT RECORDS	
Computer System Maintenance Records	For life of system or component for records related to system or component repair or service; until superseded for records related to regular or vital records backups
Computer System Program Documentation Records	For life of system
Software Management Records	Until software is disposed of or upgraded
Enrollment Reports	2 years after superseded or revoked
Curriculum Inventory Reports	2 years after superseded or revoked
Degrees Conferred Reports	2 years after superseded or revoked

¹⁰ Includes records of departmental course offerings and individual course contents. This may include but is not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation and correspondence.

IPEDS reports	2 years after superseded or revoked
ATHLETIC RECORDS	
Intramural Sports Waivers	3 years after the conclusion of the intramural sports season
Athletic Fund Drive Records	10 years
Athletic Eligibility Records	10 years
Competition Record Forms	10 years
Game Officials' Evaluation Forms	1 years
Game Statistics	Permanent
Gift-In-Kind Donors Records	7 years after discontinuation of donations for donor records; 7 years for fiscal documentation
Insurance Records	7 years
Play Books	5 years
Positive Drug Test Records	5 years or end of eligibility, whichever is later
Practice Schedule Records	5 years
Recruiting Records	5 years or end of eligibility, whichever is later
Sports Merchandising Records	4 years
Student Athletes Academic Advising Records	5 years after degree completed or last enrollment
Student Athletes Dining Rosters	2 years
Student Athletes Medical Records	3 years after student is last enrolled
HUMAN RESOURCES	
Job Announcements and Advertisements	2 years after search completed
Individual Applicants Who Are Not Hired	
Employment Applications	2 years after search completed
Background Investigation Results	2 years after search completed
Resumes	2 years after search completed
Letters of Recommendation	2 years after search completed
Employees	

Employee Personnel Files	7 years following separation of employee from institution
Benefit Policies and Procedures	7 years after expiration of program or contract
Employee Benefit Records	6 years after discontinuation or change of benefits
Continuation of Insurance Benefits (COBRA) Records	3 years
Family and Medical Leave Case Files	3 years after employee separation
Immigrant Visa Scholars Records	10 years following approval of permanent resident status
H-1 Visa Scholars Records	6 years after expiration of visa and extensions granted
J-1 Visa Scholars Records	3 years after visa expiration
Layoff Administration Records	7 years
Position Descriptions	Present and two previous descriptions for each position or descriptions covering a period of 5 years, whichever is greater; 5 years for position reclassification records
Promotion, Tenure, and Salary Increase Records	7 years after end of employment
Sabbatical Leave Records	7 years after end of sabbatical
Student Employees Personnel Records	5 years after employee separation for work-study student records and 3 years after employee separation for other student employee records
Time, Attendance and Leave Records	4 years
Unemployment Compensation Claim Records	2 years
Deduction Authorization Records	4 years after authorization expires or is superseded
Payroll Records – Individual Employees	
Wage or Salary History	5 years
Salary or Current Rate of Pay	5 years
Payroll Deductions	6 years

Time Cards or Sheets	5 years
W-2 Form	5 years
W-4 Form	5 years
Garnishments	Upon separation
Payroll Register	6 years
STUDENT RECORDS	
Athletic Scholarship and Grant-In-Aid Award Records	10 years for NCAA records; 5 years for all other records
Borrower's Loan Records	5 years after loan repayment or assignment to U.S. Department of Education
Federal Title IV, Program Records, Institutional Records	7 years after expiration for agreements; 5 years after the end of the award year in which the student borrower last attended the institution for records pertaining to borrower eligibility; (c) 5 years after the end of the award year in which the FISAP is submitted for the Fiscal Operations Report, Application to Participate and supporting documentation. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
FFELP and Direct Loan Records	5 years after the end of the award year in which the student borrower last attended the institution for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to

	the record, whichever is longer.
Pell Grant Reports	5 years after audit
Perkins Loan Program Records	5 years after the end of the award year for which aid was awarded and disbursed for records relating to the administration of the loan; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
Student Financial Aid Records	5 years after the end of the award year in which the student borrower last attended the institution for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
Student Promissory Notes	5 years after repayment
Work Study Program Administrative Records	5 years
Admissions Records for Applicants Who Do Not Enroll (Accepted or Rejected)	1 year after application term
Admissions Records for Applicants Who	5 years after graduation or date of last

Do Enroll (Accepted)	attendance
Student Tracking Records	5 years after graduation or date of last attendance
Academic Action Authorizations	5 years after graduation or date of last attendance
Course Schedule Change Forms and Data	5 years after graduation or date of last attendance
Withdrawal Forms and Data	5 years after graduation or date of last attendance
Class Schedules of Students, Curriculum Change Forms	5 years after graduation or date of last attendance
Academic Standing Reports	3 years
Examinations, Tests, Term Papers, and Homework Records	1 term after completion for uncontested grade results; until resolved for contested grade results
FERPA Related Documents	Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records
Fraternity and Sorority Membership Records	5 years after last enrollment
Grade Reports	5 years after graduation or date of last attendance
Grievance Records	5 years after graduation or date of last attendance
International Student Records	5 years after graduation or date of last attendance
Student Academic Records	Permanent for transcripts, 7 years for all other records
Student Advising Records	5 years after graduation or date of last attendance
Student Conduct Records/Disciplinary Action Records	5 years after graduation or date of last attendance
Student Housing Contracts Records	7 years after expiration of contract
Tuition and Fee Records	5 years after graduation or date of last attendance

Transcript Request Forms	6 months for requests of official transcripts
Veterans Records	3 years following termination of enrollment period
SECURITY, SAFETY	
Accident and Injuries Records	3 years after final disposition of claim
Incident/Offense Reports	3 years
Dispatch Records	3 years, or until case is adjudicated, whichever is longer
Emergency Response Plans and Procedures	Until superseded
Environmental Regulations Records	10 years
Material Safety Data Sheets Records	30 years
Non-Staff Accident and Injuries Records	5 years
Security and Fire Records, including Crime Statistics	3 years for copies of reports filed by law enforcement agencies; 5 years for all other records
Student Incident Records	3 years if no claim results; 3 years after employee separation if incident involves employee hazard exposure
Vehicle Accident Records	3 years

2.1.21. I Complaint Violations Form