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(ADMINISTRATION Table of Contents revised on July 21, 2003, May 8, 2006, July 12, 2007,

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1.1

LEGAL AUTHORITY

State Board and North Carolina Community College System:

The State Board of Community Colleges derives its authority for the North Carolina Community College System (NCCCS) from General Statute 115D and within that authority is granted power to organize and operate a department to provide state-level administration of the NCCCS. System-wide rules and policies are published in the North Carolina Administrative Code, Title 23, Chapters 1-3.

Trustees:

Each institution within the NCCCS operates under the direction of a board of trustees which derives its authority from GS 115D (12-26), the North Carolina Administrative Code, and rules of the State Board. The Trustees, as a body corporate, are authorized to do all things necessary and proper to organize and operate Western Piedmont Community College consistent with applicable local, state, regional, and federal statutes and policies. The Trustees comply with the policies of the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC). Specific rules of governance are published in the Bylaws of The Trustees of Western Piedmont Community College.

College Administration:

Selection of administrative personnel at Western Piedmont Community College is the responsibility of Trustees upon the recommendation of the President, except for the President who must be approved by the State Board. The President has full authority and responsibility for the management of the College under applicable rules, regulations, and statutes. Individual administrative position descriptions are maintained in the Office of Human Resources.

(Mission Statement, adopted by Trustees on September 14, 2009, and reaffirmed by Trustees on September 13, 2010).

MISSION STATEMENT

The College's mission is to provide accessible, high-quality education that improves lives and promotes growth in our community.

(MISSION STATEMENT, adopted by the Trustees on September 14, 2009, and reaffirmed by Trustees on September 13, 2010).

Adopted September 11, 2000; reaffirmed; revised 2002; reaffirmed 2003, 2004, 2005, and 2006. Based upon North Carolina General Statutes, Section 115-D and the Mission Statement of the North Carolina Community College System, the above statement constitutes the official mission of Western Piedmont Community College. Any reference to the College’s mission or purpose

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should include the entire text and read exactly as approved by the Trustees of Western Piedmont Community College.
1.2

PURPOSE AND GOALS OF THE OFFICE OF THE PRESIDENT

The purpose of the Office of the President at Western Piedmont Community College is to provide institutional direction in fulfilling the College’s mission for students, faculty, staff, and the community and to operate the College under the policies, rules, and regulations of the Trustees and the State Board of Community Colleges within the budgets approved by the Trustees.

Primary goals for the Office of the President include:

To effectively communicate the College’s mission to all College constituencies;

To maintain communication and work cooperatively with the Trustees of Western Piedmont Community College;

To direct campus development, advancement, and the administration of all campus operations in support of the College’s mission and goals;

To provide educational leadership for all College programs and services; and

To represent the College at the national, state and local levels.


PURPOSE AND GOALS OF THE OFFICE OF THE EXECUTIVE VICE PRESIDENT

The purpose of the Office of the Executive Vice President at Western Piedmont Community College is to provide supervision for the operation of the College under the direction of the President in order to fully implement the mission of the College for students, faculty, staff and the community.

Primary goals for the Office of the Executive Vice President include:

To maintain communication and work cooperatively with all College constituencies;

To supervise campus development, advancement, and the administration of all campus operations in support of the College’s mission and goals; and to represent the College at the direction of the President.

1.3

PURPOSE AND GOALS OF THE STUDENT DEVELOPMENT DIVISION

The purpose of the Student Development Division at Western Piedmont Community College is to provide the support services needed to meet the administrative needs of students, faculty, and staff in order to fully implement the mission of the College and to project a positive image for the College in the community.

Primary goals for the Student Development Division include:

Planning and Research: To design, direct, and implement a broad-based and integrated system of strategic planning and assessment for the College’s educational programs and support services to ensure institutional effectiveness.

Resource Development: To expand the revenue generating capacity of the College in support of its mission and goals through proposal research, development, and administration as well as collaboration with the Western Piedmont Foundation, Inc.

Public Information and Marketing: To design and implement the College’s marketing plan and communicate information about educational programs and services to students, faculty, staff, and the community through accurate, effective and accessible print and online publications.

(PURPOSE AND GOALS OF THE STUDENT DEVELOPMENT DIVISION, approved by Trustees on July 21, 2003).
1.4

STANDING COMMITTEES OF THE COLLEGE

Western Piedmont Community College has two formal structures necessary for operational purposes: an administrative structure to execute College policies and a system of committees to review, formulate, evaluate, and recommend institutional policies and procedures. Committees are essential to an effective organization because they provide faculty and staff an opportunity to share ideas and to work directly toward the accomplishment of the College’s Mission.

The N. C. Open Meetings Law, G.S. 143-318.10 applies to all “official” meetings of standing and special committees. An official meeting (electronic included) occurs when a quorum of the members is present to deliberate or take action on issues. Official meetings require public notice that may include the posting of an announcement on a designated bulletin board or printed in the UPDATE. Public notice includes the time, place, date, and purpose of the meeting at least 72 hours (including holidays and weekends) before the meeting. Emergency meetings may be called for an unexpected situation; however, sufficient time must be allowed to notify all members. This announcement must also be posted.

Closed sessions are permitted under the N. C. Open Meetings Law for seven exceptions. These permissible areas are:

- Employee Matters
- Consultation with Attorney
- Acquisition of Property
- New and Expanding Industry
- Criminal Investigations
- Confidential Information
- Honorary Awards

Closed Sessions require a motion adopted in open session by a majority of the members present that states the general (approved) purpose for closing the meeting. At this point, the chair may ask all non-voting members to leave. If action is agreed upon during the closed session, an appropriate motion must be voted in open session. Minutes of discussions in executive sessions may be sealed if “public inspection would frustrate the purpose of the executive session.” Members should use wise discretion to maintain the confidentiality of such closed sessions.

Standing committees elect a chairperson (unless designated), and the chair appoints a recording secretary. Minutes are kept of all meetings with copies forwarded to the Library and the Office of the President. In addition to permanent standing committees, ad hoc committees may be established by the President, Vice Presidents, or Division Deans as necessary. One-year appointments, where required, are made by the President or other designee. At a minimum, each committee should schedule meetings once per semester.

**Budget Planning**: Annually reviews divisional budget requests with Division Deans to ensure that each divisional budget is based upon sound educational planning and realistic educational needs and drafts an institutional budget which is to be presented to the President for action. Committee also annually evaluates the effectiveness of the budget planning process and reports its suggestions for improvements to the President.

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Membership: Executive Vice President, Chair; Vice President for Academic Affairs; Vice President for Student Development; Director of Planning & Research; Controller; Chairperson of the Faculty/Staff Council; and one faculty member appointed by the President each year.

**Campus Facilities and Grounds:** Reviews Crime Awareness/Campus Security Act, Title IX, section 504 and other federal and state regulations related to reasonable accommodations for persons with disabilities; reviews the Master Campus Plan; and reviews and evaluates annually the “Maintenance Standards Working Documents” and the “Cleaning Standards Working Document”. This committee also studies traffic/parking policies and serves as a review board for appeals to traffic violations. Reports to the Executive Vice President.

Membership: Chair elected by committee; Director of Maintenance; Equipment Coordinator; Environmental Services Team Leader; one faculty member appointed by the Faculty/Staff Council; Coordinator of Disability Services; Coordinator of Emergency Programs; Chief of Security, and one student appointed by the Student Government Association President.

**College Planning Council:** Reviews quarterly all major planning objectives for each division of the College; proposes modifications, acceptance, or deletion of stated or new planning objectives; and considers institutional programs, budgets, staffing, equipment and facilities in the development of both short-term and long-range activities for Western Piedmont Community College.

Membership: Chaired by Vice President for Student Development; President; Vice Presidents; Division Deans; Director of Planning & Research; Chair of Faculty/Staff Council or designee; QEP Director; and SACSCOC liaison.

**Curriculum/Academic Standards:** Develops recommendations for the maintenance of a balanced educational program by (1) reviewing existing courses and programs for duplication, additions, or deletions; (2) reviewing new programs and courses for compliance with NCCCS Standards and SACS Criteria; and (3) assisting in articulation efforts by questioning the transferability of specific courses. Reviews and recommends policies on admission procedures, student probation and suspension, grading, graduation requirements, and other matters related to the academic standards of the College. Reports to Vice President for Academic Affairs.

Membership: Vice President for Academic Affairs, Chair; one faculty member from each curriculum division appointed by the division dean; one faculty member appointed by the Faculty/Staff Council; the Vice President of the Student Government Association; Director of Records & Registration; Director of Enrollment Management; Director of Planning and Research; and the Director of Financial Aid.

**Developmental Education:** Assists in the coordination of Developmental Studies by planning, developing, and implementing all institutional remedial activities. Reports to the Vice President for Academic Affairs.

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Membership: Department Head of Developmental Education serves as Chair; two faculty members appointed by the Dean of Business Technologies and the Dean of Health Sciences; Coordinator of Placement Testing; Coordinator of English; Coordinator of Mathematics; and the Director of Basic Skills.

**Distance Learning:** Conducts evaluations of all College curriculum and continuing education distance learning programs and distance learning support services. Annually reviews the College’s distance learning goals to ensure they support the College’s mission. Identifies and prioritizes distance learning needs of the College in order to meet the College’s distance learning goals. The committee will collect and maintain data on distance learning courses/programs needed for making recommendations for the improvement of the College’s distance learning efforts. Reports to the Vice President for Academic Affairs.

Membership: Director of Distance Learning and Distance Learning, Chair; one faculty member from each curriculum division appointed by the Division Dean; one member appointed by the Dean of Continuing Education; one member appointed by the Dean of Student Services; one member appointed by the Dean of Learning Resources and Technology; and Blackboard Administrator.

**Deans Council:** Makes recommendations on common concerns to all divisions; encourages each Division Dean to be a more effective leader and supervisor; interprets and clarifies institutional policies and procedures.

Membership: Vice President for Academic Affairs and Vice President for Student Development, Co-Chairs; and all Division Deans.

**Faculty/Staff Council:** The purpose of the Council is to advise the administration and Trustees of Western Piedmont Community College on matters which affect the College and its ability to achieve the stated mission and goals of the institution. The Council serves as the voice of the faculty and staff and provides a mechanism through which a consensus of the faculty and staff may be determined and expressed.

Membership: Includes the officers; a faculty representative from each Curriculum Division of the College appointed by each Division Dean; one representative from Learning Resources and Technology, the Student Services Division, and Continuing Education appointed by each Division Dean. One representative is elected from the Technical/Paraprofessional Staff, one from the Secretarial/Clerical Staff, and one from the combined staff of Skilled Crafts and Service/Maintenance. Six representatives shall be elected at-large from among the faculty and staff of the College.

**Global Education:** Seeks to instill a global perspective in faculty, staff, and students and promotes the economic, cultural, and social value of global education. Works to ensure that the College community is provided with as many global experiences as possible through curricular and extracurricular activities, professional development, and community partnerships. Reports to the Vice President for Academic Affairs.
Membership: Chair elected by committee; one member appointed by each division dean.

**Human Resources:** Reviews personnel policies and procedures and recommends changes when necessary; provides suggestions in the area of personnel evaluation; proposes staff development activities; assists in planning the Fall Faculty/Staff Orientation program; and establishes methods for encouraging personnel development through solicitation of ideas on job performance and working conditions. Reports to Executive Vice President.

Membership: Chair elected by committee; one faculty member appointed by the Vice President for Academic Affairs; one person each appointed by the Executive Vice President and the Vice President for Student Development; one faculty member appointed by the Faculty/Staff Council; and the Director of Human Resources, (ex officio).

**Institutional Review Board (IRB) for Human Subjects Research:** Constituted to ensure that the rights and welfare of human subjects used in research studies by College personnel are protected. Individuals seeking to conduct such research may not solicit subject participation or begin data collection until they have obtained clearance by the IRB. The IRB will review proposed research projects that involve the use of human subjects, ensure that individuals involved in the project are treated ethically, ensure that all subjects are provided with substantial information about the study and consent to be a subject in the study, and that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities using human subjects. IRB composition, policies, and procedures are found in the “WPCC IRB Charter and Standard Operating Procedures Manual” located in the Office of Planning and Research. Reports to Vice President for Student Development.

Membership: Chaired by the Director of Planning and Research, composed of a member appointed by each division dean and one member who is not otherwise affiliated (either directly or through immediate family) with the College.

**Student Government Association Senate:** Meets monthly to share information between the administration and leaders of the College’s student organizations.

Members: Student Government Association President; and designated executive officers from all College student organizations.

**Program Review:** Conducts an evaluation of all College educational programs and administrative units to identify priority needs of the College in support of its stated mission and goals. The committee collects and maintains data and information for decision-making about educational services and programs to be expanded, reduced, continued, terminated or modified. Each Department Head, Program Coordinator and Division Dean participates in the assessment of educational programs and administrative units in their respective areas. Reports to the President.

Membership: Director of Planning and Research, Chair; a representative from each division will be appointed by the President. Appointees serve three-year terms.

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Safety Committee: Reviews procedures for campus safety and compliance with the Occupational Safety and Health Administration (OSHA), Hazardous Materials Act, and studies and interprets federal and state regulations concerning hazardous materials and Employee-right-To-Know rules. Formulates and recommends safety procedures for campus personnel and instructional areas. Reports to the Executive Vice President.

Membership: Chair elected by committee; one member from each division appointed by the appropriate Division Dean; one student appointed by the Student Government Association President; the Equipment Coordinator; the Director of Maintenance; the Chief of Security; and the Director of Human Resources.

Social Committee: Plans and executes special College social events for faculty and staff to encourage improved employee communications and working relationships. Reports to Executive Vice President.

Membership: Chair elected by committee; one member from each division appointed by the Division Dean; two members from Administrative Services appointed by the Executive Vice President; one member appointed by the Vice President for Student Development; one member appointed by the Faculty/Staff Council; and the Director of Human Resources.

Student Activities: Cultivates leadership within the student body and encourages students to participate in College events through the Student Government Association; develops recommendations for improving student life, reviews student rules, regulations and publications, and organizes intramural sports and other activities. Oversees the Student Financial Aid sub-committee. Reports to Dean of Student Services.

Membership: Chair elected by committee; one representative from Administrative Services appointed by the Executive Vice President; one student appointed by Student Government Association President; one faculty member appointed by the Faculty/Staff Council; one faculty member appointed by the Vice President for Academic Affairs; Coordinator of Student Activities; Director of Financial Aid; and Dean of Student Services, (ex officio).

Financial Aid: A sub-committee of the Student Activities Committee. Regularly reviews scholarship guidelines, legal interpretations, awards, and related matters. Reports to the Student Activities Committee.

Membership: Director of Financial Aid, Chair; Director of Enrollment Management; one faculty member from the Student Activities Committee; one at-large faculty member selected by the Financial Aid Committee; and, as needed, the Controller ex officio, non-voting.


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1.5

COLLEGE FUND RAISING ACTIVITIES

While Western Piedmont Community College recognizes the need for and the importance of acquiring additional monetary support for College programs and services beyond that provided by local and state resources, the College does not endorse nor encourage its employees to engage in fund raising activities for the institution outside those events and activities conducted by the Western Piedmont Foundation, Inc. The College further requires that all approved fund raising activities outlined below be related to the mission, purpose, and goals of the institution and carefully monitored.

Western Piedmont Foundation, Incorporated

Western Piedmont Foundation, Incorporated, is an independent, non-profit corporation founded to develop public and private support for the College. Individuals or organizations wishing to assist the College may do so by making tax deductible donations of equipment, supplies, cash, bonds, stocks, securities, real estate, annuities, wills, trusts, memorial, or scholarships. Gifts may be accepted for any project which, in the judgment of the Foundation Directors and approved by the Trustees, will benefit the College in accordance with the Foundation’s “Gift Acceptance and Use Policy.”

Foundation Directors are authorized to assure donors that gifts will be used for the purposes for which they are intended. Membership is comprised of local citizens appointed by the Foundation Board. Specific rules are published in the Bylaws of Western Piedmont Foundation, Inc. Contact the Vice President for Student Development for further details or to obtain a copy of the Foundation’s “Gift Acceptance and Use Policy.”

Acceptance and Use of Unsolicited Gifts

Western Piedmont Community College acknowledges that in some cases unsolicited gifts of cash, stock, equipment, and other assets are donated directly to the College. The procedures for determining acceptance and use of such unsolicited gifts are outlined below.

Cash, stock, and other commercial paper assets: Gifts of cash, stock, and other commercial paper assets should be forwarded to the Office of Student Development for proper documentation, acknowledgment, and determination of the donor’s intended use. The Office of Student Development will forward the gift to the Business Office for deposit to ensure the donor’s intended use as practicable. When no intended use is designated or an intended use is not practicable, gifts of cash, stock, and other commercial paper assets will be invested in accordance with the College’s “Investment Policy Statement.”

Gifts of Equipment or Other Tangible Personal Property: All relevant information regarding the intended gift of equipment or other tangible personal property should be obtained and forwarded to the appropriate division dean for determination of the College’s need for such equipment/personal property, available space for such
equipment/personal property, compatibility with existing equipment/personal property, appropriateness of the intended use, if any, and any other factors related to the College’s acceptance of such equipment/personal property. Division deans should also advise and seek approval for such gifts from the appropriate vice president. If determined appropriate for acceptance, the division dean should provide the Office of Student Development with information regarding the gift including, the name and address of the donor, the intended use of the equipment or personal property, and its estimated dollar value for the purpose of documentation and acknowledgment.

**Gifts of Real Property:** Any proposed gift of real property must be approved and accepted by the Trustees of Western Piedmont Community College.

**DEVELOPMENT OFFICE ETHICS STATEMENT**

Western Piedmont Community College adheres to the ethical standards of the National Council for Resource Development. A distinguishing mark of these standards is the acceptance of responsibility and performance in accord with a code of conduct that reflects high personal and professional honesty, integrity and competence in all student development activities.

Such ethical conduct requires more than strict adherence to explicit requirements or prohibitions. It calls for commitment to the spirit of the code above personal advantage whereby all participants abide by the following:

- Sound business management practices, accounting procedures, fiduciary responsibility, and integrity in accepting grants and gifts;
- Resource development professionals are employed by salary, retainer, or fee for services and not by commission based on the value of gifts or grants secured for the College;
- Proper maintenance and confidentiality of all records, proposals, donor and prospect lists acquired; and
- Resource development activities which specifically support the mission and goals of Western Piedmont Community College and enhance the image of the College within the community, region, and state.

**Student Fund Raising**

All clubs and organizations, regardless of Student Government Association (SGA) sanctioned status, may raise funds. However, clubs and organizations that receive or dispense funds must follow fund raising policies and procedures established by the College in accordance with the North Carolina Administrative Code, the State Auditor’s office, and the North Carolina Community College System. Prior approval must be given for all student fund raising activities. The following guidelines are required for obtaining approval:

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1) Clubs/organizations must complete the Fund Raising Request form and submit it to the Coordinator of Student Activities at least two weeks prior to the projected date of implementation. Every item on the Fund Raising Request form must be completed to assist the decision process which will include appropriateness in type of fundraiser as well as avoiding the duplication in types, dates and locations of fundraisers.

2) Off-campus soliciting for funds or donations is not permitted. (Note: This does not mean that a club/organization cannot accept a voluntary contribution, offered without strings, by an individual member of the community with a special interest in promoting that group’s activities. However, this must have prior approval of and be coordinated through the Office of Student Development).

3) Charging admission fees for an activity/event is not encouraged. Exceptions made by the Dean of Student Services in consultation with the Vice President for Administrative Services are based upon the following:

   1) The type of activity/event will be assessed in regards to safety, type and size of audience, expense to the college, security, supervision and any other relevant regulations contained in this manual
   2) Students who have paid the student activity fee normally should not be charged for admission.
   3) The use of the college facility is governed by regulations in this manual.
   4) All requests for exceptions to the above policy must be made in writing to the Dean of Student Services.
   5) The Dean of Student Services will notify the party(s) making the request of the decision.

4) All forms of publicity for student fund raising activities must be approved by the Office of Student Development prior to dissemination.

5) To reduce the risk of a misunderstanding when collecting and depositing money, at least two people should witness all transactions. All collected money is to be counted, sorted according to denomination, and large amounts of change are to be wrapped in paper change rolls. The money should then be exchanged for a receipt from your club/organization advisor/treasurer who will submit the money to the Business Office with the appropriate account number. These funds are to be deposited by the end of the next business day or within 24 hours.

6) Up-to-date records of all purchases, receipts and collections are to be maintained by the club/organization treasurer or other responsible member. SGA-sponsored club accounts are subject to audit at any time by the SGA and/or the Business Office. Other organizations are subject to audit by the Business Office. All records are subject to audit by the State of North Carolina.

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7) The Business Office provides a copy of the monthly budget statement to all club advisors. If your club records do not agree with those of the Business Office, find out the reason for the discrepancy immediately.

Raffles

The College recognizes that raffles are accepted methods for student clubs and College committees to raise funds for their causes. The following guidelines have been established to ensure that raffles held on campus are conducted according to N.C.G.S. 14-309.15:

1. Requests to hold raffles must be approved through appropriate channels. Raffles sponsored by student clubs must be approved by the club advisor, Coordinator of Student Activities, and the Dean of Student Services. Raffles sponsored by College committees must be approved by the President or a designee.

2. Requests to hold raffles should include the following information:
   
a. Beginning and ending dates of the raffle;
b. Person(s) responsible for coordinating the raffle;
c. Prize(s) to be awarded to the winner(s);
d. How the prize(s) will be obtained (i.e. purchased or donated). Donated prizes must be coordinated through the Office of Student Development;
e. Cost of a raffle ticket;
f. Minimum and maximum number of tickets to be sold;
g. Outline of the process to select raffle winners; and
h. How the proceeds from the raffle will be used.

3. Each student club and College committee is limited to one (1) raffle per semester and a maximum of two (2) raffles per academic year. When the total number of raffles to be held in a semester and/or year is deemed excessive, fewer raffles will be approved.

4. Raffle prizes may not be in the form of cash.

5. Proceeds from raffles must be handled in accordance with Section 4 of the North Carolina Community College System Accounting Procedures Manual and deposited in the appropriate College account.

(COLLEGE FUND RAISING ACTIVITIES, amended by the Trustees on June 2, 2003.)
1.6

FOOD SALES

The College is committed to fully complying with both statutory law and rules which pertain to preparing, selling, or dispensing food products on campus or at College-supported activities. The College does not operate either an “Establishment that prepares or serves drink”, or an “Establishment that prepares or serves food”, as those terms are defined by North Carolina General Statute §130A-247.

This policy is intended to provide guidance for the preparation and service of food or drink by any department, club, organization or individual either on College property, or on sites controlled by the College, or at College-sanctioned events.

Employee-sanctioned or by-invitation-only events intended for employees, including but not limited to birthday celebrations, employee recognition events, holiday celebrations or bake sales are exempt from this policy.

Sales or dispensation of food or drink by College-contracted vendors which are duly permitted by the North Carolina Department of Environment and Natural Resources, Division of Environmental Health, Environmental Health Services Section are exempt from this policy.

This policy does not apply to events and activities to which individuals in attendance bring their own food (e.g., bag lunches), nor does this policy apply to the sale or dispensation of pre-packaged food products, cotton candy, ice cream, popcorn or candied apples.

This policy does not apply to the preparation and dispensation of food or drink products by non-profit corporations established pursuant to Chapter 55A of the General Statutes of North Carolina or to nonprofit corporations which are exempt from federal income tax. This policy is established in accordance with 15 NCAC 18A.2600, “Rules Governing the Sanitation of Food Service Establishments”.

It is the policy of WPCC that no department, club, organization, business entity, or individual may sell or dispense for human consumption potentially hazardous food or drink products whether on College property or on sites that are controlled by the College, or at College-sanctioned events. Examples of food or drink products which may not be prepared, sold or dispensed include the following: hamburgers, hotdogs, beverages made from raw apples or from other raw fruits or vegetables; and potentially hazardous foods, meaning any foods or ingredients which are capable of supporting the growth of infectious or toxigenic microorganisms. The term “potentially hazardous food” includes raw or heat-treated foods of animal origin, raw seed sprouts, and treated foods of plant origin. The term also includes meat and meat food products, and poultry and poultry products. Any department, club, organization, business entity, or individual not otherwise exempt, desiring to prepare, sell or dispense any food or drink products shall first apply for and obtain written permission from the Office of the Vice President for Student Development. (FOOD SALES, amended by the Trustees on March 9, 2009.)

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INSTITUTIONAL LONG-RANGE PLANNING

Planning at Western Piedmont Community College is viewed as an administrative tool for thinking about and preparing for the future. Designed to permit faculty, staff, student, and community participation, the College-wide planning system permits an organized response to the changing educational needs of the people in this region and compliance with applicable sections of the North Carolina General Statutes, Section 115-D, Title 23 of the North Carolina Administrative Code, policies of the State Board of Community Colleges, and the accreditation criteria of the Southern Association of Colleges and Schools (SACS). In this context, planning at Western Piedmont Community serves to clarify issues, achieve consensus, establish priorities, allocate resources, and enhance institutional effectiveness.

The Vice President for Student Development coordinates these activities among all administrative divisions and College committees. Both short-term and long-range objectives are produced for review quarterly by the College Planning Council.

PUBLIC INFORMATION OFFICE

Under the direction of the Vice President for Student Development, the Public Information Office is responsible for the implementation of marketing plans developed by the College to create a positive climate of public understanding about Western Piedmont Community College’s educational programs and services. The Public Information Office also coordinates the College’s publications and advertising. All official College news releases are routed through this office along with catalogs, brochures, newsletters, and other major College publications. In order to meet deadlines, appropriate timetables have been established to facilitate the production and distribution of printed materials.
CAMPUS PUBLICATIONS

The North Carolina Department of Administration was charged by the 1989 General Assembly to develop and issue guidelines for State publications. Legislators amended Article 13 of Chapter 143 in Senate Bill 62 and required every government agency, institution, community college, board, or commission to develop its own internal publications guidelines to comply with statewide guidelines. (See N.C.G.S. 143-170.2, “Publications Procedures Manual”) Questions concerning these guidelines should be referred to the Vice President for Student Development.

Publications Defined: Article 13, G.S. 143-169.2

A. For the purpose of this Article, the term “public document” shall mean any annual, biennial, regular or special report or publication of which at least 200 copies are printed, but shall not include intra-agency communications nor correspondence.

Western Piedmont Community College interprets “intra-agency” to include any and all publications which are distributed solely for use by faculty, staff, students, or patrons of Western Piedmont Community College, Western Piedmont Foundation, Inc., the Trustees of Western Piedmont Community College, and the Western Piedmont Community College Alumni Association. In addition, any special brochures, booklets, or reports which are printed in quantities of more than 200 and which are distributed outside of the College community are subject to these guidelines. The following Western Piedmont Community College publications are subject to these guidelines:

- Student Handbook
- General Catalog
- Continuing Education Class Schedule
- Curriculum Class Schedule
- College Calendar
- President’s Annual Report
- Pioneer Press Newsletter

Publication Style: Due to the variety of publications the College produces, it will be an advantage to have more than one style. The following styles are acceptable for College publications. If you are uncertain which style is appropriate for your publication, please contact the Office of Student Development for clarification.

The Associated Press Stylebook: Use AP style when a journalistic writing style is required, as in news releases, articles for newspapers and magazines. A copy is available in the Library.

The Modern Language Association Stylesheet of the Chicago Manual of Style will be used for all other College publications unless special circumstances warrant an exception. Copies of each may be found in the Library.
**Review and Approval Process:** Once a new publication has been conceived, initiation of the approval process will begin with the appropriate Division Dean. The Vice President for Student Development will grant final approval following consultations with the Vice President for Academic Affairs and the Vice President for Administrative Services. The Office of Student Development will oversee all stages of publication, from design to the finished product. The Office of Student Development will also determine that all College publications meet the requirements of the Graphics Standard Manual. Both the publication’s initiator and the Office of Student Development will proof the final draft before its printing and again before distribution.

**Distribution Requirement:** Western Piedmont Community College is required by law (G.S. 143-170.2(a) and G.S. 125-11.6 through 11.11, “State Depository Library System”) to deposit ten copies of each of its publications with the N.C. State Publications Clearinghouse of the Division of State Library, North Carolina Department of Cultural Resources. These copies must be submitted to the Clearinghouse by the College’s Public Information Officer within ten days of issuance. If the publication is printed mainly for sale, only five copies need to be submitted. Publications and documents which are subject to these requirements, as stated in the State Documents Depository System Handbook, include any report, directory, statistical compendium, bibliography, map, regulation, newsletter, pamphlet, brochure, periodical, or bulletin, regardless of form. Most of Western Piedmont Community College’s publications are required for deposit. Examples of items exempt include posters and flyers, activity announcements, news releases, and manuals or handbooks for internal use.

The Publications Officer will place two copies of each document in the College Archives and forward ten copies to the State Publications Clearinghouse for deposit. Copies of the State Documents Depository System Handbook are available from the Publications Officer.

**Procedure for Notification of Title Changes:** When Western Piedmont Community College changes the title of any document which is submitted for deposit to the State Publications Clearinghouse, it is the responsibility of the College Publications Officer to notify the Clearinghouse of the title change at the time the first issue bearing the new name is deposited. If a publication which is subject to these regulations is discontinued, the Publications Officer will notify the Clearinghouse in accordance with the regulations set forth in the North Carolina State Documents Depository System Handbook.

**Pricing of Documents:** G.S. 143-170.1 requires that all public documents other than the ones principally for resale carry a “(# of copies) copies of this public document were printed at a cost of $____, or $_____per copy” statement. This figure should include costs for labor and materials and other identifiable costs.

Any public document without a statement of cost shall not be mailed or distributed at public expense.

The Vice President for Student Development will determine the cost based on prices set by the College’s Print Shop, and ensure that this statement appears on all College publications subject to these guidelines. Handbooks, manuals, and teaching materials which are produced on campus
by the College’s Print Shop for resale by the Book Cellar will be assigned a price by the Vice President for Administrative Services.

**Printing Policies** (G.S. 143-170.2 (a)(14) and G.S. 143-170.2 (a)(5)): It is the policy of Western Piedmont Community College that only those printing jobs which require color, reproduced photographs, paper larger than 8 ½” by 14”, and/or other special treatment will be purchased from commercial printers. All other printing will be produced by the College’s Print Shop. The user will be responsible for completing a “Request for Duplicating” form and submitting the form and originals to the Print Shop.

If a publication is to be produced by a commercial printer, the Office of Student Development will request sealed bids from no fewer than three companies. The company submitting the lowest bid will be awarded the job unless there is a reason to believe that the low bid will result in sub-quality production. The Office of Student Development staff will be the contact between the vendor and the College and ensure that the publication is completed according to the bid specifications.

Whenever a document is published using recycled paper, the document shall contain a printed statement or symbol indicating that the document was printed on recycled paper.

**Printing/Duplicating Services**: The Print Shop, located in Moore Hall room lower level - MH-16, hours are Monday through Friday between 8:00 am and 5:00 pm. Print Shop request forms must accompany every print request including electronic requests. Forms may be found on the intranet under Business Office.

All print jobs will be black and white unless there is an educational justification attached. Any deviation must be made at the approval of the Vice President for Administrative Services. Copies of 25 or less will normally be processed quickly or even while you wait in the Print Shop. Two days advance notice is required for tests, class handouts, and other instructional materials. Large or complex projects which include color printing, carbonless forms or bound documents require 5 days advance notice or longer depending on the quantity and nature of the project.

Unique Requirements for College Publications:

Official College Seal: The College’s official seal is designed as three concentric circles with “Western Piedmont Community College 1964” and “Burke County, North Carolina.” The center contains a view of Table Rock. This seal is reserved for official documents and publications only.

Official Logo: Western Piedmont Community College’s official logo is to be used on all College publications. The location of the logo on the document is usually determined by the design of the piece. In special cases, the College’s Seal may be used in lieu of the logo.

Affirmative Action Line: The College’s affirmative action statement is: “An Equal Opportunity Institution”. The placement of the statement depends upon the publication. Generally, it should be typed below the logo. This statement is required on all internal and external publications.

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Resources: The Office of Student Development uses various Graphic Design and Desktop Publishing technologies to meet the needs of Western Piedmont Community College faculty, staff and administration. Student Development and Print Shop staff are available to assist in the design and concept stages of publications.

RECORDS RETENTION/DISPOSITION

Decisions about retention and disposition of all public records at Western Piedmont Community College will follow the “Public Record Retention and Disposition Schedule” published by the North Carolina Community College System. A copy is on file in the Learning Resources Center and the Business Office.
INTELLECTUAL PROPERTY

The aim of Western Piedmont Community College’s policies on copyrights and other Intellectual Property is to make materials available for the public benefit, while providing recognition to individuals and encouraging the prompt and open dissemination of results of College associated intellectual properties.

All members of the Western Piedmont Community College community who use significant funds, facilities, or other resources administered by the College must agree to the terms in this policy.

Western Piedmont Community College recognizes the personal right of faculty or staff to create or profit from copyrightable materials, so long as those materials are produced by the individual and have not involved substantial use of College materials, equipment, or personnel in their preparation; and so long as said materials do not consist of teaching/learning materials produced by an employee of the College in the normal course of work or other assigned duties.

College instruction, activities, events, publications, and theatrical or musical performances must be in compliance with federal Copyright law (Title 17, United States Code). College employees are responsible for identifying and obtaining information regarding copyright requirements relating to the performance of their duties, and for complying with those provisions.

Fair use is a legal principle that provides certain limitations on the exclusive rights of copyright holders. There is no simple test to determine what is fair use. Title 17, United States Code Section 107, the Copyright Act sets forth four fair use factors that should be considered in each instance, based on particular facts of a given case, to determine whether a use is fair use (See: Limitations on exclusive rights: Fair use, below.)

Conditions and limitations set forth in this section do not apply to works in the public domain – such as United States government works or works on which copyright has expired for which there are no copyright restrictions – or to works for which the individual or College has obtained permission for the particular use. Also, license agreements may govern the uses of some works and users should refer to the applicable license terms for guidance.

It is not correct to assume that, because activities are a part of an educational institution, all use made of information falls under fair use or educational exemptions. Fair use is not a clearly defined concept and no list or definition can provide absolute assurance of legality. Various sections of this manual provide explanatory material to guide employees in the application of fair use principles. Such references do not purport to provide legal advice, but to aid only to indicate reasonable conduct in accordance with the principle of fair use.
THE COPYRIGHT ACT AND PHOTOCOPYING

The following sections contain information deemed accurate at the time this document was developed. Copyright law in the United States is based on the Copyright Clause in the U. S. Constitution.


Faculty and staff of the College may use photocopied materials to supplement research and teaching. In many cases, photocopying can facilitate the College's mission; that is, the development and transmission of information. However, the photocopying of copyrighted materials is a privilege granted under copyright law's doctrine of fair use which should not be abused. This section explains the College's policy concerning the photocopying of copyrighted materials by College faculty and staff.

Copyright is a constitutionally conceived property right that is designed to promote the progress of science and the useful arts by securing for an author the benefits of his or her original work of authorship for a limited time. United States Constitution, Article 1, Section 8. The Copyright statute, 17 U.S.C. Section 101 et seq., implements this policy by balancing the author's interest against the public interest in the dissemination of information affecting areas of universal concern. The aim of this balance is to foster the creation and dissemination of intellectual works for the general public.

Fair Use: The Copyright Act defines the rights of a copyright holder and how they may be enforced against an infringer. Included within the Copyright Act is the fair use doctrine that allows, under certain conditions, the copying of copyrighted material. While the Act lists general factors under the heading of fair use, it provides little in the way of specific directions for what constitutes fair use.

Limitations on exclusive rights: Fair use (17 U.S.C. Section 107): Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or photo records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

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

The purpose of the following information is to provide faculty and staff of the College an explanation of when the photocopying of copyrighted material is permitted under the fair use doctrine. Where possible, common examples of research, classroom, and library reserve photocopying have been included to illustrate the reach and limits of fair use.

The copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center, the College's Print Shop, or a self-service machine.

This section gives factors that weigh in favor of fair use and those factors that weigh against fair use, but College faculty and staff members must determine for themselves which works will be photocopied. The College does not condone a policy of photocopying instead of purchasing copyrighted works where such photocopying would constitute an infringement under the Copyright law.

Instructions for securing permission to photocopy copyrighted works when such copying is beyond the limits of fair use appear at the end of this section. It is the policy of the College that the user (faculty, staff or librarian) secure such permission whenever it is legally necessary.

**Unrestricted Photocopying:**

1) **Uncopyrighted Published Works**

Writings published before January 1, 1978, that have never been copyrighted may be photocopied without restriction. Copies of works protected by copyright must bear a copyright notice, which consists of the letter "c" in a circle, or the word "Copyright", or the abbreviation "Copr." plus the year of first publication, plus the name of the copyright owner. 17 U.S.C. Section 401. As to works published before January 1, 1978, in the case of a book, the notice must be placed on the title page or the reverse side of the title page. In the case of a periodical, the notice must be placed either on the title page, the first page of text, or in the masthead. A pre-1978 failure to comply with the notice requirements results in the work being injected into the public domain, i.e., unprotected. Copyright notice requirements have been relaxed since 1978, so that the absence of notice on copies of a work published after January 1, 1978 does not necessarily mean the work is in the public domain. 17 U.S.C. Section 405 (a) and (c). However, you will not be liable for damages for copyright infringement of works published after that date, if, after normal inspection, you photocopy an authorized copy of a work on which you cannot find a copyright symbol and you have not received actual notice of the fact the work is copyrighted. 17 U.S.C. Section 405(b). However, a copyright owner who found out about your photocopying would have the right to prevent further distribution of the copies if in fact the work were copyrighted and the copies are infringing. 17 U.S.C.SS405(b). Protection under this title is not affected by the removal, destruction, or
obliteration of the copyright notice from any publicly distributed copies, without the authorization of the copyright owner.

2) Published Works with Expired Copyrights
Writings with expired copyrights may be photocopied without restriction. All copyrights prior to 1906 have expired. Copyrights granted after 1906 may have been renewed; however, the writing will probably not contain notice of the renewal. Therefore, it should be assumed all writings dated 1906 or later are covered by a valid copyright, unless information to the contrary is obtained from the owner or the U.S. Copyright Office.

3) Unpublished Works
Unpublished works, such as theses and dissertations, may be protected by copyright. If such a work was created before January 1, 1978 and has not been copyrighted or published without copyright notice, the work is protected under the new Act for the life of the author plus fifty years, 17 U.S.C. Section 303, but in no case earlier than December 31, 2002. If such a work is published on or before that date, the copyright will not expire before December 31, 2027. Works created after January 1, 1978 and not published enjoy copyright protection for the life of the author plus fifty years. 17 U.S.C. Section 302.

Most United States Government publications with the possible exception of some National Technical Information Service Publications less than five years old may be photocopied without restrictions, except to the extent they contain copyrighted materials from other sources. 17 U.S.C. Section 105. U.S. Government publications are documents prepared by an official or employee of the government in an official capacity. 17 U.S.C. Section 101. Government publications include the opinions of courts in legal cases, Congressional Reports on proposed bills, testimony offered at Congressional hearings and the works of government employees in their official capacities. Works prepared by outside authors on contract to the government may or may not be protected by copyright, depending on the specifics of the contract. In the absence of copyright notice on such works, it would be reasonable to assume they are government works in the public domain. It should be noted that state government works may be protected by copyright. (See, 17 U.S.C. Section 105.) However, the opinions of state courts are not protected.

Permissible Photocopying of Copyrighted Works

The Copyright Act allows anyone to photocopy works without securing permission from the copyright owner when the photocopying amounts to a fair use of the material. 17 U.S.C. Section 107. The guidelines in this section discuss the boundaries for fair use of photocopied material used in research or the classroom or in a library reserve operation. Fair use cannot always be expressed in numbers - either the number of pages copied or the number of copies distributed.

1) Research Uses:
At the very least, an instructor may make, or cause to be made at his or her individual request, a single copy of any of the following for his or her scholarly research or use in teaching or preparing to teach a class:
A) a chapter from a book;
B) an article from a periodical or newspaper;
C) a short story, short essay, or short poem, whether or not from a collective work; or
D) a chart, diagram, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

These examples reflect the most conservative guidelines for fair use. They do not represent inviolate ceilings for the amount of copyrighted material that can be photocopied within the boundaries of fair use. When exceeding these minimum levels, however, you again should consider the four factors listed in Section 107 of the Copyright Act to make sure that any additional photocopying is justified.

The following demonstrate situations where increased levels of photocopying would continue to remain within the ambit of fair use:

A) the inability to obtain another copy of the work because it is not available from another library or source cannot be obtained within your time constraints;
B) the intention to photocopy the material only once and not to distribute the material to others; and
C) the ability to keep the amount of material photocopied within a reasonable proportion to the entire work (the larger the work, the greater the amount of material which may be photocopied).

Most single-copy photocopying for personal use in research - even when it involves a substantial portion of a work - may well constitute fair use.

2) Classroom Uses:
   Educators have, with input from publishers, developed the following guidelines, which allow an instructor to distribute photocopied material to students in a class without the publisher's prior permission, under the following conditions:

A) Distribution of the same photocopied material does not occur every semester;
B) One copy is distributed for each student which copy must become the student's property;
C) Material includes a copyright notice on the first page of the portion of material photocopied; and
D) Students are not assessed any fee beyond the actual cost of the photocopying.

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

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A) The copying meets the tests of brevity and spontaneity; and
B) Meets the cumulative effect test; and
C) Each copy includes a notice of copyright.

In addition, the amount of material distributed should not exceed certain brevity standards. Under those guidelines, a prose work may be reproduced in its entirety if it is less than 2500 words in length. If the work exceeds such length, the excerpt reproduced may not exceed 1000 words, or 10% of the work, whichever is less. In the case of poetry, 250 words is the maximum permitted. For illustrations, one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

These minimum standards normally may not be realistic in the college setting. Faculty members needing to occasionally exceed these limits for College instruction should not feel confined, beyond reason, by these guidelines, although they should attempt a “selective and sparing” use of photocopied, copyrighted material. The fair use doctrine should not be abused.

The photocopying practices of an instructor should not have a significant detrimental impact on the market for the copyrighted work. 17 U.S.C. Section 107(4). To guard against this effect, you usually should restrict use of an item of photocopied material to one course and you should not repeatedly photocopy excerpts from one periodical or author without the permission of the copyright owner.

3) **Library Reserve Uses:**
At the request of a faculty member, the library may photocopy and place on reserve excerpts from copyrighted works in its collection in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching discussed above. These guidelines apply to the library reserve collection to the extent it functions as an extension of classroom readings or reflects an individual student's right to photocopy for his personal use under the doctrine of fair use. In general, faculty members and librarians may photocopy materials for reserve room use for the convenience of students both in preparing class assignments and in pursuing informal educational activities.

If the request calls for only one copy to be placed on reserve, the library may photocopy an entire article, or an entire chapter from a book, or an entire poem. Requests for multiple copies on reserve should meet the following guidelines:

A) Amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter and level, 17 U.S.C. Section 107(1) and (3);
B) Number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same material, 17 U.S.C. Section 107(1) and (3);
C) Material should contain a notice of copyright, see 17 U.S.C. Section 401; and
D) Effect of photocopying the material should not be detrimental to the market for the work. 17 U.S.C. Section 107(4).

For example, an instructor may place on reserve as a supplement to the course textbook a reasonable number of copies of articles from academic journals or chapters from trade books. A reasonable number of copies will in most instances be less than six, but factors such as the length or difficulty of the assignment, the number of enrolled students and the length of time allowed for completion of the assignment may permit more in unusual circumstances.

In addition, an instructor may also request that multiple copies of photocopied, copyrighted material be placed on the reserve shelf if there is insufficient time to obtain permission from the copyright owner.

4) Uses of Photocopied Material Requiring Permission:
   A) Repetitive copying: The classroom or reserve use of photocopied materials in multiple courses or successive years will normally require advance permission from the owner of the copyright, 17 U.S.C. Section 107(3);
   B) Copying for profit: Instructors should not charge students more than the actual cost of photocopying the material, 17 U.S.C. Section 107(1);
   C) Consumable works: The duplication of works that are consumed in as standardized tests, exercises, and workbooks, normally requires permission from the copyright owner, 17 U.S.C. Section 107(4); and
   D) Creation of anthologies as basic text material for a course: Creation of a collective work or anthology by photocopying a number of copyrighted articles and excerpts to be purchased and used together as the basic text for a course will in most instances require the permission of the copyrighted owners.

5) How to Obtain Permission:

When a use of photocopied material requires permission, the user should communicate complete and accurate information to the copyright owner. The American Association of Publishers suggests that the following information be included in a permission request letter in order to expedite the process:

   A) Title, author and/or editor, and edition of materials to be duplicated;
   B) Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material;
   C) Number of copies to be made;
   D) Use to be made of duplicated materials;
   E) Form of distribution (classroom, newsletter, etc.); and
   F) Whether or not the material is to be sold.
The request should be sent, together with a self-addressed envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be obtained in a publication entitled *The Literary Marketplace*, published by the R. R. Bowker Company and available in the library.

The process of granting permission requires time for the publisher to check the status of the copyright and to evaluate the nature of the request. It is advisable, therefore, to allow sufficient lead-time to obtain permission before the materials are needed. In some instances, the publisher may assess a fee for the permission.

The Copyright Clearance Center also has the right to grant permission and collect fees for photocopying rights for certain publications. Library staff or a faculty member may copy from any journal that is registered with the CCC and report the copying beyond fair use to CCC and pay the set fee.

6) **Infringement of Copyright:**

Courts and legal scholars alike have commented that the fair use provisions in the Copyright Act are among the most vague and difficult that can be found anywhere in law. In amending the Copyright Act in 1976, Congress anticipated the problem this would pose for users of copyrighted materials who wished to stay under the umbrella of protection offered by fair use. For this reason, the Copyright Act contains specific provisions that grant additional rights to libraries and insulate employees of a non-profit educational institution, library, or archives from statutory damages for infringement where the infringer believed he or she had reasonable ground to believe the photocopying was a fair use of the material (17 U.S.C. Section 504(2)).

**Copyright Licensing Organizations & Publications Rights Clearinghouses**

- **ALCS** (Authors' Licensing and Collecting Society, United Kingdom) <http://www.alcs.co.uk/>
- **ASCAP** (American Society of Composers, Authors and Publishers) <http://www.ascap.com/>
- **The Authors Registry** <http://www.webcom.com/registry/>
- **BMI** (Broadcast Music Incorporated) <http://bmi.com/>
- Christian Copyright Licensing International <http://www.ccli.com/>
- **CCC** (Copyright Clearance Center) <http://www.copyright.com/>
- **Harry Fox Agency** <http://www.nmpa.org/hfa.html>
- **MPLC** (Motion Picture Licensing Corporation) <http://www.mplc.com/>
- **National Writers Union Publications Rights Clearinghouse** <http://www.nwu.org/>
- **WATCH** (Writers, Artists, and Their Copyright Holders) http://www.hrc.utexas.edu/watch/watch.html

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THE DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998

The Digital Millennium Copyright Act (DMCA) signed into law on October 28, 1998, created new rights for both copyright holders and users. Although intended to resolve issues presented by digital technologies, the DMCA has considerably broader impact.

The DMCA acts to protect digitally transmitted works by providing legal remedies against the circumvention of technology measures designed to block access to copyrighted works, and by prohibiting the interference with copyright management information digitally encoded in copyrighted works, including information about copyright ownership and licensing terms.

DMAC, Title II, the “Online Copyright Infringement Liability Limitation Act,” creates limitations on the liability of online service providers for copyright infringement when engaged in certain types of activities.

DMAC, Title III, the “Computer Maintenance Competition Assurance Act,” creates an exemption for making a copy of a computer program by activating a computer for purposes of maintenance or repair.

DMAC, Title IV contains a number of miscellaneous provisions, relating to the functions of the Copyright Office, distance education, the exceptions in the Copyright Act for libraries and for making ephemeral recordings, “webcasting” of sound recordings on the Internet, and the applicability of collective bargaining agreement obligations in the case of transfers of rights in motion pictures.

A complete understanding of any provision of the DMCA requires reference to the text of the legislation itself (See Pub. L. No. 105-304, 112 Stat.2860 (Oct. 28, 1998) and Title 17 United States Code, Copyrights.)

THE TEACH ACT

The Technology, Education and Copyright Harmonization Act of 2002, also known as the TEACH Act, provides guidelines for incorporating copyrighted material into distance education by amending the allowances and limitations of U.S. Copyright Law.

The TEACH Act applies only to accredited, non-profit educational institutions such as Western Piedmont Community College and requires the cooperation of the college’s administration, technical staff and faculty as described below:
College Administration Requirements

The following administrative/institutional measures are required for WPCC’s TEACH Act compliance:

- Western Piedmont Community College is an accredited, non-profit educational institution.

- Western Piedmont Community College has instituted policies regarding copyright.

- Western Piedmont Community College has provided materials to faculty, students, and relevant staff members that describe and promote United States Copyright Laws.

- Western Piedmont Community College has provided notice to students that materials used in connection with courses may be subject to copyright protection.

- Transmission of course content is made solely for students officially enrolled in the course for which the transmission is made.

Technical Staff Requirements

The following technological measures are required for WPCC’s TEACH Act compliance:

- WPCC has taken technological actions to restrict student access to copyrighted materials for no longer than the defined class session.

- WPCC has taken technological actions to deter unauthorized dissemination of copyrighted materials by students to others.

- Western Piedmont Community College does not interfere with technological measures taken by copyright owners to prevent retention or unauthorized sharing of their works.

- WPCC houses copyrighted works on a computer system or network in such a way that it is not ordinarily accessible to unauthorized users.

- Copies made for the sake of transmission are retained and used solely by Western Piedmont Community College.

Faculty Requirements
The following instructional measures are required for WPCC TEACH Act compliance:

- The copyrighted work that is being performed/displayed is an integral part of my class and would be used in the same way in a traditional, non-online classroom.

- Do not use works sold commercially for distance education purposes (ex. Course packs) or works that students would normally be expected to use individually and on their own time for studying (ex. Textbooks).

- Do not use pirated works or any other works which are known to be unlawfully made.

- Limit work to a length or amount which would reasonably be used in a real-time, traditional class session. Consider how much of a work you would share in a traditional classroom setting and offer not more than that amount.

- A performance, display, or work must be part of the “mediated instructional activities” (MIA) specified in U.S.C. 17 Section 110(2). In other words, the instructor must make the copyrighted material an integral part of a lecture or other actual class assignment; the work cannot be supplemental or optional in nature.

- Electronic access to works must be limited only to those students actually enrolled in the course and should only be available during the course session. The college should provide technological tools which prevent students from copying works and should also limit student access to the works beyond the course session.

- Students must be given notice that some course materials are protected by copyright.

- Copies may be made of digital works or analog works may be digitized only if:
  
  - They are used solely by the institution that made them, and no further copies or phonorecords are produced from them, except as authorized under Section 110(2).
  
  - The digital version of the work is available to the institution is subject to technological protection measures that prevent its use for Section 110(2).

(The TEACH ACT, approved by Trustees on May 8, 2006.)
1.12

PRESIDENT EVALUATION

**Purpose:** This is an administrative policy of the State Board of Community Colleges designed to improve the quality of leadership within the North Carolina Community College System.

**Procedure:** Under this policy, the Chair of the Trustees is required to notify, in writing, the Chair of the State Board of Community Colleges prior to June 30 of each year that the evaluation has been completed. Confidentiality is considered a most important part of the process.

**An Evaluation Instrument** is developed by the Trustees of Western Piedmont Community College and the President to include, but not be limited to:

1. **General Administration:** Management techniques and style; routine administration; day-to-day operations; long-range planning; institutional review and evaluation; institutional leadership and motivational skills; the ability to delegate duties and to implement and interpret Trustee policies.

2. **Relationships:** Maintaining good communications internally and externally, while acquiring public support for the College. Internal relationships may include those with Trustees, students, graduates, faculty, and staff while external relationships may include those with the general community, business and industry, government offices, the State Board and the North Carolina Community College System.

3. **Personal Attributes:** High moral character and personal characteristics and the ability to exhibit fairness, tactfulness, resourcefulness, reliability, professionalism, creativity, innovation, and good judgment.

4. **Personnel Administration:** Ability to select and recommend qualified individuals; follow approved personnel policies and procedures; evaluate employee performance; and provide opportunities for staff development and upgrading.

5. **Administration of Property and Budget:** Oversight of campus property and safety, budget development process, budget control, campus Master Plan, resource development program, and other institutional expenditures which reflect the mission, goals, and objectives of the College.

6. **Academic Administration:** Ability to encourage the development of educational programs that are relevant to community, student, business and industry needs; quality of faculty; quality of teaching; quality of graduates; program quality; development and maintenance of annual program reviews and an institutional strategic educational plan.
CHIEF ADMINISTRATIVE STAFF DUTIES

The President shall have full authority and responsibility for the operation of the College under the policies, rules, and regulations of the Trustees and of the State Board of Community Colleges within the budgets approved by the Trustees. Specifically, the President is responsible for communications with the Trustees of Western Piedmont Community College, campus development and advancement, and the administration of all campus operations.

Executive Vice President is responsible to the President for the operation of the College under the policies, rules, and regulations of the Trustees and of the State Board of Community Colleges within the budgets approved by the Trustees. Specifically, the Executive Vice President is responsible for the direct supervision of other vice presidents. Responsible for administrative and managerial aspects for the development and operation of Western Piedmont Community College. With Trustee approval, this position also serves in the capacity of the President when required.

Responsible for those operations involving fiscal services, auxiliary services, buildings and grounds, maintenance and construction, personnel services, and campus security. Specifically, responsible for the coordination of efforts to provide quality support services to the educational programs, staff and faculty of Western Piedmont Community College. This position also supports the Treasurer of the Western Piedmont Foundation, Inc.

Vice President for Academic Affairs is responsible for all educational programs conducted by the Curriculum and Continuing Education divisions of the College. Specifically, the Vice President for Academic Affairs is responsible for the coordination of all efforts to design, implement, and maintain quality educational programs and student support services at the College.

The Vice President for Administrative Services is responsible for those operations involving fiscal services, auxiliary services, buildings and grounds, maintenance and construction, personnel services, and campus security. Specifically, the Vice President for Administrative Services is responsible for the coordination of efforts to provide quality support services to the educational programs, staff and faculty of Western Piedmont Community College. This position also supports the Treasurer of Western Piedmont Foundation, Inc.

The Vice President for Student Development is responsible for promoting growth and advancement of the College through effective campus-wide planning, research, assessment, marketing, resource development and public relations, as well as for the educational support services provided by the divisions of Learning Resources & Technology and Student Services. This position also serves as the Executive Director for Western Piedmont Foundation, Inc. and Parliamentarian for the Trustees.
WESTERN PIEDMONT FOUNDATION, INCORPORATED

Western Piedmont Foundation, Incorporated, is an independent, non-profit corporation founded to develop public and private support for the College. Individuals or organizations wishing to assist the College may do so by making tax deductible donations of equipment, supplies, cash, bonds, stocks, securities, real estate, annuities, wills, trusts, memorials, or scholarships. Gifts may be accepted for any project which, in the judgment of the Foundation Directors and approved by the Trustees, will benefit the College.

Foundation Directors are authorized to assure donors that gifts will be used for the purposes for which they are intended. Membership is comprised of local citizens appointed by the Foundation Board. Specific rules are published in the Bylaws of Western Piedmont Foundation, Inc.

TRUSTEE REVIEW OF EDUCATIONAL PROGRAM AUDITS

To ensure that local boards of trustees are well informed in a timely manner about outcomes of Educational Program Audits conducted annually by the North Carolina Community College System, it is the policy of the State Board of Community Colleges that local boards of trustees review final Educational Program Audit reports and record such discussions in the minutes of that meeting.

The audit includes an accounting of tuition charges, classes scheduled, course designations, formula funds expended and other information. Final reports also indicate audit exceptions, if any, and the resulting financial adjustments which must be made by the College.

Following receipt of the Educational Program Audit Report each year, the Vice President for Academic Affairs will submit the report to the Trustees of Western Piedmont Community College for review and discussion at their next regularly scheduled meeting. The minutes of that meeting will record any action taken by Trustees.
BY-LAWS OF THE FACULTY-STAFF COUNCIL OF WESTERN PIEDMONT COMMUNITY COLLEGE

ARTICLE I: NAME
The organization will be called the Faculty/Staff Council of Western Piedmont Community College, hereinafter referred to as the Council.

ARTICLE II: PURPOSE
The purpose of the Council is to be an advisory arm of the Administration and Board of Trustees of Western Piedmont Community College on matters which affect the College and its ability to achieve the stated mission and goals of the Institution. The Council will serve as the voice of the faculty and staff and will provide a mechanism through which the consensus of the faculty and staff may be determined and expressed.

ARTICLE III: MEMBERSHIP

Section 1. Composition
The Council will be composed of the following: the officers, a faculty or professional non-faculty representative appointed by each of the Division Deans; one representative shall be elected from each of the following areas: Technical/Paraprofessional staff, Secretarial/Clerical staff, and the combined staff of Maintenance and Environmental Services; and six representatives shall be elected at-large from among the faculty and staff of the College.

Section 2. Terms
A. The Council will sit from the beginning of Summer Semester of each year until the beginning of Summer Semester of the following year.
B. The at-large representatives will be elected to a two-year term; three being elected on even years and three being elected on odd numbered years.
C. The Chair-Elect will succeed to the position of Chair the following term.
D. The Chairperson will, at the end of his/her term, be requested to fill the role of Amicus to the Council and act as Advisor to the incoming Chairperson. The Amicus will have neither voting rights nor executive authority, except if the Amicus is also elected to fill a position on the Faculty/Staff Council.

Section 3. Faculty & Staff
The faculty and staff of Western Piedmont Community College will be those full-time employees classified as Faculty, Professional Non-Faculty, Technical/Paraprofessional, Secretarial/Clerical, Skilled Crafts, and Service/Maintenance. Part-time faculty and staff are represented by the current representation.

Section 4. Powers & Expectations
The Council shall have the right to represent the faculty and staff of the College in matters of advising the Administration and Board of Trustees. It will be the obligation of the various Representatives to brief their constituents on Council activities and to solicit input from them concerning issues pending before the Council.

Section 5. Standing Committees and Special Committees
A. The Council will not have standing committees.
B. The Council may authorize the Chair to appoint special committees as are deemed necessary to conduct the business of the Council. Special committees may be composed

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of persons not sitting on the Council; however, all committees will be chaired by a Council member who will report directly to the Council on the activities of the special committee. The term of a committee will not exceed the term of the Council which authorizes its appointment except that a committee may present its final report to the first meeting of a new session of the Council and may be reconstituted by the new Council.

C. Faculty-Staff representation of the Standing Committees of the College:
   - Budget Planning – Chair of Faculty Staff Council or Designee
   - Campus Facilities and Grounds – Faculty Member
   - Curriculum/Academic Standards – Faculty Member
   - Human Resources – Faculty Member
   - Planning Council – Chair of Faculty Staff Council or Designee
   - Social Committee – Faculty or Staff Member
   - Student Activities – Faculty Member

Section 6. Election Process
A. Elections of persons to sit on the Council will occur annually during the spring semester of each year.
B. The two week election timeline (one week for nominations / one week for voting) will be set by the Chairperson of the Faculty Staff Council.
C. The Chair will seek Council’s approval for a special committee to convene, oversee and certify the election process. This committee will be comprised of three representatives, one to include the Chair Elect.
D. Nominations
   i. Electronic Format Nominations will be directed to the Chair Elect via the weblink provided.
   ii. The committee will ensure the eligibility of nominees running for Chair Elect based upon Council Membership Archives.
   iii. Following the end of the nomination period, the special committee will contact each nominee to verify their interest and commitment to serving on the Council before the ballot is created.
E. The special committee will create the ballot and the Chair Elect will send out electronic notice of the ballot and the voting procedures.
F. The ballot will list all candidates from each respective area, the at-large candidates and the Chair-Elect.
G. Each full-time faculty and staff member shall be entitled to one vote as follows:
   - One (1) candidate for Chair-Elect
   - One (1) candidate from each respective area
   - Three (3) candidates for at-large representation
H. The ballot will be submitted electronically via the weblink provided.
I. The candidates receiving the highest number of votes in any category shall be declared elected.
J. The special committee will certify the results, notify the elected candidates, and provide information regarding their responsibilities as Council Representatives.
K. The special committee will formally notify the larger College community of the results via email.
L. Any necessary runoff election for a tie vote will follow the guidelines outlined above.

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M. Ballot tallies for elections will be maintained until the following spring election period at which time the results may be destroyed.

Section 7. Vacancies on the Faculty/Staff Council

A. Vacancy of Officer:
   i. Chair - Should a vacancy occur in the position of Chair, the Chair-Elect will automatically move into the vacated position, serving out the remainder of that term.
   ii. Chair-Elect - Should a vacancy occur in the position of Chair-Elect, the position shall be filled through an election by majority vote from within the Council. The person filling the vacancy will then succeed to position of Chair for the following year.
   iii. Secretary - Should a vacancy occur in the position of Secretary, the Chair shall fill the position by appointment.

B. Vacancy of Elected Position Other Than an Officer: Should a vacancy occur in any of the elected positions on the Faculty/Staff Council, a special election may be called by the Chairperson of the Faculty/Staff Council to fill the vacancy. Ballot tallies from the previous election will be used to create the new ballot utilizing the next three (3) highest vote gathering nominees. In addition, space will be made available for one write-in candidate. The individual filling the vacancy will serve out the remaining term of the position to which he or she has been elected.

C. Vacancy of An At-Large Position: Should a vacancy occur in an at-large position, the position will be filled with the current year’s ballot results: the nominee with the next highest vote tally filling the position for the remaining term provided the candidate is willing to serve.

ARTICLE IV: OFFICERS & DUTIES

Section 1. Chair
A. The Chair shall preside at all meetings, both regular and/or special meetings and serve as the official voice to the Administration in matters concerning the faculty and staff of the College.
B. The Chair shall attend the monthly Board of Trustees meetings (typically scheduled on the first Monday of each month) and provide reports as necessary.
C. The Chair shall provide remarks to the Faculty and Staff of the College at the fall semester kickoff breakfast.
D. The Chair shall serve on the following Standing Committees of the College: Planning Council and Budget Planning.
E. The Chair seeks and appoints representatives to the areas not fulfilled by the Chair prior to the beginning of fall semester. Reference Article III, Section 5 for a list of committees and requested representation.

Section 2. Chair-Elect
A. The Chair-Elect shall serve in the role of Chair during any absence of the Chair.
B. The Chair-Elect shall serve on special committees related to the electoral process of representatives.
C. The Chair-Elect will assume any tasks as delegated by the Chair.

Section 3. Secretary
A. The Secretary shall record all minutes of the meetings.
B. The Secretary shall electronically route all draft minutes to the Council members within one week following the meeting.
C. The Secretary shall upon approval of the minutes, distribute in accordance with Article V, Section 7.

ARTICLE V: MEETINGS

Section 1. Meeting Schedule
A. Regular Meetings: The Council will meet at least twice each fall and spring semester and as frequently as necessary to conduct business. While the Council members sit from the beginning of each summer semester, not all faculty work during the summer semester based upon nine-month (August – May) contracts; therefore, regular meetings of the Council will not be scheduled.
B. Notice: The Chair shall give a minimum of five (5) work-days electronic notice of a regular scheduled meeting of the Council. This notice shall be delivered to all faculty and staff of the College.
C. Special/Called Meetings: The Council may meet for special meetings called by the Council Chair and at least one additional representative. Members must be notified of a special meeting with a minimum of 72 hours notice.

Section 2. Agenda
A. Agenda items for consideration may originate from the following: individual faculty or staff members, standing committees, ad hoc committees, ex-officio members, and Council members.
B. Agenda items should be submitted to the Chair no later than 48 hours before the meeting. Only submitted agenda items will be acted upon.
C. Items not listed on the agenda may be discussed at the discretion of the Chair, but no action may be taken on non-agenda items.

Section 3. Attendance
A. The Chair shall convene meetings on dates and times convenient to the larger Council representation.
B. Each representative is expected to attend all meetings of the Council.
C. Any member of the Council missing two (2) consecutive meetings without cause will be asked about their commitment to serving.

Section 4. Quorum
A. No business requiring the voting decision of the Council can be conducted unless a quorum of at least two-thirds (2/3) of the voting members of the Council are present.
B. While voting decisions may not occur with less than two-thirds (2/3) of members present, discussion may ensue.

Section 5. Decisions
A. Decisions of the Council may include the following actions: vote, referral to either a standing or ad hoc committee, or rejection.
B. Decisions of the Council are made by majority vote.
C. There shall be no proxy voting privileges.
D. With permission of the Council, electronic voting via representatives’ email accounts may occur.
E. Should a vote result in a tie, the item shall be open to continued discussion before calling for a second vote. As a non-voting member of the second vote, the Chair will cast the deciding vote in case of a tie.

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**Section 6. Recommendation(s)**

Formal recommendations to the Administration or the Board of Trustees will be communicated by the Chair in written form within ten (10) days following the Council decision.

**Section 7. Minutes**

A. Approved minutes of the Faculty/Staff Council will be electronically distributed to all faculty and staff (in addition to standard distribution required in the *Policy Manual* of Western Piedmont Community College) within three (3) days following approval.

B. Minutes of the last meeting of the spring semester will be compiled within three (3) days of the meeting and circulated electronically for approval, allowing for existing Council representation to vote on the minutes prior to a new Council being seated.

C. Minutes of the last meeting of the spring semester will include the election results and Council Member Roster for the following year to assist in archiving membership representation.

**Section 8. Open Meetings**

All meetings of the Faculty Staff Council will be open to the faculty and staff of the College.

**Section 9. Removal from Council**

The Council may remove any officers or representatives who fail to fulfill the obligation of the position to which they are elected. The Council must vote two-thirds (2/3) in the affirmative to remove an Officer or Representative. Any vacancy on the Council will be filled as set forth in Article III, Section 9.

**ARTICLE VI: PARLIAMENTARY AUTHORITY**

The Council and its committees will generally follow Roberts Rules of Order, the most current edition, in the conduct of business.

**ARTICLE VII: AMENDMENTS**

A. These By-Laws may be amended by two-thirds (2/3) vote of the Council and will go into effect on a date specified by the Council.

B. These By-Laws may be changed by two-thirds (2/3) vote of the Council and will go into effect on a date specified by the Council.

C. Proposed amendments or proposed changes to the By-Laws will be electronically distributed to Council members one week prior to the meeting in which amendments/changes will be considered.

D. Amendments and/or Changes to the By-Laws will be distributed to the Administration for inclusion within the *Policy Manual* of the College and to all faculty and staff of the College.

*Final Approval, May 7, 2010*

*Effective Date: May 24, 2010*

**(BY-LAWS OF THE FACULTY-STAFF COUNCIL, Revised March 25, 1999 and on May 24, 2010)**

*Reprinted/Effective: December 2011*
TITLE I. PURPOSE OF THE BYLAWS

The Bylaws will be the working rules of the WPCC Student Senate. Neither these Bylaws nor any subsequent amendments or additions shall be in conflict with the Student Association Constitution.

TITLE II. CONDUCT OF MEETINGS

A. Robert’s Rules of Order will be followed at all formal meetings for the conduct of official business by the Student Senate, where applicable and where not conflicting with the Bylaws of the Association.

B. All officers except for the presiding officer may vote in the Student Senate, except where otherwise stated in the Bylaws.

C. Members of the Senate or of the Executive Council who miss 3 consecutive meetings (unexcused) or 4 overall meetings (unexcused) will be automatically removed as members of the Student Government Association.

D. The President may present motions and resolutions before the Student Government Association.
   1. The President gives the Secretary the motion in writing before the meeting begins.
   2. The Secretary shall read the motion to the Senate when instructed by the President according to the agenda.
   3. The Motion requires a second.
   4. The President must step down from the chair to debate on the questions. The Vice-President will preside over the meeting until the motion is acted on.
   5. If the President is presiding while the motion is being debated and a Senator feels that the President is partisan in her/his procedural rulings, the Senator may ask the President to step down from the chair. The President must comply. The Vice-President will preside until the motion is acted on.

E. SGA Meetings are open to all students.

TITLE III. COMMITTEES

A. Committees will be appointed on an “as needed” basis by the SGA President and approved by the Coordinator of Student Activities.

B. Committees will be appointed at the discretion of the Executive Council. Such committees will be constituted with specifically defined duties and powers, and will terminate either on a specified date or when their function has been met. The SGA President will name the Ad Hoc Committee Chairman, and the chairman will choose the committee members. The choice of Chairman and members is subject to Council/Coordinator of Student Activities approval, and all Ad Hoc Committees will answer to the Council.
TITLE IV. CLUBS AND ORGANIZATIONS

A. Sponsorship: The following guidelines apply for the sponsorship and subsequent funding by the SGA.
1. Membership will be open to all students.
2. An organization affiliated with extramural organization may qualify for SGA sponsorship provided that the aims of the extramural group and its campus chapter or branch are compatible with the SGA constitution and with other guidelines governing eligibility for SGA sponsorship.
3. A Petition for SGA sponsorship will be submitted in writing, the original addressed to the SGA Secretary and a courtesy copy addressed to the Coordinator of Student Activities and the Dean of Student Services. Petitions will include the following information:
   a. A statement of purpose, together with a constitution and/or working bylaws.
   b. A list of current officers.
   c. A list of at least ten (10) currently enrolled active members.
   d. The name of an organization sponsor, chosen from the WPCC full-time staff or faculty. (College policy requires a sponsor to advise student groups on the exercise of responsibility, and a sponsor is essential to official recognition. The sponsor has no authority, however, to control the policy of a student organization.)
4. The Executive Council will consider all petitions of sponsorship and will make all reasonable efforts either to approve or deny the petitions at the first regular meeting following the date the petitions are submitted.
5. Each club will nominate one member as a representative to the Student Senate. Representation is mandatory.

A. Funding: A line item for funding of Clubs/Organizations will be included in the annual budget of the SGA. Each Club/Organization will be allotted funds according to their membership activities, needs, and participation in the SGA. The SGA Budget may specify a maximum amount available to each Club/Association. Funds request will be considered after the Council has approved the petition for sponsorship. Clubs/Organizations should make a request for their funds at least two working weeks prior to their anticipated need. Funding will be handled according to the following guidelines:

1. Initial start-up funds for each new club/association may be transferred after their SGA sponsorship has been approved by the Executive Council and a Senate representative has been identified.
2. Club funds will be awarded at the beginning of the semester, contingent of satisfactory participation in the preceding semester. To receive beginning of semester funds:
   a. A Request for SGA Funds application must be filed with the Treasurer.
   b. Requirements must be meet as outlined in Section II. B. of the Club Packet
3. Subsequent funding will be subject to review by the treasurer and through the appropriate channels for overall acceptance.

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TITLE V. SENATOR AT-LARGE

The Senator At-Large shall be appointed in the fall semester. The term ends at the last Student Senate meeting during spring semester.

TITLE VI. VACANCIES IN OFFICE

Vacancies occurring in various SGA offices and positions between normal election periods will be filled, in each case, in the manner specified below. In the event that situations not covered herein shall arise, the Executive Council, Dean of Student Services and Coordinator of Student Activities will decide on an appropriate procedure and incorporate it into the Bylaws in the manner specified under (TITLE VII).

A. Executive Council
   1. If the office of the President becomes vacant, the Vice-President will assume the duties of this office until a new President is elected.
   2. If any other Executive council office becomes vacant, the Senate and Executive Council will make a recommendation to the Coordinator of Student Services and Dean of Student Services, with a final decision being made by the Coordinator and Dean.

B. Senators
   1. A vacancy in the Student Senate will be filled by an appointment from the appropriate Club/Organization.

TITLE VII. REMOVAL FROM OFFICE FOR CAUSE

A. Executive Council Members
   The Student Senate may initiate proceedings to remove any member of the Executive Council for cause by:
   1. Presenting a motion to remove from office to the Secretary (or to the President, if the Secretary is the officer named in the motion), to be read in the Senate one week before vote is to be taken on the motion.
   2. To remove any officer requires a two-thirds majority vote of the Student Senate and consent of the Coordinator of Student Activities.
   3. If the Student Senate/Coordinator of Student Activities upholds the motion to remove an officer for cause, the accused officer may:
      a. accept the will of the Senate and relinquish office, or
      b. appeal to the Coordinator of Student Activities.
   4. If the accused officer appeals, the officer retains all rights and responsibilities of the office pending the outcome of the appeal.
   5. Upon appeal the following procedure must be followed:
      a. Individuals wishing to appeal the decision of the Student Senate or Coordinator of Student Activities have 5 working days to submit an appeal in writing to the Coordinator of Student Activities.
      b. If an appeal request is made, the Coordinator of Student Activities will
recommend one (1) faculty/staff member and two (2) Student Senate members to form an appeal committee; members are subject to Dean of Student Services approval or replacement.

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c. Upon approval of committee members by the Dean of Student Services, the appeal hearing must take place within 10 working days. After appeal has been heard, the committee will respond with their opinion/decision in 10 working days from the date of the appeal.

d. If the student does not agree with the opinion/decision of the appeal committee, they may submit a request to the Dean of Student Services for Student Due Process.

B. Resignation from Office

1. Resignation from any office or position in the Student Senate will be submitted in writing to the Secretary of the SGA, with a courtesy copy directed to the Coordinator of Student Activities.

2. The holder of any position in the Student Association who fails to function in that position and who does not follow the procedure above for resigning from office shall be considered to have abandoned the office, and may be subject to removal procedure at the discretion of the Executive Council and the Coordinator of Student Activities.

TITLE VII. AMENDMENTS TO THE BYLAWS

A. The ByLaws may be amended by:

1. Simple majority vote of the Student Senate, and

2. Simple majority vote of the Executive Council.

3. Approval by the Coordinator of Student Activities and the Dean of Student Services.

REPORTING SUBSTANTIVE CHANGE

As a regionally accredited institution of higher education, the College is responsible for compliance with the substantive change requirements of the U.S. Department of Education as outlined in 34 C.F.R. § 602.22. Regional accrediting bodies, such as SACS COC, are tasked with ensuring institutional compliance with these federal requirements. The SACS COC policy statement, “Substantive Change for Accredited Institutions of the Commission on Colleges,” outlines institutional responsibilities related to the reporting of substantive change.

NC Administrative Code for Community Colleges T23 Chapter 2(C), Section .0600 College Evaluations, "All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools. The System President, when requested, will provide assistance to colleges seeking regional accreditation." In accordance with NC Administrative Code for Community Colleges, Western Piedmont Community College seeks to maintain reaffirmation of accreditation and retain membership in the Southern Association of Colleges and Schools Commission on Colleges (SACS COC). As a qualifying institution, the College
provides federal funding for eligible students and preserves the transferability of the College courses to other regionally accredited institutions.

As a SACS COC requirement for membership, Western Piedmont Community College shall comply with the current Policy on Substantive Change for Accredited Institutions of the Commission on Colleges. (www.sacscoc.org<http://www.sacscoc.org/> Publications and Policies). The President shall submit substantive changes to SACS COC.


1. Responsibility:
The College’s SACS COC liaison is responsible for:

- Maintaining familiarity with the SACS COC policy on substantive change; and
- Assisting the College in complying with the SACS COC policy on substantive change.

Procedure for Reporting of Substantive Change

Western Piedmont Community College shall comply with the current SACS COC Policy on Substantive Change for Accredited Institutions of the Commission on Colleges (www.sacscoc.org<http://www.sacscoc.org/> Publications and Policies)

1. The College shall follow the SACS COC policy and procedures for notification of substantive change in accordance with the current SACS COC Procedures for Reporting Substantive Change (www.sacscoc.org<http://www.sacscoc.org/> Publications and Policies)

2. As part of the College’s curriculum procedures, WPCC will notify SACS COC on implementation of, termination of, or major changes to academic programs and substantive changes in distance learning offerings or location of program offerings as defined by SACS COC.

3. The procedure for notification to SACS COC:

   a. The Vice President for Academic Affairs will initiate notification to SACS COC of the termination of, or major changes to academic programs, and substantive changes in distance learning offerings or location of program offerings. Timing of the report will be based on guidelines of the SACS COC Policy on Substantive Change.

   b. The President will review and approve these change notifications and provide written notification to the President of the Southern Association of Colleges and Schools Commission on Colleges.

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4. The SACS COC Liaison will maintain a history of notification to SACS COC with regard to substantive change. An additional copy will be provided to the Vice President for Academic Affairs, the responsible dean, the responsible program coordinator, and the College’s archivist located in Learning Resource Center.

5. The College will comply with the directives of the SACS COC President upon notification of submitted.

(REPORTING SUBSTANTIVE CHANGE, Added by Trustees on April 8, 2013)
THE CONSTITUTION OF THE STUDENT ASSOCIATION OF WESTERN PIEDMONT COMMUNITY COLLEGE

PREAMBLE

We, the students of Western Piedmont Community College, desiring to preserve free discussion, inquiry and self-expression in the academic community, to ensure the rights and general welfare of the student body, and to aid in the fulfillment of our responsibilities to Western Piedmont Community College do establish this association.

ARTICLES

ARTICLE I. NAME

The name of the association herein established shall be the Student Government Association of Western Piedmont Community College.

ARTICLE II. MEMBERSHIP

All curriculum students who are regularly enrolled at Western Piedmont Community College and who have paid the student activities fee shall be entitled to vote in Student Government Association elections, and to participate in all activities of the Student Government Association.

ARTICLE III. PURPOSE

The purpose of the Western Piedmont Community College Student Government Association shall be:

A. To provide the means whereby members of the student body may effectively express themselves on problems of the College which directly affect their social, economic, physical, intellectual and spiritual welfare;

B. To aid and assist the college staff, faculty, and administration in fulfilling the aims and purposes of philosophical documents establishing and ordering Western Piedmont Community College;

C. To advance the best interests of the student body with other educational institutions and associations.

ARTICLE IV. OFFICERS

The officers of the Student Government Association shall be the President, Vice-President, Secretary, Treasurer, and Parliamentarian/PIO. These officers shall constitute the Executive Council and shall conduct the day-to-day operations of the Student Government Association.
The term of office, for all officers, shall begin on the date of New Student Orientation for Fall of the year of the election and will conclude with the following Spring graduation.

A. The President shall be the executive officer of the Student Government Association (SGA).
   The President shall:
   1. Preside at all official meetings of the Student Government Association after approval of the agenda by the Executive Council and SGA Advisor.
   2. Appoint, with the advice and consent of the Executive Council, all Student Government Association and ad hoc committees;
   3. Represent the Student Government Association as needed at public functions with the consent of the SGA Advisor.
   4. With the consent of the Executive Council and SGA Advisor, designate the Vice-President to represent the SGA in any of the above functions in place of the President;
   5. In the role of Ex Officio Member of the Board of Trustees of the College, agrees to attend every mandatory Trustee Meeting and have report to the Board approved by SGA Advisor and submitted to the President of the College one week prior to the Board Meeting.
   6. Maintain at least a 3.00 GPA.

B. The Vice-President shall function in the absence or incapacity of the President, or at the request of the SGA Advisor.
   The Vice-President shall:
   1. Act as a designee of the President with the consent of the Executive Council and SGA Advisor.
   2. Represent the Student Government Association as needed at public functions with the consent of the SGA Advisor.
   3. Represent and fulfill all duties of the President as his/her designee.
   4. Maintain at least a 3.00 GPA.

C. The Treasurer shall be responsible for the authorization of and accounting for all Student Government Association funds under the supervision of the SGA Advisor and the Business Manager of the College in accordance with established State policy.
   The Treasurer shall:
   1. In the absence or incapacity of the President and Vice-President, or at the request of the SGA Advisor, assume the responsibility of their offices.
   2. Represent the Student Government Association as needed at public functions with the consent of the SGA Advisor.
   3. Maintain at least a 3.00 GPA

D. The Secretary shall be responsible for recording all minutes, keeping all records (except those of the Treasurer) and conducting all correspondence for the Student Government Association.
   The Secretary shall:
1. Publicize the minutes of all Executive Council and Student Association meetings by a means determined by the SGA Advisor.
2. Assist the Public Information Officer in advertising and distribution of information to clubs, organizations and the College.
3. Represent the Student Government Association as needed at public functions with the consent of the SGA Advisor.
4. Maintain at least a 3.00 GPA.

E. The **Parliamentarian/Public Information Officer** shall be responsible for maintaining order using parliamentary procedure and advising the SGA in the interpretation of the SGA Constitution and By-laws. He/she also serves as a voting member of the SGA Executive Council and assists other members of the SGA as needed. As Public Information Officer, this person is responsible for maintaining SGA bulletin boards, distributing information from clubs to the Office of Student Development for the newsletter, online media, and through fliers with prior approval from the SGA Advisor and the Office of Student Development.

The Parliamentarian/PIO shall:

1. Maintain order in meetings.
2. Maintain SGA bulletin boards, advertise for SGA and Clubs using the college newsletter bulletin boards, the college web site, Facebook, as well as email to Club Advisors. All advertising must have the approval of the SGA Advisor and Office of Student Development before submission.
3. Assist with maintaining Web site information, including SGA and Club Facebook pages, with the Office of Student Development.
4. Represent the Student Government Association as needed at public functions with the consent of the SGA Advisor.
5. Maintain at least a 3.00 GPA.

F. The Coordinator of Student Activities shall serve as Advisor to the Executive Council, and shall approve and supervise all the activities thereof. In addition, Executive Council, faculty and staff may nominate additional advisors for the Student Government Association. The Executive Council shall determine the number of these advisors and shall approve their appointments and determine the term of their appointment. The appointment of all additional faculty/staff advisors is subject to final approval of the Dean of Student Services of Western Piedmont Community College. Additional advisor positions will not be supported monetarily by Student Activity funds.

G. No student may run for or serve on the Executive Council of the Student Government Association unless she/he has completed at least one semester of 9 hours or more of academic work at Western Piedmont Community College within 2 academic years prior to the date of his/her application to campaign for office. An academic year is defined in the College Catalog as fall/spring/summer semesters (ex. Fall2006/Spring2007/Summer2007). The student must also be currently enrolled in Western Piedmont Community College at the time of the application to campaign for office, currently taking at least 9 semester hours of credit, with an average of 3.0 or better.

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H. Any members of the student body serving on the board of the N4CSGA will be considered ex-officio members of the SGA Senate and thus will have no vote in proceedings. Exceptions to this are: 1) the student is also an officer on the SGA or 2) the student is a Senator elected to represent a club on the SGA during that academic year.

I. Members of the Executive Council shall not hold the offices of President, Vice-President or Senator of any club during their term in office.

J. Term limits for Executive Council are: One (1) term only in office to which student is elected. One (1) additional term only may be served in a position other than that previously held if elected. No person may hold an Executive Office position more than two (2) terms in a five (5) year period.

K. Any appointed or elected official of the Student Government Association may be removed for cause by the Dean of Student Services or Office of Student Development.

L. Any member of the student body appointed to the N4CSGA board is subject to the approval of the Student Government Association Advisor, the Dean of Student Services, and the Vice President of Student Development. Persons elected to these positions are considered representatives of the supporting college and are under the governance of the SGA Advisor. He/She must obtain permission for all travel, communications, and events while serving. As student funds are used to support someone in this position, persons who wish to submit their names for election to the board must obtain a majority vote of the Western Piedmont Community College Student Government Executive Council. A representative supported on this Board by Western Piedmont Community College may be removed at any time at the discretion of the Dean of Student Services or Vice President of Student Development.

ARTICLE V. LEGISLATURE

The legislative body of the Student Association shall be a **Student Senate**. The Student Senate shall consist of the Executive Council (President, Vice-President, Secretary, Treasurer and Parliamentarian), a Senator from each SGA sanctioned club, a Senator selected by the Burke Middle College, a Senator At-Large if one is selected, and any N4CSGA representatives (ex-officio capacity, non-voting).

A. No student may be a candidate for the Student Senate unless she/he is a member of an SGA sanctioned club or Burke Middle College, except the Senator At-Large.

B. No student may be a candidate for the Senate or any office of the Student Government Association unless she/he has completed one semester of academic work at WPCC within two academic years prior to election and is currently enrolled in at least 9 semester hours of credit. The exception is that the Senator At-Large may be a first time student.

C. Alternates to Senators may be selected by the clubs or Burke Middle College to allow for

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attendance at meetings. Alternates may be allowed to vote in Senate proceedings in the absence of the elected Senator but must adhere to the same rules and qualifications as Senators.

D. Senators/Alternates who withdraw or are withdrawn from Western Piedmont Community College shall automatically be removed from office.

E. The Student Senate shall act within the Student Code of Conduct adopted by the College, and shall assist when necessary in supporting and upholding that code.

F. The Student Senate is empowered to enact legislation which relates to budgetary matters, the welfare, the rights and the responsibilities of the Students and the Student Government Association, subject to the approval of the Coordinator of Student Activities and the Dean of Student Services.

G. All Senators and their Alternates must maintain a 2.50 GPA.

ARTICLE VI. STUDENT ORGANIZATIONS

The Executive Council shall encourage special interest groups among the Student Association and shall support authorized organizations and/or clubs with monies allocated from Student Association funds.

A. A club will be recognized by the Executive Council only after it has been organized, its constitution and by-laws have been presented to the Council for their approval, and a representative to the Senate has been identified.

B. The Executive Council has the right to specify the minimum number of active members who will constitute a legitimate club or organization.

C. The Executive Council is bound to establish fair guidelines for the recognition of clubs or organizations and must apply these guidelines impartially and without discrimination.

D. The Executive Council has the right to review periodically any club or organization by-laws, membership roll, and budget and to revoke its recognition of any club or organization it deems to not be serving the interests of the Student Government Association.

ARTICLE VII. AMENDMENTS

Amendments to the Student Government Association Constitution must be approved by two-thirds (2/3) of the voting Student Senate. They then must be approved through the proper administrative channels of the College.

ARTICLE VIII. TOBACCO POLICY

The Student Government Association supports and promotes the tobacco free policy of

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the College as part of its premise that the health of the students of Western Piedmont Community College is a primary concern.

Revised 2010

Revised April 2003

INSTITUTIONAL MOTTO

Recognizing that diversity is a process for cultivating more effective communications, for being inclusive and for understanding the unique perspectives of students, faculty and staff, the Trustees of Western Piedmont Community College have adopted the following motto: “To create a Western Piedmont Community which recognizes the differences that exist among individuals and treats each person with dignity, fairness and respect.”

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GENERAL COMPLAINTS

A formal complaint may be filed any time by an individual who feels he/she has a complaint with the College which cannot be resolved with a student petition or through the student grievance process. The proper procedure for such a complaint is to contact the Dean of Student Services who will advise and assist individuals in directing the complaint to the proper office.
POLICY/PROCEDURE TO GRANT TRUSTEE EMERITUS STATUS

Policy 1.20

In order to recognize outstanding commitment and service to Western Piedmont Community College, the Board of Trustees of WPCC may, at its discretion, grant emeritus status to one of its past members by following the procedure as outlined in the Trustee Handbook.

Procedure for Granting Trustee Emeritus Status
A former trustee of Western Piedmont Community College may be granted Emeritus status if the former trustee is deemed qualified and upon a simple majority favorable vote by the current Trustees of WPCC. The candidate for this honor must be nominated by a current member of the Board of Trustees of WPCC who will nominate the candidate via a letter to the current Chair of the Trustees, routed through the Office of the President of WPCC. This nomination must be made within one year of the termination of service by the former trustee and must be delivered to the President’s Office at least 15 business days prior to the Trustees meeting where the matter will be considered. After ascertaining that the designee meets the qualifications set forth by the Board, the Chair of the Trustees will present the letter of nomination to the board along with his/her recommendation.

In order to qualify for Emeritus status a former Trustee must meet the following qualifications:

a. The designee served as a Board member at WPCC for at least 12 consecutive years.
b. The designee demonstrated active involvement as a Trustee.
c. The designee provided measurable support for the mission, programs, and constituents of WPCC.
d. The designee is no longer serving on the Board of Trustees of WPCC, left the board in good standing, and has no plans to return to the Board.

Adopted by WPCC Trustees on February 2, 2015