Employee Handbook

August 2023

This handbook is not a contract, but is solely intended to give employees a short description of the guidelines for working at Southeastern Community College. If, at any time, there should be a conflict between a description in this handbook and a labor contract, a personnel policy, or both, the terms of the actual contract or personnel policy will govern in all cases. Personnel policies are applied at the discretion of management and may be withdrawn, applied, or amended at any time. Except for employees covered by executed contract or by Chapter 279, Code of Iowa, employees and/or employer have the right to terminate employment at any time.

Non-Discrimination Statement

It is the policy of Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact the Title IX / Equity Coordinator, Southeastern Community College, 1500 W. Agency Road, West Burlington, IA 52655, email equity@scciowa.edu, phone number 319/208-5101, fax 319/208-5005 or the Director of the Office for Civil Rights, U.S. Department of Education, , John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov

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1.1 You are SCC

Have you ever wanted to be a walking billboard for any cause or job? Well, by accepting a position at SCC, you have become a representative of the college both on and off the job sites. All employees are expected to be willing and able to represent SCC in a professional and positive manner with prospective, former, and current students, colleagues, clients, suppliers, visitors, and the communities we serve.

Respect, cooperation, collaboration, and integrity are essential to the successful fulfillment of SCC's mission. Since an employee's conduct influences the general public's opinion of the college, SCC asks all employees to serve as positive, trustworthy ambassadors for the college and the services we provide our communities. Each of us plays an important role in community relations as well as the attraction, retention, and success of our students. SCC thanks you for taking on this responsible role and doing your part in achieving our success.

Mission

Southeastern Community College provides accessible, quality programs and services which promote student success and economic vitality.

Vision

Southeastern Community College, a visionary leader in lifelong learning, embraces diversity, transforms lives, strengthens communities, and inspires individuals to excellence.

Values

Excellence: We are committed to the highest standards in all aspects of teaching, learning, and service.

Integrity: We encourage honesty, respect and personal accountability among and between students, staff, and stakeholders.

Stewardship: We are effective and vigilant stewards of our financial, physical, and human resources.

Continuous Improvement: We promote evidence-based decisions and systems within a culture of empowerment and teamwork.

1.2   History of the College

In the spring of 1965, the General Assembly of Iowa provided for the establishment of area community colleges and vocational-technical schools, with the southeastern part of Iowa designated Merged Area XVI. Within this 3 ½ county area, two public post-high school educational institutions existed: Burlington Junior College, founded in 1920, and Keokuk Community College, established in 1953. Both institutions were operated by the local community school districts until July 1, 1967, at which time they became north and south campuses of Southeastern Community College. SCC is one of fifteen area community colleges comprising the Iowa System of Community Colleges operating under the regulations of the Iowa Department of Education and the Code of Iowa.

1.3   Facility Locations

The major facility locations housing programs operated by Southeastern Community College are as follows:

Center for Business & Industry
    610 North 4th Street, Suite 220
    Burlington, IA 52601
    319.752.2731   866.SCC.IOWA

Fort Madison Center
    712 6th Street
    Fort Madison, IA 52627
    319.208.5000

Iowa State Penitentiary
    P.O. Box 316
    Fort Madison, IA 52627
    319.372.5432

Keokuk Campus
    335 Messenger Road
    P.O. Box 6007
    Keokuk, IA 52632
    319.524.3221   866.SCC.IOWA

Mount Pleasant Center
    200 North Main Street
    Mount Pleasant, IA 52641
    319.385.8012   866.SCC.IOWA

Mount Pleasant Correctional Facility
    1200 E. Washington
    Mount Pleasant, IA 52641
    319.385.8012 x 2383

West Burlington Campus &
Administrative Center
    1500 West Agency Road
    PO Box 180
    West Burlington, IA 52655
    319.752.2731   866.SCC.IOWA

1.4   Merged Area XVI

SOUTHEASTERN COMMUNITY COLLEGE

Proposed Director
Redistricting Plan 2

Legend:
- Community School District
- Precincts (detail map)
- City
- County

Proposed District 2020 Population
- 1: 19,565
- 2: 18,462
- 3: 20,784
- 4: 19,898
- 5: 19,725

CC District Population=98,434
Ideal Director District
Population=19,687
Overall Plan Deviation=1.13
Overall Population Dev.=2,322

0   2.5   5   10 miles

CORNERSTONE
GEOSPATIAL CONSULTING

Source: 2020 Decennial Census, P.L. 94-171
redistricting data
Map Produced: 3/10/2023

SPLIT SCHOOL DISTRICT DETAIL > BURLINGTON CSD

SPLIT SCHOOL DISTRICT DETAIL > FORT MADISON CSD

1.5   College Governance

Southeastern Community College is governed by a five-member Board of Trustees elected from and by the citizens of five separate director districts. It is the Board's responsibility to see that the college is well administered by the president and college staff, to establish institutional policy and to determine the effectiveness of the institution in fulfilling its mission to the area. The governing board operates in accord with a set of written policies. Regular meetings of the Board of Trustees are usually held on the second Monday of each month in the John M. Caldwell Board Room.

Joseph Johnson
Director District 1
Representing all residents of Mount Pleasant, New London, WACO, and Winfield-Mount Union Community School Districts.

Landen Hillyard
Director District 2
Representing all residents of Danville, Mediapolis, Morning Sun, Wapello Community and West Burlington Independent School Districts plus that portion of the Burlington Community School District comprised of the following: Precincts #1 and Tama Township; Flint River Township/City of Middletown, Union Township; and those voters who are city of West Burlington residents in Burlington Community School District.

Jeff Heland
Director District 3
Representing all voters in the portion of the Burlington Community School District comprised of the following precincts 2, 3, 4, 5, 6, 7 & 9.
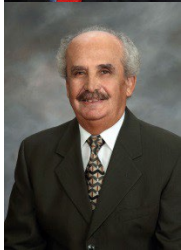
Moudy Nabulsi
Director District 4
Representing all voters residing in Fort Madison Community School District except that portion in the Jefferson Township Precinct. Also includes that portion of the Burlington Community School District comprising the Concordia Township Voting Precinct and Burlington City Voting Precinct 8.

Janet Fife-LaFrenz
Director District 5
Representing all voters residing in Central Lee and Keokuk Community School Districts plus that portion of the Jefferson Township Precinct that is located within the Fort Madison Community School District.

1.6   College Organization

The chief administrative officer of the college is the President. The President is responsible for the operation of the community college with respect to its educational program, its faculty and student personnel programs, and the use of its facility. The following are members of the President's Cabinet:

- ☐ Vice President of Academic Affairs
- ☐ Vice President of Administrative Services
- ☐ Vice President of Student Affairs
- ☐ Vice President of Information Technology Services
- ☐ Executive Director of Institutional Advancement
- ☐ Controller
- ☐ Dean of Arts and Sciences
- ☐ Dean of Health
- ☐ Dean of Career and Technical Education
- ☐ Director of Human Resources
- ☐ Director of Institutional Research
- ☐ Director of Intercollegiate Athletics
- ☐ Director of Marketing and Communications
- ☐ SCC ESA Representatives (2)
- ☐ SCC HEA Representative (2)
- ☐ Senior Executive Assistant to the President/Board Secretary
- ☐ Executive Assistant to the Vice President of Administrative Services

Academic Affairs

Academic Affairs provides for management and operation of the teaching and learning functions at SCC. Faculty and staff are committed to providing access to quality education opportunities across the college district. Academic services are delivered through a variety of programs/courses.

Administrative Services

Administrative Services provides and accounts for the business/finance, facility and auxiliary services and resources necessary for the College to achieve its mission.

Center for Business (CBIZ)

SCC's Center for Business (CBIZ) is committed to lifelong learning and workforce development throughout the region. CBIZ offers the following services:

- ☐ A wide variety of non-credit education courses taught at various locations
- ☐ Flexible contract training tailored to fit the company's needs.
- ☐ Small Business Development Center that provides free counseling and other assistance.
- ☐ Classrooms or conference rooms to reserve/rent for professional meetings or company events.

Human Resources

The general purpose of Human Resources is to attract and retain the human resources necessary for the College to achieve its mission, and administer associated employee programs, benefits and services.

Information Technology Services

Technology Services is comprised of the following areas:
Instructional Technology Support; Information Technology; and Distance Learning. Technology Services is focused on supporting the mission of SCC while working closely with all SCC stakeholders to develop, implement and evaluate a shared vision for technologies, services and support.

Institutional Advancement

The general purpose of the Office for Institutional Advancement is to seek out sources of public and private funding that would enhance the internal operations of the College through oversight of the Foundation, Alumni Association, and grantsmanship, the provision of assistance to the President in legislative activities, and to provide useful information on alumni to the Marketing and Communications Department.

Student Affairs

The Student Affairs Division encompasses all of the following areas: Enrollment Services (Admissions, Advising, Financial Aid and Registration); Student Activities; Student Support Services; Disability Accommodations, Testing, and Personal and Social Support Resources; Federal TRiO Programs (Student Support Services and Upward Bound) and PACE. The goal of the Student Affairs staff is to assist and guide students in their educational and personal development while enrolled at SCC and to provide thorough, efficient and courteous services that support an environment for student success.

1.7 Accreditation

SCC is accredited by the Higher Learning Commission (HLC) and the Iowa Department of Education.

In addition, several SCC programs have acquired specialized accreditation, certificates or licensure. These additional accreditations provide assurance to SCC students that SCC adheres to high standards in its academic offerings. These programs include:

- *Respiratory Care* – Commission on Accreditation for Respiratory Care (CoARC)
- *Medical Assistant* – American Association of Medical Assistants, Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- *EMS/Paramedic Specialist* – Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- *Nursing* – Iowa Board of Nursing
- *Automotive Collision Repair and Refinish Technology* – National Institute for Automotive Service Excellence (ASE)
- *Welding* – American Welding Society (AWS) Accredited Testing Facility

https://www.scciowa.edu/aboutscc/inst_effectiveness/accreditation/index.aspx

Section 2: Employment Policies and Procedures

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2.1 Equal Employment Opportunity/Affirmative Action

I. Institutional Regulations

It is the policy of Southeastern Community College to select, develop, and promote employees and students based on individual ability and performance. It has been, and shall continue to be, the policy of Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C.
§ 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act(42U.S.C.§12101,etseq.)

Individuals having questions or complaints related to compliance with this policy should contact Human Resources, Southeastern Community College, 1500 W. Agency Road, West Burlington, IA 52655, phone number 319/208-5063, fax 319/208-5006 or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

This policy affects decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment. This policy also affects all aspects of student conduct, interaction and student relations with Southeastern Community College faculty and staff. It has been, and shall continue to be, Southeastern Community College's policy to maintain a work and educational environment free of sexual harassment, intimidation, and discrimination. It is further the policy of Southeastern Community College to comply with all applicable local, state, and federal statutes concerning equal employment opportunity.

II. Procedures
   A. The College shall not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status and to the extent covered by the law, veteran status in its employment program.

   1. All employees involved in the selection or management of employees shall be held accountable for compliance with College policy and procedures on nondiscrimination.
   2. Employees or applicants who believe they have been discriminated against may contact the Affirmative Action Officer for assistance. They may also file a formal complaint through the College or with applicable state and/or federal agencies.

   B. The Director of Human Resources shall be designated as the College Affirmative Action Officer. S/he will be responsible for ensuring that equal employment opportunity policies and procedures are adhered to and that affirmative actions are appropriately implemented.

C. The College shall develop an Affirmative Action Plan to guide its efforts toward ensuring a nondiscriminatory employment program. The Plan shall require Board approval and shall be updated every four years.

1. College supervisors shall be responsible for demonstrated leadership in the implementation of the College Affirmative Action Plan and shall be actively involved in the achievement of its objectives.
2. College employees shall be expected to demonstrate sensitivity to and respect for all employees and to demonstrate commitment to the College EOE/AA policies, procedures and the Affirmative Action Plan in spirit as well as in actions.
3. The Affirmative Action Plan shall be on file in Human Resources.

2.2   Sex/Gender Harassment, Discrimination and Misconduct

Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, bullying and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SCC believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and SCC's procedures to establish a mechanism for determining when those expectations have been violated.

SCC's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters.

SCC uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but SCC never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

COMPLIANCE
The college's Dean of Students and Director of Human Resources oversee compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. Questions about this policy should be directed to the Dean of Students for student-related concerns and to the Director of Human Resources for employment-related concerns. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to these offices.

David Haden   Laurie Hempen
Dean of Students/Title IX Coordinator   Director of Human Resources
West Burlington Campus   West Burlington Campus
319-208-5101   319-208-5063

In addition, individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities:

Director of the Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building,
230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204,
Telephone: (312) 730-1560   Facsimile: (312) 730-1576, TDD 800-877-8339
Email: **OCR.Chicago@ed.gov**

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the SCC President.

Click on the link to review the entire policy:

http://www.scciowa.edu/_resources/docs/906-sex-gender-harassment-discrimination-misconduct-08-31-16.pdf

2.3   Consensual Relationships

I. Institutional Regulations

Positive relationships between and among employees and between employees and students are to be fostered and protected. Consensual relationships between an employee and a subordinate employee or between an employee and a student may affect the environment at the college for these affected individuals involved in the relationship as well as for other employees and students.

    A. Faculty are advised against participating in consensual relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, counsel, or supervise. Similarly, Faculty should avoid situations requiring them to evaluate, grade, counsel, or supervise students with whom they currently have a consensual relationship.

    B. All employees are advised against participating in consensual relationships with an employee he/she is currently supervising. Similarly, employees should avoid situations requiring them to supervise or give work direction to student workers or work study students with whom they currently have a consensual relationship.

II. Procedures
    A. Consensual relationships between an employee and student/subordinate employee can result in a real or perceived conflict of interest, coercion, favoritism, or bias. The significant power differential that exists is:

        1. Makes voluntary consent by the student/subordinate employee suspect;
        2. Make such relationships particularly susceptible to exploitation;
        3. Renders the employee and the College vulnerable to potential allegations of sexual harassment.

    B. If a consensual relationship situation as described in the Institutional Regulations arises, the employee shall report the situation immediately to the appropriate supervisor.

        1. The supervisor shall take effective steps to ensure unbiased supervision or evaluation of the student/subordinate employee.
        2. The supervisor shall advise Human Resources of the situation.

    C. For purposes of this procedure, "Faculty" shall include all Regular or Adjunct employees who teach or counsel students. "Employee" shall include all Regular or Temporary employees of the College who supervise or give work direction to employees and work study students.

2.4   Code of Ethics

I. Institutional Regulations

Each member of the faculty and staff retains an on-going obligation for the stewardship of the public's trust. Staff members' obligations are both legal and ethical. Each employee's responsibility is to carry out his/her duties within the spirit of ethical conduct that is consistent with the college's integrity core value, as well as adhere to applicable education code provisions of the State of Iowa and other local, state, and federal laws.

II. Procedures
   A. Conflicts of Interest and Outside Employment
        It is considered a violation of this code of ethics for an employee to:
        1. Accept outside employment during contracted time or otherwise follow a pursuit which does or could interfere or conflict with the proper discharge of his/her duties to this district.
        2. Engage in outside employment or any other pursuit during the employee's normal business day within the district, that does or could conflict with the employee's normal duties, or call upon other employees to assist in carrying out of duties related to the employee's outside employment or engage in other activity in violation of this policy.
        3. Provide services outside the college that are in competition with services the college provides.
        4. Use or dispense of the district's facilities, equipment, supplies, curriculum, or reputation for his/her private gain or that of any family member or business associate.
        5. Use his/her position to secure access to positions or business with the college for him/herself or member of the family or business associates that have not followed the open selection process or open bidding process.
        6. Use his/her position of influence to exert inappropriate authority relative to subordinate staff or students to coerce participation or service in a personal capacity or for personal gain or that of any family member or business associate.
        7. Fail to maintain confidentiality of privileged information or use confidential information in any way for personal reasons or gain or that of any family member or business associate.
        8. Enter into a lease of real property with the district for any business in which the employee owns or controls, directly or indirectly.
        9. An employee presented with the opportunity for outside employment, including the performance of any kind of work that could be potentially performed as part of the employee's normal duties (e.g. speeches, demonstrations, presentations, consultation) should request that the Director of Human Resources or Vice President of Administrative Services review the proposed activity for possible conflicts of interest with his/her official duties with the district. Such requests should be submitted in writing (paper or electronic) prior to engaging in the outside employment activity and shall be approved in advance.

The district's interests are that:

    a. Its facilities, equipment, supplies, reputation, or confidential information are not used in pursuit of any such activity or inappropriately, and

    b. The proposed employment is not on district's time (i.e. occurs outside regular SCC duty hours, during non-contract time, or during vacation time).

    c. The proposed employment is not otherwise in conflict with this policy or law

B. Use of Confidential Information
1. No employee shall use confidential information gained in the course of or by reason of his/her public position or official duties for personal reasons or private gain or that of his/her family or any organization with which he or she is associated, either financial or non-financial.
2. No employee shall engage in any outside employment or business using district information used to administer courses and/or programs. This includes computer-generated lists, syllabi and course materials (prepared at the direction of the district).
3. No employee may exploit his/her position with the district or confidential information for the benefit of family members or friends in seeking employment with the district or other remuneration.

C. Unacceptable Employment Relationships

An employee who is involved in a romantic relationship with or who is a family member of another employee, should not work for, supervise that employee, or serve in any situation where one employee would be responsible for auditing, controlling or providing oversight of the work of the other employee or where any potential for fraud or conflict of interest exists. Employees shall not participate either formally or informally in any employment decisions or actions relating to a family member.

When such a situation exists or arises, it is the responsibility of the individuals concerned to disclose the nature of the relationship to their supervisor, Director of Human Resources, or Vice President of Administrative Services. While relatives of currently employed workers can be considered as applicants for an open position, if the hiring of a relative would establish a direct supervisory or managerial relationship an alternate reporting relationship would need to be established. This policy applies to hiring and employment decisions affecting all job classifications, including full and part time faculty, managers, union and non-union support staff, adjunct faculty, and seasonal positions as well as use of independent contractors.

All questions and issues relating to an employment-of-relatives situation or concern should be addressed to the Director of Human Resources or Vice President of Administrative Services. Employees who become subject to this policy's provisions due to marriage or commencement of a close personal relationship must inform their supervisor, Director of Human Resources, or Vice President of Administrative Services as soon as practical.

D. Miscellaneous Provisions
1. It is considered a violation of this policy for an employee to fail to sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.
2. Employees, shall not, in their capacity as employees, make an entry in an account or record book or application, certificate, report, or statement, which in a material respect s/he intentionally falsifies, or falsely manipulate, intentionally misrepresent, or falsify college data (e.g. Ellucian/Colleague, course data, etc.) for personal gain or that of any family member or business associate or for personal reasons.
3. As part of each employee's on-going obligation for the stewardship of the public's trust, employees shall not use the district's time, facilities, or equipment for any purpose not directly connected with the employee's job responsibilities. Use of the district's time, facilities, or equipment for personal purposes, service (such as volunteerism) or any other purpose, requires prior approval from the employee's immediate supervisor.
4. While having a family member in a class taught by an employee is discouraged due to the potential or perceived conflict of interest, it is understood that this may be unavoidable. The employee should report this potential conflict of interest to his or her direct supervisor.

2.5   Drug Free Workplace

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 and Public Law 101-226, Southeastern Community College adopts the following policy concerning drugs in the workplace.

It is the policy of Southeastern Community College to discourage drug abuse among its employees. This intent is consistent with the College's desire to provide a quality educational environment for the public, a healthy workplace, and to promote good health and performance among its employees. It shall be unlawful to possess, use or distribute illicit drugs and alcohol by students or employees on college property or as part of any college activity. The laws of the state of Iowa pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, consume or sell such items on campus.

1. Abuse (manufacture, distribution, dispensation, possession or use) of a controlled substance in the workplace is prohibited. For the purpose of this policy, controlled substance shall be construed to mean any substance defined in Chapter 204 of the Iowa Code as being an illegal drug.

2. A copy of this policy shall be distributed to all present and new employees, and be posted on the employee bulletin boards.

3. The Human Resources Office shall develop and deliver a drug-free awareness program to educate employees about the dangers of drug abuse and about the availability of drug counseling and rehabilitation programs.

4. As a condition of employment, each employee must abide by this policy, and must notify this employer (through the Human Resources Office) within five days of any conviction involving a controlled substance in the workplace. The employer shall in turn notify the appropriate Federal government agency within ten days after receiving such notice, as required by law. This requirement only pertains to CONVICTIONS involving CONTROLLED SUBSTANCES which occurred IN THE WORKPLACE.

5. Any employee violating this policy may be suspended without pay for a period of up to six months, and FURTHERMORE, will be REQUIRED to participate in an approved and appropriate drug rehabilitation program at his/her own expense. Failure to comply may result in termination of employment, as may repeat convictions for the same offense or other drug-related offenses.

6. The Board shall cause the establishment of a drug-free zone on sites where instruction is offered at campuses and operations centers.

2.6   Use of Alcohol

The use of alcohol is prohibited on College property except as noted below. All Iowa state laws and local statutes regarding the possession, use, and distribution of alcohol must be observed. No employee, student, or visitor may appear on College property if, as a result of the use of alcohol, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College.

The SCC Foundation maintains a Special Class C Liquor License, which permits the sale and/or consumption of only beer and wine at Foundation approved locations and events. Prior approval is required from the President and SCC Foundation Board Director for any such event.

Violation of this guideline by any student will be addressed as outlined in the Judicial Code of Conduct and Student Rights, and by local law enforcement when deemed necessary.

Compliance with this guideline shall be a condition of employment. Any workplace-related violation shall be reported to Human Resources and addressed per the employee disciplinary procedures. Prior to reinstatement of any employee so convicted, or as a condition of continuing employment, completion of an alcohol abuse or rehabilitation program may be required.

Violation of this guideline by a visitor to any College property or sponsored activity will be turned over to local law enforcement.

Educational information on alcohol abuse shall be made available to employee and students.

2.7   Smoking Policy

Southeastern Community College is committed to providing its students, employees, partners and visitors safe and healthy environments. Tobacco products are a proven health and safety hazard, both to the tobacco user and non-smokers who are exposed to secondhand smoke. In addition to causing direct health hazards, smoking and other tobacco use contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

In compliance with the state of Iowa's Smoke Free Air Act and Board of Trustees directive, as of July 1, 2008, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited:

- ☐ In all areas within Southeastern Community College buildings.
- ☐ On all property owned or jointly owned, leased, or operated by Southeastern Community College.
- ☐ In all vehicles owned, leased, or rented by the school.
- ☐ In all private automobiles parked on college property.

This policy applies to all employees, students, partners and visitors.
All persons in non-compliance of the Smoke Free Air Act and SCC's policy will be considered in violation and subject to disciplinary action.

PROCEDURE:
1. No tobacco products shall be sold or distributed on Southeastern Community College property.

2. Campus organizations are prohibited from accepting money or gifts from tobacco companies that promote use of their products.

3. Tobacco advertisements are prohibited in college publications and at any athletic or other campus events.

4. Signs stating that the entire campus is tobacco free will be prominently posted at all campus and building entrances and other conspicuous places. All ash receptacles will be removed from the school grounds.

5. People who wish to consider employment at Southeastern Community College will be notified of its tobacco-free environment through information provided on the school's website and job applications.

6. Employees will be advised of the provisions of this policy during new hire orientation. Supervisors will be responsible for notifying their employees of the provisions of this policy and assisting with enforcement.

7. This policy will be communicated to the public through signs, announcements, newsletters, media events, advertisements, the school website, and job applications.

8. Employees may attend tobacco cessation counseling. The state and national tobacco quit lines will be promoted as well.

9. Employees or students smoking or using tobacco products on Southeastern Community College property are in violation of the stated policy and subject to disciplinary action as outlined in the employee handbook or student handbook as applicable.

10. Employees and students will be educated on the tobacco policy and opportunities for cessation counseling throughout the disciplinary action process.

11. All Southeastern Community College employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy. Individuals who refuse to comply with the policy should then be reported to your immediate supervisor, Human Resources, or Student Affairs as appropriate for immediate follow-up action.

12. Students, partners and visitors will be notified of this policy prior to arrival whenever possible.

For more information about the Iowa SmokeFree Air Act or to register a complaint call 1-888-944-2247 or visit www.iowasmokefreeair.gov

2.8   Handling of Confidential Information

Many employees will be exposed and have access to information which is of a confidential nature. Such information should not be shared with unauthorized personnel. Storing confidential data in a cloud-based storage system (e.g. google drive, office 365 one drive) without the permission of the Vice President of Technology Services.

2.9   Iowa Gift Law

The Iowa Gift Law applies to all public employees, which includes employees of Southeastern Community College. This outline is not a substitute for the law, but is provided as a guide and to put employees on notice of their responsibilities under the law. The gift law prohibits a public employee or that person's immediate family member, from accepting or receiving, directly or indirectly, any gift or series of gifts from a "restricted donor."

A "restricted donor" is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee.

There are some exceptions to the prohibitions in the gift law. The ones that would most commonly occur regarding college employees are as follows:

☐ Nonmonetary items with a value of three dollars ($3.00) or less received from any one donor during one calendar day.

☐ Informational material relevant to the employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.

☐ Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient.

The most common situation an employee may encounter is acceptance of food or beverage, such as lunch provided by a restricted donor. This is acceptable when the expenses for food and beverages is given in return for the employee's participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities.

The consequences for violating the gift law are severe. A person who knowingly and intentionally violates the gift law may be punished in ALL of the following three ways:

☐ Both donor and recipient are guilty of a serious misdemeanor. Serious misdemeanors are punishable by up to one year incarceration and a fine between $250 and $1500, plus 30% surcharge and court costs.

☐ The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.

☐ Finally, violation of the gift law is a violation of the Board of Educational Examiner's Code of Ethics. Therefore, the public employee who is also licensed by the BEE could lose his or her license.

2.10   Personnel Files

An official file for each employee will be kept at all times within the Human Resources office. All employment documentation such as contracts, evaluations, transcripts and application materials will be kept in this file. Employees may have access to their file (except for confidential letters of reference) at any time by calling Human Resources to make an appointment.

Medical information, such as sick leave verification forms and physician return to work forms, will be kept in a "Medical File" separate from the employee's general employment file. Only the Human Resources staff will have access to an employee's confidential medical file.

Release of personnel file information would be executed only through court order, employee signed release or on a "need to know" basis as determined by the Director of Human Resources.

Upon completion of college course work, employees should forward a copy of the transcript to the Human Resources office to be maintained in the employee's personnel file.

The college will maintain personnel records for the period of time as required by law.

Changes in Personal Data

In order to maintain accurate records, it is necessary that the Human Resources office be notified promptly of any changes in name, address, phone number, and name and phone number of the individual to contact in case of an emergency.

2.11   Responsible Use of Information Technology

1. **Statement of purpose**
   This guideline outlines the acceptable use of Southeastern Community College's (SCC) technical resources. Personally Owned Devices (POD) connected to SCC's technologies and network are also subject to this guideline. SCC managed social media accounts (e.g. College, clubs, athletics) are covered under this guideline. SCC's technical resources are the sole property of SCC.

2. **Users Governed**
   This guideline applies to credit and non-credit students, employees, alumni and SCC guests.

3. **Resources Covered**
   This guideline governs the use of technical resources including, but not limited to:
   A. Computers (i.e. desktops, laptops, tablets, smartphones, future devices)
   B. Networks (Wired and wireless)
   C. SCC Web site and associated web pages
   D. Social Media (i.e. Facebook, Twitter, Instagram, Snapchat and future applications)
   E. Telephony (i.e. Voice over IP, voice messaging system, SCC mobile phones)
   F. Printers
   G. Hardware
   H. Digital Media (USB, DVD, CD, SD, online, etc.)
   I. Software, Storage and Applications (i.e. email, network storage, cloud storage, cloud applications)
   J. (BYOD) Bring Your Own Device (Tablets, Smartphones, Laptops, etc.)

4. **Responsibility of users**
   Technology users must abide by federal, state and local laws as well as College guidelines. The user bears the primary responsibility for the communication/information that he or she chooses to access, send, or display. The user shall respect the rights of others by complying with all college policies, guidelines, and procedures. It shall be each user's personal responsibility to recognize (attribute) and honor the intellectual property of others. SCC recognizes and adheres to U.S. and international copyright laws and software licenses. The faculty or staff supervising the use of technical and network resources has the authority to enforce student adherence to this guideline. The supervising employee may issue a warning to users. This warning should be considered as a guide to users to assist them in the correct use of SCC's technical and network resources.
   Academic freedom is paramount to SCC's mission as an institution of higher learning, SCC promotes openness to new ideas, sensitivity to multicultural issues and unlimited access to a wide range of information and ideological perspectives.
   Each individual is responsible for their technical activities. Individuals who intentionally misuse technical resources, including but not limited to those available at SCC, may be subject to:
   A. Students – disciplinary actions outlined in the SCC judicial Codes and Appeals and applicable federal, state and local laws.
   B. Employees – disciplinary actions consistent with federal, state and local laws

and college guidelines.
   C. Guests – disciplinary actions consistent with federal, state and local laws and access privileges subject to discretion of Vice President of Technology Services (ITS).

5. **Security and Privacy of Users**
   Confidentiality of technical communications is not guaranteed. Therefore, all users should exercise caution when accessing or sending personal, confidential or sensitive information. Southeastern Community College will not impose any undue restraints on communications other than those imposed by applicable federal, state, or local laws, including laws regarding the right to privacy and laws which prohibit defamatory material or copyright infringement. In addition, SCC's network team will block internet traffic to prevent malicious attacks on College resources.

   Security and system performance requires the SCC ITS department to routinely log and monitor technical resources and activity. SCC values the confidentiality of information and does not monitor individual communication without reasonable cause. (e.g. security awareness program, security incidents) Be advised, an Iowa Open Records Law request may require SCC to access specific public data on a College owned computer or POD connected to the wired or wireless network.

6. **Disclaimer**
   SCC shall not be held responsible for any illegal, negligent, or harmful actions as a result of inappropriate use of college internet, email, or network resources. In addition, SCC is not responsible for content downloaded from external web sites and networks. SCC will not be responsible for any damages or loss of data experienced by those using computing equipment, facilities and network services.

   Information Technology Services will provide troubleshooting assistance to users who experience technical issues on Southeastern Community College equipment and services only; instruction in the use of computers or particular software applications is not their responsibility

2.12   Guidelines for Securing Confidential Data

1. **Statement of purpose**

   SCC employees will take every measure to ensure "confidential" data is protected and accessed exclusively for job related responsibilities. Confidential data includes personal, financial and educational records for employees, students, alumni and friends of the College. This guideline covers both paper and electronic records.

2. **Definitions**

   The following table defines SCC's data categories and lists examples of each classification.

CATEGORY 1	CATEGORY 2	CATEGORY 3
Strictly Confidential Information protected by statutes, regulations or institutional policies that may cause personal or institutional information/financial loss. The access or release of this data requires explicit approval by a member of the President's Executive Council (PEC).	Internal/Non-Public Information whose loss, corruption or unauthorized disclosure is of importance only inside the organization. This data requires information owner approval before being distributed.	Public Information that may or must be open to the general public. This data may be made available without specific approval.
SSN, Birth Date/Year, Medical/Disability Info., Bank/Credit Card, User ID's/Passwords, Transcripts, Personnel Records, Financial Aid, Grades **Note: Administrative Guideline 1119 documents SCC's privacy policy/confidentiality procedures for students from European Union (EU) Countries.**	Intranet Forms, Non-Category 1 HR, Financial Records, Email Correspondence, Network Folders, Class Schedule	Directory Information Published Bills/Salaries Press releases IR approved data Catalog Web Site

3. Employee Responsibilities

SCC employees who have access to confidential data (Categories 1 and 2), information and reports are responsible for the following:

A. Maintain adequate key control and limit access to sensitive areas to authorized employees

B. Ensure confidential data is physically secured by locking rooms and/or file cabinets where data is located when authorized staff is not present. Departments that store confidential data in public areas will develop a formal "Office Security Plan" for securing confidential data based on their office hours, personnel and the accessibility of their area.

C. Incorporate "strong passwords" that meet the following requirements and conditions:
   i. Use at least 12 characters that include letters, numbers and special characters that are not easily guessable such as !, #, %, etc.
   ii. The Information Technology Services Department strongly recommends using "passphrases" for your password. Passphrases are easier to remember and helps to meet the "12" character length requirement described in C.i. above.
   iii. Do not leave your password in written format.
   iv. The College may require all SCC employees to change their passwords periodically.
   v. Never share your password with anyone.
   vi. SCC is implementing Multi-factor Authentication (MFA) on July 1, 2022. Never share your MFA credentials.

D. The Information Technology Services department configures all machines with the "Windows Firewall" activated. Ensure that your "Windows Firewall" is active. (Contact the Information Technology Services department if you have questions about this resource).

E. All employees using SCC mobile devices (laptops, iPads, Surfaces, etc.) must store electronic files with 'strictly confidential information' on the College's network folders (e.g. H Drive/P Drive). SCC employees using mobile devices must not store confidential data on local or mobile storage drives (USB, CD, DVD, etc.)   Note: Faculty may store gradebook information for their specific courses on local device/storage or third-party resources, but must take appropriate measures to ensure security as documented in this administrative guideline.

F. Take measures to limit the view of computer screens and other resources (e.g. paper)displaying confidential data to only authorized employees.

G. Close screens that display confidential data when they are no longer needed to perform job responsibilities.

H. Do not store or access SCC strictly confidential data on a personally owned computing device (e.g. smartphone, laptop, iPad) or in the cloud (e.g. Microsoft OneDrive, Google Drive). Note: Faculty may store gradebook information for their specific courses on local device/storage but must take measures to ensure security as documented in this administrative guideline.

I. Lock or log off your computer when leaving your work area for an extended

period of time. (Examples include lunch, end of day, etc.)

J. Paper documents that list confidential data should be shredded when they are no longer needed. If reports are needed for an extended period, they should be locked in a secure manner.

K. Refer calls and mail requesting confidential data to the Institutional Research office in the Information Technology Services department.

L. All employees should report suspicious activities related to technology systems and confidential data to the Vice President of Technology Services. (Note: Please refer to Administrative Guideline 1116, "Employee Guidelines for Reporting Security Incidents," if you have experienced any suspicious activity.

2.13   Immigration Act Compliance Procedure

All employees are required to personally present documents verifying identity and eligibility to be employed in the United States. Acceptable documents can be a(n):

- Valid driver's license (with picture) **and** a social security card or birth certificate.
- ☐ U.S. passport.
- ☐ Certificate of U.S. Citizenship.
- ☐ Certificate of Naturalization.
- ☐ Alien registration card.

The employee must complete and sign an "Employment Eligibility Verification Form" (Form I-9) within three business days of his/her hire date. If an employee is unable to present the required document or documents within this time frame, the employee must produce a receipt showing that he or she has applied for the document. In addition, the employee must present the actual document within 90 days of the hire date.

This form will be held confidentially in Human Resources.

2.14   Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students.

The essence of this act is that:

☐ Students upon reaching age 18 or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution.

☐ Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

The law says colleges may release directory information about students but that each college should formulate its own policy about what directory information it will release and to whom it will be released. The directory information categories identified by the Family Educational Rights and Privacy Act are the student's name and address, e-mail address, telephone number, major field of study, participation in SCC sports and activities, weight and height of athletes, dates of attendance, degrees and awards received, previous schools/colleges attended, place and date of birth, class schedule, class roster, full or part-time status, photograph and emergency information.

SCC will only release allowable information under the Family Educational Rights and Privacy Act of 1974.

Section 3: Employment and Payroll Procedures

3.1   Issuance of Contracts
3.2   Job Descriptions
3.3   Employee Associations
3.4   Work Hours
3.5   Overtime Provisions
3.6   Payroll and Pay Dates
3.7   Payroll Deductions
3.8   Employee Separation Procedures
3.9   Hiring Independent Contractors

3.1   Issuance of Contracts

All employees of Southeastern Community College shall be employed under an annual or part-time contract or staffing assignment, except those individuals identified as officially enrolled students of the College when filling a student-employee assignment.

The initial employment contract for any regularly-contracted employee's given term of employment shall be presented for Board approval. The President is authorized to issue a contract or staffing assignment without Board approval, if the demand for same results from:

1.   An extra duty assignment which has been approved by the President's Executive Council and the compensation for same being compatible with that of similar assignments.

2.   A part-time, adjunct, temporary, expanded or extended time assignment necessitated by changing curricular or other functional demands, the compensation for which is determined by a per diem or prorated salary rate or the established part-time pay schedule.

3.   Overtime or overload assignments made under the provisions of the ratified Collective Bargaining Agreement(s).

4.   Other contract adjustments as authorized under provisions of a ratified Collective Bargaining Agreement, formal Board action or established past practices.

3.2   Job Descriptions

The Director of Human Resources shall cause to be developed and placed on file in the Human Resources Office a job description for each employee position. These job descriptions shall follow a standard format as approved by the President's Cabinet and shall meet the informational needs for advertising a vacancy as well as developing screening and selection criteria. They shall be carefully reviewed by the Director of Human Resources and the appropriate Vice President/Dean/Director (or his/her designee) prior to the filling of any vacancy. Job descriptions will normally be developed for each position singularly, however, in situations where the specifics required are very similar in nature for multiple positions, one instrument may be applied to the group. The maintenance of an updated file of job descriptions is essential in meeting equitable employment standards.

3.3   Employee Associations

SCC Higher Education Association (HEA)

All employees covered by the Master Agreement, a contract negotiated between the college and the SCCHEA, should refer to the agreement with regard to their conditions of employment in addition to those described in this document. Should there be any inconsistency between the Master Agreement and this handbook, the Master Agreement shall prevail.

SCC Educational Support Association (ESA)

All employees covered by the Master Agreement, a contract negotiated between the college and the SCCES   A, should refer to the agreement with regard to their conditions of employment in addition to those described in this document. Should there be any inconsistency between the Master Agreement and this handbook, the Master Agreement shall prevail.

3.4   Work Hours

It is the policy of SCC that offices will be staffed from 8 a.m. to 4:30 p.m., and it is expected that a staff person will be available to respond to phone calls. Employees are expected to be at their work site at the time arranged with their supervisor(s). For many employees that will be 8:00 a.m., although work hours may vary according to shift or work assignment. If it is not possible to be at the work site at that time, it is necessary for the employee to call the appropriate person in the department to inform them of the predicted length of absence.
Failure to report an absence to your direct supervisor will be cause for disciplinary action. Failure to report an absence for three consecutive work days (3 days "no call, no show") will be considered a resignation of employment.

All employees working 30 or more hours per week should be receiving a minimum 30 minute unpaid lunch break.

Arts & Sciences and Career/Technical/Health Instructors shall spend a minimum of thirty (30) clock hours per week on College grounds in performance of total contracted responsibilities excluding lunch periods and occasionally called meetings by the Administration. Auxiliary Professional Employees clock hour assignments meet the "On Campus Time" requirement.

3.5   Overtime Provisions

Non-exempt employees shall receive overtime compensation in excess of forty (40) hours of duty per work week.

Employees shall be paid one and one half (1 1/2) times their hourly wage rate (see ESA Bargaining Agreement 22.A.2.) or mutually agreed to compensatory time off (another work week) at one and one half (1 1/2) times the overtime hours of duty for all overtime duty. The decision whether or not compensatory time off (another work week) will be utilized and the specific time for compensatory time use shall be made not later than the completion of the overtime assignment.

Overtime worked by non-exempt employees must be approved in advance by the employee's immediate supervisor. Employees are not permitted to work beyond 40 hours in one week without supervisory approval; nor is it permissible for employees to voluntarily work through lunch breaks.

3.6   Payroll Period and Pay Dates

All Southeastern Community College employees shall be paid twice monthly on the 15th and the last day of the month provided payroll information is submitted in a timely manner. If the pay date falls on a Saturday, Sunday, or holiday, payment shall be made on the preceding duty day.

3.7   Payroll Deductions

Payroll deductions shall consist of federal income tax withholding, state income tax withholding, FICA, the Iowa Public Employees Retirement System (IPERS), and TIAA-CREF.

Any employee may elect to have payments withheld for insurance, credit union agreements, or contributions to United Way, the Southeastern Community College Foundation and Southeastern Community College. These programs must have been approved by the Board of Trustees. No other payroll withholdings may be elected unless so specified by the Code of the State of Iowa.

3.8   Employee Separation Procedure

Any College employee whose contracted employment is covered by Chapter 279 of the Code of Iowa may resign or submit requests for contract termination as prescribed in said Code Chapter. The Board of Trustees in considering each such issue will also observe the provisions of the Code.

Employees whose terms of employment are not covered by Chapter 279 of the Code of Iowa may resign or submit requests for contract termination as provided for in the contract and/or the adopted employment guidelines for the applicable group of employees.

3.9   Hiring Independent Contractors

The question is often raised as to whether someone hired can be referred to as an independent contractor versus an SCC employee. Employee status triggers employer obligations under various federal and state statutes which do not apply to independent contractors. Because of the potential liability to SCC, Human Resources and the Business Office have put together an Independent Contractor Checklist. This completed checklist should be attached to purchase orders submitted to hire someone for the first time on an Independent Contractors basis. Once this form is one file, another one will be need to be submitted again to hire the same individual/firm.

Contact Human Resources or the Business Office for a copy of the checklist.

Section 4: Employee Benefits

4.1   Employee Benefits Eligibility

Employees shall be required to enter into a salary reduction agreement with the College for the purchase of insurance fringe benefits. Mandatory coverage shall include the Long-Term Disability insurance and fifty thousand dollars ($50,000) worth of group term life insurance offered under the plan.

Group health insurance shall be made available. Employees may supplement those coverages with other allowable additional items which are eligible for salary reduction under IRS tax code, administrative rules and guidelines.

The Board is not required to provide any additional employee insurance coverages in those situations when the respective individual insurance carrier will not accept the risk.

4.2   Group Health, Dental and Vision Coverage

Group health, dental and vision coverage shall be provided as one of the benefits extended by the college for Administrative, Professional Services, Faculty and Support Staff employees who are employed at .50 FTE or greater. There are several Wellmark plans offered. All plans include a prescription drug program and mental health/substance abuse program. There are also Health Savings Account Eligible (HSA) Qualified High Deductible Health Plans. The dental plans are through Delta Dental and the vision plan is administered by VSP.

Detailed information on these plans is available in Human Resources.

Coverage is effective on the first day of month following employment start date and continuing until the last day of the month in which employment is terminated.

Each year, the college will determine the dollar amount of medical, dental and vision premiums that will be paid by the college. This information will be communicated at the annual benefits enrollment period and to new hires during the onboarding process.

Dependent Coverage

Employees may elect to cover dependents (spouse, domestic partner and/or children) on the health, dental and vision plan. Employees may elect to cover dependents on medical only, dental only, vision only or any combination thereof. Employees should refer to their plan benefits certificate for definition of eligible dependents.

Adding Dependents to the Health Plan

Upon hire, employees will receive information regarding the specific health, dental and vision plans available and the necessary enrollment forms that must be completed and returned to the Human Resource office. At this time, employees have the opportunity to enroll dependents in the health plan.

If an employee declines to enroll a dependent or dependents (including spouse or domestic partner) because the dependent has other health insurance coverage and the dependent later loses eligibility for this other coverage, the employee may enroll the dependent(s), following a qualifying event, provided that the request is made within 30

days after the other coverage ends. Employees adding dependents with a qualifying event must provide the proof of creditable coverage from the prior carrier to apply months of prior coverage toward SCC's pre-existing condition limitation.

If an employee acquires new dependents as a result of a qualifying event, such as marriage, birth, adoption, placement for adoption or meeting the qualifications under the Extended Family Relationship Eligibility, they may enroll new dependents provided the request is made within 30 days of the qualifying event.

Examples of events that qualify for a special enrollment are listed below.

A loss of eligibility for group coverage under another plan may be due to:

Legal separation of marriage.

Divorce.

Death.

Termination of employment.

Reduction in hours.

Employer contributions towards coverage terminates

Termination of COBRA benefits.

A change in family status due to:

Marriage.

Birth of a child.

Adoption or placement for adoption.

Meeting the qualifications under the Extended Family Relationship Eligibility.

A change in job status:

Part-time to full-time.

Full-time to part-time.

Significant change in employer contribution

Employee returns from a leave of absence.

An annual enrollment period is offered prior to every July 1st which allows employees to add dependents to the health plan with no qualifying event. Employees will receive notice each year with instructions and deadlines for adding employees during this annual enrollment period.

Adding Dependents to the Dental and Vision Plans

Employees may add dependents to the dental and/or vision plans under the same guidelines as outlined above under "Adding Dependents to the Health Plan." In addition to adding dependents following a qualifying event, employees will have the option each year, effective July 1, to add dependents to the dental and/or vision plans. Employees will receive notice in May of each year with instructions and deadlines for adding employees during this open enrollment period.

Dropping Dependents from Medical, Dental and Vision

Employees can drop dependents once a year during the annual enrollment, and the change would be effective July 1 of that year. Employees may not drop dependents in the middle of a plan year (July 1 – June 30) without a qualifying event. If an employee experiences a qualifying event (see above), they must notify Human Resources within 30 days of the other coverage ending.

Rate Information

Current insurance rate information can be obtained by calling Human Resources.

4.3   Continuation of Coverage (Cobra)

Pursuant to the provisions of Public Law 99-272 (Consolidated Omnibus Budget Reconciliation Act of 1985); Southeastern Community College will extend to its employees and their families the opportunity for temporary extension of health insurance coverage beyond the point at which they would normally become ineligible for membership in the group health insurance plan offered by the College to its employees and their families.

Such extended coverage will be as provided by statue and will be of limited duration. The price for such coverage will be paid by the employee or family member receiving the coverage, and will be at a rate equal to 102% of the premium rate for employees and their families who are otherwise eligible for coverage.

4.4   Flexible Pre-Tax Benefit Plan (IRS Section 125)

Employees are given the opportunity to reduce their income taxes and increase their spendable income through enrollment in the Flexible Spending and/or Dependent Child Care Accounts under Section 125 of the Internal Revenue Service Code.

Employees who participate in this plan estimate their expenses for uninsured health, dental, vision and/or dependent care for the year, then designate the pre-tax earning dollars to be deducted from each pay check for deposit into the Flexible Spending and/or Dependent Child Care Accounts. As qualified expenses are incurred, employees provide evidence of those expenses to receive reimbursement from their benefit account.

All medical expenses must be submitted to the employee's health, dental and vision plan before submitting to the Flexible Spending Account. Any amount left in the employee's account after reimbursement of benefit expenses incurred during the plan year will be forfeited.

The Southeastern Community College Flexible Spending and/or Dependent Child Care Accounts are administered by Employee Benefit Systems of Burlington, Iowa. Claim forms to file for health and/or dependent care reimbursement are available in Human Resources.

4.5   Life Insurance

Basic Life Insurance

SCC provides basic life insurance for employees in an amount equal to $50,000. Coverage is effective on the first day of employment through the end of the last day of employment. No medical underwriting is required.

For policy details, please contact Human Resources.

Supplemental Life

Eligible employees can purchase additional term life insurance on themselves, spouse or domestic partner, and/or dependent children. Premiums for this coverage will be payroll deducted. Proof of good health may be required on those individuals enrolling. For rate and enrollment information, contact Human Resources.

4.6   Long-Term Disability

SCC provides long-term disability benefits for eligible employees with an elimination period of 90 calendar days before disability benefits are paid.

For policy details, please contact Human Resources.

4.7   Personal Liability

The college provides all employees with personal liability insurance for activities related directly to the terms of their employment by the college with limits of risk and in such amounts as maintained in the office of Administrative Services.

4.8   Worker's Compensation

Employees who are injured on the job are entitled to receive Workers' Compensation benefits, for which the College carries the requisite insurance. But State law (Section 279.40) requires that such benefits offset sick leave payroll compensation benefits. Therefore, the payroll treatment of duty days for which the injured employee is absent following the date of the injury shall be as follows.

Workers' Compensation benefits are a calculated portion of the employee's regular wages or prorated salary. Benefits will be paid by insurance check to the employee. The College will make up the difference between the Workers' Compensation benefits and their regular wages or prorated salary for those duty days on which they are absent by issuing a supplemental payroll compensation check. For non-duty days subsequent to the injury, employees receive Workers' Compensation insurance benefits with no supplemental payroll compensation.

When supplemental payroll compensation checks are issued for duty days missed, the employee's sick leave bank will be charged only for the supplemental portion, computed by dividing it by the salary per diem or the hourly wage to determine the amount of time to be deducted from the employee's sick leave bank.

To the extent possible, the equal pay period concept will be preserved until the employee has been fully compensated for duty days worked prior to the injury. When the employee returns to duty, a new pay period amount will be established by dividing the remaining duty days on a per diem basis by the number of pay periods remaining under the contract.

4.9   Vacations

Administrative, Professional Services and Support Staff Employees:

    1.   Vacation days are earned (accrued) during the fiscal year.

    2.   Amount of vacation.

        a.   Any contracted employee who works a contract year of 260 days may earn up to 15 paid vacation days on the compilation of a year of service.

        b.   Any contracted employee who works a contract year of less than 260 days will have their vacation pro-rated according to contracted days.

    3.   Vacation scheduling

        a.   Vacations will be scheduled at a time that will not adversely affect assigned duties or work schedules.

        b.   Vacation leave should be requested two (2) days in advance, and is subject to the approval of the employee's immediate supervisor, and /or division or his/her designee.

    4.   Accumulation.

        a.   Vacation days, which have been earned but not used, may be accumulated to a maximum of thirty (30) days.

        b.   Accumulation of vacation stops when an employee reaches the maximum accumulation of 30 days.

4.10   Family and Medical Leave (FMLA)

All regular continuing contracted employees of the College who have been employed for at least 12 months and have worked at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. Employees shall be granted up to a maximum of twelve (12) weeks of leave in a year of paid and/or unpaid, job-protected leave for their or a family member's serious health condition, or the birth, adoption, or foster care placement of a child. For purposes of this policy, year is defined as rolling 12-month period measured backward from the date an employee uses any family and medical leave.

4.11 Good Cause Leave of Absence

Administrative, Professional Services and Support Staff Employees:

The President may grant leaves of absence without pay to employees for reasons of good cause.

Such leaves will be considered on an individual basis and must be applied for in writing.

Employees covered by a negotiated contract will receive leave of absence benefits as provided and outlined within the negotiated contract.

4.12 Personal Illness or Injury

Administrative, Professional Services and Support Staff Employees:

All regularly contracted full time administrative and professional services staff will be granted leave of absence for personal illness or injury with full paid days in accordance with the following schedule:

Continuous Years of Employment	Days Earned
1	16
2	17
3	19
4	20
Each successive year	22

Regularly contracted part time administrative, professional services and support staff shall be eligible for a prorated share of Illness and Injury Leave based upon their FTE.

Full time employees may accumulate a maximum of 140 days. Part time employees will have a pro-rated maximum based upon their FTE. Amounts shall apply only to continuous years of employment and any amount in excess will be forfeited on June 30.

A physician's statement shall be required for absences of more than three consecutive work days.
Absence or leave due to pregnancy and childbearing will be processed as illness leave and adhere to these guidelines.

Employees must use this leave in half or full day increments.

Employees covered by a negotiated contract will receive personal illness and injury benefits as provided and outlined within the negotiated contract.

4.13   Illness in the Immediate Family

All regularly contracted full time employees may use up to five (5) days per year.

Regularly contracted part time employees shall be eligible for a prorated share of Family Illness Leave based upon their FTE.

Family Illness Leave may be used to cover time away from work due to the illness or injury of immediate family members of such nature that the immediate presence of the employee is required during his/her work day. This provision shall include the birth of a child to the wife of any employee.

> Immediate family members include:
> 1. Spouse/domestic partner
> 2. Son or Daughter including "step relationship"
> 3. Father or Mother including "step relationship"
> 4. Other legal guardian relationships

Up to one (1) day may be used per incident for non-immediate family members (brother, sister, comparable in-laws, grandparent, grandchildren, primary caregiver relationships). This provision shall include birth of a grandchild.

The Director of Human Resources may require a physician's statement verifying the illness of the employee's family member.

4.14   Bereavement Leave

The days of leave requested shall be granted to a maximum of five (5) work days per year with pay in the event of death of an employee's father, mother, brother, sister, husband, wife, partner, son, daughter, grandfather, grandmother, grandchild, comparable in-laws and step-parents/children. This leave may be used in no less than one-half (1/2) day increments. In addition, any employee who has already used up or will have used up their five available days may be granted up to five additional days per year in the case of a death of any of the following: spouse, partner or children.

Employees shall be granted up to two (2) days per year in the event of the death of a friend or relative outside the employee's immediate family as defined above. For local funerals, it is contemplated that such leave shall constitute only the time necessary to attend the funeral or visitations on the day of the funeral. This leave may be used in no less than one (1) hour increments.

This policy applies only for days and hours regularly scheduled for duty during the employee's contract period.

4.15   Discretionary Leave

Administrative, Professional Services and Support Staff Employees:

Employees may be granted leaves of absence at full pay for any reason deemed by the employee to be a justifiable reason for absence from duty. The benefits of this policy may also be used to supplement other leave policies except vacations when the benefits of those leave policies have been exhausted.

Said leave is not cumulative. Request for such leave must be made to the Chief Executive Officer or his/her delegated representative in advance of the absence in order that the effective operation of the College is not jeopardized by excessive absences of staff on a particular date.

Up to three (3) days per year without deduction of salary may be granted. Salary deductions at a per diem rate will be made for any such leaves in excess of three (3) days annually.

This policy applies only for days and hours regularly scheduled for duty during the employee's contract period.

Employees covered by a negotiated contract will receive bereavement benefits as provided and outlined within the negotiated contract.

4.16   Military Leave

Administrative, Professional Services and Support Staff Employees:

Leave of absence shall be granted for active state or federal military service as provided under the Code of Iowa, Chapter 29A.28.

Notice of use of this leave shall be provided to the employee's supervising director promptly after call to duty orders have been received.

This policy applies only for days and hours regularly scheduled for duty during the employee's contract period.

Employees covered by a negotiated contract will receive military leave benefits as provided and outlined within the negotiated contract.

4.17   Jury Duty

Administrative, Professional Services and Support Staff Employees:

The Board recognizes the citizenship responsibilities of employees, and desires that College employees discharge such responsibilities.

Therefore, employees may be excused by the President with full pay for jury duty with the stipulation that any remuneration (other than that specified for travel reimbursement) received by an employee for jury duty will be deducted from the next paycheck for salary payment made by the College to said employee, or such remuneration shall be given to the College.

If the absence of the employee would work a real hardship, the employee or the Chief Executive Officer, or both, may request that the employee be excused from jury service.

This policy applies only for days and hours regularly scheduled for duty during the employee's contract period.

Employees covered by a negotiated contract will receive jury duty leave benefits as provided and outlined within the negotiated contract.

4.18   Employee Assistance Program

Employees covered under the College's Basic Life Plan and/or Long Term Disability Plan have access to and Employee Assistance Program (EAP). An EAP offers a confidential place to find the answers that work for you when facing personal problems. Under the EAP you can receive no-cost confidential help for a wide variety of needs and concerns:

- Depression
- Stress Management
- Anxiety
- Marital Difficulties
- Relationship Problems
- Family Conflict
- Alcohol or Drug Addictions
- Financial or Legal Concerns
- Parenting Concerns
- Problem Gambling
- Eating Disorders
- Childcare and Eldercare

Professional, masters-degreed BDA counselors are available to help 24-hours a day, seven days a week. EAP services are available to you two ways:

Call Toll-Free: 866.451.5465
Online: niseap.com
                     your password is: NISenhanced

4.19   Extended Leave – Illness/Disability

Employees covered by the College's Long Term Disability or Workmen's Compensation Insurance who become or will become eligible for benefits thereunder will be considered to be on an Extended Unpaid Leave of Absence at the completion of the term of their employment contract under which the illness or injury occurred. While an employee is on the Extended Unpaid Leave of Absence, the College will continue the applicable college contribution toward insurance benefits for a period of six months. Following this six-month period, the College will not be responsible for any employee fringe benefits except that any Personal Illness or Injury Leave accumulated prior to the commencement of this leave may be used.

An employee on an Extended Unpaid Leave of Absence shall have the opportunity to continue the coverage of any available insurance fringe benefits of the College that were carried on or by the employee at the time of the commencement of said leave by remitting the premium to the College Business Office in a timely manner.

4.20   Political Activity

The Board of Trustees of Southeastern Community College adheres to the philosophy that political awareness and activity are essential parts of the American way of life. In keeping with this philosophy, it encourages the participation of its employees and students as individual citizens in political activity. It recognizes that free political thought and activity are essential parts of the collegiate environment; that the political environment exists both inside and outside the classroom; and that the Board, administration, and faculty have a responsibility to insure that politics in the classroom are kept bipartisan and are directed toward the educational process. In keeping with this philosophy, the following practices are permissible.

1.   Political activity and discussion in the classroom will be limited to those classes which legitimately deal with the subject or process as part of the course learning objectives. In such courses, it is the responsibility of the instructor to insure that one-sided, partisan politics are not in evidence. This does not mean that partisan political views cannot be presented, but rather that opposing views shall be presented.

2.   Political activities promoted by duly-approved student clubs or similar student organizations whose primary purpose is to study, formulate, and promote political ideas and/or candidates, or the sponsorship of such a club or organization by staff members shall be permitted. Activities of such a group will be arranged so as not to interfere with classes being conducted, the rights of others, or the well-being and the administration of the College.

4.21   Retirement Programs

Southeastern Community College employees eligible to belong to a retirement system will have the option of being members of the Iowa Public Employees Retirement System (IPERS) or an Optional Retirement plan with Teachers Insurance and Annuity Association (TIAA) under the 403a-414h(2) plan document administered by the Iowa Association of Community College Trustees.

The employee and employer contributions to IPERS will be as defined by the Code of Iowa.

The employer contributions to TIAA will be the same as the IPERS contribution as defined by the Code of Iowa. The employee contribution will be at least equal to their contribution if they were under the IPERS system. Employees must make an irrevocable choice between the two retirement plans at the time they begin employment.

4.22   Tax-Sheltered Annuity (403b)

Employees may choose to invest additional dollars into a Tax-Sheltered Annuity (403b). The State of Iowa Retirement Investor's Club (RIC) is the plan sponsor for SCC's Tax Sheltered Annuities and includes both pre-tax and Roth options. RIC will determine the eligible investment advisors. The college does not advise employees concerning amounts to be sheltered nor does it assume any responsibility for an employee's program.

Additional information is available in the Human Resources office.

4.23   Dependent Tuition Benefit for SCC Classes

Southeastern Community College regular continuing contracted employees shall be eligible to request family tuition reimbursement from Southeastern Community College provided that:

1.   The employee is employed by Southeastern Community College on a regular continuing contract both at the beginning and the end of the term for which dependent tuition reimbursement is requested.

2.   Immediate family is a spouse, child, and/or stepchild and is a dependent who is claimed on the employee's most recent annual federal tax return.

3.   The reimbursement is requested for tuition for credit courses taken through Southeastern Community College.

4.   The dependent completes all requirements of each course and earns a grade of C- or higher.

5.   The employee/dependent did not receive tuition reimbursement from any other source.

6.   All financial obligations to the college have been satisfied.

7.   The request for tuition reimbursement is filed on the appropriate form and accompanied by proper documentation.

8.   The request for tuition reimbursement per dependent shall be limited to a maximum of 70 credit hours. Extenuating circumstances may be appealed to the Director of Human Resources for waiver of the 70 credit hours limit.

4.24   Tuition Reimbursement Program

All regular continuing contracted employees (excluding faculty) shall be eligible to participate in a tuition reimbursement plan. They may be reimbursed for up to two thousand dollars ($2000.00) of expenses incurred and paid in a fiscal year for tuition upon successful completion of courses, classes, workshops and seminars. Requests for reimbursement must be submitted in the fiscal year the expense was incurred and paid.

If the coursework is taken through Southeastern Community College, the $2000 cap will not be applicable. Southeastern Community College course services contracted or provided through a third party shall be applied to the $2000 limit. Application must be made on the appropriate form accompanied by proper documentation. Personnel must be employed by Southeastern Community College at both the beginning and the end of the coursework for which they are requesting reimbursement.

These activities may be for credit or non-credit, and may be through any recognized college, university, or private vendor, including Southeastern. Only courses, classes, workshops and seminars that are degree-leading or related to job performance will be considered for reimbursement. The Human Resources Director shall make the determination for reimbursement eligibility as it relates to job performance

The amount of money budgeted to fund this program shall be determined by the College on a year-to-year basis. The applications shall be submitted to the Human Resources Director prior to the start of the course activity for pre-approval.

Coursework toward a graduate degree during duty time may be eligible through this program at the discretion of the President. The employee shall submit a written request for leave and request for adjustment to work schedule fifteen (15) working days prior to the beginning of the coursework. In the event that the employee's work hours may not be rescheduled in order to maintain the efficient operation of the College, the employee may still request leave, but such leave time, if approved, will be unpaid.
In any given year, it is possible that limited availability of funds shall preclude the funding and approval of each and every request.

HEA staff shall have Professional Improvement Support Account dollars available to use for reimbursement of tuition and fees.

Section 5: Programs/Staff Development

5.1   Professional Development

There are several days throughout the school year that are used for professional development of employees. These full or half days are in August, October and February, of each year. Each year in February, the SCC Professional Development Committee conducts a SCC Staff Development Day. This entire day is devoted to staff and personal enhancement. Keynote speakers and multiple seminars make the day extremely worthwhile to all who attend.

In addition to the above on-campus programs that are offered at no cost to employees, Staff Development funding is available to Board-approved staff members to cover registration fees for off-campus workshops or seminars. Employees must speak with their immediate supervisor regarding use of these funds.

A Tuition Reimbursement program is also available to Board-approved non-faculty employees. Please see Section 4.23 for details on this program.

HEA staff shall have Professional Improvement Support Account funds available to reimburse employees for qualified professional development expenditures.

For additional information regarding Staff Development programming or funding, call Human Resources at extension 5063.

5.2   College Committees

Employees are invited and encouraged to participate on college committees. If an employee has information they would like to submit to a committee or they would like to become a member of any of these committees, please contact the person associated with the committee as outlined below.

Committee	Contact Person
Academic Assessment Council	Trisha Hopper
Academic Council	Dr. Janet Shepherd
Academic Freedom Committee	John Bybee
President's Cabinet	Dr. Michael Ash
Alumni Association	Val Giannettino
AQIP Quality Team	Dr. Janet Shepherd/Julie Meyer
Art Collectors Club	Val Giannettino
Behavioral Intervention Team (BIT) / Campus Assessment, Response, and Evaluation Team (CARE)	Dr. Michelle Allmendinger
Budget Committee	Cory Gall
Calendar Committee	Laurie Hempen
Campus Beautification Committee	Dr. Michael Ash
Campus Safety and Security Committee	Dr. Michael Ash
Compliance Team	Chuck Chrisman
Courtesy Club Committee (Keokuk Campus)	Deanne Enderle / Abby Herriman
Curriculum Committee	Dr. Janet Shepherd
Financial Aid Appeals Committee	Director of Financial Aid
Food Service Committee (Keokuk Campus)	Kari Bevans
Foundation Board	Val Giannettino
Information Technology Advising Committee (ITAC)	Chuck Chrisman
Institutional Review Board	Dr. Debra Hagen
International Programs Task Force	Larisa Conner
Judicial Board	Dr. Michelle Allmendinger
President's Executive Cabinet (PEC)	Dr. Michael Ash
Professional Development Planning Committee (All Staff)	Laurie Hempen
Professional Development Planning Committee (Faculty)	HEA Representative
Professional Improvement Committee (PIC)	HEA Representative
Quality Faculty Plan	HEA Representative
RISE Committee	Dr. Michelle Allmendinger
Service Standards Committee	Val Giannettino
Special Appeals Committee	Dr. Michelle Allmendinger
Synergy Team	Dr. Michelle Allmendinger/Dr. Janet Shepherd
Title IX Team	David Haden
Welcome Day Committee	Dana Chrisman
Wellness Committee	Pam Peterson

5.3   Performance Appraisals

The administrative and supervisory staff under the direction of the President shall have the responsibility of evaluating all employees of Southeastern Community College using criteria approved by the Board of Trustees and Master Agreements.

The college has developed a continuous process of performance management. Evaluation of employees is intended to be participatory in nature, involving the employee's input as much as the rating supervisor, thereby helping employees to contribute to the betterment of Southeastern Community College.

Administrative/Professional Services:

Administrative/professional staff should receive an annual written performance evaluation from their supervisor by July 1 of each year. Feedback from individuals the administrator/professional staff member works with and a self-review may be solicited to enhance the scope of the review. The evaluation will be reviewed with the individual administrator/professional staff member after which he/she will be given the opportunity to make a written response to the evaluation. The evaluation shall be signed by both parties and forwarded to the Human Resources office to become a part of the individual's official personnel file.

It is also encouraged that the supervisor and administrator/professional staff member create a work plan. Both the supervisor and administrator/professional staff member need to work together to establish a work plan and to develop meaningful goals.

Support Staff:

Evaluation of the Probationary Employee

      a.   A new and/or transferred employee shall be evaluated prior to the completion of sixty (60) working days of employment.

      b.   An evaluation meeting will be held with each employee and the content of the evaluation will be discussed. At the conclusion of the meeting, a copy of the evaluation report signed by the employee and the supervisor will be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.

      b.   The employee will be given at least twenty-four (24) hours notice of the time and date of the evaluation meeting.

Annual Evaluation

      a.   All employees shall be evaluated a minimum of once every three years after their first year of employment. All evaluations shall be in writing and shall be based on the observations of the supervisor(s) completing the evaluation form. Employees shall be reminded of their year for evaluation at the start of that year.

b.   Materials relevant to employee performance which have been placed in the employee's personnel file may be discussed and attached to the annual evaluation report. In those cases in which such materials have been disputed, in writing, by the employee at the time they were included in the personnel file; the employee's comments will also be attached to the evaluation report.

c.   An evaluation meeting will be held with each employee and the content of the evaluation will be discussed. At the conclusion of the meeting, a copy of the evaluation report signed by the employee and the supervisor will be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.

c.   The employee will be given at least twenty-four (24) hours notice of the time and date of the evaluation conference.

Supplemental Evaluation

a.   Should a supervisor feel that an evaluation of a non-probationary employee at other than the annual evaluation period is warranted, he/she may request a supplemental evaluation by notifying the Director of Human Resources. The Director of Human Resources will notify the employee, in writing, that a supplemental evaluation will be conducted.

b.   An evaluation meeting will be held at the conclusion of the supplemental evaluation period and the content of the evaluation will be discussed. At the conclusion of the meeting a copy of the evaluation report signed by the employee and the supervisor will be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.

d.   The employee will be given at least twenty-four (24) hours notice of the time and date of the evaluation meeting

Responses

Within fifteen (15) office open days of the conference, the employee shall have the right to have his/her written response to the evaluation and/or evaluation conference attached to the   evaluation and placed in the evaluation file. The file copy of such response shall be signed by the   designated supervisor and the employee to indicate awareness of the contents, and the employee   shall   be given a photocopy of the signed response.

Faculty:

Purpose
(A)   Performance reviews assure that faculty are current in their discipline, adept at their roles, involved in their own professional development, and are participating members of the institution.
(B)   The performance reviews will be used to review job performance on a *scheduled basis*.

General Procedures
    (A)   All faculty members will be informed of the job-related performance review criteria, procedures, forms prior to July 1st.
    (B)   All faculty unavailable prior to July 1 will be notified within thirty (30) working days of their availability.
    (C)   The immediate supervisor may discuss goals and objectives for the next academic year at any time.
    (D)   Reviews will be every year the faculty member is considered probationary under Iowa law (See 6.4.A) and once every three (3) years thereafter.
    (E)   The faculty member shall be entitled to respond to the Performance Review within ten (10) working days after the performance review meeting and have that written response attached to the original documents included in his/her personnel file.

Instruments for Performance Review:
The Faculty Performance Review is the supervisor's written summary of a faculty member's performance. Any documentation relative to the performance review will be placed in the faculty member's personnel file, and shall be provided to the faculty member by or at the time of the Faculty Performance Review Meeting. As part of the review, the supervisor will consider the following information:
    (A) Institutional Student Ratings Instrument (Student Ratings):
        1.   Student Ratings will be conducted each semester for all classes.
        2.   Results of the Student Ratings will be used by faculty members and their supervisor to discuss areas of strengths and areas for improvement.
    (B) Self-Evaluations: A faculty member shall complete the Faculty Performance Review Form and may provide <u>ANY</u> of his/her own documentation and/or evaluation instruments to provide evidence of his/her job performance, including the faculty member Professional Development Plan and Annual Professional Develop Log
    (C) Peer Evaluations: Faculty members may request a written peer evaluation by his/her colleague(s) to provide as evidence of his/her job performance.
    (D) Classroom Observation: See 6.4(A)(2) below (Probationary Track or Professional Improvement Track). However, a non-probationary faculty member may request that a supervisor conduct one or more teaching observations, and the two may mutually agree to include that information in the Performance Review.

Performance Tracks:

(A) **Probationary Track**: New faculty members are required to serve the probationary period as delineated in Section 279 of the Iowa Code.

1. An orientation meeting with all Probationary Track faculty members will be scheduled with their immediate supervisor and mentor(s) no later than the third week of the probationary instructors first semester (see Article 10.2) (this provision is waived for Academic Year 2018).

2. Classroom observation:

a. During the academic year, a minimum of one announced and two (2) unannounced classroom (or other educational activity) observations will be conducted.

b. The supervisor and the faculty member will meet within five (5) working days after each observation to discuss and document the observation.

c. The faculty member will be given a written summary of the meeting, including recommendations for areas in need of improvement, if any, within ten (10) working days after the meeting. A copy of such summary shall become a part of the faculty member's personnel file.

(B) **Professional Growth Track:** A faculty member who has successfully completed the Probationary Track will be considered on the Professional Growth Track.

1. A performance review meeting between the supervisor and the faculty member will be held to discuss:

a. the faculty member's performance since the last review, and

b. professional goals and objectives for the next review cycle.

2. The immediate supervisor will summarize his/her assessment of the faculty member's performance no later than April 1.

(C) **Professional Improvement Track:** When the employee's performance indicates immediate evaluation procedures are necessary, the faculty member may be moved to the Improvement Track. This movement will be supported by the overall rating an overall "Needs Improvement" rating of teaching effectiveness and student learning on the Faculty Evaluation Instrument, with supporting documentation and evidence, or when the Dean or other supervising administrator identifies a persistent pattern of unsatisfactory performance or unprofessional conduct. This track is intended to provide the highest likelihood for professional improvement. Because of the personal nature of this track, confidentiality is required of all participants. The SCCHEA President will be formally notified by the Human Resources Director when an employee is placed on a Professional Improvement Track.

1. **Procedures:**

a) Movement to the Improvement Track can take place only after the following has occurred in the order described below:

i. The recommendation from the faculty member's supervisor for such movement, with supporting evidence,

will be discussed with the Vice President for Academic Affairs and Human Resources Director prior to notifying the faculty member.

ii. The faculty member will be notified at a meeting with the immediate supervisor that he/she is being considered for movement to the Improvement Track and will be given the reasons for that consideration. This meeting will occur as soon as possible after the event.

iii. If the supervisor determines that movement to the Professional Improvement Track is necessary, they will schedule a meeting with the faculty member and their mentor(s) within 15 days. The faculty member may select up to 2 mentors.

iv. The supervisor will outline the documented concerns and provide the supporting data or evidence. In collaboration with the faculty member and mentor(s), the supervisor will then provide an appropriate remedial action written Improvement Plan.

v. This plan shall be detailed, include the period of time during which the corrective action(s) shall take place, and specify the required final outcome and last for no more than one year.

vi. The written improvement plan shall be furnished by the supervisor to the faculty member within 10 business days of the Improvement Plan development meeting, with a copy to the SCCHEA President, the Vice President for Academic Affairs, the Supervisor and the Human Resources Office.

2. M**onitoring**: The supervisor will provide monitoring in accordance with the written Improvement Plan.

3. **Resolution of Performance Improvement Track:** When the immediate supervisor, in consultation with the faculty member and mentor(s), is satisfied that improvement has been successful, the supervisor will report to the Human Resources Director that the faculty member is ready to be returned to the Professional Growth Track. At the end of the agreed-upon improvement period, if the faculty member has not been successful, the immediate supervisor may provide supporting evidence to continue the faculty member on the Performance Improvement Track for an additional agreed-upon period, or to take the required actions to move toward non-renewal of contract.

Adjunct Faculty:

Adjunct Evaluation Process

1. The appropriate Dean (or supervisor) performs one unannounced teaching observation per evaluation cycle.

2. Adjuncts are evaluated following their first semester at SCC, and on a three-year cycle following initial employment. Additional evaluations may be performed as deemed necessary by the Dean.
3. Adjunct evaluation meetings will include a review of the teaching observation (performed during the first semester), discussion of student survey results, and completion of the adjunct evaluation form (following first semester upon being hired and then every three years).

5.4   Professional Development Plans (PDP)

The purpose of the Professional Development Plan (PDP) is to give each employee the opportunity to create a plan for his or her own personal and professional development to enhance job performance.

Administrators/Professional/Support Staff:

Plans should be developed by each employee with their immediate supervisor as part of the annual evaluation process. The goal is a plan which is continually implemented and reviewed. PDP's will be maintained as part of the employee evaluation in the Human Resources office.

Faculty:

Per the Quality Faculty Plan, faculty will develop a three-year Professional Development Plan (PDP) in order to improve their instructional competencies and/or knowledge of their subject or technical areas. A list of suggested activities has been developed by the Professional Development Committee (Appendix A of the Quality Faculty Plan).

Continuing professional development is a component of the evaluation process for faculty. Professional Development Plans shall be reviewed and updated annually by the faculty member.

Funding for professional development activities through the Professional Improvement Support fund will be based on the PDP.

Professional Development Plans will be submitted by the instructor to their supervisor after review by the Quality Faculty Plan Committee. PDP's will be maintained in the Human Resources office.

5.5　　Employee Discipline

The Administrative and Supervisory Staff have the responsibility of maintaining procedural and behavioral standards of staff under their supervision. This responsibility shall be assumed either directly or indirectly in accord with job descriptions and line of authority denoted by the Organizational Chart, plus any special assignments made within the administrative and supervisory staff.

Procedural and behavioral standards are necessary of each employee to assure the proper operation of the institution. This is not an evaluative process whereby the degree of professional workmanship and achievement of an employee is being measured, but a simple determination as to whether or not standards of procedure and behavior are being met.

Supervisors shall take one or more of the following measures, if in their judgment it becomes necessary. The measures need not be sequentially applied. Sequence of application will depend on the circumstances involved.

1.　A verbal reminder of the procedural and behavioral standard expected.

2.　A verbal warning indicating expected procedural and behavioral standards which have not been met, followed by a written memo re-emphasizing the verbal message.

3.　A written reprimand which includes specific corrective action(s) to be taken, said written statement to be personally delivered to and reviewed with the employee. A copy of this written reprimand shall be forwarded to the administrator in the next higher position in the organization structure and a copy shall be placed in the employee's personnel folder.

4.　When circumstances dictate, the supervisor has two suspension options:
　　a.　Suspension with pay:
　　　　If in the judgment of a supervisor, an employee's conduct is such that other staff, students and/or visitors are not able to continue their legitimate pursuits in a normally accepted manner due to the employee's actions or the employee is not performing his/her duties in an accepted manner, a supervisor shall promptly contact the employee's Director or Vice President and orally report the action taken. The supervisor recommending the suspension shall also promptly prepare a written report accurately describing the circumstances regarding the actions taken and submit copies of same in a timely manner to the employee's Director or Vice President, the Human Resources Director and the President.

The President shall promptly review the situation and shall:

(1)   Reinstate the employee to duty status, or
(2)   Place the employee on leave of absence under the appropriate leave policy, or
(3)   Conduct a hearing with the employee, the employee's Director or Vice President, and the supervisor recommending the suspension and on conclusion of the hearing:
    (a)   Reinstate the employee to duty status.
    (b)   Place the employee on leave of absence under the appropriate leave policy.
    (c)   Suspend the employee without pay for a period warranted considering the seriousness of the employee's act(s).
    (d)   Recommend discharge to the Board of Trustees if discharge is warranted considering the seriousness of the employee's act(s), and suspend the employee from duty without pay until the Board acts on the recommendation. The employee shall be informed of the time, date and location of the Board Meeting at which the President's recommendation for discharge will be considered.

b.   <u>Suspension without pay</u>:
If in the judgment of a supervisor, an employee's conduct is such that other staff, students, and/or visitors are not able to continue their legitimate pursuits in a normally accepted manner due to the employee's actions and/or the employee has disregarded previous warnings or reprimands, the supervisor may suspend an employee without pay for a period warranted considering the seriousness of the employee's act(s). A written notice of this suspension of duty for a specified period of time without pay listing reason(s) for this action shall be given to the employee; a copy shall be forwarded to the employee's Director or Vice President, to the President and to the Human Resources Director for placement in the employee's personnel file. This suspension from duty without pay may be accompanied by a recommendation for discharge in which case the suspension without pay shall be until the Board of Trustees acts upon the discharge recommendation. The employee may appeal the suspension without pay to the President within three (3) days of receiving the suspension. If appealed, the President shall hold a hearing and shall distribute in writing his/her decision regarding the suspension, which decision shall be forwarded to the employee with a copy to the Supervising Director and Human Resources Director.

279.15 & 279.19, Code of Iowa outlines the procedure for termination for those employees covered under a 279 contract.

Section 6: Campus Health and Safety

6.1 Campus Safety

The maintenance of a safe and healthful environment is the joint responsibility of the individual and the institution. The Board recognizes its responsibilities in maintaining a safe and healthful environment and, therefore, requires that all persons using College facilities and equipment discharge such responsibilities with prudence and in accordance with the law and/or standards set by the State of Iowa.

6.2 Campus Security

If the need for campus security arises during business hours, please contact an administrator or the Director of Facilities. If the need arises during nonbusiness hours, please dial "0" for the college operator or a security officer is on duty at the West Burlington Campus from during business and evening hours. The security officer can be reached by cell phone 319-759-1727.
If there is an emergency please do not hesitate to contact 911.
You will also need to complete an incident report per section 6.6 of this document.

6.3 Individual Emergencies

In case of an individual life-threatening medical emergency, call 911 immediately.

Contact your supervisor or administrator and report the incident. You will also need to complete an incident report per section 6.6 of this document.

Automated Electronic Defibrillators (AED) are available throughout all SCC campuses and sites as well as limited first aid kits at each AED location.

6.4   Tornadoes & Severe Weather

The areas of buildings offering the most security are indicated on the tornado instruction sheet posted in each room or area. These areas are identified as the best protection areas for three primary reasons. (1) Most are relatively small and therefore the walls offer the best support, (2) there is very little glass or overhead equipment in any of these areas, and (3) they are away from the west wall which is the direction from which tornadoes normally come.   It is the responsibility of all college personnel to maintain order and discipline during a sheltering exercise. In the event a tornado should actually strike, faculty members should immediately assume the responsibility of locating the seriously injured in need of immediate attention and directing rescue operations for those who may be trapped.

Tornado Drills: A tornado drill will be held once each spring. The warning signal for a tornado will be a horn or siren as well as a PA announcement.   It will be the responsibility of all staff members to see that students take shelter in the designated area of the building. The person in charge of the building at the time of the drill will signal the all clear for students to return to class.

Warning Phase: A tone selective radio activated warning device will be relied upon as the primary warning system. The device will be located at the North Campus Receptionist Desk and in the Administrative Office area at South Campus as well as other locations throughout campuses. Supportive information will be sought.
Upon receipt of a tornado watch or warning, the receptionist will disseminate the received information to the President or his/her designee and/or the Director of South Campus or his/her designee or whoever else may be in charge of the building at the time, and he/she in turn will take the appropriate action as outlined below.

Tornado Watch: Upon receipt of a tornado warning, the President or his/her designee and/or the Dean of South Campus or his/her designee will disseminate this information to faculty and students.
Those faculty members having class will review with student's procedures to be followed in case a tornado warning is sounded.

Tornado Warning: In the event of receipt of a tornado warning by the tone selective radio activated warning device or the tornado siren, sheltering will take place immediately. Once sheltering is in effect, the responsibilities and procedures as outlined in III-A are in effect.

6.5   Fire Drills

Fire Evacuation

> A fire evacuation map will be posted in all classrooms, library and student lounge areas. This map will show the primary fire exit route and an alternate.

Fire Drills:
- A fire drill will be held each term. The fire alarm system will be activated in order to evacuate the building.
- It will be the responsibility of all staff members to see that the building is

evacuated in a timely and orderly manner.

- The person in charge of the building at the time of the drill will signal the all clear for re-entering the building.

Procedures to be followed in the event of an actual fire:

1. The person discovering the fire will immediately activate the fire alarm system and the standard evacuation plan will go into effect.
2. The person in charge of the building will immediately ensure that all students, faculty, staff and guests have been evacuated. He/she will also determine whether it is feasible for persons to remain in the building and use on site campus fire- fighting equipment. He/she will also post someone at the entry drive to direct the fire department to the location of the fire.
3. Once the fire department has arrived, they will be in charge and all action will be dictated by them.
4. An assessment of fire damage by the fire department and College administrators will be made to determine the extent of damage. If it is determined the damage is minor and classes can resume, the building will immediately be re-occupied by students and faculty and classes will continue.
5. In the event of major damage, classes will be dismissed and access to the building will be on a limited basis until a complete assessment can be made.

6.6   How to Report an Incident

The following procedures are established to assist prompt reporting of injury/property damage/property losses.

REPORTING OF INCIDENT:

Reporting of injuries/property damage/property losses should be made at the site of the incident as follows:

West Burlington Campus - Administrative Services
Keokuk Campus – Director of Keokuk Campus
Ft. Madison Center – Director
ISP – Director
Mt. Pleasant Center – Director
MPCF – Director

The staff person the report is made to will have the appropriate form to be completed and will assist in completing the form. Please see Administrative Policy #442 - Theft Reporting Procedures for additional reporting responsibilities for those particular incidents. The Vice President of Administrative Services should be notified in all injury, property damage, and property losses as soon as possible.

REPORT FORMS:

A.   Employee Injuries

An employee injured from the time of entering the work site until leaving the work site, including job related traveling, is considered as a Workers Compensation incident and the "Employers Work Injury Report" should be utilized for filing this type of incident.

B.   All Other Incidents

All other incidents of injury (student or visitor), property damage, and property loss should be reported on the "Incident Report" form.

REPORT TIMELINES:

Reports of injury, damage or loss should be made as soon as possible after the incident for both internal and external reporting (also see Administrative Policy #442 - Theft Reporting). It is important to document information regarding the incident as soon as possible especially when it could be assumed the condition at the scene of the incident was part of the cause of the incident. It is also important to have appropriate information on witnesses of the incident so that later contact may be made. If injury could result in death or any type of permanent disability, the IMPACC office must be notified within 48 hours.

REPORT INFORMATION:

Report information should be as accurate and detailed as possible under circumstances of the incident. College staff at the scene of the incident should assist in developing the report. College staff involved in assistance to the injured party after the incident should also assist in developing the report (first aid, transportation, etc.).

The college insurance carrier can make decisions regarding a claim much more effectively (both for and against the claimant) when the file of information is complete.

6.7   Inclement Weather

The President or his/her designee(s) shall have the authority to discontinue instructional sessions and/or close other institutional operations because of extreme weather or other emergency conditions for the length of time the emergency exists. The Chief Executive Officer shall make provisions to publicly announce such closings via available mass communication media.

When deemed appropriate, the Chief Executive Officer may take the action to make up time lost through emergency closures. He/she is further empowered to establish procedural guidelines for the adjustment of contractual obligations and salaries necessitated by such emergency closures, unless in the case of Certified Bargaining Unit Members, the Bargaining Agreement addresses this issue.

Section 7: Services and Resources

7.1   Academic Achievement Centers

Both professional tutoring and peer tutoring is available in the Academic Achievement Centers. The services are free for SCC students and available for many subjects. Services are available by appointment and on a walk-in basis. Days and times for tutor availability is subject to change.

West Burlington Campus   Keokuk Campus
Yohe Library   Room #311

For more information, please contact:
Mariah Wolfe
Learning Resources Coordinator
Ext. 5106 / 319-208-5106
mwolfe@scciowa.edu

7.2   Astra (Room Schedules/Reservations)

SCC uses Astra Schedule to schedule rooms for most SCC locations. You may use Astra Schedule to check the availability of rooms. To reserve rooms, please contact:
Shelley Davis, Executive Assistant to the Vice President of Academic Affairs
Ext. 5054 / 319-208-5054

You may access Astra through Hawknet. There is a link to it under the Academic Affairs tab. You must use Google Chrome or Mozilla as your web browser. You do not need to login to view the calendars.

7.3   Auto Mechanics/Auto Body

Many of the classes in the Auto Collision Repair and Automotive Technology departments offer repair services/oil changes to employees for the cost of materials, plus a shop fee. Employees interested in these kinds of repairs can contact the applicable department or the appropriate program instructor.

7.4   Blackhawk Bookstore

SCC encourages employees to shop in the bookstores located at each campus. In addition to serving the textbook needs of students, the bookstores offer many gift items, clothing, art, office supplies, greeting cards, etc.

All SCC employees (including adjuncts), will receive a 20% discount on purchases made at the bookstore (not including textbooks or software). Employees will need to display their SCC employee ID cards to receive the discount.

7.5   Child Care Center

Child care services are available for SCC employees and students at the West Burlington campus. Kiddie Campus is an independent, licensed day care center that cares for children ages 2 weeks to 10 years. The center is open Monday through Friday from 6 a.m. to 5:30 p.m. The center offers a 10% discount for SCC employees and students. Contact the center for enrollment and/or fee information.

Child Care at SCC
West Burlington Campus
Room #173
319-754-8457

7.6   Credit Cards

In order to assist College personnel with their duties while involved in College business, two types of credit cards are available. Gasoline credit cards are available with College fleet vehicles and are to be utilized only for the purchase of fuel or materials used exclusively in support of a college-owned vehicle. For travel including plane/train/bus fare, lodging, and meals: employees may request to check-out a credit card for travel on Form GEN 027-768, Request for Professional Leave and/or Request for Credit Card. The provisions for credit card use are found in Administrative Guideline 410. Permanently issued College credit cards are available for Cabinet members, coaches, and other designated employees authorized by the Vice President for Administrative Services for authorized business expenditures.

7.7   Food Service

SCC's food service facilities are open to employees, students, and the general public.

West Burlington campus offers cafeteria service at the Blackhawk Bistro in the 400 building. Breakfast, lunch and dinner are served Monday through Friday during the fall and spring semesters. Breakfast and lunch are served during the summer semester. On-campus catering is available by arrangement.

Keokuk campus offers a cafeteria with breakfast and lunch served Monday through Friday during the fall and spring semester. On-campus catering is available by arrangement.

Vending machines are also available at both campuses.

7.8   Libraries

SCC employees are encouraged to use the many information resources and services provided by the SCC libraries. A librarian is available at each campus for reference assistance and information literacy instruction. Please contact your campus library to learn more about the resources and services available to you.

- Over 30,000 books in print.
- Over 90,000 e-books in an online database.
- Over 50 online databases from companies such as EBSCOhost, LexisNexis and Gale, that contain hundreds of thousands of newspaper, magazine, and journal articles available in full-text.
- Over 6,000 full-length educational films, documentaries, and news reports available in an online database.

To search the library collections online, go to Hawknet and select the "Libraries" link. Passwords are required for off-campus access to the databases.

The libraries also belong to two interlibrary loan networks which allows them to borrow materials from other libraries nationwide.

The Yohe Memorial Library at West Burlington campus houses the College Archives. Documents, photos, or other items that might be of historical significance to the College should be sent there.

A librarian is available at each campus for reference assistance and library orientations/classes.

Please contact the libraries to learn more about the resources and services they have to offer.

West Burlington Campus	*Keokuk Campus*
Yohe Memorial Library	Karre Memorial Library
Room #171	Room #201
Ext. 5090 / 319-208-5090	Ext. 1960 / 319-313-1960
Brian McAtee	Julie Meyer
Librarian	Librarian
Ext. 5091 / 319-208-5091	Ext. 1961 / 319-313-1961
bmcatee@scciowa.edu	jmeyer@scciowa.edu
Fall and Spring hours:	Summer Hours:
Monday – Thursday, 8 a.m. – 8 p.m.	Monday – Friday, 8 a.m. – 4:30 p.m.
Friday, 8 a.m. – 4:30 p.m.	

7.9   Mail

At the West Burlington campus, mail and packages are sorted and processed in room #141. Each department has a designated person who will pick up the mail and deliver it back to their area. Adjunct instructors may arrange to pick items up in the Welcome Center (room #533) which is open Monday through Thursday until 6:30 p.m.

At the Keokuk campus, mail and packages are sorted and processed in room #107. Full-time/regular employees have mailboxes in this area. Adjunct instructors have mailboxes located in Karre Library, room #201. Employees should check their mailboxes regularly.

Mail and packages going from campus-to-campus or to one of the SCC Centers should be marked and placed in intercampus mail. Intercampus mail will be sent by UPS. In instances where employees are traveling to these locations, employees will pick up and deliver intercampus mail directly.

If you have a bulk mailing, please contact the Mailroom/Shipping Receiving Assistant at West Burlington campus.

Amanda Chase
Mailroom/Shipping Receiving Assistant
Ext. 5185/ 319-208-5185
achase@scciowa.edu

7.10 Maintenance

The Maintenance Department is responsible for management of the facilities and grounds.

Construction
We continue with the "Building the Dream" campaign at both campuses. Please pardon our mess as we continue through the construction.

Grounds
Trash receptacles are available in all work areas and classrooms. Please keep work areas and classrooms clean and free from litter. Please return furniture to its original location and clean boards at the end of each class session. Food and drink may be prohibited in certain areas; please check signs for specific restrictions. Only service animals are allowed in campus buildings.

Maintenance Work Orders

We value all of our facilities and if you see something that is in need of repair - we use School Dude–Maintenance Direct software which allows all staff to submit work requests electronically, reducing e-mails, phone calls, and verbal requests. Entering a work order into the Maintenance Direct software (Available on Hawknet) will automatically notify the Maintenance Department of a work order request and notify the requester their form has been submitted. This software will reduce risk by ensuring that needed maintenance is properly prioritized and improve communication within the facilities.

Emergency work requests should be phoned into the Maintenance Department, to the Facilities Director at 319-208-5141 or 319-850-7111. Emergency conditions are as follows but not limited to: electrical/natural gas odors, water on the floor, loss of power, vandalism, etc.

Parking

Please park in marked areas only and do not block driveways at any time. Curb parking is reserved for emergency vehicles only. If you are picking someone up, please make it brief.

Security

Security is a high priority for us at SCC for the safety of our students, staff, and visitors. Report any suspicious activity to the Director of Facilities or Vice President of Administrative Services. Door access after campus hours will be permitted by prox/ID card only. Incident Report forms can be found on Hawknet under the Forms tab.

Vehicle Reservations

Please refer to the Administrative Guidelines #806 for Reservation Procedures and #422 for Classification of Mode of Transportation. All drivers of Southeastern Community College vehicles are required to have a valid driver's license. We appreciate as much advance notice as possible and receiving the Vehicle Reservation Request form in writing. The Facilities Director will be responsible for "check out/in" and "maintenance" of vehicles. In Keokuk, the Office Manager of the Keokuk Campus will be responsible for "check out/in".

7.11 Marketing & Communications

The Office of Marketing and Communications coordinates the development and production of a variety of internal and external publications and communications from SCC; develops marketing and advertising for the College and its divisions; and stewards SCC brand identity elements. It also serves as the primary manager of the College website, social media, graphic services, photography, and promotional items.

Items for news releases should be submitted to the Director of Marketing and Communications (Administrative Guideline 603). Items deemed newsworthy will be released to the area news agencies and other organizations deemed appropriate. A copy of all such releases will be posted and archived on the College website. Items not selected for public release may be included in internal communications vehicles, including but not limited to: newsletters, announcements, and electronic communications.

For more information, please contact:
Jeff Ebbing
Director of Marketing and Communications
Ext. 5060 / 319-208-5060
jebbing@scciowa.edu

7.12 Notary Public

SCC has several staff members who provide notary services. All school business that needs to be notarized will be accomplished by these individuals. They are also available for personal business notarization at no charge.

Since the Notaries are attesting the signature of documents they notarize, it is important that the documents be signed in the presence of the Notary.

West Burlington

Laurie Hempen
Director of Human Resources
5063 / 319-208-5063
lhempen@scciowa.edu

Shannon Johnson
Admin. Services /Facilities
Ext. 5068 / 319-208-5068
sjohnson4@scciowa.edu

Julie Goudie
Human Resources Generalist
Ext. 5064 / 319-208-5064
jgoudie@scciowa.edu

Darcy Burdette
Sr. Executive Assistant to the President
Ext. 5050 / 319-208-5050
dburdette@scciowa.edu

Shelley Davis
Academic Affairs
Ext. 5054/ 319-208-5054
sdavis@scciowa.edu

7.13 Printing & Copying

SCC employees may use the printers and copiers in their designated areas for work-related jobs. Large print jobs or print jobs requiring special features (folding, binding, etc.) may be sent to the Print Shop on the West Burlington campus, room #145. Turnaround time on print jobs varies, so please plan ahead. To request a print job, please complete a Printing/Binding/Folding Requisition form and send it to the Print Shop.

The Print Shop also provides envelopes, printing paper, and other paper supplies. To request items, please complete a Requisition for Supplies from Print Shop form and sent it to the Print Shop. The requisition forms are located in a cabinet outside of the Business Office at the West Burlington campus and in the main office at the Keokuk campus.

Personal printing/copying is outlined in Administrative Guideline 810. Limited personal copies can be made on any SCC copy machine at the rate of 10¢ each. Reimbursement for this usage can be made at the Business Office. The Print Shop will also do limited personal printing for employees (flyers, posters, invitations, banners, etc.). Artwork must be provided to the Print Shop. Charges will be calculated based on the current posted Print Shop rates plus a 20% additional charge, with payment to be made at the Business Office prior to the release of the printing order.

For more information, please contact:
Print Shop
Ext. 5088 / 319-208-5088

7.14 SCC Activities

SCC employees can attend most on-campus extra-curricular activities at a discounted price or free of charge, just by showing their SCC staff ID card. These activities include music concerts, plays, and athletic events. Information on upcoming events may be obtained from the in-house newsletters, or by accessing SCC's website.

7.15 SCC Publications

At the West Burlington campus, the weekly in-house newsletter is called The MiSCC (Miscellaneous) and is published through the Student Affairs Office. At the Keokuk campus, the weekly in-house bulletin is THE VOICE, a publication written by students. Both publications are available Monday mornings during the fall and spring semesters, and give a variety of campus information.

Send submissions for The MiSCC to: Send submissions for THE VOICE to:
Doug Patrick   Kari Bevans
Ext. 5048 / 319-208-5048   Ext. 1928 / 319-313-1928
dpatrick@scciowa.edu   kbevans@scciowa.edu

7.16 Student Affairs

The Student Affairs division is organized into the following departments: Enrollment Services (Admissions, Advising, Financial Aid, Registrar), Student Activities & Organizations, Student Support Centers (Disability Accommodations, Testing, Student Success Advocates, Academic/Personal/Social Support), TRiO Programs (SSS – Student Support Services, UB – Upward Bound and, EOC - Educational Opportunity Center), and Pathways for Academic Career and Employment (PACE).

Enrollment Services
Admissions/Advising
The Admissions/Advising team is made up of Enrollment Specialists, Enrollment Support Staff, and Enrollment Coordinators. The role of staff is to assist and advise credit-seeking students through the recruitment, admissions, registration, and graduation/transfer processes. The Admissions/Advising staff promotes SCC in both individual and group settings through on-campus and off-campus activities such as high school visits, college/career/job fairs, prospective and current student events, advising/registration appointments, and campus visits and tours to name a few.

During admissions/advising appointments, students are assisted with program exploration and planning, career development, course selection and scheduling, meeting degree requirements, transfer planning, financial aid/scholarships, accessing Hawknet and IT resources, bookstore information, academic support, and other information/resources as needed. Advising and registration for Career and Technical Education may be conducted in group sessions in cooperation with program faculty, while Arts and Sciences advising is more individualized. New students are encouraged to meet with an Enrollment Specialist one-on-one at the start of their SCC coursework.

SCC does not employ professionally licensed counselors/psychologists and as such, personal and mental health needs are generally referred to local agencies/professionals with specific expertise and credentials.

Financial Aid
The Financial Aid Office administers and monitors all federal and state student funding programs for SCC. Over 80% of SCC students apply and are eligible for Financial Aid. Student work-study is also facilitated through this office.

Registrar
The primary responsibilities of the Registrar are to maintain the integrity of the registration process and student records, in addition to providing class rosters, facilitating attendance/performance/grade reporting, and overseeing the transfer of academic records and graduation processes. The Registrar also serves as the College's FERPA compliance officer and will provide individual/group training on this subject as needed. SCC converted to the DATATEL Administrative/Student Information System in the fall of 2005, and the Registrar can provide training on using this system (Self Service) for course recordkeeping/reporting as needed.

Student Activities & Organizations
All student activities, including campus-wide student events, Constitution Week, the Blackhawk BASH, welcome picnics, the Annual Club Recognition Reception, and educational/social entertainment are coordinated by the Student Activities Coordinator and the Student Board on each campus.

In addition, each campus offers a variety of student clubs and organizations associated with academic programs and personal interest areas. All clubs and organizations must have an approved advisor/sponsor who serves as the liaison with the campus-respective Student Activities Coordinator and Student Board.

Student Support Centers
Both the West Burlington and Keokuk campuses have Student Support Centers that provide a variety of services to assist students in their educational endeavors.

West Burlington Campus
Room #213
Ext. 5155 / 319-208-5155

Keokuk Campus
Room #206
Ext. 1943 / 319-313-1943

Student Success Advocates/Retention Services
Student Success Advocates provide intrusive academic advising and guidance to students who have been identified as at risk of non-completion (e.g., students on financial aid dismissal for non-Satisfactory Academic Progress (SAP), students with learning disabilities, and students identified by staff or faculty as a student needing assistance). Student Success Advocates consult with students regarding any academic, personal, social or transitional difficulties and/or help them develop academic and/or personal plans to gain independent stability and increase the likelihood of college success. Advocates can also provide personalized test taking and retesting strategies, and give personalized assistance and tutorials on free educational resources.

Student retention is vital to the success of SCC and the responsibility of every employee, but specific retention services are provided by Student Success Advocates. Retention services include but are not limited to:
- Academic program guidance and transfer assistance
- Career exploration and planning
- Basic financial aid awareness/assistance
- Time management, organization, and study skills
- Transitioning to college
- Balance between college, work and life
- Understanding college policies and procedures
- Assistance addressing social and personal challenges while attending SCC
- Campus and community resources/referrals
- Campus engagement

Any faculty or staff member can refer students to the Advocates by contacting the Student Support Center.

Disability Services
SCC offers reasonable accommodations to ensure that persons with documented disabilities have equal access to education. To establish eligibility for accommodations, students must provide documentation from their health care providers to SCC's Disability Coordinator. In addition, students must meet with the Disability Coordinator before classes begin every term to review their status and complete the Student Academic Accommodation forms for each class. For further information or to arrange a meeting with the Disability Coordinator, please call ext. 5167.

Testing Services
The Student Support Centers proctor the following tests: Accuplacer and ALEKS, CLEP, HiSET, Pesticide, Online, Make-Up, Keyboarding, and Correspondence. Student Success Advocates can help with retesting strategies. They can also offer one-on-one assistance using various online resources, including: Student Lingo, Smarthinking, TextHelp- Read and Write Gold, Khan Academy, Turn it In, Live Text, Canvas and many more.

TRIO Programs
SCC hosts two federally-funded TRIO programs (SSS and UB) that assist first-generation college students from income-eligible families in pursuing post-secondary education. The TRIO programs and staff are located in the TRIO Center at both the West Burlington and Keokuk campuses. Through a grant competition, funds are awarded to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education.

Student Support Services (SSS)
The purpose of SSS is to assist students in successfully complete their degrees at SCC and then transfer on to a four-year institution. To be considered for participation, a student must be a first generation college student (neither parent has a bachelor degree), or meet federal income guidelines, or have a documented mental, physical, or learning disability. Additionally, a student must also show an academic need for services. SCC's program serves 225 students annually.

The SSS program provides holistic academic support services to students, including:

- Academic Advising & Priority Registration
- Campus Visits to 4-Year Transfer Colleges
- Career Exploration & Planning
- Cultural Events & Activities
- College Transfer Advising
- Financial Literacy, Financial Aid, & Scholarship Assistance
- First-Gen Sections of SDV-108
- Leadership & Service Learning
- On-Site computer lab with free printing
- Social & Emotional Supports
- Success Workshops
- Test-Taking & Study Skills Resources.

For more information on the TRIO SSS project please call extension 5159 in West Burlington and 1998 in Keokuk or email triosss@scciowa.edu The TRIO Center in West Burlington is located in Room 213 and the TRIO Center in Keokuk is in Room 101.

Upward Bound(UB)
The purpose of Upward Bound is to assist and encourage talented high school students to prepare for and enroll in college. To be eligible for the program, a student must either be a prospective first-generation college student or meet federal income guidelines, demonstrate potential for postsecondary education and have academic need. SCC's Upward Bound program serves 63 participants, 9th-12th grade level, from Burlington High School, Fort Madison High School, and Keokuk High School combined.

The following services are offered free of charge to Upward Bound students:
- Academic tutoring and supplemental instruction to support their high school classes.
- ACT/SAT test preparation.
- Guidance and support in selecting academic, career and postsecondary opportunities.
- Personalized assistance in applying for college admissions, student financial aid, and scholarships.
- Workshops and enrichment activities to build self-confidence, self-reliance, creative thinking, and positive attitudes toward learning.
- Cultural awareness through exposure and participation in cultural activities, tours of historical and geographical sites, and visits to other educational facilities.

For more information, call extension 5304 or 5305.

Educational Opportunity Center (EOC)
The EOC Advisor helps lower-income, first-generation college students with financial aid and admission applications as well as academic and career advising. Indian Hills Community College received a federal grant for this program, and through a partnership agreement with them, SCC has an EOC staff member located on the West Burlington campus to assist regional participants.

The EOC staff member assists eligible participants with:
- Admission forms and procedures
- Financial aid forms and procedures
- Selecting a college and academic program
- Career planning and skill assessment
- Obtaining a GED or other high school completion credential
- Coordinating tutoring
- Coordinating college tours
- Personal counseling and community agency referrals

Pathways for Academic Career and Employment (PACE)
PACE is a state-funded program designed to help students earn career training in order to obtain quality in-state employment. PACE offers customized services including:
- Knowledge of campus and community resources.
- Knowledge of SCC credit, non-credit, certificate, diploma, degree and high school completion (AEL/HiSED) programs.
- Pathway navigation through academic and career journey.
- Consistent and personalized support.

Funding may be available to assist PACE participants in the following areas:
- Basic needs.
- Transportation needs.
- Educational needs.
- Career needs

For more information or questions concerning PACE, please contact:
Christy Jameson
Assistant Director of PACE/GAP Programs
Ext. 5219 / 319-208-5219
cjameson@scciowa.edu

Emergency Retention Revolving Loan Fund

A limited amount of *last resort* funding is available annually to assist current students who are experiencing a true emergency, i.e., an *unexpected* expense that could keep them from continuing their course work at SCC. Approved funding is sent to a third party (e.g., car repair shop, utility company, gas station, child care), not to the student. The assistance is limited to $500 per year per student. Recipients are encouraged to pay it back when funding is available.

An applicant must be referred to the Student Support Center by an SCC employee who has been made aware of the student's situation. The Yohe Foundation ER funding application is available from the Student Support Centers, TRIO – SSS, and the PACE offices.

For more information, please contact:
David Haden
Dean of Students
Ext. 5101 / 319-208-5101
dhaden@scciowa.edu

Student Code of Conduct

SCC has established standards of behavior that apply to all past, present, and prospective credit and non-credit students. These standards are set forth as regulations in the Student Code of Conduct document. The Student Code of Conduct applies to conduct that occurs on the College campuses or at any other property or facility used by SCC for educational or extra-curricular purposes or at any college- sponsored program or activity.

The Student Code of Conduct provides a system of checks and balances to ensure due process for persons who believe their rights have been violated. Additionally, the Code of Conduct seeks to provide due process for those persons who are accused of violating the rights of others.

The Vice President of Student Affairs serves as the College Judicial Officer. The College Judicial Officer is designated and authorized by the College President to determine whether a student has violated the Code of Conduct and to impose sanctions as appropriate.

If instructors need to report violations, they should fill out a Maxient report at MAKE A REPORT. The Judicial Code is available on Hawknet under the Student Affairs tab Judicial Code of Conduct And Student Rights.

For questions or concerns, please contact:
Dr. Michelle Allmendinger
Vice President of Student Affairs Ext.
5049 / 319-208-5049
mallmendinger@scciowa.edu

7.17 Athletics and Residence Life

Athletics
SCC is a member of the Iowa Community College Athletic Conference (ICCAC) and the National Junior College Athletic Association (NJCAA) and participates in the following intercollegiate athletic programs: men's basketball (Division I), women's softball (Division I), men's baseball (Division II), women's volleyball (Division II), women's basketball (Division II), men's/women's golf (Division II), men's/women's soccer (Division II), men's and women's cross country (Division II), men's and women's track and field (Division II) and men's and women's sport shooting (Division II). SCC also offers athletic clubs, including competitive cheerleading. All athletic programs are located on the West Burlington campus with the exception of women's basketball, which competes in Keokuk.

The athletic department operations are administered by the Director of Intercollegiate Athletics, who is responsible for ensuring the academic and personal success of all SCC student-athletes and the respective sports programs.

Residence Life
Residence life is an important part of the college experience for students who choose to live on-campus.

The West Burlington campus has four residence halls available for students.

- Blackhawk Tower – a four story co-ed student suite style residence hall
- Millennium Hall – a three story co-ed apartment style residence hall
- Winegard Hall – a single level all female traditional style residence hall
- Witte hall – a single level all male traditional style residence hall

A Residence Life Coordinator oversees all resident housing. Any questions or concerns regarding the residence halls or the students living in them should be taken to the Residence Life Coordinator.

7.18 Technology Services

The Information Technology (IT) Department is responsible for management of the following services.

Computer Labs
SCC equips and maintains a number of computer labs. Computer labs can be found at all four major attendance centers and at the Center for Business (CBIZ). Some labs are used as part of credit courses taught on a daily basis. There are also open labs available for students to use.

For help with a computer lab, please contact:
IT Help Desk
Ext. 5087 / 319-208-5087
helpdesk@scciowa.edu.

To reserve a computer lab, please contact:
Daytime Receptionist (West Burlington)
Ext. 5058 / 319-208-5058

Learning Management System
Southeastern Community College provides distance learning opportunities through the following methods:
- SCC offers a number of online courses through the Canvas Learning Management System.
- SCC is also a member of the Iowa Community College Online Consortium (ICCOC), in which seven Iowa community colleges share online courses.
- SCC offers classes at all four attendance centers via an internet-based video conferencing system.

A high percentage of SCC's face-to-face instructors also use the Canvas Learning Management system as a course management tool and web resource for traditional courses. Features include an online grade book, testing, journals, threaded discussions, doc sharing, etc.

For questions about offering online courses and Canvas course shell creation/access, please contact:

Tammy Hobbs
Coordinator of Distance Learning Services
Ext. 5078/ 319-208-5078
thobbs@scciowa.edu

For faculty instructors interested in learning the online system, please contact:
Lee Skeens
Faculty Trainer
Ext. 5233 / 319-208-5233
lskeens@scciowa.edu

Email
Every employee is provided with an SCC email account. Employees are encouraged to frequently check their email for communications from students and fellow co-workers.

Do NOT send sensitive information through email. Every six months, all employees are required to change their email/computer passwords.

Email is accessible off-campus through Hawknet. Once you have logged into Hawknet, click the email link.

Hawknet
Hawknet can be accessed by going to the main SCC Web site at (www.scciowa.edu) and clicking on the HawkNet/Email link at the top of the page. Hawknet is a single sign-on web interface that allows faculty, staff and students access to their SCC technical resources. These resources include SCC email (email, calendar), library access, Self Service, online courses (Pearson/eCollege), and network storage (file storage). In addition, Hawknet provides access to guidelines, policies, forms, announcements, budget information, minutes and more.

Help Desk
The IT Help Desk is here to assist faculty, staff and students at all SCC locations with a single point of contact for all technical assistance concerning Hawknet, SCC's website, college computers, email accounts, network resources and more.

Help Desk hours during fall and spring semesters:
Monday – Thursday, 7:00 a.m. to 6:00 p.m.
Friday, 7:00 a.m. to 4:30 p.m.

To contact the Help Desk:
Ext. 5087 / 319-208-5087
helpdesk@scciowa.edu

Institutional Research (IR)
The Office of Institutional Research at Southeastern Community College provides research and evaluation services to support decision-making and institutional effectiveness efforts. For Institutional Research data requests and research assistance, please contact:

Dr. Debra Hagen
Director of Institutional Research
Ext. 5061 / 319-208-5061
dhagen@scciowa.edu

Multimedia
SCC's Multimedia department provides support to faculty and staff with classroom instructional technology; maintains SCC's telephone system; assists with the Graphic Design Lab (Macintosh) and other computer labs, and coordinates technology requests.
West Burlington Campus, Room #214

Equipment available for checkout (contact the Multimedia Specialist to schedule):
- Laptops
- Projectors
- Cameras (video, digital, still)
- iPads
- Audio recorders
- Clickers
- Sound system

Stop-in services available:
- Scanning
- Audio/video editing
- DVD authoring
- Lamination

Other services:
- Listserv—articles of curricular/educational interest (sign up here: http://goo.gl/PExAfI)
- Videoconferencing (contact the Multimedia Specialist to schedule)
- Training
  - Classroom technology
  - Telephone
  - Videoconferencing (H.323, web-based)
  - Podcasting/lecture capture
- Video recording/editing
  - SCC's YouTube Channel (http://www.youtube.com/secciowa)
  - Vimeo
  - SCC podcast server
  - Viewing room/studio for recording
- Tech enhanced classrooms: Computer, KB, Mouse, speaker, remote, projector, doc cams, and Apple TVs in some.

For assistance, contact:
Help Desk
Ext. 5087/ (319)208-5087
helpdesk@scciowa.edu

Network Storage
Every SCC employee is provided with network storage space which allows you to save all your files on a server at SCC. The server is backed up nightly and can be accessed from any computer that has an internet connection.

For on campus access, open "Computer" from the Start menu and double click on: (yourname) Home Folder (H:).

For off-campus access, go to SCC's website, log into Hawknet, and click on the "My Files" link. Download your file, make your changes, save it, and then upload it to My Files.

Telephone System/Directory

Employees with office assignments have access to a Zoom application on your computer that allows you to initiate and receive phone calls as well as your voicemail. When notified of a new employee or new position, ITS will create a Zoom account and send an email with directions for setting up Zoom phone and voicemail.

For more information, please contact:
Help Desk
Ext. 5087/ (319)208-5087
helpdesk@scciowa.edu

Telephone System Resources

Online SCC telephone directory:
The telephone directory is integrated within the Zoom phone application. You will open up the zoom application, click on the phone icon and type in the employee's name or department to pull up their extension. Please see illustration below:
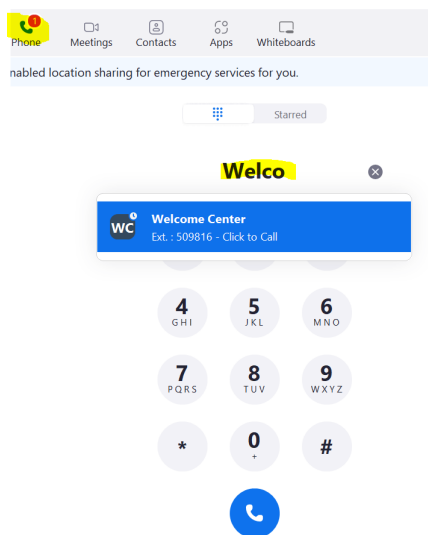
Zoom Training Video and Documentation

- Go to Hawknet and click on "Zoom Training Video" under the "Useful Links" section. (This is a zoom phone training recording session)

- Go to Hawknet and click on "Zoom Phone Training" under the "Useful Links" section. (This is a document with step by step instructions)

Self Service

You will hear people refer to this system as Datatel, Ellucian or Colleague. Datatel/Ellucian is the company and Colleague is the name of the information system. Self Service is the interface to this information system.

You can access Self Service through Hawknet. Click the Self Service Button on Hawknet.

Select "Employee" to view your "Employee Overview" (Faculty Contracts, Tax Information, Leave Plan Summary, Earning Statements, and Position History).

Select "Faculty" to view your "Faculty Overview" (Class Rosters, Student Profiles, and Class Schedules). Faculty will also use Self Services to verify class attendance (Census). Information on how and when to report attendance will be emailed to you by the Registrar.

Section 8: Academic Affairs/Faculty Resources

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8.11   Academic Services and Resources
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- *Printing & Copying*
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8.12   Adjunct Faculty
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8.1 Accreditation

SCC is accredited by the Higher Learning Commission
The most recognized type of accreditation in the United States is the regional accreditation. SCC is accredited by the Higher Learning Commission (HLC). HLC is one of six regional institutional accreditors in the United States and accredits degree-granting post-secondary educational institutions in the North Central region. SCC was reaffirmed and accepted into the Open Pathway in 2019; the next comprehensive evaluation will be in the 2029-2030 academic year. The Open Pathway is structured around a ten-year cycle:

- Year 4: SCC submits its Assurance Review to ensure SCC is continuing to meet HLC's Criteria for Accreditation;
- Years 5-9: SCC designs and undertakes a Quality Initiative project that emphasizes quality assurance and institutional improvement;
- Year 10: SCC undergoes a comprehensive evaluation and site visit to ensure SCC is meeting the Criteria for Accreditation, pursuing institutional improvement and complying with certain requirements set by the U.S. Department of Education.

SCC is accredited by the Iowa Department of Education (IDoE)
The purpose of state accreditation is to confirm that SCC is offering educational opportunities and services consistent with state standards. The process also assures the public that SCC (a tax-supported educational institution) is operating at expected levels of efficiency and effectiveness.

Program Level Accreditation
Additionally, programs are accredited for licensure or certification by entities or agencies other than the Higher Learning Commission. Approval by program accreditations provides assurance to SCC students that SCC adheres to high standards and quality programs. A list of program accreditors is located on the [SCC accreditation webpage.](#)

8.2 Academic Awards

Requirements for each of the college's curricula must be satisfactorily completed prior to an individual being eligible to receive an award from Southeastern Community College. One of the following will be awarded to a student who completes the specified requirements:

- *Associate of Arts and Associate of Science (AA & AS)* – These are primarily intended for those students who plan to transfer to a four-year college or university.

- *Associate of Applied Science degree (AAS)* – The associate of applied science degree is intended for those students who are enrolled in a two-year career education program.

- *Diploma* – The diploma shall be issued to a person who has graduated from an approved vocational program which awards the diploma as part of the curriculum.

- *Certificate* – A certificate of completion may be issued to a student who has satisfactorily completed a course of study prescribed by the institution other than one that is intended to result in the awarding of a diploma or degree or as part of the curriculum for an approved vocational program.

SCC requires that the Associate of Arts (AA) degree contain a minimum of 44 semester hours and the Associate of Science (AS) degree contain a minimum of 45 semester hours of general education which includes courses in the following areas: Communication, Social Science, Humanities, Mathematics, Science and Cultural Awareness. The total number of required hours for either the AA or AS is a minimum of 60 semester hours and Course SDV-108 – The College Experience – is a requirement for graduation.

SCC requires that the Associate of Applied Science (AAS) degree contain a minimum of 15 semester hours of general education courses. At least one course from each of the following three areas is required: Communication, Social Sciences or Humanities, Mathematics or Science. The AAS credits also must be at a minimum 50% Career and Technical courses (total credits can be between 60 and 86 semester hours).

8.3 Articulation

Articulation agreements exist between SCC, the three Iowa Regents Institutions, and other institutions to which our students frequently transfer. Contact Student Affairs for information about current articulation agreements.

8.4 Programs of Study

Online

Accounting
Agriculture, Modern Food Production and the Environment
Associate of Arts
Associate of Science
Biomedical Technology
Business Administration
Business Transfer Major
Criminal Justice Transfer Major
Psychology Transfer Major
Sociology Transfer Major

Transfer Majors/College Transfer Options
Biology (AS)
Chemistry (AS)
Criminal Justice (AA)
Elementary Education (AA)
Fine Arts (AA)
Math (AS)
Physics Transfer Major (AS)
Psychology Transfer Major (AA)
Secondary Education Transfer Major (AA)
Sociology Transfer Major (AA)

AAS, Diploma, Certificate
Accounting
Advanced Automation and Robotics Technology
Agriculture, Modern Food Production, and the Environment
Agriculture, Modern Food Production, and the Environment: Agronomy and Row Crop Operations Pathway
Agriculture, Modern Food Production, and the Environment: Animal Science Pathway
Agriculture, Modern Food Production, and the Environment: Agriculture Business Pathway
Agriculture, Modern Food Production, and the Environment: Conservation Pathway
Agriculture, Modern Food Production, and the Environment: Specialty Crop Pathway
Animation for Television, Film, and New Media
Automotive Technology
Automotive Technology Management Option
Business Administration
Business Administration: Business Office Management
Business Administration: Legal Office Management
Business Administration: Office Management
Collision Repair and Restoration
Computer Aided Design Technology
Construction Technology
Construction Technology Management
Emergency Medical Services
Entrepreneurship

Industrial Maintenance Technology
Medical Assistant
Medical Coding and Billing
Network Administration & Cyber Security
Nursing: Associate Degree (ADN), Practical Nursing (PN)
Nurse Aid
Occupational Therapy Assistant
Precision Machining & CNC Technology
Respiratory Care
Welding

8.5   Academic Deans, Departments and Chairs

Arts and Sciences

Dean
Dr. Christopher Sedlack
csedlack@scciowa.edu
Ext. 5259 / 319-208-5259

English, Communication, Fine Arts and Education Department Chair
Jennifer Neumann
jneumann@scciowa.edu
Ext. 5234 / 319-208-5234

Humanities and Social Science Department Chair
Dr. Lee Skeens
lskeens@scciowa.edu
Ext. 5233 / 319-208-5233

Mathematics and Science Department Chair
Dr. Rahmat Rahmat
rrahmat
Ext. 5294 / 319-208-5294

Career and Technical Education

Dean
Dr. Ashlee Spannagel
aspannagel@scciowa.edu
Ext. 5193 / 319-208-5193

Applied Technologies Department Chair
Wesley Carpenter
wcarpenter@scciowa.edu
Ext. 5109 / 319-208-5109

Business and IT Department Chair
Trisha Hopper
thopper@scciowa.edu
Ext. 5212 / 319-208-5212

Health Professions

Dean of Nursing and Health Professions
Kristi Schroeder
kschroeder@scciowa.edu
Ext. 5100/319-208-5100

Health Professions Department Chair
Tamika Miller-Tate
tmiller@scciowa.edu
Ext. 5264/319-208-5264

8.6   Higher Education Association (HEA)

The SCC Higher Education Association represents the interests of full-time faculty.

A copy of the HEA Bargaining Agreement can be found on Hawknet under the Human Resources tab. Please check the negotiated contract to find specific guidelines and procedures:

- Definitions
- Recognition
- Grievance Procedure
- Health
- Safety
- Seniority
- In-service Training/Staff Development/Mentoring
- Personal Illness or Injury Leave
- Discretionary Leave
- Bereavement Leave
- Extended Professional Leave of Absence
- Leave of Absence for Professional Development
- Illness in the Family
- Jury Duty
- Military Leave of Absence
- Good Cause Leave of Absence
- Wages and Salaries
- Supplemental Pay
- Overload Pay
- Holidays
- Vacations
- Extended Time Wages
- Overtime Pay
- Severability
- Notice and Service
- Duration

For more information, please contact:
Timothy Van Ginkel
HEA President
Ext. 1974/ 319-208--1974
tvanginkel@scciowa.edu

8.7   Professional Development

Mentoring Faculty
Each new faculty member will be assigned a mentoring team. The new faculty member will meet with their Dean/Supervisor no later than the third week of the probationary employee's first semester of employment to select a team of two non-supervisory instructional colleagues who will be asked to serve as a mentoring team. Selection may be made on an institution-wide basis, including retired staff.

The mentoring team will meet with the probationary faculty member a minimum of three times each semester during the first year of employment. During the next four semesters of probationary status, the mentoring team will meet at least once per semester and as many additional times as the probationary faculty member and the mentoring team deem necessary.

The mentoring team will maintain a log of mentoring meetings that includes dates of meetings and general topics that were discussed. The team shall provide the log to the immediate Dean/Supervisor and the Director of Human Resources at the end of each semester.

Quality Faculty Plan
On February 27, 2002, the Iowa House of Representatives passed File 2394. This act eliminates teacher licensure of community college faculty; which requires all community colleges in the State of Iowa to develop, approve, and implement a quality faculty plan. The institutional quality faculty plan must include:
- Implementation schedule for the plan.
- The orientation of new faculty.
- Continuing professional development for faculty.
- Procedures for accurate record keeping and documentation for plan monitoring.
- Consortium arrangements when appropriate, cost-effective, and mutually beneficial.
- Specific activities that ensure faculty will attain and demonstrate instructional competencies and knowledge in their subject or technical areas.
- Procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress toward attaining minimal competencies.
- Compliance with the faculty accreditation standards of the North Central Association of Colleges and other accrediting agencies.

The SCC Quality Faculty Plan Committee maintains and proposes changes to the Quality Faculty Plan. Changes are then proposed to the SCC Board of Trustees for final approval.

According to the institutional Qualify Faculty Plan:

- The Quality Faculty Plan Committee is composed of two administrator and six faculty member appointees. The administrators being appointed by the college administration, and the faculty members being appointed by the SCC Higher

Education Association (the faculty bargaining unit).
- ▪ Arts and science faculty and vocational-technical faculty are equally represented. One faculty member is appointed from each academic department (three CTE and three Arts and Science departments).
- ▪ A faculty member serves as the Quality Faculty Plan Committee Chair.
- ▪ Iowa Code requires that the Committee membership be gender-balanced.

Quality Faculty Plan Committee responsibilities include:
- Monitoring compliance with the plan by the college.
- Assessing the effectiveness of the plan.
- Modifying the plan where necessary.
- Developing guidelines for reviewing all Professional Development Plans.

The complete Quality Faculty Plan may be viewed on Hawknet under the Faculty tab.

For more information, please contact:
Timothy Van Ginkel
HEA President
Ext. 1974/ 319-208--1974
tvanginkel@scciowa.edu

Professional Development Plans & Annual Logs
The purpose of the Professional Development Plan (PDP) is to allow each faculty member to create a plan for his or her own personal and professional development to enhance job performance.

Per the Quality Faculty Plan, faculty are required to develop a <u>three-year</u> PDP to improve their discipline-specific and instructional competencies. A list of suggested activities has been developed by the Quality Faculty Plan Committee. (See Appendix A of the Quality Faculty Plan.)

A peer review is required for all PDPs. Each instructor will choose a peer from within the same discipline (or a closely related discipline) to review and sign his/her PDP.

PDPs must be submitted by the faculty member to their supervisor (after peer review) and then forwarded to the Human Resources Director. The chair of the PDP Committee will review/approve PDP's once received by the Human Resources Director. PDP's will be maintained in the Human Resources office.

Continuing professional development is a component of the assessment process for faculty. Faculty are required to update their PDP's by logging professional development activities on the Annual Professional Development Log. Annual logs must be submitted to Human Resources by May 31 of each year.

Information and relevant forms may be found online on Hawknet under the left-hand

side Menu – Faculty – Quality Faculty Plan – Faculty.

Forms provided in that location include:

Annual Professional Development Log
Guidelines for PDP Review
Professional Development Plan—Faculty
Professional Development Plan—Adjunct

If you have questions about any part of this process or Professional Development log

items, please contact:
Timothy Van Ginkel
HEA President
Ext. 1974/ 319-208--1974
tvanginkel@scciowa.edu

Professional Improvement Credit (PIC)
SCC established the Professional Improvement Credit (PIC) account to encourage employees to pursue professional development opportunities and further their education. The account is funded at $22,000 annually plus any unspent balance of the previous year's fiscal budget. (The account balance cannot exceed $44,000.)

Guidelines:
- **All employees eligible for membership** in the Higher Education Association (HEA) may apply to receive PIC funds.
- There is a limit of $2,000 per person per fiscal year.
- An employee may submit multiple requests in the same fiscal year, but the total amount awarded to the employee for the multiple requests cannot exceed the $2,000 limit.
- An employee can only be reimbursed up to the amount approved on his/her PIC Application.
- The professional development activity must meet one or more of the following criteria:
  - Subject matter/experience is relevant to the assigned teaching or service area.
  - Subject matter/experience is relevant to an administratively anticipated assigned teaching or service area.
  - Subject matter/experience is relevant to general education or to methods and techniques to be used in the assigned teaching or service area.
  - Subject matter/experience is needed to meet or improve certification and/or approval status.
  - Subject matter/experience is relevant to SCC's current Strategic Plan.
- Items approved as Extended Professional Leave of Absence and Leave of Absence for Professional Development may be covered under the Professional Improvement Support Account if other funding sources have been exhausted.

Eligible expenses:
1. Tuition and fees (including event registrations)
2. Books and instructional materials
3. Travel expenses (transportation, meals, and lodging only)

Ineligible expenses:

1. Technology, either hardware or software

Reimbursement
- Expenses not considered wages (#1 and #2) will be included as part of the consent agenda at the next Board of Trustees meeting, after which a stand-alone check will be issued to the employee.
- Expenses considered wages (#3 per the IRS Educational Assistance guideline) will be included in the employee's gross pay for the next payroll period.

PIC Application Process
1. The applicant must submit a PIC Application to the PIC Committee Chair **at least ten (10) college open office days before the activity's scheduled start date.** (Applications may be submitted up to six months before an activity's scheduled start date.)
2. The Committee Chair will distribute the application via email to the other committee members for discussion and a vote.
3. The committee members will vote via email. Voting options include: approve, disapprove, and abstain. Committee members may request more information from the applicant before voting. The appropriate Dean or Committee Chair will contact the applicant if more information is needed.
4. The Committee Chair will notify the applicant via email of the committee's decision within five (5) college open office days. The Chair will note the due date for the applicant's Reimbursement Report in the email.
5. After completing the professional development activity, the employee must file a Reimbursement Report.

PIC Reimbursement Report Process
1. The applicant must submit a PIC Reimbursement Report and all required documentation to the PIC Committee Chair **within thirty (30) college open office days of the activity's scheduled end date.** If an employee does not file a Reimbursement Report by the established deadline, then the funds that were encumbered for him/her will become unencumbered and available for use by other faculty.
2. The Committee Chair reviews the Reimbursement Report and required documentation for completeness and then forwards it to the Business Office for reimbursement.
3. The timeline for reimbursement depends on whether an expense is considered wages (taxable) or non-wages (non-taxable).
   a. Wage-related expenses: The amount will be included in the employee's gross pay for the next payroll period.
   b. Non-wage-related expenses: The amount will be added to the consent agenda at the next Board of Trustees meeting and a stand-alone check will be issued to the employee at the end of the month.

Note: The PIC Committee may choose to waive either the PIC Application or Reimbursement Report deadlines when there are extenuating circumstances.

SCC Workshops/In-Service Training
Faculty specific workshops/in-service days may be held in August, October, and February of each year. A Faculty Professional Development Planning Committee makes recommendations regarding the structure and content of faculty specific training to be held either during institution-wide in-service days or faculty only sessions. The committee sends their recommendations to the College President and the Association President.

8.8   Instructional Curriculum

At Southeastern Community College, our faculty are dedicated to developing and delivering a quality curriculum that meets the needs of our students and the community that we serve. Toward that end, we have established internal processes that ensure we adhere to established Course Quality Standards including appropriate peer review through a standing Curriculum Committee. According to the National Academy for Academic Leadership, "The choice of course experiences and the specific quality and efficacy of these experiences in producing the stated intended outcomes for all students is fundamental to the quality of any curriculum." At SCC we are proud that the curricular choices we make are directly tied to this principle.

Curriculum Committee
SCC uses a permanent forum, the Curriculum Committee, to oversee all recommended curricular changes, additions and deletions. A significant advantage of this process is that any faculty member or administrator can initiate curriculum proposals for review by the committee. The Curriculum Committee is responsible for assuring that the College's standards are met in terms of program needs, academic validity, educational objectives, and mission. The group also attempts to ensure that changes in course content are accurately reflected in course titles, published course descriptions, and revised course objectives.

Volunteers will be solicited from the different discipline areas listed below. The Vice President of Academic Affairs or designee will annually appoint members to the Curriculum Committee from the faculty who have volunteered to serve (or have been nominated) to represent their disciplines. Membership will be solicited in the spring of each year. Committee membership will be for a term of 3 years, with one-third of faculty membership replaced each year. At no time shall there be less than 2 voting members from either campus. Members may be reappointed.

Membership of the committee shall be as follows:

- One Academic Co-Chair and One Faculty Co-Chair (non-voting except in case of tie)
- Six faculty members from varied disciplines
- Six department chairs (or representatives) from the following departments:
  - Applied Technologies
  - Business & IT
  - English, Communication, Fine Arts & Education
  - Health Occupations
  - Math & Science

- o Humanities & Social Sciences

Ex-officio (non-voting)
- Vice President of Academic Affairs
- Vice President of Student Affairs
- Library Representative
- Dean of Arts & Sciences
- Dean of Career & Technical Education
- Dean of Nursing and Health Professions
- Two Enrollment Coordinators-one from Keokuk and one from West Burlington
- Registrar
- Assistant Registrar
- Director of High School Relations
- Enrollment Data Specialist
- Student Success Advocates
- Bookstore representative
- Academic Affairs Administrative Assistant
- Academic Affairs Secretary-recorder

The Curriculum Committee will meet on a regular schedule determined by the VP-Academic Affairs or designee and sent to all faculty prior to first fall meeting. The Vice President of Academic Affairs shall have the ability to call special meetings as he/she feels necessary, including electronic votes. All meetings will be held during the fall semester unless the Vice President of Academic Affairs determine that there is a need for a spring semester meeting.

It is appropriate for the Curriculum Committee to review and take action on the following: Academic Information, Program Offerings, and Course Descriptions sections of the college catalog including, but not limited to:

COURSE ITEMS
- Course title changes
- Course additions
- Course deletions
- Pre-requisite changes
- Co-requisite changes
- Course credit hour modifications
- Changes in course descriptions

PROGRAM ITEMS
- Program title changes
- Program additions
- Program deletions
- Total program credit hours changes
- Changes in the total number of semesters a program is offered

- Other instructional policies as deemed appropriate by the Vice President of Academic Affairs, the Director of Assessment, Curriculum, and Learning Resources, the Dean of Arts & Sciences, the Dean of Career & Technical Education, or the Dean of Health.

To provide the Curriculum Committee with adequate information, the faculty member should contact the appropriate Dean in order to obtain the correct curriculum forms to complete. All forms are housed on Hawknet/Academic Affairs/Courses/Curriculum.

Please note: In accordance with established guidelines a department designation and course number must be assigned by the Registrar prior to the Curriculum Committee considering any proposal. It is not within the authority of the Committee to assign course designations. Additionally, the faculty member submitting the course proposal must consult with the Registrar regarding the area in which the course applies (Arts and Sciences or Career & Technical Education).

Program Advisory Councils
Iowa State Code requires institutions receiving federal or state vocational education funds to appoint a local program advisory council composed of public members. All such councils are to serve in an advisory and assistive capacity only, and under no circumstances are they to assume a policy-making or administrative role.

All career and technical and health education programs will have an advisory council meeting at least twice annually. The members of the council will be appointed by the program faculty. The chairperson of the council will be a public member. Minutes will be maintained by the appropriate dean's office and available on Hawknet.

8.9   Instructional Responsibilities

Absence Reporting
Please note that this is the procedure for commonplace, temporary absences such as illness, family illness, weather restraints, etc. You will need to contact your immediate supervisor to discuss extended leave of any kind, such as medical, professional, etc.

As soon as you know you will be unable to attend your class(es) for any reason, you should follow this procedure:

1. Notify the designated contact person at your campus.
2. If you have any special instructions for your class(es) during your absence, be sure to relay those instructions in your message.
3. For evening classes, please contact the appropriate person prior to 4 p.m. if your class will not meet.
4. You are welcome to email your students of your absence; however, you will still need to notify the appropriate contact person using the steps outlined above.

Your supervisor will be informed of your absence, and the absence will be posted on the SCC website/Hawknet https://www.scciowa.edu/currentstud/facultyabsences.aspx , and the faculty absences phone extension.

Students can call the college to hear which faculty members are absent or check the SCC website. College closures due to inclement weather will also be noted on these extensions.

West Burlington, Fort Madison, and Mount Pleasant – Ext. 5222
Keokuk – Ext. 1987

Contact Person for West Burlington, Fort Madison, and Mount Pleasant
Contact the Daytime Receptionsit at the Welcome Center. He/She starts checking voicemail and email at 7:30 a.m. If you call to report an absence when the campus is closed (overnight hours or prior to the office being open), please leave a message.

Daytime
Receptionist
319-208-5058

Contact Person for Keokuk
If you call to report an absence when the Keokuk campus is closed (overnight hours or prior to the office being open), please leave a message on extension 1987 (direct dial 319-313-1987).
Do NOT leave the message on extension 1987 during open office hours; that extension is only checked at 8 a.m. each day to retrieve overnight messages.

During open office hours (Monday – Friday, 8 a.m. - 4:30 p.m.), please leave a message for:
Kari Bevans
Ext. 1928 / 319-313-1928
kbevans@scciowa.edu

Academic Integrity
Instructors are urged to state in their syllabi their policies on plagiarism, fraud, cheating, forgery, and other acts of dishonesty. See Administrative Guideline 101 for the complete policy and process for governing discipline, grievances and complaints, appeals and remedies related to academic integrity. Below is an excerpt.

Acts of academic dishonesty include, but are not limited to:
1. *Fraud:* Acts of dishonesty, which include falsification of documents, fabrication of data and altering solutions to be resubmitted for a grade.
2. *Cheating:* Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else. These acts may include copying or attempting to copy from another person's test or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment, and multiple submission of the same work to be graded as different assignments.
3. *Plagiarism:* Misrepresenting someone else's words, ideas, or data as one's own original work. Students may avoid plagiarism by fully and consistently crediting the

person or persons responsible for the original work, including paraphrasing.
4. *Forgery:* Any attempt to misrepresent another person's signature, initials, computer login, or other identifying mark.
5. *Facilitating Dishonesty:* Actions that assist another person in committing a dishonest act.

The faculty member in whose class an offense occurs informs his/her division dean by completing a report in the online incident reporting system (Maxient).

Assessment
It is the responsibility of every faculty member to participate in the assessment of student learning at SCC. Assessment of student learning is required by the Higher Learning Commission (HLC) and therefore necessary to SCC's ongoing accreditation.

Assessment is the systematic process of gathering, analyzing, and interpreting evidence to determine how well student learning matches expectations. Assessment data are evaluated and used to make improvements to student learning at three levels: course, program/department, and institution.

Course Level: Student Learning Outcomes
At the course level, faculty assess students to determine if the course level Student Learning Outcomes are being met. Student Learning Outcomes are statements that describe specific knowledge, skills, abilities, capacities, attitudes or dispositions that students are expected to acquire on successful completion of the course.

Program Level: Program Learning Outcomes

At the program/department level, faculty, administrators, and program advisory boards use Program Learning Outcomes assessment data to determine the following:
- If the courses are sequenced in order to allow for cumulative learning.
- If the prerequisite and requisite courses contribute effectively to the outcome of the program.
- If the program's courses, individually and collectively, contribute to its required program outcomes.

Institutional Level: General Education Learning Outcomes (Core Competencies)
At the institution level, faculty, administrators and employees from multiple areas of the college work in collaboration to determine if SCC's educational mission is being met.

Mission Statement:
Southeastern Community College provides accessible, quality programs and services which promote student success and economic vitality.
Based on the mission statement, SCC faculty, staff, and administrators created five General Education Learning Outcomes that each student should be proficient in upon graduation. These are referred to as *core competencies*:
1. Communication
2. Critical Thinking
3. Scientific & Quantitative Reasoning
4. Civic Engagement
5. Cultural Awareness

Each semester faculty will utilize *course-embedded assessment* to evaluate student work based on the core competencies. All SCC courses assess two of the five institutional level General Education Learning Outcomes (Core Competencies) each time the course is taught to ensure students are assessed on all core competencies by the end of their degree program. Student work evaluated by course-embedded assessment should consist of assignment(s) that are a normal part of the course.

Each core competency has a rubric that will be used to evaluate and score student work. Faculty will complete scoring in Canvas. The Office of Institutional Research will analyze and summarize the information, and post a report on SCC's website.

The final step is to *close the loop.* The Academic Assessment Council reviews the reports and disseminates the assessment results among faculty and other stakeholders who then use the information to make changes to improve student learning.

The most common actions resulting from assessment include:
- Changes to curriculum, requirements, program structures, or other aspects of the students' course of study.
- Changes to the policies, funding, and planning that support learning.
- Faculty development.

The Academic Assessment Council at SCC is composed of faculty members representing all six academic departments and the libraries. Administrators serve on the committee in an advisory capacity. The responsibilities of the Academic Assessment Committee are to:
- Develop and implement the assessment process.
- Provide examples and assistance as needed.
- Establish deadlines and necessary forms.
- Disseminate assessment results to faculty and other stakeholders.
- Review, evaluate and revise the assessment process as needed.

The assessment reports are available on Hawknet under the Academic Affairs tab.

For questions or more information, please contact:
Trisha Hopper
Assessment Coordinator
Ext.-5212/ 319-208-5212
thopper@scciowa.edu

Class Attendance

All faculty are required to keep attendance records for every class meeting (Administrative Guideline 123). At the beginning of each semester, faculty are required to report students who have <u>never attended</u> a class. At the end of the semester, faculty are required to report the <u>last day</u> of attendance for students receiving an <u>F as a final grade</u>.

Faculty will use Self Service to report class attendance. Information on how and when to report attendance will be emailed to you by the Registrar. The Financial Aid Office may also need to contact faculty for attendance information. The financial aid awards of students may be reduced based on their attendance.

Attendance information is subject to the limitations of the Family Educational Rights and Privacy Act (FERPA).

College-Sponsored Student Activity/Travel

Responsibilities for college-sponsored travel related to classroom instruction and extra-curricular activities are outlined in Administrative Guideline 203. State, regional and national conferences, seminars, college-sponsored club activities which occur off campus, and other college-sponsored travel by students are covered by this guideline.

- College sponsored travel requests, whether classroom related or extra-curricular, must be submitted on Form GEN-050-669 "<u>College Sponsored Student Activity/Travel Request</u>" to the appropriate division/department supervisor for approval no later than 30 days prior to the date of departure.
- The staff member requesting approval will be responsible for all travel arrangements, including transportation, lodging, meals, driver eligibility, insurance verification, itinerary, etc. Taking necessary precautions to ensure the safety of students, chaperones, and other staff is also part of this responsibility.
- Information regarding travel that will require financial assistance from students must be included in the course syllabus so that proper advance notice is given.

- Students will be permitted to make up work missed in classes from which they are absent (per instructor syllabus), due to participation in a college-sponsored activity trip.
- Staff members, students, and other personnel are ambassadors of SCC and will conduct themselves accordingly. The supervising staff member(s) will assume full responsibility for student conduct during college-sponsored travel and activities.

Faculty should contact their Deans for more information regarding college-sponsored student activity/travel guidelines and procedures.

Course Syllabus Guidelines

Faculty are required to develop course syllabi and email copies to the appropriate Dean's office within five (5) working days of the initial class session of each term (Administrative Guideline 110).

At a minimum, course syllabi should contain the following information:
- Course title;
- Course value in credit hours;
- Special requirements (books, equipment and materials to be purchased by students, required projects);
- Grading procedure;
- Class attendance policy;
- Quality Standards or other appropriate methods of student assessment;
- How to contact the instructor.
- Disability statement (see the section below titled "Disability Accommodations".)
- Non-discrimination statement (Administrative Guideline 904)

Faculty should present this information to students during the initial class session.

All faculty should use the syllabus template that has been provided. It can be found on Hawknet under Academic Affairs > Syllabi. The SCC template should be used for face-to-face, hybrid, and restricted online courses. The ICCOC template should be used for shared online courses. Use of the appropriate template will ensure that the correct versions of the disability services and non-discrimination statements are used.

Grade Reporting
Final grades are due two work days after the last day of the class. Classes that meet for 16 weeks face-to-face will be asked to submit mid-term grades as well as final grades.

Faculty will submit grades online through Canvas Grade Publish. Instructions and deadlines to report grades will be emailed to you by the Registrar.

Instructions and deadlines for reporting grades for online classes will be communicated by ICCOC.

Mid-term and Final Examinations
Mid-term examinations are at the option of individual instructors. Courses must meet during the last three days of the term according to the final exam schedule assigned by the Vice President of Academic Affairs. This time may be used for final examinations, student presentations, conferences, or other instructional activity as deemed appropriate by the instructor. Any adjustments to the final examination schedule, either for individual students or an entire class, must be approved in advance by the VPAA (Administrative Guideline 114).

Office Hours
Faculty should post their regularly scheduled office hours on office doors along with their teaching schedules. All faculty, including adjuncts, should also list times when they are available (and where) in their course syllabi. Faculty should email a schedule of their office hours to the appropriate Dean's office within five (5) working days of the initial class session of each term.

Work Hours

Full-time faculty shall spend a minimum of thirty (30) clock hours per week on College grounds in performance of total contracted responsibilities (Administrative Guideline 108).

8.10 Academic Services and Resources

Astra (Room Schedules/Reservations)

SCC uses Astra Schedule to schedule rooms for most SCC locations. You may use Astra Schedule to check the availability of rooms. To reserve non-class space, please use Astra Event Request located under Events in Astra.

You may access Astra through Hawknet under Useful Links. You do not need to login to view the calendars.

Computer Labs

SCC equips and maintains a number of computer labs. Faculty may request the use of a computer lab for their class(es) on a specific date(s).

For help with a computer lab, please contact:
IT Help Desk
Ext. 5087 / 319-208-5087
helpdesk@scciowa.edu.

To reserve a computer lab, please use the Astra Event Request form as described above.

Printing & Copying

Print jobs may be sent to the Print Shop on the West Burlington Campus, room #145. Turnaround time on print jobs varies, so please plan ahead. To request a print job, please complete a Printing/Binding/Folding Requisition form and send it to the Print Shop. You will need to provide a budget code to the Print Shop when requesting a print job. If you need assistance locating the proper budget code to use, please connect with your department chair, Administrative Assistant to the Deans of A & S and CTE, or your respective dean.

Copiers are available on each campus if you need to make a small number of immediate copies.

West Burlington
Copiers are located in rooms 205, 150, 157, 511, the Yohe Library, and the Academic Affairs Office.
Keokuk
There is a copier located in the Adjunct Office, room #524. Copiers are also available for us in rooms 107, 417, 409 (Nursing), 415A, and the ITTC Building.

Textbooks

Full-time faculty may choose the textbooks for their classes, pending approval by their Dean (Administrative Guideline 502). Adjunct faculty must use the textbooks that have already been assigned to their classes. Faculty who are teaching online classes through ICCOC must use the textbooks that have already been assigned to their classes. Desk copies can be obtained by contacting the publisher. Please contact the bookstore for publisher information. All textbooks must be ADA compliant. Additionally, if the textbook is offered as an electronic textbook and the electronic version is less expensive, the electronic textbook will be offered and embedded into the Canvas course shell. Exceptions to offering the e-textbook option to students must be approved by the respective Dean.

The form for Textbook Adoption/Deletion is located on Hawknet. Click on the Forms tab. The online process will automatically route copies to all those required for viewing. Instructions and deadlines for adoptions and deletions will be communicated by the Bookstore Manager each semester.

Non-credit and Adult Basic Education class requisitions will be forwarded to the Bookstore Manager no less than three weeks in advance of the course start date or immediately as the course is arranged. The Textbook Request for Non-Credit Courses is located on Hawknet. Click the Forms tab.

Turnitin

Turnitin is an online service instructors may use to manage the submission and evaluation of student work. An instructor sets up a class and an assignment in the Turnitin service. Students or instructors then submit the student's work to Turnitin via file upload or cut-and-paste. Turnitin consists of three core functions: checking originality, grading online, and conducting peer reviews. The site is fairly easy to navigate, and there are multiple links to assist new users.

Turnitin.com can be accessed 2 ways.

1. If an instructor uses Canvas, there is no additional or separate Turnitin registration required. Instructors and students simply access their Canvas classes, and Turnitin is there and ready to go.

2. If an instructor does not use Canvas, the instructor must go to www.turnitin.com and select "Create Account" at the top of the Web page. The instructor should use the following SCC instructor access codes to register and create a Turnitin instructor account:

    Account ID: 38447
    Account join password: turn2it3in

    If the instructor uses this method to create an account, all of the instructor's students will have to register with Turnitin and create their own Turnitin student accounts as well. Students will need to register after the instructor creates a class within Turnitin. The SCC instructor access codes should not be given to students.

Tutoring

Both professional tutoring and peer tutoring is available in the Academic Achievement Centers (AAC). The services are free for SCC students and available for many subjects. Services are available by appointment and on a walk-in basis. Days and times for tutor availability is subject to change.

West Burlington Campus   Keokuk Campus
Room #206A and #206B   Room #311

All faculty can assist the tutoring program at SCC in the following ways:
- Please consider serving as a tutor in the AAC as part of your office hours. Even one hour of availability a week is helpful.
- Please make recommendations/referrals for people who would be good professional tutors. All professional tutors must have a bachelor's degree at a minimum.
- Please make recommendations/referrals for students that have excelled in your classes so they can be contacted to become peer tutors.

To schedule office hours in the ACC or make recommendations/referrals contact:

  Mariah Wolfe
Learning Resources Coordinator
Ext. 5106/ 319-208-5106
 MWolfe@scciowa.edu

8.11 Adjunct Faculty

Southeastern Community College is fortunate to have high quality part-time/adjunct faculty who teach in many of our program areas. To ensure that students receive consistent educational experiences across all areas of the college, SCC adjunct members of the faculty must meet the same requirements, and have the same academic credentials, as our full-time faculty. Our adjuncts contribute significantly to the life of the college, and we are grateful for their involvement with our students, both inside and outside the classroom. To learn more about the great work performed by our adjunct faculty, and/or to become involved in our adjunct orientation and mentoring activities, please contact any of the following:

Ms. Kristi Schroeder
Dean of Nursing and Health Professions
Ext. 5100
kschroeder@scciowa.edu

Dr. Christopher Sedlack
Dean of Arts and Sciences
Ext. 5259
csedlack@scciowa.edu

Dr. Ashlee Spannagel
Dean of Career and Technical Education
Ext. 5380
aspannagel@scciowa.edu

8.12 Concurrent Enrollment

Concurrent Enrollment (CE) courses are SCC classes (either Arts and Sciences or Career and Technical) offered to high school students for both high school and SCC credit.

CE Instructors are required to possess the same credentials as a full-time instructor hired on an SCC campus. CE courses are the same courses taught on the SCC campus, with consistent and rigorous instruction to meet course quality standards. SCC faculty liaisons provide collegial interaction with CE Instructors to ensure equivalency between courses taught concurrently and "traditional" college campus courses.

Concurrent Programming is authorized by Iowa Code 282.26 and is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP Accreditation Guidelines, Program Standards, and other information can be accessed at the following Web site: http://nacep.org/.

For questions and concerns regarding concurrent enrollment, please contact:
Leanne Krogmeier
Director of High School Relations
Ext. 5046 / 319-208-5046
lkrogmeier@scciowa.edu

8.13   Board Policies & Administrative Guidelines

All SCC employees should familiarize themselves with SCC's Board Policies and Administrative Guidelines. They are available on Hawknet. Board Policies are under the Board tab. Administrative Guidelines are under the Cabinet tab.