

SCC Policies & Procedures

Documents in Effect on: 2025/06/02

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A-1 POLICY Philosophy

Southeast Community College recognizes and accepts its charge to provide high quality technical/vocational education, general/academic education, and cultural/personal growth opportunities to the residents of its 15-county area.

Southeast Community College is committed to provide accessible, affordable educational opportunities, not only to benefit individuals of its college community, but also to meet the workforce training needs of the area. Such educational opportunities and training provisions will be relevant and up-to-date as the College recognizes the importance of flexibility in the face of rapidly changing conditions.

Southeast Community College believes in diversity. Every person, every legitimate occupation, avocation, and career possesses inherent human dignity and value. The College accepts the responsibility for providing a lifelong learning environment that is supportive of all its students. It will attempt to provide a wide range of educational offerings to meet a wide range of needs. At the same time it will provide guidance, encouragement, and assistance to those students as they try to reach their goals.

The College will not discriminate against any person on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, or other factors protected by law, in the administration of its policies, programs, scholarships, loans, or extra-curricular activities.

Southeast Community College believes that local control of an elected Board of Governors best enables the College to serve widely varying educational needs, to be accessible and affordable, to meet a deep commitment to diversity, and to be fiscally accountable.

Adopted: 03/17/09

Reviewed: 10/03/18, 02/01/20, 10/17/23

Revised: 02/01/20

Web link:

Tags: academic education, diversity, non-discrimination, accessibility, affordability, accountable

A-2 POLICY Statutory Mission

Southeast Community College, one of six area community colleges in the State of Nebraska, was created and authorized by the Nebraska Legislature. It is subject to the direction and limitations of that body as well as those of the Nebraska Coordinating Commission for Postsecondary Education. The College statutory mission includes the following: (See Neb. Rev. Statutes [85-959](#) through [85-965](#))

1. To provide postsecondary vocational/technical training for students who intend to enter gainful employment at the associate degree level or less, and training or retraining for those already employed as may be necessary to meet increasing technological developments or as may be desired for personal advancement.
2. To provide academic courses supportive of the vocational/technical programs as well those leading to an associate degree or providing transfer credit to a four-year institution of higher learning. In addition, when necessary, provide foundations education, which includes developmental and remedial education. The College shall provide educational opportunities for those desiring to improve their English language.
3. To provide diversified community services/adult education offerings designed to meet educational, occupational, cultural, and recreational needs of the residents of the area, and to provide public service activities, and to cooperate with industry in responding to its technical development needs through curriculum update and on-site training.
4. To provide opportunity within the instructional program and within the public service program for the development of applied research.
5. To provide support services which will interpret the educational programs of the College for students and prospective students, to encourage students to select goals and undertake programs consistent with their ability and interest, and to provide opportunities for students to receive assistance with their educational and personal goals.
6. To cooperate with the other Nebraska Community Colleges through their Community College Association; to maintain dialogue and occasional formal relationships with other secondary and postsecondary institutions; to initiate proposals to, and respond to requests of, the Coordinating Commission; and to maintain liaison with the Legislature as it furnishes support for and refines the Mission of the College.

Adopted: 04/18/00

Reviewed: 10/03/18, 02/01/20, 10/17/23

Revised: 02/01/20

Web link:

Tags: community college, state statutes

A-2a PROCEDURE College Mission Statement

The mission of Southeast Community College (SCC) is to empower and transform the diverse learners and communities of southeast Nebraska through accessible lifelong educational opportunities. The College provides dynamic and responsive pathways to career and technical, academic transfer and continuing education programs that contribute to personal, community and workforce development.

Related Policy: A-2

Adopted: 08/17/10

Reviewed: 12/20/11, 04/21/15, 02/01/20, 02/01/22, 10/17/23

Revised: 12/20/11, 04/21/15, 02/01/20, 02/01/22

Web link:

Tags: mission, academic transfer, higher education

A-3 POLICY Election/Oversight

The Board of Governors shall consist of eleven members. Two members shall be elected for staggered four-year terms from each of the five election districts comprising the fifteen-county Southeast Community College Area. One member shall be elected at-large from the entire Area, for a four-year term.

The Board of Governors shall function as the policy-forming and legislative body of the College and shall conduct itself at all times so as to keep the welfare of the College and the Area foremost in mind. It shall perform all acts required of it by the statutes of the State of Nebraska and accept full responsibility for the general control and direction of two-year, postsecondary education in the Southeast Community College Area.

It is the responsibility of the Board of Governors to appoint, support, and evaluate the President and to delegate the responsibilities for the execution of its policies directly to the President.

The Board of Governors exists as an entity only when it is in session. No member of the Board, team of the Board, or staff member of the College shall have the power to act for the Board, or to imply an action of the Board, without specific approval authorized by the Board with record of such action appearing in the official minutes.

Adopted: 07/15/97, 07/19/22

Reviewed: 10/03/18, 02/01/20, 07/19/22, 10/17/23

Revised: 02/01/20, 07/19/22

Web link:

Tags: Board of Governors, vacancy, appointment

A-4 POLICY Non-voting Members

Full-Time faculty

One member of the full-time faculty may sit with the Board as a non-voting member.

The term of office of the faculty representative member shall be two years and shall commence and end at the same time as the terms of regularly elected voting Board members.

The faculty representative member shall be elected by the full-time faculty through an open nomination process during regularly scheduled business hours of the College. Such election shall be the responsibility of the recognized bargaining unit of the full-time faculty. In the event of a temporary vacancy, e.g., a necessary absence from the campus, an alternate faculty representative member may be requested by the recognized bargaining unit of the full-time faculty. Such request shall be made in writing to the Board Chair, in consultation with the President.

In the event of a permanent vacancy, the succeeding faculty representative member shall be elected in the same manner for the remainder of the unexpired term.

Student Body

One student may sit with the Board as a non-voting member. Such student shall be the Student Senate President of the campus hosting the Board meeting or an alternate Student Senate member if the Student Senate President is unavailable. When meetings are held off campus, any of the Student Senate Presidents or their alternates may serve as the student body representative member.

Privileges and Duties of Nonvoting Members

Except for voting at meetings of the full Board, and as otherwise noted herein, the faculty and student body representative members shall have all Board privileges including receipt of all Board meeting materials, the right to vote at the Team level, permission to recommend agenda items, membership on Board teams, and reimbursement for all Board-related costs. Provided that non-voting members of the Board shall not be entitled to receive:

- documents which contain the individual or collective opinions of Board members regarding the performance of the College President;
- documents relating to Collective bargaining other than when such documents are to be considered by the Board in open session;
- documents relating to employee or student discipline other than when such documents are to be considered in open session; or
- such other documents and materials that the President or Board Chair determines in his or her discretion should be withheld from non-voting members of the Board.

Participation in executive sessions of the Board by non-voting members shall be at the discretion of the Board Chair.

Non-voting members shall observe all rules and regulations pertaining to regularly elected voting members of the Board.

Absences from class caused by the designated non-voting student body representative member's

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attendance at Board meetings shall be excused by instructors.

Adopted: 07/15/97

Reviewed: 10/03/18, 02/01/20, 10/17/23

Revised: 02/01/20, 10/17/23

Web link:

Tags: non-voting board members, student body representative member, faculty representative member

Board Organization

The Board shall organize itself annually at the January meeting and shall elect a Chair, Vice-Chair, Secretary, and Treasurer.

Teams

The Board Chair shall appoint members to serve on the following teams. These appointments shall be made annually and shall be ratified by the Board. Each Team may then select its own Chair.

- Equity and Human Resources/Policy Review Team
- Finance and Facilities Team
- Planning Team
- Executive Advisory Team

The Board may designate other teams and/or ad hoc teams as needed.

Teams are to make proposals to the full Board, conduct research and assessment in policy development, monitor policy implementation and progress in achieving goals, and facilitate the flow of information to the full Board for its decision-making. A Team may recommend action to the full Board provided that a quorum of Team members is present at the Team meeting at which the recommendation is adopted.

The recommendation shall be deemed adopted if a majority of those present and voting vote in favor of making the recommendation to the full Board. Alternatively, the Team Chair may determine that the recommendation is adopted on the basis of unanimous consent. The Faculty Representative shall be considered a member of the Team for purposes of determining the existence of a quorum and shall have the right to vote on all matters at the Team level. Board Teams shall not have the authority to take formal action on behalf of the Board of Governors.

The meetings of Teams consisting of less than six members are not “meetings” for purposes of the Open Meetings Act and attendance at such meetings shall be closed to the public in the absence of an affirmative vote by members of the Team to the contrary.

Team meetings shall be scheduled by the Team Chair. At the discretion of the Team Chair, meetings may be held by video conference.

Teams may provide monthly reports either orally or in writing which include (a) items discussed at team meetings, (b) options considered, (c) recommendations and/or action requested.

Calendar

The Board shall annually adopt a 12-month calendar of projected Board meetings and anticipated future projects.

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Board Seminars and Workshops

The Board may schedule and hold seminars, workshops, or planning sessions to address topics of Board interest and concern.

Adopted: 05/15/07

Reviewed: 10/03/18, 02/01/20, 10/17/23

Revised: 02/01/20, 10/17/23

Web link:

Tags: Board structure, calendar

A-6 POLICY General Duties & Powers

It is the duty and responsibility of the Board of Governors to:

1. Represent the interest of the public in the operation of the College.
2. Accurately interpret the College to the public and to promote its support.
3. See that the College functions at all times in the best interests of its students, the public and the College.
4. Develop and oversee a budget of revenues and expenditures that reflects the optimum interests of the public, the students, and the College.
5. Monitor and evaluate the College's overall operation and to recommend initiation of desired or needed changes.

Related Procedures: A-6a, A-6b

Adopted: 07/15/97

Reviewed: 10/03/18, 02/01/20, 10/17/23

Revised: 02/01/20

Web link:

Tags: Board responsibility, general operation

A-6a PROCEDURE Specific Duties & Powers

Nebraska Revised Statute [85-1511](#) states the following powers and duties of community college boards:

In addition to any other powers and duties imposed upon the community college system or its areas, campuses, or boards by the Community College Aid Act, sections [85-917](#) to [85-966](#) and [85-1501](#) to [85-1540](#), and any other provision of law, each board shall:

- (1) Have general supervision, control, and operation of each community college within its jurisdiction;
- (2) Subject to coordination by the Coordinating Commission for Postsecondary Education as prescribed in the Coordinating Commission for Postsecondary Education Act, develop and offer programs of applied technology education, academic transfer programs, academic support courses, and such other programs and courses as the needs of the community college area served may require. The board shall avoid unnecessary duplication of existing programs and courses in meeting the needs of the students and the community college area;
- (3) Employ, for a period to be fixed by the board, executive officers, members of the faculty, and such other administrative officers and employees as may be necessary or appropriate and fix their salaries and duties;
- (4) Subject to coordination by the Coordinating Commission for Postsecondary Education as prescribed in the Coordinating Commission for Postsecondary Education Act, construct, lease, purchase, purchase on contract, operate, equip, and maintain facilities;
- (5) Contract for services connected with the operation of the community college area as needs and interest demand;
- (6)(a) Cause a comprehensive audit of the books, accounts, records, and affairs to be made annually covering the most recently completed fiscal year. The audit of each area shall include all sources of revenue used to finance operating expenditures and capital improvements and the county-certified property valuation for the community college for the fiscal year for which such audit is being performed. Such audit of the books, accounts, records, and affairs shall be completed and filed with the Auditor of Public Accounts, the commission, and the Department of Administrative Services on or before November 15 of each year; and

(b) Cause a comprehensive audit of the full-time equivalent student enrollment totals and reimbursable educational unit totals to be made annually covering the most recently completed fiscal year. The audit of each area shall include a report of full-time equivalent student enrollment totals and reimbursable educational unit totals verified by such audits for the three most recently completed fiscal years which shall be used for calculation of aid to the community college areas for fiscal year 2013-14 and each fiscal year thereafter pursuant to subdivisions (3)(b) and (c) of section [85-2234](#). The audit of the full-time equivalent student enrollment totals and reimbursable educational unit totals shall be completed and filed with the Auditor of Public Accounts, the commission, and the Department of Administrative Services on or before August 15 of each year;
- (7) Establish fees and charges for the facilities authorized by sections [85-1501](#) to [85-1540](#). Such fees and charges shall be identified as facility fees at the time they are assessed. The revenue from

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such fees and charges, other than revenue pledged to retire bonds issued pursuant to sections [85-1515](#) and [85- 1520](#) to [85-1527](#) and deposited in a separate bond sinking fund, shall be deposited in the capital improvement and bond sinking fund provided for in section [85-1515](#). Each board may enter into agreements with owners of facilities to be used for housing regarding the management, operation, and government of such facilities and may employ necessary employees to govern, manage, and operate such facilities;

- (8) Receive such gifts, grants, conveyances, and bequests of real and personal property from public or private sources as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law. Each board may sell, lease, exchange, invest, or expend such gifts, grants, conveyances, and bequests or the proceeds, rents, profits, and income therefrom according to the terms and conditions thereof and adopt and promulgate rules and regulations governing the receipt and expenditure of such proceeds, rents, profits, and income, except that acceptance of such gifts, grants, or conveyances shall not be conditioned on matching state or local funds;
- (9) Prescribe the courses of study for any community college under its control and publish such catalogs and bulletins as may be necessary;
- (10) Grant to every student upon graduation or completion of a course of study a suitable diploma, associate degree, or certificate;
- (11) Adopt and promulgate such rules and regulations and perform all other acts as the board may deem necessary or appropriate to the administration of the community college area. Such rules and regulations shall include, but not be limited to, rules and regulations relating to facilities, housing, scholarships, discipline, and pedestrian and vehicular traffic on property owned, operated, or maintained by the community college area;
- (12) Employ, for a period to be fixed by the board, an executive officer for the community college area and, by written order filed in its office, delegate to such executive officer any of the powers and duties vested in or imposed upon it by sections [85-1501](#) to [85-1540](#). Such delegated powers and duties may be exercised in the name of the board;
- (13) Acquire real property by eminent domain pursuant to sections [76-701](#) to [76-724](#);
- (14) Acquire real and personal property and sell, convey, or lease such property whenever the community college area will be benefited thereby. The sale, conveyance, or lease of any real estate owned by a community college area shall be effective only when authorized by an affirmative vote of at least two- thirds of all the members of the board;
- (15) Enter into agreements for services, facilities, or equipment and for the presentation of courses for students when such agreements are deemed to be in the best interests of the education of the students involved;
- (16) Transfer tribally controlled community college state aid amounts to a tribally controlled community college located within its community college area;
- (17) Invest, after proper consideration of the requirements for the availability of money, funds of the community college in securities the nature of which individuals of prudence, discretion, and intelligence acquire or retain in dealing with the property of another;

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- (18) Establish tuition rates for courses of instruction offered by each community college within its community college area. Separate tuition rates shall be established for students who are nonresidents of the State of Nebraska. Each board may also establish fees to support the operating expenditures of the community college area if such fees are accounted for separately from the fees and charges established for facilities pursuant to subdivision (7) of this section and are identified as operating fees at the time they are assessed;
- (19) Establish a fiscal year for the community college area which conforms to the fiscal year of the state;
- (20) Enter into a memorandum of understanding with the State Board of Education to adopt a policy to share student data. At a minimum, the policy shall ensure that the exchange of information is conducted in conformance with the requirements of the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, and all federal regulations and applicable guidelines adopted in accordance with such act, as such act, regulations, and guidelines existed on January 1, 2010; and
- (21) Exercise any other powers, duties, and responsibilities necessary to carry out sections [85-1501](#) to [85-1540](#).

Related Policy: A-6

Adopted: 07/15/97

Reviewed: 10/15/18, 02/01/20, 10/17/23

Revised: 10/15/18, 02/01/20

Web link:

Tags: specific board duties, state statute, Statutes 85-1501 to 85-1540

The following are general duties of Board Members:

1. To participate in the establishment, monitoring, and revision of Board policy and to focus on functioning based on that policy.
2. To attend all Board meetings and assigned Team meetings.
3. To review all Board and Team agendas, minutes and financial statements.
4. To participate in the President's evaluation process.
5. To participate in the campus graduation ceremonies.
6. To participate in professional board member development at local, state and national levels.
7. To represent the College at public events throughout the 15-county area.
8. To be responsive to the public on College-related topics.
9. To follow the Board of Governors Standards of Conduct. (SCC Policy A-19)
10. To be familiar with statutory requirements for governing board members. (SCC Procedure A-6a)
11. To be familiar with the principles of policy governance.
12. To perform such other functions as the Chair of the Board may request from time to time.

The following are general duties of the Board Chair:

1. To preside at all Board meetings and provide leadership to the Board.
2. To serve as Chair of the Board Executive Advisory Team. (SCC Policy A-5)
3. To work with the College President and Board Executive Advisory Team in developing the agenda for each Board meeting.
4. To work with Board members to establish Board Team membership.
5. To act as official spokesperson for the Board, except when otherwise directed by a majority of the Board.
6. To call special and emergency meetings of the Board in accordance with state statute.
7. To coordinate the formal performance evaluation of the President.
8. To be responsible for the orderly conduct of all Board meetings.
9. To perform any other duty as may be necessary for the benefit of the College area.
10. To be familiar with Robert's Rules of Order.

The following are general duties of the Board Vice Chair:

1. To perform all duties of the Chair of the Board when the Chair cannot be available.
2. To serve as a member of the Board Executive Advisory Team. (SCC Policy A-5)
3. To be familiar with Robert's Rules of Order in order to perform the duties of the Board Chair when the Board Chair is not available.
4. To perform such other functions as the Chair of the Board may request from time to time.

The following are general duties of the Board Secretary:

1. To serve as a member of the Board Executive Advisory Team. (SCC Policy A-5)
2. To maintain records of the Board and ensure effective management of the College's records.
3. To manage the minutes of Board meetings.
4. To ensure minutes are signed and distributed to members according to state statute.
5. To be sufficiently familiar with College documents to be able to note applicability during meetings.
6. To perform such other functions as the Chair of the Board may request from time to time.

The following are general duties of the Board Treasurer:

1. To serve as a member of the Board Executive Advisory Team. (SCC Policy A-5)
2. To ensure that the President disburses College funds upon the order and authorization from the Board.
3. To perform such other functions as the Chair of the Board may request from time to time.
4. To be bonded as required by law.

Related Policy: A-5, A-6

Adopted: 04/17/07

Reviewed: 10/03/18, 02/01/20, 10/17/23

Revised: 02/01/20, 10/17/23

Web link:

Tags: board treasurer, College funds

A-7 POLICY Board Meetings - Regular**Board Meeting - Regular Session**

The date, time and location of regular board meetings will be established and posted. Regular board meeting will generally be held the third Tuesday of each month, unless previously designated and published scheduling change dictates another date.

Recognizing the need to conduct the public business of the College in public, the Board is committed to observe and comply with the Public Meeting Law. ([84-1408](#), [84-1411](#))

Board Agenda

The President and the Executive Advisory Team shall meet on a monthly basis to prepare the agenda for any regular meeting, special meeting, or work session to be held during that month. Such agendas shall be prepared by the President and the Executive Advisory Team at least five days prior to any regular meeting, special meeting, or work session.

The President shall make available to Board Member an advance notice of all business expected to be presented for the Board's action, as well as the time and place of the meeting.

The President shall keep a current agenda posted for public inspection at the Area Office of Southeast Community College and on the College website.

After the President and Executive Advisory Team have met and prepared an agenda, the President may thereafter determine that it is necessary to either add or delete agenda items. In such cases, after providing notification to the Board Chair, the President shall have the authority to amend the posted Board of Governors meeting agenda, provided that the President shall not amend the agenda later than 24 hours before the scheduled commencement of the meeting.

The Board shall have the right to modify the agenda to include items of an emergency nature only at such public meeting, upon a majority vote of the Board Members present and voting.

Board Member Requests for Agenda Items

Any Board member may request that an item be placed on the agenda for an upcoming meeting by communicating the request in writing to the Board Chair. Any such request shall be discussed at the next regular meeting of the Executive Advisory Team following receipt of the request. The Executive Advisory Team shall, in consultation with the College President, determine in its discretion when and whether to place the item on the agenda for an upcoming meeting.

Board Majority

A majority of the membership of the Board shall constitute a quorum. No action shall be taken by less than a majority of the members present and voting except that approval of employee contracts and the appropriation of money from the funds of the College shall be by the affirmative vote of a majority of the elected members of the Board. For purposes of this paragraph, appropriation shall mean the adoption or modification of the College's budgets for the community college area.

Certain actions, as those specified in statute, may require affirmative vote by two-thirds of the total Board.

Voting Procedures

Voting on all official actions shall be by voice vote and the order of voting shall be alternated, with the initiator of the motion being called first, the member offering the second being called next.

Any action taken on any question or motion duly made and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The vote to elect leadership of the Board may be by secret ballot but the total number of votes for each candidate shall be recorded in the minutes.

Results of the roll call vote shall be recorded in the minutes. The totals of "ayes" and "nays" shall be recorded in the minutes. No official action may be taken in any meeting not in compliance with the Public Meeting Law.

Function/Attendance

To conduct the business of the Southeast Community College Area.

Members of the public have the right to attend all meetings of the Board (except as the Board may vote to hold a closed session) and may record all or any part of such meetings by any means not disruptive of the meeting. Participation, as well as attendance on the part of the public is encouraged.

Persons or groups may bring matters to the attention of the Board by requesting a place on the meeting agenda. Such request should be made in writing to the Secretary of the Board prior to the publication of the agenda for the next meeting. The President and Executive Advisory Team of the Board shall determine in its sole discretion if the requested agenda item is to be placed on the Board agenda for a regular or special meeting.

Written copies of testimony or opinion are helpful in communicating a message or request for consideration to the Board. The Board Chair will announce at all meetings that this policy is available to the public in written form.

Members of the faculty, staff, and students are welcome to attend Board meetings as their schedules may permit.

Minutes of Board Meetings

The Secretary shall be responsible for maintaining such minutes and records as are necessary to set forth clearly all actions, showing the vote of each member present, and proceedings of the Board.

The written minutes of each meeting shall be considered, corrected if necessary, and approved by majority vote of those Members present and voting, at the next regular meeting of the Board. The minutes shall be signed by the Secretary of the Board and kept as a public record in the Area Office of the College.

The Board reaffirms all motions and decisions made by all predecessor Boards with all said motions and decisions to remain in effect until rescinded by a vote of the Board.

Robert's Rules of Order

The most current version of *Robert's Rules of Order* shall govern meetings and duties of officers unless prescribed otherwise by law or as contained in these policies. *Robert's Rules of Order* permit small boards to use procedures that are less formal than those that apply to larger bodies. The Board adopts the following Small Board rules:

1. Members may raise a hand or turn on their microphone instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
2. There is no limit to the number of times a member can speak to a debatable question. Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
3. Informal discussion of a subject is permitted while no motion is pending.
4. The Chair need not rise while putting questions to a vote.
5. The Chair may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.

Adopted: 07/15/97

Reviewed: 10/20/09, 10/15/18, 02/01/20, 11/21/23

Revised: 10/20/09, 10/15/18, 02/01/20, 11/21/23

Web link:

Tags: Robert's Rules of Order, Regular Board Meeting, Board Minutes

A-8 POLICY Board Meetings – Special and Emergency Meetings

Special meetings

Special meetings may be held from time to time for specific purposes at which only business pertaining to the special purpose may be transacted.

Special meetings may be held upon the request of the Board Chair or upon the request of at least four Board Members.

Special meetings will be held in compliance with the Open Meeting Law and shall require reasonable notice to all Board Members, the news media, and public.

Emergency Meetings

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The Board Secretary shall make a reasonable effort to provide advance notice to the media of the time and place of any emergency meeting and of the subject(s) to be discussed at any such meeting. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

Adopted: 07/15/97

Reviewed: 10/15/18, 02/01/20, 11/21/23

Revised: 02/01/20, 11/21/23

Web link:

Tags: Robert's Rules of Order, special board meetings

A-9 POLICY Board Meetings - Closed Sessions (Executive Sessions)**Closed Sessions (Executive Sessions)**

The Board of Governors reserves the right to hold closed or executive sessions for any reason that is lawful under the provisions of the Nebraska Open Meetings Act Neb. Rev. Stat. §§ 84-1407 through 84-1414.

The Board shall comply with all procedural and substantive requirements of the Nebraska Open Meetings Act in connection with any closed session.

Related Procedure: A-9a

Adopted: 07/15/97

Reviewed: 10/15/18, 02/01/20, 11/21/23

Revised: 02/01/20, 11/21/23

Web link:

Tags: closed sessions, executive sessions

A-9a PROCEDURE Board Meetings - Closed Sessions (Executive Sessions)**CLOSED SESSION; WHEN; PURPOSE; REASONS LISTED; PROCEDURE; RIGHT TO CHALLENGE; PROHIBITED ACTS; CHANCE MEETINGS, CONVENTIONS OR WORKSHOPS.**

(1) The Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

- (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the Board;
- (b) Discussion regarding deployment of security personnel or devices;
- (c) Investigative proceedings regarding allegations of criminal misconduct;
- (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to the Board of Governors.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the Board Chair immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. When holding such a closed session, the Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this procedure, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the Board to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for:

- (a) the protection of the public interest or
- (b) the prevention of needless injury to the reputation of an individual.

Such challenge shall be overruled only by a majority vote of the members of the Board. Such challenge and its disposition shall be recorded in the minutes.

- (4) Nothing in this procedure shall be construed to require that any meeting be closed to the public. Neither any person nor the Board shall fail to invite a portion of the Board's members to a meeting, and the Board shall not designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.
- (5) Neither the Nebraska Open Meetings Act nor this procedure applies to chance meetings or to attendance at or travel to conventions or workshops of members of the Board at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the Board has supervision, control, jurisdiction, or advisory power.
- (6) When the Board convenes in closed session, only elected Board Members and such other persons as the Chair determines shall attend. This determination by the Chair as to who is to be included or excluded may be challenged and changed by a majority of Board Members voting.

After the business of the closed session has been concluded, the public shall be invited to rejoin the meeting. Then Chair shall then announce that the Board is reconvened in open session and the time at which the closed session was concluded.

Related Policy: A-9

Adopted: 09/19/06

Reviewed: 10/15/18, 02/01/20, 11/21/23

Revised: 02/01/20, 11/21/23

Web link:

Tags: closed sessions, executive sessions, state statutes

A-10

POLICY

Legal Counsel

The Board may retain legal counsel to advise and represent the Board and/or the Administration on any and all legal matters pertaining to the administration, management, and operation of the College.

The Board may review the agreement at any time and extend or terminate the relationship as provided in the contract for legal services.

The President and the Chair of the Board of Governors are authorized to seek legal advice from the designated counsel.

Other Board Members and Administrators shall channel their requests for legal services through the President or Chair, or secure authorization from either of them, before contacting counsel.

Adopted: 07/15/97

Reviewed: 10/15/18, 02/01/20, 11/21/23

Revised: 02/01/20, 11/21/23

Web link:

Tags: legal counsel, legal services

A-11 POLICY Compensation**Compensation**

No Board Members shall receive compensation or derive any profit or gain by reason of membership on the Board.

No Board Members may be employed by the College.

Board Members are expected to maintain effectiveness by being well-informed on issues pertaining to the governance and operation of the College. They are, therefore, hereby given prior approval to attend such workshops, conferences, training programs, official functions, hearings, or other meetings as may help them carry out their duties in the best interest of the College.

Board Members will be reimbursed for expenses incurred in carrying out this policy, in accordance with the regulations in A-11a.

Hospitalization, Medical, Surgical, Accident, Sickness, or Term Life Insurance Coverage

The Southeast Community College Area Board of Governors allows its members to participate in any hospitalization, medical, surgical, accident, sickness, or term life insurance coverage offered to the Southeast Community College Area employees.

Board members electing to participate in any such insurance coverage shall pay both the employee and the employer portions of the premium for such insurance coverage.

The Board of Governors will report quarterly at a meeting of the board a list of the board members who have elected to participate in such insurance coverage. The list shall be made available in the office of the board for review by the public upon request.

Related Procedure: A-11a, A-11b**Adopted:** 07/15/97**Reviewed:** 10/15/18, 07/11/19, 02/01/20, 11/21/23**Revised:** 08/21/19, 02/01/20, 11/21/23**Web link:****Tags:** compensation, board member expenses

A-11a PROCEDURE Expense Reimbursement

1. Board Members will be reimbursed for expenses incurred in connection with their service to the College through the following procedures.
 - a. All expenses incurred by Board Members will be itemized on a designated College Expense Form and presented for ratification by the Board.
 - b. Board Members may choose to purchase tickets for travel directly and be reimbursed upon presenting the ticket receipt or may request that the President's Office have the cost billed directly to the College. Local travel is a reimbursable expense. Expenses incurred in the use of a privately-owned vehicle will be reimbursed at the standard mileage rate as established by the Internal Revenue Service. Board Members may request reimbursement for use of a rental car while in attendance at meetings out of the College Area. A receipt is required.
 - c. Board Members will use the most reasonably economical method of transportation, taking into consideration the least amount of time and cost of meals, lodging, and other expenses. In calculating comparison costs, air fare costs shall include airport parking, shuttle service, tips, and mileage from home to airport and back. The Board may approve more costly methods under exceptional circumstances.
 - d. Lodging incurred while traveling outside the College Area may be reimbursed upon presentation of a receipt.
2. As it is in the best interest of the College to recognize service by Board Members, employees, and volunteers, the Board hereby authorizes the Board Chair and the President to determine when and to whom plaques, certificates of achievement, or other items of value shall be granted, provided that no such plaque, certificate, or other item of value to be awarded shall cost more than \$100.
3. When appropriate because of the time, length, or other factors, sandwiches or meals may be provided to Board Members, employees, and volunteers attending hearings, meetings, staff development programs, or in other appropriate or necessary situations.
4. Nonalcoholic beverages and refreshments may be provided for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations or during or immediately following their participation in any activity approved by the Board.
5. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board Members, employees, or volunteers, provided the cost per person, to be paid by the College, does not exceed \$50.
6. College or other public funds shall not be used to pay for any expense incurred by the spouse of a Board Member, employee, or volunteer, unless said spouse is also a Board Member, employee, or volunteer.
7. Payment or reimbursement of expenses incurred by Board Members, employees, or volunteers

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which may be otherwise specifically permitted by law may also be allowed as provided by any such law.

Related Policy: A-11

Adopted: 07/15/97

Reviewed: 12/16/08, 10/15/18, 02/01/20, 11/21/23

Revised: 12/16/08, 8/20/19, 02/01/20, 11/21/23

Web link:

Tags: compensation, board member expenses, expense form

A-11b PROCEDURE Health Insurance – Board Members

Members of the Board of Governors participating in any hospitalization, medical, surgical, accident, sickness, or term life insurance coverage offered to the Southeast Community College Area employees will be required to follow eligibility and open enrollment periods as proscribed by the respective insurance provider(s).

Southeast Community College Area must receive premium payments from the board member for such insurance coverage, including both the employee and SCC's portions, on or before the 20th of the month prior to the beginning of coverage and each month thereafter for such insurance coverage to remain effective.

Participating members of the Board of Governors will notify Human Resources 30 days in advance in the event they wish to terminate coverage.

Related Policy: A-11

Adopted: 07/15/97

Reviewed: 10/15/18, 07/11/19, 02/01/20, 11/21/23

Revised: 08/20/19, 02/01/20

Web link:

Tags: open enrollment, board member health insurance

BOARD OF GOVERNORS

A-12 POLICY Conflict of Interest

The Board believes it is essential to the proper operation of the College that its members and employees be impartial and independent of personal interest as they confront agenda items. Because of the varied backgrounds and interests of an elected representative Board, sometimes situations may arise where an issue involves, or appears to involve, a personal interest on the part of a Board Member to the degree that its resolution can result in either a personal gain or loss to that Member, a conflict of interest.

It is the policy of the Board that any possible conflict of interest issue is best handled through prompt and full disclosure of any such possibility, together with non-participation in any vote on the matter wherein a possible conflict of interest may be involved.

Related Procedure: A-12a

Adopted: 07/15/97

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20, 12/12/23

Web link:

Tags: conflict of interest, impartial Board members

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A-12a PROCEDURE Conflict of Interest Procedure - Board of Governors

Conflicts of interest for elected officials are prescribed by the Nebraska Political Accountability and Disclosure Act. While community college board of governors are not subject to all conflicts of interest under the Act, the College will strive to abide by the spirit of the Act.

Conflicts of interest can take many forms, and generally include the following categories:

1. Employment of family members
2. Contracts with the College
3. Receipt of gifts
4. Use of public resources

A. Definitions

For purposes of this Procedure, the following terms have these meanings:

1. *“Immediate family”* shall mean a child residing in an individual’s household, a spouse of an individual, or an individual claimed by that individual or that individual’s spouse as a dependent for federal income tax purposes.
2. *“Business with which the individual is associated or business association”* shall mean a business: (a) in which the individual is a partner, limited liability company member, director, or officer; or (b) in which the individual or a member of the individual’s immediate family is (1) a stockholder, partner or member of a non-publicly traded company where such stock, partnership interest, or membership unit is worth one thousand dollars or more at fair market value, (2) a stockholder, partner or member of a non-publicly traded company where such stock, partnership interest, or membership unit represents more than a five percent equity interest, (3) a stockholder of publicly traded stock worth ten thousand dollars or more at fair market value, or (4) a stockholder of publicly traded stock which represents more than ten percent equity interest. This section shall not apply to publicly traded stock under a trading account if the Board member reports the name and address of the stockbroker.
3. *“Public resources”* means personnel, property, resources, or funds of the College.

B. Employment of family members

1. *Conflict of Interest.* It shall be a potential conflict of interest for a board member to recommend the hiring of and/or to supervise the employment of an immediate family member.
2. *Exceptions.*
 - a. The foregoing shall not be a conflict of interest if the board member (1) makes a full disclosure on the record to the Board of Governors and a written disclosure to the person in charge of keeping records for the Board of Governors, (2) the board member abstains from any and all discussion, action and/or vote by the Board of Governors to approve such employment and (3)

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the Board of Governors approves the employment. Prior to presenting employment of an immediate family member for approval by the Board of Governors, the College shall have (1) made a reasonable solicitation and consideration of applications for such employment, (2) determined that the person is qualified for and able to perform the duties of the position, (3) recommended a salary or wage that is appropriate for the position and not unreasonably high, and (4) will ensure that the person is and will be required to perform the duties of the position.

- b. The foregoing shall not be a conflict of interest if the immediate family member (1) was employed with the College prior to the board member's election or appointment, or (2) was employed with the College prior to September 1, 2001.
3. *Procedures.*
 - a. A current board member with a conflict of interest based on the hiring or supervising of a potential new employee shall declare the conflict of interest in writing to the board chairperson before any board meeting to take action on the employment of an immediate family member. At any board meeting to take action on such employment, the board member shall declare the conflict of interest at an appropriate time before any discussion or action is taken on the employment and shall abstain from all discussion and vote on the employment.
 - b. A newly elected or appointed board member shall prior to, upon, or as soon as reasonably possible after the official date of taking office, make a full disclosure of any immediate family member currently employed by the College.

C. Contracts with College

1. *Conflict of Interest.* It shall be a potential conflict of interest for a board member, or the board member's immediate family or a business with which the individual board member is associated, to enter into a contract with the College in a contract amount valued at \$2,000 or more in any one year. A contract shall not be divided in order to evade the amount threshold.
2. *Exceptions.* The foregoing shall not be a conflict of interest if the College awards the contract through an open and public process that includes prior public notice and subsequent availability for public inspection during the regular office hours of the College of the proposals considered and the contract awarded.
3. *Procedures.* A board member with a conflict of interest shall declare the conflict of interest in writing to the board chairperson before any board meeting to take action on the contract. At any board meeting to take action on such contract, the board member shall declare the conflict of interest at an appropriate time before any discussion or action is taken on the contract and shall abstain from all discussion and vote on the contract.

D. Receipt of Gifts

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1. *Conflict of Interest.*

- a. It shall be a conflict of interest for a board member, or the board member's immediate family or a business with which the individual board member is associated, to solicit or accept anything of value or to obtain financial gain, including a gift, loan, contribution, reward, or promise of future employment, based on an agreement that the vote, official action, or judgment of the board member would be influenced thereby.
- b. It shall be a conflict of interest for a board member to accept a gift of travel or lodging or a gift of reimbursement for travel or lodging if the gift is made so that the board member's immediate family can accompany the board member in the performance of his or her official duties.
- c. It shall be a conflict of interest for a board member's immediate family to accept a gift of travel or lodging or a gift of reimbursement for travel or lodging if the gift is made so that the board member's immediate family can accompany the board member in the performance of his or her official duties.

2. *Exceptions.* There are no exceptions to the foregoing.

3. *Procedures.* The board member, and where applicable the board member's immediate family and/or business with which the board member is associated, shall abstain from the conflict of interest.

E. Use of Public Resources

1. *Conflict of Interest.* It shall be a potential conflict of interest for a board member to use or authorize the use of public resources of the College other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

2. *Exceptions.* It shall not be a conflict of interest for a board member to use a College telecommunication system, a cellular telephone, an electronic handheld device, or a computer for email, text messaging, a local call, or a long-distance call to a child at home, a teacher, a doctor, a day care center, a babysitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of public business. A board member shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication.

3. *Procedures.* The board member shall abstain from the conflict of interest.

Related Policy: A-12

Adopted: 07/15/97

Reviewed: 2/05/18, 02/01/20, 12/12/23

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Revised: 02/01/20, 12/12/23

Web link:

Tags: conflict of interest, impartial Board members

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A-13 POLICY Use of College Facilities and Properties

Southeast Community College values its positive and engaging campus environments that have been cultivated through encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others.

Southeast Community College facilities and properties are established and maintained primarily for use by the College for activities that support the College's mission and the College functions of teaching, research, and services related to educational, cultural, and recreational activities. The Board of Governors believes in the maximum use of the College's facilities to strengthen community partnerships and for the broader education of people and the advancement of civic and recreational interests of the communities we serve. Thus, the College permits College student and employee groups along with non-College individuals and entities to use select College facilities, when available and in a responsible manner, in accordance with this Policy and any corresponding Procedure.

The purpose of this Policy is to specify guidelines for the use of those College facilities made available for events other than for the teaching and administration of College courses or activities. All persons, groups, or organizations seeking to use a College facility must comply with the requirements set forth in this Policy and its associated Procedure A-13a, which have been designed to: 1) preserve the College's interest in an undisturbed learning and working environment; 2) provide space for activities that support the College's mission; 3) protect the free exchange and diversity of ideas; 4) ensure safe and orderly usage of College facilities; 5) coordinate multiple uses of limited space; 6) ensure preservation of College property; and 7) promote financial accountability for use of College facilities.

Related Procedure: A-13a

Adopted: 07/15/97

Reviewed: 2/05/18, 02/01/20, 8/20/2024

Revised: 02/01/20

Web link:

Tags: facilities, use of College facilities

A-13a General Use Fees

Room Rental

	Lincoln Campus	Beatrice Campus	Milford Campus	Education Square	Continuing Education Center	Learning Centers	The Career Academy
Contact Information:	402-471-3333	402-228-8265	402-761-8611	402-471-3333	402-437-2700	402-437-2625	402-436-1316
Room type:							
Classroom - Gen. Cap. 30	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full
Computer Lab	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full	\$50 - 1/2 \$100 - Full
Gymnasium	\$350 - 1/2 \$500 - Full	\$350 - 1/2 \$500 - Full	\$350 - 1/2 \$500 - Full	NA	NA	\$350 - 1/2 \$500 - Full	NA
Auditorium	½ NA	\$150 - 1/2 \$300 - Full	\$150 - 1/2 \$300 - Full	NA	\$150 - 1/2 \$300 - Full	NA	NA
Specific Labs or other spaces	Case-by-Case Basis handled at the individual location level based on other rates above.						

Assessed Fees:

Custodial	\$25 per hour at each location
Technology	\$25 per hour at each location
Safety	\$40 per hour at each location, if available
Video Conference	\$25 per hour set-up and \$25 hour conferencing, if available

* Note that College facilities are only available for rent by the public if they are not being used by SCC.

Effective September 1, 2024

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A-13a PROCEDURE Use of College Facilities and Properties

A major responsibility of a comprehensive community college is to provide reasonable and allowable access to its resources, including the use of College facilities by the communities it serves. However, the highest priority for use of facilities is assigned to functions directly related to educational endeavors as the primary mission of the College. To recognize the investment of our community members and be responsive to their needs, Southeast Community College (hereinafter College) allows select College Facilities to be used by Allowable Users for formal and informal learning, discourse, and community enrichment. These procedures promote an accessible, positive, and engaging environment that is respectful, compassionate, positive, and reflective.

In general, use is permitted whenever, in the judgment of the Responsible Administrator or designee, such use will not interfere with the academic mission of the College or present an undue disruption or risk to students, employees, neighboring communities, or to College property. The College reserves the right to substitute reserved spaces and/or modify or cancel existing reservations at its discretion based upon an assessment of direct or indirect safety and security risks and/or the priorities as defined in these procedures for Select College Facilities.

In all cases, it is the priority of the College to directly administer and coordinate all educational programming, whether it does so independently or through educational affiliation with external organizations. Agreements for partnership or co-sponsored events will be developed on an individual basis utilizing the terms and conditions outlined in this document. All activities and events conducted at College facilities are expected to comply with applicable College policies, local ordinances, state and federal laws, and any other relevant regulations. These procedures apply to all College facilities owned, leased or controlled by the College and sets forth a procedure for allowable users to request the use of College Facilities in order to promote consistency when scheduling, supporting, hosting, billing, and other use conditions. These procedures apply to the use of all College Facilities and do not prohibit the individual campuses, locations, or learning centers from establishing site specific rules, procedures, fees, and provided services that support their unique function at the College. All site-specific procedures must be approved, in writing, by the appropriate Responsible Administrator or designee.

Facility Use Definitions

Allowable Users: Use of College facilities beyond the basic College functions of teaching, research, and services related to educational, cultural, and recreational activities are available to the following user groups: College User, College Educational Affiliate, and External Groups.

Allowable Facility Spaces: The College allows campus-specific spaces for Facility Use to include gymnasium, multi-purpose rooms, meeting/conference rooms, classrooms, auditoriums, and parking lots. Requests for use of labs, Course restaurant, Course Ground Coffee Shop, residence halls, or other spaces not described herein should contact the campus Event Scheduler for further information.

College Facility: Any real property, including buildings, grounds, parking lots, sidewalks, and roads, that

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are owned, controlled, leased, or maintained by the College at any campus (Beatrice, Lincoln, or Milford), learning center, or other College location.

College User: One of the Allowable users, any College-specific event, meeting, recruiting, orientation, educational programs of the College, and the associated College employee(s) or group/person acting in their role for the College is/are College Users. Employee professional development and/or information, officially recognized College student organizations and clubs, College-sanctioned athletics and intramural sports are considered College Users.

Commercial User: Not one of the allowable users, Commercial User refers to any request to use a College Facility to commercially or personally market, promote, solicit, campaign, canvass and/or sell products, services, or on a for-profit or personal-interest basis. Commercial Use is prohibited on College Facilities, unless otherwise approved by Responsible Administrator or designee.

Direct Costs: Any costs incurred by the College for a party's use of a College Facility, exclusive of rent, which may include, but is not limited to, costs associated with additional staffing, equipment use, traffic control, technology, and waste collection. Any damage incurred as a direct or indirect result of the Event will also be considered a Direct Cost.

Educational Affiliate: One of the Allowable Users, educationally connected events that include at no cost to students, employees, and external individuals or groups and that are consistent with the college's educational mission and beneficial to the College, students, and employees. Educational Affiliates may include employee and student development and support activities, College employee organizations for meeting and planning activities, or entities that provide information and support to the College, the College community, and its employees and students. An Educational Affiliate may include community members or corporate sponsors and must be approved by the Responsible Administrator or designee.

Event: Any planned or unplanned occurrence that requires space on/in a College Facility to include, but not limited to a meeting, activity, gathering, presentation, discussion, proceeding, etc.

Event Scheduler: All event scheduling requests will be coordinated by a College employee designated by the associated campus administrative office or learning center. The Event Scheduler is responsible for receiving, reviewing, and submitting applications for use of College Facilities to the responsible administrator in accordance with these procedures.

Event Sponsor: The organization or individual identified as the sponsor on the application. The Event Sponsor is required to identify a primary contact person for the Event.

External Groups: Possibly an Allowable User if events of external groups consist of the following: 1) Professional organizations in which a College employee is a member, and the mission of the group directly relates to the person's duties as an employee of College; 2) Local, state, and federal governmental agencies or currently elected officials; 3) Non-profit organizations (501c3); and 4)

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Community businesses and organizations for meetings and/or professional development. All External Groups must agree and provide documentation that all postings about their Event include the Use Disclaimer.

Facility Use Application: A completed application to provide the Event Scheduler with an accurate description of the Event to include (as applicable) Event title, full and detailed description of the event, hours, attendance fees, and number of anticipated attendees. The application must include the Event Sponsor's contact information including name, phone number, email, ability to provide insurance in compliance with College policies and procedures, and understanding they will ensure all information about the Event includes a statement that the use of College Facilities does not imply College endorsement, sponsorship, or support by the College of the entity's views, opinions, programs, or activities of the users, speakers, presenters, or organizers.

Facility Use Agreement: Written agreement for the use of a College Facility requiring a College or Non-College User to comply with facility use terms and conditions, this policy and other College policies, procedures, and guidelines.

Fronting: Fronting occurs when an Applicant uses a College Facility under false pretenses or fails to convey the required information to evaluate and approve an event to the Event Scheduler, campus administration, or learning center coordinator of said activity or event. Applicants who mis-represent their Facility Use Application or Agreement may not be allowed access to future facility use as determined by the Responsible Administrator or Designee.

Responsible Administrator or Designee: The primary responsibility for Facility Use Procedures lies with the Campus Executive Directors (Beatrice, Lincoln, Milford) or Dean of Extended Learning, or individual whom they designate in their stead.

Select College Facilities: Not all spaces are available for external use. Those that are available commonly consist of general-purpose rooms, gymnasium, auditorium, classrooms, meeting and conference rooms, and parking lots. Other spaces such as labs, offices, hallways, and sidewalks are available only upon approval by the Responsible Administrator or designee.

Student Organization: One of the Allowable Users, a group of College students who are officially recognized to establish and organize for economic, educational, political, religious, social, or other lawful purpose, which is registered with, approved by, and compliant pursuant to the College's office of Student Success requirements and restricted to students and SCC employees.

Use Disclaimer: "The use of any Southeast Community College Facility or Property does not imply endorsement, sponsorship, or support by the College of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers of this Event."

Facility Use Priorities

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Once College courses (credit and non-credit) have been established for a given term and academic year, consideration will be given to Allowable User requests. Allowable User requests are subject to the following priorities:

Priority #1 – College Users: This group is exempt from Facility Use fees but may be subject to all personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

Priority #2 – Educational Affiliates: This group is exempt from Facility Use fees but will be subject to all personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

Priority #3 – External Groups: This group is subject to all Facility Use fees, personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

College Facility Use Restrictions

Use of College Facilities is available ONLY to confirmed Allowable Users and is NOT allowed for Commercial Use. Use of College Facilities will be restricted or prohibited if there is a lack of adherence to the Facility Use Policy and Procedure, or any prior history of a lack of compliance with any College Policy and Procedure. All postings about an Event must include the Use Disclaimer. The College's logo or branding may not be used in any promotional materials unless the event is an official SCC organized event, which requires direct involvement of an SCC employee in the planning and execution of the event. Use of College Facilities will be canceled if this disclaimer is not included in all communication, postings, and/or advertising of the Event. Requests to conduct activities/Events that may involve the legal and controlled use of alcohol (e.g., exception Course Restaurant), use of weapons or explosives will not be allowed unless approved by the College President or designee.

Long-Term or Ongoing Use

If an external user wishes to use a College Facility on a long-term or ongoing basis, such use will constitute a lease rather than a standard facility use agreement. In these cases, a lease agreement must be developed in consultation with the Responsible Administrator or designee, the Vice President of Administrative Services, and other applicable Administrator. All leases must define the terms of use, duration, cost, responsibilities, and compliance with applicable College policies and regulations. External users entering a lease with SCC are also required to provide proof of liability insurance with a minimum coverage of \$1 million and name the College as an additional insured, consistent with the College's standard insurance requirements for facility use.

Scheduling Procedures

1. **Complete a College Facility Use Application:** Allowable Users must complete a Facility Use Application, which will be routed to the appropriate Event Scheduler. Information requested shall include:

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- a. Name of Event Sponsor (i.e. organization, group or individual) requesting use of a College Facility.
- b. Date, time, and duration of the College Facility to be used.
- c. Name and location of the preferred College Facility to be used.
- d. Contact information including name, physical address, phone number, and email address of individual representing the Event requesting use of the College Facility.
- e. A clearly defined description of the intended use, purpose of the Event, agenda, and intended audience at the requested College Facility. This description must include, if applicable, the name of any speaker or speakers, and the general topic of all addresses or presentations.
- f. The estimated number of people who will attend the Event.
- g. Whether an admission fee will be charged, or a donation amount will be requested.
- h. Any special set-up, teardown, or equipment required for the use of the facility. The Allowable User seeking to use a College Facility may be charged for any additional Direct Costs associated for any necessary set-up, tear-down, and/or equipment provided by the College for use of the College Facility which exceeds the scope of services identified in the use agreement.
- i. Description of audiovisual, Internet, or computer-related needs, noting that assistance will be provided by the College based upon the extent of needs and staff availability and that Direct Costs of AV/IT assistance also may be applied.
- j. Agreement to comply with all aspects of these procedures including confirmation to publicize on all Event documents and communications the following notice: "The use of any Southeast Community College Facility or Property does not imply endorsement, sponsorship, or support by the College of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers of this Event."
- k. For non-profit agencies, a copy of the Internal Revenue Service Determination Letter identifying that it is a 501(c)(3) or 501(c)(6) tax-exempt entity must be provided to the Event Scheduler at the time of submission of its application.
- l. Any other necessary information requested by the Event Scheduler.

2. Scheduling Criteria and Standards

- a. The Event use must comply with these procedures.
- b. The Event should not interrupt or interfere with regularly scheduled College courses, programs, or activities.
- c. The use must not subject the College Facility, personal property, participants, or spectators to an unacceptable risk of harm, damage, or injury or disruption to campus activities and services.
- d. If, during review of the application and continuing until the date of the Event, the Event Scheduler determines that the applicant has not fully disclosed its proposed use of the College Facility (aka "Fronting" - see definition), the Responsible Administrator or designee reserves the right to cancel the proposed or scheduled

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Event.

- e. The use of the College Facility must not violate any local ordinances, applicable law, regulation, or College policy.
- f. All College Facility reservations must be made after the assignment of credit courses for that semester (unless otherwise approved by the Responsible Administrator or designee) and in accordance with any time restrictions, unless otherwise approved by the Responsible Administrator or designee.
- g. The Event Scheduler will review and respond to requests to use College Facilities in a timely manner and based upon the criteria set forth in these Procedures.

3. Requesting Educational Affiliate Status for Use of College Facility

- a. A Non-College User may be granted Educational Affiliate status with respect to its requested use of a College Facility, provided it complies with the procedures set forth herein.
- b. Upon receipt of a proposed Educational Affiliate status request to use a College Facility, the Event Scheduler will coordinate the review with the Responsible Administrator or designee who will make the determination whether Educational Affiliate status will be granted. In making this determination, the following criteria should be used to evaluate the request:
 - i. The Event must be related to the College's mission, or the services provided by the College.
 - ii. The College User (department or organization) must have a level of involvement and vested interest in the initiation, organization, and hosting of the Educational Affiliate's use of the College Facility.
- c. If the Responsible Administrator or designee determines that Educational Affiliate status will be granted, the following actions will be required as terms and conditions of the use agreement between the College User (department or student organization), Educational Affiliate, and Event Scheduler:
 - i. The Educational Affiliate agrees to be the primary point of contact for the Event.
 - ii. The Event Sponsor agrees to designate an individual to be physically present for the Educational Affiliate Event.
 - iii. The Event Sponsor is expected to facilitate all aspects of the Event.
 - iv. If an External User obtains Educational Affiliate status and complies with all requirements set forth in these procedures, terms and conditions of their use agreement, and any other reasonable requirements established by the Event Scheduler, the Educational Affiliate will be subject to a reduced use fee/Direct Costs only as set forth in these procedures.

4. Costs and expenses related to use of College Facilities.

- a. Execution of Written Facility Use Agreement: The Event Scheduler is responsible for the execution of a written and signed use agreement for external Events.

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b. Rental or Use Fee

i. Use by College User

1. Rental fees for use of a College Facility by a College User are not required under normal use circumstances. However, rent, fees, or direct cost expenses may be assessed by the Event Scheduler with oversight by the Responsible Administrator or designee.

ii. Use by External User – Rental fees and Direct Costs are required to be paid for the use of the College Facility by an External User. The amount charged will be set forth in the fee rate schedule.

iii. Use by a verified 501(c)(3) or 501(c)(6) Non-profit Organization or use by Federal, State, or Local Government may result in the following:

1. Non-profit organizations may be charged a 50% rental fee for any use of College facilities unless an Educational Affiliate status is granted or otherwise determined by the Responsible Administrator or designee.
2. The amount charged will be built upon the fee rate schedule.
3. Non-profit or government entities are required to submit documentary proof of their IRS 501(c)(3) or 501(c)(6) at the time of the application. These organizations will be required to pay for all Direct Costs related to their use of the College Facility.

iv. External Users who obtain Educational Affiliate status, as set forth in these procedures, will be required to cover all Direct Costs as determined by the Event Scheduler and/or Responsible Administrator or designee.

v. The College reserves the right to charge for additional staffing as needed for the Event if over 250 people are anticipated in attendance and/or if the event is held when the campus is typically closed.

vi. Authority to Waive, Revise, or Negotiate – With the written approval of the Responsible Administrator or designee, the College reserves the right to waive, revise, or negotiate as needed the following:

1. Rental or fee schedules; and
2. Site specific guidelines for rental and service fees

5. Conditions Imposed on Use of College Facilities

a. Liability Insurance (Property Damage and Personal Injury Liability Insurance)

- i. College Users are covered by College's Insurance and are not required to provide additional liability insurance coverage.
- ii. Educational Affiliates may be required, as determined by the Responsible Administrator or designee, at the time of the signed Facility Use Agreement, to provide liability insurance during their use of a College Facility. As evidence of this coverage, a certificate of liability insurance must be provided to the Event Scheduler. This certificate must list the College as additional insured and provide an additional insured endorsement. A \$1

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Million minimum liability coverage is expected.

- iii. External Users are required, at the time of the signed Facility Use Agreement, to provide liability insurance during their use of a College Facility. As evidence of this coverage, a certificate of liability insurance must be provided to the Event Scheduler. This certificate must list the College as additional insured and provide an additional insured endorsement. A \$1 Million minimum liability coverage is expected.
- iv. The insurance may be purchased through a third-party vendor such as Tulip Plus at <https://tulip.ajgrms.com/>. (Note: In the case of users related to the State of Nebraska, a letter stating assumption of risk and liability must be provided.)
- v. Agree to indemnify the College for any damage to College facilities, property, or equipment, and/or for any liability resulting from activities conducted on College premises.
- vi. Agree to comply with all applicable College policies, local ordinances, state and federal laws, and any other relevant and applicable rules, regulations, or requirements.

b. Event Ending Times

- i. Ending times of Events on campus may not go past the closing hours of the campus, location, or learning center unless authorized by a Responsible Administrator or designee.
- ii. The College expressly reserves the right to require that any Event end at an earlier time for any reason.

c. Sound Amplification Equipment

- i. If loud noises or sound amplification equipment is to be used at a College Facility, the Allowable User using it must first obtain permission from the Event Scheduler.
- ii. Sound equipment shall only be used at sound levels that do not disturb teaching, services, or other duly authorized meetings or activities that impact the campus or surrounding neighbors or community. Violations of this restriction shall constitute grounds for revocation of the permission to use the sound amplification equipment.
- iii. Sound Amplification: Levels of sound from big band speaker systems, or other amplification equipment, shall not exceed noise levels as specified by local or city ordinances. Measurements may be taken at any College boundary or at any point within the property (facility) affected by the noise. If local law enforcement is called due to noise levels, the Event Sponsors must comply with law enforcement request to reduce the amplification levels.

6. Timing for Facility Use Requests:

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- a. All Facility Use requests are scheduled after credit and non-credit course/events rooms are assigned, unless otherwise approved by the Responsible Administrator or designee. Priority for scheduling Events is determined by the type of Allowable User classification:
 - i. College Users: Up to 12 months prior to the Event.
 - ii. Educational Affiliates: Up to 9 months prior to the Event.
 - iii. External Users: Up to 6 months prior to the Event.

7. Advertisement of Events:

- a. The Allowable User who has approval to use a College Facility will ensure all notices about the event include the Use Disclaimer.

8. Miscellaneous Provisions

- a. Groups violating this Policy and associated Procedures or who refuse to leave College premises if asked may be viewed as trespassing and may be subject to law enforcement intervention.
- b. If the College finds it necessary to cancel an Event for any reason (such as safety and security, or law enforcement intervention), the Event Sponsor remains liable for Direct Costs if the College incurred expenses related to the canceled Event.
- c. If the College Facility is closed due to inclement weather, the Event will be impacted and may need to be rescheduled. Determination of whether to continue with the event is delegated to the Responsible Administrator or designee.
- d. Prohibition Against Fronting (false representational use of facilities)
 - i. Fronting for any purposes including reserving space and receiving a discount is prohibited.
 - ii. If it is determined that an Allowable User has been Fronting, the Event may be canceled, and the entity may be charged the full rental fee for the Event, if expenses have been incurred as determined by the Responsible Administrator or designee.
 - iii. Allowable Users that have engaged in Fronting may be prohibited from scheduling future Events in the College Facility as determined by the Responsible Administrator or designee.
- e. Any postings by an Allowable User on College Facilities must comply with the College's Advertising and Posting Procedures.
- f. Requests to Film or Perform Photo-Shoots on College Facility or Property by Allowable Users
 - i. Requests to film or perform photo-shoots on campus shall not interfere with any previously scheduled Events or the delivery of educational services.
 - ii. All Allowable Users requesting to conduct filming or photo-shoots on

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College facilities are required to submit to the College's Responsible Administrator or designee, at least 21 days before the proposed production date unless modified in writing by the Responsible Administrator or designee, the following documentation or information:

1. a script of the production, if applicable;
 2. agreement to comply with all applicable College policies, local ordinances, state and federal laws, and any other relevant and applicable rules, regulations, or requirements.
 3. a detailed timeline that includes staging, logistics, vehicles, security, equipment, support, proposed temporary modification or movement of College property, craft services, and possible special conditions for the production;
 4. a proposed location agreement that includes a negotiated fee that is commensurate with the size, length, and scope of the production;
 5. process for obtaining consent from those filmed or photographed when consent is required by law; and,
 6. any other information or documentation deemed necessary by the Responsible Administrator or designee.
- iii. The review of all requests to conduct filming or photoshoots on a College Facility will be coordinated by the Responsible Administrator or designee, who will ensure that all appropriate College departments are consulted on filming location agreements which involves that location.

9. Parking Requirements and Parking Lot Restrictions

- a. All Allowable Users using a College Facility or Parking Lot will comply with campus parking, speed limits, and security rules and guidelines.
- b. Applicants for use of a College Facility must obtain authorization from the Event Scheduler, to permit a limited number of vehicles to traverse or park on campus sidewalks, fire lanes, plazas, etc., for purposes of unloading or loading materials.
- c. Any vehicle parked illegally may be subject to ticketing and/or removal to impound facilities at the owner's expense.
- d. Any other specific parking or parking lot use for an Allowable User must be communicated to the Event Scheduler prior to entry into a Facility Use Agreement so the Event Scheduler can facilitate a parking plan with Physical Plant and Safety and Security.

10. Food Service

Food service must comply with the following terms and conditions:

- a. Coordinate all food service through College food service operations at each location,

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who has the right of first refusal for providing food service for the Event.

- b. If the College food service operator declines to provide food service for the Event, all catering needs must comply city health and safety guidelines. If an external catering company is used, they must provide product and service liability insurance.
- c. Comply with the College exclusive service contract with Coca-Cola. Non-Coca-Cola products are not to be served at functions within buildings or on College property.

Contact Information

Contact numbers for the respective location for facility use scheduling.

Lincoln – 402-471-3333

Hebron – 402-323-5590

ESQ - 402-471-3333

Wahoo – 402-323-5580

Beatrice – 402 – 228-3468

York – 402-323-3634

Milford – 402-761-2131

Nebraska City – 402-323-3636

Continuing Education Center – 402-437-2700

Plattsmouth – 402-437-2298

Falls City - 402-323-3396

General Use Fees

The College's [General Use Fees](#) schedule will be used for facility spaces. These fees are subject to change based on needs of the College. Payment is due upon receipt of an invoice from the College.

NOTE: *The College may, at its discretion, require payment in advance.*

Specialty Spaces

Course Restaurant and Course Ground Coffee Shop: Requests for use of the Course Restaurant and Course Ground Coffee Shop, located on the Lincoln Campus, should be directed to the Executive Chef to coordinate in consultation with Campus Administration. Fees may apply and are determined on a case-by-case basis.

Residence Halls: Residence halls located on the Beatrice, Lincoln, and Milford campuses are eligible for use on a limited basis, subject to availability, to short-term guests who are engaged in College-related business. All requests for use of College housing will be reviewed and considered for approval by the Responsible Administrator or designee. No personal use of residence halls is allowed. No long-term external use of guest housing is available. When scheduling conflicts arise, consideration will be given to maximizing the use of the residence hall space, i.e., number of days required and number of guests.

Testing: The College will only consider requests to use facilities to conduct testing (e.g., licensing, credentialing, or assessment) when such testing is:

- related to higher education (e.g., ETS, ACT), or
- directly related to a specific Program of Study at the College (e.g., ASE, CMA, CWS, ADA), or
- conducted by a government agency as part of their official function (e.g., mandatory

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safety training)

NOTE: *Qualifying entities that request space for testing activities are expected to assume full responsibility for securing, coordinating, monitoring, and staffing for all activities related to the testing (e.g., preparation, proctoring, processing) and may be responsible for fees associated with custodial or IT services provided by the College.*

Distribution of Materials

Informational material may be distributed in College buildings by student organizations formally recognized by the College in designated posting locations, but only with the permission of the Responsible Administrator or designee. Materials may not be distributed if their distribution is deemed to interfere with pedestrian or vehicular traffic, disrupt the educational programming of the College, or create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations responsible.

Adopted: 07/01/00

Reviewed: 2/05/18, 9/18/19, 3/29/21, 3/8/24, 8/20/2024

Revised: 3/29/21

Tags: facilities, use of College facilities, educational flyers

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A-14 POLICY Equal Opportunity/Non-Discrimination-Admission

It is the policy of Southeast Community College to provide equal opportunity and non-discrimination in admission and attendance for all qualified persons, attending or seeking admission to the College, without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, or other factors protected by law. This policy applies to every aspect of recruitment, admission, attendance, advancement, financial assistance, and other terms and conditions of participation in all College-administered programs and activities.

The College and its employees shall take no action which is inconsistent with state or federal anti-discrimination laws governing any aspect of admission to, or participation in, College programs or activities.

Adopted: 03/17/09

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: equal opportunity, non-discrimination

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A-15 POLICY Equal Opportunity/Non-Discrimination-Employment

It is the policy of Southeast Community College to provide equal opportunity and non-discrimination in employment and advancement for all qualified persons, employed by or seeking employment with the College, without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, or other factors protected by law. This policy applies to every aspect of recruitment, employment, advancement, transfer, demotion, reduction-in-force, termination, rates of pay or other compensation, training opportunities, and other terms and conditions of employment.

The College and its employees shall take no action which is inconsistent with state or federal equal opportunity/anti-discrimination laws governing any aspect of employment and employer-employee relations.

Adopted: 03/17/09

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: equal opportunity, non-discrimination

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A-16 POLICY Access-Employment and Admission

It is the policy of Southeast Community College to engage in comprehensive programs of outreach and promotion for employment and admissions that include targeted efforts to ensure that prospective students and employees, and current employees and students, have ready access to the information, opportunities, and benefits that are broadly available to everyone.

The College hereby affirms its support of the compelling interest access, diversity and inclusion plays in the College's mission as an educational institution and employer.

Adopted: 03/17/09

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: access

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A-17 POLICY Diversity Education

It is the policy of Southeast Community College to require regular employees of the College to pursue a course of ongoing involvement and participation in Diversity Education activities designed to increase their awareness, sensitivity, skill, and competency in and appreciation for working in a diverse and multicultural work place and working with students and employees of diverse and multicultural backgrounds.

Related Procedure: A-17a

Adopted: 03/17/97

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Tags: diversity

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A-17a

PROCEDURE

Diversity

Effective July 1, 2010, employees have the following requirements on an annual basis:

1. Regular and temporary employees with an FTE factor equal to or greater than 0.75 must complete three (3) hours of diversity education.
2. Part-time regular employees, with an FTE status of less than 0.75, must complete two (2) hours of diversity education.
3. Part-time temporary employees with an FTE status of less than 0.75, including adjunct, are invited and encouraged to complete 1-2 hours of diversity education.

The Access/Equity/Diversity Office will have the responsibility to track the completion of diversity education.

Related Policy: A-17

Adopted: 11/16/10

Reviewed: 09/08/21, 12/12/23

Revised:

Tags: diversity

A-18 POLICY Use of Technology

Southeast Community College (SCC) recognizes the value of computer and other information technology resources to improve student learning, support the mission and vision of the College and enhance the administration and operation of the institution. To this end, the College expects the responsible and legal use of email; computers; computer networks, including the Internet; and other electronic information resources in support of the mission and goals of SCC. The Southeast Community College Use of Information Technology Policy, and its related procedures (A-18a), provides guidance for all individuals and groups that have, or may require, access to SCC's information resources.

Terms and Conditions of Use

- All users of SCC's electronic information resources and facilities must comply with the College's policies and procedures as detailed in the Student Handbook, the Employee Handbook, and the College catalog.
- The College provides information technology resources to be used as educational and/or work-related tools, including access to the Internet, servers, certain computer systems, software and databases.
- Users have a reasonable expectation of unobstructed use of IT tools and of protection from abuse and intrusion by others sharing these resources.
- Users are responsible for knowing the applicable regulations and procedures of the College and are responsible for exercising good judgment in the use of the College's technological and information resources.

Administrative Responsibility

The Vice President for Technology and designated staff are responsible for implementing, monitoring, and enforcing provisions of the College's Acceptable Use of Information Technology policy, and for developing procedures to ensure appropriate use of the College's information technology assets.

Related Procedure: A-18a

Adopted: 12/21/18

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: access, technology access, acceptable use of technology

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A-18a PROCEDURE Information Technology

Privacy:

Southeast Community College supports a climate of trust and respect and does not customarily read, monitor, or screen electronic information resources. However, complete confidentiality or privacy of data, email or other information transmitted or stored cannot be

guaranteed for several reasons including; the nature of the medium, the need for authorized staff to maintain the systems, and the College's accountability as a publicly funded institution.

When appropriate and needed, the College President may authorize access in various circumstances including, but not limited to,

- situations involving the health or safety of people or property;
- possible violations of the Use of Information Technology policy or other College regulations or policies;
- possible violations of state or federal laws;
- subpoenas and court orders;
- other legal responsibilities or obligations of the College;
- when there is suspected activity that may be harmful to another user, to the campus systems and/or network, or,
- The need to locate, review, or secure information related to College business. Students should be aware that certain aspects of their privacy relating to academic records are governed by the Family Educational Rights and Privacy Act (FERPA).
- Details of FERPA are available on the SCC website: <https://www.southeast.edu/consumer-information/>
- A synopsis can also be found on the Department of Education website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

User Responsibility and Account Ownership:

- Users shall not allow other individuals to access/share/use their SCC assigned network, email, or other College-based account information. Employees and students are individually responsible for the proper use of their assigned accounts, and are accountable for all activity associated with the account.
- Users are responsible for safeguarding their assigned accounts and are expected to take proper steps to ensure the integrity of their accounts. This includes, but is not limited to, setting up strong passwords, ensuring credentials are not saved or posted in a place accessible to others, making sure computers are properly locked or logged off when not in use, and by immediately reporting any notice of unauthorized access to the IT Helpdesk.
- Users are expected to support an educational environment free from harassment and discrimination as described in the Student Code of Conduct and the College Handbook.
- Users are expected to utilize technology in a manner that will not impede the College mission or the daily business of the College.

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- Users are expected to access information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information; particularly, In particular, confidential or demographic data, which pertains to students, employees, and/or College operations.
- Users are expected to be knowledgeable of, and to perform their duties in compliance with, federal, state, and local laws and College policies, including the provisions of the Family Educational Rights and Privacy Act (FERPA) designed to protect the confidentiality of data and the privacy of individuals.
- Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of Information Technology equipment shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission and goals of SCC.

Use of College Resources:

SCC's Information Technology resources, including the network, are intended for the audience noted above and are to be used in the course of official work, study, and/or research. From time to time, SCC will make determinations on whether specific uses of the network are consistent with the acceptable use practice. Acceptable and unacceptable uses of SCC's Information Technology resources include, but are not limited to, the items outlined below.

Acceptable Use:

- Use of the Internet should be in support of educational and operational objectives consistent with the mission and objectives of Southeast Community College.
- Users should follow proper codes of conduct in electronic communication, including exhibiting exemplary behavior on the network as a representative of our institution.
- Individual credentials are to be used only by the user they are assigned to for authorized purposes and shall not be shared with others.
- All hardware that connects to the SCC network must be installed by an IT staff member.
- Users accessing the SCC network from a remote computer are expected to adhere to the same policies and procedures that apply to use from within SCC facilities.
- SCC's Information Technology resources are intended to be used for College-related business. Occasional and prudent personal use is permitted so long as it does not compromise the functioning of College network and computing resources, interfere with College operations, conflict or interfere with an employee's performance, interfere with the rights or reasonable expectations of another person, involve additional cost or expense to the College, violate any other College policy.

Unacceptable Use:

- SCC's network and resources shall not be used to threaten, harass, intimidate or degrade others. This includes, but is not limited to, electronically transmitting or reproducing materials that are slanderous, defamatory, or discriminatory in nature or that otherwise violate existing laws or Southeast Community College policies and mission.

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- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, neither should they share with nor allow other individuals to use their SCC-assigned network, email, or other College-based account information.
- SCC's network may not be used for commercial/for-profit purposes, product advertisement or political lobbying.
- Users shall not knowingly or carelessly perform an act that could interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, downloading excessive amounts, transferring excessive amounts across the network, propagating viruses or worms, using the campus network to gain unauthorized access to any computer system, or attempting to circumvent data protection schemes or uncover security loopholes.
- Users shall not install any software, including shareware and freeware, for use on SCC's computers without prior review and authorization from appropriate IT staff.
- SCC's network and resources may not be used for downloading entertainment software or other files not related to the mission and objectives of SCC for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, exchanging digital copies of music files, and all other forms of software and files not directly related to the instructional and administrative purposes of SCC.
- SCC's network and resources may not be used for downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of SCC's network for any unlawful purpose is prohibited including, but not limited to, gambling, pornography, sharing explicit sexual content, cyberbullying or fraud.

Additional Policies:

In addition to the guidelines listed in this document, Southeast Community College and its employees are required to comply with other laws, policies, procedures, and guidelines. The following are examples, but not a complete list, of some of the other relevant laws, agreements, and policies:

- Family Educational Rights and Privacy Act (FERPA)
- Payment Card Industry Data Security Standards (PCI-DSS)
- Red Flag Rule - Identity Theft Prevention Program PM X-30
- Health Information (HIPPA)
- Gramm-Leach-Bliley ACT
- Nebraska Data-Security Law

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Related Policy: A-18

Adopted: 12/29/99

Reviewed: 3/17/09, 12/12/23

Revised: 3/17/09, 12/18/18

Web link: TBD

Tags: IT, Information Technology, Technology, Password, Computer Systems

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A-18b PROCEDURE Cyber Security

Objective:

Reduce the College's risk of a data breach and other cybercrimes through education and awareness. Protect PII and other sensitive information contained within College systems as implemented by the Information Services division.

Activation:

SCC Employees have the following requirements on an annual basis:

1. Regular and temporary employees with an FTE factor equal to or greater than 0.75 must complete one cyber security awareness training per fiscal year. If needed, individuals will be provided with additional training immediately following a failed phishing test.
2. Individuals requesting access to the SCC network via VPN access will complete cyber security training and be enrolled in the SCC Multi-factor authentication group.
3. Part-time regular employees, with an FTE status of less than 0.75, must complete one cyber security awareness training per fiscal year.
4. Part-time temporary employees with an FTE status of less than 0.75, including adjunct, are invited and encouraged to complete one cyber security awareness training per fiscal year.

The following job roles are required to have multi-factor authentication:

- All users on the Administrative team
- All users with VPN access
- All users with Colleague NAE access
- All users with access to Financial or Financial Aid data
- All users with access to HR/personnel data

In situations where an employee has interacted with a real phishing scam or other cybercrime incident (not a training exercise), the Information Services team will:

1. Reset the individual's password to prevent unknown entities from logging into the SCC network.
2. Automatically enroll the individual in additional cyber security awareness trainings that must be completed within 7 days of enrollment.
3. If the individual has VPN access, that access will be temporarily deactivated until the additional training is completed.
4. If the individual is not enrolled in SCC's Multi-factor authentication group, they will be required to set up multi-factor authentication to help prevent potential future login attempts from unknown entities.

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The Information Services division will track the completion of all cyber security education and protocol.

Related Policy/Procedure: A-18, A-18a

Adopted: 1/27/20

Reviewed: 12/12/23

Revised:

Web link:

Tags: cyber security, cyber security education, multi-factor authentication

BOARD OF GOVERNORS

A-19 POLICY Standards of Conduct

The Board of Governors shall:

- Demonstrate the highest standards of personal integrity, truthfulness and honesty in order to inspire public confidence and trust in the Board and in Southeast Community College.
 - Show professional respect for other Board members, staff, faculty, students, and members of the public. Board members should ensure an atmosphere in which controversial issues can be presented fairly and in which the dignity of each individual is maintained. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or responsibilities.
 - Conduct official duties and personal affairs in such a manner so as to give the clear impression that Board members cannot be improperly influenced in the performance of their official duties.
 - Maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.
- Accept the personal responsibility to perform the duties of the Board with professional competence, fairness, impartiality, efficiency, and effectiveness.
 - Be adequately prepared for Board meetings.
 - Keep informed on emerging issues and problems at Southeast Community College.
- Avoid any interest or activity which conflicts unlawfully with the conduct of the Board's official duties.
 - Do not use College funds or equipment for personal use or gain.
 - Do not invest or hold any investment in any financial, business, commercial, or other private or public entity where transactions therewith may conflict unlawfully with legal duties as Board members.
 - Do not unlawfully participate in any manner in any Board discussion or decision where a potential conflict of interest exists. When in doubt, discuss a possible conflict with College legal counsel. Actual or potential conflicts must be formally disclosed to all Board members.
 - Do not use confidential information for personal gain or unauthorized purposes.
 - Do not seek to influence employment decisions at Southeast Community College. Publicly-elected Board members themselves may not be employed by Southeast Community College in any capacity, with or without compensation.
 - Do not represent or give the appearance of representing any special or outside interests before the Board.
- Recognize that the Board's duty is to represent the entire community, while realizing that a need

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may arise for individual Board members to advocate particular needs of constituents of their, or other, districts.

- Base decisions on the needs and values of Southeast Community College and the community.
- Assure the opportunity for highest quality education for every student, within the fiscal limitations of the Area.
- To the extent permitted by law, delegate administrative authority to the President, as Chief Executive of the College: Confine Board action to governance, policy determination, planning, overall program and operation approval and evaluation, and to the maintenance of fiscal stability of the College.
 - Follow appropriate channels of communication. Requests for information or materials should be made through the office of the President.
 - Avoid interference in the day-to-day administration and operations of Southeast Community College, and support the President in carrying out the administrative duties of the College.
- Take official actions only in public sessions and avoid meetings with other Board members that are in violation of the Nebraska Open Meeting Law. ([84-1411](#))
- Recognize that the legal powers of the Board are vested in the Board as a whole, and that individual members have no authority outside the meetings of the Board.
 - Support the adopted policies of the Board and conduct relationships with the students, faculty, staff, the public and the media accordingly.
 - Voice opinions during open discussions at the public meetings of the Board. Once a final decision is made by the Board, however, do not undermine the decision with negative public comments.
 - Uphold the parliamentary procedures of the Board of Governors and promote and maintain good relations with fellow members through respectful debate and fair conduct at all times.
- Encourage and welcome active cooperation by students, faculty, staff, citizens, community organizations, and the media when establishing current policy or developing future goals.

Related Procedure: A-19a

Adopted: 08/20/02

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20, 12/12/23

Web link:

Tags: standards of conduct, fairness, impartiality

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A-20 POLICY Intellectual Property

Definitions

- **Intellectual property.** Intellectual property includes anything that is patentable, copyrightable, or otherwise marketable. This includes, but is not limited to, inventions, books, articles, study guides, syllabi, workbooks or manuals, bibliographies, instructional packages, tests, video or audio recordings, films, slides, transparencies, PowerPoint presentations, charts, other graphic materials, photographic or similar visual materials, film strips, multimedia materials, online course work, three-dimensional materials, exhibits, and computer software. Intellectual property is intended to apply to all creative works regardless of the media in which they are distributed or the nature of their technological manifestation, now known or later developed.
- **Work for hire.** A work for hire is a work prepared by an employee within the scope of their employment. If, for example, an employee is specifically assigned to write, create or otherwise develop the intellectual property, or the property is produced by a college employee as the result of a direct work assignment to meet specific objectives or as an assigned college job function, then it is a work for hire.

Ownership of Intellectual Property

When intellectual property is developed on the employee's own initiative, outside the scope of their College responsibilities, and without any reliance on College support, the College will not claim ownership rights for that intellectual property. Where the intellectual property bears a reasonable relationship to the person's employment responsibilities at the College, it will be the employee's responsibility to show that the intellectual property was developed according to these criteria.

When intellectual property is developed as a work for hire, the employee and the College shall jointly own the intellectual property rights.

If the intellectual property is to be copyrighted or patented, the employee and the College shall enter into a contract specifying topics including but not limited to sharing ownership, royalty payments, costs, marketing, etc. The employee shall disclose in writing as early as possible, to the appropriate Vice President, the intent to develop or the development of any intellectual property that is work for hire and that has commercial applications and there is intent to copyright or patent the material.

If the author of the intellectual property departs employment with the College, they will provide the College with copies of the intellectual property and shall grant the College a non-exclusive, royalty free license thereto, when it is determined by the College that such intellectual property is necessary to carry out the educational programs of the College. Since the employee owns the intellectual property, they may take a copy with them for their use.

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Adopted: 07/01/04

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: intellectual property, work for hire

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A-21 POLICY Firearms, Weapons, and Dangerous Instruments Prohibited

The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or other dangerous instruments is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College.

The authority to develop, implement, and interpret procedures for this policy is vested in the Vice President for Student Services/ Student Affairs in consultation with the College's Safety and Security operations. Responsibility for monitoring and enforcing established procedures will be assigned to the appropriate College staff at SCC locations.

Adopted: 05/19/09

Reviewed: 2/05/18, 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: firearms, weapons

BOARD OF GOVERNORS

A-22 POLICY Naming of College Facilities

1. Purpose

The College seeks to develop and follow a uniform and consistent manner to assign names to College facilities or parts of facilities.

2. Definitions

- a. “Facility” means any physical structure or space owned or required by the College for the performance of its programs and related activities. Facility shall include any new, existing, or leased building, a wing of a building, a room or cluster of rooms, or other significant features such as a fountain, monument, plaza, garden, landscaped area, or street. This Policy shall not apply to interior spaces of a Facility which describe their functional purpose, i.e. maintenance room, closet or restroom.
- b. “Facility Identification” means the name or title used to designate a particular Facility for the purpose of specifically identifying it to members of the College community and to the general public.
- c. “Generic Name” when used in conjunction with the Facility Identification means the name that may be given to a Facility which is based solely upon the use or location of the Facility or upon an institutional mascot name, symbol or other identifier pertinent to the College without a modifier designating a particular person, family or organization. Examples of Generic Names are “Nebraska Hall”, “Education Square” and “Entrepreneurship Center”.
- d. “Particular Name” when used in conjunction with the Facility Identification means the name that may be given to a Facility which is based upon the particular name of an individual(s), family, organization, company, or commercial enterprise or upon a trademark or trade name owned by an individual, family, organization, company, or commercial enterprise other than the College. Examples of Particular Names are “Jack J. Huck Continuing Education Center”, “Eicher Technical Center”, “Stanley A. Matzke Resources Center Library”, and “G. Alan Dunlap Center”.

3. Authority for Naming Facilities

- a. Assignment of a Generic Name to a Facility shall be approved by the College President. Such naming shall be reported to the Board of Governors.
- b. Assignment of a Particular Name to a room or a small cluster of rooms or a small campus feature such as a garden, footbridge, or landscaped area shall be approved by the College President. Such naming shall be reported to the Board of Governors.
- c. Assignment of a Particular Name of a building or wing of a building, a fountain, a monument, or large campus area such as a plaza or street shall be recommended by the College President and shall be approved by the Board of Governors.

4. Criteria for Assigning Particular Names to Facilities

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- a. A Facility may be assigned a Particular Name if the particular individual(s), family, organization, company, or commercial enterprise has met one or more of the qualifying criteria under subsection b and has met the Due Diligence requirements under subsections c, d, and e:
- b. The individual(s), family, organization, company, or commercial enterprise, where applicable, must satisfactorily meet one or more of the following qualifying criteria:
 - (1) Having provided or shown extraordinary service to the College as a faculty member, staff member, College officer, Board of Governors member, or College alumni;
 - (2) Distinguished persons who have provided or shown extraordinary service to the College or who otherwise merit special recognition;
 - (3) Donors who have made a significant financial contribution (as defined herein) to the College generally, to a campus, to a college or major unit, to a scholarship fund, to an equipment fund, or to a related program; and/or
 - (4) Donors who have made a significant financial contribution (as defined herein) toward the construction of a new Facility or major renovation of an existing Facility, an endowment for maintenance and operating costs of a Facility, or other program or activity of the College.
- c. Except for naming a Facility in honor of individuals designated by donors qualifying under subsections b.(3) and/or b.(4) of this Section 4, College Facilities shall not be named for individuals currently employed by the College or the State of Nebraska or elected officials. Unless expressly waived by the Board of Governors, a Facility shall not be named for an individual not otherwise qualifying under the exceptions in subsections b.(3) and/or b.(4) earlier than five years following the departure, death, or retirement of the person from the College or the State or the end of an elected official's service in office.
- d. There shall be a due diligence review of each Particular Name proposal to carefully consider the overall benefit of such naming to the College, whether the Particular Name is and will continue to be a positive reflection on the College and whether the proposed Particular Name comports with the purpose and mission of the College. Such due diligence shall include the following:
 - (1) Review of any potential conflict of interest issues affecting the College;
 - (2) Review of potential impact upon the academic or research autonomy of the College;
 - (3) Evaluation of the impact on future giving by the donor or others;
 - (4) Consultation with the College legal counsel to ensure compliance with applicable policies, laws and regulations; and

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- (5) Consultation as necessary with the College's municipal securities (bond) counsel to determine if a proposed naming would adversely affect existing or future tax- exempt bonds.
- e. In order to avoid any appearance of commercial influence or conflict of interest, additional due diligence shall be undertaken before recommending a Particular Name for any Facility that includes the name of an organization, company, or commercial enterprise. A Facility may be assigned a Particular Name that includes an organization, company, or commercial enterprise only if the proposed name (i) is appropriate in the educational and public setting of the College, (ii) will not detract from the College's use of the Facility or the College's reputation as a public institution of higher education, and (iii) will not result in impermissible commercial endorsement or advertising benefitting the commercial enterprise.

5. Procedures for Naming Facilities

No commitment for naming a Facility shall be made prior to approval of the proposed name in accordance with this Policy.

6. Duration of Names and Name Changes

- a. Naming of a Facility in honor of an individual(s) or family generally is expected to last either (1) for the useful life of the Facility, or (2) for the duration of ownership of the Facility by the College.
- b. Naming of a Facility in honor of an organization, company, or commercial enterprise generally will have a fixed time duration attached to the naming.

7. Prior Procedures and Facility Names

Facility names in existence at the time of the adoption of this Policy shall remain in effect, subject to future renaming consistent with this Policy and subject to restrictions in any gift or donation agreements related to the prior naming action.

8. College President Procedures

The College President may establish additional requirements relating to naming of College Facilities not inconsistent with these Policies.

Related Procedure: A-22a

Adopted: 02/19/19

Reviewed: , 02/01/20, 12/12/23

Revised: 02/01/20

Web link:

Tags: naming rights, naming policy

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A-23a

PROCEDURE

Strategic Planning

Framework

Southeast Community College's process to develop its mission statement, vision statement, values statement, and strategic goals and objectives utilizes the principles of the College's Strategic Goal 9.6 framework, which seeks to "maximize a positive and engaging organizational climate by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others".

Process

Southeast Community College's strategic plan will be formulated through a shared governance process utilizing a comprehensive set of information gathering and analysis initiatives, including (but not limited to):

- Forums with constituencies within the College's 15-country service area
- Internal forums with Southeast Community College employees
- Environmental scans of internal and external data trends

Strategic Plan Review Cycle

Southeast Community College establishes a new strategic plan every five years. During this five-year review cycle, the College's mission statement, vision statement, values, and strategic goals and objectives are reviewed and/or revised under the guidance of the Board of Governors and President.

The College is committed to utilizing a shared governance approach to planning to empower all College employees and constituencies the opportunity to provide input in the planning process.

On an annual basis, each department across the College plans, implements, and evaluates unit-level goals/strategies in alignment with the strategic plan.

Resource Allocation

Southeast Community College directly ties its annual budgeting processes to its strategic plan to optimize alignment of financial resources with strategies targeting the achievement of specific strategic goals and objectives. When a departmental goal constitutes the need for additional funds, the respective administrator follows the established capital equipment and expanded projects process. All capital and expanded projects are approved by SCC's Administrative Team and Board of Governors.

Strategic Plan Evaluation

The College utilizes strategic metrics to evaluate quantitative measures that monitor the success of identified strategic objectives. Selected metrics are established as Key Performance Indicators with five- year targets.

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During each year of a five-year strategic plan period, the College publishes a strategic planning progress report and all strategic metrics report to outline the progress made toward the goals and objectives identified in the current strategic plan. These reports are made available to all College employees and are utilized in developing data-informed departmental plans for the upcoming planning cycle.

Related Policy: A-23

Adopted: 07/11/22

Created: 07/05/22

Revised/Reviewed: 07/05/22, 07/11/22, 12/12/23

Web link:

Tags:

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A-23

POLICY

Strategic Plan: Mission, Vision, Values, and Goals

As directed by its statutory mission, Southeast Community College is committed to data-informed strategic planning to proactively meet the needs of its students, employers, and communities. By setting and working toward a set of established strategic goals and objectives, the College continuously implements transformative changes that positively impact its constituents within its 15-county service area.

Southeast Community College's strategic plan informs all policy and planning decisions as well as resource allocation necessary for the achievement of strategic goals and objectives.

Planning Cycle

Southeast Community College establishes a new strategic plan every five years. During this five-year review cycle, the College's mission statement, vision statement, values, and strategic goals and objectives are reviewed and/or revised under the guidance of the Board of Governors and President. On an annual basis, each department across the College develops, implements, and evaluates unit-level goals/strategies in alignment with the strategic plan.

Administrative Oversight

The Board of Governors approves Southeast Community College's strategic plan and delegates the implementation of the plan to the President.

***The following Mission, Vision, and Strategic Goals were approved by SCC's Board in January 2020 and are effective July 1, 2020 through June 30, 2025.**

Mission Statement

The mission of Southeast Community College is to empower and transform the diverse learners and communities of southeast Nebraska through accessible lifelong educational opportunities. The College provides dynamic and responsive pathways to career and technical, academic transfer and continuing education programs that contribute to personal, community and workforce development.

Vision Statement

Southeast Community College seeks to transform and empower its diverse learners for fulfilling careers, life-long learning and community and societal advancement. The College is committed to ongoing intellectual, financial and strategic investment in its infrastructure and all phases of its operations.

The College is dedicated to creating destinations and the highest quality learning climates through permanent, innovative, modern, virtually linked, sustainable, and collaborative facilities and green spaces. SCC will ensure its open-access mission is celebrated and realized through inclusivity, respect and compassion toward the diverse views and ideas of its various student populations and constituents.

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The College will work collaboratively and courageously with its higher education partners, employers and local and state officials to address Nebraska's skilled worker shortage and the need for everyone to have affordable access to the life-changing benefits of higher education. SCC will utilize valid and dynamic data to respond to local and statewide needs to strengthen the College's diverse communities and economies.

SCC strives to be a national leader in developing high-contact technical and academic experiences through personal and sincere relationships with engaged and invested faculty, staff and administrators. These personal connections will be coupled with intensive learning opportunities through co-curricular involvement, research, volunteerism, and public service. SCC's commitment to student transformation intentionally encompasses the development of essential life skills, including reflective thinking, resiliency and emotional intelligence proficiency.

Values

- Excellence
- Integrity
- Innovation
- Inclusion
- Stewardship & Accountability

Strategic Goals and Objectives

- Goal 1 – Enrollment growth
- Goal 2 – Student success
- Goal 3 – Communication and Public awareness
- Goal 4 – Programming and development
- Goal 5 – Employee excellence
- Goal 6 – Strategic partnerships
- Goal 7 – Educational environment
- Goal 8 – Financial Strength
- Goal 9 – Organizational Climate

A full description of values and strategic goals/objectives can be found within SCC's [strategic plan](#) on the College's public website.

Related Procedure: A-23a

Adopted: 08/23/22

Revised/Reviewed: 07/05/22, 07/11/22, 12/12/23

Web link:

Tags:

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A-24

POLICY

Filling Vacancies on the Board of Governors

(1) **Filling of Board Vacancies.** In the event of a vacancy on the Board occurring for any of the reasons specified under Nebraska law, including but not limited to NEB. REV. STAT. § 32-560 and § 85-1514 as either may be amended from time to time, such vacancy shall be filled by the remaining Board members for the balance of the unexpired term. The person appointed to a vacancy must possess all qualifications required by law for the appointment including without limitation the residency requirements for appointment. Such appointment shall be made in writing and certified to the Office of the Secretary of State.

(2) **Timeline for Filling Vacancies.** As required by Nebraska law, the Board will fill a vacancy within forty-five (45) days after the vacancy occurs unless otherwise provided by law or unless good cause is shown that the forty-five-day requirement imposes an undue burden.

(3) **Calendar.** Whenever a vacancy occurs, the Executive Team shall meet as soon as may be practicable and establish a calendar schedule for the filling of the vacancy. The calendar schedule shall fix:

- (A) The date(s) or approximate date(s) for advertising the vacancy and solicitation of applications to fill the vacancy.
- (B) The date and time by which applications for the vacancy must be submitted to the College's Area Office. Applications not received on or before the date and time so fixed will not be further considered.
- (C) A date, time, and place at which the Board shall meet to select applicant Finalists to be interviewed by the Board for consideration of appointment to fill the vacancy.
- (D) A date, time, and place at which the Board shall meet to interview the selected applicant Finalists and select an applicant Finalist to fill the vacancy.
- (E) The date, time, and place at which the successful applicant shall be sworn in.

(4) **Qualifications and Preparation of Application Form.** Whenever a vacancy occurs, the Executive Team acting in consultation with college legal counsel shall prepare a summary of the required legal qualifications for appointment to the vacancy (including without limitation applicable residency requirements) and an application form which applicants may use to apply to fill the vacancy.

(5) **Advertising the Vacancy.** The Executive Team shall make arrangements for advertising the vacancy. The vacancy shall be advertised in the manner which the Executive Team judges to be most efficacious and efficient considering, among other things, the area encompassed within the district where the vacancy has occurred. The vacancy may be advertised through the use of legal notices published in newspapers of general circulation, newspaper advertisements, or social media advertising or some combination of the forgoing. A notice of the vacancy, the qualifications summary, and the application form shall also be published on the College's web site. All notices, however published, shall advise applicants that applications must be submitted electronically through use of the College's website.

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(6) Applications Are Public Records. All application documents are public records. Any advertisements soliciting applicants shall state that, as required by NEB. REV. STAT. § 84-712, such documents shall be provided to a citizen or other person upon request.

(7) Review of Applications by College Counsel. Applications shall be furnished to college counsel for review as they are received in the College's Area Office. Upon expiration of the time established for submission of applications, counsel shall issue a written opinion directed to the Board Chair stating for each applicant that, based on information provided or public records readily available, the applicant is qualified for appointment or the reason why such applicant is not qualified for appointment.

(8) Applications Provided to All Board Members. After applications have been reviewed by college legal counsel, the Board Chair shall, as soon as practicable, provide a complete copy of each application to each member of the Board. The Chair shall, based on the opinions received from college counsel, advise Board members that an applicant is qualified for appointment or the specific reason(s) why an applicant is not qualified (such as the untimeliness of submitting the application or failure to meet residency requirements).

(9) Selection of Finalists. Finalists shall be selected by the full Board at a meeting duly called and noticed as required by law. At the meeting, Finalists shall be selected through use of the following process:

- (A) The Board Chair shall publicly declare that prior to the meeting each Board member received complete copies of the applications submitted by applicants whose qualifications were confirmed by college legal counsel to meet the required legal qualifications for the appointment sought.
- (B) The Board Chair will publicly state those applicants' names and residence addresses in order to acknowledge for the record those applications that the Board is further considering.
- (C) If any of those applicants are present at the meeting, they may be invited to stand and state their names; but applicants will not be allowed to address the Board at this stage in the process.
- (D) Qualified applicants shall be nominated from the floor.
- (E) After nominations are closed, Board members will vote individually on each applicant nominated to be a Finalist. An applicant must receive the votes of a majority of the Board members present and voting in order to become a Finalist and advance to the interview stage.
- (F) As soon as practicable following the meeting, each applicant will be notified by the Executive Team as to whether he or she has been selected as a Finalist.

(10) Interviews, Nominations, and Voting. A Finalist shall be selected to fill the vacancy at a

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meeting duly called and noticed as required by law.

- (A) **Order of Interviews and Notice to Finalists.** Finalists will be individually interviewed by the Board. Prior to the meeting at which interviews are to be conducted, the order in which Finalists are to be interviewed shall be determined by the Executive Team using a random selection process. Each Finalist shall be notified prior to the meeting of the date of the meeting, the place where the meeting will be held, and the approximate time when his or her interview is to commence.
- (B) **Preparation of Interview Questions.** Prior to such meeting, the Executive Team will prepare a draft list of questions to be asked of Finalists. The Executive team may in its discretion formulate questions which are designed to elicit responses from Finalists with respect to any of the following matters: reasons for applying for the vacancy; aspects of the Board's work that is of greatest interest to the Finalist; understanding of shared governance; the balancing of interests of community members, students, and the College; the proper relationship between state aid, property tax, and tuition with respect to the financing of community college education; how the Finalist will deal with differing perspectives of other Board members during a public meeting; the skills and experience that qualify the Finalist for Board membership; prior experience on other boards; and questions on such other matters as the Executive Team determines may elicit useful information in differentiating among Finalists. The draft list of questions shall be provided to all Board members by the Board Chair. Members will be given an opportunity to suggest modifications and additions (or deletions) to the questions proposed by the Executive Team. In order to comply with the Public Meetings Act, Board members shall send their suggestions to the Board Chair only and shall not discuss their suggestions with other members of the Board. The final list of questions will be determined by the Executive Team after receiving input from other Board members.
- (C) **Interview Format.** At the meeting, all Finalists will be asked the same questions. All questions will be read by the Board Chair, and Finalists will also be provided with a written copy of the questions. In order to make the process as uniform as possible for all Finalists, no follow-up questions will be permitted. The time allotted to Finalists for answering questions shall be as determined by the Executive Team in advance of the meeting.
- (D) **Closing Statement.** After all questions have been asked and answered, each applicant will be given a brief period of time as determined by the Executive Team in advance of the meeting to add any additional information that the Finalist chooses.
- (E) **Nominations for a Finalist to Fill Vacancy.** After interviews have been completed, the Chair will ask for nominations from the floor for a Finalist to fill the vacancy for the unexpired term. All Finalists may be, but need not be, nominated.
- (F) **Discussion.** After nominations are closed, Board members will be provided with an opportunity to discuss the Finalists who have been nominated to fill the vacancy. During discussion, Board members should endeavor to focus on the positive aspects of affected

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Finalists. Board members are discouraged from making negative comments but not prohibited from doing so. All discussion will take place in open session unless it is determined on the basis of legal advice that some portion of the discussion regarding an applicant may be held in closed session in order to avoid needless injury to the reputation of that individual and the other statutory requirements for closed session are met. Discussion shall take place in closed session only with respect to such issues and only to such extent as are necessary to avoid needless injury to the reputation of an individual.

(G) **Voting Procedure.** All voting shall be by roll call vote and shall take place in open session. The votes of a majority of the Board members present and voting at the meeting are required to select a Finalist to fill the vacancy.

(H) **Sequential Runoff Methodology.** If, after three ballots, no nominated Finalist has received the votes of a majority the Board members present at the meeting, the Chair will entertain a motion to use a sequential run-off election methodology. If the motion passes, the candidate who thereafter receives the fewest votes will be eliminated, and the Board will vote again using the smaller collection of candidates. The process will be repeated until some nominee receives a majority vote.

(I) **Swearing In.** The successful finalist shall be sworn in at the next scheduled Board meeting following the meeting at which the vacancy has been filled.

(11) **Vacancies Upon the Ballot.** If, after a primary election, there shall be through any cause whatsoever a vacancy upon the ballot, such vacancy shall be filled by a petition candidate pursuant to NEB. REV. STAT. § 32-625 or other applicable state statute or as otherwise required by law. An incumbent shall not be permitted to hold over the term, but such office shall automatically become vacant and an appointment shall be made within one calendar month to fill such vacancy for the ensuing term. If there are vacancies in the offices of a majority of the members of the Board, there shall be a special election conducted by the Secretary of State to fill such vacancies.

(12) **Policy for Guidance Only.** This policy is for the use and guidance of the Board and the College Administration only. It does not confer any rights on any applicant for a vacancy or any other person. Any noncompliance with any of the provisions of this policy or informality in its application shall not invalidate any appointment of any person to the Board that is otherwise in compliance with the provisions of law.

Adopted: 07/19/22

Reviewed: 07/19/22, 12/12/23

Revised: 07/19/22

Web link:

Tags: Board of Governors, vacancy

BOARD OF GOVERNORS

A-25 POLICY Board Meetings – Public Comment

The primary function of the regular meetings of the Southeast Community College Board of Governors is to conduct the business of Southeast Community College, as distinguished from providing an open citizens' forum. The Board believes public attendance and participation is beneficial to the work of the Board, but attendance and participation must not impede the Board from completing the business of its meetings. In keeping with this belief, the Board encourages and provides an opportunity for public comment through the Public Comment agenda item at all of its regularly held Board meetings on important issues facing the College, and through many different forms of community engagement.

The Board also recognizes and will respect the rights of the public to videotape, televise, photograph, broadcast, or record meetings of the Board of Governors. The Board will take reasonable steps to facilitate public attendance at its meetings and will make reasonable efforts to accommodate the public's right to see and hear at meetings of the Board of Governors.

The opportunities for participation by individuals made available by the Board will be in accordance with applicable laws. The Board Chair is responsible for conducting the Public Comment agenda item during the meeting.

Related Procedure: A-25a

Adopted: 11/21/23

Reviewed: 11/21/23

Revised: 07/25/24

Tags:

BOARD OF GOVERNORS

A-25a PROCEDURE Board Meetings – Rights of the Public

Recognizing the need to conduct the public business of the College in public, the Board is committed to observe and comply with the Public Meeting Law. ([84-1412](#))

Public Attendance at Board Meetings

Except for closed sessions, the public has a right to attend all meetings of the Board of Governors and the Board encourages such attendance.

Videotaping, Televising, Photographing, Broadcasting, and Recording of Meetings of the Board of Governors

Subject to the Open Meetings Act, and the limitations contained in applicable Board policies and procedures, all meetings of the Board other than closed sessions may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Provided, however, that Board Chair and the College President and his designees are authorized to issue reasonable directives to ensure that such activities will not interfere with the orderly conduct of the meeting or with the ability of other persons in attendance at the meeting to see and hear discussion at the meeting. Such directives may include but are not limited to directives regarding the placement of cameras and other broadcast and recording equipment within the meeting room.

Identification Not Required

The Board shall not require members of the public to identify themselves as a condition for admission to the meeting nor require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda.

Ensuring Access to Board Meetings; Accommodations Relating to the Public's Right to See and Hear

The Board shall not hold a meeting in a place known to be too small to accommodate the anticipated audience. However, it will not be a violation of this policy for the Board to hold a meeting in any of its traditional meeting places. The Board shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

Required Decorum at Board Meetings

Except as otherwise provided by this policy, the right to address the Board at its meetings is limited to members of the Board; members of the SCC administration, legal counsel; and other persons who been authorized to address the Board by the Board Chair or the President and his designees. Persons in attendance at meetings of the Board may not engage in any activity that actually disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. As used in this policy "actual disruption" means conduct that prevents the Board from accomplishing its business in a reasonably efficient manner or in an orderly fashion. Unauthorized remarks from those in attendance, the stomping of feet, whistles, yells, outbursts, catcalls, cursing, applause, and offensive or obscene gestures or other similar demonstrations which disrupt, disturb or otherwise impede the orderly conduct of Board meetings are prohibited. Persons in attendance who have not been recognized to speak may not interrupt members of the Board or other persons who have been duly recognized to speak to the Board. Persons in

BOARD OF GOVERNORS

attendance may not engage in the use of physical force of any kind nor threaten the use of physical force. In order to expedite the business of the Board, the posting or display of signs during a meeting of the Board is prohibited. All members of the audience must remain in designated seating areas.

Public Comment

Public Comment will be scheduled at all Board of Governor meetings. The following rules apply to the Public Comment agenda item at Board Meetings and Public Hearings:

1. Public Comment will be permitted only at those times listed on the meeting agenda for Public Comment.
2. During the Public Comment period speakers may address the Board only on those matters with respect to which the Board has decision-making authority or which impact the institution in a substantial and material way.
3. Persons speaking during Public Comment will be called forward individually by the Board Chair to the location identified for such purpose in the order in which they have signed in. Persons who have signed in to address the Board may do so only when they have been called forward and seated at the location referred to in this paragraph.
4. A time limit of five minutes will be allotted for any speaker unless at the commencement of the Public Comment agenda item the Chair sets a different reasonable timeframe to be allotted for speakers in order to accommodate the number of persons who have properly signed in as specified herein.
5. Each speaker may speak only once at each meeting at which Public Comment is allowed. Speakers may not reserve time to speak a second time and may not yield unused time to another speaker.
6. In order to be called forward to address the Board during Public Comment, each person wishing to speak must sign in by writing his or her name, residence address, and the name of the organization represented by such person on the Public Comment Sign-In Sheet. The address requirement may be waived if the Board Chair determines that such waiver is necessary to protect the security of the individual.
7. The staff will make the Public Comment Sign-in Sheet available to the public for a period of time commencing 15 minutes prior to the scheduled start of the meeting and ending when the Public Comment item is first reached on the agenda. Individuals who have not signed in during that timeframe will not be permitted to address the Board.
8. Individuals will be called forward to speak by name. Each individual speaking to the Board will be required to identify himself or herself prior to giving Public Comment by stating his or her first and last name and, if applicable, any organization the speaker represents.
9. Persons speaking to the Board during Public Comment may make printed materials (paper no larger than 8.5 x 11 inches) available to the Board but may not use any other form of media. Public speakers are asked to provide 15 copies of any copies of printed materials presented to the Board.

BOARD OF GOVERNORS

10. The Board Chair may discourage speakers from engaging in ad hominem attacks including but not limited to such attacks against Board members and college administrators, faculty, and staff.
11. Persons addressing the Board during Public Comment must:
 - a. Abide by time limits;
 - b. Speak only on those matters with respect to which the Board has decision-making authority or which impact the institution in a substantial and material way;
 - c. Adhere to the rules of decorum set forth in this policy;
 - d. Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, other props and/or photographs.

Enforcement of Rules Relating to Decorum and Public Comment

The Board Chair is authorized to enforce all rules relating to decorum and Public Comment at meetings of the Board by declaring violators to be out of order and requiring a change in behavior; ordering persons who continue to engage in misbehavior to leave the meeting room; and, if necessary, summoning security or law enforcement to remove violators from the meeting room. The Chair may also recess the meeting for the period of time necessary to restore order.

Related Policy: A-25

Adopted: 11/21/23

Reviewed: 11/21/23

Revised: 07/25/24

B-1 POLICY President

The Board shall, pursuant to Sections §§[85-1501](#) to §§[85-1540](#) of the Nebraska Revised Statutes, employ, for a period to be fixed by the Board, a President to serve as the Chief Executive Officer for the College Area. The President shall report directly to the Board and shall carry out the policies and directives of the Board in a responsible and expeditious manner.

The Board shall determine the salary and other terms and conditions of employment for the position and, through these policies, delegate to the President such of its own statutory powers as it shall deem necessary and appropriate. Such delegated powers shall be exercised in the name of the Board.

Presidential Delegated Duties

The following powers and duties of the Board are hereby delegated to the President, to be exercised in the name of the Board. The President may act with respect to all such matters without the need for approval and final action by the Board unless such approval and final action by the Board is expressly required by statute. The President shall:

- (1) Have general supervision, control, and operation of each campus or educational site within its jurisdiction.
- (2) Subject to coordination by the Coordinating Commission for Postsecondary Education as prescribed in the Coordinating Commission for Postsecondary Education Act, analyze and develop recommended programs to be offered by the College, such programs to include applied technology education, academic transfer programs, academic support courses, and such other programs and courses as the needs of the community college area served may require, while avoiding unnecessary duplication of existing programs and courses in meeting the needs of the students and the community college area.
- (3) Have the responsibility and authority to recruit, contract and employ, for a period to be fixed by the board, executive officers, administrative officers, instructional faculty, support personnel, and such other employees as may be necessary or appropriate to the operation of the College.
- (4) Have the responsibility and authority to recommend to the Board of Governors the compensation of executive officers, administrative officers, instructional faculty, support personnel, and such other employees, subject to the requirements of the Industrial Relations Act, Neb. Rev.Stat. §§[48-801](#) et. seq.
- (5) Have the authority to discharge any person employed by the College subject to the continuing contract provisions of Neb Rev. Stat. §§[85-1528](#), when in his or her judgment the interests of the College so require.
- (6) Subject to coordination by the Coordinating Commission for Postsecondary Education as prescribed in the Coordinating Commission for Postsecondary Education Act, have charge of the development of plans for the construction, lease, purchase, purchase on contract, operate, equip, and maintain

facilities in his or her judgment that the interests of the College require. Have the authority to contract for services connected with the operation of the community college area as needs and interest demand.

- (7) Have the responsibility and authority to cause a comprehensive audit of the books, accounts, records, and affairs to be made annually covering the most recently completed fiscal year; such audit of each area shall include all sources of revenue used to finance operating expenditures and capital improvements and the county-certified property valuation for the community college for the fiscal year for which such audit is being performed. Results of such audits to be reported to required agencies on or before required dates.
- (8) Have the responsibility and authority to cause a comprehensive audit of the full-time equivalent student enrollment totals and reimbursable educational unit totals to be made annually covering the most recently completed fiscal year. The audit of each area shall include a report of full-time equivalent student enrollment totals and reimbursable educational unit totals verified by such audits for the three most recently completed fiscal years which shall be used for calculation of aid to the community college areas. Results of such audits to be reported to required agencies on or before required dates.
- (9) Analyze and develop recommended fees and charges for the facilities authorized by Neb. Rev.Stat. §§[85-1501](#) to [85-1540](#).
- (10) Solicit and accept on behalf of the College such gifts, grants, conveyances, and bequests of real and personal property from public or private sources as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law.
- (11) Analyze and develop recommended courses of study for the College and publish such catalogs and bulletins as may be necessary to implement such courses of study.
- (12) Have charge of the development and promulgation such rules and regulations and perform all other acts as the board may deem necessary or appropriate to the administration of the community college area; such rules and regulations shall include, but not be limited to, rules and regulations relating to facilities, housing, scholarships, discipline, and pedestrian and vehicular traffic on property owned, operated, or maintained by the community college area.
- (13) Subject to Board of Governors policy limitations, enter into agreements for services, facilities, or equipment and for the presentation of courses for students when such agreements are deemed to be in the best interests of the education of the students involved.
- (14) Subject to Board of Governors policy, act to invest, after proper consideration of the requirements for the availability of money, funds of the community college in securities the nature of which individuals of prudence, discretion, and intelligence acquire or retain in dealing with the property of another.
- (15) Analyze and develop recommended tuition rates for courses of instruction offered by the College.

- (16) Exercise any other powers, duties, and responsibilities set forth in Board of Governors policies necessary to carry out Neb. Rev. Stat. §§[85-1501](#) to [85-1540](#).
-

Adopted: 07/15/97, 05/20/08, 09/27/22

Reviewed: 02/03/20, 03/04/20, 05/19/20, 09/13/22

Revised: 02/03/20, 03/10/20, 05/19/20, 09/13/22

Web link:

Tags: President, Presidential Duties

B-2 POLICY College Organization

Click on link to view full-size chart ... [Organizational Charts](#)

Related Procedure: B-2a

Adopted: 06/15/2010

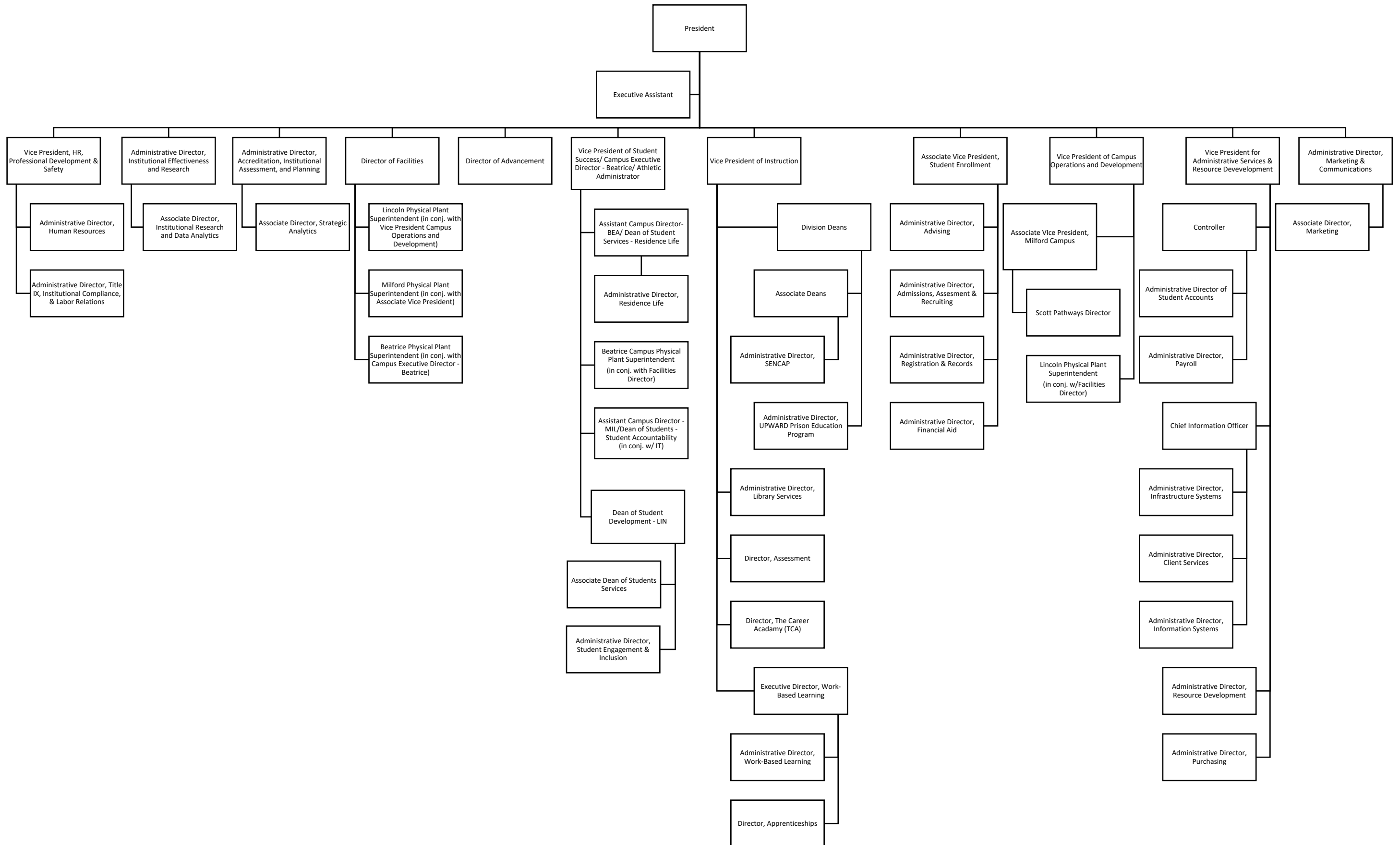
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Revised: 11/15/2011, 9/18/2012, 6/17/2014, 8/15/2017, 5/15/2018, 5/15/2019, 02/03/20, 5/19/20

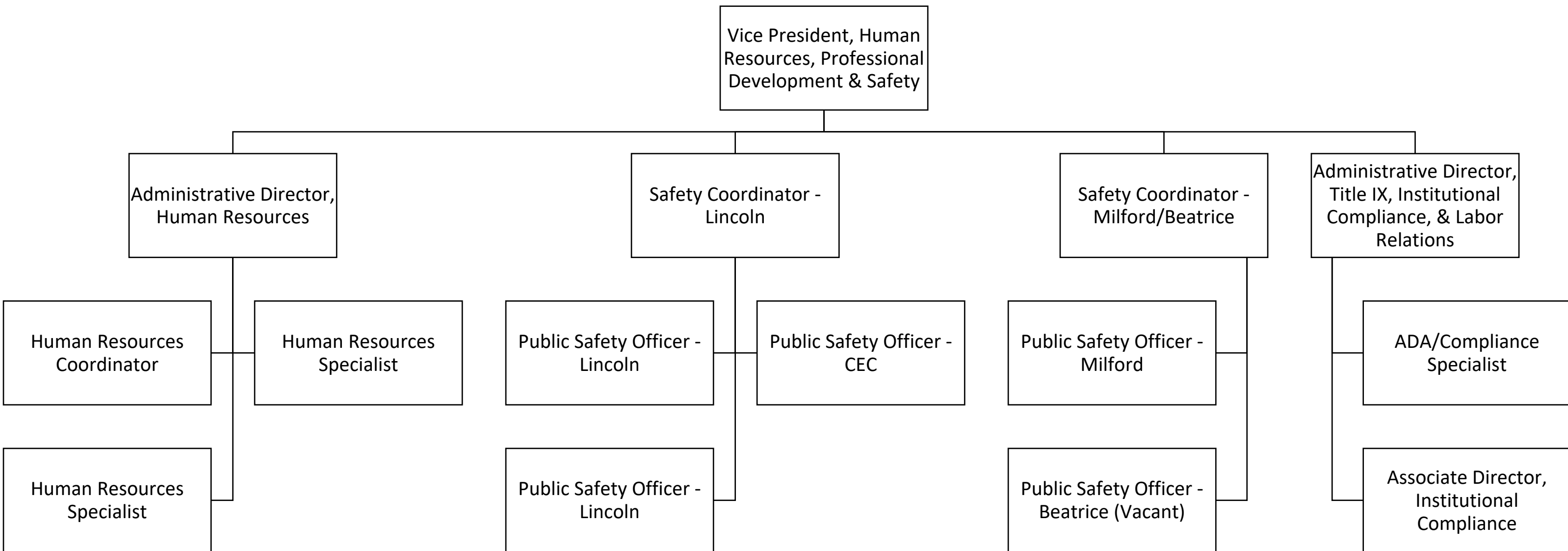
Web Links:

Tags: organizational charts, org charts

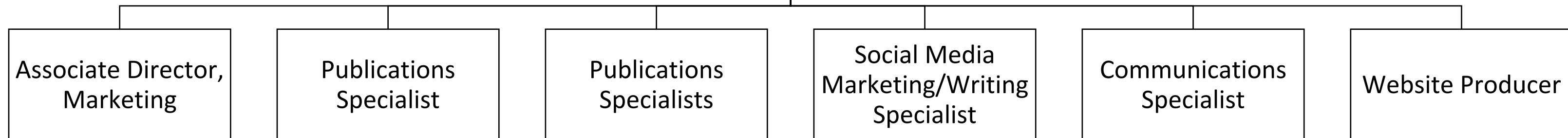
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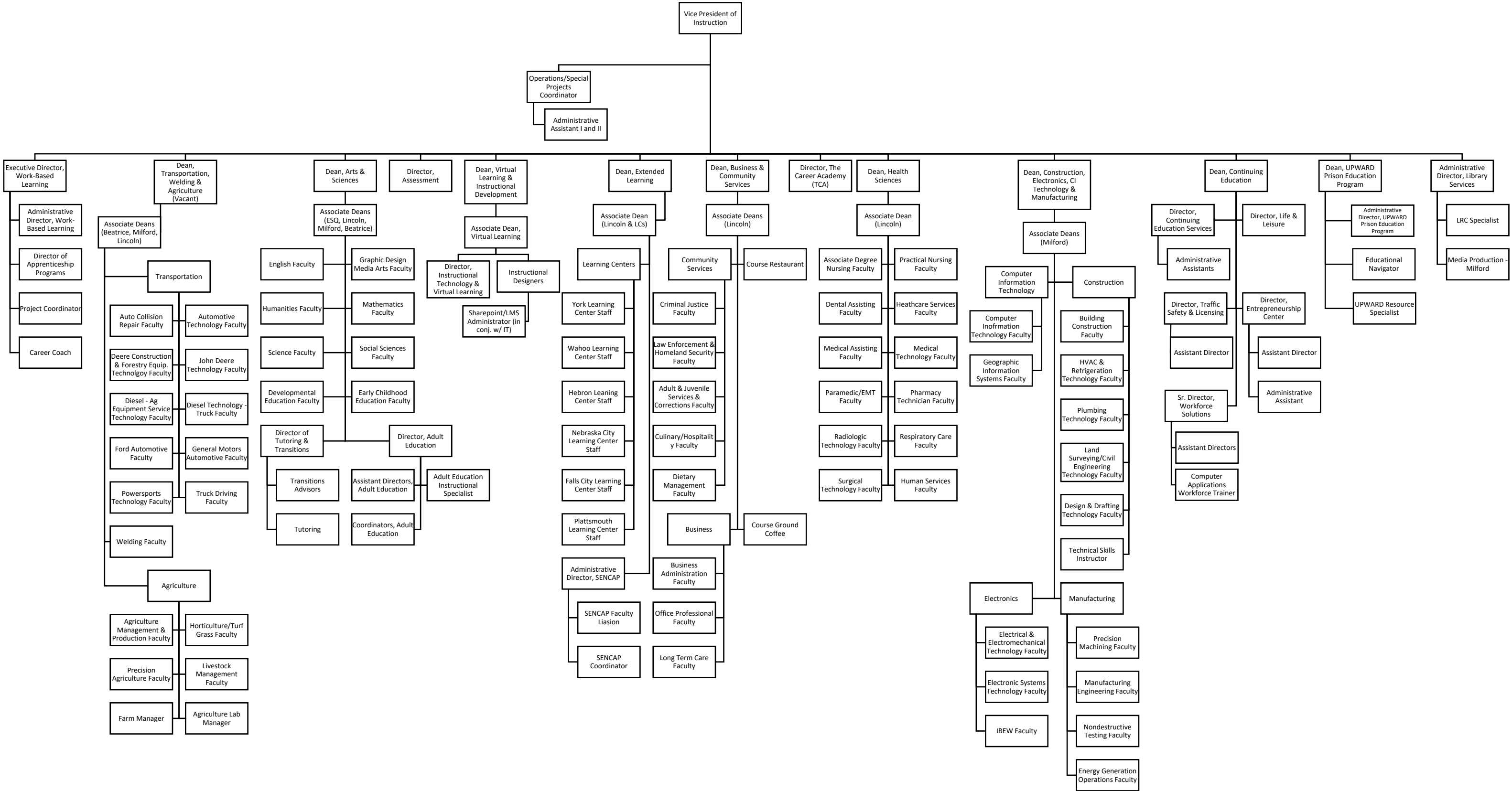


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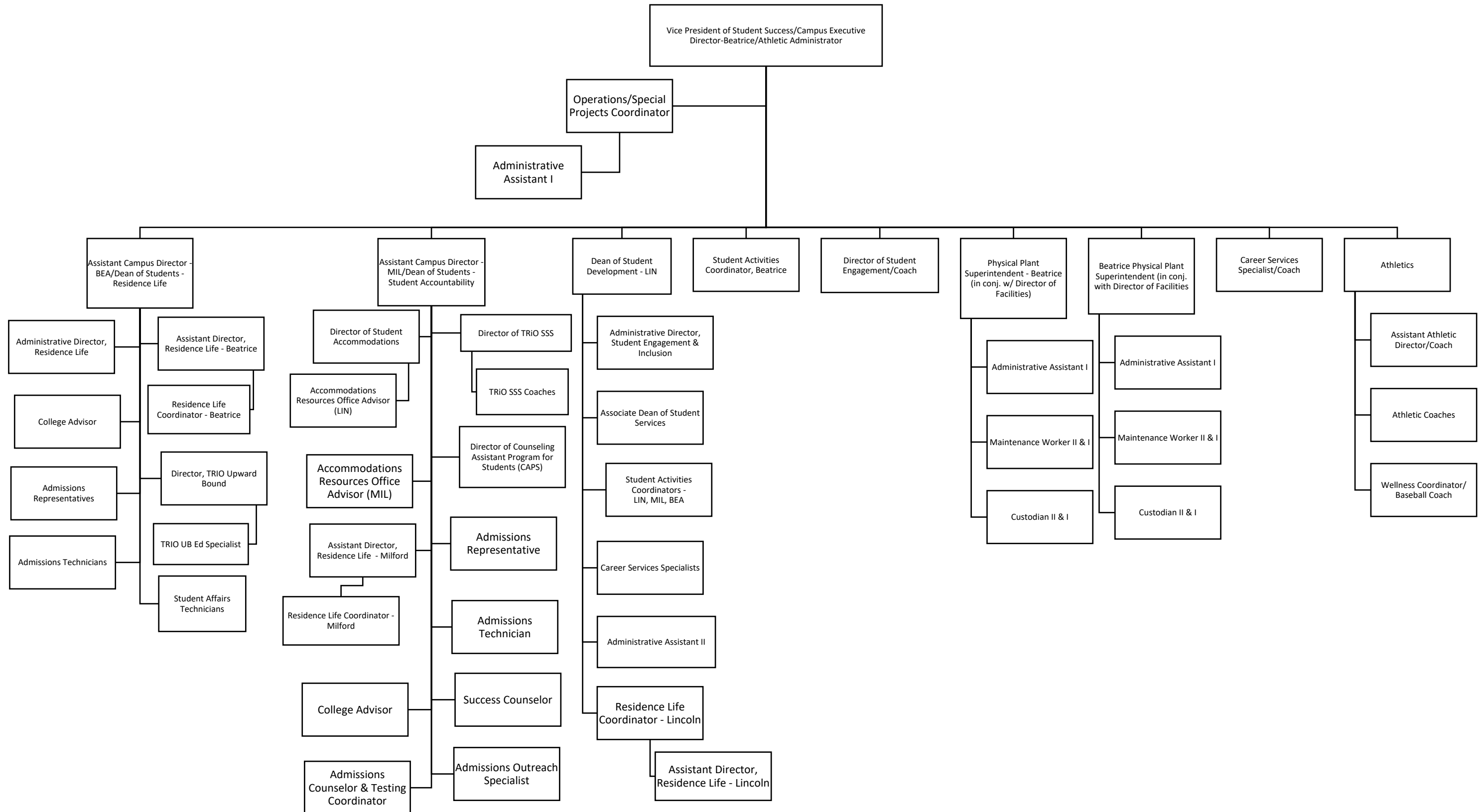


Administrative
Director, Marketing
& Communications

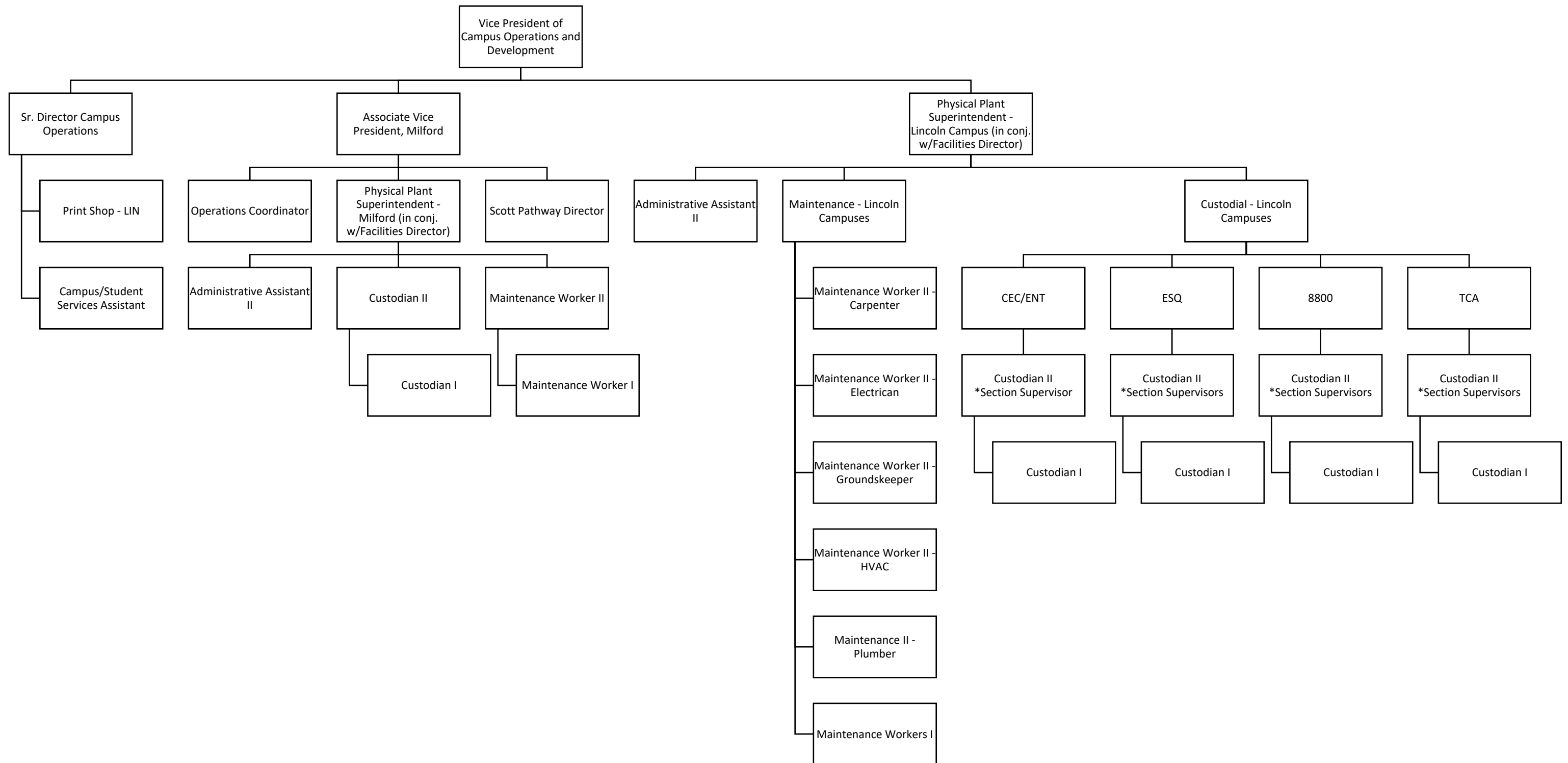




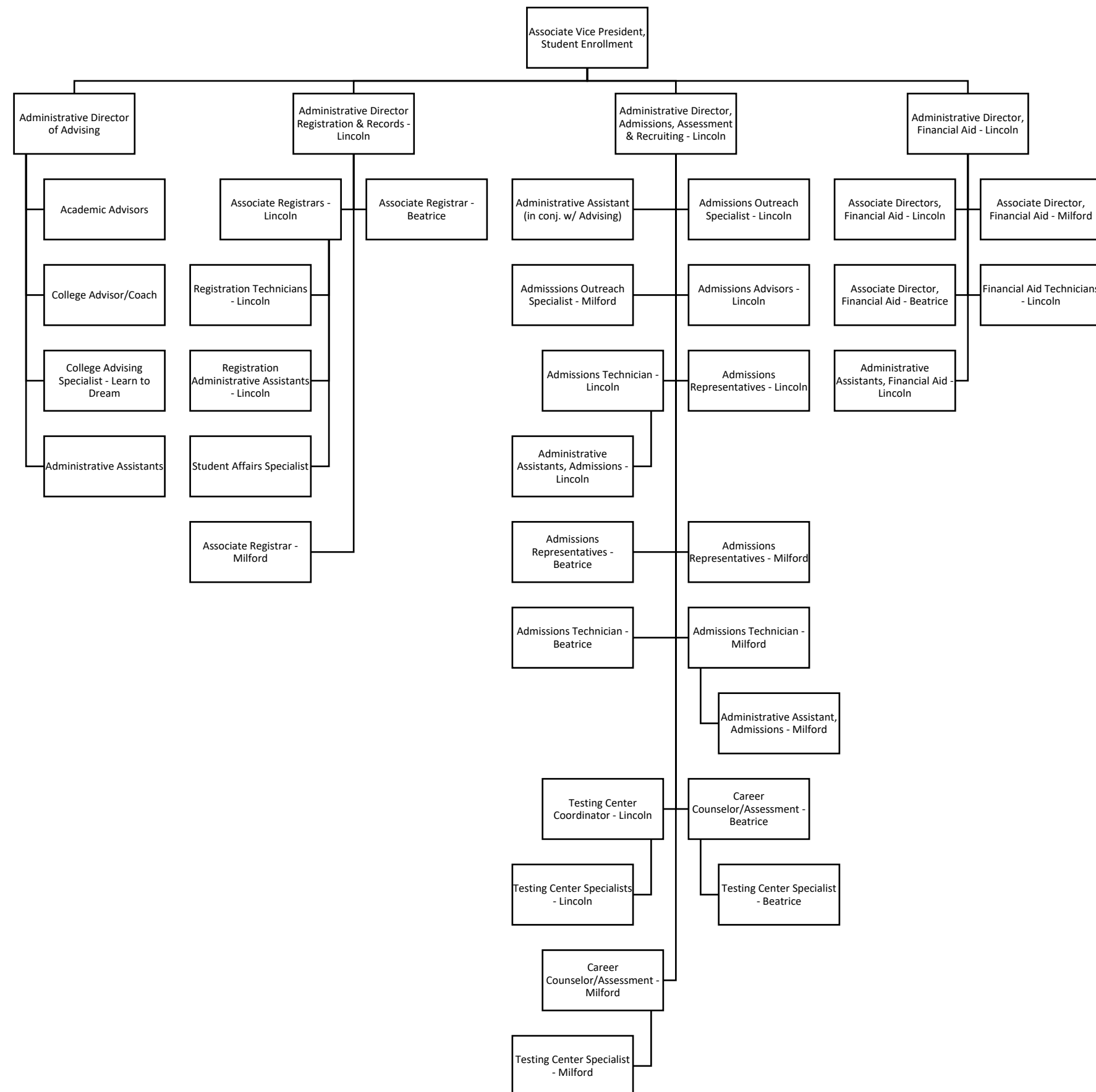
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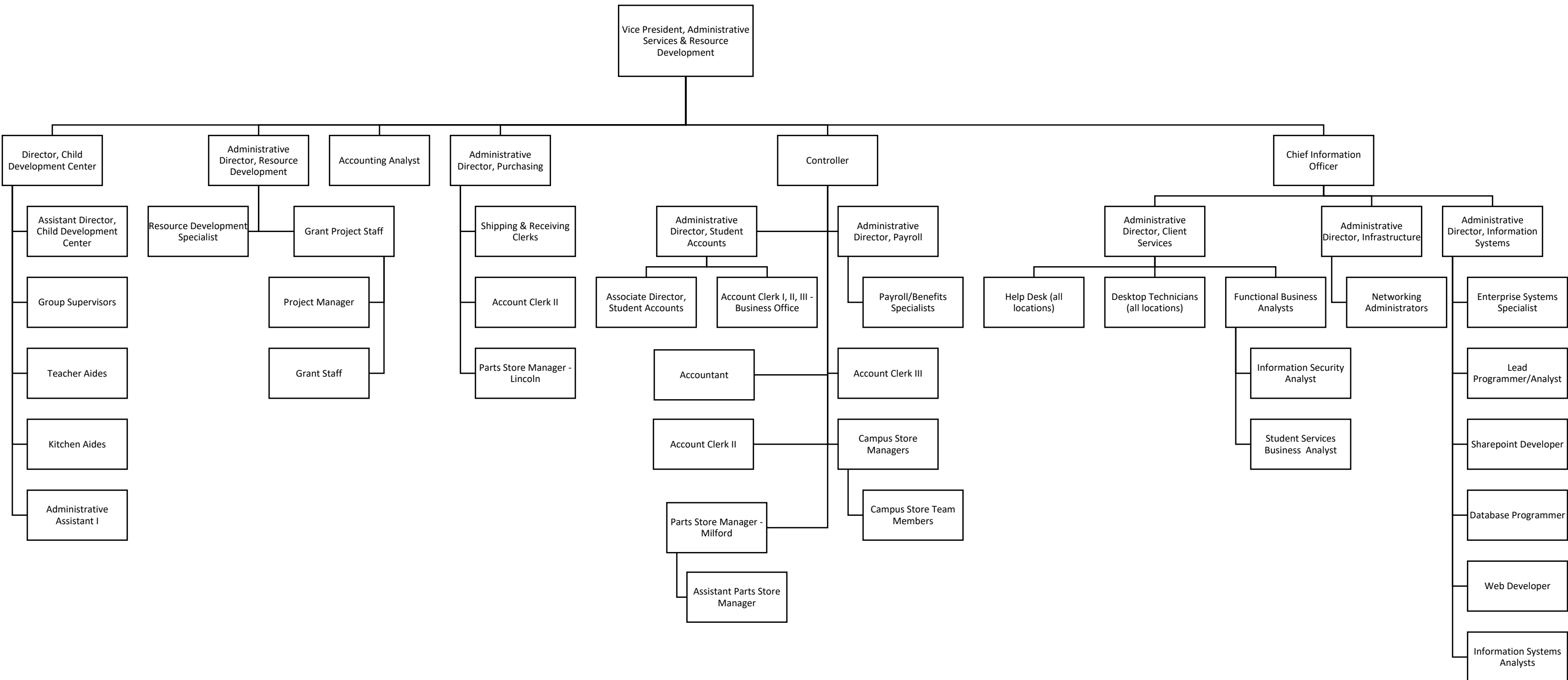
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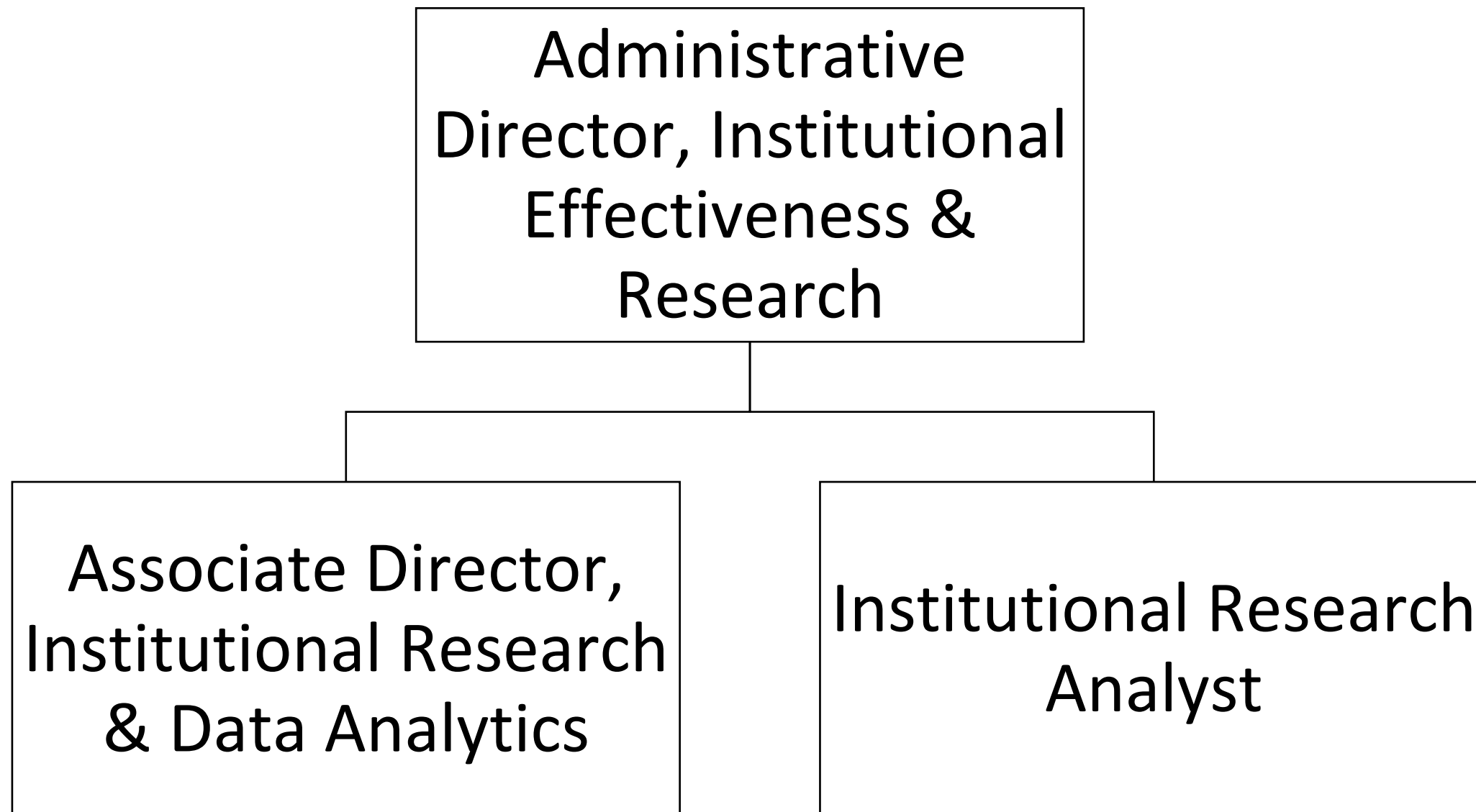


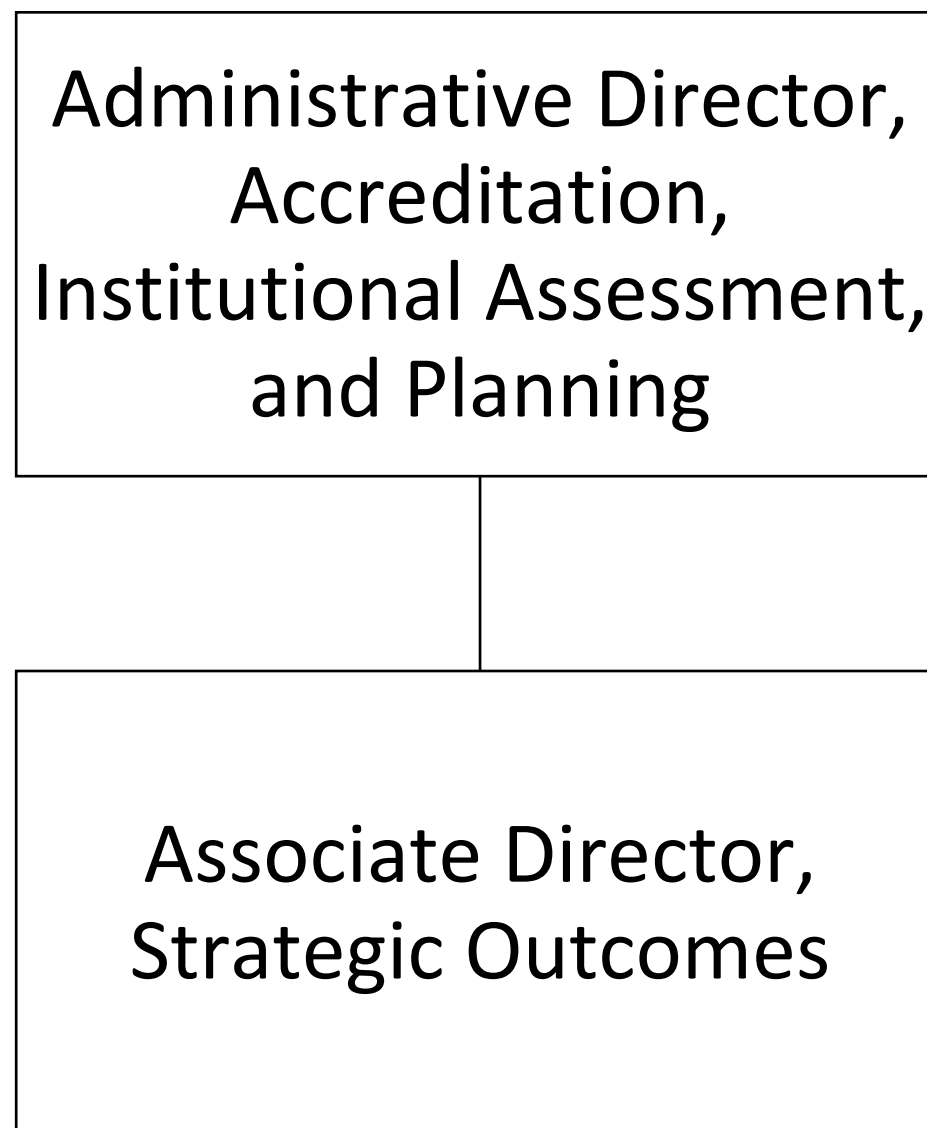
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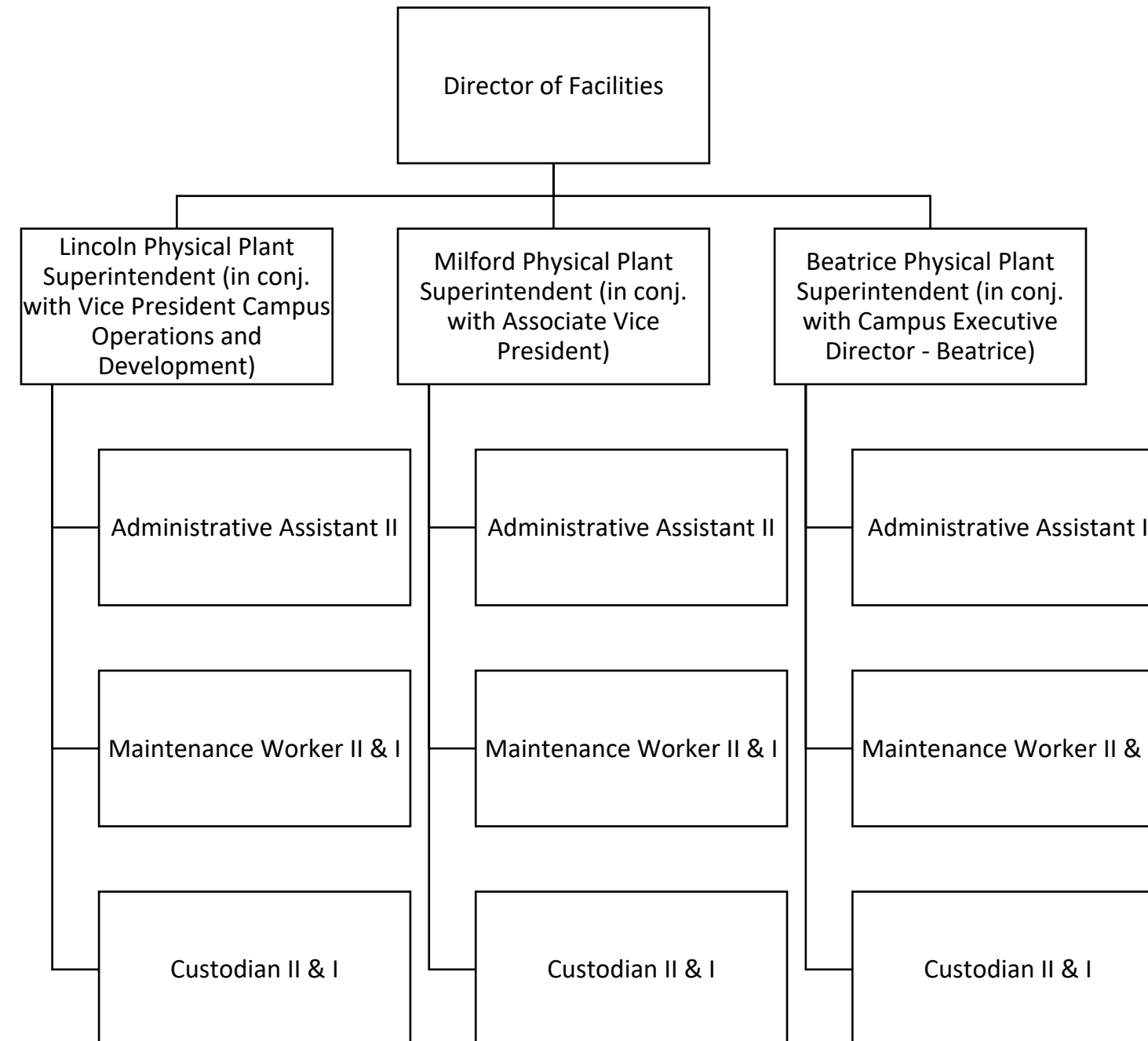


ADMINISTRATION-MANAGEMENT









B-2b PROCEDURE President's Advisory Team

The President's Advisory Team provides a structure through which representatives of the whole College community--students, faculty, support staff, administration--can serve as a communication, information sharing and advisory body to the President. Its members are appointed by the Administrative team or designee to serve a two-year term and will abide by all Goal 9.6 principles. Duties include:

- Act as a collaborative sounding board in the spirit of transparency and input offering considerations to the President.
- Serve as a communication mechanism from staff to the President and Board of Governors and from them back to the staff.

Related Procedure:

Adopted: 06/15/10

Reviewed: 10/10/19, 11/13/19, 7/13/20

Revised: 11/15/11, 9/18/12, 6/17/14, 8/15/17, 5/15/18, 7/13/20

Web Links:

Tags: Advisory Team, institutional effectiveness, shared governance

B-3 **POLICY** **Records Retention**

It is the policy of Southeast Community College to retain and dispose of records in compliance with all Federal and State requirements. A records retention and disposition schedule shall be maintained to provide guidelines for the retention and disposal of College documents and records.

See Nebraska Revised Statutes: Chapter [84-1218](#) (Reissue 1994).

Related Policy: B-4, A-7a (HR/PR)

Adopted: 07/15/97

Reviewed: 02/03/20, 5/19/20

Revised: 02/03/20, 5/19/20

Web Links:

Tags: information protection, records retention

B-3a PROCEDURE Records Retention – Information Protection Process

PROTECTION OF INFORMATION

The SCC Human Resource Office (HRO) limits access to and unauthorized disclosure of collected sensitive background information of personnel hired by SCC for purposes of determining the adequacy of Trustworthiness and Reliability (T&R) as well as “unescorted access” to Category 2 radioactive material stored and used at the SCC Milford Campus.

This information referenced above includes background investigations, either on-going or finalized, as well as results conducted by either SCC or external agencies such as the Nebraska Department of Health and Human Services (NE-DHHS), Federal Bureau of Investigation (FBI), Nuclear Regulatory Commission (NRC)

This information would also include any sensitive information “lists” or “access authorization” procedures that may be stored at the SCC HRO.

All hardcopy (printed) relevant information will be stored in locked file cabinets located either on the 5th floor of the HRO at the “Jack Huck Continuing Education Center” at 301 S 68th St. Place, Lincoln, NE or housed within the HRO locked records storage facility (basement) in lock file cabinets at the same address as listed above. Only employees working for the HRO will have file cabinet keys that allow access to files at either location. When it is necessary for HRO personnel to view sensitive information it should be done at a discreet location with provisions so that no one other than the HRO personnel may see the contents of the information preventing “over-the-shoulder” viewing by non-approved personnel. Folders and all loose material containing sensitive information will be placed back in locked storage after use.

Digital Media – Sensitive information contained as “digital format” shall be limited to SCC network server access only. Only HRO personnel shall have access to the sensitive information. Servers access shall be login and password protected. Any digitally sensitive information that requires deletion shall be deleted and then the computer “recycle bin” emptied for that specific network drive as well.

Destruction of Documents – All paper documents containing “sensitive information” to be discarded will be destroyed by shredding in a paper shredder. Shredded documents will then be placed in locked waste bins located in the basement HRO storage facility. The contents of the bins will be conveyed by an SCC employee witness directly to the disposal service vehicle for removal. Information on computers in digital format to be discarded will be both deleted and the files located in the computer’s “recycle bin” deleted as well. This double deletion process will help insure destruction of files in the Windows operating environment.

Document Removal Status – The Reviewing Official (R.O.) will conduct periodic reviews, as necessary, of documents that may be removed from “sensitive information” categorization due to becoming obsolete or that do not merit possessing “sensitive information” status. These documents will either be destroyed using approved destruction and disposal method or simply downgraded to a non-sensitive status.

Protection of Sensitive Information During Transit – If information is required to be transported to a

location remote from the building. The sensitive information will be protected during transportation by maintaining all documents and digital media in a storage device such as a briefcase or other method of containment. This information will be kept with the HRO person at all times during transit. If brief evacuation of a vehicle is necessary, the information will remain in the storage device and the vehicle locked and secured from entry.

Development of T&R information – Applicants and employees for positions which are impacted by the T&R requirement will be subjected to the following reviews and processes by the Human Resources Office. Applicants who are selected for a T&R covered position will be subject to the review at the time of offer, employees in T&R positions will be reviewed every seven (7) years.

1. Online Criminal & Sex Offender review conducted by the Human Resources Office.
2. Complete Criminal Background Check for a minimum of the past seven (7) years (where possible) completed by the College's CBC provider.
3. State of Nebraska Health and Human Services Adult & Youth Abuse Registry Check.
4. Prior employment verification for new employees.
5. Verification of required education for the position.
6. Review of Performance Evaluations for current employees.

The Vice President for Human Resources will provide a written letter of T&R following completion of the above steps to the Program Chair/Dean of the T&R division at the College. A copy will be maintained in the employee's Personnel File by Human Resources.

Additional FBI Fingerprinting and CBC results will be included as provided by the T&R division.

Related Policy: B-4, A-7a (HR/PR)

Adopted: 07/15/18

Reviewed: 7/13/20

Revised: 7/13/20

Web Links:

Tags: information protection, records retention

B-4 POLICY Policy, Procedure Development/Revision

Southeast Community College (SCC) is committed to ensuring that all policies and procedures are current and consistent with the governing policies set forth by the Board of Governors for the College.

All policies are approved by the Board of Governors ensuring they provide oversight of the institution's responsibilities. All SCC policies and procedures comply with all local, state and federal rules and regulations. To that end, the College maintains a comprehensive list of approved policies contained in the SCC College Handbook.

Policies are supplemented by individual handbooks/manuals containing procedures for different areas of the College. These policies and procedures-reviewed on a tiered schedule such that every five years a complete review, including any necessary revisions, is conducted.

Procedures may be proposed and developed at any level of the organization and presented to the Administrative Executive Team for consideration. The SCC Policy and SCC Procedure and additional SCC College handbooks/manuals together include approved policies and procedures for dealing with all aspects impacting the College including mission, vision and values, personnel actions, student conduct, financial, facility and administrative practices as well as instructional directives.

Related Procedure: B-4a

Adopted: 09/18/18

Reviewed: 02/03/20, 5/19/20

Revised: 02/03/20, 5/19/20

Web Links:

Tags: policy, procedure, development, revision

B –4a PROCEDURE Policy, Procedure Development/Review

Objective: To create alignment across divisions of SCC with regard to all SCC policies and procedures.

Activation:

POLICY Creation:

1. New policy idea proposed with draft business case
2. President/Admin Team approval to move forward
3. Engage responsible division/stakeholders
4. HR review including formatting (revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (review or revise as needed)
7. Division/Stakeholder (review or revise as needed)
8. Admin Team Final Approval
9. HR & Equity Board Review/Revise
10. Board Review/Revise/Approval
11. Updates to file/Communication

POLICY Review:

1. Identify Review Schedule
2. Engage responsible division/stakeholders
3. HR review including formatting
4. Recommendation for no change or possible revision (revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (review or revise as needed)
7. Division/Stakeholder (review or revise as needed)
8. Admin Team Final Approval
9. HR & Equity Board of Governors Review/Revision
10. Board of Governors Review/Revision/Approval
11. Updates to files/Communication

PROCEDURE Creation:

1. New procedure idea proposed with draft business case
2. President/Admin Team approval to move forward
3. Engage responsible division/stakeholders
4. HR review including formatting (revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (revisions as needed)
7. Division/Stakeholder (revision as needed)
8. Admin Team Final Approval
9. Updates to file/Communication

PROCEDURE Review:

1. Identify Review Schedule
2. Engage responsible division/stakeholders
3. HR review including formatting (revision could be procedure to policy, policy to procedure, sunset or change in content)
4. Legal review (as needed)
5. Admin Team (review or revise as needed)
6. Division/Stakeholder (review or revise as needed)
7. Admin Team Final Approval
8. Updates to files/Communication

NEW POLICY/PROCEDURE PROPOSAL:

All new policy or procedure proposals require initial draft business case:

1. What the policy/procedure is
2. How it will be executed
3. FAQ sheet of possible issues and how they will be addressed
4. Tentative timeline for execution

Approval must first be granted by the President or Administrative Team for any draft business cases to move forward through above process.

Best Practice

All policies, procedures and initiatives should be drafted and written with an eye toward Goal 9.6, “maximizing a positive and engaging organizational environment by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others.”

New policies or procedures:

Positive | Succinct language | Clear direction | References to job titles or job classifications (no specific people) | Cross-reference to current policy/procedure | Include the following links:

Related Policy/Procedure:

Adoption:

Review:

Revision:

Web Link:

Tags:

Any acronyms, words or phrasing requiring further definition should be referenced within the policy/procedure or addendum. Formats should follow the [templates](#) located on the Hub. (The Hub/Human Resources/Document Forms)

Any individual or team identifying an error, either non-substantive (i.e. grammatical error) or significant (i.e. policy no longer in practice or not in compliance with updated laws and regulations) shall submit to Human Resources a completed “Policy or Procedure Revision form” (template version located on The Hub/Human Resources/Document Forms).

[Link to Creation of NEW Policy/Procedure Proposal](#)[Link to Revision of CURRENT Policy/Procedure Proposal](#)

Non-substantive revisions will be made immediately and posted to all necessary locations. Significant revisions will be submitted to the Administrative Team for review and if approved will be finalized and updated through the above process.

[Sample templates can be found at this link](#)

Policy Number: (i.e. B-5) POLICY Title

Southeast Community College (SCC)...

XX
XX
XX

Related Procedure: Linked Procedure Number (i.e. B-5a)

Adopted: Date

Reviewed: Dates Revised: Dates

Web link: live link to Hub/Website

Tags: easily identifiable words enabling search database to find specific policy, procedure, or initiatives.

Development/Review Procedure Number: (i.e. B-5a) PROCEDURE Title

Objective: XX
XX
XXXXXXXXXX

Activation: XX
XX
XXXXXXXXXX

Best Practice: XX

Related Policy: Linked Policy Number (i.e. B-5) Adopted: Date

Reviewed: Dates Revised: Dates

Web link: live link to Hub/Website

Tags: easily identifiable words enabling search database to find specific policy, procedure, or initiatives.

Related Policy: B-5**Adoption:** 09/18/18**Review:** 02/12/19, 7/13/20**Revision:** 7/13/20**Web Link:****Tags:** policy/procedure creation, policy/procedure review or revision

POLICY Additional Locations

In support of the College's Mission, Vision, and Strategic Plan, Southeast Community College establishes additional locations throughout its 15-county service area to provide credit-based and continuing education opportunities that extend learning beyond its three campuses (Beatrice, Lincoln, and Milford). The College is committed to ensuring compliance with the Nebraska Coordinating Commission for Postsecondary Education (CCPE), Higher Learning Commission, and United States Department of Education requirements regarding opening, closing, or relocating, an additional location.

SCC adheres to HLC's definition of "additional location" as a facility 1) that is geographically apart from the main campus, 2) where instruction takes place, and 3) where it is possible for students to do one or both of the following:

- Complete 50% or more of the courses in educational programs leading to a degree, certificate, or other recognized educational credential
- Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree)

SCC's additional locations may provide access to instruction via interactive TV, video, or online teaching, which requires students to be present at a physical location.

Administrative Oversight

In conjunction with Campus Directors, the Vice President of Instruction provides administrative oversight to all additional locations. SCC's additional locations are staffed by College employees with most administrative and student services being provided by the associated campus.

SCC Additional Locations

SCC's current additional locations are:

- **Falls City Learning Center**, 3200 Bill Schock Blvd, Falls City, NE 68355
- **Hebron Learning Center**, 610 Jefferson Ave, Hebron, NE 68370
- **Nebraska City Learning Center**, 1406 Central Ave, Nebraska City, NE 68410
- **Plattsmouth Learning Center**, 537 Main St, Plattsmouth, NE 68048
- **Wahoo Learning Center**, 536 N. Broadway St, Wahoo, NE 68066
- **York Learning Center**, 401 N. Lincoln Ave., York, NE 68467
- **Education Square**, 1111 O St, Ste. 112, Lincoln, NE 68508
- **Entrepreneurship Center**, 285 S 68th St. Place, Lincoln, NE 68510
- **Jack J. Huck Continuing Education Center/Area Office**, 310 S 68th St. Place, Lincoln, NE 68510
- **IBEW (International Brotherhood of Electrical Workers) Local #265 Training Center**, 1415 Old Farm Road, Lincoln, NE 68512

The College also reports the high schools where it provides robust dual-credit programming as additional locations to the Higher Learning Commission, which enables a student to earn 50% of a credential.

Related Procedure: B-5a

Created: 07/05/22

Adopted: 08/23/22

Reviewed: 07/05/22, 07/11/22

Revised: 07/05/22

Web link:

Tags:

B-5a PROCEDURE Additional Locations**Approvals**

- SCC is approved for HLC's Notification for Additional Locations, which facilitates an expedited approval process.
- SCC's Administrative Team authorizes the opening, relocating, or closing of additional locations.
- Southeast Community College's Board of Governors reviews and approves substantial changes to or the establishment of a new location when there is a budgetary impact requiring Board approval.
- Following Board of Governors approval, the College seeks HLC approval to open or close a location within 30 days of the effective date.
- The President appoints a Location Coordinator responsible for maintaining the institution's additional location and campus records in HLC's online system.
- The College regularly monitors enrollment numbers at each location and reports them annually to the Higher Learning Commission when a location has become inactive.
- The Vice President for Instruction and Vice President for Program Development seek approval from CCPE when an additional location is within 30 miles (by the most direct route on a hard-surfaced roadway) of another public institution's principal campus where offered courses or degree programs are comparable in content and intended student outcomes to those offered at the off-campus center. CCPE stipulates that SCC may make lease or other use arrangements for a term of one year or less for use of buildings at a cooperating institution at an additional location without prior Commission approval.
- Notification to the United States Department of Education is required following HLC approval of any changes associated with an additional location.

Related Policy: B-5**Created:** 07/05/22**Adopted:** 07/11/22-Administrative Team**Reviewed:** 07/05/22, 07/11/22**Revised:** 07/05/22**Web link:****Tags:**

B-6a PROCEDURE

Shared Governance

Southeast Community College utilizes a shared governance approach to engage numerous internal constituencies in the College's operations and fulfillment of its vision, mission, and strategic goals and objectives. SCC achieves shared governance through the following: planning processes, collaborative initiatives, policies and procedures, campus student senates, Board of Governors Faculty Representative, data-informed practices, proactive data collection, campus communications, and curriculum development and review processes. To facilitate shared governance, the College is committed to Goal 9.6 of its 2020-2024 Strategic Plan to "maximize a positive and engaging organizational climate by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others." The College's climate is a key component to promoting shared governance at all levels of the institution.

Planning Processes

SCC's Strategic Planning Team is activated during the planning cycle described in the Strategic Plan Policy and Procedure (A-23). Strategic Planning Team members are selected by SCC's Administrative Team and include representatives from faculty, staff, and administration. The Strategic Planning Team meets regularly to review environmental scanning data and develop data-informed recommendations for strategic goals and objectives. The team also provides recommendations on potential revisions to the Mission, Vision, and Values statements. Recommendations are reviewed and approved by the College's Administrative Team and presented to the Board of Governors for approval. Any changes to the mission statement are reported within 30 days to the Higher Learning Commission to ensure compliance with HLC's substantive change policies.

Following Board approval of the Strategic Plan each division, department, and program across the college develops and implements strategies on an annual basis through the Mission Action Plan (MAP) process which are connected to strategic goals and objectives. Employee input is an integral part of the implementation and evaluation of annual strategies. Leaders of each area report plans and results via the College's designated planning and assessment software.

Collaborative Initiatives

All major initiatives such as strategic planning, calendar conversion, construction projects, College and program-level advising, crisis management, program development, assessment processes, curriculum development, safety and security strategies, and co-curricular programming utilize steering committees composed of employees from all areas of the College. The Chair and/or Co-Chairs identify potential committee members from all areas of the College. Supervisors of potential committee members are first consulted to ensure a potential committee member would have the time and flexibility to fully participate on the committee.

Campus Student Senates

The College utilizes campus student senates to inform decision making related to student affairs programming, facilities, tuition and fee rates, campus amenities, safety and security, and other practices and features related to the learning environment. Student senate members discuss potential student-centered activities and events as well as areas of concerns. They share results of these discussions with the student populations and Deans of Students on their respective campuses. Student senate meetings

are open to all students. As part of the regular board meeting agenda, a student senate officer provides a monthly update on student activity programming and other student matters.

Board of Governors Faculty Representative

The board representative provides a monthly update to all faculty prior to each month's board meeting and answers specific questions faculty members may have regarding board proceedings. A board update is also presented to the Faculty Executive Team each month. As a liaison between the board and the faculty, the faculty representative also serves as a member of the Faculty Association Executive Team and helps facilitate questions or concerns. Any concerns that might need addressed are shared with the college president and/or appropriate administrator (e.g. HR or VPI) for review/discussion.

The Faculty Association Executive team meets monthly, one week prior to the Board of Governors meeting. A board update is provided at each of these meetings. In addition, the Board Representative emails all faculty with a brief monthly update with links to board minutes, board support documents, and a brief summary of the previous month's meeting, with particular emphasis on topics that directly relate to faculty. Topics include board meetings and work sessions that directly impact faculty such as program proposals, program reviews, presentations, Strategic Plan, policy updates, etc.

Data-Informed Practices

A set of standard reports is available and updated regularly by staff from the Office of Institutional Research. Many standard reports and data are available via the Fact Book on the public website. The Fact Book is intended to provide general data about the College and includes sections for Courses, Enrollment, Faculty and Staff, Financial, FTE and REU, Graduates and the Service Area. Additional dashboards and interactive reports are available internally on, where access is provided via role-based security.

The typical source for student-related data is Zogotech, a warehouse of information from the College's enterprise management system, Ellucian Colleague. Zogotech allows IR staff to efficiently compile data for multiple requests. Any employee may request other data by completing the IR Request Form available on SCC's public website. The IR team works collaboratively to determine the information to be used to meet the needs of requests and for internal quality control. Data is shared on a regular basis with the Board of Governors to provide information for items presented for approval.

Proactive Data Collection

SCC employees have the opportunity to share input on various college operations via regular surveys. The Office of Institutional Research and senior administrators utilize survey data to inform institutional decisions. Some surveys are conducted independently, including Student and Employee Climate surveys, Graduate survey and topic-focused surveys. Additionally, other surveys are done in conjunction with outside consortiums and other institutions. Examples include Community College Survey of Student Engagement (CCSSE) and the Survey of Assessment Culture.

Student and employee surveys are conducted on a regular basis following a schedule maintained by the IR Office. Surveys of other groups such as employers and community members, are done on an ad hoc basis. The Office of Institutional Research assists with survey development, administration, and analysis. Survey results are summarized and shared with the requester and are regularly used for decision making

at the department, division, and institutional level. Most survey results are also posted to the public website.

Curriculum Development and Review Processes

The Curriculum Committee is a faculty-driven standing committee of the Instructional Division, reporting to the Vice President of Instruction. The committee meets on a regular basis during the academic year to review and evaluate course changes, approve or make recommendations for revisions to course changes, and draft policies and procedures related to course syllabus changes and/or Course Information Document changes for consideration by Deans and the Vice President of Instruction.

The Curriculum Committee is tasked with reviewing course change proposals and syllabi, listening to presentations by the faculty requesting the change(s), asking questions, discussing, and then recommending approval, modifications, or denial of the request.

Documentation of Curriculum Committee meetings are provided by the Committee's administrative Assistant, who records the minutes of each meeting. These minutes are made available to College employees.

Policies and Procedures

A major shared governance strategy of the College is its policy and procedure creation and review process described in SCC's related Policy and Procedure. These documents outline each step of this process and provide detailed instruction related to how an employee or team may initiate a new policy or procedure or recommend a revision to an existing policy or procedure.

Campus Communications

The College's leadership is committed to communicating frequently with its campus communities in relation to its initiatives, vision, mission, strategic goals and objectives, facilities, and other operational matters. College leaders communicate frequently through newsletters, weekly updates, open forums, webinars, and the College's website.

Administrative Team

The College's Administrative Team, which consists of administrators from all areas of the institution, is responsible for the day-to-day operations of the institution. The Administrative Team members bring questions and other feedback from their respective areas to discuss as a group. Members also share information with their areas.

Board of Governors

The Southeast Community College Board of Governors is committed to shared governance by approving policies that promotes broad input and participation in the College's key initiatives and strategic and departmental planning processes. Although the Board of Governors delegates day-to-day management of the institution to the administration, it is committed to making informed budgetary and policy decisions that support the College's Mission, Vision, and Strategic Goals as a part of its vital role in shared governance.

Related Policy: B-6

Adopted: 8/12/2022

Created: 07/05/22

Revised/Reviewed: 07/05/22, 08/05/2022

Web link:

Tags:

B-6 POLICY

Shared Governance

Southeast Community College utilizes a shared governance approach to engage numerous internal constituencies in the College's operations and fulfillment of its vision, mission, and strategic goals and objectives. SCC pursues shared governance through the following: planning processes, collaborative initiatives, policies and procedures, campus student senates, Board of Governors Faculty Representative, data-informed practices, proactive data collection, campus communications, and curriculum development and review processes. To facilitate shared governance, the College is committed to Goal 9.6 of its 2020-2024 Strategic Plan to "maximize a positive and engaging organizational climate by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others." The College's climate is a key component to promoting shared governance at all levels of the institution.

Planning Processes

The College engages in dynamic strategic planning by utilizing a Strategic Planning Steering Team composed of representatives from all areas of the institution to create its 5-year strategic plans. Faculty and staff from all departments participate in the development of annual Mission Action Plans (MAPs) that link directly to the strategic plan. The College engages in integrated planning by tying its budget planning to its assessment, and operational and capital budgeting processes.

Collaborative Initiatives

All major initiatives such as strategic planning, calendar conversion, construction projects, College and program-level advising, crisis management, program development, assessment processes, curriculum development, safety and security strategies, and co-curricular programming, utilize steering committees composed of employees from all areas of the College. The College's Administrative Team considers recommendations and findings from these steering committees in their decision-making process.

Campus Student Senates

The College utilizes campus student senates to inform decision making related to student affairs programming, facilities, tuition and fee rates, campus amenities, safety and security, and other practices and features related to the learning environment.

Board of Governors Faculty Representative

A faculty member elected by the College's faculty serves as a Board of Governors Faculty Representative. This non-voting member of the Board attends all Board meetings, work sessions, and other Board-related events and conferences. The purpose of this Board position is to provide the Board of Governors access to the perspectives of College faculty.

Data-Informed Practices

The College's Office of Institutional Research creates and maintains dashboards and interactive reports to facilitate shared governance by providing a conduit for faculty, staff, and administrators to offer feedback in relation to all aspects of the College's operations.

Proactive Data Collection

The College's Office of Institutional Research follows a survey schedule to collect and analyze data related to administrative processes, organizational climate, facilities, support services, and many other areas. The results from these surveys inform decision making at all levels of the institution.

Curriculum Development and Review Processes

The Curriculum Committee reviews and approves all new program curriculum. The Committee which consists of faculty, student affairs staff, and administrators, also reviews and approves all major changes to existing curriculum.

Policies and Procedures

The College has policies and procedures that establish the roles of the Board of Governors, faculty, staff, administration, and students in developing and applying policies, procedures, and operations of the institution. The College's policy and procedure review and development process allows any SCC employee to recommend a potential new policy or procedure or recommend a review of existing policies and procedures. Policies and procedures are reviewed by faculty and staff at all levels of the institution and may also be reviewed by legal counsel.

Campus Communications

The College's leadership is committed to communicating frequently with its campus communities in relation to its initiatives, vision, mission, strategic goals and objectives, facilities, and other operational matters.

Administrative Team

The College's Administrative Team which consists of administrators from all areas of the institution, is responsible for the day-to-day operations of the institution. The Administrative Team members bring questions and other feedback from their respective areas to discuss as a group. Members also share information to their areas at division and departmental level meetings via newsletters, webinars, and other forms of communication.

Board of Governors

The Southeast Community College Board of Governors is committed to shared governance by approving policies that promote broad input and participation in the College's key initiatives and strategic and departmental planning processes. Although the Board of Governors delegates day-to-day management of the institution to the administration, it is committed to making informed budgetary and policy decisions as part of its vital role in shared governance.

Related Procedure: B-6a

Adopted: 09/27/22

Created: 07/05/22

Revised/Reviewed: 07/05/22, 08/05/2022

Web link:

Tags:

C-1 POLICY Instructional Services

It is the purpose of Southeast Community College to develop and offer a program of studies that is in keeping with its Mission Statement, that is, comprehensive in nature, and that responds to the instructional training and associated educational development needs of the students and the community so those students can enjoy productive participation in the commerce of the Area. The development of such programs requires the participation of College administrators, faculty members, and advisory team members from the community being served.

It is the purpose of Southeast Community College to extend educational opportunities, on a life-long basis, to the residents of the 15-county College area as a part of its stated Mission.

The curriculum, a total of all the individual programs proposed, developed, and finally approved, is expected to be a constantly evolving process, sensitive to existing and predicted times and conditions. The Board of Governors has the responsibility to approve, evaluate, and monitor the educational programs of the College.

The College will offer programs and courses at times and locations, through various instructional delivery methods that best meet student needs. The curriculum and class schedule for each College instructional division shall be approved by the responsible division Dean and the Vice President for Instruction.

Requirements and information related to student attendance, technical services, and technology are outlined in the course catalog.

It is the power and duty of the Board of Governors, to grant to every student upon graduation or completion of a course of study, a certificate, diploma, or associate degree. It is a power conferred by the State and the College's accrediting agency.

Adopted: 12/13/22

Reviewed/Revised: 10/10/22, 10/21/22

Next Review: TBD

Web link:

Tags:

C-2 POLICY Student Organizations

Southeast Community College is committed to the personal growth and development of its students. Such growth and development occur not only in classrooms and laboratories but also in campus clubs and organizations in which activities can help develop leadership skills, improve social interaction, and reinforce academic competencies. Therefore, student organizations, academic clubs, and social/recreational activities are encouraged.

Procedures for the recognition of a student organization will be published in the College Catalog. College facilities are available for student use if authorized, scheduled, and supervised in accordance with campus rules and regulations.

Adopted: 12/13/22

Revised/Reviewed: 10/10/22, 10/21/22

Next Review: TBD

Web link:

Tags:

EDUCATIONAL SERVICES

C-2a PROCEDURE Competitive Club

Southeast Community College (SCC) supports the development of competitive clubs that engage in state or nationally recognized events aligned with the college's mission and strategic objectives. These competitive clubs are eligible for financial support from the Competitive Club Fund, subject to certain requirements and guidelines.

I. Definitions

1. **Competitive Clubs:** A club formed for the purpose of providing students with the opportunity to compete in events related to the student's program of study.
2. **Faculty/Staff Advisor:** A college employee who provides guidance, support, and oversight to a Competitive Club.

II. Competitive Club Recognition

1. **Eligibility for Competitive Club Status:** To be eligible for Competitive Club status, a club must meet the following criteria:
 - The club must consist of student members competing in events directly related to furthering their educational experience within their program of study at the college. where membership results from a direct academic connection.
 - The club must have a faculty or staff advisor.
 - The club must provide a statement of work for the year, including:
 1. Monthly meeting schedule
 2. Details on at least one fundraising event the club will coordinate
 3. Details on dates, and anticipated costs for any events they plan to compete in during the fiscal year

III. Competitive Club Fund Allocation

1. **Eligibility and Funding Allocation:**
 - Clubs that meet the active club requirements will be eligible to receive financial support from the Competitive Club Cost Center.
 - Division Deans in conjunction with the VPI has sole discretion to allocate budgeted funds to competitive clubs.
 - In the event that the Competitive Club Fund is exhausted for a fiscal year, students in the remaining clubs will be responsible for covering any unmet costs.
 - Clubs may access funds allocated by the college for Competitive Club activities, which

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include state and national competition-related expenses for the students such as room, board, travel, and competition related registration fees. (Expenses incurred by the faculty or staff advisor should be taken out of those programs operational budget for that fiscal year.)

- Clubs may only seek funding for competitive events organized by state or nationally recognized organizations.

2. Use of Other Funds:

- Any fundraising or scholarship dollars donated to a Competitive Club should be exhausted before accessing the Competitive Club Fund.

IV. Advisor Roles and Responsibilities

1. Advisor Compensation:

- Faculty advisors for programs participating in Competitive Club events may be eligible for load release (0.5 Load Hours) based on the expectations of their role and the requirements of the competitions at the discretion of the Division Dean.
- Advisors accepting load release are expected to provide support for students in their program area and for regional, state, national, or other geographically located competitive events during the fiscal year in which they accepted the load release, to include traveling with students to such events.

V. Compliance and Accountability

1. **Monitoring and Compliance:** SCC will regularly review the status of competitive clubs to ensure compliance with this policy and will monitor the use of the Competitive Club Fund.
2. **Appeals:** Clubs may appeal decisions related to their eligibility or funding allocation to the college administration.

VI. Review and Revision

This policy will be reviewed and revised as needed to ensure it remains effective and aligned with the goals and objectives of SCC.

VII. Implementation

This policy shall be implemented and effective from the date of approval. SCC will annually review and budget funds, as available.

VIII. Approval and Signature

This policy has been approved by the college administration on 12/7/2023 and is subject to periodic review and revision.

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Procedures for the recognition of a student organization will be published in the College Catalog. College facilities are available for student use if authorized, scheduled, and supervised in accordance with campus rules and regulations.

Adopted: 12/7/23

Revised/Reviewed: 12/7/23

Next Review: TBD

Web link:

Tags:

EDUCATIONAL SERVICES

C-3 POLICY Student Affairs

It is the purpose of Southeast Community College to provide comprehensive student services that support and are responsive to the goals of its students and are consistent with the College's Mission and Vision. The College welcomes students of diverse backgrounds and abilities and recognizes the contributions they make to the quality of the educational process.

Coordinating Responsibilities

Under the general supervision of the President, the Vice President for Student Success and the Associate Vice President of Student Enrollment or their designee(s), shall be assigned the responsibility of coordinating the student affairs efforts of the College.

It is the purpose of Southeast Community College to admit to its instructional programs all persons who may wish to benefit therefrom. The College will adopt consistent and equitable enrollment standards for admission to the College, course enrollment and graduation requirements.

Admissions

Undergraduate, degree seeking students who are sixteen (16) years of age or older must complete an application for admission and be a high school graduate or equivalent to be admitted to a Program of Study. To be admitted, students must demonstrate college readiness through course placement testing, transfer course equivalencies or a combination thereof, and meet any special admissions requirements for a given Program of Study. Students under the age of sixteen (16) must also have permission from the College to be admitted to a Program of Study.

High school students who are sixteen (16) years of age or older participating in the SENCAP/Dual Credit Advantage/The Career Academy pathway programs must complete an application and be approved to participate in these programs. Students must also meet any special requirements for a given SENCAP/Dual Credit Advantage/The Career Academy pathway program. SENCAP/Dual Credit Advantage/The Career Academy students under the age of sixteen (16) must have permission from their high school and the College to participate.

Course Enrollment

Students may enroll in credit coursework at Southeast Community College even if they are not admitted to a Program of Study or pursuing a degree at the College.

Any person who is sixteen (16) years of age or older and meets program or course prerequisites is eligible to enroll in coursework at Southeast Community College.

Any person under sixteen (16) years of age who is enrolled in a high school or equivalent program that is in session must have permission to enroll from their high school or equivalent program and the College. Any person under sixteen (16) years of age who is not enrolled in a high school or equivalent program or intends to enroll while their high school is out of session must have permission from the College to enroll. Students must also meet any program or course prerequisites to enroll in coursework at

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Southeast Community College.

Graduation requirements

Undergraduate students seeking a degree from Southeast Community College must be admitted to a Program of Study, must meet all degree requirements for their Program of Study and must submit an application for graduation. An undergraduate degree-seeking student must have a high school diploma or equivalent in order to receive an Associate Degree, Diploma, or Certificate. Work toward high school equivalency is offered by Southeast Community College.

A high school student participating in the SENCAP, Dual Credit Advantage or The Career Academy program must have a high school diploma or provide documentation of their anticipated high school graduation in order to receive a Diploma or Certificate from the College.

Undergraduate degree-seeking admission requirements

Admission to Southeast Community College may require the applicant to complete the following:

- Return a completed application form to the campus to be attended
- Request high school and postsecondary institution transcripts to be sent directly to the College
- Take pre-entrance examinations as required
- Complete a criminal background check as required by programs/sites

Counseling/Advising

Counseling and advising services will be provided to Southeast Community College students in the areas of:

- Academic/Career
- Educational
- Financial Aid
- Personal Counseling
- Placement

Student Files/Information

In compliance with the *Family Educational Rights and Privacy Act of 1974*, student educational records information, as defined by 20 U.S.C. S 1232 (g), will be maintained, reviewed and released by Southeast Community College.

Students will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually through the College Catalog.

The College will develop and maintain an educational record for each student. Southeast Community College shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student in accordance with the provisions of the Family Education Rights and Privacy Act.

All students, former students, and parents of dependent students have the right of access within a

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reasonable time (no more than 45 days) after a written request is made, to all records regularly maintained by the College that pertain to the student or former student.

All students, former students, and parents of dependent students have the right of access within a reasonable time (no more than 45 days) after a written request is made, to all records regularly maintained by the College that pertain to the student or former student. Student dependency is determined in accordance with the US Department of Education guidelines.

In the case of dependent students, requests for access to records or a waiver of rights to access shall be considered valid when made by either the student or the parent.

The procedures for release of information shall be published in the College Catalog and are available to the general public.

The official educational record of file is electronic and may be comprised of multiple sections, including, but not limited to: Academics, Financial Aid, and Placement. All student educational records shall be maintained in secured areas/systems and be available to authorized College personnel, in accordance with College Policy and Procedure A-18, A-18a, and A-18b.

When available, the student's physical address, e-mail address and/or telephone number may be released at the discretion of the Registration and Records Office.

Use of Photographs/Videos:

Photographers/videographers employed or contracted by SCC regularly take photographs/videos of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/videos will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo shoots/marketing campaigns where the subjects will have given

verbal consent to be photographed/recorded. Individuals who are photographed/recorded while attending a public event or who verbally agree to participate in a photo shoot/video will be understood to have authorized SCC to use their likeness in print and digital materials to promote the College. The College will retain the usage rights to the photographs/videos in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Registration and Records Office within 10 classroom days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Registration and Records Office to become effective.

Access to files

The student or parents of a dependent student may have a hearing to challenge such records if the records are inaccurate, misleading, or otherwise inappropriate. After the hearing, any material found to be inaccurate, misleading, or inappropriate will be corrected or removed from the student's file.

Personal identifiable information about students, other than directory information, which has

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not been restricted in use, may be released by the College without the consent of the student only to:

- School officials and instructors of Southeast Community College who have legitimate educational interests
- Federal, state and local agencies to whom information must be reported by law
- Officials of other schools in which the student seeks or intends to enroll, provided the student receives a copy of the record if desired
- Appropriate agencies or individuals in connection with the student's application for, or receipt of, financial aid
- Organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of the students and parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted
- Accrediting organizations in order to carry out their accreditation functions.
- In connection with an emergency, appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons
- To comply with a judicial order or subpoena
- To comply with a federal act or regulation

For placement services purposes, students will be asked to sign a release form, granting prospective employers' access to the student's File.

Parental income information will be used for financial aid purposes only and will not be made available to the student.

Student Evaluation

Southeast Community College provides objective evaluation of the academic standing and progress of every student taking part in instructional programming. The College Catalog outlines student grading scales and grievance processes and is updated on an annual basis. This information is also included in course syllabi and course information documents.

Adopted: 12/13/22

Reviewed/Revised: 10/10/22, 10/21/22, 12/05/22, 4/18/23, 5/22/23, 7/25/23

Next Review: TBD

Weblink:

Tags:

C-3a PROCEDURE Student Affairs

A **Student Academic File** will typically contain, but is not limited to, the following items:

- Transcripts of high school and college work
- Records of GED
- Application form
- Housing agreements
- Record of test scores
- Pertinent correspondence
- Disciplinary records
- Record of awards and achievements
- Record of health data
- Release of information form

A **Financial Aid File** will typically contain, but is not limited to, the following items:

- Student Aid Reports (SAR)
- Entrance Counseling
- Verification Information
- Promissory Notes
- Work Study Agreements
- Work Study Applications
- Financial Aid Probation, Termination and Appeal Information
- Pertinent Correspondence

A **Placement File** will typically contain, but is not limited to the following items:

- Registration Form
- Student Resume/Data Sheet
- Placement Records Release Forms

Directory Information consisting of the items listed below may be released.

- Name
- Major field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Photograph/Video*

Admissions

It is recommended that a student entering a program of study have a high school diploma or its equivalent. Programs may require a high school diploma or equivalent as a condition for entry. A student must have a high school diploma or equivalent in order to receive an Associate Degree, Diploma, or Certificate. Work toward high school equivalency is offered by Southeast Community College.

Admission to Southeast Community College may require the applicant to complete the following:

- Return a completed application form to the campus to be attended
- Request high school and postsecondary institution transcripts to be sent directly to the College
- Take pre-entrance examinations as required Complete a criminal background check as required by programs/sites

Related Policy: C-3

Adopted by Admin Team: 12/05/22

Reviewed/Revised: 10/10/22, 10/21/22, 12/05/22

Next Review: TBD

Web link:

Tags:

C-4 POLICY Criminal Background Checks for Students

Some programs and courses at Southeast Community College (SCC) require entering students to complete a Criminal Background Check (CBC), including but not limited to the Adult and Child Abuse and Sex Offender Registries. These programs and courses vary due to legal certifications and requirements set forth by the designated career pathway. Should a student be enrolled in a program or course which requires a CBC, the CBC will be completed before the student will be enrolled in courses. A conviction or arrest will not automatically disqualify an applicant from admission to a program or keep them from clinical experience.

Considerations related to admission to a program include but are not limited to:

- The date, nature and number of arrests and convictions;
- The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
- Successful efforts toward rehabilitation;
- Rules and regulations of the clinical program;
- Other criteria which are determined by College administrators to be relevant.

Students who are not continuously enrolled will be required to submit to an additional CBC at their expense. The CBC will be completed only once, if no more than one-year elapses between the original CBC and the student's clinical, laboratory or classroom experience requiring the CBC. After the initial CBC, students will complete a self-disclosure statement annually.

The student will be responsible for paying the cost of the CBC. This is a non-refundable fee.

Decisions allowing continuance in a program in no way can be construed as a guarantee of licensure or certification upon graduation. Licensing boards make independent decisions about eligibility requirements and granting of licensure.

Confidentiality

The handling of all records and information relating to a CBC will be strictly confidential and revealed only to those who are reasonably required to have access. Nothing in this policy shall prevent the use of such records by the College in connection with a grievance or in connection with litigation in any judicial or administrative forum. In the administration of this policy, Southeast Community College will comply with both the *Family Educational Rights and Privacy Act and the Fair Credit Reporting Act (FERPA)* and the *Fair Credit Reporting Act*.

Adopted: 12/13/22

Reviewed/Revised: 10/16/12, 10/10/22, 10/21/22

Next Review: TBD

Web link:

Tags: criminal background checks

C-5 POLICY Formal Student Concern/Complaint Resolution

The College strives to provide a positive learning environment for students, one that is conducive to innovative teaching and learning. In the spirit of providing our students with a quality education and offering an appropriate array of student support services, the College will promote a concern and complaint resolution process that maximizes a positive and engaging organizational environment.

The College is committed to a timely resolution of student complaints and concerns informally with the faculty, staff or department personnel or with departments or offices directly involved. However, a formal complaint process is also available to all students and stakeholders to access at their discretion. The College will track and log actions related to all submitted complaints and concerns to ensure compliance with federal regulations and to monitor the quality and effectiveness of College operations and services.

No Retaliation – Students submitting a concern/complaint through the formal process will be free from any restraint, interference, coercion, retaliation, or reprisal by any employee or student of the College. Anyone violating this expectation will be subject to formal disciplinary action, up to and including termination of employment or expulsion from the College.

Related Procedure: C-5a

Adopted: 12/13/22

Reviewed/Revised: 06/28/21, 10/10/22, 10/21/22

Next Review: TBD

Web link:

Tags: student concern/complaint resolution

C-5a PROCEDURE Formal Student Concern/Complaint Resolution

SECTION I: INTRODUCTION

Southeast Community College strives to provide a positive learning environment for students, one that is conducive to innovative teaching and learning. In the spirit of maximizing a positive, supportive, and engaging environment, students, employees, and other stakeholders are encouraged to address issues and concerns directly with individuals or departments involved as much as the individual feels is safe to do so. (SCC Board Policy C-5)

Submitting a Complaint or Concern

If a concern or complaint cannot be resolved informally with the involved individuals or groups, or if the nature of the concern/complaint dictates otherwise, the student may submit a formal [Complaints and Concerns report](#), or they may present the issue directly to any campus or college administrator.

SECTION II: COLLEGE RESPONSE

Regardless of the subject matter, all submitted student complaints/concerns received through the Student Complaints & Concerns Reporting process will be reviewed and/or referred within five (5) business days by the Assistant Campus Director/Dean of Students (or designee) to the appropriate/responsible administrator who will oversee the complaint or concern review and resolution process.

- **Initial Inquiry:** The responsible administrator will conduct an initial inquiry, which may include (but not be limited to) gathering additional information, documents, interviews, observations, etc. to inform a resolution of the complaint or concern.
- **NOTE:** There are some types of complaints or concerns for which there are formal complaint processes, including but not limited to harassment, discrimination, and disability. These complaints and concerns follow the guidelines set forth by the Title IX division.
- **Extension of Time:** Unless extensions of time are needed/requested to complete the review, the responsible administrator will have fifteen (15) business days to conduct an initial inquiry into the complaint or concern. Any necessary and reasonable deviations from these timelines will be communicated by the administrator conducting the review to all involved parties in a timely manner via SCC email.

Resolution of Complaints or Concerns

At the conclusion of the initial inquiry, the responsible administrator will respond to the parties involved in the complaint or concern via their SCC email address, describing the resolution (consisting of a summary of their findings, conclusions, and follow-up actions or sanctions). The resolution will provide an explanation of the outcome to all parties and provide options for any party involved to respond. All proceedings will be documented in writing for purposes of quality control and internal review.

Additional Review Request

The party submitting the complaint or concern may request a Formal Committee Review of the initial resolution (either the findings or the follow-up actions/sanctions). Requests for a formal review of the resolution must be submitted to the Assistant Campus Director/Dean of Students within five (5) business days after receiving notice of the resolution.

The Assistant Campus Director/Dean of Students (or designee) will schedule the Formal Review Committee within five (5) business days of receiving the request. The Formal Review Committee hearing will be held within ten (10) business days or as the academic calendar allows. The Committee may affirm or revise the initial findings or actions/sanctions, or make additional recommendations to all parties.

NOTE. Appeals related to the Americans with Disabilities Act or Title IX are provided in a separate process:

- [Steps to File a Formal ADA Grievance/Complaint](#)
- [Title IX Appeals Process](#)

SECTION III: APPEAL PROCESS FOR FORMAL COMPLAINT/CONCERN RESOLUTION

Step 1: If the individual filing or responding to the formal complaint/concern discovers new or pertinent evidence or finds a relevant and substantive misapplication of a college policy or procedure, they may appeal the Formal Review Committee's resolution within five (5) days of receiving the resolution. (See Grounds for Appeal Request below).

Step 2: The Assistant Campus Director/Dean of Student Affairs will inform all parties in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision when appropriate by procedure or law.

Step 3: The Assistant Campus Director/Dean of Student Affairs or designee will refer the request(s) within five (5) business days to the appropriate vice president or administrator who will determine if the appeal request meets the limited substantive grounds for appeal and is timely.

- If the appeal is not timely or substantively eligible, the original resolution will stand, and the Formal Review Committee's decision is deemed to be final.
- If the appeal is timely and substantively eligible for an appeal, the appropriate vice president or administrator will remand the appeal to the original decision-maker(s), typically within five (5) business days.
- Where the original decision-maker may be unduly biased by a procedural or substantive error, an Appeal Committee may be constituted to reconsider the matter. The vice president or administrator will have the final authority to approve all those serving on the panel.

Burden of Proof

In appeal, the Formal Review Committee's findings and actions/sanctions are presumed to have been decided reasonably, fairly, and appropriately. The burden is on the appealing party(ies) to present evidence of clear error. The responsible vice president, administrator, or Appeal Committee will limit its review to the new evidence or procedural challenges presented.

Extension of Time

All decisions of the responsible vice president, administrator, or Appeal Committee are to be made within five (5) business days and are final. Any extension to this timeline will be communicated to all involved parties.

Implementation of Interim Actions

The presumptive stance of SCC is that all decisions made, and actions/sanctions imposed by the original decision-maker are to be implemented during the appeal process in a bias-free manner. At the discretion of the Assistant Campus Director/Dean of Students, and in consultation with the Title IX Coordinator when necessary, any or all interim actions may be implemented pending final review.

Grounds for Appeal Requests

Grounds for considering an appeal are limited to the following:

- a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- b. New evidence proffered by the complainant that was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
 1. Failure to provide information during or to participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.
 2. The appropriate vice president or designee will consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding(s) or sanction(s).
- c. The sanctions imposed are substantially outside the reasonable scope necessary to address the underlying complaint for this type of offense or are not supported by the appealing party(ie)'s historical record.

External resources

If the student believes that the College's procedures have not adequately or fully addressed their concerns, they may file a complaint through Nebraska's Coordinating Commission for Postsecondary Education ([Student Complaints Against Postsecondary Institutions | Nebraska's Coordinating Commission for Postsecondary Education](#)), or the U.S. Department of Education's Office of Civil Rights ([How to File a Discrimination Complaint with the Office for Civil Rights \(ed.gov\)](#))

Quality Control & Internal Reviews

During each summer term, the Vice President of Student Success (or designee) will convene a committee to conduct an annual audit to assess whether aggregated data from complaints are received and resolved in accordance with administrative procedures and that they contain the necessary documentation. Each fall semester, aggregate data on complaints and resolutions will be shared with key campus personnel, (including, but not limited to Student Affairs and Instructional Deans, Associate Deans, and Safety & Security) for the purpose of assessing if any patterns exist and make recommendations as needed. These summary recommendations will be submitted to the Area Administrative Team for further review and implementation when determined by the team to be necessary and appropriate.

SECTION IV: ADMINISTRATIVE AUTHORITY

The Vice President for Student Success or their designee(s) is responsible for implementing, monitoring, and proposing revisions to these administrative procedures. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval

Related Policy: C-5**Adopted by Admin Team:** 10/21/22**Reviewed/Revised:** 06/28/21, 01/21/22, 01/28/22, 10/10/22, 10/21/22**Next Review:** TBD**Web link:****Tags:** student concern/complaint resolution

C-6 POLICY on Assessment

Southeast Community College is committed to a process of ongoing assessment to ensure a cycle of continuous improvement of student learning and operational effectiveness. All employees at Southeast Community College share responsibility for assessing student learning and operational outcomes and working toward continuous improvement. The purpose of the Policy on Assessment is to ensure the implementation of regular and systematic assessment of outcomes for all areas of the institution.

Assessment includes the establishment of appropriate student learning outcomes and operational outcome measures, administration of assessment tools, analysis of results, and the use of such results to inform and improve instructional practices and institutional effectiveness. Assessment is an ongoing, iterative process; divisions, academic areas, programs, co-curricular activities, and support areas will assess identified outcomes continually. The College's processes for assessment of student learning and operational effectiveness are integrated with planning and budgeting.

Assessment of student learning

The effectiveness of the College's credit-based educational offerings shall be assessed regularly by faculty and instructional administrators. The assessment of program learning outcomes, general education learning outcomes, and institutional learning outcomes may rely heavily on course assessments for which faculty are responsible. All faculty are expected to participate in collection and analysis of data and appropriate action for continuous improvement related to assessment of student learning. Institutional data on assessment of student learning are expected to be accurate and address the full range of students who enroll. The implementation and reporting of the results of the assessment of student learning are the responsibility of the faculty and instructional administration.

The effectiveness of the College's co-curricular programming and student learning therein shall be assessed regularly by staff and faculty responsible for implementing or overseeing those programs or activities.

Assessment of operational effectiveness

The effectiveness of the College's operations shall be assessed regularly by administrators and staff. All staff and administrators will participate in the assessment of operational outcome measures for academic support areas within the scope of their job duties and responsibilities. Staff without specific assessment responsibilities are encouraged to participate, where appropriate, in the assessment process.

Related Procedure: C-6a

Adopted: 3/15/22

Reviewed/Revised: 2/7/22, 2/14/22

Created: 1/31/22

Web link:

Tags: assessment, learning outcomes

C-6a PROCEDURE Assessment

Institutional Learning Outcomes Assessment

SCC will designate Institutional Learning Outcomes (ILOs), which will be developed with input from faculty and student affairs staff and approved by the Administrative Team. The ILOs will be linked to instructional program learning outcomes, co-curricular learning outcomes, and may be linked to operational assessment outcomes. These outcomes will be reviewed following the College's Strategic Planning process and may be revised to maintain alignment with the College's Mission and Vision statements. The ILOs will be regularly assessed by designated college personnel. This assessment will include instructional/program assessment data, co-curricular assessment data, and institutional-level data. The results will be shared with relevant stakeholders (e.g., faculty, staff, and administrative groups) and submitted to the Administrative Team for budget and planning purposes.

General Education Assessment

General Education at Southeast Community College is organized as the SCC Core. The SCC Core consists of a set of student learning outcomes, known as General Education Learning Outcomes (GELOs), aimed at the development of knowledge and skills beyond those specific to an occupation and at academic, personal, and social growth. The courses that make up the SCC Core support these student learning outcomes. The GELOs are reviewed on a bi-annual basis by the General Education Team, which is composed of faculty who teach in the SCC Core and representatives from each instructional division.

Assessment of the GELOs is a course-embedded approach. Faculty members who teach classes in the SCC Core will collect assessment information within their classes using artifacts of current class assignments and scoring them using a standard GELO rubric developed by the General Education Team. The programs or departments that house the Core courses will determine what assignments will be used for GELO assessment and will participate in a regularly scheduled norming process to help ensure that faculty are interpreting the rubric and evaluating the assessment assignment in consistent ways. Faculty will report assessment data using Canvas Outcomes. GELO Assessment Subcommittees will be formed for each of the six GELO categories, comprised of faculty who teach classes in that GELO category. Each sub-committee will be led by one or more Gen Ed Team members. Subcommittees led by the Gen Ed Team will analyze the data gathered for each GELO outcome in their category to determine plans of action for improvement of student learning. The results will be shared with relevant stakeholders for informational, curriculum revision, and instructional improvement purposes.

Program Learning Outcomes Assessment

Southeast Community College will utilize an established program-level assessment process to evaluate and improve student learning. All credentials (degrees, diplomas, and certificates) will have learning outcomes developed and assessed by program faculty. Faculty are responsible for providing identified course-level learning outcome assessment results. Faculty will collectively document actions taken based on assessment results, as well as evaluate the effectiveness of previous years' actions taken. Program learning outcomes will be linked to the College's Institutional Learning Outcomes and General Education Learning Outcomes where relevant. SCC's faculty and administration will utilize assessment results in the development of capital equipment, expanded budget requests, and departmental Mission Action Plan goals. Assessment results from all programs will be aggregated and shared with relevant stakeholders (e.g., faculty, staff, Workforce Leadership Teams, and administrative groups) and submitted to the Administrative Team for budget and planning purposes.

Co-curricular Assessment

The College defines co-curricular learning as purposeful and assessable learning that complements (but occurs outside of) the formal curriculum, and which contributes to students' achievement of SCC's Institutional Learning Outcomes (ILOs). Co-curricular learning will be regularly assessed by staff and faculty responsible for implementing or overseeing those programs or activities designated as co-curricular. The College has a designated Co-curricular Assessment Team which has input on developing the assessment process, reviewing the assessment, and recommending changes to co-curricular programming. Institutional Assessment and Student Affairs staff will work collaboratively to ensure a coherent process and use of results for institutional improvement.

Operational Assessment

All service and support areas of the College will develop operational assessment plans that support the College's mission and commitment to excellence in operations. Each department will develop an assessment plan with identified operational outcomes and measures. Department leaders are ultimately responsible for ensuring the evaluation of operations is developed and assessed. Assessment results are incorporated into the department's Mission Action Plan goals. Where relevant, operational assessment plans are linked to the Institutional Learning Outcomes (ILOs) and the Strategic Plan. The College will share assessment results with stakeholders (e.g., faculty, staff, and administrative groups) and the results will be used by the Administrative Team for budget and planning purposes.

Related Policy: C-6**Adopted:** 2/14/22-Administrative Team**Reviewed/Revised:** 2/7/22, 2/14/22**Created:** 1/31/22**Web link:****Tags:** assessment, learning outcomes

C-7 POLICY Consumer Information

The College will ensure the public has access to vital material regarding the institution through fair, accurate and complete information in its catalogs, student handbooks, website, and other publications. In compliance with Higher Learning Commission (HLC) policy FDCR.A.10.070, and 34 CFR 668.41-49, the College will ensure the following disclosures are made available to the public.

Required Information for Students and the Public

Southeast Community College (SCC) will make available, at a minimum, information about the institution's calendar, grading, admissions, student eligibility requirements, academic programs, tuition and fees, refund policies, available financial assistance, athletically-related student aid, FERPA rights and substance abuse prevention.

Safety and Security

In accordance with federal regulation, SCC will compile statistics regarding crimes committed within its borders, maintain its Crime and Fire logs, annually publish a report based on its crime and fire statistics, and submit the statistics to the Department of Education.

Information About Student Achievement

The College's information for students and the public will include information regarding student achievement. This information shall include student retention rates, completion rates, placement rates, and other information appropriate for the mission of the institution and its goals for students.

Advertising and Recruiting Materials and Other Public Information

The College's consumer information, including its advertising and recruiting materials, will demonstrate the same fairness and accuracy HLC expects in an institution's catalog and other documents for students.

Disclosure of Accreditation Status

The College will provide information on its accreditation that accurately states its current status with HLC and the academic programs, locations and other institutional activities included in its accreditation. Information on accreditation status will include accurately disclosing when an action affecting its accreditation status has been taken by any other institutional or programmatic accrediting body and HLC website, address and telephone number.

Related Procedure: C-7a

Adopted: 5/17/22

Reviewed/Revised: 2/28/22, 3/21/22

Created: 2/15/22

Web link:

Tags: consumer information

C-7a PROCEDURE Consumer Information

INTRODUCTION

To provide the public with fair, accurate and complete information in accordance with Higher Learning Commission Policy FDCR.A.10.070 and 34 CFR 668.41-49, the College annually publishes a College Catalog/Student Handbook as well as a Consumer Information website and distributes an Annual Notice which contain the policies, procedures, rules, regulations, student rights and responsibilities, and general information pertaining to the educational programs of Southeast Community College.

ANNUAL UPDATE PROCESS

The Vice President of Student Affairs or their designee(s) administers the updates of Consumer information in the College Catalog/Handbook, College Website, and Annual Notice. The Office of Institutional Compliance annually reviews the updated information on the website, in the catalog/handbook, and Annual Notice and makes revision recommendations to the responsible administrator.

At a minimum, the College's Consumer Information is checked for accuracy/updated annually. When a regulatory change is made or guidance is issued, the information on the website is updated immediately with the approval of the SCC departments affected by the change. For printed materials, the updated information would be added to the next printing.

Maintaining the Crime and Fire logs and compiling/submitting statistics is the responsibility of the College's Safety and Security Office. The Safety, Security and Crime/Fire Statistics Report is authored by the Institutional Compliance Office in cooperation with campus leaders. The Institutional Compliance Office disseminates the Safety, Security and Crime/Fire Statistics Report, along with the Annual Notice to current students and employees. The report and notice are also made available to prospective students and employees.

Information regarding Student Achievement is updated by the Institutional Research Department who also submits the information to IPEDS and updates the Net Price Calculator. This information is also contained in the Consumer Information portion of the website and in the Annual Notice.

Information regarding accreditation and current status with HLC is updated as necessary, is reviewed annually, and is the responsibility of Accreditation Liaison Officer or their designee.

ADMINISTRATIVE AUTHORITY

The Vice President for Student Affairs or their designee(s) is responsible for implementing, monitoring, and proposing revisions to these administrative procedures. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval.

Related Policy: C-7

Adopted: 3/21/22-Administrative Team

Reviewed/Revised: 2/28/22, 3/21/22, 4/7/22

Created: 2/15/22

Web link:

Tags: consumer information

C-8 POLICY Credit Hour Definition and Program Length

Scope of Policy

This policy supports and promotes academic rigor and satisfies Federal and Higher Learning Commission (HLC) compliance requirements. Specifically, this policy and related procedures define a credit hour, provide rationale for allocating credit hours by course and by credential level, and provide a reasonable approximation of the minimum amount of student work expected to be completed, based on the traditional Carnegie unit, in accordance with commonly accepted practices in higher education.

Credit Hour Definition - SCC

The credit hour at Southeast Community College (SCC) is based on a 15-week instructional semester where 1 (one) hour of direct instruction is provided each week for each assigned credit hour for a minimum of 15 (fifteen) hours of instructor-led activities per credit hour. Contact hours per week are adjusted for semesters/terms of varying length (e.g., accelerated and/or shorter summer sessions) to ensure compliance with the minimum of 15 (fifteen) hours of direct instructional time per credit hour. Southeast Community College adheres to federal regulation and the Enrollment FTE/REU Guidelines approved by the Nebraska Coordinating Commission for Postsecondary Education and defines a Credit Hour as the unit used to ascertain the instructional value of course work offered by the institution to students enrolling for such course work, earned by such students upon successful completion of such course work, and for which tuition is charged.

Credit Hour Definition – United States Department of Education

An amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately fifteen (15) weeks for one (1) semester or trimester hour of credit, or ten (10) to twelve (12) weeks for one (1) quarter hour of credit, or the equivalent amount of student work over a different amount of time; or
2. At least an equivalent amount of student work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and/or other academic work leading to the award of credit hours.

Compliance with State Statute

Southeast Community College also adheres to the FTE/REU Guidelines approved by the Nebraska Coordinating Commission for Postsecondary Education (CCPE). SCC complies with the following categories and is consistent with Nebraska Statutes. https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/FTE-REU_Guidelines.pdf

Description	Semester Calendar
Classroom Hour	1 to 15
Academic Transfer & Academic Support Laboratory Hour	1 to 30
Vocational Laboratory Hour & Clinical Hour	1 to 45
Practicum Hour	1 to 45
Cooperative Work Experience	1 to 60

The total credit hours allocated to each course shall include those hours generated through any combination of categories.

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Credit Hour Definition for Distance Education

One (1) hour of credit is granted for each hour of direct instructional time in face-to-face, hybrid, and/or distance education courses (i.e., 15:1 contact hour to credit hour ratio). In an online environment, direct instructional time can constitute a variety of activities with a pedagogical purpose that is planned, facilitated, and documented by the faculty member. Distance education courses must be equivalent in content and student learning objectives and must mirror those of their traditional sections offered in face-to-face formats. Faculty teaching distance education courses must possess the same qualifications/credentials as those required for traditional sections of the same course, and must complete SCC's Distance Education Training course, or its equivalent. In addition, all distance education courses must comply with the federal definition of a credit hour, as documented in this policy.

Program Length

Credit hours are also used to establish the length of a program of study, as indicated below.

- **Associate of Applied Science Degree (A.A.S.)**
Awarded upon successful completion of a minimum of 60 (sixty) semester credit hours and the requirements of a prescribed Program of Study.
- **Associate of Arts Degree (A.A.)**
Awarded upon successful completion of a minimum of 60 (sixty) semester credit hours of a prescribed Program of Study.
- **Associate of Science Degree (A.S.)**
Awarded upon successful completion of a minimum of 60 (sixty) semester credit hours and the requirements of a prescribed Program of Study.
- **Associate of Occupational Studies (A.O.S.)**
Awarded upon successful completion of a minimum of 60 (sixty) semester credit hours and the requirements of a prescribed Program of Study.
- **Diploma**
Awarded upon successful completion of a minimum of 25 (twenty-five) semester credit hours and the requirements of a prescribed Program of Study.
- **Certificate**
Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

Required Approvals

All academic programs require approval from the College's Curriculum Committee, the Vice President of Instruction, the Board of Governors, Nebraska's Coordinating Commission for Postsecondary Education, and the Higher Learning Commission before being implemented.

Related Procedure: C-8a

Adopted: 7/19/22

Reviewed/Revised: 3/18/22, 6/10/22, 6/13/22

Created: 3/28/22

Web link:

Tags: credit hour

C-8a PROCEDURE Credit Hour Definition and Program Length

As Southeast Community College's (SCC) subject matter experts, the faculty are responsible for determining the appropriate number and type of contact hours needed to cover student learning objectives for any course or program. The contact hours are converted to credit hours based on federal regulation and FTE/REU Guidelines provided by the Nebraska CCPE. There are several internal and external processes to ensure contact and credit hours are applied appropriately and consistently across SCC, as well as other Nebraska Community Colleges:

- Faculty and/or Program Chairs may submit proposals for new courses or course changes for initial review and discussion with the Division Dean. After the initial review is completed, the curriculum approval process is started. This includes review and potential approvals from the Registrar's Office, Division Dean, Assessment Office, Curriculum Committee and the Vice President of Instruction. The curriculum committee shall include members representative of various academic disciplines across SCC. Curriculum Committee recommendations are then sent to the Vice President of Instruction who determines final approval as SCC's Chief Academic Officer
- The new program, or existing program curriculum updates, approval process includes review and consideration for approval by the Program Chair, Division Dean, Registrar's Office, Curriculum Committee, Vice President of Instruction, SCC's Accreditation Liaison Officer, Student Affairs representatives including the Admissions Office, Financial Aid, Advising and Degree Audit Notification and the Website Manager.
- Once all approvals are obtained, updates to the catalog are processed.
- All new courses are reviewed on an annual basis by all Nebraska Community College Chief Academic Officers and CCPE staff.
- When cumulative credit hour changes reach thresholds established by the Higher Learning Commission (HLC), SCC ensures substantive change processes are followed, as outlined in SCC substantive change policies and procedures.

Related Policy: C-8

Adopted: 6/13/22-Administrative Team

Reviewed/Revised: 3/18/22, 6/10/22, 6/13/22

Created: 3/28/22

Web link:

Tags: credit hour

C-9 POLICY Tuition and Fees Policy for Credit-Based Courses

An integral part of SCC's mission includes the need for everyone to have affordable access to the life-changing benefits of higher education. Keeping college costs to students as low as reasonably possible, the Southeast Community College Board of Governors will ensure the annual Tuition Rates, Student Fees, Housing and Dining Plan Fees, and Special Course fees are determined in accordance with the College's open-access mission.

Tuition Rates are defined as charges that are assessed to all students enrolled in credit-based instruction and related services and shall be charged to all students on an enrollment term credit-hour basis.

Student Fees are defined as fees that are assessed to all students enrolled in credit-based instruction and related services and shall be charged on an enrollment term credit-hour basis. Student fees may include, but are not limited to, student activity, graduation, facility, technology, and student health fees.

Housing Fees are defined as fees that are assessed to all credit enrolled students who live in residential halls that are owned and operated by the College or the College has some other contractual relationship. Housing fees shall be charged on an enrollment term basis.

Dining Plan Fees are defined as fees that are assessed to all students who are required or elect to choose a College dining plan and shall be charged on an enrollment term basis.

Special Course Fees are fees that are assessed to students enrolled in credit courses to cover instructional and other related costs in excess of course costs covered by tuition and student fees. The Board of Governors delegate the administrative responsibility for implementing Special Course Fees to the College President. Special course fees are communicated to constituency groups through the College catalog, public website, student handbook, program fliers, and other public information.

The Board of Governors will approve the Tuition Rates, Student Fees, and Housing and Dining Plan Fees between November and May each year prior to the academic year in which the tuition and fees will be effective. Exceptions to this requirement may be granted upon recommendation of the President and approved by the Board of Governors.

The public may access information regarding Tuition Rates, Student Fees, Housing, Dining Plan Fees, and Special Course Fees at www.southeast.edu/costs. See related policy and procedure on Consumer Information for supporting information.

Related Procedure: C-9a

Adopted: 7/19/22

Reviewed/Revised: 6/14/22

Created: 6/01/22

Web link:

Tags: tuition, fees

C-9a PROCEDURE Tuition and Fees for Credit-Based Courses

Tuition and Student Fees

In October or November, the Vice President of Administrative Services (“VPAS”) will prepare a review of historical tuition and fee trends, comparative data for peer institutions, FTE audit, anticipated state appropriations, fee fund balances, anticipated fee expenditures, and property tax levy and valuations. The College’s Administrative Team will consider this information and make a recommendation to the President for Tuition Rates and Student Fees for the upcoming academic year.

The Vice President of Student Success will present the recommendation to the Student Senate for comment in November or December.

The President and the VPAS will present the Tuition Rates and Student Fees recommendation to the Board of Governors generally at the Boards meeting in November or December prior to the academic year in which the fees will be effective.

The approved Tuition Rates and Student Fees will be posted on the College’s website and forwarded to both the Administrative Director of Financial Aid and the Administrative Director of Student Accounts. This information will be used in the calculation of Cost of Attendance associated with Title IV funds.

The public may access information regarding Tuition Rates and Student Fees on www.southeast.edu/costs. See related policy and procedure on Consumer Information for supporting information.

Housing and Dining Plan Fees

In October or November, the Vice President of Administrative Services (“VPAS”) in conjunction with the VP of Student Success, will review housing and dining operations for the current fiscal year. Calculations will be made for projected revenues and expenses due to enrollment, contractual obligations, inflationary costs, maintenance, etc. Historical housing and dining plan trends and comparative data for peer institutions will also be compiled. The VPAS will prepare Statements of Net Position and Statements of Revenues and Expenditures for both Housing and Dining funds including comparative actual, budgeted and forecasted statements.

The College’s Administrative Team will consider this information and make a recommendation to the President for Housing and Dining Plan fees for the upcoming academic year. The VPAS is responsible to ensure that Housing and Dining Plan fees are set to ensure compliance with applicable bond covenants, contractual obligations and other regulatory requirements.

The President and VPAS will present the Housing and Dining Plan fees recommendation to the Board of Governors generally at the Boards meeting in November or December prior to the academic year in which the fees will be effective.

The approved Housing and Dining Plan fees will be posted on the College’s website and forwarded to both the Administrative Director of Financial Aid and the Administrative Director of Student Accounts. This information will be used in the calculation of Cost of Attendance associated with Title IV funds.

The public may access information regarding Housing and Dining Plan fees at www.southeast.edu/costs. See related policy and procedure on Consumer Information for supporting information.

Special Course Fees

A Program Chair or Academic Dean may recommend applying a Special Course Fee to a credit course to cover instructional and other related costs in excess of course costs covered by tuition and student fees. Special Course Fees may include but are not limited to costs associated with courses with intensive supervision, support or additional technical expertise required for delivery of the course, specialized insurance coverage premiums, consumable materials and supplies, field trips, applied music, clinical practices, etc. Special Course Fees may also be assessed for projects that result in items retained by students (e.g., materials for a millwork or art project), class supplies, course-specific software, or specialized equipment (e.g., welding equipment and materials, or third-party charges for use of a facility such as golf).

The Special Course Fee must be based on anticipated actual expenditures incurred by the College on behalf of the enrolled student, or to fund a specific service. Special Course Fees should be assessed to cover only expenditures in excess of tuition and student fees and not to create revenues in excess of costs.

In January prior to the academic year in which the fees will be effective, the Program Chairs will review the Special Course Fee Master List with each Dean or responsible Administrator.

1. The area/program responsible for the special course fee will review the fund balances, the amount of the fee, the account to which fees are posted, and the expenditures from the fee accounts.
2. Any requested adjustments (i.e., increase, decrease, or elimination) to the special course fee will be initiated from this review.

In February prior to the academic year in which the fees will be effective, the Program Chairs will complete a Special Course Fee proposal for all Special Course Fees within a program and this will be routed for approvals/rejection to the Academic Dean. The Dean will compile all divisional requests and submit to the Vice President of Instruction ("VPI"). All proposals must include a rationale and justification, documentation of how the fee was determined and the proposed date for implementation or cessation.

The VPI will combine all Special Course Fees into a "Special Course Fees Master List" that includes supporting documentation and submit this list to the Vice President of Administrative Services ("VPAS") for review. The Vice President of Student Success will present the Special Course Fees Master List to the Student Senate for comment in February.

The College's Administrative Team will review the Special Course Fees Master List and supporting documentation and make a recommendation to the President for approval by March 15.

Once approved, administrative oversight of fee account activities and fee balances shall be the responsibility of the Program Chair/Academic Dean.

A link to the approved Special Course Fees Master List will be posted on the College's website and included in the Fees section of the College Catalog. The Special Course Fees Master List will be forwarded to both the Administrative Director of Financial Aid and the Administrative Director of Student Accounts. This information will be used in the calculation of Cost of Attendance associated with Title IV funds.

Fees may be added or adjusted during the academic year by the VPAS in consultation with the Academic Dean and approved by the President. The Special Course Fee Master List will be updated to reflect these changes.

The public may access the Special Course Fees Master List at www.southeast.edu/costs. See related policy and procedure on Consumer Information for supporting information.

Related Policy: C-9

Adopted: 6/13/22-Administrative Team

Reviewed/Revised: 6/13/22

Created: 6/01/22

Web link:

Tags: tuition, fee

C-9b PROCEDURE Eligibility for Institutional Tuition Waiver Scholarships

Institutional Tuition Waiver Scholarships

The College strives to promote access to its career and technical, academic transfer and continuing education programs. Tuition waiver scholarship funds may be awarded to any student enrolled at the College. All tuition waiver scholarship funds are distributed at the discretion of College administration. These funds are not required to follow General Eligibility criteria for aid administered through the Title IV programs. However, the tuition waiver scholarship funds awarded through the College's Financial Aid Office scholarship application period will follow the General Eligibility criteria as outlined in the Financial Aid Policy and Procedures Manual.

The amount of tuition waiver scholarships available will be reviewed and set on an annual basis by Administrative Services. This limited pool of funds may be used for purposes including, but not limited to:

- Incentive scholarships for prospective students and applicants,
- Tuition support for special student populations,
- Incentives for student participation in extracurricular or related academic activities,
- Support for academic programs of study or continuing education offerings,
- Support for students in emergency situations or extenuating circumstances,
- Support for students who are otherwise not eligible for Title IV aid.

Students may be asked to submit a formal request for tuition waiver scholarship funds and provide any supporting documentation as part of the review and approval process.

Designated College administrators will review and approve all requests for tuition waiver scholarship funds, in conjunction with Administrative Services and other relevant departments across the College.

Related Policy: C-9

Adopted: 11/11/23-Administrative Team

Created: 11/10/23

Web link:

Tags: tuition, fee

EDUCATIONAL SERVICES

C-10 POLICY Credit for Prior Learning

In harmony with Southeast Community College's Mission to empower and transform diverse learners through accessible lifelong educational opportunities, SCC has developed a Credit for Prior Learning (CPL) policy to recognize college-level learning outcomes students have acquired outside of a formal higher education institution. CPL is the evaluation and assessment of life and work experiences for college credit. Through prior learning, students have the opportunity to decrease tuition costs and shorten the time to graduation. SCC is committed to ensuring CPL meets state, accreditation, and Department of Education regulations.

CPL allows students enrolled in participating program areas to apply for credit for prior learning to satisfy curriculum requirements for the designated credential. Requests for prior learning credit may include, but are not limited to:

Credit by waiver

- Verifiable job experience
- Industry certification
- Non-credit coursework
- Military Transcript Assessment

Credit by examination

- Nationally recognized exams
 - Advanced Placement (AP) (Fees for student may apply)
 - College-Level Examination Program (CLEP) (Fees for student may apply)
 - Other exams may be considered with approval from the division dean
- Program-specific challenge exams

Southeast Community College's CPL policy is designed to reduce the number of courses a student takes, as well as time and money a student spends in order to obtain their credential from the College. Students may incur fees related to the CPL options they pursue. These fees will need to be reconciled before any transcript-eligible credit may be awarded.

Related Procedure: C-10a

Adopted: 8/23/22

Reviewed/Revised: 6/17/22, 7/12/22, 8/23/22, 11/21/23

Created: 6/15/22

Web link:

Tags: assessment

Credit for Prior Learning at the Institutional Level

Southeast Community College will establish a CPL Committee that will guide the instruction for the College regarding prior learning assessment. The CPL Committee will be comprised of both SCC faculty and staff members. The CPL Committee will meet at regular intervals throughout the calendar year.

CPL Committee responsibilities will include:

- Maintaining the CPL Course Eligibility Application and grading rubric
- Approval or denial of programs' CPL Course Eligibility Applications
- Maintaining SCC's CPL webpage
- Notifying internal stakeholders of any changes related to CPL
- Reviewing college-level data elements surrounding CPL courses and outcomes

The CPL Committee will develop a CPL course eligibility application that programs will need to complete and submit to the Committee in order to gain approval to grant credit for prior learning (CPL) for a course(s) in their programs. The Committee will use a rubric when considering CPL eligibility requests to ensure all courses are vetted appropriately and have a plan in place to allow students to prove competencies in the necessary areas in order for college credit to be given. The goal of the CPL Committee and the application process is to ensure CPL is being granted consistently across the College. Approved applications will trigger the CPL Committee to update the list of CPL-eligible courses on SCC's website with the assistance of the College's webmaster. The Committee will also be responsible for notifying registration, the College's Accreditation Liaison Officer (ALO), and Vice President for Instruction (VPI) of any changes to the CPL-eligible courses. Denied applications will be returned to the program with a report on which elements were missing or insufficient so that the program may correct and resubmit.

The CPL Committee will retain records of all CPL Course Approval Applications and supporting documentation, including whether the application was approved or denied for a period of seven (7) years.

While any course within a program may be eligible for CPL credit, a student must complete at least one-fourth of the credits necessary for their credential at Southeast Community College.

Additionally, the Committee will work with the Office of Institutional Research to review data related to CPL credit being granted across the College to identify trends and make recommendations regarding enhancements that could strengthen the College's CPL process.

Credit for Prior Learning at the Program Level

Programs at Southeast Community College are encouraged to be continually evaluating whether CPL options should exist for courses within their degree program that would allow students the opportunity to substitute prior life or work experience for college credit within the program.

Programs wishing to participate in the CPL process would start by identifying the course(s) within their area whose learning outcomes could be gained through an outside-the-classroom method. It is up to the discretion of the program to decide to participate in CPL, as well as determining which course(s) would

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be CPL eligible. Once a program has decided to offer CPL credit options within their program, they would then need to complete and submit the CPL course eligibility application to the CPL Committee. Approved applications allow programs to offer CPL credit opportunities to students immediately. Denied applications will include a report on why the application was denied, and programs will be able to re-submit the application for approval as soon as the necessary adjustments to their proposal have been made.

Programs approved for CPL credit will be listed on SCC's CPL website. Program Chairs/Directors will then be responsible for completing a Master Course Form update to have the approved course(s) identified as CPL eligible in Southeast Community College's catalog for the following catalog year.

Programs will be responsible for the tracking of CPL requests within their area and are encouraged to frequently review the College's CPL website to ensure the course listings are up to date and accurate.

Programs may offer CPL credit through any of the following methods:

Credit by waiver

- Verifiable job experience
- Industry certification
- Non-credit coursework
- Military Transcript Assessment

Credit by examination

- Nationally recognized exams
 - Advanced Placement (AP) (Fees for student may apply)
 - College-Level Examination Program (CLEP) (Fees for student may apply)
 - Other exams may be considered with approval from the division dean.
- Program-specific challenge exams

Methods other than those listed above may also be used provided they have gone through and were approved by the CPL Committee through the CPL course eligibility application process.

Programs will not be allowed to grant partial course credit through CPL. Only full credit or no credit will be granted for any given course.

It is the discretion of the program to determine whether they wish to have the student complete an application to be allowed to attempt a credit by waiver opportunity. In the event that an application is required, programs must ensure the College has the appropriate support staff in place to assist students with completing this so as not to add additional barriers to the student.

Credit for Prior Learning at the Student Level

Current or prospective students may express an interest in the CPL process at any time through the Southeast Community College CPL Questionnaire or by contacting an SCC advisor. Individuals interested in pursuing credit for prior learning must be accepted into their preferred program of study to be eligible for CPL at SCC. Individuals must be enrolled in credit courses at SCC or have program approval to be

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eligible to pursue any credit for prior learning at SCC. Prior learning credits may only be applied to courses in certificate, diploma, or degree programs for the purpose of satisfying graduation requirements.

Students may not pursue credit for prior learning in a course in which they are currently enrolled or have previously enrolled in and received a grade, including AU's, I's, or NP's, without program permission. For financial aid purposes, credits awarded for prior learning will count toward the student's maximum timeframe and satisfactory academic progress (but internal assessments completed by faculty and recorded as resident credit may not qualify for financial aid).

Students may be billed a processing fee not to exceed the cost the College will incur when processing the student's CPL attempt. This applies to any CPL attempts that Southeast Community College processes internally.

Any fees associated with nationally recognized third-party exams are the student's responsibility.

Any credit granted for prior learning:

- Will not be given a letter grade
- Will be listed on a student's transcript as CW/PX/etc. based on the type of prior learning that was granted
- Will not be used in the computation of the student's GPA
- Will not be counted toward the enrollment for a specific term
- Will not be counted toward a student's part-time or full-time enrollment status

Students will not be allowed to obtain partial course credit through a prior learning assessment method. Students will either receive full credit or no credit for the course(s) in which they are wishing to obtain CPL.

Students who desire to appeal the denial of CPL credits should follow Southeast Community College's grievance process.

Related Policy: C-10

Adopted: 7/12/22

Reviewed/Revised: 6/17/22, 7/12/22, 6/5/23, 8/23/22, 10/26/23, 3/14/24

Created: 6/15/22

Web link:

Tags: assessment

C-11

POLICY

Consortial/Contractual Arrangements

Purpose

In support of the College's Strategic Plan, all instructional areas of Southeast Community College are highly encouraged to partner with other entities to provide students with the highest quality education possible. To effectively achieve this objective, it is the policy of Southeast Community College to follow the guidance of the Higher Learning Commission (HLC) regarding entering into consortial and contractual arrangements with other academic institutions or corporate organizations.

Definitions

A **consortial arrangement** is defined by HLC as "an arrangement in which all of the contractual partners providing goods or services related to academic programs are institutions accredited by agencies recognized by the U.S. Department of Education."

A **contractual arrangement** is defined by HLC as "outsourcing a portion of an academic program to a corporate entity or institution that does not qualify as a consortial party within HLC's definition of a consortial arrangement."

Approvals

Prior HLC approval or notification may be required for substantive changes related to the initiation, modification or renewal of contractual arrangements. A contractual arrangement is an arrangement in which Southeast Community College outsources some portion of its academic programs—that is, degrees or certificates offered for academic credit—to:

1. An unaccredited institution.
2. An institution that is not accredited by an accreditor recognized by the U.S. Department of Education.
3. A corporation or other entity.

The services provided by the contractual party may include instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance, and/or the establishment of the academic qualifications for instructional personnel.

Oversight and Responsibilities

The Vice President for Instruction, Vice President for Program Development, and Accreditation Liaison Officer work collaboratively to ensure all contractual and consortial arrangements have gone through respective approvals with the Higher Learning Commission.

Related Procedure: C-11a

Adopted: 08/23/22

Reviewed/Revised: 07/11/22

Created: 07/05/22

Web link:

Tags:

C-11a

PROCEDURE

Consortial/Contractual Arrangements

Contractual Arrangements

The Vice President for Instruction, Vice President for Program Development, and the Accreditation Liaison Officer will complete HLC's [screening form for contractual arrangements](#) for each credit-bearing academic program (degree or certificate). If the screening form determines that prior approval is not required, Southeast Community College may proceed with entering into the contractual arrangement. If the screening form determines that prior approval is required for the contractual arrangement, a [Contractual Arrangement Application](#) should be submitted and approved by the HLC prior to entering into the contractual arrangement.

Consortial Arrangements

Consortial Arrangement may require notification and/or approval with the Higher Learning Commission. The Accreditation Liaison Officer will contact the HLC Liaison to seek guidance on approvals needed prior to entering into the arrangement.

Related Policy: C-11**Adopted:** 07/11/22 – Administrative Team**Reviewed/Revised:** 07/11/22**Created:** 07/05/22**Web****link:****Tags:**

C-12

POLICY

Changes to Existing Programs

In support of the College's Strategic Plan and as part of established continuous improvement processes, all instructional areas of the College regularly implement curriculum changes that enable the College to better meet the needs of its constituents. To effectively achieve this objective, it is the policy of Southeast Community College to follow the guidance of the Nebraska Coordinating Commission for Postsecondary Education (CCPE), Higher Learning Commission (HLC), and United States Department of Education (ED) regarding making changes to existing programs.

Types of Changes to Existing Programs

The types of changes to existing programs that SCC may report to CCPE, HLC, and ED are:

1. Converting a program from clock to credit hour
2. Increasing or decreasing the number of clock or credit hours required for completion of a program
3. Substantially changing the content of a program
4. Adding a concentration or specialization that is a significant departure from the original program approval
5. Developing customized Pathways or abbreviated/modified courses for academic programs as described in the Prior Learning Assessment policy
6. Changing a program's method of delivery
7. Changing the length of term affecting allocation of credit
8. Cancelling or suspending a program

Administrative Oversight

The Vice President for Instruction, Vice President for Program Development, Associate Vice President for Student Enrollment, and Accreditation Liaison Officer collaborate to ensure changes are reported to HLC and CCPE within the established catalog process. Some changes may also require prior approval from the U.S. Department of Education.

Related Procedure: C-12a

Adopted: 08/23/22

Reviewed/Revised: 07/11/22

Created: 07/05/22

Web link:

Tags:

C-12a

PROCEDURE

Changes to Existing Programs

Changes to existing programs are implemented utilizing insights from the College's Curriculum Committee as well as established catalog revision processes. These processes include reviews from multiple stakeholders such as faculty, instructional administration, Student Affairs, the Office of Marketing & Communications, the Office of Accreditation and Planning, the Administrative Team, and the Board of Governors where appropriate. The following procedures are identified to monitor and report substantive changes in a timely manner to Nebraska Coordinating Commission for Postsecondary Education (CCPE), Higher Learning Commission (HLC), and United States Department of Education (ED).

1. Converting a program from clock to credit hour
Prior approval is required when a clock hour program converts to a credit hour program. To gain HLC approval for this type of change, the College must submit a [clock/credit hour application](#) to HLC. HLC reviews the application via a [desk review process](#) and informs the President and Accreditation Liaison Officer of the application decision within three months of submitting the application.
2. Increasing or decreasing the number of clock or credit hours required for completion of a program
The College annually notifies the Higher Learning Commission and Department of Education of credit hour changes. When the College wishes to increase or decrease the total number of clock or credit hours required for successful completion of a program by 25% or more since its most recent HLC accreditation review (i.e. comprehensive evaluation, Assurance Review, Probation visit or Show-Cause visit), prior HLC approval is required. To gain HLC approval for this type of change, the College must submit a [clock/credit hour application](#) to HLC. HLC reviews the application via a desk review process and informs the President and Accreditation Liaison Officer of the application decision within three months of submitting the application.
3. Substantially changing the content of a program
According to the U.S. Department of Education, program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies, or required clinical experiences; this includes changes in the general education courses required for program completion and not merely courses within the discipline, program, or major. In alignment with Higher Learning Commission (HLC) guidelines regarding changes to existing programs, when the College wishes to make an aggregate change of 25% or more to the content of a program since its most HLC accreditation review (i.e. comprehensive evaluation, Assurance Review, Probation visit or Show-Cause visit), HLC notification is required. To notify the HLC about this type of change, the College submits a [screening form for changes to existing academic programs](#) which serves as official notification of the change.
4. Adding a concentration or specialization that is a significant departure from the original program approval
According to the HLC, a program concentration (or specialization, track, or emphasis) involves less than half of the total hours in the program of which it is a part, with the remaining hours taken in common by all students in the program. SCC's Accreditation Liaison Officer should contact Southeast Community College's HLC staff liaison to discuss the proposed program concentration/specialization and determine whether prior HLC

approval or notification is required.

If prior approval is required, the College's Accreditation Liaison Officer submits a program application to the HLC. Based on the type and complexity of the request, HLC will determine the appropriate [review process](#) and notify the College of its decision accordingly. If HLC notification is required, the Accreditation Liaison Office should update its degree program information in its next [Institutional Update](#).

5. Developing customized Pathways or abbreviated/modified courses for academic programs as described in the Prior Learning Assessment policy

When SCC develops customized pathways or abbreviated/modified courses (or another program that either accommodates a student's existing knowledge from experiences such as employment or military services or closes competency gaps between demonstrated prior knowledge and the full requirements of a particular course or program), its Accreditation Liaison Officer should complete a [screening form for changes to existing academic programs](#). HLC reviews the information provided and notifies the College as to whether prior HLC approval of the proposed change(s) is required.

6. Changing a program's method of delivery

Southeast Community College's current stipulation for distance education is "approved to offer distance education courses and programs". Therefore, HLC notification is required when there is a change in a program's method of delivery. The Accreditation Liaison Officer submits a [screening form for changes to existing academic programs](#) which serves as official notification of the change.

7. Changing the length of term affecting allocation of credit

Changes in term length are provided to the Higher Learning Commission and the Department of Education. When the College wishes to change its term length (i.e. semester to quarters or semesters to a five-week compressed term) in a way that affects 25% or more of all the institution's courses or programs, prior HLC approval is required. To gain HLC approval for this type of change, the College must submit a [length of term affecting allocation of credit application](#) to the HLC. HLC then reviews the application via a [desk review process](#) and informs the Accreditation Liaison Officer of the application decision within three months of submitting the application.

8. Cancellation or suspension of a program

Notification and/or approval of a program cancellation or suspension are provided to CCPE, HLC, and ED. When Southeast Community College wishes to cancel or suspend an existing academic program, its Accreditation Liaison Officer contacts the College's HLC staff liaison (as identified in the College's Institutional Status and Requirements Report) to discuss the program to be cancelled or suspended and determine whether prior HLC approval or notification is required. If prior approval is required, the College's Accreditation Liaison Officer submits a provisional plan for teaching out students currently in the program to the HLC based on its [Teach-Out Procedure](#). If HLC notification is required, the Accreditation Liaison Officer's communication with the HLC staff liaison constitutes official notification of the change.

Related Policy: C-12

Adopted: 07/11/22 – Administrative Team

Reviewed/Revised: 07/11/22

Created: 07/05/22

Web link:

Tags:

C-13**POLICY****Academic Program Development**

A critical component of Southeast Community College's (SCC) mission is to offer a robust array of academic and nonacademic programs to address the success of our students and the academic and workforce needs of our communities. Through dynamic and responsive pathways to emerging markets, career and technical, academic transfer, continuing education, and student support programs, SCC will implement a structured program planning, development and approval process to strengthen the communities and respond to the needs of SCC's diverse learners and workforce to meet current and future demands. In offering and managing an array of instructional programs and services, the College will ensure responsible use of fiscal and human resources using a methodical, data-informed process to ensure responsible use of fiscal and human resources.

In compliance with procedures outlined by the Nebraska Coordinating Commission for Postsecondary Education (CCPE), the Higher Learning Commission (HLC), and the Department of Education , and in alignment with the institutional strategic plan, the College will utilize appropriate data, implement market research methods, assess fiscal impacts, and employ comprehensive internal and external reviews to assess the demand for existing and new career programs, academic transfer articulations, as well as nonacademic programming and services through flexible and innovative processes.

All new academic programs must be approved by the SCC Board of Governors prior to seeking approval from CCPE, HLC, and the Department of Education.

The College will perform periodic and ongoing review for continuous improvement of the program planning and development process.

Related Procedure: C-13a

Adopted: 08/23/22

Reviewed/Revised: 6/24/22, 07/13/22

Created: 06/02/22

Web link:

Tags: program development and review

C-13a

PROCEDURE

Academic Program Development

Academic Program Development refers to development of an array of instructional programs, including, but not limited to, those programs that lead to a certificate, diploma, or associate degree or substantial modifications to existing programs. In the context of ever-evolving needs of SCC students and campuses, the Program Development process is meant to foster increased efficiency and agility in meeting academic transfer and existing and emerging workforce and societal needs, while also ensuring the quality of SCC's academic program offerings and services for student success. The procedures toward investigating and determining whether to develop and launch a new program varies with the program type, and the process may vary based on number of credit hours, offering financial aid, etc. The following procedures outline the process and, where necessary, compliance with state and federal expectations.

Step 1: Concept/idea development

Ideas or concepts for new/modified instructional programs begin with general discussion, such as external data sources, industry/community outreach, emerging technology, program faculty or the division or organizational unit, to organize the concept and to begin to assess viability and document the need for the program. New and modified program examples include, but are not limited to:

- creating a new instructional program.
- creating stackable credentials or new awards within an existing program.
- making a substantial change to the philosophy or purpose of a current program.
- accessing new resources that present new opportunities for expansion of the awards within the program.
- proposing a new organizational unit or division.
- facing a loss of resources or change in workforce demand that requires downscaling or extensive reduction in demand for program graduates.
- If the idea or concept aligns with the above, data will be collected to inform the next steps of the process.

Step 2 – Program Needs Analysis

All new instructional programs require further idea development and consideration through a program needs analysis that provides an overview, description of need, program requirements, and program administration. Additionally, a deeper dive into market research; fiscal impacts; review of revenue and expenses; space planning reviews; startup cost assessments; alignment with fiscal, strategic and academic plans; and potential impact to other programs and divisions are to be completed collaboratively with internal and external groups as needed.

If the program needs analysis indicates further action and development of the new or modified instructional program, the development of the program progresses to the next step.

Step 3 – Internal Reviews

There are three levels of internal reviews to ensure the new or modified program complies with Board policy and aligns with the College's strategic plan to further the mission of the College.

Internal reviews also include participatory governance perspectives and consideration of recommendations from:

1. Program Development Advisory Team
2. Curriculum Committee
3. Administrative Team
4. After internal reviews and revisions are completed, the process continues to the next step.

Step 4 – Approvals

There are four levels of approvals necessary before a new or modified program is considered final. The approvals must proceed in the following order but may not apply to every new or modified program, dependent upon determinations from the approvals through the process.

1. **SCC Board of Governors:** Required for all new and revised program recommendations.
2. **Nebraska Coordinating Commission for Postsecondary Education:** Approvals from the Board are submitted to CCPE, and if the submission is considered a moderate or logical extension of a current program, approval is granted. If the submission is considered a new program, a program statement is required and scheduled for review by the commissioners, which could take two to three months.
3. **Higher Learning Commission:** All new and modified program approvals granted by CCPE must be submitted to HLC for review and approval. This process may take up to six months.
4. **Department of Education:** Approval is needed only for those programs that are considered aid eligible. This approval process can take between six and nine months.
5. When the appropriate approvals are received, the process continues to the final step.

Step 5 – Implementation & Review

Some interim steps can be taken in preparation to launch the new or modified program. For aid-eligible programs, approval by the HLC is required before full implementation can begin. Implementation of a new or modified program requires communication with a number of departments and divisions so they can initiate implementation tasks as needed. In addition to implementation, follow-up is required to review the process, implementation, and outcomes of the new program. The groups to be notified may include, but are not limited to:

- Instructional Division/Program Dean and Chair
- Financial Aid
- Admissions/Recruiting
- Marketing/Publications
- Registration
- Advising
- Business Office/Fiscal Services
- Bookstore
- Human Resources
- Campus/Facility
- Veterans Services
- Accreditation, Planning, & Assessment

- IT and IR

ADMINISTRATIVE AUTHORITY

The Vice President for Program Development, in collaboration with the Vice President for Instruction and other College Administrators or their designee(s) is responsible for implementing, monitoring, tracking, and proposing academic and nonacademic program planning and development from concept to launch. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval.

Related Policy: C-13

Adopted: 07/13/22-Administrative Team

Reviewed/Revised: 6/24/22, 07/13/22

Created: 06/02/22

Web link:

Tags: program development and review

C-14 POLICY

Program Review

Southeast Community College strives to be a national leader in developing high-contact technical and academic experiences for the diverse learners of southeast Nebraska. The College is committed to ensuring the quality of its offerings by taking part in regular program reviews for all its academic offerings.

In alignment with higher education best practices, each academic program participates in a regular and systematic program review process that documents the program's ability to fulfill SCC's Mission, Vision, and Strategic Goals.

SCC's program review involves an external and internal review process. Every seven years each academic program is evaluated by the Nebraska Coordinating Commission for Postsecondary Education (CCPE). The Board of Governors reviews and approves program reviews prior to submittal to CCPE. CCPE authorizes continued offering of all academic programs available at the College.

SCC's internal program review process satisfies program review requirements of the Higher Learning Commission and is integrated with the planning, assessment, and budgeting processes. The program review internal process will be evaluated on a five-year cycle for effectiveness and alignment with CCPE, Higher Learning Commission, and other program review best practices.

Administrative Oversight

The Board of Governors authorizes the President or designee to oversee the implementation of SCC's program review policy.

Related Procedure: C-14a**Adopted:** 09/27/22**Created:** 07/05/22**Revised/Reviewed:** 07/05/22, 08/02/2022**Web link:****Tags:**

C-14a PROCEDURE

Program Review

SCC's program review involves an external and internal review process that supports programs' ability to fulfill the College's Mission, Vision, and Strategic Goals. The College's internal program review process consists of an annual process and a comprehensive five-year self-study evaluation process. The College's external program review process is directed by the Nebraska Coordinating Commission for Postsecondary Education (CCPE) on a seven-year cycle.

Internal Program Review

SCC's internal program review processes will be integrated with existing planning, assessment, and budgeting activities. The College will establish a standing Program Review Committee to oversee the implementation of the process. The Program Review Committee will be chaired by the Vice President of Instruction (VPI) and include membership from instructional administration, faculty, student affairs, and other areas. Committee members will serve three-year terms. Faculty must abstain from any formal recommendations associated with any programs in which they are a part.

Annual program review involves the following processes:

- Institutional Research data reviewed by program faculty
- Completion of a program review reflection prompted by established questions
- Submittal of annual program review responses to the Program Review Committee
- Review of annual program review by Committee
- Written feedback provided back to the program
- Summary of internal program review findings shared with SCC's Administrative Team by the VPI

Comprehensive Program Reviews during fifth year of the cycle (or as directed by the Program Review Committee) will involve the following processes:

- Institutional Research data reviewed by program faculty
- Completion of a comprehensive analysis of established program review questions
- Submittal of comprehensive program review responses to the Program Review Committee
- Review of annual program review by Committee
- Presentation by the program faculty to the Program Review Committee and dialogue on program strengths and areas of improvement
- Summary of internal program review findings shared with SCC's Administrative Team by the VPI, including recommendations for program continuance, continue with monitoring, or sunsetting

External Program Review

SCC's external program reviews involve completion of a worksheet provided by CCPE, which includes metrics such as graduates, faculty, and total credit hours. SCC's VPI presents program reviews to the Board for their review and approval, prior to submittal to CCPE. CCPE authorizes continued offering of all academic programs offered by the College.

Related Policy: C-14

Adopted: 8/12/2022

Created: 07/05/22

Revised/Reviewed: 07/05/22, 08/02/2022

Web link:

Tags:

As directed by its statutory mission and strategic plan, Southeast Community College encourages opportunities for institutional articulation with other higher education institutions through established articulation agreements and for the benefit of the students we serve. Institutional Articulation is a formal, signed agreement between the two institutions which specifies which courses may be transferred to meet general education, major requirements, and electives. Articulation agreements include the formal process of reviewing courses for equivalency between Southeast Community College and another institution of higher education. These agreements establish expectations and procedures between Southeast Community College and the university, college, or educational institution to enable students to complete their academic work for degree attainment at either SCC or articulated institution.

Articulation agreements include specific expectations regarding curriculum, and they differ from affiliation and other types of agreements. Institutional articulations can include program-specific agreements, and description of specific transfer credits that articulate through the agreement for both institutions, including courses offered.

SCC will make publicly available to current and prospective students a list of higher education institutions with whom the College has formalized articulation agreements and the written criteria used to evaluate and implement an institutional articulation agreement.

The College will perform periodic and ongoing review for continuous improvement of the institutional articulation process.

Related Procedure: C-15a

Adopted: 11/15/22

Revised/Reviewed: 09/30/22

Next Review: TBD

Web link:

Tags:

C-15a PROCEDURE**Institutional Articulation**

Southeast Community College establishes formal articulation agreements with other colleges, universities, or educational institutions in accordance with state and federal regulations. All articulation agreements will be established with higher education institutions who are in good standing with their institutional accrediting agency. SCC will pursue articulation agreements that establish a smooth transition for SCC students who desire to transfer to the college or university through defined pathways. Articulation agreements may provide SCC transfer students with scholarships that will ease their financial burden. Criteria for determining entering into an articulation agreement, the College will take under consideration:

- Where applicable, the process by which SCC will accept credits for courses offered by the other institution(s).
- Where applicable, the process by which the other institution(s) will accept SCC credits.
- If the articulation is program-specific or applies to all programs and awards.
- For program-specific articulation, a list of any specific credits that articulate through the agreement (e.g., general education only, pre-professional courses only, etc.).
- Articulation agreement proposals are to be developed after consultation with appropriate academic and administrative officers within the College.
- An articulation agreement should not have a negative impact on any Southeast Community College program or campus in terms of academic quality.
- Articulation agreements will allow a 30 to 90-day termination period for either party.

A list of all institutions of higher education with whom the college has a formal articulation agreement will be published on the college website and will include the details of the articulation procedures.

Administrative Authority

The Vice President for Instruction, in collaboration with the Associate Vice President for Student Enrollment, Vice President for Program Development and other College Administrators or their designee(s), is responsible for implementing, monitoring, tracking, and proposing transfer of credit and institutional affiliation procedures including the decision to authorize, extend, or terminate agreements with external institutions and agencies. Signature authority for all articulation agreements is granted to either the President and/or Vice President of Instruction. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval.

Related Policy: C-15**Admin Team Adopted:** 09/30/22**Revised/Reviewed:** 09/30/22**Next Review:** TBD**Web link:****Tags:**

C-16 POLICY

Transfer of Credit

Transfer of credit refers to the process that Southeast Community College uses to determine the acceptance of credits being transferred in from another institution.

Southeast Community College will grant students transfer credit for courses completed at other colleges and universities according to criteria specified in the associated administrative procedures. To be recognized, transfer credit for courses must be earned at an institution which is accredited by an institutional accrediting agency that is recognized by the US Department of Education. For a foreign institution, the institution is recognized by a government or non-governmental agency which is responsible for quality review of higher education institutions in that country.

SCC will make publicly available to current and prospective students how transfer of credits will be determined including the written criteria used to evaluate and accept credit earned at another school, the types of institutions from whom we will not accept transfer credits, and criteria used to evaluate and award credit including considerations of prior learning experience (armed forces, paid or unpaid employment, or other demonstrated competency or learning). See Policy C-10.

The College will perform periodic and ongoing review for continuous improvement of the transfer of credit process.

Related Procedure: C-16a

Adopted: 11/15/22

Revised/Reviewed: 09/30/22

Next Review: TBD

Web link:

Tags:

C-16a PROCEDURE

Transfer of Credit

Southeast Community College will grant transfer credit for courses completed at other institutionally accredited colleges, universities, and other educational institutions according to the following procedures.

- Transfer of credit procedures will be published on the college's website.
- Southeast Community College (SCC) will only receive transfer credit for courses taken at accredited institutions approved by the U.S. Department of Education in which grades C or above (or equivalent) have been earned.
- Only official transcripts will be used in the evaluation process. Official transcripts must be forwarded directly from the sending institution to the admissions office of Southeast Community College.
- Students must be degree-seeking with SCC in order to have the transcripts reviewed for transfer credit. The transfer evaluation is based on the program the student has been accepted into for the upcoming term and a new evaluation may be required if the student transfers to a different program.
- SCC accepts 3/4 of a certificate, diploma, or associate degree through transfer credit, credit by exam or credit by waiver.
- Transfer credits are not used in the computation of a student's grade point average at SCC. However, transfer credits are used in the calculation of Satisfactory Academic Progress in attempted, completed, and rate of program completion (maximum time frame).
- Students may be asked to provide additional documentation to SCC for courses to be evaluated. This may include the course syllabus, course description, or additional details.
- Courses that do not meet direct course equivalency may be transferred in as an elective based on a review by the program chair, and as determined by their program of study.
- Credit from colleges and universities outside of the United States must be evaluated by an outside degree evaluation service. The college does not evaluate foreign degrees.
- SCC may not accept credit from an institution that is not institutionally accredited. Other credits earned from non-institutionally accredited institutions may be used to meet degree requirements utilizing the processes outlined in the prior learning assessment policy and procedure.
- Southeast Community College does not accept credit from institutions accredited by Accrediting Council for Independent Colleges & Schools for any courses completed after June 2021.

These procedures apply only to transfer of credit to Southeast Community College. Students wishing to transfer credit from SCC to another institution of higher education should consult that institution's policies regarding transfer of credit to their institution.

Administrative Authority

The Associate Vice President for Student Enrollment, in collaboration with the Vice President for Instruction, Vice President for Program Development and other College Administrators or their designee(s), is responsible for implementing, monitoring, tracking, and proposing transfer of credit and institutional affiliation procedures including the decision to authorize, extend, or terminate agreements with external institutions and agencies. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval.

Related Policy: C-16

Admin Team Adopted: 09/30/2022

Revised/Reviewed: 09/30/22; 4/19/23; 6/5/23

Next Review: TBD

Web link:

Tags:

C-17 POLICY**Workforce Leadership Teams and Program Advisory Teams**

It is the purpose of Southeast Community College, in devising and evaluating its instructional programs, to seek out relevant, expert information from outside sources as well as from its own knowledgeable staff members. Each instructional program is expected to provide for such input on a regular basis as it deliberates and makes recommendations to Vice President of Instruction, who in turn, makes recommendations to the president and the Board.

The President delegates to the Vice President for Instruction the authority to appoint persons to serve on Workforce Leadership Advisory Teams and/or Program Advisory Teams in their areas of responsibility. Team Members are to be informed as to the advisory role they will fulfill in providing a resource to the program.

Adopted: 12/13/22

Revised/Reviewed: 02/05/19, 10/24/22

Next Review: TBD

Web link:

Tags:

D-1 POLICY**Board Responsibility**

It is the purpose of Southeast Community College to conduct its fiscal affairs in a prudent, open, and fully accountable manner, observing all local, State, and Federal laws and regulations pertaining to this function.

It is the duty and responsibility of the Board of Governors to develop and oversee a budget of revenues and expenditures that reflects the optimum interests of the public, the students, and the College.

The Board of Governors will exercise all of its oversight duties as prescribed by law and policy, according to the schedules set forth therein which includes but is not limited to:

- Annual Operating Budget: Prudent fiscal management requires the use of an operating budget to efficiently allocate resources and manage ongoing operations.
- Receipt/Depository/Disbursements: Establishing adequate control procedures over the College's assets and minimize SCC's risk of financial loss.
- Equipment Capitalization and Control: Determining the proper accounting for capital equipment owned by the College. The College is responsible to account for all capital equipment.
- Purchasing: Establishes those responsible for purchasing goods and services with College funds to maximize the efficiency and convenience of the purchasing process, consistent with good business practices and in full compliance with applicable federal regulations.
- Insurance: The Board authorizes the College's membership in the Nebraska Community College Insurance Trust to competitively bid insurance coverage. The coverage will include a variety of insurance programs, with various retentions.
- Expense Reimbursement: Determines the circumstances under which faculty or staff members can be reimbursed for business expenses incurred on behalf of the College.

Adopted: 12/13/22

Reviewed: 10/13/22

Next Review: TBD

Web link:

Tags:

D-2 POLICY Budget: Preparation/Approval

The budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the College for the fiscal year.

The President is responsible for planning and administering all programs and related budgets for the College. Under the general supervision of the President, the Vice President of Administrative Services is responsible for the overall preparation, administration, and reporting of the College budgets. This office is required to follow an established set of statutes, guidelines, and policies set forth by the state of Nebraska and other regulatory entities.

Administrative and planning responsibility for budgetary units (“departments” or “cost centers”) within the College is delegated by the President to the Administrative Team. Further delegation of budget management is assigned to a budget officer for each department.

A budget calendar is approved by the Board each year.

The Southeast Community College budget includes two main Sections:

- Revenues
- Expenditures

Revenues

President and Administrative Team will review revenue funding levels to support expenditures as outlined below. The primary goal is to have a balanced budget whereas revenues equal expenditures.

The main types of revenues include but are not limited to:

- Property taxes
- State aid
- Tuition
- Other

Property Taxes:

The College has authority to levy a general and capital improvement levy as defined by State Statute [§ 85-1517](#). The total levy is a tax not to exceed 11.25 cents per \$100 taxable valuation of all property. This Statute further states that the 11.25 cents include a tax levy not to exceed 2 cents on \$100 valuation which may be used to establish a capital improvement fund. Property valuations are estimated until August 20 when valuations are required to be certified by the County Assessors to the College.

State Aid:

As defined by State Statute [§ 85-2234](#), the Nebraska Community Colleges are appropriated each fiscal year state aid based on a static percentage as well as a formula.

Tuition:

An integral part of SCC’s mission includes the need for everyone to have affordable access to the life-changing benefits of higher education. Keeping college costs to students as low as reasonably possible, the Southeast Community College Board of Governors will ensure the annual Tuition Rates and fees are determined in accordance with the College’s open-access mission. *See College Policy C-9 Tuition and Fees Policy for Credit-Based Courses.*

Expenditures:

The expenditures budget consists of these areas:

- Salary and Benefits
- Operating
- Capital Equipment
- Expanded
- Capital Improvement Fund
- Other

Salary and Benefits:

The Board of Governors approves all positions and related salaries with an FTE of .75 and above. All .75 FTE and greater positions are benefit-eligible. Total compensation as explained and calculated in Section E is used for input for budget purposes.

Operating:

Operating expenses include maintenance, supplies, software, vendor expenses, contractual services, and other miscellaneous expenses related to operating the College.

Capital Equipment:

Equipment with a cost of \$5,000 or more is capitalized through an inventory and tracking process.

Expanded:

New initiatives including personnel, operating, and equipment is requested through an expanded process by the budget officers.

The College has statutory authority to levy property taxes and also receives state aid as defined in State Statute [§ 13-518](#). Therefore, the College is required to complete budget forms annually and file with the Auditor of Public Accounts and County Clerks by September 30.

Capital Improvement Fund ("CIF"):

CIF budgets typically include construction or major maintenance/modernization of real property, large equipment purchases, and the purchase of land or other real property. CIF funds are generated from a CIF levy and designated in a separate fund.

Other

The College's budgeting process includes other areas including but not limited to auxiliary services and grants.

Auxiliary services include activities which furnish a service directly or indirectly to students and faculty. These activities charge fees directly related to, but not necessarily equal to, the cost of service. Each auxiliary unit is budgeted at the fund level. Auxiliary funds do not expire at the end of the fiscal year and the funds are available to an auxiliary unit for the life of that unit. Auxiliary-funded operations within the College include housing, food service, bookstore, Course, Course Ground, production areas, and child care services.

The purpose of grants is to advance the College mission and to secure support for strategic priorities.

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Each grant proposal must be reviewed in terms of the opportunity for successful award versus the cost of preparation and implementation of the grant.

Related Procedure: D-2a

Adopted: 12/13/22

Reviewed: 10/13/22, 11/7/22

Next Review: TBD

Web link:

Tags:

D-2a PROCEDURE**Budget: Preparation/Approval**

The annual budget process starts in the Fall of each calendar year, and is considered in the development phase. The Administrative Team is tasked with addressing or identifying critical issues facing the College which establishes the strategic framework and financial scope of the College budget. A calendar of budget events is developed that details the timeline to be used for the budget process for the upcoming fiscal year. The budget calendar is typically approved by the Board of Governors in January of each year.

The Administrative Team provides guidance in the overall budget direction; however, each Administrative Team member may institute their own internal process for prioritizing budget requests and strategic initiatives from their respective departmental staff.

Tuition:

The President and Vice President of Administrative Services annually will present trends in enrollment, tuition and fees for similar intuitions and provide a recommendation to the Board of Governors at the November Board Meeting to be effective the following fiscal year.

Operating:

In January-February, budget officers review budget and actual operating expenditures in the current and prior fiscal years, and are required to compile an estimate of projected operating expenditures (including justification for increases or decreases) for the following fiscal year. This information is reviewed with the dean or supervisor to ensure strategic objectives are being addressed.

Capital Equipment:

Budget officers are required to itemize budget requests related to capital equipment. Each equipment line-item includes but is not limited to, information regarding department, strategic objectives, new or replacement items, number of items, description and justification. Each Administrative Team member compiles, reviews and prioritizes capital equipment within their respective areas. The capital equipment requests are then reviewed by the Administrative Team in February- March.

Expanded:

New initiatives including personnel, operating, and equipment is requested through an expanded process by the budget officers. Each expanded line item includes, but is not limited to, information regarding department, strategic objects, description, justification, and net cost. Also included in the expanded request is a detailed justification for each request. Each Administrative Team member compiles, reviews and prioritizes expanded requests within their respective areas. The expanded requests are then reviewed by the Administrative Team in March-April.

Initial budget presentation is made to the Board of Governors in May. In June, The Board of Governors acknowledges that the Board should and does hereby approve and authorize the President of the College to make any and all required or necessary expenditures for and on behalf of the College consistent with the budget presented or until such time the Board holds a budget hearing and approves the budget hearing in September.

Other

Grants are assigned a fund number and all financial information will be coded accordingly. Grant budgets will be developed during the application process and approved after the grant is awarded at any time during the fiscal year.

Related Policy: D-2

Admin Team Adopted: 10/21/22

Reviewed: 10/13/22

Next Review: TBD

Web link:

Tags:

Depository

All uninvested operation and maintenance funds, both state and local, shall be placed on account or accounts in local depositories. All operational, maintenance, or building funds held in reserve, both state and local, shall be invested in such prudent methods as will balance maximum safety and maximum return.

Disbursement

The President and Vice President for Administrative Services are authorized to sign all checks for disbursement of all funds, except petty cash funds. Both signatures shall appear on each check.

Adopted:**Reviewed:**10/13/22**Next Review:****Web link:****Tags:**

D-4 POLICY Gift Acceptance

All acceptance and recognition of monetary and in-kind gifts on behalf of Southeast Community College (SCC) are processed through the Southeast Community College Educational Foundation and SCC. All donations are cataloged and reports will be available if requested. Gifts in excess of \$50,000 and/or including naming rights will require an agreement.

Related Procedure: D-4a

Adopted: 12/13/22

Reviewed: 11/02/20, 10/04/22, 11/7/22

Next Review: TBD

Web link:

Tags: Gift Acceptance

D-4a PROCEDURE Gift Acceptance

Donation and naming right agreements include the following:

Initial draft Reviewed by Vice President of Administrative Service Signed by Donor, President

Original Copies of all agreements are retained by:

- Donor
- Office of the President SCC Foundation

Electronic copies are retained by:

- Director of Advancement Executive Administrative Assistant Accounting
- Vice President of Administrative Services
- A list of all current asks/communication will likewise be catalogued for reference by the Director of Advancement and other pertinent Administrators.

All donations will receive an electronically generated tax form and Thank -You note signed by the President of the College and the Executive Director of the Foundation. Gifts exceeding \$10,000 will additionally receive a personal letter of appreciation from the President of the College.

Payment Information:

SCC Educational Foundation

Checks payable to:

Southeast Community College Educational Foundation

Attn. Exec. Admin Asst. 285 S. 68th St Place Lincoln, NE 68510

Memo section: designated project/program

Payments can also be made directly through the college's website.

Southeast Community College

Checks payable to:

Southeast Community College Attn. Accounts Receivable 285 S. 68th St Place

Lincoln, NE 68510

Memo section: designated project/program

Payments can also be made directly through the college's website

Related Policy: D-4

Admin Team Adopted: 10/21/22

Reviewed: 11/02/20, 10/04/22

Next Review: TBD

Web link:

Tags: Gift Acceptance

D-5 POLICY Equipment Capitalization and Control

Equipment items to be capitalized are those items which satisfy the following requirements:

- Have a value of \$5,000 or more except for items that are purchased through a grant or contract which requires that the items be capitalized
- Have a life expectancy of one year or more
- Are repairable and are not consumable.

Items not meeting the above requirements are purchased as minor equipment. Minor equipment items have a tag attached indicating that the item is the property of Southeast Community College.

Related Procedure: D-5a

Adopted: 12/13/22

Reviewed: 10/14/22, 11/7/22

Next Review: TBD

Web link:

Tags:

D-5a PROCEDURE**Equipment Capitalization and Control**

Capitalized equipment is accounted for by:

- Assigning a unique number
- Affixing an identifying decal
- Entering information about the equipment on the computerized equipment inventory.

An annual inventory of equipment is taken and changes are recorded. Changes to the equipment list require the approval of the Campus Director.

To maximize utilization of equipment, temporary or permanent transfers between departments or campuses can be accommodated through the use of the inventory change report.

The Campus Director or President may approve and authorize the use of College equipment and/or property for other than College directed instructional purposes.

The accidental breakage or loss of equipment will be reported immediately by the responsible department to the Campus Director or President.

A written report will be filed with the Campus Business Office, which will adjust as authorized.

The Campus Director will be notified immediately if theft or break-in is suspected. The Campus Director will notify proper authorities.

Related Policy: D-5

Admin Team Adopted: 10/21/22

Reviewed: 10/14/22

Next Review: TBD

Web link:

Tags:

D-6 POLICY

Purchasing

Purchasing for the College is the responsibility of the Purchasing Department, which functions under the direction of Administrative Services. The Purchasing Department shall procure materials, equipment, and contractual services as required by the various cost centers of the College.

Vendors seeking to transact business with the College shall be assured of fair and equitable treatment at all times, protecting the interests of all parties through objectivity.

Adopted: 12/13/22

Reviewed: 10/14/22

Next Review: TBD

Web link:

Tags:

FISCAL MANAGEMENT

D-7 POLICY Insurance/Claims

The College has a variety of insurance programs, with various retentions and deductibles. Coverage may include self-insurance, purchased primary insurance, and purchased excess insurance. Because excess insurance and any primary purchased insurance are renewed annually, the retentions, deductibles, terms and conditions, and exclusions are subject to change. *See Policy D-1 for the College's membership in the Nebraska Community College Insurance Trust.*

The College's major insurance programs include but may not be limited to the general package (general liability, automobile liability, sexual harassment liability, sexual abuse liability, errors & omissions, employment practice liability, and employee benefits liability), excess property, excess workers compensation, excess liability, cyber liability, crime, and boiler and machinery. The College will also provide basic intercollegiate athletic accident and catastrophic accident medical policies for NJCAA sanctioned sports.

In addition, all student athletes are required to have a primary healthcare insurance policy that includes benefits for intercollegiate athletic injuries. The policy information card will be held in the athletic director's office and with each coach when their team travels, to ensure quick service if emergency help is needed when the team is traveling.

All insurance for the College shall be arranged through the Vice President for Administrative Services.

Related Procedure: D-7a

Adopted: 12/13/22

Reviewed: 10/14/22, 11/7/22, 12/6/23, 2/20/24

Next Review: TBD

Web link:

Tags:

FISCAL MANAGEMENT

D-7a PROCEDURE

Insurance/Claims

Worker's Compensation Claims

All employees are covered by worker's compensation insurance for expenses related to an on-the-job accident or injury. In the event of and immediately following an incident or accident on the job, employees must contact their direct supervisor and submit proper notification/paperwork promptly after the accident or injury on the job. The notification channels are as follows:

- Notification in writing to immediate Supervisor
- TIPS Report (immediately) or the designated system
- Worker's Compensation Claim (within 24 hours of incident).
- The designated College employees identified below will be responsible for ensuring information regarding the claim is entered on the NIRMA Origami portal:

Lincoln Campus

- Assistant Campus Director/Dean of Students
- HR Benefit & Compensation Analyst
 - (employee only)
- Safety & Security Coordinator (*secondary*)

Beatrice Campus

- Assistant Campus Director/Dean of Students
- Administrative Director, Student Accounts (*secondary*)

Milford Campus

- Assistant Campus Director/Dean of Students
- Controller (*secondary*)

All Other Locations and Backup as Necessary

- HR Benefit & Compensation Analyst

Employees may contact their immediate supervisor for access to a Workers Compensation claim form to be submitted to the Human Resources Office.

Auto, Property, General Liability and Other Professional Liability Claims:

In the event of auto, property, general liability and other professional liability claim:

- Complete and submit a TIPS report or submit within the designated reporting system
- The designated College employees identified below will be responsible to ensure information regarding the claim will be entered on the NIRMA Origami portal:

Lincoln Campus

- Assistant Campus Director/Dean of Students

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- Safety & Security Coordinator

Beatrice Campus

- Assistant Campus Director/Dean of Students
- Administrative Director, Student Accounts (*secondary*)

Milford Campus

- Assistant Campus Director/Dean of Students
- Controller

Intercollegiate Athletics:

Each student-athlete is required to have primary health insurance that provides coverage in the SCC area network and must cover athletic related injuries/illnesses that are a direct result of participation in a Covered Event. A Covered Event is any intercollegiate sports activity, including team travel, competition, practices, and condition sessions. A Covered Event does not include any illness or injury incurred outside of official athletic participation, pre-existing injuries, eye exams, eyeglasses, contacts, or dental work (unless as a direct result of an injury to a sound and natural tooth). It also does not cover any accidents that occur in the dorms or off campus.

The athlete will not be able to participate in practice or games until the insurance is on file with the College. If at any time the student athlete's primary health coverage changes, the athletic department must be notified. SCC may verify the student athlete's primary coverage at any time.

In the event that the student athlete sustains an injury as a direct result of his/her participation in an official team athletic activity (practice or game), coverage of medical expenses incurred will be processed in the following order:

1. Student athlete's primary policy
2. SCC Athletic department's secondary insurance policy
3. SCC Catastrophic insurance policy

Once the student athlete's primary healthcare policy pays its portion, SCC's secondary insurance and/or catastrophic insurance will be filed. SCC's secondary/catastrophic insurance does not cover for any illness or injury outside the Covered Event. The College or College's Athletic Department will not be responsible for any payment not covered by SCC secondary/catastrophic sports insurance policies. The student athlete is ultimately responsible for those charges incurred on their behalf.

Primary Health Coverage Verification Procedure

By July 1 an email will be sent to all signed athletes requesting proof of insurance to be added to their athletic folder. SCC also requires the following to be on file with the Athletic Department prior to their first practice:

1. If the athlete is younger than 19 years, SCC requires a Consent to Treat Minor Child form complete with parent/guardian signature (form on the athletic website).
2. Any student who does not have primary insurance (one that covers collegiate athletic injuries)

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must contact the SCC business office to purchase individual insurance coverage.

3. Proof of a physical AND proof of insurance must be received by the SCC Athletic Department before the student-athlete can participate in practices or contests for their sport. If the student has not had a physical prior to coming to SCC, they can be seen by a local medical provider for this purpose. However, the student is financially responsible for this as SCC will not pay for sports physicals.

Accident/Injury Procedure

1. Student-athletes must report all athletic-related injuries immediately to the athletic department. In the event that an injury occurs, the student-athlete will be seen either by the trainer on staff, a nearby emergency department, or medical provider, depending on the severity of the injury. The student-athlete's medical insurance must be provided to any emergency department, hospital, or other health care practitioner.
2. An injury report is required and must be filled out by the SCC training staff or coach within 24 hours of the occurrence.
3. The Athletic Department will submit the injury report to the College's excess insurer in order to have the injury on file.
4. The student-athlete should receive whatever care is necessary as determined by the relevant medical provider, submitting their insurance at the time of treatment. In the event of an emergency due to an athletic injury, the athlete should seek immediate medical attention and contact the athletic training staff within 24 hours and/or prior to further athletic participation. Remember that the student-athlete's medical insurance must be provided. SCC should not be listed as the primary insurer.
5. Any portion of medical treatment that isn't covered by the student's insurance will be submitted to the athletic department's secondary insurance.

Related Policy: D-7

Admin Team Adopted: 10/21/22

Reviewed: 10/14/22, 12/6/2023, 2/20/2024

Revised: 12/6/2023

Next Review: TBD

Web link:

Tags:

Auxiliary Services may be offered in alignment with the College's mission. Auxiliary services include, but are not limited to the following:

Bookstore

The President is authorized to establish and operate College bookstores on each campus for the primary purpose of providing textbooks, materials, and other items as appropriate.

The bookstore may be leased or subcontracted to a private vendor upon approval of the Board of Governors.

Part of the funds received from the bookstore may be earmarked and set aside annually for the maintenance and capital improvement of the bookstore. The remainder of the net profit shall be available for redistribution as recommended by the President and upon approval of the Board of Governors.

A complete physical inventory of stock in trade shall be taken at the end of each fiscal year.

Food and Beverage Services

The President is authorized to establish and operate a College food service program on each campus, which may include but is not limited to, cafeterias, coffee shops, and restaurants.

The food services may be leased out or subcontracted to a private vendor upon approval of the Board of Governors.

A portion of the gain from food service operations may be earmarked and set aside annually for the maintenance and capital improvement of the food service facilities and the remainder of the gain from operations shall be available for redistribution as recommended by the President and upon approval of the Board of Governors.

A complete physical inventory of stock in trade shall be taken at the end of each fiscal year.

Student Activity

The President is authorized to establish other fee type funds such as a Student Activity Fund and a Facilities Fee Fund on each campus of Southeast Community College which may receive revenue from students, other individuals, and organizations.

Receipts and disbursements shall be processed as restricted accounts and under the supervision of the Vice President of Administrative Services.

Adopted: 12/13/22

Reviewed: 10/14/22, 11/7/22

Next Review: TBD

Web link:

Tags:

Southeast Community College's Board of Governors approves all salaries and benefits on an annual basis.

Related Procedure: D-9a

Adopted: 12/13/22

Reviewed: 10/14/22, 11/7/22

Next Review: TBD

Web link:

Tags:

D-9a PROCEDURE

Payroll/Salary

Employees paid on a salary basis in the administrative, faculty, and professional staff classifications with a full-time equivalency factor equal to or greater than 0.75 shall be paid monthly in twelve (12) equal installments on the last weekday of the month. If the last weekday is a holiday, then the employee shall be paid on the weekday immediately preceding the holiday. For purposes of this section, a weekday shall be Monday through Friday.

Employees paid on an hourly basis in the support staff classification with a full-time equivalency factor equal to or greater than 0.75 shall be paid monthly for the hours worked (including paid leave hours) for the given month on the last weekday of the month. If the last weekday of the month is a holiday, then the employee shall be paid on the weekday immediately preceding the holiday. For purposes of this section, a weekday shall be Monday through Friday.

Regular part time, temporary part time and student workers shall be paid monthly on the 15th day of each month. If the 15th day is a Saturday or Sunday, then the employee shall be paid on the Friday before the 15th.

Adjunct instructors shall be paid monthly on the 20th day of each month. If the 20th day is a Saturday, Sunday, or a holiday, then the employee shall be paid on the proceeding business day.

To receive a salary payment, an employee must be added to the College's payroll system. To be added to the College's payroll system, all potential employees must submit a completed application form, W-4 form, I-9 form, and other employment-related documents. Where appropriate, the employee must submit a time sheet to authorize payment.

College employees classified as support staff, regular part-time, temporary part-time, and student workers are subject to the provisions of the Fair Labor Standards Act. The following guidelines will be used to implement the Act.

Work Week: defined as beginning at 12:01 a.m. on Saturday and continuing until the following Friday at 12:00 midnight.

Overtime: any overtime compensation will be paid in the month following occurrence.

Comp time: comp time must be taken within the defined work week or monetary compensation provided.

Time sheets: time sheets are due on the second working day of each month for the past month

Related Policy: D-9

Admin Team Adopted: 10/21/22

Reviewed: 10/14/22

Next Review: TBD

Web link:

Tags:

D-10 POLICY**Expense Reimbursement**

The purpose of this policy is to provide specific guidelines for employee expense reimbursements. This policy follows accountable plan rules as defined by the IRS and Nebraska State Statutes. As such, expense reimbursements must meet the following three rules:

- Expenses must be related to activities of the College
- The expenses must be substantiated with original documentation within a reasonable amount of time
- Advances or excess reimbursements must be returned to the College within a reasonable amount of time.

As long as these rules are met, expense reimbursements will not be included in an employee's taxable income.

The responsibility to observe the procedures and requirements rests both with the employee travelling and/or incurring business expenses and the respective department supervisor who certifies conformance to these guidelines by approving the expenditure(s). The same judgment and consideration applies to travel, entertainment, and business expense reimbursements as to any SCC transaction. **Reimbursement should be sought and authorized only for expenses that conform to being ordinary, necessary, and reasonable both in amount and relative to its purpose. Any SCC employee conducting College business is expected to exercise the highest level of integrity and professional judgment at all times.**

Related Procedure: D-10a

Adopted: 12/13/22

Reviewed: 07/19/11, 12/20/11, 10/15/13, 10/14/22, 11/8/22

Next Review: TBD

Web link:

Tags:

FISCAL MANAGEMENT

D-10a PROCEDURE

Employee Expense Reimbursement

Travel Expenses

Each request for reimbursement of travel and lodging expenses shall be fully itemized, including the amount, date, place, and essential character of the expense incurred. Travel expenses for which reimbursement will be made are confined to those essential to the transaction of College business. Expenses are allowed for travel by auto, train, bus or aircraft; ground transportation to and from terminals; meals (including tips and tax); lodging; parking; tolls; baggage handling; taxi (including tips); and postage. A College representative will use the most economical method of transportation when traveling. Exceptions may be approved by the VP Administrative Services.

Itemized receipts are required for all expenses except meals and tips (if claiming the GSA allowable amount).

No funds will be advanced to College representatives for travel expenses, either within or outside the state, before the actual time such travel is completed. The College may purchase air, bus or train tickets for College representatives by direct voucher.

All expense vouchers shall be itemized that each item's nature, purpose, and amount is apparent. Expense reimbursements must be submitted no later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

In cases in which a non-employee accompanies the College representative on official business, only the expenses of the College representative will be paid. In such cases, lodging and other receipts must indicate the appropriate single-person charge.

Use of Personal Vehicles

When available, school-owned vehicles shall be used for approved College business trips. If a College vehicle is unavailable and the unavailability is documented by plant staff in an email to the employee and the responsible administrator, the employee may be reimbursed at the standard mileage rate as established by the Internal Revenue Service.

For out-of-state travel, the amount of reimbursement for any mode of transportation used by the College representative will not be higher than the lowest air coach rate. A College representative who desires other travel accommodations shall pay the difference in costs.

Lodging

Travel in-state involving lodging must be authorized by the immediate supervisor. Lodging expenses will be paid only in those cases where the College representative is required to stay at a location in excess of fifty miles from either residence or campus. The immediate supervisor may waive this provision where it is to the College's advantage to do so.

Meals

Meals eligible for reimbursement will be reimbursed at actual cost including tips and tax up to

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the daily maximum allowed by GSA or may also be reimbursed at the per diem GSA amount for the specific location. GSA daily maximum rates can be found at:

<http://www.gsa.gov/portal/category/21287> or on The HUB under Employee Services - Purchasing/Accounts payable.

A copy of the current GSA meal rate must be attached for the city or region involved for any meal reimbursed. Amounts in excess of the GSA daily rates will not be reimbursed.

TRIP	BREAKFAST	LUNCH	DINNER
One-day Trip	Not reimbursed	Not reimbursed	Not reimbursed
Multi-day Trip: first day	Yes, if departure from home is prior to 6:30 a.m.	Yes, if departure is prior to 11:00 a.m.	Yes, if departure is prior to 6:00 p.m.
During Multi-day Trip	Yes	Yes	Yes
Multi-day Trip: Final Day	Yes, if return home is after 8:00 a.m.	Yes, if return home is after 2:00 p.m.	Yes, if return home is after 7:30 p.m.

The meal reimbursement policy applies to both in-state and out-of-state travel. The meal reimbursement policy applies to employees and Board members. Meals are non-reimbursable if a meal is included in the cost of other areas of travel such as hotel breakfasts or meals included in event registration. The VP of Administrative Services may approve meals for one-day travel due to exceptional circumstances.

Out of State Travel/Approval

It is necessary to obtain prior approval from the immediate supervisor for traveling out-of-state. Such approval must be obtained using Form P-17 (Request for Professional Leave). Form P-17 requesting approval must state the means of transportation to be utilized while making the trip and a breakdown of the estimates of the cost of the trip. The breakdown shall show the estimated travel expenses, hotel expenses, meal expenses, and miscellaneous expenses. An agenda or an itinerary must be attached to the P-17. Travel will be reimbursed based on actual expenses.

Filing Expense Claims (Employee Expense Report Form P-24)

To receive reimbursement for travel-related expenses, employees must complete the following forms/processes, which are available on The HUB under SCC Dynamic Forms and then Travel:

- Submit Employee Expense Report (P-24) All items claimed for reimbursement for any one trip shall be included on the same expense claim within 60 days after the final day on which expenses were incurred for which reimbursement is sought.
- Submit Request for Professional Leave Form P-17 when applicable.
- Submit itemized receipts. Receipts must be for the person, the place and the dates shown on the approved Request for Professional Leave (P-17). Receipts showing totals only, such as a credit card receipt or bank statement summary, will not be accepted. Reference to the P-17 will be made to determine if the expenses claimed are appropriate.

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- A Missing Receipt Affidavit may be completed if a receipt is lost or otherwise unavailable after all measures to obtain a copy have been exhausted and should only be used on rare occasions. The privilege to use a Missing Receipt Affidavit may be revoked for excessive use.

Monthly claims should include expenses for the prior 30-day period itemized on the Employee Expense Report (P-24).

Related Policy: D-10

Admin Team Adopted: 10/21/22

Reviewed: 07/19/11, 12/20/11, 10/15/13, 10/14/22, 10/18/23

Revised: 10/26/23

Next Review: TBD

Web link:

Tags:

FISCAL MANAGEMENT

D-10b PROCEDURE

Student Expense Reimbursement

Fuel Expenses

Typically, student-related athletic expenses such as team travel and lodging are procured directly through the Purchasing and/or Athletic departments. An exception to this may be made related to livestock transportation to and from collegiate rodeo athletic events. At present SCC is providing a pickup and a trailer. Based on the number of livestock transported to the rodeo, fuel expense may be paid to a College rodeo member with approval of the Rodeo Coach and Athletic Director. The students provide additional rigs, as needed.

Itemized receipts are required for all fuel expenses including date, time, location, gallons and price per gallon.

No funds will be advanced to students for travel expense, either within or without the state, prior to the actual time such travel is completed.

All student expense vouchers shall be so itemized that the nature, purpose and amount of each item is apparent. Expense reimbursements must be submitted no later than sixty (60) days after the expenses occurred.

Related Policy: D-10

Admin Team Adopted: 10/18/23

Reviewed: 10/18/2023

Next Review: TBD

Web link:

Tags:

E-1a

PROCEDURE

Coordinating Responsibilities

The President delegates to the Vice President for Human Resources (VPHR) functions as assigned, including benefits, employment, personnel management, professional development, safety & security, and separation of employment.

Related Policy: E-1

Admin Team Adopted: 10/21/22

Reviewed: 02/05/19, 4/22/20, 08/16/21, 10/29/21, 12/10/21, 10/21/22, 11/8/22

Next Review: TBD

Web link:

Tags: human resources, human resources responsibilities

E-2

POLICY

Employment

Any individual seeking employment at Southeast Community College will be afforded every consideration provided under equal opportunity, access, and fair employment standards. Application for employment and other personnel matters will be considered regardless of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, or other factors prohibited by law.

Position Classification

1. **Administrative:** Administration and management of the institution. Regularly exercises discretion, independent judgment and directs the work of others.
2. **Faculty:** Conducts College instruction on a full-time basis.
3. **Adjunct Faculty:** Conducts College instruction on a per-term or as needed basis.
4. **Professional Staff:** Manages, coordinates and delivers exempt/professional level services for the College or other exempt duties as defined by FLSA.
5. **Support Staff:** Provide support services to the College in general areas of office, technical, paraprofessional, skill crafts, service, and/or maintenance.

A probationary period applies to all full-time employees. The probationary period provides for job adjustment, for the Supervisor to closely observe the employee's work and an opportunity for both the employee and the College to determine whether or not to continue the employment relationship. This includes both initial employment and reassignment to a different position in the College where an employee is to be supervised and evaluated.

The College may determine at times it is necessary or appropriate to transfer personnel to a different position within the College through the reassignment or transfer process.

At any time during the probationary period, an employee may resign without prejudice, or the College may discharge a probationary status employee apart from the grievance or disciplinary procedures.

Prior to the end of the probationary period, the employee should be evaluated, and a specific recommendation should be made regarding continued employment. If retained computation of length of service will be effective as of the original date of employment.

Position FTE Status

- Computation of full-time equivalency (FTE) for positions is based on a fiscal year.
- Computation of FTE for positions in the faculty classification will be specified within the faculty contract.
- Computation of FTE for positions for all classifications other than faculty will be based on 2,080 hours (40 hours per week for 52 weeks a year equals an FTE of 1.00).
- A full-time position status is a FTE factor 0.75 or greater.
- Positions with a FTE less than 0.75 are considered part-time.
- No position may have an FTE factor greater than 1.00.

Qualifying for Benefits

All positions with a full-time status are eligible for benefits. Part-time employees may be eligible for limited benefits. Full-time faculty are subject to the terms and conditions of the current Faculty agreement.

Position Types

Positions are defined as “regular” “temporary” or “seasonal” according to the following:

Regular Position: A position, regardless of full-time equivalency, with a normal expectation of an ongoing commitment. Normally, a regular position has a fixed number of hours on a regular schedule.

Temporary Position: A position, regardless of full-time equivalency, for a specific purpose or assignment. A temporary position is normally expected to be completed in one (1) year or less and employment may be terminated at any time without cause.

Adjunct faculty positions are temporary, for one term only (or less) and do not automatically renew for additional terms.

Seasonal Position: A position, regardless of full-time equivalence, is classified as temporary and short term in nature. The duration of the position must be less than 120 calendar days. Seasonal employees are not eligible for benefits and employment may be terminated at any time without cause.

Qualifications

All College employees must meet the minimum qualifications and/or credentialing for a particular job as listed in the position description. The administration reserves the right to waive minimum qualifications if it will best serve the interests of the College and meets the training, tested experience, and/or dual credit standards and practices as set forth by the accrediting agencies. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice. Such a waiver shall be non-precedential.

Faculty Qualifications

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Faculty will be involved in establishing the academic credentials for instructional staff.

Non-Faculty Qualifications

Non-Faculty qualifications are determined by the College based upon the needs, skills, experience, and training required to effectively perform the work as related to the position. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities, are appropriately qualified, trained, and supported in their professional development.

Faculty and Professional

Tenure does not exist at Southeast Community College; instead, the faculty come under the provisions of the Nebraska Continuing Contract Law Neb. Rev. Stat. 85-1528 through 85-1534.

Faculty and professional classifications will be subject to probationary terms for a period of 24 months from the date of employment or as defined per contract and/or state statute.

Administrative and Staff

Newly hired employees will be placed on a probationary period of 120 working days from the date of employment.

Assignment of Work

The College Administration retains the exclusive right to assign any current administrative, faculty, professional staff or support staff employee to fill any job or function within the College, as long as the assignment is within the employee's current qualifications. This right includes, but is not limited to, assignment of specific job duties, scheduling during the workday and assignment of work location.

Reclassification

Approved reclassifications are effective July 1 of the following fiscal year. When deemed necessary and appropriate by administration, a different effective date may be established. Requests for a different effective date must include detailed written information to justify and support the request for change.

Employee Request – Incumbent employees may make an official written request for reclassification consideration to their Supervisor by stating how they perceive their position has changed significantly from the responsibilities originally outlined in their position description. The Supervisor must support the request in writing.

Supervisor's Request - A Supervisor may initiate a written request for reclassification consideration (which may include requests for consolidating or combining positions) for any position under their immediate supervision. The request may be part of a reorganizational request by the program.

Out of State Employment

The College may determine at times it is necessary or appropriate to employ personnel who live outside of the state of Nebraska. That determination will be made according to considerations including, but not limited to:

- Skill sets advantageous to the College providing the best educational support for its employees and students
- Human Resources ability to accommodate state reporting requirement
- Other factors as determined necessary or appropriate by the College

Related Procedure: E-2a, E-2b, E-2c, E-2d

Adopted: 12/13/22

Reviewed: 02/05/19, 4/22/20, 08/09/21, 10/25/21, 10/29/21, 02/03/22, 10/21/22, 11/08/22

Revised:

Next Review: TBD

Web link:

Tags: personnel, beginning employment, qualification

E-2a PROCEDURE Hiring Processes & Procedures

The Vice President for Human Resources (VPHR) coordinates all hiring activities for the College.

Position requisitions will be submitted by the responsible administrator for consideration and routed for administrative approval in accordance with College policy supporting access, equity, equal opportunity and fair employment policies and practices.

The Human Resources staff will:

1. Complete recruitment activities.
2. Review and conduct screening of applications.
3. Oversee interview and candidate selection. (E-2b).
4. Conduct a review and approval of recommendations to hire from divisions.
5. Conduct background and reference checks.
6. Extend offers of employment and process employment acceptance and onboarding of new employees.

Recruitment

All prospective employees of Southeast Community College must meet minimum qualifications and accreditation standards if applicable, including state and federal regulations pertaining to specific positions, as defined within each job description.

Review and Screening Applicants

All applications will be reviewed for minimum qualifications based on the job description for the position. Applicants meeting the minimum qualifications will be forwarded to the interview team for additional screening, review, and consideration.

Interviews and Candidate Selection/Recommendation to Hire

Interview formats are approved by Human Resources and support access, equity, equal opportunity and fair employment policies and practices. Division interview teams will select top candidates and conduct interviews. Interview team chairs will submit interview questions to the designated office for review and approval.

Following the interview process, the responsible administration will submit a “recommendation to hire” to Human Resources. The Human Resources office will conduct a final review and approval of the recommendation.

Extending Offers/Acceptance

The Vice President for Human Resources or delegated employee will extend an offer of employment to approved candidates. Upon acceptance of employment, new employees will complete New Employee Orientation.

Employee Credential Verification

Newly hired employees will be notified by the Human Resources Office that credentials and transcripts will be required within thirty (30) calendar days of their start date for those positions which require them as a part of the minimum qualifications. For employees other than faculty, the position description will define the minimum academic credentials required and the essential skills for the position. The Human Resource department will also review and make a determination for situations where credentials/transcripts are not able to be obtained. Such a determination will be reflected in the employee's electronic personal file.

Employees who fail to submit credentials/transcripts to the Human Resources Office within thirty (30) calendar days, will be placed on a thirty (30)-day credential probation. Upon expiration of the credential probation period, the employee shall be suspended without pay pending receipt of the credentials/transcripts.

Any and all work experience, training, tested experience, or dual credit credentials used to qualify a new employee may be verified. The Human Resources Office will collect the verifications and document the information within the employee's electronic personnel file.

For faculty employees, the following credentials typically require official verification:

1. Minimum education and work experience requirements which are listed in the job description and advertised during the recruitment process
2. Additional education and work experience that was pivotal in the individual's selection for employment or status change over other candidates
3. Any certifications, licenses, or other competencies requested by the Human Resources Office or other college administrators
4. Unique experience and demonstrated competencies that have been substituted for advanced academic preparation include the following: dual credit courses, credit for prior learning experiences, direct work-related experiences, training, or tested experiences gained through a combination of previous teaching or certifications earned in the subject matter of teaching assignment as assigned by the respective Academic Dean

5. Any additional education, skills, or credentials obtained while employed at the College

Any updated credentials (e.g., renewed licensure or certifications, documentation of special training) may be reviewed and verified upon receipt and the Human Resources Office will file the documents in the employee's electronic personnel file.

Faculty may be consulted by HR in the evaluation of credentials and provide feedback/input regarding exceptions to this policy as well as professional development plans to ensure a faculty's future compliance with this policy.

Related Policy: E-2

Admin Team Adopted: 10/21/22

Reviewed: 02/05/19, 4/22/20, 08/09/21, 10/29/21, 10/21/22

Next Review: TBD

Web link:

Tags: human resources responsibilities

E-2c

PROCEDURE

Calendars, Work Locations, Work Schedules

Calendar

College Administration will determine the College calendar.

Work Locations

Each position within the College is assigned a primary work location. Employees may be required to perform other related duties within or outside their division/program or primary work location. The College may, at any time, move a position's primary work location based on the needs of the College.

Remote work locations may be available for some positions. Approval for a remote worksite is at the discretion of the responsible administrator and is based on the position and the ability for the work to be performed efficiently and effectively. Not all positions are eligible for remote location consideration. Approval of remote worksites may change at any time and may be based on the workload, employee performance, or other needs of the College.

An employee may request a temporary alternative work site by submitting the [Temporary Alternative Work Site Agreement Memo of Understanding](#) to their responsible administrator and Human Resources for consideration.

Work Schedules

Work schedules for all employees are defined and assigned by supervisors based on the College needs. Employees must be able to work varied days, hours and shifts as required. Regular attendance is expected of all employees. Excessive or unapproved absences from duty may be grounds for disciplinary action.

Related Policy: E-2

Admin Team Adopted: 10/21/22

Reviewed: 06/20/17, 02/07/19, 05/08/20, 08/09/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: calendar, employee expectation, work schedules

The College Administration retains the exclusive right to assign any current administrative, faculty, professional staff or support staff employee to fill any job or function within the College, as long as the assignment is within the employee's current qualifications. This right includes, but is not limited to, assignment of specific job duties, scheduling during the workday and assignment of work location.

Assignment determinations may include, but are not limited to the following factors:

- Provide the best educational programs for students
- Improve College effectiveness and efficiency
- Change instructional programs
- Create new programs
- Reduce or cancel programs
- Provide opportunities for promotion
- Improve/enhance employee morale
- Other factors as determined necessary or appropriate by the College

Reclassification

Approved reclassifications are effective July 1 of the following fiscal year. When deemed necessary and appropriate by administration, a different effective date may be established. Requests for a different effective date must include detailed written information to justify and support the request for change.

A. Employee Request – Incumbent employees may make an official written request for reclassification consideration to their supervisor by stating how they perceive their position has changed significantly from the responsibilities originally outlined in their position description. The supervisor must support the request in writing.

B. Supervisor's Request - A supervisor may initiate a written request for reclassification consideration (which may include requests for consolidating or combining positions) for any position under their immediate supervision. The request may be part of a reorganizational request by the program.

i. Required Support Information - The following questions shall be addressed in the written request for reclassification consideration. The written request for reclassification consideration must consist of detailed, factual information which supports any changes in the following dimensions of the position (items not all-inclusive):

- Change in overall direct responsibility - for example, person who employee reports to has changed. Has there been a change in the employee's line of supervision?
- Changes in decision-making responsibility - for example, required knowledge, skills and abilities or experience/education have been adjusted. Have the employee's decision-making responsibilities changed?
- Changes in overall direct accountability - for example, essential Functions/Description of Duties and Tasks have been adjusted significantly. Has there been a change in the areas for which the employee has direct accountability?
- Changes in overall direct authority - for example, supervision responsibilities have been significantly changed. Has the employee's overall direct authority changed?

- Has there been significant changes in the employee's job duties, essential functions and/or required skills, experience or training?
- Has the employee's level of supervising responsibility changed?
- Changes in required knowledge, technology, software or equipment required for the position? Are there significant changes in required technology, software or equipment required for the position?

C. **Position Descriptions:** A copy of the current job description, as well as a proposed draft of revisions to the proposed job description which must include details on proposed changes, modifications or additions to job functions, qualifications, skills, titles, supervisory responsibilities, etc.

ii. **Justification/Division Review** - A written request including the same position dimensions noted above, must be submitted by the supervisor to the administrator responsible for the respective Division. The request must include detailed justification for the reclassification request, and demonstrate financial ability to support any potential modifications in compensation.

iii. **Review by HR and Administration** - If the administrator concurs, the written request must be submitted to the Vice President for Human Resources and Professional Development for further administrative review.

D. **Initial Review** - The Vice President for Human Resources and Professional Development will conduct a review and audit of all requests for reclassification. The audit will include a review of comparable positions within Southeast Community College and/or with the College's peer institutions as deemed necessary and appropriate.

E. **Consultation** - Once this review has been completed, the Vice President for Human Resources will consult with the Vice President for Access, Equity & Diversity, and the Vice President for Administrative Services to discuss any equity and fiscal implications.

F. **Final Review** - Recommendations for reclassification will be submitted to the president for review and further consideration, if the president approves the reclassification, the ensuing personnel action will be reported to the Board of Governors for its information. Any changes to the College Organizational Chart, budget position listings, payroll changes, employee notification, position listings, etc. must be completed.

[Competitive Employment Process](#)

All other College positions will be posted externally and will be conducted as apart of the hiring processes.

Related Policy: E-2

Adopted: 10/21/22

Reviewed: 09/15/15, 02/07/19, 05/08/20, 08/09/21, 10/25/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: reassignments

Purpose

The purpose of this policy is to maintain a safe and healthful environment in the College in order to promote the physical, social, and psychological well-being of its students, employees and the public. To that end, the College will seek a criminal history background check for applicants who receive an offer of employment with the College and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the College, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The College may also elect to do background checks of other volunteers, independent contractors, and student employees in the College.

General Statement of Policy

The College shall require that applications for College positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide services to students of the College, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the College that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the College.

The College specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.

Adherence to this policy by the College shall in no way limit the College's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, and volunteers, service providers, independent contractors, and student employees.

The College, at its discretion, may charge a fee to the applicant.

Administration

Criminal background checks will be administered by the Human Resource Department according to the procedure set forth in paragraph below.

Criminal background checks will be conducted by a vendor approved by the College and/or the Federal Bureau of Investigation (FBI).

If the criminal history background check precludes employment with, or provision of services to, the College, the individual will be so advised.

The College may apply these procedures to other volunteers, independent contractors, or student employees.

All offers of employment at the College are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Reservation of Rights

Applicants or employees who are adversely affected by a criminal background check or a personal credit report will have the right to dispute the accuracy or completeness of information furnished to the College by the reporting agency as provided for in the Fair Credit Reporting Act.

The handling of all records and employee information relating to a CBC will be strictly confidential and revealed only to those who are reasonably required to have access. Nothing in this policy will prevent the use of such records by the College in connection with an employee grievance, a proceeding under Neb. Rev. Stat. § 85-1528, or in connection with litigation in any judicial or administrative forum. Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

The College reserves the right to modify this policy at any time without notice. Adherence to this policy shall not limit the Board of Governors of the College's right to require and obtain additional information or to use other procedures in lieu of criminal background checks to obtain information relating to criminal activities of final candidates.

Statutory Reference:

Fair Credit Reporting Act, 15 USCS
§1681d Neb. Rev. Stat. § 48-202
Neb. Rev. Stat. § 71-
1912 Neb. Rev. Stat. §
38-131 Neb. Rev. Stat.
§ 60-4,158

Related Procedure: E-3a

Adopted: 12/13/22

Reviewed: 08/06/01, 10/25/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags:

E-4a PROCEDURE Benefits Administration & Processes

Leave –

When possible, all leave requests should be planned in advance and submitted for approval to immediate supervisors with at least 48-hours advance notice. Requests exceeding two days of leave should be submitted with as much advance notice as possible. Dates and times must be mutually agreed upon by the employee and supervisor and must be approved in advance.

Bereavement Leave –

Such approval/denial will be based on sound reasoning, compassion, and respect.

Catastrophic Leave –

- Employees are eligible by optionally donating 1 day of either vacation or personal leave to the catastrophic leave bank (CBL).
- Application for catastrophic leave requires a dated, signed letter to the VP of Human Resources with statement from a treating medical professional. Request should include description of illness or injury, expected return-to-work time.
- Requests must be received at least 30-days prior to conclusion of all paid leave.
- Accepted requests are not to exceed 90 days in conjunction with a given incident.
- Denied requests for use of catastrophic leave may be appealed and will be review by the VP of Human Resources, VP of Access/Equity/Diversity, and Administrative Director of Human Resources.
- All medical records and correspondence shared in connection with the application for catastrophic leave are kept confidential in accordance with all employment labor law, American with Disabilities (ADA) requirements as well and state and federal regulations.

For additional information visit and the enrollment form please visit the HUB or the designated informational site.

Jury Duty Leave –

The court duty pay received by the employee must be turned into the Administrative Services Division or an equivalent amount deducted from the employee's regular monthly pay if the time of service overlaps their scheduled working hours. If the employee chooses to retain duty pay, they will not receive compensation from the College.

Employees are expected to report back to their working assignment during a normal work day when their presence is not required by the court. The employee may retain monies received from the court for expenses they receive while on court duty.

Family Medical Leave Act (FMLA) –

Southeast Community College sick leave is subject to the provisions of the Family Medical Leave Act (FMLA) and the College allows FMLA with or without paid leave. Southeast Community College complies in all respects with [the Family and Medical Leave Act of 1993 as amended](#).

Long Term Disability Leave –

Persons on long-term disability leave will be required to file with the College a health care provider's statement setting forth the nature of the disabling condition and attendant limitations/restrictions on employment. The terms and conditions of the long-term disability leave will be agreed to, reduced to writing, and signed by the person requesting the long-term disability leave and the President. The signed memorandum will include long-term disability leave beginning date, ending date (if this date can be determined), reassignment conditions, availability of College benefits during time of long-term disability leave, and other pertinent details.

Employees returning to work from long term disability leave are allowed to take up to 12 days of sick leave even if they have not yet earned the sick leave. In order to use this unearned leave, they must first sign a document stating that upon separation from the College, any such employee who takes advantage of the advanced sick leave will reimburse the College for all used but unearned sick leave. If the employee fails to do so, the College will deduct such amount from the employee's final paycheck.

Personal Leave –

All requests for personal leave must be submitted to the immediate supervisor or for Faculty to the Associate Dean or responsible administrator with 48 hours advance notice when possible, for review and consideration. While all due consideration will be given, there may be instances where leave is not granted due to the attention required for the efficient and effective operation of the College. Employees will be paid for accrued but unused personal leave upon separation from the College.

Sick Leave –

Terms and conditions related to sick leave usage include, but may not be limited to, the following:

1. When possible, leave requests must be submitted with forty-eight (48) hour advance notice.
2. Sick leave is to be taken for the circumstances set forth above (illness, injury, etc.), and is not intended as earned time off with pay, and will not be granted as such. Unused sick leave will not be paid upon termination of employment with the College.
3. To the extent practical and possible, health care appointments are to be scheduled outside an employee's normally scheduled working hours. Time for medical related appointments, which must be made during the employee's scheduled working hours, will be recorded as sick leave.
4. Full-time employees may request to use up to a total of twenty-four (24) hours of sick leave per fiscal year for individuals who are not included within the definition of immediate family.

5. A written statement from a healthcare provider is required when an employee has been absent five or more continuous days due to illness or injury. Statement should include analysis of their ability to return to work and any applicable restrictions to perform the essential job functions of their position. When possible, advance notice of absences for five (5) or more continuous work days due to the use of sick leave is required. A statement may also be requested if there is a pattern of leave in order to verify proper use of leave time.
6. Faculty must submit requests to their immediate Supervisor for review and consideration for approval.

Temporary Reduction in Employee's Length of Contract or Work Schedule –

Employees seeking a temporary reduction in contract length or FTE may be considered if they:

1. Develop and submit a written request to their immediate supervisor and Human Resources, for a temporary reduction in contract length or FTE which includes:
 - The beginning and ending dates
 - The reason or justification for the request
2. Meets with Human Resources and/or their immediate supervisor to review the request.
3. Upon support from the supervisor the written request will be submitted to Human Resources and the respective Vice President for consideration, review or approval.
4. Upon approval Human Resources will provide a written agreement between the College and the employee defining expectations and agreed upon terms

Vacation Leave –

Employees must submit requests for vacation leave in advance of the time off request to their direct supervisor. Supervisors are expected to review requests and consider approval or denial of the request based on sound reasoning, compassion and respect in order to ensure the continued operations of the College. Leave must be submitted by the employee in the College payroll/leave system during the week the leave was approved and used or as timely as possible to ensure accurate record keeping.

Vacation leave accrual rates may be reinstated based on previous years of service to an employee who is re-hired within one (1) year of separation with the College and approval of the Vice President for Human Resources. This benefit does not apply to any other leave types or previous balances of leave types.

Wellness Initiative –

Requests for significant/substantial changes to any approved Wellness Time require a new request & subsequent supervisory approval. Minor changes requested by the employee will be considered & approval will not be unreasonably withheld. Injuries sustained while participating in Wellness Time activities completed away from College premises are not covered under the College's worker's compensation plan. Misuse of approved Wellness Time will result in supervisory action.

***Faculty and Professional Association members are subject to the terms set forth in their negotiated agreements regarding College sponsored benefits in the event there are differing terms in College procedure.**

Related Policy: E-4

Admin Team Adopted: 10/21/22

Reviewed: 07/15/20, 08/04/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: benefits

E-5 POLICY Retirement and Savings Plan

Southeast Community College - Retirement Savings Plan – Group Retirement Account (GRA): Eligible Employees must have full time status to participate in the Southeast Community College - Retirement Savings Plan – Group Retirement Account (GRA). Employees may participate in the College’s Group Retirement Account (GRA) immediately upon hire. The College will match an amount equal to the employee's contribution up to nine (9) percent of the employee’s base salary, assistant superintendent plant stipend. Employee classifications subject to negotiated agreements are subject to the terms of their respective agreements.

Voluntary Group Supplemental Retirement Account 403(b), Roth, and/or 457(b) Deferred Compensation: Eligible Employees must have full time or part time position status. The College offers additional retirement saving options for voluntary participation. The College does not provide a match to these additional contributions.

Adopted: 12/13/22

Reviewed: 07/15/20, 08/04/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: benefits, retirement

E-8

POLICY

Motor Vehicle Safety

It is the policy of Southeast Community College to promote the safe operation of College-owned vehicles, personally owned vehicles used for College business, or vehicles leased or rented at College expense at all times. Employees are to adhere to the Vehicle Safety Guidelines (E-8a). Failure to do so may result in disciplinary action up to and including termination.

Related Procedure: E-8a

Adopted: 12/13/22

Reviewed: 08/09/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags:

E-8a

PROCEDURE

Motor Vehicle Safety

Vehicle Safety Guidelines

All employees will operate Southeast Community College owned or leased vehicles for SCC business only. These guidelines apply also to personal vehicles used for College business and vehicles leased or rented at College expense.

- All vehicles will be operated in a safe manner and in compliance with applicable motor vehicle laws at all times.
- All employees who drive an SCC vehicle, personally owned vehicle used for College business, or vehicle leased or rented at College expense, as part of their duties, will have a current valid motor vehicle license at all times on their persons, and a copy of that valid license should be on file with the Physical Plant at their campus location.
- All commercial drivers will maintain a current, valid commercial license and have a copy on file in their official personnel file.
- All employees will wear a seat belt/shoulder harness and ensure that any passenger wear a seat belt/shoulder harness at all times while driving or riding in an SCC vehicle.
- Employees will engage in safe driving practices while driving SCC vehicles, personally owned vehicles while on College business, or vehicles leased or rented at College expense. Any employee who receives a traffic citation is personally liable for the amount of the citation. Southeast Community College will not reimburse employees for the cost of a traffic ticket including parking tickets.
- The use of mobile electronic devices is prohibited at all times while driving a College vehicle. The use of mobile electronic devices for College business is prohibited even while driving a non- College vehicle. Phone calls/texts will not be answered/responded to while driving. State laws will be followed when it comes to electronic use while driving.
 - Mobile electronic devices include but are not limited to cell phones including hands free cell phones/devices/earbuds/headphones, computers, etc.
- Driving records and any medical information (e.g., part of a driving restriction or from an accident report) will be maintained in confidence in accordance with applicable law. This policy will be interpreted and applied in accordance with state and federal law.
- This policy will be interpreted and applied in accordance with all applicable law, including regulations of the Occupational Safety and Health Administration, the Americans with Disabilities Act, and the Age Discrimination in Employment Act. If, at any time, any provision of this policy is at variance with applicable law, applicable law will govern.

Related Policy: E-8

Admin Team Adopted: 10/21/22

Reviewed: 04/19/11, 08/09/21, 10/29/21, 12/10/21

Next Review: TBD

Web link:

Tags:

Employee Expectations

Employees of Southeast Community College are expected to:

- Follow all College, Division, and Department policies, procedures, guidelines and practices.
- Maintain regular attendance based on a schedule approved by your supervisor.
- Develop and maintain cooperative professional relationships with others.
- Exhibit appropriate judgment and treat others with respect, fairness and consistency consistent with Goal 9.6.
- Effectively execute assigned job responsibilities with honesty, integrity, accountability and professionalism.
- Maintain the qualifications, certifications, licensure, and/or training requirements established for the position held.
- Represent the College in a professional manner including appropriate attire, attitude, and communication.
- Maintain confidentiality of student/employee information.
- Support the mission, core values and strategic goals of the College.

Role & Responsibilities for Supervisors

In addition to the expectations above, employees who hold supervisory roles are expected to:

- Ensure a safe and respectful workplace and learning environment.
- Demonstrate and model Goal 9.6 of the Strategic Plan to maximize a positive and engaging working environment by encouraging input, reflective and transparent communication and compassion and respect toward the views and ideas of others.
- Provide employees with ongoing feedback and coaching to support their growth, development and success.
- Manage and direct the work of those assigned to supervise.
- Conduct employee evaluations.
- Address performance and/or behavioral issues in a timely fashion in accordance with the Colleges performance management policies, procedures and practices.

Conflicts of Interest

The Southeast Community College Board of Governors believes that SCC employees who are classified as Administrators and other key employees as determined by the president be impartial and independent of personal interest in all College operations. A conflict of interest may occur where an issue involves, or appears to involve, a personal interest that may result in either a personal gain or loss to another.

A conflict of interest or potential for conflict of interest may include but not limited to:

- Appearance of Impropriety—A circumstance that appears to a reasonable observer to be improper, whether or not such a circumstance is an actual violation of policy or law.
- Financial Interest—A circumstance in which the employee or immediate family member has, directly or indirectly, through business or investment
 - An ownership or investment interest in any entity with which SCC has a transaction or arrangement
 - A compensation arrangement with any entity or individual with which SCC is negotiating a transaction or arrangement, or a potential ownership or investment interest in, or compensation with, any entity or individual with which SCC is negotiating a transaction or arrangement

College policy maintains that any possible conflict of interest issue is best handled through prompt and full disclosure, with non-participation in any vote on the matter where a possible conflict of interest may be involved.

Outside Employment

An employee's engagement in additional employment or a private interest in a business shall not interfere or create a conflict of interest with the employee's ability to carry out their responsibilities to the College. Southeast Community College is absolved of any liability due to employee's outside employment or business interest, including any liability for workers compensation or unemployment.

Related Procedure: E-7a

Adopted: 12/13/22

Reviewed: 11/15/11, 02/07/09, 05/05/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: employee expectations

E-6 POLICY Code of Ethics & Conduct

Southeast Community College has ethics policies for faculty and staff regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personal information, and contracting.

In addition, employees of Southeast Community College are expected to follow SCC core values, embracing the characteristics of Goal 9.6 of the Strategic Plan.

Core Values

Excellence – Commitment to the highest level of performance in all facets of the College’s programs.

Integrity – Continuous pursuit of fulfillment of mission, vision and goals through transparency and ethical practices in all College operations.

Innovation – Commitment to proactive discovery and application of emerging concepts and technologies, and promotion of the respectful challenging of ideologies and practices to cultivate creativity, alternative viewpoints and opportunities for ongoing discovery and intellectual growth.

Inclusion – Promotion of opportunities and advancement for a diverse and dynamic student, employee and community population through the creation of a positive, compassionate and reflective culture.

Stewardship & Accountability – Commitment to our students, employees and communities through investment in resources to fulfill the College’s mission, vision and goals and responsible management of human, physical and financial resources.

Goal 9.6

Transparency – Accurate communication of information that is interpreted as intended.

Input – Offer one’s views and ideas; respectfully challenge assertions of others.

Respect – Actively listening and acknowledging, not necessarily agreeing or disagreeing, with the views and ideas of others.

Reflection – Pausing and thinking about one’s thoughts and emotions before reacting.

Compassion – Attempting to understand thoughts, emotions and circumstances of others without conditions.

Positivity – Choosing to view one’s circumstances in a realistic but hopeful way to maximize a successful outcome.

Adopted: 12/13/22

Reviewed: 07/08/20, 08/09/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: College values, Goal 9.6

E-7a

PROCEDURE

[Conflict of Interest – Administration/Management](#)

1. When an actual or potential conflict of interest is identified, and prior to any discussion or decision in a meeting of a matter involving such a conflict, the affected employees who are classified as administrators and other key employees as determined by the president shall disclose to the College the possibility that such a conflict exists. A conflict of interest or potential for conflict of interest shall mean any action or decision which would financially benefit the senior administrative staff member, one of their immediate family members, or a business with which they are associated.
2. Employees who are classified as administrators and other key employees as determined by the president which should refrain from participating in the particular action or decision, except to the extent required by law. Should the employee's participation be legally required, the occurrence should be reported immediately to the Human Resource Office and/or appropriate designee.
3. Employees who are classified as administrators and other key employees as determined by the president who are in doubt as to whether they should take part in an action or a decision of the College because of a potential conflict of interest should direct an inquiry to the appropriate designee within the following order dependent upon that employee's relationship/involvement with the situation: 1. VP of Human Resources 2. College President and should refrain from action on the matter until such time as they receive an opinion from this designee. If the VP of Human Resources or the president receive an opinion from counsel, that opinion shall be made part of the official minutes of the next meeting.
4. Employees who are classified as administrators and other key employees as determined by the president, a member of their immediate family, or a business with which the employee is associated, shall not accept a gift, loan, contribution, reward, or promise of future employment from any person or concern who tenders the gift with the intention of thereby influencing the vote, official action or judgment of the employee, whereunder circumstances from which it might be inferred that such influence was intended.
5. Employees who are classified as administrators and other key employees as determined by the president, a member of their immediate family, or a business with which the employee is associated shall not accept anything of value from a person who at the time of the tender is a potential beneficiary of any action or decision then under consideration by the College.
6. Employees who are classified as administrators and other key employees as determined by the President shall not use their position at the College or any confidential information received through that position to obtain financial gain for themselves, a member of their immediate family, or a business with which the College is associated.

7. Employees who are classified as administrators and other key employees as determined by the president shall not use for financial gain personnel, resources, property or funds under the control of the College other than as prescribed by law or College policy.
8. Employees who are classified as administrators and other key employees as determined by the president shall not contract with any business with which an employee member, or a member of their immediate family is associated, unless the contract is awarded through an open and public process, except when the employee in no way participated in the action or discussion resulting in the arrangement with the individual or business with which they are associated.

Related Policy: E-7

Admin Team Adopted: 10/21/22

Reviewed: 02/10/22, 2/24/22, 2/28/22, 10/21/22

Next Review: TBD

Web link:

Tags: conflict of interest, impartial senior administrative staff member

Benefits for Eligible Employees

College-sponsored benefits are intended to support and provide investment in employee health, wellness and their futures. As the delegated authority in relation to Nebraska Revised Statute 85-1511, the Board of Governors authorizes the College President, or designee, to develop a program of benefits (Program of Benefits) for eligible employees complying with all state and federal laws and regulations to be incorporated into the employment contracts of individual employees by reference; provided that any such Program of Benefits are subject to collective bargaining agreements.* The College President, or designee, shall annually prepare a cost analysis of the Program of Benefits as part of the Board of Governor's annual budgeting process, which shall be reviewed by the Board of Governors as part establishing the budget for the ensuing College fiscal year. The Program of Benefits shall be designated as a College Procedure and posted on the Southeast Community College - Employee website. The Program of Benefits shall not include the Southeast Community College - Retirement Savings Plan – Group Retirement Account (GRA), which is addressed in College Policy.

The administration of salary or hourly compensation and benefits for such employees is delegated to the College President or designee. Benefits for individual employees shall be established by (1) the terms of an applicable collective bargaining agreement, or (2) the terms of the individual contract between the employee and the College. The determination of the specific benefits to be provided to an individual employee or for which such employee is eligible shall be set forth in a personal services contract, which may incorporate all, or portions of, the Program of Benefits. It will be the responsibility of the employee to take whatever actions are necessary to enroll or continue eligibility or entitlement to employee benefits which are available to them.

College procedure governs all benefits offered to College employees unless they are specifically defined in their contractual agreement negotiated through their collective bargaining unit.

Full-time employees of Southeast Community College are eligible for benefits, some benefits may differ by Classification (Faculty, Staff, Administration, Support). Part-time employees are eligible for limited benefits.

A position with a full-time status is defined by an FTE 0.75 or greater.

A position with a part time status is defined by an FTE of less than 0.75.

Some benefits, such as paid leave, may be pro-rated based on the employees FTE.

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If an employee is on approved, unpaid leave status, eligible leave benefits (sick, vacation, personal) will not be accrued.

In the event an employee is approved for a voluntary leave of absence without pay, the College will cease contributions to insurance and retirement benefits. Participation in the College's health insurance and life insurance programs may continue if employees pay premiums in advance for up to one (1) year.

Employees may continue to contribute to TIAA, without a contribution match. All other benefits will not be available to the employee until they return to work in a full-time capacity or the affected employee's normal part-time capacity.

Leave

In order to promote the well-being of all employees, the following leave requests are granted as benefits to all full-time employees.

Bereavement Leave –

Upon application, an employee may be granted approved leave for bereavement purposes. Such leave will be subject to approval of the employee's supervisor and will be for such time as the employee's immediate supervisor will deem reasonable and appropriate under the circumstances. Faculty are subject to the provisions outlined in the Faculty Association Agreement.

Catastrophic Leave –

Catastrophic leave provides eligible employees with additional paid leave time to alleviate hardship caused from catastrophic illness or injury. No employee will be eligible for catastrophic leave until they have exhausted all other available paid leave benefits (sick, vacation, and personal leave).

Catastrophic leave is not available to employees receiving workers compensation, long-term disability insurance or other related compensable benefits and is reserved for situations involving the potential loss of compensation.

Employees are eligible by optionally donating 1 day of either vacation or personal leave to the catastrophic leave bank (CBL).

Civic Leave –

Eligible Employees: Full time status.

An employee elected or appointed to public office will be granted civic leave not to exceed two (2) days per month. Such leave will be without pay.

Jury Duty Leave –

Eligible Employees: All employees, in all positions and statuses.

When an employee is required to serve on jury duty, an absence from work for this reason will be excused. Full-time employees will serve without loss of pay.

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Family Medical Leave Act (FMLA) –

Southeast Community College sick leave is subject to the provisions of the Family Medical Leave Act (FMLA) and the College allows FMLA with or without paid leave. Southeast Community College complies in all respects with [the Family and Medical Leave Act of 1993 as amended](#).

Eligible employees:

- One year of College employment
- 1,250 hours over the previous 12 months (rolling 12-month calendar)

Basic Leave

The College will provide up to 12 weeks of paid or unpaid, job-protected leave within a given fiscal year to eligible employees. FMLA may be taken intermittently or on a reduced schedule when medically necessary or otherwise approved. An employee must use existing or accrued paid leave (sick, personal and/or vacation if applicable) while on FMLA. Once all paid leave is exhausted, the employee will continue on FMLA in an unpaid status. Employees must comply with policies and procedures of the College. FMLA will be granted for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent, who has a serious health condition; or
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Serious Health Condition defined as:

- Illness, injury, impairment, or physical or mental condition
- Overnight stay in a medical care facility, or
- Continuing treatment by a health care provider for a condition that either:
 - prevents the employee from performing the functions of the employee's job, or
 - prevents the qualified family member from participating in College or other daily activities.
- Continuing treatment requirement:
 - a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider

Benefits and Protections

In addition to all stated benefits of the [Family and Medical Leave Act](#), Southeast Community College will:

- Require qualified employees to use paid accrued leave in conjunction with FMLA leave. The employee must comply with the College's normal paid leave procedures. -
- Maintain employee health coverage under any "group health plan" on the same terms.
- Allow for most employees to be restored to original or equivalent positions with equivalent pay, benefits, and other employment terms.

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- Expect that employees make reasonable efforts to schedule leave for planned medical appointments so as not to unduly disrupt the College's operations.

Leave of Absence Without Pay –

Eligible Employees: Full time status.

Upon the recommendation of the President and approval by Human Resources, a full-time leave of absence without pay not to exceed twelve (12) months may be granted a member of the staff who:

1. Has at least three consecutive years of experience with the College working three-fourths (3/4) time or more;
2. Makes written application, approved by Human Resources, in time to reach the president at least ninety (90) calendar days prior to the time leave is to begin;
3. Will notify the president by letter at least 90 calendar days prior return of the individual's intent to return to employment with the College. Otherwise, it will be assumed that no return is expected.
4. Approval subject to department's ability to operate with such a vacancy.

When a voluntary leave of absence without pay is granted, the College will cease its contributions to insurance and retirement benefits.

Subject to the above conditions, Southeast Community College, in granting a full-time leave of absence without pay, agrees to:

1. Permit the employee to continue participation in the health and life insurance programs, if the carriers permit continued participation, at the employee's own expense, except when the employee enters other employment for pay during the leave;
2. Reinstatement, upon return to employment, years of service level for leave benefits at the rate the employee held prior to the leave.

Leave of Absence Without Pay (Short Term)

An employee may be granted a leave of absence without pay upon the approval of the Administrative Representative. Such leave shall not exceed five (5) days in a fiscal year.

Long Term Disability Leave –

After an employee satisfies a 120-calendar day elimination period for any particular illness or accident, or related illness or accident, the employee may be placed on unpaid long-term disability leave for the duration of the illness or accident.

An employee may be placed on unpaid long-term disability leave whether or not the employee qualifies for the College's long-term disability insurance plan. Disability leave may be granted for less than the full-time equivalency of the employee's position. That is, the employee may work part-time and be on unpaid long-term disability leave part-time.

Even though long-term disability leave will be without pay in most circumstances. The College will:

1. Pay employer contributions for long term disability insurance for the lesser of 120-calendar

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days or until such time as the employee becomes eligible for benefits under the provisions of the long-term disability insurance plan.

2. Pay the health insurance premium for the employee's current coverage for the lesser of two (2) calendar years or until the employee reaches age 65, provided that the employee is not covered by other health insurance. However, if the employee's status changes such that a lower level of health coverage is appropriate, then only the premiums for the lower level of coverage will be paid by the College.
3. The College will continue to pay the group life insurance premium for six (6) months.

Long-term disability leave will be granted upon the recommendation of Human Resources and the approval of the president of the College if approved by the insurance provider.

Military Leave –

All employees, in all positions and statuses.

All employees of Southeast Community College who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve will be entitled to leave of absence from their respective duties without loss of pay. This includes all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the state or the United States not to exceed fifteen (15) work days in any one calendar year. Advance notice to the employee's direct Supervisor and Human Resources with a copy of the orders is required.

Such leave of absence will be in addition to the regular annual leave of the employees. If the governor of the state declares a state of emergency and any of the employees are ordered to active service of the state, an additional leave of absence will be granted until such member is released from active duty by competent authority. During the additional leave of absence because of the call of the governor, any official or employee subject to the provisions of this ruling will receive such portion of his/her salary or compensation as will equal the loss he/she may suffer while in active service of the state.

Personal Leave –

Eligible Employees: Full-time status and part-time status positions. Adjunct Faculty, part-time temporary status, Seasonal, student workers and work study positions are not eligible.

Faculty

All personal leave for faculty is subject to the terms and conditions of the currently executed faculty agreement.

Administrative, professional staff, and support staff

Full-time employees are granted thirty-two (32) hours of personal leave with pay at the beginning of the fiscal year or employee start date. Administrative, professional staff, and support staff employees may carryover accrued but unused personal leave to a subsequent fiscal year provided that total accrued personal leave shall not exceed forty-eight (48) hours.

Part-Time Regular Administrative, professional staff, and support staff positions

Part-time regular employees are granted two (2) personal leave days with pay upon hire based

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on their FTE. An additional two (2) days will be awarded annually at the beginning of each fiscal year. Personal leave days may not be carried over into the next fiscal year.

Sick Leave –

Eligible Employees: Full-time status

Employees may elect to use sick leave for their own medical concerns or to assist members of their immediate family who required care due to a medical condition or concern.

Employees must submit sick leave requests to their immediate supervisor for review and consideration for approval. Approval/denial will be based on sound reasoning, compassion, and respect.

The College defines immediate family as spouse, children, parents, parents-in-law, grandparents, grandchildren, brothers, and sisters.

New full-time employees, during their first year of employment, may have up to 12 days of sick leave advanced to them. In order to use this unearned leave, they must first sign a document stating that upon separation from the College, any such employee who takes advantage of the advanced sick leave will reimburse the College for all used but unearned sick leave. If the employee fails to do so, the College will deduct such amount from the employee's final paycheck.

Employees will not be paid for accrued but unused sick leave upon termination or separation of employment.

<i>Months of Service x</i>	<i>Maximum Sick Leave Accumulation</i>
1 day/8 hours	100 days

Employees accrue one day of sick leave for each month of employment during the fiscal year based on their full-time equivalency factor. Employees can accumulate unused sick leave to a maximum of 100 days. Once maximum sick leave has been reached no new sick leave will be granted.

Temporary Reduction in Employee's Length of Contract or Work Schedule –

Eligible Employees: Full-time status.

An employee may request a temporary reduction in the length of their contract or their full-time equivalency factor (FTE). The expectation is that such a request would be used for no longer than a semester for Faculty and no more than 60 days in duration for non-Faculty positions.

Employees seeking a temporary reduction in contract length or FTE may be considered if they:

1. Have at least two consecutive years of service with the College working full time.
2. Understand and agree that they are continuing to be responsible for maintaining their work assignments in a satisfactory manner.
3. The temporary voluntary reduction in work schedule will:
 - a. Result in a reduction to salary proportionate to the temporary voluntary reduction in

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- work schedule.
 - b. Not affect the employee's benefits except as necessary due to the reduction in salary and full-time equivalency factor.
 - c. This procedure may not be used repeatedly by an employee to create an ongoing reduction in the FTE of their position.
4. The temporary reduction in contract length will:
- a. Result in a reduction in salary proportionate to the temporary reduction in contract length or FTE.
 - b. Not affect the Faculty employee's benefits except as necessary due to the reduction in salary and full-time equivalency factor.
 - c. Not affect the computation of a salary increase for the Faculty employee. The Faculty employee's base salary and not their temporary reduced contract length salary will be used in computing any salary increase, which may become effective while the Faculty employee is on temporary reduced contract length.

Vacation Leave –

Eligible Employees: Full-time status. Faculty positions are not eligible.

Vacation leave is offered to encourage eligible employees to promote their own health and well-being. Vacation leave will be used on a normal work hour basis.

Employees accrue vacation leave each month based on the employees' years of service with the College and pro-rated based on their full-time equivalency factor.

Vacation leave accrual:

<i>Months of Service</i>	<i>Hours per Month</i>
1-24	8.00
25-72	12.00
73 and above	16.00

Accrual of leave will be effective the 1st of the month following the hire date.

Eligible employees may carryover accrued but unused vacation leave to a subsequent fiscal year. The maximum accumulation for vacation leave is 360 hours. Once the maximum has been reached no additional vacation leave will be accrued or accumulated until vacation leave has been used by the employee. Employees are encouraged to request and use vacation leave regularly to prevent any loss of leave accrual. Employees will be paid for accrued but unused vacation leave upon separation from the College.

Floating Holiday –

Southeast Community College recognizes that employees have diverse cultural backgrounds, religious beliefs, and interests, and acknowledges that the benefit of time to celebrate and observe the holidays that are most meaningful to their lives. The Floating Holiday is available for eligible employees to observe the numerous public, state, and religious holidays which exist, and provides employees the flexibility to choose which day they want to take off from work, while the College remains open to the

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public and students for operation. Leave must be coordinated and approved in advance with the employee's supervisor, to ensure adequate coverage of College operations. All full-time support staff, professional staff, and administrators will earn 8.0 hours of Floating Holiday leave each fiscal year to use at their discretion. This Floating Holiday is in addition to the College's regularly scheduled and paid holidays.

The Floating Holiday leave of 8.0 hours will accrue on a fiscal year basis at July 1. Eligible employees may carryover accrued but unused hours to a subsequent fiscal year. The maximum accumulation for the floating holiday is 8.0 hours. Once the maximum has been reached no additional leave hours will be accrued for the fiscal year.

It is expected that the Floating Holiday hours (8.0 hours) will be used all at once –on the selected Floating Holiday. Affected members shall be paid for accrued but unused floating holiday leave upon termination of their employment.

Health & Dental Insurance –

Eligible Employees: Full-time status.

The College will provide group health and dental insurance coverage for employees with a full-time equivalency factor (FTE) of 0.75 or greater and dependents of such employees.

Employee Assistance Program (EAP) –

Eligible Employees: Full-time status.

The College will provide an employee assistance program (EAP) and pay the premiums to provide coverage for regular employees with a FTE of 0.75 or greater and their immediate families. Each individual is responsible for any cost if a referral is made by the EAP to an additional facility or service.

Life Insurance –

Eligible Employees: Full-time status.

The College will provide a minimum of \$50,000 of life insurance coverage and \$50,000 accidental death and dismemberment coverage for employees with a full-time equivalency factor (FTE) of 0.75 or greater. Additional employee, spouse, and dependent life insurance coverage is available through payroll deduction at the employees' cost.

Safety Eye Wear –

Eligible Employees: Employees whose positions require safety eyewear.

The College will reimburse regular employees with a FTE of 0.75 or greater who are assigned to a position requiring that they utilize Z87.1 rated eyewear in their work environment.

Employees meeting this requirement are eligible for reimbursement for the cost of one pair of protective eyeglasses every 24 months based on a predetermined reimbursement amount with proof of a receipt. All safety eyeglass reimbursement requests must be approved by Human Resources and officially requested through fiscal services.

The College will negotiate an agreement with a local vendor, or vendors, for the procurement of

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protective eyeglasses. The College will reimburse the eligible employees at the negotiated price or the actual cost, if that is less than the negotiated price. If an employee chooses a style of eyeglasses different than the negotiated style(s), the College will only reimburse the negotiated price or actual cost whichever is less. If an employee chooses to use a different vendor, the College will only reimburse the negotiated price less \$10 or the actual cost whichever is less.

SCC BEN Dollars –

Eligible Employees: Full-time status.

Regular employees with a FTE of 0.75 or greater will be eligible for SCC Ben Dollars.

All employees will be required to elect a health insurance option. If the cost of insurance coverage selected by an employee exceeds the SCC Ben Dollars available, all additional costs will be withheld from the employee's paycheck. Any SCC Ben Dollars that the employee does not elect to use for the purchase of dependent health and dental insurance will be paid to the employee in cash at \$.93 per \$1 benefit dollar. All amounts paid are subject to withholding for income and employment taxes, but not subject to the College's contribution toward Retirement Savings Plan – Group Retirement Account (GRA).

Tuition Reimbursement –

Eligible Employees: Full-time status.

A full-time employee will have the opportunity to be reimbursed for costs incurred for the completion of undergraduate or graduate credit course(s) from other accredited colleges or universities according to the following:

1. The course(s) must have prior approval of the Responsible Administrator.
2. The course is taken to maintain or improve job-related skills or the course is in a formal program of study the employee is pursuing and is job related or required to meet the qualifications for another position within the College.
3. Eligibility for reimbursement extends to a maximum of twelve (12) semester or equivalent credit hours in each fiscal year. The 12-credit hour limitation will be based on courses completed (not begun) in the given fiscal year. The intent is to reimburse employees for continuing their education but at the same time not to encourage employees to take so many hours and/or courses that it would interfere with their work responsibilities and/or performance at the College.
4. The employee must provide verification of satisfactory completion at the "C" grade level or above or pass if the course is taken as pass/fail. If the employee provides a transcript showing that the granting institution accepted the course with the appropriate grade, satisfactory completion may be achieved by testing out.
5. Following satisfactory completion of items 1, 2, 3, and 4 above, the employee will be eligible for:
 - a. reimbursement equal to the UNL undergraduate courses in-state tuition rate per semester credit hour for undergraduate courses, or
 - b. the UNL graduate in-state tuition rate per semester credit hour for graduate courses, or
 - c. the actual cost if less than the UNL undergraduate courses tuition rate per undergraduate semester credit hour or the UNL graduate courses tuition rate

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per graduate semester credit hour.

- d. UNL distance education courses typically have higher tuition rates than undergraduate or graduate courses but will be reimbursed at the appropriate undergraduate course tuition rate or graduate course tuition rate. Employees will complete and submit the proper forms for prior approval and final approval.

If an employee is reimbursed by the College for any credit hours and the employee voluntarily ends their employment with the College for a reason other than retirement or disability within two years of when the last course was completed, the employee will be required to repay the College for the tuition reimbursed in the previous two-year period according to the following schedule:

100% for courses completed in the last 12 months
66% for courses completed in the last 13 to 24 months

The repayment to the College will be made within six months unless other payment arrangements are made with the College.

Tuition Waiver –

Eligible Employees: Full-time status.

The College will waive tuition for full-time employees, their spouses or dependents* or an eligible retired employee who had been employed at the College on a full-time basis for at least 10 years in good standing for course(s) offered by the College under the following conditions:

Credit Course(s)

1. The tuition will be waived but the employee will pay the amount of any additional instructional costs (books, laboratory fees, materials, fees, etc.)
2. The course(s) does not conflict with the employee's responsibilities with the College.

Noncredit Course(s)

1. The tuition will be waived but the employee will pay the amount of any additional instructional costs (books, laboratory fees, materials, fees, etc.).
2. Tuition waiver will not apply to courses that have been designated as exempt from tuition waiver.
3. The course(s) does not conflict with the employee's responsibilities with the College.
4. If the maximum enrollment in the course has not been reached.
5. If the minimum enrollment in the course has been reached.

The College reserves the right to amend this benefit based on budgetary amounts set annually. Upon retirement, the tuition waiver benefit will extend solely to the retired employee of SCC.

(*Dependent is defined as a dependent for Federal Income Tax purposes.)

Vision Insurance –

Eligible Employees: Full and part-time positions.

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The College will select and manage a group vision insurance plan for employees.

Wellness Initiative –

Eligible Employees: Full-time status within the following classifications: Administrative, Professional, Support.

SCC is committed to encouraging all employees to seek opportunities to promote wellness. Eligible employees may participate in 90 minutes/week for physical activity during the work week. Employee must have wellness time approved by their immediate supervisor and must complete the wellness form on a fiscal year basis.

***Faculty and Professional Association members are subject to the terms set forth in their negotiated agreements regarding College sponsored benefits in the event there are differing terms in College procedure.**

Related Procedure: E-4a

Adopted: 12/13/22

Reviewed: 07/15/20, 08/04/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22, 12/05/22, 6/18/24

Next Review: TBD

Web link:

Tags: benefits

E-3a PROCEDURE Criminal Background Check

Process

The Human Resources Division of the College will initiate an independent, external CBC process for all positions filled by the College, including the transfer or reassignment of a current employee/volunteer. Criminal Background Check (CBC) including but not limited to the Adult and Child Abuse and Sex Offender Registries, criminal history and may include a personal credit check. More in-depth CBCs may be required dependent on position and their access to restricted areas/materials/information.

Criminal History: Includes review of criminal convictions and probation.

The following factors will be considered for applicants with a criminal history:

- (1) The nature of the crime and its relationship to the position.
- (2) The time since the conviction.
- (3) The number (if more than one) of convictions.
- (4) Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the College, its students, instructional staff, support employees or third parties and/or visitors.

The following additional background searches will be required if applicable to the position:

- Motor Vehicle Records: Provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History: Confirms candidate's credit history. This search will be run for positions that involve management of the College funds and/or handling of cash or credit cards.

The College may under Nebraska statute conduct a criminal history record information check after the public employer has determined that an applicant meets the minimum employment qualifications. Qualified candidates must complete a background check authorization form and return it to Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

If a report indicates that an employee or volunteer has been convicted of a criminal offense, the affected employee may be prohibited from participating in specific programs or positions within the College. A candidate or employee's inability to participate in such programs could also lead to the termination of employment. A conviction or arrest may not automatically disqualify an employee from participating in the programs or consideration for hire.

In the event a criminal background check is returned with adverse results, the following criteria will be considered and evaluated by Human Resources, Access Equity and Diversity and the responsible administrator for the position, in determining whether an affected employee will be permitted to participate in the listed programs:

- The date, nature and number of arrests and convictions;
- The relationship which the arrest or conviction bears to the duties and responsibilities of the affected students;
- Successful efforts toward rehabilitation;
- Rules and regulations of the program or position;
- Other criteria which are determined by College administrators to be relevant.

Related Policy: E-3

Admin Team Adopted: 10/21/22

Reviewed: 11/16/10, 08/06/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: background checks, criminal background checks

E-9

POLICY

Drug and Substance Abuse and Use

It is the policy of the Southeast Community College (College) to eliminate the influence of drugs, alcohol and other chemicals within the college environment and to educate students against the usage of drugs, alcohol and illegal substances. The College will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Exception: The use of alcoholic beverages may be permitted or at College-sanctioned activities in accordance with all College policies and procedures, as well as local, state, and federal laws as follows:

- In limited circumstances approved by the president or designee, and/or
- Pursuant to the Class C liquor license currently held by Southeast Community College's Great Plains Culinary Institute.

Positions that require a CDL license must adhere to Department of Transportation regulations which includes a drug-test prior to date of hire as well as when a work-related accident occurs.

Drug-Free Workplace

The College has established all of the College's campuses and remote locations as a drug-free workplace. The drug-free workplace for this purpose includes all College owned or rented grounds, College utilized vehicles, and places in which College activities are held. The College recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with College purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any College property or College sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace and may constitute a referral for drug and alcohol testing.
2. The possession or distribution of a look-alike drug or look-alike controlled-substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the College's expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.
3. As a condition of employment, employees will abide by the College's drug-free workplace policies and notify the Human Resource office of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Employee drug and alcohol testing may be conducted as a result of a work-related injury or accident.

5. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct and/or who are found to be under the influence of any illicit drug(s) or alcohol in a work-related accident or injury. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
6. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
7. Employees shall be furnished with a paper or digital copy of this policy. This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Adopted: 12/12/23

Reviewed: 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: drug, substance abuse

Employees must notify the Human Resource Department or designee by the next working day after:

1. Arrest or Criminal Charges: The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on College property or in a College owned or utilized vehicle, or at a College-supervised activity or College-sponsored function.
 - e. Employees must also promptly report whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License: The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse: The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act. Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten (10) days following adoption of this Policy.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Human Resources Department or designee of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Legal Reference: Neb. Rev. Stat. §28-711. Child subjected to abuse or neglect; report; contents; toll-free number; Neb. Rev. Stat. §43-2101. Persons under nineteen years of age declared minors; marriage, effect; person eighteen years of age or older; rights and responsibility.

“(1) All persons under nineteen years of age are declared to be minors, but in case any person marries under the age of nineteen years, his or her minority ends.”

Registered Sex Offenders

As required by the State of Nebraska, pursuant to Neb. Rev. Stat. §§29-4001 through 29-4014, individuals required to register as a sex offender are hereby:

1. Required to register with the Human Resources Department prior to employment and at any time during employment when a situation may arise. (Employees).
2. Required to register with the Assistant Campus Director/Dean of Student Services, or their designee upon enrollment for each term for which they register to attend classes at any College facility. (Students/Visitors).
3. Prohibited from residing in any student residence facility owned and/or operated by Southeast Community College (hereinafter “the College”).
4. Prohibited from working or volunteering in any student residence facility owned and/or operated by the College.
5. Prohibited from working or volunteering in any childcare facility/program owned and/or operated by the College.
6. Subject to any additional restrictions related to their attendance and participation at the College as deemed necessary and appropriate by College Administration.

The Vice Presidents for Human Resources, Student Success, and Access Equity and Diversity or their designees in consultation with the College president, are authorized to establish procedures necessary and appropriate to implement the requirements identified in this policy.

Legal Reference: Neb. Rev. Stat. §§29-4001 through 29-4014

Adopted: 12/13/22

Reviewed: 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags:

E-12b

PROCEDURE

Performance Management-Faculty Evaluations

Faculty Evaluations

Newly hired faculty will have a two-year probationary period. Faculty will receive an evaluation before the end of each of the first two years of employment. Faculty will also be assessed on their ability to deliver effective instruction, professional and personal conduct, classroom management, and progress regarding their Individual Development Plan (IDP). Classroom observations are to be conducted quarterly during the probationary period.

Faculty, will develop an Individual Development Plan (IDP) for each academic year with guidance from their supervisor. The IDP will set forth at a minimum their instructional assignment, the learning objective for students for each such instructional assignment, and the personal enrichment to improve faculty's instructional skills and subject matter knowledge.

Progressive Performance Improvement

Supervisors will offer progressive performance improvement on an ongoing basis, providing regular feedback and coaching to employees regarding their work, productivity, teamwork, communication, attendance and other areas of performance for the position they hold.

In the event a supervisor identifies an area of concern in an employees' performance, and the employee does not respond to informal coaching and feedback regarding performance and expectations communicated by the supervisor, the supervisor may develop a formal Performance Improvement Plan which will include areas of improvement, performance goals, expectations and timelines to assist the employee in achieving the level of performance required for the position. Performance Improvement Plans define goals and set reasonable measurements and timelines to achieve acceptable performance improvement and development.

Disciplinary Action

Performance-based disciplinary action may arise from an employee's failure to meet employee expectations (procedure E-5a), meet established goals, properly perform tasks, and/or failure to demonstrate the knowledge, skills or ability to perform the job they are assigned. Disciplinary action may also arise where an employee's work is consistently unacceptable in terms of quality or productivity after progressive performance improvement has been offered to the employee and the employee has failed to correct their performance in a consistent and ongoing manner.

Initial disciplinary action may include the implementation of progressive performance improvement by the supervisor to the employee. In some cases, dependent on the violation or level of misconduct, disciplinary action up to and including termination may occur prior to implementation of any progressive performance plans.

An employee who fails to meet the performance standards set forth by the College, or as substantiated through an investigation, committed misconduct, policy/procedure violation or insubordination by an employee is subject to disciplinary action up to and including immediate termination.

Disciplinary action will be determined by the College and may include written warnings, improvement plans, additional employee requirements, and/or suspension with or without pay or termination.

During an inquiry into misconduct, a policy/procedure violation, or insubordination an employee may be placed on paid or unpaid administrative leave.

Inquiries and investigations of allegations of misconduct, policy procedure violations or insubordination against an employee will be conducted by the Human Resources division. If the allegations are substantiated the employee will be subject to disciplinary action up to and including termination.

Related Policy: E-12

Admin Team Adopted: 10/21/22

Reviewed: 07/15/20, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: faculty evaluations

E-12 POLICY Performance Management-Non-Instructional Employees

Southeast Community College holds high performance standards for non-instructional employees and strives to promote positive employee relations and working environments.

Southeast Community College will provide a supportive work environment in which job requirements and performance standards are clear, supervision emphasizes employee improvement and growth, staff development and training opportunities including safety, access, equity, and diversity, are provided, and where employee concerns are addressed in accordance with College policy and procedure.

Direct supervisors will conduct evaluations in accordance with College procedures. Supervisors will address performance concerns through regular coaching/feedback and the implementation of performance improvement plans to support employee improvement in accordance with College procedures. When necessary the College will administer disciplinary action as approved by the Vice President of Human Resources when required improvement is not achieved or in response to misconduct or other policy or procedure violations. The College President will give final approval in instances when employee termination is the recommended disciplinary action.

To support and advance the College's Value of Inclusion and the promotion of opportunities and advancement for a diverse and dynamic student, employee and community population through the creation of a positive, compassionate, and reflective culture - the College requires annual training and education to engage employees in areas of access equity and diversity.

The safety of our employees, students, visitors and community are among our top priorities at Southeast Community College. Employees are required to complete annual safety training.

Related Procedure: E-12a, E-12b, E-12c

Adopted: 12/13/22

Reviewed: 07/13/20, 08/16/21, 10/25/21, 10/29/21, 12/10/21, 11/08/22

Next Review: TBD

Web link:

Tags: performance management

E-11

POLICY

Workplace Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). In reality, these relationships may be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcome may, at some point in the relationship, become unwelcome.

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. The Recipient does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the Recipient. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must bring these relationships to the timely attention of their supervisor and/or the Title IX Coordinator/HR. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an affected relationship existed prior to adoption of this Policy, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Resident Assistants (RAs) and students over whom the RA has direct responsibility. While no relationships are specifically prohibited by this Policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Title IX Coordinator will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Policy, based on the circumstances of the allegation.

Adopted: 12/13/22

Reviewed: 08/18/20, 08/16/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: work relationships

The College is committed to providing the highest level of service to the students and communities we serve. Performance management is an ongoing process of communication and response between supervisors and employees to support strategic goals and employee performance and professional development. The communication process includes clarifying expectations, training, setting objectives, identifying goals, providing feedback, and reviewing results.

Evaluations –

The goal of evaluations is to formalize a communication tool which includes clarifying expectations, reviewing employee performance, identifying and setting goals allowing employees and supervisors to communicate and align their goals.

New Employees

New employees will complete new employee orientation and receive on-the-job training at the division level. At the end of the new employees' probationary period, their immediate supervisor will conduct an evaluation and will make a recommendation to continue employment or recommend to not retain the employee. Probationary periods are as follows:

1. Administrative & Support Staff: 6-month probationary period
2. Professional Staff: two-year probationary period. Professional staff should receive an evaluation each of the first two years of employment while on probation.

In the event that the performance evaluation identifies areas of growth or additional training, a Performance Improvement Plan will be developed by the supervisor to assist the employee in achieving the level of performance required. Performance improvement plans define goals and set reasonable measurements and timelines to achieve performance improvement and development.

Evaluations

Employees will receive a performance evaluation no less than every three (3) years or as needed following their probationary period. The evaluation will assess the employees' skills and abilities performing assigned work, communication, productivity, interpersonal skills, identify areas of growth and set goals.

Progressive Performance Improvement

Supervisors will offer progressive performance improvement on an ongoing basis, providing regular feedback and coaching to employees regarding their work, productivity, teamwork, communication, attendance and other areas of performance for the position they hold.

In the event a supervisor identifies an area of concern in an employees' performance, and the employee does not respond to informal coaching and feedback regarding performance and expectations communicated by the supervisor, the supervisor may develop a formal Performance Improvement Plan which will include areas of improvement, performance goals, expectations and timelines to assist the employee in achieving the level of performance required for the position. Performance Improvement Plans define goals and set reasonable measurements and timelines to achieve acceptable performance improvement and development.

Disciplinary Action

Performance-based disciplinary action is a result of an employee's failure to meet employee expectations (procedure E-5a), meet established goals, properly perform tasks, and/or the employee demonstrates they lack the knowledge, skills or ability to perform the job they are assigned. Disciplinary action may also be utilized where the work is consistently unacceptable in terms of quality or productivity after progressive performance improvement has been offered to the employee and they have failed to correct their performance in a consistent and ongoing manner.

Initial disciplinary action may include the implementation of progressive performance improvement by the supervisor to the employee. In some cases, dependent on the violation or level of misconduct, disciplinary action up to and including termination may be recommended.

An employee who fails to meet the performance standards set forth by the College, or as substantiated through an investigation, committed misconduct, policy/procedure violation or insubordination by an employee is subject to disciplinary action up to and including termination

Disciplinary action will be determined by the College and may include written warnings, improvement plans, additional employee requirements, suspension with or without pay or termination.

During an inquiry of misconduct, a policy/procedure violation, or insubordination an employee maybe placed on paid or unpaid administrative leave.

Inquiries and investigations of allegations of misconduct, policy procedure violations or insubordination against an employee will be conducted by the Human Resources division. If the allegations are substantiated the employee will be subject to disciplinary action up to and including termination.

Related Policy: E-12

Admin Team Adopted: 10/21/22

Reviewed: 08/16/21, 10/25/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: performance management, discipline

To promote the growth and development of faculty and staff, employees will explore and participate in professional development on an annual basis. The College will offer and support a variety of opportunities for faculty and staff. The Office of Professional Development and departments may also select and support employee growth through participation in conferences and other educational opportunities.

Full-Time Faculty

Regular and temporary employees in the faculty classification with an FTE status equal to or greater than 0.75 must complete, on an annual basis, three (3) professional development activities as approved by their direct supervisor.

Non-Faculty Employees

Full-time employees are encouraged to continue to develop as individuals and professionals by participating in ongoing professional development opportunities that will enhance their job performance and allow for continued growth.

Examples could include:

- Professional development activities provided by SCC planned by a cross-divisional committee of faculty, administrators and staff. These are intended for College-wide audiences and are offered as learning development opportunities across multiple mediums.
- Continuing Education is encouraged, and the pursuit of additional degrees assisted by our Continuing Education division. Activities may include the use of tuition waiver or tuition reimbursement benefits for College credit courses, corporate training or non-credit course education.
- Independent exploration can be undertaken by each division. This may include conferences and workshops, industry visits or shadowing and additional training opportunities within a field of study.

It is the expectation of the College that supervisors will review and consider requests for professional development, conferences and training in an appropriate and responsible manner. Employees and supervisors must follow all policies and procedures regarding travel and related expenses as established by Administrative Services.

Employees who attend professional development should provide a brief report of the highlights of development opportunities to their direct supervisor. An emphasis should be made on items which appear to be applicable to improving our institution.

Adopted: 12/13/22

Reviewed: 02/08/19, 07/14/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: professional development

E-12c

PROCEDURE

Employee Performance Review Forms

To locate templates for all appraisal forms first [click here](#) then click on “Appraisal”

[Faculty Appraisal Form, P-18a](#)

[Classroom Observation Form, P-18a](#)

[Administration-Professional-Staff Appraisal Form, P-18b](#)

Related Policy: E-12

Admin Team Adopted: 10/21/22

Reviewed: 07/01/06, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: performance management, discipline

[E-14](#)[POLICY](#)[Institutional Compliance](#)

This policy is currently under Board of Governors review and revision.

Adopted: 12/13/22

Reviewed: 11/16/10, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: access, equity and diversity training

E-15

POLICY

Safety Training

The safety of our employees, students, visitors and community are among our top priorities at Southeast Community College.

Annually all employees are required to complete three (3) training activities to promote and support personal safety and the safety of others on campus:

1. Complete an annual review of the safety management plan and complete the Safety Quiz.
2. Select and complete two (2) additional safety activities relevant to the employee's area of work or interest. These may be required by the department or division or selected by the employee.

Examples may include attend or view safety training offered by the SCC Safety/Security Team, safety videos, community-based safety training, facilities training, de-escalation or classroom management, personal safety e.g.

Employees must enter their safety training activities into the leave system for approval.

Adopted: 12/13/22

Reviewed: 02/08/19, 07/14/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: safety training

[E-2b](#)[PROCEDURE](#)[New Employee Orientation](#)

All employees will attend new employee orientation programming with Human Resources.

Related Policy: E-2

Admin Team Adopted: 10/21/22

Reviewed: 10/28/20, 08/09/21, 10/29/21, 10/21/22

Next Review: TBD

Web link:

Tags: new employee orientation

[PERSONNEL](#)

[E-20d](#)

[PROCEDURE](#)

[Exit Procedures](#)

The Human Resources Office will provide exit procedures to employees and their supervisors who have submitted or received notification regarding their separation of employment with the College.

An exit interview is not required. However, if an individual would like an opportunity to have a conversation regarding their position before they leave they are welcome to make an appointment with Human Resources at a mutually agreeable time.

Related Policy: E-20

Admin Team Adopted: 10/21/22

Reviewed: 07/08/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: separation of employment

In the event of an employee's death, The Campus Director will confirm the reported death, consult with the members of the deceased employee's family, and then notify the following offices to continue planning for notification to the College community:

1. President
2. Campus Director where the deceased employee worked
3. Vice President for Administrative Services
4. Payroll and Benefits Office

The Vice President for Human Resources will coordinate with SCC's Payroll, IT, and Benefits staff to ensure that:

- The deceased employee's final paycheck, including any unused personal and vacation leave, is processed and provided to the designated survivor(s).
- Information and contact data are provided to designated survivor(s) of options relating to insurance, retirement, COBRA, and other employee benefits.
- Personnel, IT, and Payroll records/accounts are updated to reflect the death of the employee and their separation of service from the College.
- The College's life insurance, retirement, and health insurance providers are contacted in writing to provide them with information regarding the employee's death and current contact information for the deceased employee's survivor(s).

Survivor Benefits

When an active College employee dies, the College will pay the employee's beneficiary or estate that amount of the employee's earned salary up to and including the day of their death and will assist with applicable benefit considerations.

The Human Resources Office will assist survivors with all appropriate survivor benefit information.

Related Policy: E-20

Admin Team Adopted: 10/21/22

Reviewed: 10/22/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: death of employee, survivor benefits

[E-20b](#)[PROCEDURE](#)[Resignation/Retirement](#)

Notification of resignation or retirement must be submitted in writing to the VP of Human Resources and an employee's direct supervisor. Employees will be provided with a *Notice of Resignation or Retirement Form* and coordinate with Human Resources to finalize completion details. All employees will have an optional opportunity to schedule an exit interview at the time of their departure.

Support staff will provide a minimum of two (2) weeks advance notice or four (4) weeks for administrative and professional classifications to allow the College sufficient time to minimize disruption to the College.

Faculty are expected to fulfill their contractual agreement to provide service until the end of the given fiscal year and are subject to the stipulations laid out in the Faculty Association Agreement. When a faculty member requests an early release from their contract, they should submit their resignation as far in advance as possible of their last day of employment.

The faculty member will work cooperatively with the College Administration to fulfill the faculty's professional obligation to minimize the adverse impact upon students and the College caused by the faculty's request for an early release from their contract.

Related Policy: E-20

Admin Team Adopted: 10/21/22

Reviewed: 02/21/12, 06/25/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: resignation, retirement, separation of employment

E-20a

PROCEDURE

Reduction in Force Non-Faculty

Non-Faculty

The president may separate a non-faculty employee without prejudice because of lack of funds or curtailment of work after giving written notice of at least ten (10) working days to such employee.

Related Policy: E-20**Admin Team Adopted:** 10/21/22**Reviewed:** 02/21/12, 06/25/20, 08/10/21, 10/20/21, 10/29/21, 12/10/21, 10/21/22**Next Review:** TBD**Web link:****Tags:** reduction in force, separation of employment

E-20 POLICY Separation of Employment

The Human Resources Office will coordinate all matters relating to the separation of employment with confidentiality and professionalism.

Faculty

For Faculty positions the following personnel policies have been adopted by the Board of Governors of the Southeast Community College Area under the authority granted by Neb. Rev. Stat. §§85-1528 through 85-1534, and specifically Neb. Rev. Stat. §85-1529 which states that it and Neb. Rev. Stat. §85-1528 shall be construed as providing a minimum standard and not as repealing or limiting any rule, regulation, policy order, or other action of the Board of Governors of the Southeast Community College Area that provides for additional contract rights of the College and personnel pertaining to the same subject matter.

Probationary Faculty Employees: During the first two (2) years of employment with the Southeast Community College Area, as determined and calculated in accordance with Neb. Rev. Stat. §§ 85-1534 and 85-1534.01), faculty shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law and any rule, regulation, policy order, or other action of the Board of Governors of the Southeast Community College Area.

Non-Probationary Faculty Employees: Faculty who have been employed for the full probationary period in accordance with Neb. Rev. Stat. §§ 85-1534 and 85-1534.01 are non-probationary employees (also referred to as non-probationary instructors). A non-probationary employee's rights to continued employment status and termination of contract shall be determined according to law and any rule, regulation, policy order, or other action of the Board of Governors of the Southeast Community College Area.

Qualifications for appointment as Faculty: To be eligible for appointment an applicant must adhere to the requirements of the teaching classification as defined by the College's accrediting body. These qualifications may include: Master's Degree, Bachelor's Degree, Associate's Degree, Certifications, and professional years of experience.

Faculty continuing contract: The contracts of the faculty employed by the Southeast Community College Area, as those positions are defined herein, are subject to the following contractual provisions.

1. Probationary faculty continuing contract; probationary period; evaluation procedure.
 - a. The contract of probationary faculty shall remain in full force and effect unless amended, terminated, canceled, or otherwise not renewed in accordance with College policy and/or Nebraska law.
 - b. The purpose of the probationary period is to allow the employer an opportunity to evaluate, assess, and assist the employee's professional skills and work performance prior to the employee obtaining non-probationary status. All probationary faculty should be evaluated at least once each semester in accordance with the procedures

the requirements and standards of the college's accrediting agency. The lack of any such evaluation does not prevent the College from taking any action on the probationary faculty's contract, including termination of the contract.

2. Non-probationary faculty continuing contract; contract amendment or termination; reasons. The contract of non-probationary faculty shall be deemed continuing and shall be renewed and remain in full force and unless amended, terminated, canceled, or otherwise not renewed in accordance with College policy and/or Nebraska law.

3. Faculty – “Just Cause” for Termination or Cancellation of the Contract of Probationary and Non-Probationary Faculty and Procedural Due Process Provisions: The contracts of faculty employed by the Southeast Community College Area as those positions are defined herein are subject to the following procedural due process provisions.

- a. Faculty; action on personal/professional conduct; Administration powers; procedures. The college president or the college president's designee shall establish administrative regulations and procedures to address action with regard to faculty performance or conduct which is deemed reasonably necessary to assist faculty and further college purposes.

4. Probationary faculty contract cancelation, termination, amendment or nonrenewal; procedure.

- a. Probationary faculty as defined at Neb. Rev. Stat. § 85-1534, are “at-will” employees and may be cancelled or terminated any time during the probationary period without cause.
- b. The college president or college president's designee may elect to terminate, cancel, or amend the contract of probationary faculty for any reason deemed sufficient, including by reason of reduction in force, if such nonrenewal is not for constitutionally impermissible reasons, and such nonrenewal shall be in accordance with this policy.

5. Non-probationary faculty; “just cause”, contract cancellation, termination, or amendment.

- a. The contract of any non-probationary faculty may be cancelled, terminated, or amended for “just cause” by a majority of the members of the board of governors during the contract period. “Just cause” means: (a) Revocation or suspension of a certificate by the State Board of Education of any faculty whose duties require such a certificate; (b) breach of any of the material provisions of the faculty contract; (c) for any of the reasons set forth in the faculty employment contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; or, other conduct which interferes substantially with the continued performance of duties.

- (1) A non-probationary faculty contract of employment may be canceled for just cause at any time during the contract period.
 - (2) A non-probationary faculty contract of employment may be amended or terminated for “just cause” for the next contract period shall be notified in writing on or before ninety days of the current contract period of such possible action on the contract.
- b. Non-probationary faculty contract cancellation, termination, or amendment; reasons. The Board by a vote of the majority of its members may determine that such non-probationary faculty contract shall be cancelled, terminated, or amendment for any of the following reasons:
 - (1) Just cause as defined in herein.
 - (2) reduction in force or change of leave-of-absence policies.
 - (3) failure of faculty member upon written request of the Board or the Administration of the College to accept employment for the next College year within the time designated in the request, except that faculty member shall not be required to signify such acceptance prior to February 1 of each year; or
 - (4) revocation or suspension by the State Board of Education of the certificate of a faculty member whose duties require such a certificate.
- c. Non-probationary faculty; contract cancellation, amendment, termination; notice; hearing.
 - (1) The secretary of the Board of Governors shall notify the faculty member of any conditions of unsatisfactory performance that the administration, acting on behalf of the Board of Governors, considers to be just cause to either cancel, terminate or amend the contract of the faculty member.
 - (a) For cancellation of a faculty member’s contract, such notice of cancellation may be given in writing at any time during the contract period.
 - (b) For termination or amendment of a faculty member’s contract, such notice shall be given in writing at least ninety days before the close of the contract period.
 - (2) If the faculty member timely requests a formal due process hearing, a written request shall be sent to the college president or designee within five days of receipt of the written notice. Upon receipt of such written request for a hearing, the Board of Governors shall order the hearing to be held within ten days, provided that the parties or their representative by mutual agreement, confirmed in writing, may extend the times for hearings or final determinations by the Board of Governors under this policy.

- (3) At the hearing, evidence shall be presented in support of the reasons given for considering amendment or termination of the contract, and the faculty member shall be permitted to produce evidence related thereto. The board shall render the decision to amend or terminate a contract based on the evidence produced at the hearing.
 - (4) If a hearing on the recommended cancellation, termination or amendment of a faculty member's contract is not requested within the time provided for herein, the Board shall make a final determination on such recommendation.
 - (5) Prior to scheduling of action or the hearing, if requested, the notice of possible cancellation and the reasons supporting possible cancellation shall be considered a confidential employment matter subject to the provisions of Neb. Rev. Stat. §84-712.5 (8) and shall not be released to the public or any news media. (6) This section does not prevent the suspension from duty with or without pay of faculty pending a decision on the cancellation of the contract.
- d. Formal due process hearing, cancelation, termination, or amendment of contract; employee's rights; how conducted; board decision.
- (1) A formal due process hearing for the purposes of subsection D above means a hearing procedure adopted by the Board of Governors which contains at least the following:
 - (a) at the hearing, evidence shall be presented in support of the reasons given for considering amendment, termination or cancelation of the contract; (b) at the hearing the faculty member shall be permitted to produce evidence related thereto;
 - (c) the faculty member shall have the right to be represented; and (d) the faculty member shall be provided an opportunity to cross-examine all witnesses and to examine all documents and to present evidence material to the issues.
 - (2) At the hearing, evidence shall be presented in support of the reasons given for considering amendment or termination of the contract, and the I faculty member shall be permitted to produce evidence related thereto.
 - (3) A majority of the members of the Board shall render the decision to amend, terminate, or cancel a faculty contract, based solely upon the evidence produced at the hearing, shall reduce its findings and determinations to writing, and shall deliver a written copy thereof to faculty.

- e. Board; additional sanctions authorized; when.
 - (1) After providing the opportunity for a hearing on amendment, termination, or termination by cancellation as provided in this policy, and except when reduction in force is the reason given for possible cancellation or termination, and when just cause can be shown, the board may impose such other sanctions, other than amendment, termination, or termination by cancellation of the contract, as may be agreed upon by the parties.
 - (2) The fact that action has been taken under this section in the past may be taken into consideration in determining appropriate action in future hearings with regard to faculty's employment.
- f. Board; subpoena power.

The Board may on its own behalf, or shall upon the request of the faculty member or their representative or at the request of the Administration or the college president or designee:

- (1) Subpoena and compel the attendance of witnesses residing either within or outside the state for the purpose of appearing and testifying at any hearing provided for in this policy and for the purpose of having such witnesses' depositions taken, in the manner prescribed by law for the taking of depositions in civil actions in the community college court; and,
 - (2) Issue subpoenas for the production of any papers, books, accounts, and documents.
- g. Certification or License: Each faculty member whose job description requires professional certification shall hold at all times a valid Nebraska teaching certificate or vocational trade certificate or license.
- h. Reduction-in-Force - Full-Time Faculty: In the event reduction in force of full-time faculty is necessary, the reduction will occur according to State Statute and the following procedures:
 - (1) When circumstances are identified which could lead to faculty reduction, the President will convene the Reduction in Force (RIF) Committee to analyze the problem, consider options, and develop recommendations. The Reduction in Force (RIF) Committee consists of the following core members:
 - President - Chairperson of the Committee
 - Vice President for Human Resources
 - Vice President for Administrative Services
 - Vice President for Instruction
 - Vice President for Access/Equity/Diversity
 - SCC Faculty Association Officer or Designated Representative
 - Division Dean of the affected program(s).

The purpose of the Committee will be:

- To determine if circumstances warranting a reduction in force exists.
 - To study options and alternatives to reducing faculty.
 - To develop recommendations for potential action by the Board of Governors.
- (2) Prior to initiating a particular reduction in force, the Committee will attempt to determine if the impacted faculty member identified for the RIF is/are qualified for another faculty position (vacant or occupied by probationary faculty) with the College, provided the faculty member meets the minimum education and work experience qualification requirements for such position.
- (3) The College reserves the right to establish instructional program priorities in the event the College is faced with reduction in force of full-time faculty positions. Instructional program viability will be the controlling consideration in all instances, and reduction of full-time faculty will be made in such a way that the remaining members of the faculty possess necessary qualifications and skills to perform teaching duties and accreditation/certification requirements needed to offer a viable program.
- (4) The Committee will consider whether part-time positions in that program may be reduced or consolidated in an attempt to maintain the full-time faculty person for purposes of this policy the term "full-time faculty " will mean a faculty member, 0.75 FTE or greater.
- (5) Reduction in force of full-time faculty positions will be considered in the following order after the priorities and viability of instructional programs within the division have been determined.
- a. Faculty within the division who are on probationary status.
 - b. Qualified faculty members with more years of service to the College and who are not on probation will be given retention preference.
 - c. Exception: In the event that a faculty member with more years of service to the College is first laid off, the basis will be that the faculty member with the lesser years of service to the College is properly qualified and possesses a criticality of skill needed to carry out the particular teaching assignment required to maintain program viability, certification or accreditation.
 - d. In the event two or more equally qualified faculty members have the same length of service with the College, the College Administration will determine which faculty member will be retained.
 - e. For purposes of this section, length of service is the period between the employee's first duty day and continuing full-time teaching service with the College pursuant to annual notices of appointment.

Approved leaves of absence are included in the calculation of continuous service to the College.

- f. If the terms/conditions set forth above do not resolve the RIF issue, the College will inform the impacted faculty member that consideration is being given to a reduction in force through either 1) a reduction of hours for the position or 2) an elimination of their position. The notice will include a brief description of why the elimination or reduction is necessary.
- (6) Following the completion of the foregoing procedures, the president will present to the Board of Governors competent evidence establishing that a change in circumstances necessitates reduction in force. Any cited changes in circumstances must relate to the position(s) to be reduced or eliminated, and the Board, based upon evidence produced at the hearing required by state law sections 85-1528 through 85- 1534, Reissue Revised Statutes of Nebraska, 1943, and amendments thereto, will be required to find that there no other teaching vacancies which affected faculty are qualified by professional training, or vocational, - technical or required work experience to perform.
- (7) Any faculty member whose contract will be terminated because of reduction in force will be considered to have been dismissed with honor and will, upon request, be provided a letter to that effect. During this period, the former faculty member will have preferred rights to reemployment for a period of twenty-four (24) months commencing at the end of the contract year, and the former faculty member will be recalled on the basis of length of service to the College to any position for which they are qualified by endorsement, vocational skill, or college preparation to teach. The former faculty member will, upon reappointment, retain any benefits which had accrued to said faculty member prior to termination, but the intervening absence will not be considered in the years of service calculation. A former faculty waive recall, but such waiver will not deprive the faculty member of their right to subsequent recall within the prescribed period.
- (8) This policy does not apply to part-time/adjunct employees or to full-time employees outside the faculty classification.
- (9) This policy may be utilized during the term of an employment contract due to economic necessity.

Legal Reference:

Neb. Rev. Stat. § 85-1528 through 85-1534

Reduction in Force

The president may separate a non-faculty employee without prejudice because of lack of funds or curtailment of work.

Resignations and Retirement

Notification of resignation or retirement must be submitted in writing to the VP of Human Resources and an employee's direct supervisor. Employees will be provided with a *Notice of Resignation or Retirement Form* and coordinate with Human Resources to finalize completion details.

Employee Death

In the event of an employee's death, The Campus Director will confirm the reported death, consult with the members of the deceased employee's family, and then notify the appropriate offices as outlined in the procedure. The HR office of their designee will also coordinate any survivor benefits as necessary.

Non-Faculty Separations

At-Will: All non-faculty employees and non-faculty assignments shall be employed on an "at-will" basis. Non-faculty employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment. All non-faculty employees shall be required to sign an "at will" employment agreement with the College as a condition precedent to employment or continued employment with the College. The "at-will" employee contract shall be in the form as proposed by the College President or designee and approved by resolution of the Board of Governors.

No Continuing Contract Right: Nothing in Board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-faculty employees shall be or is intended to create or be a contract or part of a contract with a non-faculty employee which shall in any way be construed to be contrary to the "at will" employment of non-faculty employees. No administrator or other employee of the College has any authority to enter into any agreement of employment with a non-faculty employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Probationary Period: At any time during the probationary period, an employee may resign without prejudice or the College may discharge a probationary status employee apart from the grievance or disciplinary procedures.

Dismissal: The Board of Governors hereby delegates to the College President or designee the authority to suspend and dismiss employees on behalf of the Southeast Community College Area. Such authority shall be exercised in compliance with the policies of the Board of Governors. The Board of Governors reserves the authority to modify or reverse any such action taken by the College President or designee.

Dismissal of non-faculty employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior action on personal/professional conduct or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Exit Procedures

The Human Resources Office will provide exit procedures to employees and their supervisors who have submitted or received notification regarding their separation of employment with the College.

Related Procedure: E-20a, E-20b, E-20c, E-20d

Adopted: 12/13/22

Reviewed: 02/13/19, 06/25/20, 08/10/21, 10/20/21, 10/29/21, 12/10/21, 10/21/22,
11/08/22, 12/05/22

Next Review: TBD

Web link:

Tags: separation of employment

E-19a PROCEDURE Concern/Complaint Resolution Process

Southeast Community College strives to provide a professional workplace for employees and students, and an environment that is conducive to innovative teaching and student learning. In accordance with the Higher Learning Commission requirements, a process of shared governance will allow all voices of the employees, students and community to be heard.

***NOTE: Grievance Resolution procedures negotiated between the College and the SCC Faculty Association, or the SCC Professional Association are outlined in their respective agreements.**

Employees:

If a concern or complaint arises, a process meeting all fair employment practices will allow the concern or complaint to be brought forward to an immediate supervisor or other responsible administrator for resolution. Concerns should pertain to an alleged violation or misapplication of policy or procedure and resolution should be sought working with an employee's direct supervisor. If the concern cannot be resolved using the initial informal process, a formal Concern/Complaint Resolution Form may be filed. If the reporting employee desires to submit a concern anonymously, they may do so using the designated reporting system.

[NOTE: Grievance Resolution procedures negotiated between the College and the SCC Faculty Association, or the SCC Professional Association are outlined in their respective agreements.]

Informal Process Required

Any staff concern(s) related to employment should first be discussed with the direct supervisor. When the nature of the concern dictates otherwise (e.g., concern is with the immediate supervisor), the employee may choose to present the issue to any higher supervisory position within their division (e.g., Dean, Associate Dean, Vice President, Administrator).

Formal Process Available

If a concern by an employee regarding the alleged violation(s) of inequitable application of College policies or procedures is not satisfactorily resolved within the employee's line of supervision, the individual may complete and submit a Concern/Complaint Resolution Form in writing to the Human Resources Office.

Discrimination, Harassment, or Retaliation Reporting

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or faculty member or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or faculty member, or if the supervisor or faculty member is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person.

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings)

Once the College receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the College will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The College's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the College will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The College will send concurrently to the party’s written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the College to disclose relevant information to a student who was discriminated against or harassed.

Level 2 (Appeal to the President)

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the president within five (5) working days after receiving the decision. The president will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the president’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the president is the subject of the complaint, the party will file the appeal directly with the Board.]

Level 3 (Appeal to the Board)

If the party is not satisfied with the president’s determination, he or she may file an appeal in writing with the Board within five (5) working days after receiving the president’s determination. The Board will review the appeal, the president’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board’s determination, and any actions taken, will be final on behalf of the College.

Confidentiality

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the College from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the College will inform the complainant that its ability to respond may be limited. Even if the College cannot take disciplinary action against the alleged harasser, the College will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training

The College will ensure that relevant College employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate College officials or employees.

In addition, the College shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the College's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- b. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other College employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- c. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- d. Communicating regularly with the College's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

- e. Reviewing all evidence in harassment or violence cases brought before the College's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- f. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- g. Determining whether College employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- h. Recommending changes to this policy and grievance procedure.
- i. Performing other duties as assigned.

Preventative Measures

The College will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the College's website and posting the notice at each building in the College. The College also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the College's website, at each building in the College, reprinting it in College publications, such as handbooks, and sending it electronically to members of the College community.

The College also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the College's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as College assemblies and back to College nights, if recent incidents or allegations warrant additional education to the College community.

Legal Reference:

Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.

Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504)

Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.

Related Policy: E-19

Admin Team Adopted: 10/21/22

Reviewed: 10/16/12, 04/19/21, 08/10/21, 10/29/21, 12/10/21, 10/22/21

Next Review: TBD

Web link: Concern/Complaint Resolution Form

Tags: staff concern resolution

E-19 POLICY Concern/Complaint Resolution

Southeast Community College strives to provide a professional workplace for employees and students, and an environment that is conducive to innovative teaching and student learning. In accordance with the Higher Learning Commission requirements, a process of shared governance will allow all voices of the employees, students and community to be heard.

Employees

If a concern or complaint arises, a process meeting all fair employment practices will allow the concern or complaint to be brought forward to an immediate supervisor or other responsible administrator for resolution. Concerns should pertain to an alleged violation or misapplication of policy or procedure and resolution should be sought working with an employee's direct supervisor. If the concern cannot be resolved using the initial informal process, a formal Concern/Complaint Resolution Form may be filed. If the reporting employee desires to submit a concern anonymously, they may do so using the designated reporting system.

***NOTE: Grievance Resolution procedures negotiated between the College and the SCC Faculty Association, or the SCC Professional Association are outlined in their respective agreements.**

Students

If a concern or complaint arises, a process meeting all state and federal guidelines will allow the concern or complaint to be brought forward to a member of the campus or other responsible administrator for resolution. Concerns should pertain to an alleged violation or misapplication of policy or procedure and resolution should be sought working with a student advocate. If the concern cannot be resolved using the initial informal process, a formal Concern/Complaint Resolution Form may be filed.

Employees or students making a concern/complaint known to a Responsible Administrator, their supervisor(s), or appealing to Human Resources, will be free from any restraint, interference, coercion, retaliation, or reprisal by any employee of the College.

Related Procedure: E-19a

Adopted: 12/13/22

Reviewed: 10/16/12, 05/27/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link: Concern/Complaint Resolution Form

Tags: staff concern resolution

E18a	PROCEDURE	Title IX, Anti-discrimination, Anti-harassment, and Anti retaliation
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Title IX Coordinator

In accordance with federal regulations, Southeast Community College will identify a minimum of one staff person to serve as a Title IX Coordinator. The Title IX Coordinator will stay up to date on federal and state requirements addressing discrimination on the basis of sex and ensure that the College is in compliance with federal and state regulations. The Title IX Coordinator will receive reports of sex-based discrimination and be responsible to coordinate the College's investigation and response to these complaints. The Title IX Coordinator's contact information, including, at a minimum, the title, telephone number, email address, and office address will be posted on the College's website, in the College's catalog, and in any other place required by statute or regulation.

Current Title IX Coordinator

Robert Sanford: rsanford@southeast.edu

Dissemination of Policy and Other Required Information

The Title IX Coordinator will utilize established processes to identify information related to sex discrimination that is required to be published by state or federal laws and regulations. Once identified the Title IX Coordinator will ensure that the information is posted in a manner that is compliant with these laws and regulations.

Reports of Discrimination on the Basis of Sex

The Title IX Coordinator will work with policies and procedures established by the College to ensure those having information related to discrimination on the basis of sex are able to report discrimination to the College. The Title IX Coordinator will also establish processes that respond to reports of discrimination in a timely manner.

College Response

The Title IX Coordinator will create a process used by the College to respond to reports of discrimination on the basis of sex. The process will ensure that the Title IX Coordinator, Investigators, Decision-Makers, and those involved in informal processes (hereafter, the Title IX Team) are free of any conflicts of interest and bias. The Title IX Coordinator will ensure that members of the Title IX Team receive training related to the Title IX process and that meets statutory and regulatory requirements. The Title IX Coordinator will ensure that the College's response includes the following:

- A process to address informal complaints.
- A process to make formal complaints.
- A process to provide notice of allegations to the respondent.
- A process to dismiss a formal complaint.
- A process to consolidate formal complaints.
- A process for the investigation of a formal complaint.
- A process to conduct hearings.
- A process to determine and provide notice of responsibility.
- A process that allows for appeals.

Conduct Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The Title IX Coordinator will establish a process to ensure that the College's students and employees are provided primary prevention and awareness programs that address dating violence, domestic violence, sexual assault, and stalking.

Proactive Self-Evaluation and Affirmative Response

The Title IX Coordinator will develop a process to evaluate education and employment programs and activities to ensure compliance with this policy as well as related federal and state statutes and regulations. The Title IX Coordinator will also develop a process to notify appropriate College administrators of the results of such evaluations. The Title IX Coordinator will develop a process that ensures appropriate information related to any evaluations is provided to governing officials as required by federal and state statutes and regulations. The College administration will utilize these evaluations to develop a plan to overcome the effects of conditions that result in limited participation in a program or activity by a particular sex.

Related Policy: E-18

Admin Team Adopted: 10/21/22

Reviewed: 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: title IX, harassment, anti-retaliation

E-18 POLICY Title IX, Anti-discrimination, Anti-harassment, and Anti-retaliation

Elimination of Discrimination

Southeast Community College hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination and sexual misconduct. In compliance with federal and state statutes and regulations, the College will develop relevant procedures in adherence with College policy.

Southeast Community College does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Students: Assistant Campus Director/Dean of Students, Vice President of Student Success & Title IX Coordinator or their designee
- Employees and Others: Human Resources & Title IX Coordinator

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Designation of Title IX Coordinator

The College believes a Title IX Coordinator is essential in the elimination and prevention of sex-based discrimination and sexual misconduct. The College will designate and authorize a minimum of one employee to coordinate its efforts to comply with its Title IX responsibilities. The College will notify applicants for admission and employment, students, parents, employees, and other interested parties of the name or title, office address, electronic mail address, and telephone number of the designated Title IX Coordinator(s). The College, through the Title IX Coordinator(s), will accept a report of sex discrimination or sexual misconduct from any person and by any method that results in the Title IX Coordinator(s) receiving the report.

Dissemination of Policy and Related Information

The College believes that transparency of its policies and procedures related to sex discrimination and sexual misconduct is essential in eliminating these behaviors. The College can accomplish transparency by making all public disclosure requirements related to Title IX and sexual misconduct available on its website, in its catalog, and any other location required by law or regulation.

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students, and Others

The Southeast Community College is committed to offering employment and educational

opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by College employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct, that itself is not otherwise protected, relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Unwelcome conduct that a reasonable person would determine is severe, pervasive, and objectively offensive that has the effect of denying equal access to create an intimidating, hostile, or abusive educational or work environment, and/or as defined by current Title VII or Title IX federal regulations or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services, or
- c. Sexual assault, dating violence, domestic violence or stalking.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in a College's facilities, in a College vehicle, at a class or training program sponsored by the College at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,

- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the College knows or reasonably should know about possible harassment, including violence, the College will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the College determines that unlawful harassment occurred, the College will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off College property creates a hostile environment at College, the College will follow this policy and grievance procedure, within the scope of its authority.

All College employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator). Licensed counselors employed by the College and officials serving in the role of counselor have privileged communication with their clients and as such will only provide the minimum information necessary for public disclosure requirements.

The College believes proactive measures can be taken to prevent sex-based discrimination and sexual misconduct before they occur. The College is committed to ongoing assessments to ensure compliance with this policy throughout the College and with its contractors and servicers. The College will take action to overcome the effects of limited participation in a program or activity by a particular sex.

Conduct Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The College believes it has a responsibility to assist the community in the elimination of dating violence, domestic violence, sexual assault, and stalking. The College can assist in reaching this goal through primary prevention education and strategic partnerships with community and government agencies striving for the same goal.

Anti-retaliation

The College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The College will take immediate steps to stop retaliation and prevent its recurrence against the

alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Related Procedure: E-18a

Adopted: 12/13/22

Reviewed: 12/10/21, 8/2/22, 10/21/22, 11/08/22, 2/20/24

Next Review: TBD

Web link:

Tags: title IX, harassment, anti-retaliation

E-17 POLICY Welfare, Infectious Diseases

In the event that a student, employee, or other person in frequent contact with students, employees or others present in Southeast Community College Area contracts an infectious disease, the determination of whether that person should be permitted to remain on duty, attend College or participate in College activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

- (1) The behavior, neurological development, and physical condition of the student, employee or other person in contact with students and/or employees;
- (2) The expected type of interaction with others in the College setting;
- (3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the College shall be based on scientific and medical evidence.

When it is determined that an infected person poses an imminent threat to the health and safety of the College community or that the person's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of the Communicable and Infectious Disease policies shall be implemented, providing for the exclusion of that person.

Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the College system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)

29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)

ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq.

Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq.

Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126

20 U.S.C. 1232g (FERPA)

Adopted: 12/13/22

Reviewed: 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags:

E-16

POLICY

Personnel Files & Workplace Privacy

Personnel Files

The College will maintain a personnel record secured in the Human Resources office for each employee and former employee of the College in accordance with state law. Current and former employees may:

- Have access to view their personnel file during regular business hours by request in the Human Resources area.
- Request, at their expense, a copy of their personnel file with 5 business days' notice.
- Will receive a written notification of any disciplinary information placed in the personnel file.
- Have an opportunity to provide a written response to any disciplinary action to be placed in the file.
- Shall have the right to attach a written response to any item in their file. Such right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file.
- In writing authorize any other person to have access to their file.

No other person except community college officials while engaged in their professional duties shall be granted access to such file, and the contents thereof shall not be divulged in any manner to any unauthorized person.

All employee personnel files are maintained by the Human Resources office and will be stored confidentially and in compliance with all state and federal records retention requirements.

Workplace Privacy

1. The College will abide by the Nebraska Workplace Privacy Act and will not:
 - a) Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b) Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the College in a manner that enables the College to observe the contents of the employee's or applicant's personal Internet account or provides the College access to the employee's or applicant's personal Internet account;
 - c) Require an employee or applicant to add anyone, including the College, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d) Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.

- e) Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

2. Notwithstanding anything to the contrary, all employees must abide by the College's technology policies, procedures and guidelines, including the College's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the College may also:

- a) Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the College or stored on the College's network, to the extent permissible under applicable laws;
- b) Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c) Conduct an investigation or require an employee to cooperate in an investigation if the College has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d) Any other reason permitted by the Workplace Privacy Act.

Adopted: 12/13/22

Reviewed: 06/05/20, 08/04/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: