



# Policy and Procedure Manual

## PURPOSE

To comply with applicable health codes and to reasonably accommodate the preference of all employees, students and visitors. This policy applies to all South Plains College employees, students and visitors at all College locations. Policy at all College locations will be influenced by local ordinances and codes, if any, as well as other pertinent factors.

## POLICY

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25 foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.

## PROCEDURE

It is the shared responsibility of all employees to assist in maintaining a tobacco free environment in and around all campus facilities. Noncompliance by a student shall be handled by the Dean of Students, Dean of the Reese Center or the Director of the Plainview Center in accordance with procedures outlined in the Student Code of Conduct in the Student Guide. Noncompliance by employees shall be addressed through their supervisory chain of command and may also enlist the Human Resources Office for assistance. Noncompliance involving visitors shall be handled by the Dean of Students, Dean of the Reese Center or the Director of the Plainview Center.

Policy Amendment

Nature of Revision: Content

Approved By: Executive Council

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## Section A: District Legal Status, History and Purpose

AA. College District Legal Status and History. (BP)

AB. College Name (BP)

AC. System of Governance (BP)

AD. College District Geographic Boundaries and Service Area (BP)

AE. Educational Role and Mission, Purpose and Responsibility. (BP)

AF. Vision Statement and Organizational Values

## Section B: Governance, Executive Functions and Organization

BA. Purpose, Powers and Responsibilities of the Board

BAB. Specific Duties of the Board (BL)

BAC. Rights and Responsibilities of the Board (BL)

BB. Eligibility and Qualifications for Serving on the Board of Regents (BL)

BBA. Election of Board Members (BL)

BBB. Orientation and Professional Development of Board Members (BL)

BBC. Election of Board Officers (BL)

BBD. Duties of the Chairman of the Board (BL)

BBE. Duties of the Vice Chairman (BL)

BBF. Duties of the Secretary (BL)

BC. Regular Board Meetings (BL)

BCA. Special Meetings (BL)

BCB. Official Business at Regular and Special Meetings (BL)

BCC. Quorum Necessary for Transaction of Business (BL)

BCD. Order of Business (BL)

BCE. Rules of Order (BL)

BCF. Public Participation (BL)

BCG. Board Self Evaluation

BD. Board Committees (BL)

BE. Conventions, Conferences and Workshops (BP)

BF. Policy and By-Law Development (BP)

BFA. Amendments to the By-Laws (BL)

BG. Board Member Statement of Ethics

BGA. Standards of Conduct and Conflict of Interest

BGAA. Conflict of Interest Disclosure

BGB. Code of Ethics (BP)

BH. Board Vacancies

BHA. Removal from Office

BI. Employment of the College President (BL)

BIA. Qualifications of the President (BP)

BIB. The College President as the Executive Officer (BP)

BIC. Evaluation of the President (BP)

BID. Administrative Organization Plan (BP)

BIDA. College Organizational Chart (PDF file opens with Acrobat Reader, 380kb)

BIE. Administrative Rules and Regulations (BP)

BIF. Planning and Institutional Effectiveness (BP)

BJA. Employment of Independent Auditor (BP)

BJB. Employment of College Attorney (BP)

BJC. Selection of Chief Tax Officials (BP)

BK. Relationship between South Plains College and the South Plains College

Foundation, Inc. (BP)

BKA. Foundation Administration and Investment of Funds (BP)

BKB. Use of Employees or Property of the College by the Foundation (BP)

BKC. Officer/Director of the College (BP)

BKD. Acceptance of Gifts by the College (BP)

BL. Accreditation (BP)

BLA. Substantive Change

#### **Executive Officers of the College**

BMA. Vice President for Academic Affairs

BMB. Vice President for Student Affairs

BMC. Vice President for Business Affairs

BMD. Vice President for Institutional Advancement

#### **Instructional Deans of the College**

BME. Dean of Arts and Sciences

BMF. Dean of Health Sciences

BMG. Dean of Technical Education

BMH. Dean of Dual Enrollment & Distance Education

#### **Student Services Deans of the College**

BMI. Dean of Enrollment Services

BMJ. Dean of Students

BMK. Associate Dean of Students

BN. Executive Council

BO. Administrative Council

BP. Advisory Board By-Laws

BQ. Technical Advisory Committee By-Laws

### **Section C: Business Services**

CA. The College Budget (BP)  
CB. Purchase of Supplies and Equipment for the College (BP)  
CBA. Purchasing Operating Policy  
CBB-E. Price Quote/Bid Certificate  
CBC. Food Purchase Policy  
CBE. Procurement Card Policy  
CBF. Computer and Electronic Device Acquisition Policy  
CC. Service and Repair of College Equipment  
CD. Use of College Facilities  
See Policy GD Use of College Facilities, Including Athletic and Recreational Facilities (BP)  
CE. Monthly Salary Payments  
See Policy DR Compensation Schedule and Options (BP)  
CF. Removal of College Property from Campus  
See Policy GDB Loan or Rental of College-Owned Equipment and Tools (BP)  
CG. Travel Policies and Procedures  
CGC-E. Travel Report-Technical Division  
CGD. Vehicle and Bus Driver Policy  
CGE. Travel Card Guide  
CH. Joint Property Rights  
CI. Telephone/Voice Mail Use  
CIA. Guidelines for Setting up Voice Mail  
CI.28 Privacy Policy  
CI.28.1 Web Site Privacy  
CI.28.2 Merchant Card Policy  
CJ. Technology Acceptable Use Policy  
CJ-E. E-mail Application  
CJA. Electronic Messaging (all@SPC) Policy  
CK. College Depository  
CL. Disposal of Property  
CM. Records Management Program  
CMA. Records Management Schedule  
CMB. Records Management of Deceased Person  
CN. Internal Audits  
CO. Collection of College Funds  
CP. Inventory of College Equipment  
CQ. Investment Management (BP)  
CR. Architectural Styling, Naming of Buildings and Plaques  
CRA. Naming of Buildings and College Property  
CS. Financial Management of Grant Funds

## Section D: Personnel

DA. Affirmative Action Plan (BP)  
DAA. Americans with Disabilities Act  
DB. Non-Discrimination Policy (BP)  
DBA. Protection of Rights and Development  
DBC. Conflict of Interest Policy  
DBC-E. Disclosure Form  
DBD. Intellectual Property Policy  
DBDA. Student Intellectual Property Rights  
DBE. Copyright/Patent Fair Use Policy  
DC. Grievance Procedure  
DD. Replaced by DDA  
DDA. Sexual Harassment Policy  
DDB. Racial Harassment Policy  
DDC. Due Process (Dismissal/Non-Renewal)  
DDD. Corrective Action  
DDE. Employee Conduct and Work Rules  
DDEA. Smoking in the Workplace (See Policy GF)  
DDF. Personal Appearance  
DDG. Workplace Violence/Firearms (See Policy HHA)  
DE. Substance Abuse Policy  
DEA. Substance Abuse Program Implementation  
DF. Employment Procedures  
DFA-E. Personnel Requisition  
DFB-E. Personnel Action Form  
DFD-E. Affirmative Action Letter  
DFE-E. Employment Application  
DFEA-E. Supplement to Professional Application  
DFF-E. Approval Notice and Status Change Notice  
DFG-E. Application for Classified Positions  
DFH-E. Part-Time Teaching Applicants  
DFJ. Nepotism (BP)  
DFK-E. Oath of Office Form  
DFL. Definitions of Employment Status  
DGA. Personnel Records and Privacy  
DH. Employee Benefits Plan (BP)  
DHA. Employee Benefits Program  
DHAA. Sick Leave  
DHB. Worker Compensation and Sick Leave  
DHBA. Maintaining a Safe Work Environment  
DHBB. Accident/Injury Reports  
DHC. Disability Policy (BP)  
DHDA. Family and Medical Leave of Absence  
DHDA-E. FLMA Checklist  
DHE. Personal Leave  
DHF. Bereavement Leave  
DHG. Professional Development Travel (BP)  
DHGA. Professional Leave Approval

DHH. Professional Development Leave, Faculty (See Section 5.4 of Faculty Handbook)

DHI. Leave of Absence (BP)

DHJ. Military Leave (BP)

DHK. Vacations

DHL. Jury Duty

DHM. Group Insurance

DHN. Tax Sheltered Annuity

DHNA. South Plains College Pension Trust Fund

DHOA. Payroll Deduction

DHP. Definitions of Payroll/Personnel Actions

DI. Retirement Policies

DIA. Texas Teacher Retirement System

DIB. Optional Retirement Program (BP)

DIC. Medical Benefits Following Retirement

DID. Retirement Recognition

DIDA-E. Retirement Award

DIE. Retiree use of College Facilities

DL. Outside Employment of Faculty and Staff (BP)

DM. University Interscholastic League (UIL) Assignments and Responsibilities

DN. Parking Regulations

DO. Facility Access

DOA-E. South Plains College Key Request Form

DP. Building Security

DQ. Personnel Classifications

DQA. Employee Handbook, General

DQG. Handbook Supplement, Classified Part-Time (Class A)

DQH. Handbook Supplement, Classified Part-Time (Class B)

DQI. Handbook Supplement, Classified Full-Time (Class C)

DQJ. Handbook Supplement, Maintenance and Custodial Personnel

DQK. Handbook Supplement, Police Officers

DQL. Handbook Supplement, Dorm Supervisor

DR. Compensation Schedule and Options (BP)

DRA. Salary Increases and Supplements (BP)

DRB. Holidays

DRC. Supplemental Pay Procedure for Exempt Employees

DRC-E. Exempt Employee Supplemental Pay Form

DTA. Evaluations- Administrators and Supervisors

DTA-E. Administrators and Supervisors Process Form

DTB. Faculty (See Section 3.4 Evaluation, Faculty Handbook)

DTC. Administrative Assistants and Clerks

DTC-E1. Personnel Assessment Process Form  
DTC-E2. Physical Plant Personnel Performance Evaluation  
DUA. Employee Service Awards  
DXA. Exit Interviews  
DXA-E. Employee Exit Interview Form  
DY. Food and Drinks in Classrooms and Laboratories  
DZ. Solicitation and Distribution

#### **Section E: Faculty and Instruction**

EA. Academic Freedom and Tenure (BP)  
EB. Curriculum and Courses of Study (BP)  
EC. Bible Instruction (BP)  
ED. Honorary Degrees (BP)  
EE. Faculty Handbook (BP)  
EEA. Online Faculty Handbook

#### **Section F: Student Information**

FA. Admission to the College (BP)  
FAA. Admission of International Students (BP)  
FAB. Degree Limitation Statement  
FAC. Academic Appeals Procedure  
FAD. Student Records  
FADA. Student Identification Number  
FADB. Student Identity Verification  
FB. Student Clubs and Organizations (BP)  
FBA. Student Activities  
FBAA. Calendar of Student Events  
FBAB. Posting of Announcements and Signs  
FBC. Student Newspaper (BP)  
FBCA. Editorial and Advertising, Student Publications  
FBD. On-Campus Speakers (BP)  
FC. Intercollegiate Athletics (BP)  
FCA. College Mascot (BP)  
FCB. College Colors (BP)  
FD. In-District Tuition (BP)  
FDA. Waiver of Nonresident Tuition (BP)  
FE. Travel by Student Groups  
FF. Student Conduct and Discipline  
FG. Student Substance Abuse Policy  
FH. Sexual Harassment Policy  
FI. Campus Assessment, Response and Evaluation (CARE) Team  
FJ. Freedom of Expression Policy  
FM. Student Grievance Procedure  
FN. Compulsory Insurance for Students (BP)  
FNA. Health Services  
FO. Student Housing Policy (BP)  
FOA. Student Housing Policy  
FOB. Temporary Housing Assistance for Certain Students  
FOC. Residential Housing Missing Student Notification Policy and Procedures  
FP. Services for Students with Disabilities  
FQ. Annual Public Notice  
FR. Student Financial Aid  
FS. Student Counseling Center  
FT. Learning Resources  
FW. Texas Success Initiative (TSI)  
FX. Student Correspondence Policy (Student E-Mail)  
FY. Absences for Military on Active Duty  
FZ. Student Death  
FZA. Student Death Protocol

## Section G: Community and Government Relations

GA. Media Relations  
GB. Crisis Management Plan  
GC. Publications and Printing Policy  
GD. Use of College Facilities, Including Athletic and Recreational Facilities (BP)  
GDA. Use of Facilities in Time of Disaster (BP)  
GBD. Loan or Rental of College-Owned Equipment and Tools  
GDC. Facility Rental Policies  
GE. Use of College Food Service (BP)  
GF. Smoke Free Environment  
GG. Communicable Disease Policy  
GH. Senior Citizens Benefits  
GI. Public Complaints and Hearings (BP)  
GN. Camp Programs for Minors

## **Section H: Support Services**

HA. Library  
HB. Marketing and Communications  
HBA. Planning Guide for Printing, Publications, and Web Pages  
HBB. College Business Cards  
HC. Continuing Education  
HD. Administrative Computer Center  
HE. Bookstore  
HF. College Post Office  
HG. Maintenance/Custodial Services  
HH. Campus Security  
HHA. Workplace Violence and Unauthorized Weapons  
HHB. Annual Disclosure of Crime Statistics  
HHC. Concealed Carry of Handguns on Campus  
HHD. Campus Security Camera Acceptable Use  
HHE. Campus Security Authorities (CSA)  
HHF. Violent Intrusion/Action Defense Preparations  
HHG. Mass Communication  
HI. Health/Wellness Services-Levelland Campus  
HJ. Food Service-Levelland Campus  
HK. Severe Weather Procedures  
HL. Copy Center and Reproduction Procedures  
HM. College Vehicles  
HN. College Web Site Policy  
HO. College Stationery Policy  
HP. College Logos  
HQ. Photography Service  
HR. Office of Human Resources  
HS. Office of Development  
HSA. Fundraising, Solicitation and Grant Writing  
HSA-E. Fundraising Activity Approval Form  
HSAA. Acceptance of Non-Cash Gifts  
HSAA-E. Non-Cash Gift Acceptance Form  
HT. New Student Relations  
HU. Financial Aid Lender Relations Institutional Code of Conduct  
HV. Data Governance Policy

**Section I: Information Services**

IA. Policy Compliance  
IB. User Accounts Management Policy  
IB-A. User Account Credentials Eligibility Statement  
IC. User Account Password  
ID. Acceptable Use  
IE. Virtual Private Network Access Policy  
IF. Data Governance  
IG. Data Classification  
IH. Security Incident Response  
IJ. Change Management  
IK. Digital Encryption  
IL. Data Backup  
IM. Network Use and Vulnerability Assessment  
IN. Technology Security Training  
IO. Server Administration  
IP. Media Sanitization Policy  
IQ. NDA Requirement Policy  
IR. Risk Assess Policy  
IS. IT Administrator/Special Access  
IT. Authorized Software Policy  
IU. Communication Policy  
IV. Firewall Policy  
IW. Identification/Authentication  
IX. Intrusion Detection Security Monitoring Policy  
IY. Malicious Code  
IZ. Physical Access Policy  
11. Portable Computing Policy  
12. Privacy Policy  
13. Third-Party Access  
14. Application Security Policy  
15. Technology Acquisition Oversight  
16-A. Website Disclaimer  
17. Merchant Card Policy