

COMMUNITY COLLEGE OF BEAVER COUNTY

CONTINUING EDUCATION DIVISION FACULTY HANDBOOK

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Dear Instructor:

Welcome aboard! We are pleased that you are willing to share your expertise with others in our community. Furthermore, the Continuing Education staff is very excited about working with you in the near future. Our goal is to make your relationship with CCBC a stimulating and beneficial experience.

Although private interviews or public orientations offer a glimpse at the general college operation, this part-time faculty handbook provides an overview of campus policies and procedures. Should you have any questions, please contact the Continuing Education Division at 724-480-3452 or visit us in the Division's temporary offices at the Aviation Sciences Center in Chippewa. In late spring 2010, the Division will move to new permanent offices in the Community Education Center on the main campus.

We hope that you share in our enthusiasm and enjoy your teaching experience!

Sincerely,

John S. Goberish, Manager
Continuing Education

Continuing Education Checklist

Prior to your first class:

Have you prepared?

- Syllabus/outline for students
- Course materials/handouts

Have you turned this in?

- Application (for new employees)
- Worker's Compensation Insurance (for new employees)
- I-9/Proper Identification (copy of passport or driver's license and social security card)
- W-4
- Course Content Form (for new courses or class hours changed)
- AV Request Forms - if you are scheduled to teach on campus this form will be included with your contract (allow at least three days notice)
- Textbook Requests - needed five weeks prior to start of class
- Request for copies of handouts (allow at least three days notice)
- Signed Contract - Must be turned in to the Continuing Education Division by the date specified on the contract (Please note that your pay date(s) is listed on the contract)

During your class:

Have you collected and/or monitored?

- The names of the students on your roster to ensure they match those in attendance (call the Continuing Education Division if there are any discrepancies)
- Signatures from each student attending the class (attendance sheet)
- Attendance for each student (please use checkmarks indicating that the student was present, if he or she did not attend please leave the space blank)

At the end of your class:

Have you completed the following?

- Did you submit to the Continuing Education Division, one week prior to your last class, your roster indicating which students qualify for a certificate of completion (must attend 75% of the entire course)
- Complete and sign the **original** attendance sheet and turn it in to the Continuing Education Division after the end of your course so that you can receive your final pay (Failure to do so will result in a delay of the payroll process)
- Submit receipts for agreed upon classroom supplies/materials

Please be aware that failure to follow Community College of Beaver County's policies and procedures may cause a delay in the payroll process.

EQUAL OPPORTUNITY STATEMENT

Community College of Beaver County is an equal opportunity education institution and will not discriminate on the basis of race, color, familial status, sex, religion, ancestry, national origin, age, disability, or veteran status in its programs, activities, or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Americans With Disabilities Act of 1990, and all other applicable laws.

For information regarding civil rights or grievance procedures, services, activities, programs and facilities which are accessible to and usable by individuals with disabilities, contact the Chief Human Resource Development Officer, Administrative Services Center, 724-480-3364.

I. EMPLOYMENT INFORMATION

■ EMPLOYMENT FILE

Please report any change of address, telephone number, name, etc. to the Continuing Education Division. This information will be shared with the Payroll office and any other areas as needed.

If after initial employment, you have earned additional degrees or honors, related transcripts can be forwarded to the Continuing Education Division to update your personnel file.

II. SERVICES

■ TEXTBOOK SELECTIONS

The need for a required textbook(s) must be approved at the time of course submission. If you would like students to purchase a textbook for your course, contact the Continuing Education Division or list the name, author, publisher, edition, and ISBN number of each book you are requesting on your Course Content form. Book delivery takes approximately five weeks.

Students purchase their textbooks at the CCBC bookstore. Students may either call the bookstore (724-480-3455) or visit their website (www.ccbc.bncollege.com) to get store hours.

To obtain desk copies of textbooks, contact the Continuing Education Division. The desk copy must be returned at the end of the semester.

■ DUPLICATION SERVICES

The Continuing Education Division will reproduce materials needed for your class. Please adhere to the following guidelines:

1. The Continuing Education Division must have **three days for duplication**. Each instructor is responsible for the delivery and pick up of materials. There is no delivery system of materials to off-campus locations.
2. All written materials must be legible.
3. Please designate the number of copies, your name, course title, location and **date needed**.
4. All copies must conform to copyright laws.
5. **Please allow extra time for duplication during peak semester periods** (before the start of classes and the first two weeks of the semester).

■ MEDIA/AUDIO-VISUAL

Audio-visual equipment is available for use only in classes conducted at the College campus and at the Aviation Sciences Center. To request AV equipment, contact the Continuing Education Division or complete the AV request form that is mailed to you. A three-day notice prior to class time is required.

■ PARKING

The College Parking Policy permits parking in available spaces after 4:30 p.m. on weekdays. There is an exception to the “free access after 4:30 p.m.” Parking slots designated “handicapped” are always reserved for the exclusive use of the disabled. Please respect that designation at all times.

If you serve as a non-credit instructor in the Continuing Education Division during the daytime hours, you must report to the Information Center to register your vehicle. At that time, you will be issued a temporary parking permit. Please place the parking permit on the dashboard of your vehicle when utilizing the College parking lots.

III. GENERAL INFORMATION

■ OVERVIEW

Everything you always wanted to know about...

Community College of Beaver County!

Community College of Beaver County is a two-year institution. It offers everything from traditional college studies to technical and vocational training. A combination of liberal arts and state-of-the-art technology offers CCBC students a variety of major areas of study.

Located in the center of Beaver County, CCBC's 75-acre main campus includes seven classroom buildings:

Student Services Center #1

Community Education Center #2

Visual & Fine Arts Center #3

Science & Technology Center #4

Health Sciences Center #6

Athletics & Events Center (Dome) #7

Learning Resources Center #9

See page 12 for map of Campus.

Additionally, the Aviation Sciences Center, housing the College's aviation programs, is located in Chippewa Township. Unlike any other community college in Pennsylvania, CCBC owns and operates an airport air traffic control tower.

Vision

Community College of Beaver County will be an active partner in expanding educational opportunities and shaping economic growth

Mission

Community College of Beaver County will help shape the future by

- Equipping individuals with knowledge and skills to further their education, acquire meaningful employment, and enhance the quality of their lives
- Being a leader in developing partnerships which will promote community development and expand the economic potential of the region
- Creating opportunities for lifelong learning and personal enrichment
- Adapting to the needs of the region

Values

We believe that

- The essence of education is to change lives
- The growth of the individual is our primary focus
- We are committed to the success of ALL students
- Our role goes beyond the transmission of knowledge
- Learning is demonstrated by the application of knowledge
- An educated workforce is key to the economic growth and expansion of our region
- Learning is lifelong
- Quality and integrity are essential for the success of our institution and our students
- ALL employees contribute to the success of our students, making their continued professional development critical
- Critical thinking and technological literacy are essential for personal and professional success
- Innovation enhances learning
- Developing leaders throughout the organization will build the capacity of the College and the community

Institutional Goals

Student Success

Become a learning community by supporting student success through educational programs provided in diverse and accessible formats

Community and Economic Development

Partner with businesses, organizations, educational institutions, and governmental agencies to enhance economic opportunities for the region

Organizational Development

Create a culture that expects openness, collaboration and mutual respect and embraces innovation and professional development

Resources

Develop and allocate resources which sustain the institution and encourage its growth and development

About the Continuing Education Division!

The Division of Continuing Education is one of the most unique and multi-faceted divisions of CCBC. Last year thousands of people participated in the Division's non-credit programs, seminars, and workshops.

On average, the Continuing Education Division will offer over 500 courses each year. The 6,800 annual students who register for non-credit courses come from every school district within Beaver County and several districts in outlying counties, Ohio, and West Virginia.

In terms of length, non-credit courses can range anywhere from 1 to 900 hours and can vary just as widely in topic. On any typical evening, the Continuing Education Division may be holding courses in financial planning, quilting, insurance billing, and spreadsheets! These could be held on campus or at any of the offsite locations utilized by the Division. Non-credit classes do not earn college credit and are not listed on official college transcripts.

■ LOCATIONS

In addition to CCBC, the Continuing Education Division holds classes at the following locations:

Audio Loft Studios
605 Merchant Street
Ambridge

Brady's Run Ice Arena
Rte. 51
Beaver Falls

Central Valley Jr./Sr. High School
Baker Road Extension
Monaca

Facets of Light
210 Bridge Street
Bridgewater

Ironwood Golf Center
3036 Brodhead Road
Aliquippa

Neel Elementary School
173 7th Street
Midland

Vicary Mansion
1235 Third Avenue
Freedom

Wah Lum Kung Fu & Tai Chi Studio
605 Darlington Road
Patterson

Western Beaver High School
R.D.#2
Industry

Wonderfood Catering
2697 Brodhead Road
Aliquippa

■ ROOM ASSIGNMENTS/MAINTENANCE

Rooms are assigned according to course requirements, class size, and availability. If you wish to change classrooms or if there are any concerns about your room assignment, please contact the Continuing Education Division. If you do not have access to your room, please call Security at 724-480-3555 or 724-480-3453 on campus and call security at 724-480-3601 at the Aviation Sciences Center.

It is your responsibility to insure that your classroom is in a generally clean condition and the lights, computers, and other equipment are turned off when class is over. If you have moved desks, etc., please return them to their original place.

■ EVACUATIONS

Nuclear Alert

In case of a nuclear alert originating from the Shippingport Nuclear Power Plant, the following procedure must be adhered to, in accordance with the county-wide policy.

- All students will exit their respective buildings through the closest exit and proceed to their means of transportation. Please cooperate in providing transportation to those in need.
- In leaving the College campus, follow the traffic flow as directed by the traffic police proceed to Brodhead Road.
- Everyone must turn left on Brodhead Road. (No right turn will be permitted because of traffic flow). Follow all traffic to Route 60.
- Follow Route 60 South toward Pittsburgh.
- Take I-79 South to Washington County and meet at Arden Downs Race Track.

The purpose of the procedure is to evacuate the immediate danger area as soon as possible. The route discussed is the shortest and fastest possible way to achieve the evacuation. Your cooperation is demanded in following the traffic flow from the College toward Pittsburgh.

■ CHEMICAL OR HAZARDOUS MATERIAL SPILL

In the event of a chemical or hazardous material spill on Campus, personnel are asked to utilize the following procedure.

1. Notify Security at 724-480-3555 immediately. (use the nearest emergency telephone located in the hallway)
2. Evacuate the area. If fumes from spill exist, attempt to ventilate the area using best possible methods (open doors, exhaust fan, etc.).
3. Do not make physical contact with spill and/or irritating fumes. If possible, ascertain identity of contents of spill.
4. Upon arrival, Public Safety personnel will determine the severity of the spill and if an outside agency needs to be consulted.

IV. CONTINUING EDUCATION DIVISION POLICIES

■ PAYROLL

For payroll purposes, the Continuing Education Division requires a completed application, course content, I-9, W-4, and Worker's Comp form. When these completed forms are received by the Continuing Education Division, a contract will be mailed to you. You will sign and date the original and return it to the Continuing Education Division by the deadline given. The copy is for your files.

Your contract will list pay dates which coincide with the College's normal payroll schedule. Your final compensation for your class will not be issued until your signed attendance sheet is received by the Continuing Education Division. Checks may be picked up in the Business Office (Administrative Services Center) on payday before noon; otherwise, the checks will be mailed.

■ CLASS STATUS

Sufficient enrollment is necessary to conduct classes. If enrollment is insufficient, instructors will be notified prior to the first class.

■ FIRST SESSION

As a Continuing Education instructor, you will be the “College” to many students in your class who may be attending non-credit courses for the first time. It is important their first impression of the “College” be a positive one. The majority of students will be enthusiastic, but some may be apprehensive of this experience. Therefore, the first session of class is extremely important for everyone. To ensure a smooth beginning to your new class, please follow the procedures listed below:

1. Please report early to the first class (approximately ½ hour before scheduled time). This will enable the more apprehensive students to meet with you before class begins to perhaps have some of their questions answered.
2. Introduce yourself to the class and describe your background as related to the teaching of this class. Your enthusiasm will be transmitted to your students.
3. A course outline or syllabus should be distributed to your students so they have a clear understanding of what to expect from your course. This will provide a solid foundation from which to discuss any alterations you and your class feel appropriate.
4. If materials, books, or equipment are needed by the students to participate in your course, a handout listing these items should be distributed at this time. Students may purchase required textbooks at the CCBC Bookstore. (See Textbook Selections on page 4.)
5. Before the first session you will receive a preliminary roster of students’ names, phone numbers, and I.D. numbers. **During the first and all sessions, you must set aside a few moments to take attendance.** Students sponsored by CareerLink and the Office of Vocational Rehabilitation may have additional attendance sheets which must be completed.
6. Please review the dates of the class with your students, making them aware of beginning and ending dates, as well as any holidays which may occur during these dates. Missed class time should be made up during the term.

Notifying students of class changes due to a personal emergency is your responsibility. You may want to set up some type of system, such as a telephone chain, text message chain, or email addresses to notify students of any changes.

7. It is important you begin teaching your course as quickly as possible during this first scheduled session. This is still a teaching session, even though it is necessary to use a portion of class time for administrative matters. In the event textbooks are unavailable for the first class session, you must be prepared to continue with class instruction. Therefore, it is imperative to have an alternate teaching plan for this first session in which you will be able to function without the aid of a textbook. Students should leave the first night of class feeling they have actually become involved in the subject matter!

■ COURSE CONTENT

Every instructor is required to submit a Continuing Education Course Content/Instructor Approval Form to the Manager of Continuing Education prior to employment. The Course Content form must include a course title, number of sessions, hours per session, and number of weeks. Also, a complete course description, outline, and learning outcomes are required. A new Course Content form must be submitted each time there is a change in curriculum or total hours.

■ CLASS CANCELLATIONS

Room scheduling will be involved in any or all of the methods of rescheduling. Whichever of the following methods you use, the Continuing Education Division must be notified to determine if the arrangements can be made, and it must be agreeable to the entire class.

If an emergency forces you to be late or absent, the following procedures must be observed:

1. If you are going to be late for class, you are responsible for notifying your class and the Continuing Education Division. The same procedure should be followed if you are going to be absent from class.
2. All cancelled classes must be rescheduled by one of the following methods:
 - A. Add class time to each remaining session until the total time is made up.
 - B. Meet on an alternate evening or week.
 - C. Add an additional session at the end of the term.
3. Notify the Continuing Education Division which method of rescheduling is selected.

■ CLASS ROSTERS, CERTIFICATES & ATTENDANCE SHEETS

You will receive a final roster listing those students who have registered for your class. Please advise students whose names do not appear on the list to contact the Continuing Education Division prior to the next class session for proper registration procedures. Instructors cannot accept registrations. In addition, please notify the Continuing Education Division of any discrepancies.

The Continuing Education Division awards certificates to those students who attend at least 75% of the class sessions. Therefore, it is imperative that instructors maintain accurate attendance records and return the roster of eligible students two weeks prior to the last class. This will allow sufficient time for the certificates to be mailed to your home or for you to pick them up so that you can distribute them to the students on the last night of class. **Upon completion of your class, mail or bring your signed attendance sheet to the Continuing Education Division. Your final payroll check will be issued after the Continuing Education Division receives your signed attendance sheet.**

In addition to the attendance requirement, all professional certificate programs require students to receive a passing grade in order to receive a certificate. Grades may be determined from an average of quizzes, mid-term, and final exams or from the grade achieved on the final exam. Perfect attendance does not guarantee a certificate.

■ EVALUATION

In order to ensure quality programs, **student evaluations are completed once a year for all non-credit courses.** A packet of information will be sent to you near the end of the course. It will include the name of a student designated to distribute the evaluations and directions for the procedure. At the end of the semester, you will have the option of visiting the Division to review the actual evaluations.

■ COURSE SCHEDULING/COURSE CONTINUATION

Each semester, courses are added and removed from the schedule based on past enrollment, a mix of new classes that the public has requested, projected interest, and available space. There is no guarantee that any course will continue from one semester to the next. Often, courses are put on hold for periods of time or discontinued.

If you would like a new or existing course to be considered, please contact the Continuing Education Division. The Continuing Education Division schedules courses for the fall semester in April, for the spring semester in September, and for the summer semester in January. Once a list of courses for each semester is carefully determined, potential instructors for those predetermined classes are contacted by this department.

■ REFUND POLICY

The Continuing Education Division will provide students with a full refund of tuition, only, if WRITTEN notification is received or postmarked prior to the first scheduled class session. Telephone notification is not acceptable. A 50% refund of tuition, only, will be issued if written notification is received or postmarked prior to the second scheduled class. **Lab fees are non-refundable.**

NO REFUNDS WILL BE MAILED AFTER THE SECOND SCHEDULED CLASS.

Refund checks will be issued approximately two to three weeks after the office receives written notification of cancellation.

■ EMERGENCY CLOSING

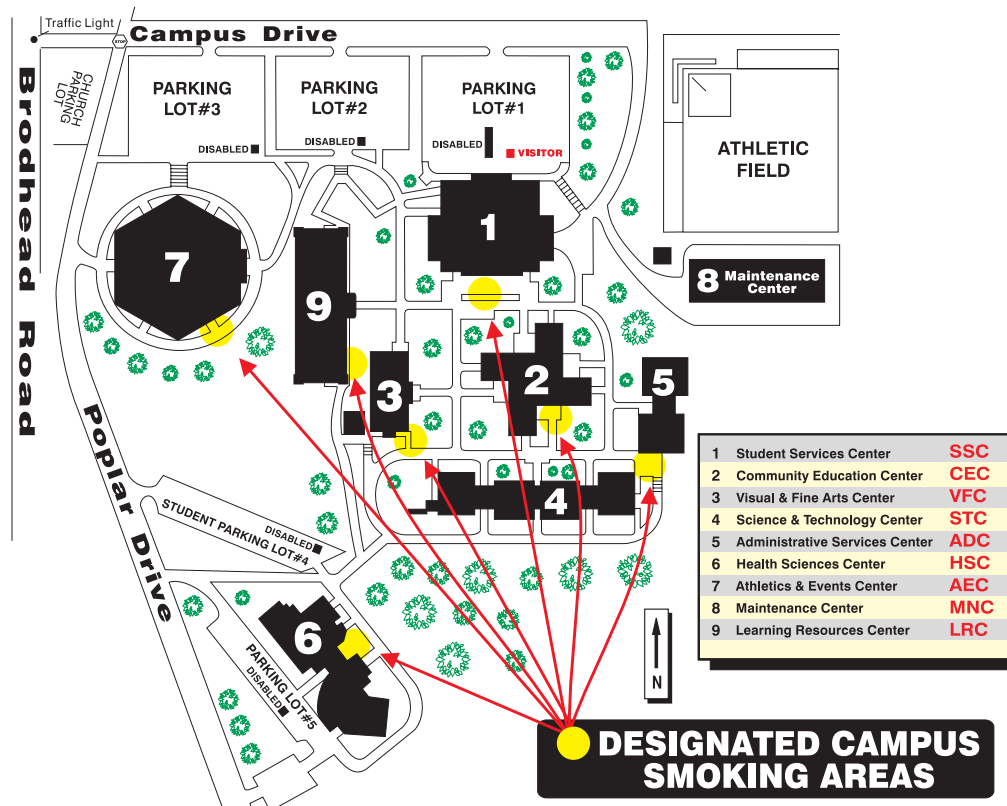
Classes are rarely cancelled at CCBC. In the event that weather conditions or another emergency causes the College to cancel, KDKA (1020 AM), WBVP (1230 AM), WMBA (1460 AM), and 3WS (94.5 FM), will announce when classes have been canceled. KDKA (Channel 2), WTAE (Channel 4) and WPXI (channel 11) television stations also will announce canceled classes. Their websites should also have the announcement. Please inform your students early in the term which radio stations will announce emergency closing of the College. If circumstances force the cancellation of a class, you must make up the lost class hours. This may be done in one of three ways: (1) add class time to each remaining session, not to exceed one-half hour if possible, (2) meet for an additional session on an evening not regularly scheduled, or (3) add an additional session at the end of the term. Room scheduling will be involved in any or all of the methods of rescheduling. Whichever of the methods you use, the Continuing Education Division must be notified to determine if the arrangements can be made.

Please avoid calling the College to determine if classes are cancelled. Notification will be posted on our website, ccbc.edu. When CCBC cancels credit classes, non-credit classes are also cancelled. When local schools cancel their classes, Continuing Education classes scheduled for that school district are also cancelled.

V. COLLEGE POLICIES

■ SMOKING & DRINKING POLICY

In all CCBC classrooms and school district buildings, smoking, eating, and drinking are prohibited. The purpose of the Community College of Beaver County Policy on Smoking is to foster the health and safety of students, employees, and community. Smoking may be permitted in selected, outdoor areas as designated by the President provided that such areas shall be in locations away from primary building entrances. A map follows showing the areas designated as smoking areas.



■ PROHIBITION OF CONTROLLED SUBSTANCES ON COLLEGE PROPERTY

In compliance with the Drug-Free Workplace Act of 1988, which required prime federal contractors with contracts of \$25,000 or more and direct federal grantees, to certify to the contracting and granting agency that they maintain a drug-free workplace, the Community College of Beaver County certifies that the requirements for providing a “drug-free workplace” have been established and will be enforced. The College prohibits the unlawful manufacture, distribution, dispensation, possession of, or use of a controlled substance in the workplace.

A violation of will result in disciplinary action up to, and including, discharge. The College recognizes that substance abuse in the workplace adversely impacts job performance and may present a safety hazard both to the user and to other employees. An Employee Assistance Program (EAP) has been established with Back on Track to provide professional counseling and rehabilitation programs for full-time staff who are in need of these services due to substance abuse. As a condition of employment/continuing employment, all staff must abide by

these provisions. All employees must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College will notify the contracting or granting agency within ten (10) days after receiving notice from an employee or from an outside agency of an employee's criminal drug statute conviction for conduct in the workplace.

Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions that may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or other approved agency. The Vice President Learning and Student Success/Provost or the Vice President, Human Resource Development will be responsible for development and implementation of administrative procedures for implementation of this policy.

■ CIVILITY

As previously stated in its policy on Intellectual Discourse and Freedom of Speech, the Board of Trustees affirms its commitment to the principles of free speech guaranteed by the Constitution of the United States. At the same time, the Board believes that intellectual discourse and free speech must occur in a civil environment free from harassment, intimidation, and violence. It is the expectation of the Board that all individuals associated with the College shall treat all other individuals associated with the College with respect and dignity. It shall be a violation of this policy for any individual or group of individuals, regardless of status as a member of the community, students, administrator, support staff, or faculty, to engage in any of the following behaviors:

- Harassment of an individual or a group of individuals on the basis of race, ethnicity, gender, age, sexual orientation, national origin, citizenship, disability or religion;
- Physical harassment or assault with the effect of causing apprehension or fear in another or of creating a hostile environment;
- Verbal harassment with the effect of causing apprehensions or fear in another or creating a hostile environment. Verbal harassment shall include, but not be limited to:
 - q Use of foul, abusive or demeaning language, either written or verbal;
 - q Use of obscene gestures directed toward another, either as a group or individual;
 - q Initiating and/or participating in false or malicious rumors about any member of the community;
 - q Deliberately filing a false and/or malicious complaint under this or other College policies.
- Knowing or recklessly interfering with any member of the community in the normal performance of her/his assigned duties;
- Engaging in any activity intended to interfere with or retaliate against an individual who has filed a complaint under this or another College policy;
- Other behaviors that have the purpose or effect of interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive environment.

VI. COLLEGE PROCEDURES

■ ETHNIC INTIMIDATION POLICY

On June 30, 1990, the House Education Committee of the Pennsylvania House of Representatives reported that "Racially motivated activity and incidents of tension recently have been increasing on college campuses across Pennsylvania and the nation. They have included racial epithets, fights, assaults, distribution of derogatory written materials, threatening comments, racially motivated telephone calls or letters, student protests of alleged racial incidents or insensitivity on the part of college administration, allegations by minority students on campus of local police harassment and vandalism, and intergroup tension in general."

Community College of Beaver County (CCBC) is committed to the maintenance of a working and academic environment free from racial intimidation and harassment. CCBC will not tolerate any activity or

behavior by an employee or student that is racially motivated, and condemns all acts of racial intimidation and/or harassment. In essence, racial intolerance is not welcomed at CCBC.

All employees and students are reminded of Pennsylvania's Ethnic Intimidation and Institutional Vandalism Law. This law makes certain crimes subject to more severe penalties when motivated by "hatred or malice toward the race, color, religion, or national origin of another individual group." In summary, these crimes include, but are not limited to, crimes against persons, like harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson.

CCBC condemns all racially motivated incidents and will promptly investigate all race related incidents. Violators of this policy will be subjected to disciplinary action, including, but not limited to, reprimand, suspension, termination of employment, or expulsion from the College. Additionally, any racially motivated activities which may be in violation of federal, state, or local laws will be forwarded to appropriate authorities and CCBC will cooperate with law enforcement investigations.

Employees and students who have an inquiry or complaint of racial harassment or intimidation should contact: The Chief Human Resource Development Officer, Administrative Services Center, 724-480-3364.

■ HEALTH RELATED PROBLEMS

Guidelines for Responding to Health Related Problems Including AIDS/ARC Students Consideration of the existence of AIDS, ARC, or a positive HTLV-III antibody test should not be part of the initial admission decision for those applying to attend the institution. Most college and university students who have AIDS, ARC, or a positive HTLV-III antibody test, whether they are symptomatic or not, should be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes. There is not medical justification for restricting the access of students with AIDS, ARC, or a positive HTLV-III antibody test to student unions, theaters, restaurants, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, or other common areas. The ACHA is developing a statement that addresses such specific concerns as contact sports. Students requesting medical information and/or medical referral on health related problems including AIDS/ARC are referred to the Vice President for Learning and Student Success/Provost. Medical documentation for any student requesting medical withdrawal is held in strictest confidence to the fullest extent of Civil Rights 504 compliance and the Legal Rights to Privacy Act. Any college action affecting a student shall be considered on a case-by-case basis following medical and legal counsel. No student shall be removed from any class, job assignment, activity, or function of the college because of a health concern, unless: 1. There is a degree of incapacitation and/or medical emergency which makes continuation of student's activity impossible (normal medical withdrawal procedures with tuition credit will be followed). 2. Performance of affected student's normal activities would place others "at risk" (CDC* Guidelines will be followed). "At risk" shall be evaluated by the Vice President for Learning and Student Success/Provost on a case-by-case basis, in consultation with college medical and legal counsel. Any student requesting removal of another student from any class, activity, or function of the college shall be referred to the Vice President for Learning and Student Success/Provost.

■ SEXUAL HARASSMENT POLICY

CCBC is committed to the maintenance of a working and academic environment free from sexual harassment. Sexual harassment is a form of discrimination that violates Federal, State, and Local laws. CCBC will not tolerate any behavior by an employee or student that constitutes sexual harassment.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission of such conduct is an explicit or implicit condition of employment or academic success;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decision; or
3. Such conduct has the purpose or effect of:
 - A. Unreasonably interfering with an individual's work or academic performance; or
 - B. Creating an intimidating, hostile, or offensive work or academic environment.

Examples of what constitutes sexual harassment include, but are not limited to, the following:

1. General sexist remarks, jokes, or behavior;
2. Continued or repeated verbal use of a sexual nature;
3. Repeated and offensive uninvited sexual flirtations, advances, and propositions;
4. Graphic verbal commentaries about an individual's body;
5. Sexually degrading words used to describe an individual;
6. Solicitation of sexual activity or other sex-linked behavior by promise of reward;
7. Coercion of sexual activity by threat or punishment;
8. Sexual assault or physical touching of a sexual nature;
9. Display in the workplace or academic environment of sexually suggestive objects or pictures.

Individuals who believe themselves to be victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, the matter should be referred to the Chief Human Resource Development Officer.

Sexual harassment is a serious matter. A charge of sexual harassment is not to be taken lightly by a Complainant, Respondent, or any other member of the college community. Violators of this policy will be subjected to disciplinary action, including, but not limited to, reprimand, suspension, termination of employment, or expulsion from the College.

Employees or students who have an inquiry or complaint of sexual harassment should contact:

1. Employees: The Chief Human Resource Development Officer, Administrative Services Center, 724-480-3364.
2. Students: Vice President of Learning & Student Success/Provost, Community Education Center, 724-480-3558.

All inquiries will be kept strictly confidential.

■ NONDISCRIMINATION ON THE BASIS OF DISABILITY STATUS AND REASONABLE ACCOMMODATION

The Community College of Beaver County (CCBC) does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its programs or activities. Scott Ensworth, Vice President, Human Resource Development, Administrative Service Center (Building #5), 724-480-3364, has been designated to coordinate compliance with the nondiscrimination requirement contained in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable regulations.

CCBC will provide reasonable accommodations for qualified disabled individuals who are employees, applicants for employment, or students. CCBC adheres to all applicable federal, state, and local laws, regulations, and guidelines when providing "reasonable accommodations" as required affording equal opportunity to qualified disabled individuals.

CCBC adheres to and endorses the following statements concerning disabled students:

- a. No one may be excluded from any course, or course of study on account of disability;
- b. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms;
- c. Academic degree or course requirements may be modified in certain instances to ensure full participation by disabled students;
- d. Alternate methods of testing and evaluation are available in all courses offered by the institution for students with requirements for such methods.
- e. Auxiliary aids are made available by the institution for students with impaired sensory, manual, or speaking skills; and
- f. Certain campus rules and regulations may be waived if they limit the participation of disabled students.

Any individual needing “reasonable accommodations” or “special services” should notify the Vice President, Human Resource Development as soon as possible.

Any individual who believes that “reasonable accommodations have not been met or that he or she has been discriminated against on the basis of disability status may file a complaint/grievance with the Vice President, Human Resource Development (employees) or the Vice President of Learning and Student Success/Provost (students).

■ SECURITY/EMERGENCIES

Security is located in the Student Services Center, and can be reached by dialing 724-480-3453 (emergencies dial 734-480-3555). Security personnel are on duty 24 hours a day, 7 days a week. The primary duties of Security encompass four broad and general areas: protection of property and buildings; protection of persons; preservation of peace on campus; and where necessary, enforcement of law and order.

Security personnel are available to offer assistance in case of emergency. Telephones, designated for emergency use, are located throughout campus. Faculty members should become aware of the locations of these telephones in their teaching areas. The phones provide immediate access to the Safety Officer on duty. In case of an emergency, use the telephone, dial 724-480-3555, and report your location and the nature of the emergency to the officer on duty.

Types of Emergencies:

a. Personal Injury

Emergency first aid equipment and supplies are available Security Office and in the Dome. Emergency first aid may be rendered by the duty officer or other qualified individuals; or in the event of a major or serious illness or injury, the duty officer will call for medical assistance.

There are First Aid Boxes housed in the following areas:

- Bldg. #1 Student Service Center
- Bldg. #2 Community Education Center, Wing 300
- Bldg. #3 Visual & Fine Arts Center
- Bldg. #4 Science & Technology Center
- Bldg. #5 Administrative Service Center
- Bldg. #6 Health Sciences Center
- Bldg. #7 Athletics and Events Center, Room #116
- Bldg. #8 Maintenance Center
- Bldg. #9 Learning Resource Center
- ASC Aviation Sciences Center, Bookstore

These First Aid Boxes have general first aid supplies, including a disposable blanket. For your protection there are latex gloves. Security will be checking the supplies on a regular basis; however, if you use the last pair of gloves, please inform Security at 724-480-3453 immediately. For information on emergency procedures, contact the office of the Vice President for Learning and Student Success/Provost.

b. Fire

Fire plans are posted in all buildings and all faculty members should be acquainted with plans and evacuation routes. Faculty members should first be concerned with student safety, evacuation routes, sounding of alarms to alert others in the building, and location of fire extinguishers. In the event of fire, faculty members should first alert students and other occupants of the building, and then notify the Public Safety Department.

c. Automated External Defibrillator

There are Automated External Defibrillators housed in the following areas:

- Bldg. #1 Student Service Center
- Bldg. #2 Community Education Center, Wing 300
- Bldg. #3 Visual & Fine Arts Center
- Bldg. #4 Science & Technology Center
- Bldg. #5 Administrative Service Center
- Bldg. #6 Health Sciences Center
- Bldg. #7 Athletics and Events Center
- Bldg. #8 Maintenance Center
- Bldg. #9 Learning Resource Center
- ASC Aviation Sciences Center - Auditorium Hallway near Room 121 aka the bookstore

A posted sign will alert the public to the presence of the AED. When an emergency occurs on campus, necessitating the use of the AED, a security officer or any individual may take the device to the emergency. The security officer on duty and responding to the emergency is responsible for returning the AED to the place from which it came. If the AED was used, a report needs to be sent to the VP Learning and Student Success/Provost. When there is a major event in the Athletics and Events Center (Building #7) or more than 100 people expected, it will be the responsibility of the security officer on duty at the beginning of the event to take the AED and place it in its cabinet in the Athletics and Events Center. At the completion of the event, the security officer on duty will return the AED to the Security Office. If the AED was used at the Athletics and Events Center, a report needs to be sent to the VP Learning and Student Success/Provost.

DISCLAIMER

AT THE TIME OF PUBLICATION, CCBC WAS IN THE MIDST OF RENOVATIONS.
AS A RESULT OF THE RENOVATIONS, THE OFFICE OR PERSON YOU ARE
SEEKING MAY HAVE BEEN MOVED. IF YOU ARE UNABLE TO LOCATE AN
OFFICE OR PERSON, PLEASE REFER TO SIGNAGE. IF NO SIGNAGE IS VISIBLE,
PLEASE ASK AN EMPLOYEE.



Continuing Education Division
724-480-3452

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