



TMCC

**Truckee Meadows
Community College**

POLICY MANUAL

OCTOBER 17, 2011

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General Information 1 - 299

Explanation of the Manual and Its Use 1 - 99

Purpose of This Manual 1

The Truckee Meadows Community College (TMCC) Policy Manual contains established policy of the college. It is intended to assist the user in understanding and implementing college policies, identifying responsibilities, and providing guidelines in the performance of specific tasks. As applicable, each policy contains reference to where the most up-to-date procedure can be found, what office is responsible, and when it was last reviewed and updated.

Updated: June 15, 2010

Legal Notice 3

The Policy Manual is for informational purposes only. It is not part of the employment contract between an employee and Truckee Meadows Community College. The policies and statements contained herein are taken from other original source documents such as the Nevada System of Higher Education (NSHE) *Code*, the TMCC Bylaws, Board of Regents Handbook, affirmative action\equal opportunity policies, State Administrative Manual (SAM) of the State of Nevada, and Nevada Revised Statutes (NRS), chapter 396 (concerning the Nevada System of Higher Education). The manual is subject to change at any time. Questions regarding these policies should be directed to the responsible office.

Updated: June 21, 2011

Distribution of Manual 5

The official copy of the TMCC Policy Manual will be housed in the Office of the President and will be posted on the Web at www.tmcc.edu/president/

Updated: June 15, 2010

Jurisdiction 7

The Truckee Meadows Community College Policy Manual is an official publication of the Office of the President. The President has final authority for approval of all material contained within the manual. Policies of college-wide importance will be

entered as revisions to this document. Proposed revisions should be submitted as indicated in section 15. No departures from Policy Manual procedures will be permitted without prior authorization of the President or a designee. This manual supersedes and replaces all Policy Manuals previously issued.

Updated: June 15, 2010

Manual Format 11

The Policy Manual is divided into several major classifications. Each classification may be divided into sections and subsections. The major classifications are:

1. General Information and Administrative Organization of TMCC
2. Contracts, Leases and Other Agreements
3. Fiscal and Business Affairs
4. Personnel
5. Student Services and Records
6. Services to Faculty and Departments
7. Development, Operation and Maintenance of College Facilities
8. Curricula, Teaching and Research
9. Institutional Policies

Updated: July 8, 2011

Policy Additions, Revisions and Deletions 15

Additions, revisions and deletions to the manual will be updated and distributed by the Office of the President's.

The procedures for adding, revising or deleting a policy are available on the President's Web site at www.tmcc.edu/president/.

Originating Source: Office of the President

Responsible Office: Office of the President

Updated: January 7, 2011

Sources of Information 17

The Policy Manual is intended to codify College policy. It is not intended to address specific operating procedures. The College maintains other relevant sources of information which may be of assistance, some of which are listed below.

1. Board of Regents Handbook <http://system.nevada.edu/Nshe/index.cfm>
2. Business Center North Purchasing Handbook www.bcn-nshe.org/purchasing/
3. Nevada Administrative Code (NAC) www.leg.state.nv.us/law1.cfm
4. Nevada Revised Statutes (NRS), including Chapter 396 (concerning the Nevada System of Higher Education) www.leg.state.nv.us/law1.cfm.
5. Nevada State Administrative Manual (SAM) nevadabudget.org/index.php/publications/sam
6. Nevada System of Higher Education Code <http://system.nevada.edu/Nshe/index.cfm>
7. Nevada System of Higher Education Procedures and Guidelines Manual <http://system.nevada.edu/Nshe/index.cfm>
8. Truckee Meadows Community College Catalog www.tmcc.edu/catalog/

Updated: July 8, 2011

Administration of TMCC/ NSHE 100 - 299

State Law Affecting NSHE 110

There is considerable general legislation which applies to the Nevada System of Higher Education (NSHE) as well as to other state agencies and private organizations. Acts of the State Legislature which particularly deal with the university may be found in Nevada Revised Statutes (NRS), Chapter 396.

Originating Source: Nevada Revised Statutes, Chapter 396
www.leg.state.nv.us/NRS/NRS-396.html

Updated: June 15, 2010

Administration of the Nevada System of Higher Education

Board of Regents 121

The exclusive control and administration of the Nevada System of Higher Education is vested by the Constitution of the State in an elected Board of Regents. The composition of the Board of Regents and the terms of its members are prescribed by law. The Nevada System of Higher Education Bylaws of the Board of Regents specifically assigns responsibility and delegates authority for the administration and operation of the Nevada System of Higher Education.

Originating Source: Nevada Board of Regents Handbook available at <http://system.nevada.edu/Nshe/index.cfm>

Updated: June 15, 2010

Delegation of Authority 125

The Board of Regents is responsible for the management and control of the Nevada System of Higher Education and has delegated specific authority for administration to its Officers. The Officers are the Chancellor of the Nevada System of Higher Education and the Presidents of the member institutions: College of Southern Nevada; Desert Research Institute; Great Basin College; Nevada State College; Truckee Meadows Community College; University of Nevada, Las Vegas; University of Nevada, Reno; and Western Nevada College.

Originating Source: Nevada Board of Regents Handbook available at <http://system.nevada.edu/Nshe/index.cfm>

Updated: June 15, 2010

Presidential Responsibilities 140

The President of each member institution shall be chief administrative officer of the institution. The President reports to the Chancellor for the administration of the institution and is accountable through the Chancellor to the Board of Regents. The duties of the President are outlined by the Board of Regents.

Originating Source: Nevada Board of Regents Handbook available at: <http://system.nevada.edu/Nshe/index.cfm>

Updated: June 15, 2010

Changes in Organization 165

Major reorganization of an administrative unit shall be approved by the Board of Regents. All others shall be approved by the President. The current organizational chart of the College may be found at www.tmcc.edu/hr/downloads/documents/general/HUMRTMCCOrgChart.pdf.

Originating Source: Nevada Board of Regents Handbook, Title II, Chapter 1, Section 1.4.9 available at: <http://system.nevada.edu/Nshe/index.cfm>

Updated: June 15, 2010

College Bylaws 170

The Truckee Meadows Community College Bylaws have been written in conformance with the Nevada Board of Regents Handbook. Title 2 of the Handbook mandates the adoption of bylaws for each member institution to set forth its organizational structure and personnel policies. Institutional Bylaws are approved by the Chancellor of NSHE.

Originating Source: Nevada Board of Regents Handbook, Title 2, Chapter 1 available at: <http://system.nevada.edu/Nshe/index.cfm>

TMCC Bylaws are located at:
www.tmcc.edu/president/downloads/documents/PRESTMCCBylaws.pdf

Responsible Office: Office of the President

Updated: June 15, 2010

Faculty Senate 190

As prescribed under the NSHE *Code*, all members of the faculty shall be represented by an entity known as the "senate," which will be organized in conformity with the college bylaws. Recommendations of the senate concerning general policy on matters of faculty welfare, faculty rights, and faculty involvement in the college's primary missions shall be transmitted to the President for decision or, if the Board of Regents approval is needed, to the President through the Chancellor to the Board of Regents for Board decision.

The Faculty Senate Bylaws govern its organization. The Senate Bylaws are in conformance with the TMCC Institutional Bylaws and the Nevada System of Higher Education *Code*.

Originating Source: Nevada Board of Regents Handbook (Title 2, Section 1.4) available at: <http://system.nevada.edu/Nshe/index.cfm>

Faculty Senate Bylaws are available at:

www.tmcc.edu/facultysenate/bylaws/

Responsible Office: Faculty Senate Office

Updated: January 10, 2011

Foundation 220

Established in 1982, the Truckee Meadows Community College Foundation is a separate non-profit corporation under the statutes of the State of Nevada and is charged with fundraising and community outreach on behalf of the College. The members of the Board of Regents are corporate trustees of the foundation; public members are recommended by the President and approved by the Board of Regents.

Originating Source: Nevada Board of Regents Handbook (Title 4, Chapter 10, Section 9) available at: <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Office of the President/Foundation Office.

Updated: January 11, 2011

Contracts, Leases, And Other Agreements 500 - 501

Basic Policy 501

TMCC follows the NSHE Procedures and Guidelines Manual in the preparation and handling of contracts, leases and other agreements.

Procedures: Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 5, Section 3 <http://system.nevada.edu/Nshe/index.cfm>

Originating Source: Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 5, Section 3 <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Vice President of Finance and Administrative Services Office
www.tmcc.edu/vp/finance

Updated: December 1, 2008

Fiscal and Business Affairs 1,000 - 1,999

Accounting Principles and Definitions 1,001

The accounting system is maintained and financial reports are presented on the accrual basis. A year-end financial statement is prepared by the Controller's Office and audited by independent auditors.

Procedures: The procedures for accounting transactions are located in the Accounting Services User Procedure Manual at the Controller's Office Web Site www.tmcc.edu/controller/.

Originating Source: Governmental Accounting Standards Board (GASB), including Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis – for State and Local Governments, and Statement No. 35, Basic Financial Statements and Management Discussion and Analysis of Public Colleges and Universities.

Responsible Office: Controller's Office www.tmcc.edu/controller/

Updated: July 14, 2010

Fiscal Year/Budget Year 1,002

The fiscal year for the college is July 1 through June 30. Note: Summer school is on a January 1 through December 31 fiscal year.

Procedures: Not applicable.

Originating Source: Nevada Revised Statutes Section 628.135 www.leg.state.nv.us/NRS/NRS-628.html#NRS628Sec135 and Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 5 <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Controller's Office www.tmcc.edu/controller/

Updated: July 14, 2010

Bank and Investment Accounts 1,004

The college is not allowed to have bank or investment account(s) other than those specifically approved by the Board of Regents. College related organizations, such as student clubs, operating departments, student association, etc. are prohibited from establishing individual bank or investment accounts.

Procedures: Not applicable.

Originating Source: Board of Regents Handbook, Title I <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Controller's Office www.tmcc.edu/controller/

Updated: July 14, 2010

Equipment Inventory 1,006

Inventorial equipment shall be defined as all non-expendable personal property having a unit cost of \$5,000 or more and meeting the following criteria: (1) is complete in itself; and (2) is of a durable nature with a life expectancy of two years or more. This definition does not apply if equipment is leased, rented, or placed at a college facility for demonstration purposes.

Procedures: The procedures for equipment inventory are located at the Central Services Web Site www.tmcc.edu/centralservices/.

Originating Source: Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 1, Section 2 <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Central Services www.tmcc.edu/centralservices/.

Updated: June 21, 2010

Sensitive Equipment (Non-Inventory Equipment) 1,007

Non-inventory personal property items that are sensitive in nature must be separately tracked by the responsible department regardless of value. Sensitive property items are highly desirable and easily converted to unauthorized personal use.

Non-inventory equipment is all items with a value between \$500 and \$4,999.99.

A separate inventory list of sensitive equipment and non-inventory equipment must be maintained by each department.

Procedures: The procedures for equipment inventory are located at the Central Services website www.tmcc.edu/centralservices/.

Originating Source: Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 1, Section 2 <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Central Services www.tmcc.edu/centralservices/.

Updated: June 21, 2010

Purchasing 1,008

The Business Center North Purchasing Department www.bcn-nshe.org/purchasing/ administers all purchases of supplies, goods, equipment, services, and construction.

Procedures: The procedures for purchasing are located in the Accounting Services User Procedure Manual at the Controller's Office Web Site www.tmcc.edu/controller/downloads/index.asp?Type=D and web site for Business Center North Purchasing, www.bcn-nshe.org/purchasing/.

Originating Source: Board of Regents Handbook, Title 4, Chapter 10
<http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Business Center North Purchasing www.bcn-nshe.org/purchasing/ and Controller's Office www.tmcc.edu/controller/.

Updated: July 14, 2010

Independent Contractor 1,011

All persons who render personal services to the college of a contractual nature and not covered by employment contracts shall be considered independent contractors.

Procedures: The procedures for independent contractors are located in the Accounting Services User Procedure Manual at the Controller's Office Web Site www.tmcc.edu/controller/

Originating Source: IRS Publication 15A www.irs.gov/pub/irs-pdf/p15a.pdf.

Responsible Office: Controller Office www.tmcc.edu/controller/ and Vice President of Finance and Administrative Services Office www.tmcc.edu/vp/finance/.

Updated: July 14, 2010

Memberships, Dues and Licenses 1,013

Institutional memberships can be paid from state funds. The Accounting Services User Procedures Manual defines the process for these categories of expenditures.

Procedure: Controller's Office Web Site www.tmcc.edu/controller/ or contact the Vice President of Finance and Administration.

Originating Source: Truckee Meadows Community College Accounting Services User Procedures Manual www.tmcc.edu/controller/.

Responsible Office: Vice President Finance and Administration
www.tmcc.edu/vp/finance/.

Updated: December 1, 2008

Stipends, Fellowships, Grants-In-Aid, and Other Non-Salary Payments 1,014

TMCC has opportunities for the use of stipends, fellowships, and grants-in-aid.

Procedure: Contact the Human Resources Office for requests.

Originating Source: Board of Regents Handbook, Title 4
<http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Human Resources Office

Updated: June 21, 2011

Indirect Cost Rates 1,015

Indirect cost rates to be used in the submission of proposals for grants and contracts to outside agencies are calculated based on guidelines established by the awarding agency. Contact the Vice President of Finance and Administration.

Procedures: Not applicable.

Originating Source: Awarding Agencies.

Responsible Office: Vice President Finance and Administration.

Updated: December 1, 2008

Loan of College Equipment 1,016

Loans of college-owned equipment or equipment in the care and custody of the college will be recorded on the Equipment Loan Agreement.

In accordance with the Board of Regents Handbook, Title 4, Chapter 1, Section 25, employees shall not use NSHE time, property, equipment, or other facility for personal or financial benefit. However, limited personal use is allowable if the use does not interfere with the performance of an employee's duties, the cost and value related to the use is nominal, and the use does not create the appearance of impropriety or of NSHE endorsement. Personal use shall not interfere with official institutional use. Personal use of NSHE time, property, equipment, or other facility must be approved in advance by the employee's supervisor.

Procedure: Loans, rentals, or individual use of college equipment for a non-college activity is not permitted, except with the written approval of the President. Loans to other institutions of the Nevada System of Higher Education must be approved by the President. Loan of federal equipment must have the prior written approval of the federal contracting officer. A copy of all such approvals will be attached to the departmental file copy of the Equipment Loan Agreement.

Loans exceeding 30 days will be reported to the Equipment Inventory Clerk on the Equipment Loan Agreement form, on the initial action and subsequent return of the equipment. Loans for less than 30 days will also be recorded on the Equipment Loan Agreement form, which will be kept in the department.

The borrower may be responsible for replacement or repair of the equipment.

Originating Source: Board of Regents Handbook, Title 4, Chapter 1, Section 25
<http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Vice President for Finance & Administration.

Updated: June 17, 2010

Travel 1,400

An employee's travel, lasting over twenty four (24) hours, must be approved by the appropriate approving authority (vice president, dean, director, or designee) at least ten (10) days prior to any travel (in-state or out-of-state).

Travel rules and regulations are established by the Controller in accordance with Board of Regent, State of Nevada and Federal Government rules, regulations, policies and best business practices.

Procedures: The procedures for travel are located at the Controller's Office Web Site www.tmcc.edu/controller/.

Originating Source: Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 5, Section 10 <http://system.nevada.edu/Nshe/index.cfm> and the Nevada State Administrative Manual nevadabudget.org/index.php/publications/sam

Responsible Office: Controller's Office <http://www.tmcc.edu/controller/>.

Updated: July 14, 2010

Budgets 1,700 – 1,799

State Appropriated Operating Budget 1,701

The college will prepare an operating budget each year for state appropriated accounts. Other funds may be included if they include state appropriated funds. Budgets will be prepared in accordance with processes developed by the NSHE and the TMCC Cabinet. The TMCC budget office will coordinate the production of the annual budget.

Procedure: State operating budget procedures can be found at the TMCC Budget Office Web Site www.tmcc.edu/budget/.

Originating Source: Board of Regents Handbook, Title 4, Chapter 9, Part C <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Budget Office www.tmcc.edu/budget/.

Updated: December 1, 2008

Budget Transfers 1,702

Departments may requests funds be transferred between objects using the Budget Transfer Request. Requests will be reviewed by the TMCC budget office to ensure they are in compliance with NSHE procedures and TMCC cabinet direction.

Procedure: The budget transfer request form and instructions are available the TMCC Budget Office Web Site, www.tmcc.edu/budget/.

Originating Source: Budget Office www.tmcc.edu/budget/

Responsible Office: Budget Office www.tmcc.edu/budget/

Updated: December 1, 2008

Self-Supporting Budgets 1,703

The college will prepare an operating budget each year for self-supporting accounts with anticipated expenditures of \$25,000 or more. Budgets will be prepared in accordance with processes developed by the NSHE and the TMCC Budget Office. The TMCC budget office will coordinate the production of the self-supporting budgets.

Procedure: Self-supporting budget procedures can be found at the TMCC Budget Office www.tmcc.edu/budget/.

Originating Source: Budget Office <http://www.tmcc.edu/budget/>

Responsible Office: Budget Office <http://www.tmcc.edu/budget/>

Updated: December 1, 2008

Use of Attrition Savings 1,744

All salary and fringe benefits savings due to attrition from full-time positions (.50 FTE or higher) are managed at the College budget level as they are subject to external conditions including mandatory salary savings and unfunded salary and benefit adjustments. Departments may request these savings be allocated to similar uses within the department.

Procedure: Procedures for requesting approval for the use of salary attrition savings can be found at the TMCC Budget Office Web Site www.tmcc.edu/budget/.

Originating Source: Budget Office www.tmcc.edu/budget/

Responsible Office: Budget Office www.tmcc.edu/budget/

Updated: December 1, 2008

Position Control 1,750

Each authorized position will be assigned a position control number. Prior to initiating the hiring process, a position number must be established.

Procedure: Information regarding position numbers can be found at the TMCC Budget Office Web Site, www.tmcc.edu/budget/.

Originating Source: Budget Office www.tmcc.edu/budget/

Responsible Office: Budget Office www.tmcc.edu/budget/

Updated: December 1, 2008

Gifts, Grants and Fundraising 1,800 - 1,899

Gifts to Truckee Meadows Community College 1,800

Solicitation of private foundations or potential donors must be coordinated through the Executive Director of Institutional Advancement and Foundation. Donor restriction on gifts to Truckee Meadows Community College must be followed.

Procedures: The procedures are located online at: www.tmcc.edu/foundation.

Originating source: Nevada Board of Regents Handbook available at: <http://system.nevada.edu/Nshe/index.cfm> and the TMCC foundation Bylaws available at www.tmcc.edu/foundation/downloads/index.php?Type=D

Responsible office: Institutional Advancement.

Updated: January 11, 2011

Gifts to the Truckee Meadows Community College Foundation 1,850

The Truckee Meadows Community College Foundation Board of Trustees is responsible for the receipt of gifts to the TMCC Foundation. Gifts to the TMCC Foundation do not follow the same State rules that govern gifts to Truckee Meadows Community College, the institution. The TMCC Foundation, per Board of

Regents handbook policies, may use the university purchasing and personnel services, as needed. Donor restriction on gifts to Truckee Meadows Community College Foundation must be followed.

Procedures: The procedures are located online at: www.tmcc.edu/foundation.

Originating source: Nevada Board of Regents Handbook available at: <http://system.nevada.edu/Nshe/index.cfm> and the TMCC Foundation Bylaws available at www.tmcc.edu/foundation/

Responsible office: Institutional Advancement.

Updated: January 11, 2011

Grant Application and Award 1,860

Grants General 1,861

The External Funding and Grants office is responsible for providing the technical support and knowledge necessary to optimize current utilization of grant funding, obtaining the additional external funding and resources necessary to carry out the college's strategic goals and ensuring complete fiscal and program accountability for all grant funded projects.

Originating source: External Funding and Grants Office
www.tmcc.edu/grants/

Responsible office: External Funding and Grants Office

Updated: June 15, 2010

Grant Application 1,862

All grant applications, regardless of amount, must be approved by the appropriate Dean and Vice President and then reviewed by President's Cabinet. Upon approval of the President, the grant application will be submitted by the External Funding and Grants Office.

Procedures: Procedures for grant applications are found at www.tmcc.edu/grants/procedures/submissions/

Originating source: External Funding and Grants Office
www.tmcc.edu/grants/

Responsible office: External Funding and Grants Office

Updated: June 15, 2010

Grant Renewals, Reauthorizations and Revisions 1,863

Grant renewals, reauthorizations, and/or revisions (including both budget and program revisions) must be approved by the President and processed by the External Funding and Grants office.

Originating source: External Funding and Grants Office
www.tmcc.edu/grants/

Responsible office: External Funding and Grants Office

Updated: June 15, 2010

Grant Awards 1,864

Grant awards will be received and acknowledged by the External Funding and Grants Office.

Originating source: External Funding and Grants Office
www.tmcc.edu/grants/

Responsible office: External Funding and Grants Office

Updated: June 15, 2010

Personnel 2,000 – 2,999

Disclosure of Improper Governmental Action 2,003

NRS 281.661 requires the Director of the Department of Personnel to provide each State officer and employee, on an annual basis, a summary of the statutes pertaining to disclosure of improper governmental action (NRS 281.611 through 281.671).

These statutes prohibit any State officer or employee from using his or her official authority or influence to prevent disclosure of improper governmental action by another State officer or employee.

“Improper governmental action” is defined in NRS 281.611 as...

"...any action taken by a state officer or employee or local governmental officer or employee in the performance of his official duties, whether or not the action is within the scope of his employment, which is:

- a) In violation of any state law or regulation;
- b) If the officer or employee is a local governmental officer or employee, in violation of an ordinance of the local government'
- c) An abuse of authority;
- d) Of substantial and specific danger to the public health or safety; or
- e) A gross waste of public money."

Procedures: Procedures may be found under NRS 281.611 – 281.671

Originating Source: NRS 281.611 – 281.671

Responsible Office: Nevada Department of Personnel and TMCC Human Resources

Updated: June 21, 2011

Employee Benefits

Reporting Of Injuries 2,161

TMCC follows the NSHE Worker's Compensation Policies and Procedures [/www.bcn-nshe.org/downloads/workerscomp/NSHEWCPolicy.7-11-07.pdf](http://www.bcn-nshe.org/downloads/workerscomp/NSHEWCPolicy.7-11-07.pdf).

Procedures: Procedures may be found in the NSHE Worker's Compensation Policies and Procedures www.bcn-nshe.org/downloads/workerscomp/NSHEWCPolicy.7-11-07.pdf.

Originating Source: NSHE Worker's Compensation Policies and Procedures www.bcn-nshe.org/downloads/workerscomp/NSHEWCPolicy.7-11-07.pdf.

Responsible Office: TMCC Human Resources and BCN Risk Management www.bcn-nshe.org/hr/riskmanagement/.

Updated: February 2, 2011

Occupational Health and Safety Act (OSHA) 2,162

The Occupational Health and Safety Act of 1970 prescribes certain regulations regarding the reporting and recording of industrial accidents and illnesses. The

purpose of the act is to require employers to provide a safe and healthful place to work.

Procedures: It is imperative that all injuries be reported to the College's Safety Officer. If employed by the college, the employee must also notify his or her immediate supervisor. In both cases, notification shall be made as soon as practical following the injury.

In the event of an accident occurring in the course of employment that results in a fatality, or which results in the hospitalization of three or more employees, the accident must be reported by the College orally or in writing to the Department of Industrial Relations, Division of Occupational Safety and Health, within 24 hours after the accident occurred.

In the event of an unannounced and/or unscheduled inspection by the Division of Occupational Safety and Health, TMCC employees shall notify the Safety Officer as soon as possible.

The TMCC Safety Officer is responsible for coordinating occupational safety and health programs, monitoring compliance with OSHA standards, and coordinating on-site OSHA compliance inspections.

Originating Source: 29 CFR (Code of Federal Regulations), subsection 1900

Responsible Office: TMCC Environmental Health and Safety Office

Updated: June 24, 2011

Classified Personnel

Policies for Classified Employees-General Information 2,200

All classified employees are State of Nevada employees and the policies governing classified personnel are found in Chapter 284 of the Nevada Revised Statutes and the Nevada Administrative Code. Personnel transactions and policies for classified employees are administered in accordance with the State of Nevada Rules for Personnel Administration.

Procedures: Procedures may be found under the State of Nevada Department of Personnel Web Site at dop.nv.gov/NAC.pdf

Originating Source: dop.nv.gov/NAC.pdf

Responsible Office: TMCC Human Resources and Business Center North Human Resources Department

Updated: February 2, 2011

Academic and Administrative Personnel 2,500 - 2,999

Policies for Faculty Employees – General Information 2,500

Personnel policies for professional staff (both administrative and academic) of the Nevada System of Higher Education are contained in the NSHE Board of Regents Code, TMCC By-Laws, TMCC NFA Contract and federal and state laws.

Procedures: Procedures may be found under the NSHE Code or the TMCC NFA Contract

Originating Source: <http://system.nevada.edu/Nshe/index.cfm> and www.tmcc.edu/hr.

Responsible Office: Nevada System of Higher Education Board of Regents and TMCC Human Resources.

Updated: February 2, 2011

Nepotism Policy 2,503

Except for relationships allowed pursuant to NRS 281.210 and the NAC 284.375 and 284.377, no employing authority of the NSHE may appoint a person to an employment position if, upon appointment, the person will be the immediate supervisor or will be in the direct line of authority of any relative of a NSHE employee within the third degree of consanguinity or affinity.

Procedures: Procedures may be found under NSHE Title 4, Chapter 3, NRS 281.210 and the NAC 284.375

Originating Source: <http://system.nevada.edu/Nshe/index.cfm>, www.leg.state.nv.us/NRS/NRS-281.html and www.tmcc.edu/hr.

Responsible Office: TMCC Human Resources, Nevada System of Higher Education and Business Center North

Updated: June 21, 2011

Tenure for College Faculty 2,508

Most, but not all, full-time academic faculty positions are tenurable. Exceptions for eligibility are detailed in the *NSHE Code*, Chapter 4. Conferral of tenure shall be made in strict conformance with the provisions of *NSHE Code*, Chapter 4. Academic faculty holding a Range-0 contract shall not be eligible for tenure under any circumstances.

Procedures: The procedures are located in the TMCC Bylaws at www.tmcc.edu/president/downloads/documents/PRESTMCCBylaws.pdf .

Originating Source: Title 2, Chapter 4 of the Board of Regents Handbook <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Vice President for Academic Affairs and Student Services.

Updated: June 24, 2011

Equal Opportunity and Affirmative Action 2,520

It is the policy of TMCC to follow EEOC laws and NRS 613 to provide equal employment opportunity to all qualified applicants in employment, hiring, training, recruitment, development, promotion, salaries, benefits and other terms and conditions of employment for all persons without regard to race, color, religion, creed, national origin, sex, sexual orientation, age or disability. This policy is consistent with federal and state laws, regulations and executive orders.

Procedures: Procedures may be found at <http://www.leg.state.nv.us/NRS/NRS-613.html>

Originating Source: www.eeoc.gov, www.leg.state.nv.us/NRS/NRS-613.html, www.tmcc.edu/hr and www.tmcc.edu/diversity.

Responsible Office: TMCC Human Resources.

Updated: June 21, 2011

Sexual Harassment 2,521

It is the policy of Truckee Meadows Community College that the sexual harassment of students, employees, and users of college facilities is unacceptable and prohibited. This stance is consistent with the College's efforts to maintain equal employment opportunity, equal educational opportunity, nondiscrimination in programs, services, and use of facilities, and the Affirmative Action program.

Procedures: The procedures are located in TMCC's Sexual Harassment Overview and www.tmcc.edu/diversity/downloads/index.php?Type=D

Originating Sources: NRS 284 and NSHE Code, Title 4, Chapter 8

Responsible Office: TMCC Human Resources and Business Center North

Updated: June 21, 2011

Americans with Disabilities Act (ADA) 2,522

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

Procedures: For accommodations please contact TMCC's Human Resource Office.

Originating Source: Americans with Disabilities Act www.ada.gov

Responsible Office: TMCC Human Resources

Updated: February 2, 2011

Consensual Relationship Policy 2,523

TMCC's sexual harassment policy prohibits romantic or sexual relationships in circumstances in which one of the individuals is in a position of direct professional power over the other.

Procedures: Procedures may be found in TMCC's Sexual Harassment Overview and Procedures www.tmcc.edu/diversity/downloads/index.php?Type=D

Originating Source: TMCC's Sexual Harassment Overview and Procedures www.tmcc.edu/diversity/downloads/index.php?Type=D

Responsible Office: TMCC Human Resources and Nevada System of Higher Education

Updated: February 2, 2011

Aids Policy 2,524

NSHE has established guidelines to address the personal, administrative, medical and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS). The primary response of TMCC to AIDS is to increase awareness and education—for students, employees, faculty and others. Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment or financial services.

Procedures: Procedures may be found under NSHE Title 4, Chapter 1

Originating Source: <http://system.nevada.edu/Nshe/index.cfm> and www.tmcc.edu/hr.

Responsible Office: Nevada System of Higher Education and TMCC Human Resources.

Updated: February 2, 2011

Student Services and Records 3,000 - 3,999

Admissions and Records 3,000 – 3,299

Admission 3,000

TMCC applies the policy for admission as outlined in Title IV, Chapter 16, of the Board of Regents Handbook available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Procedures are outlined in Appendix A of the TMCC Catalog

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office.

Updated: January 21, 2011

Admission of Students 3,001

The policy for admissions is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

There shall be no discrimination in the admission of students due to race, religion, color, age, sex, disability, or national origin.

Procedures: Procedures are outlined in Appendix A of the TMCC Catalog.

Originating Source: Nevada System of Higher Education.

Responsible Office: Admissions and Records Office.

Updated: January 21, 2011

Early Admission Policy for High School Juniors and Seniors 3,006

Admission and/or registration of high school students are allowed under special regulations. The policy for admissions is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed information on early admission procedures for high school juniors and seniors is published in the TMCC Catalog available online at www.tmcc.edu/.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

International Applicants 3,008

The policy for admissions of international applicants is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed information on international applicants is published in the TMCC Catalog available online at www.tmcc.edu/.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

Placement Tests 3,012

The policy for placement tests is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>. Basic achievement information in the areas of reading, writing and mathematics shall be obtained for every degree seeking TMCC student prior to matriculation. The ACCUPLACER placement test is employed by TMCC for this purpose. All new degree seeking students are required to take the ACCUPLACER placement test or must provide ACT/SAT scores that are less than two years old to the Admissions/Records Office. In addition, continuing or transfer students who have not completed any prerequisite class must qualify for specified courses (including math and English) through the ACCUPLACER assessment.

Procedures: Detailed information on placement test procedures are published in the TMCC Catalog and are available online at www.tmcc.edu/. Information on placement tests may also be obtained online at www.tmcc.edu/testing/.

Originating Source: Nevada System of Higher Education

Responsible Office: Testing Services/Counseling and Support Services

Updated: January 5, 2011

Residency and Tuition Charges 3,022

The policy for residency and tuition charges is outlined in Title IV, Chapter 17, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed information on residency and tuition charges is outlined in the Assessment of Fees, Title IV, Chapter 17, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>. Information on the application for resident tuition procedures is also published in Appendix B of the TMCC Catalog available online at www.tmcc.edu/ and on the Admissions and Records website at www.tmcc.edu/admissions/.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

Retention of Records 3,033

The policy for retention of records is outlined in Title IV, Chapter 1, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: The NSHE shall follow the records retention schedule approved by the Nevada State Library and Archives, Records Management Program. TMCC's listing of retention and disposition of student records is listed in Appendix G of the TMCC Catalog.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: September 28, 2011

Advanced Standing 3,034

The policy for advanced standing is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed information on advanced standing is published in Appendix C of the TMCC Catalog available online at www.tmcc.edu.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

Credit by Challenge Examination 3,036

The policy for credit by challenge examination is outlined in Title IV, Chapter 14, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed information on credit by challenge examination is published in Appendix C of the TMCC Catalog which is available online at www.tmcc.edu.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

Enrollment Reporting 3,039

TMCC's office enrollment will be compiled and reported by the Institutional Research Office in accordance with procedures outlined in the NSHE Procedures and Guidelines Manual.

Procedures: Procedures for reporting enrollment are outlined in Chapter 6, Section 2 of the NSHE Procedures and Guidelines Manual
<http://system.nevada.edu/Nshe/index.cfm>.

Originating source: Nevada System of Higher Education

Responsible Office: Institutional Research

Updated: September 21, 2011

Advisement 3,048

The policy for advisement is outlined in Title IV, Chapter 14, of the Board of Regents Handbook and available online at
<http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed information on advisement is available online at www.tmcc.edu/advisement/ and also published in the TMCC Catalog available online at www.tmcc.edu/. Students may also obtain additional information by contacting the Academic Advisement and Career Services.

Originating Source: Title IV Chapter 14 of the Board of Regents Handbook located at <http://system.nevada.edu/Nshe/index.cfm>.

Responsible Office: Advisement Office

Updated: June 29, 2011

Change of Registration 3,056

The policy for change of registration is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>. Students may initiate changes in registration in accordance with the regulations as stated in the catalog.

Procedures: Per the policy outlined in Title IV, Chapter 16, of the Board of Regents Handbook, registration procedures shall be developed and published by each community college. Detailed information on the registration process is available online at www.tmcc.edu/admissions/ and also published in the TMCC Catalog and class schedule available online at www.tmcc.edu/. Students may also obtain additional information by contacting the Admissions and Records Office.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records

Updated: January 21, 2011

Grades 3,080

The policy for final grades is outlined in Title IV, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>.

Procedures: Detailed procedures on final grade sheets may be obtained by contacting the Admissions and Records Office.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records

Updated: January 21, 2011

Grade Appeal 3,090

In a grade appeal, the presence of one or more of the following will be considered the only legitimate grounds for an appeal: arbitrariness, prejudice, error or personal hardship.

Procedures: Detailed procedures are listed in the TMCC Catalog available online at www.tmcc.edu.

Originating source: TMCC Catalog

Responsible office: Dean responsible for the course in question

Updated: March 31, 2011

Grade Replacement 3,095

A student who has repeated a course may petition to have the higher grade remain on his/her transcript and have the lower grade changed to an "R" in indicate the course was retaken. Students may replace up to 12 semester credits of 100 level or higher coursework. A students' academic standing (Dean's list, probation,

suspension, etc.) cannot be retroactively changed by retaking courses. Students may not apply for grade replacement for courses in which they received a sanction for academic dishonesty.

Procedures: A student must submit a Request to Change Grade for Repeated Courses to the Admissions and Records Office after completing the repeated course. If a student does not submit the form, no grade changes or calculation will occur. Additional information is available from the Admissions and Records Office.

Originating Source: Request for Policy Review – Add a Policy 3/15/11

Responsible Office: Admissions and Records Office

Approved: October 10, 2011

Permanent Academic Records 3,102

A permanent academic record is prepared for each student upon official admissions and registration at the college and is retained in the Admissions and Records Office.

Procedures: Procedures associated with permanent academic records may be obtained online at www.tmcc.edu/admissions/, in the TMCC Catalog, or by contacting the Admissions and Records Office.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records

Updated: January 21, 2011

Security and Backup - Student Records 3,106

TMCC maintains policies, standards, and/or procedures that describe and require appropriate steps to protect sensitive data that is maintained on an institution's computing devices or transmitted across a public network such as the Internet.

All student records are maintained under the maximum amount of security and protection possible considering the limitations of the infrastructure. Each student's permanent academic record is stored electronically on the computer and backup computer tapes are stored off site.

Procedures: Detailed procedures on security and backup for student records may be obtained by contacting the Admissions and Records Office or System Computing Services which houses and manages the ERP.

Originating Source: Board of Regents Handbook, Title 2, Chapter 4
<http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Admissions and Records

Updated: June 23, 2011

Academic Forgiveness 3,119

Students may petition, one time only, to have up to two consecutive semesters worth of credits adjusted on their academic record. The names of the courses will remain on the transcript, grades will be converted to "W" and a notation will be placed on the record indicating that a petition was filed and academic forgiveness granted for the semester(s) indicated. All grades for the semester(s) will be converted and none of the forgiven coursework will calculate into the TMCC grade point average (GPA).

Procedures: To receive academic forgiveness, three years need to have passed following the semester(s) forgiven, and a minimum of 15 credits need to be completed, with a cumulative minimum GPA of 2.2, in the interim. Transfer work can be considered and transcripts need to be submitted. Additional information is available from the Admissions and Records Office.

Originating source: College registrar

Responsible office: Admissions and Records (Registrar's Office)

Approved: July 21, 2011

Graduating Students Grade Point Average 3,120

The community colleges shall establish grading policies within the general grading parameters established by the NSHE grading policy, Title 4, Chapter 16, of the Board of Regents Handbook and available online at <http://system.nevada.edu/Nshe/index.cfm>. A student must maintain a minimum grade point average of 2.0.

Procedures: Detailed information on graduating students' grade point average is available online at www.tmcc.edu/admissions/ and also published in the TMCC Catalog available online at www.tmcc.edu/. Students may also obtain additional information by contacting the office of Admissions and Records.

Originating Source: Nevada System of Higher Education

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

Satisfactory Academic Progress 3,121

Students at Truckee Meadows Community College must maintain satisfactory academic progress towards a degree or certificate to remain in good standing.

Procedures: Appendix D of the TMCC Catalog or the website of the Vice President for Academic Affairs and Student Services located at www.tmcc.edu/vp/acstu/policies/sap/

Originating source: Appendix D of the TMCC Catalog

Responsible office: Counseling and Admissions and Records (Registrar's Office)

Updated: July 21, 2011

Privacy Policies Regarding Permanent Academic Records 3,122

TMCC follows the federal guidelines for privacy outlined in the Family Educational Rights and Privacy Act (FERPA).

Procedures: Additional information is available in Appendix G of the TMCC Catalog or may be obtained by contacting the office of Admissions and Records.

Originating Source: Family Educational Rights and Privacy Act
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Responsible Office: Admissions and Records Office

Updated: January 21, 2011

Faculty Participation in Commencement 3,202

Commencement is scheduled on a contract day, and participation is considered part of a faculty member's regular responsibilities. Faculty may wear caps and gowns and participate in the ceremony or may choose to sit in the audience. Faculty members unable to attend the ceremonies are expected to take appropriate leave and request permission from their supervisors in advance.

Procedures: Detailed information on commencement is available online at www.tmcc.edu/records/graduation/. The NFA Contract, Article 4 contains information on the use of non-instructional days. Further information regarding

faculty participation in commencement may be obtained from the Office of the Vice President for Academic Affairs and Student Services.

Originating Source: Vice President for Academic Affairs and Student Services

Responsible Office: Vice President for Academic Affairs and Student Services

Updated: June 24, 2011

Student Fees and Financial Aid 3,300 - 3,399

Student Grants-In-Aid 3,307

Grants-in-aid for payment of a specified portion of the registration fee, except for those awarded as a condition of employment, shall be administered by the Director of Financial Aid, unless otherwise specified by the Board of Regents or specified by the donor and approved by the Board of Regents. (B\12\02)

Procedures: The procedures are located in the TMCC Financial Aid Policy and Procedures Manual, available upon request from the Director or Assistant Director of Financial Aid, and updated July 2005.

Originating Source: NSHE Code, Title IV, Chapter 18. Web link:
<http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Financial Aid, Scholarships and Student Employment

Updated: June 18, 2010

Scholarships 3,310

All scholarships and prizes shall be administered by the TMCC Financial Aid department, unless otherwise specified by the Board of Regents or by the donor and approved by the Board of Regents. (B\13\03)

Procedures: The procedures are located in the TMCC Financial Aid Policy and Procedures Manual, available upon request from the Director or Assistant Director of Financial Aid, and updated July 2005.

Originating Source: NSHE Code, Title IV, Chapter 18. Web link:
<http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Financial Aid, Scholarships and Student Employment

Updated: June 18, 2010

Office of Student Services 3,500 - 3,599

Accommodation Services 3,521

TMCC offers a full range of services to provide equal access to educational programs, courses and materials for registered individuals with qualifying disabilities participating in curricular and co-curricular activities.

Procedures: The procedures for registration for this program and a listing of accommodations are available on the Disability Resource Center (DRC) Web Site at www.tmcc.edu/drc/, in the Red Mountain Building, Room 315, or interested persons may call (775) 673-7277 for more information

Originating Source: The Americans with Disabilities Act of 1990 www.ada.gov/ and Section 504 of the Rehabilitation Act of 1973.

Responsible Office: Disability Resource Center

Updated: June 17, 2010

Student Activities 3,525

TMCC supports student clubs, organizations and activities because they encourage and foster academic and personal growth and learning through active involvement, individual commitment and personal enrichment.

Procedures: Procedures pertaining to advisors and student organizations are located in the Student Government Association Student Club and Organization Handbook.
www.tmcc.edu/sga/downloads/documents/organizations/STGASStudentOrgAdvHB.pdf

Originating Source: Student Government Association Student Club and Organization Handbook
www.tmcc.edu/sga/downloads/documents/organizations/STGASStudentOrgAdvHB.pdf

Responsible Office: Office of the Student Government Advisor

Updated: July 21, 2011

Student Appeals Procedures 3,530

Students can appeal the application of a TMCC policy or procedure.

Procedures: Appeals are initiated with the Admissions and Records Office. Types of appeals, composition of the Student Appeals Board and procedures for appeals are located in the college catalog at www.tmcc.edu, in the Student Handbook and in the Student Bill of Rights located in Appendix T of the TMCC Catalog.

Originating Source: Amended policy recommended by the Academic Standards committee action and passed by Faculty Senate in 1998.

Responsible Office: Vice President for Academic Affairs and Students Services

Updated: June 24, 2011

Services to Faculty and Departments 4,000 - 4,999

Library 4,000 - 4,299

Collection Development 4,006

Suggestions for books, media and other materials to be added to the Library's collection are welcomed by the Director of the Library. Faculty members recommending materials in their subject field should submit requests to any member of the collection development team, which includes all reference librarians.

Procedures: Policies and procedures are outlined in the Library Collection Development Policy and can be located at www.tmcc.edu/library/information/policies/ .

Originating Source: TMCC Library Policies

Responsible Office: Library

Updated: June 23, 2011

Library Policies and Regulations 4,008

The Library issues current information covering specific policies such as the circulation code, hours of service and types of services available. The most current information is found on the library's website.

Procedures: Policies and procedures are outlined in the Library General Information section of the Library website available at www.tmcc.edu/library/information/.

Originating Source: TMCC Library Policies

Responsible Office: Library

Updated: June 23, 2011

Community College Archives 4,012

The archives of Truckee Meadows Community College is the depository for all records, documents, publications, and correspondence pertaining to the operation of the college and other agencies formally related to it (e.g., TMCC Foundation). These include:

1. Records and proceedings of boards, councils, and committees (e.g., the Faculty Senate and its various boards and committees). Volumes of minute books to which infrequent reference is made will be deposited in the Archives within a reasonable period of their becoming inactive. In addition to the minutes of a board or committee, special reports are to be deposited in the Archives.
2. Reports and other documents created by these and other bodies which pertain to the College and its work (e.g., TMCC Foundation).
3. Inactive files of correspondence of some offices and agencies of the College and correspondence from which routine letters have been removed will be deposited in Archives within a reasonable period of their becoming inactive.
4. Official TMCC publications, including student publications (e.g., policy statements from the President's Office, Echo).
5. All other documents of historical importance for the college (e.g., pictures of the faculty, students, alumni, buildings and events, personal papers of the faculty).
6. Such documents which are available from other components of the Nevada System of Higher Education which are deemed by the archivist to be useful and desirable to the TMCC Archives.

Confidential Documents – Confidential documents may be deposited in the Archives under restrictions agreed upon by the person or office depositing them and the library.

Procedures: The procedure for depositing material at the TMCC Archives is available from the Library Director or Archivist.

Originating Source: State Publications, NRS 378.150 and NAC 239.745

Web link: www.leg.state.nv.us/nrs/

Responsible Office: Library

Updated: June 23, 2011

Media within the Library 4,016

The library has an extensive collection of video recordings in VHS and DVD format. There is also a collection of music CDs. TMCC faculty also have access to UNR's film library.

Procedures: The procedure for reserving media from TMCC or UNR is available at the Circulation Desk of the Library and on the Library website at www.tmcc.edu/library/faculty/.

Originating Source: Library Policies & Procedures: Faculty Services

Responsible Office: Library

Updated: June 23, 2011

Information Office 4,600 - 4,699

General 4,602

The Public Information Office (PIO) serves the in-house marketing, communications, advertising, promotional, media relations, graphic design, photographic and videographic needs of the college in order to maintain consistency in college marketing plans (brand awareness, registration and others). All printed materials distributed to the public must be approved in advance by PIO.

Procedures: The procedures are located online. Web link: www.tmcc.edu/pio/

Originating source: Institutional Advancement

Responsible office: Public Information Office

Updated: December 23, 2010

Official College News Source 4,604

The PIO Director is the College's official spokesperson, acts as the official news source and disseminates information in consultation with the President. All college media releases are issued by PIO to appropriate media outlets to ensure that the content conforms to the college's news style and to provide quality control. Members of the College who are contacted directly by the media for interviews should report such contact to PIO.

Procedures: The procedures are located online. Web link: www.tmcc.edu/pio/

Originating source: Institutional Advancement

Responsible office: Public Information Office

Updated: December 23, 2010

Marketing and Advertising 4,652

PIO has the responsibility of ensuring that all College marketing materials intended for public distribution meet professional standards in copy and design. Therefore, all promotional brochures, advertisements, recruitment materials, Web content, fliers, posters, pamphlets and similar items to be used for external distribution must be approved by PIO prior to release. Other areas of the College may not purchase media advertising directly to promote their activities. Any area that has such needs should contact the Director of PIO.

Procedures: The procedures are located online. Web link: www.tmcc.edu/pio/

Originating source: Institutional Advancement

Responsible office: Public Information Office

Updated: December 23, 2010

Logo Use 4,665

The college logo supports the brand positioning the College. To ensure the TMCC identity is recognizable, the college logo must be on all materials (printed and

otherwise) in the proper format. All uses of the logo must be approved in advance by PIO.

Procedure: The procedures are located online. Web link: www.tmcc.edu/pio/

Originating Source: Institutional Advancement

Responsible office: Public Information Office

Updated: December 23, 2010

Central Services 4,700 - 4,799

Mail Service 4,750

Central services receives, processes and delivers all College mail.

Procedures: Mail services procedures are on Central Services Web Site at www.tmcc.edu/centralservices/.

Originating Source: Central Services Web Site www.tmcc.edu/centralservices/.

Responsible Office: Central Services

Updated: December 1, 2008

Information Technology 4,800 - 4,899

General 4,801

Information technology infrastructure services are provided by the Information Technology Operations Department. Information technology applications, web, and media services are provided by the Information Technology Services Department.

Information Technology Operations 4,802

The Information Technology Operations (ITO) Department is responsible for providing networking, wiring, telecommunications, and desktop technical support for administrative and academic computing areas at Truckee Meadows Community

College. It is the mission of ITO to advance higher education at TMCC by providing and supporting the effective use of information technology. This is accomplished through the implementation of the IT Operations Core Services Catalog.

Procedures: The procedures are available on the Information Technology Operations Web Site at www.tmcc.edu/ito/.

Originating Source: Information Technology Operations www.tmcc.edu/ito/

Responsible Office: Information Technology Operations www.tmcc.edu/ito/

Updated: December 1, 2008

Telecommunications Use Policy 4,810

This Telecommunications Use Policy governs the use of computers, networks and other telecommunication systems on the TMCC campus as set forth in Nevada Revised Statutes section 205.473 through 205.491 and NSHE Policies, Title 4, Chapter 1. All users of these resources are responsible for reading and understanding the detailed procedures specified on www/tmcc.edu/ito/policies.

TMCC recognizes that principles of academic freedom, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This policy and the corresponding procedure reflects these firmly held principles.

Procedures: The procedures for requesting access to computing services resources are on the ITO Procedures Web Site at www.tmcc.edu/ito/policies.

Originating Source: NSHE Computing Resources Policy. Web Link: www.scs.nevada.edu/about/policies/NSHE_computing_resource_policy.pdf. Nevada Revised Statutes sections 205.473 through 205.491 www.leg.state.nv.us/law1.cfm.

Responsible Office: Information Technology Operations www.tmcc.edu/ito/.

Updated: December 1, 2008

Copyright Infringement Policy 4,811

It is the policy of Truckee Meadows Community College to respect the copyright protections given by federal law to owners of digital materials and software, and to abide by all license and contractual agreements in the provision of resources and services to TMCC.

Procedures: The procedures on copyright infringement are available on the ITO Web Site at www.tmcc.edu/ito/policies/.

Originating Source: The US Copyright Act, Title 17 of the US Code. Web Link: www.copyright.gov/title17/. The Digital Theft Deterrence and Copyright Damages Improvement Act of 1999. Web Link: thomas.loc.gov/cgi-bin/query/z?c106:h3456.enr:. Digital Millennium Copyright Act. Web link: www.copyright.gov/legislation/hr2281.pdf.

Responsible Office: Information Technology Operations www.tmcc.edu/ito/.

Updated: December 1, 2008

Network Security and Operational Policy 4,812

Truckee Meadows Community College faculty, staff or students are required to abide by network operational and security procedures established by the college.

Procedures: The procedures for the security and operation of the TMCC computer network are available on the ITO Web Site at www.tmcc.edu/ito/policies/.

Originating Source: NSHE Computing Resources Policy. Web Link: www.scs.nevada.edu/about/policies/NSHE_computing_resource_policy.pdf. Nevada Revised Statutes sections 205.473 through 205.491.

Responsible Office: Information Technology Operations www.tmcc.edu/ito/.

Updated: December 1, 2008

Computer Room Access 4,813

Access to computer server operations areas and telecommunications rooms is restricted to authorized personnel only.

Procedures: The procedures for computer room resources are available on the ITO Web Site at www.tmcc.edu/ito/policies/.

Originating Source: Information Technology Operations www.tmcc.edu/ito/.

Responsible Office: Information Technology Operations www.tmcc.edu/ito/.

Updated: December 1, 2008

Information Security and Inventory of Institutional Data Policy 4,814

It is the policy of Truckee Meadows Community College that all persons having access to confidential or sensitive data take all necessary precautions to safeguard that data. TMCC requires eradication of data when computers are sent to surplus or repurposed. TMCC keeps records of areas where records are stored, both physically and electronically and will periodically audit these areas to ensure that sensitive data are retained or destroyed as appropriate. TMCC is required to report any event that sensitive data is released inappropriately to the Vice Chancellor of Technology.

Procedures: The procedures for protecting, classifying, and inventorying confidential and sensitive data are available at <http://www.tmcc.edu/security/>.

Originating Source: Information Technology Services (ITS)

Responsible Office: Information Technology Services

Updated: June 23, 2011

Academic Lab Software Requests 4,815

Only software that is legally licensed and officially requested from TMCC faculty or staff is installed on TMCC academic computers.

Procedures: The procedures for installing software on TMCC's academic computers for instructional use are available on the ITO web page www.tmcc.edu/ito/policies/.

Originating Source: TMCC Copyright Infringement Policy.

Responsible Office: Information Technology Operations www.tmcc.edu/ito/.

Updated: December 1, 2008

Web Publishing Policy 4,825

Pages linked to the TMCC website may be created for academic departments, administrative departments, college-sanctioned organizations or committees, and official student organizations. The author bears full responsibility for the contents of his\her faculty Web pages.

Procedures: The procedures for publishing pages to the TMCC website are available at www.tmcc.edu/web/policies/

Originating Source: Information Technology Services, Public Information Office

Responsible Office: Information Technology Services, Public Information Office

Updated: January 4, 2011

Administrative Web Pages Policy 4,826

A TMCC administrative page communicates official information about the college, including services, requirements and curriculum.

Procedures: The procedures associated with administrative web pages are available at <http://www.tmcc.edu/web/policies/>.

Originating Source: Information Technology Services, Public Information Office

Responsible Office: Information Technology Services, Public Information Office

Updated: January 4, 2011

Instructional Web Pages Policy 4,827

An instructional Web page is used for academic purposes only and is maintained by the faculty member.

Procedures: The procedures for instructional web pages are available at www.tmcc.edu/web/policies/

Originating Source: Information Technology Services

Responsible Office: Information Technology Services

Updated: January 4, 2011

Student Club/Organization Web Page Policy 4,828

A student organization page promotes an official college-sanctioned student organization and must be housed on official TMCC Web servers.

Procedures: The procedures associated with student club/organization Web pages are available at www.tmcc.edu/web/policies/

Originating Source: Information Technology Services, Public Information Office

Responsible Office: Information Technology Services, Public Information Office

Updated: January 4, 2011

Online Video Policy 4,829

All online video that will be linked from the TMCC Web servers will adhere to TMCC standards.

Procedures: The procedures associated with online video are available at <http://www.tmcc.edu/web/policies/>

Originating Source: Information Technology Services, Public Information Office.

Responsible Office: Information Technology Services, Public Information Office.

Updated: January 4, 2011

Online Photography Policy 4,830

All online photographs will adhere to the TMCC standards of quality.

Procedures: The procedures associated with online photography are available at <http://www.tmcc.edu/web/policies>

Originating Source: Information Technology Services, Public Information Office

Responsible Office: Information Technology Services, Public Information Office

Updated: January 4, 2011

Web Content Editorial and Accountability Policy 4,831

TMCC is not obligated to publish or provide links to documents that are deemed to be inappropriate for display on the World Wide Web. TMCC reserves the right to control its resources, including but not limited to denying materials space on college-supported servers. Publication of any material on TMCC's website must be consistent with the rules, policies, procedures and mission of the college, as well as applicable state and federal laws. TMCC will not publish information on TMCC servers that is prohibited by law or disallowed by licenses, contracts, copyrights, or college regulations. Truckee Meadows Community College maintains the right to remove any links to pages that it perceives as not upholding these standards. Groups or individuals are responsible for information that they publish.

Procedures: The procedures associated with online accountability are available at <http://www.tmcc.edu/web/policies/>.

Originating Source: Information Technology Services, Public Information Office

Responsible Office: Information Technology Services, Public Information Office

Updated: January 4, 2011

Third-Party/ Community-Building Web Sites Policy 4,832

TMCC recognizes that third-party social media/community building websites offer alternative ways to reach and communicate with community members and students. The set up and use of these websites are permitted and must follow TMCC guidelines.

Procedures: The procedures associated with third-party websites are available at www.tmcc.edu/webpolicies/.

Originating Source: Information Technology Services

Responsible Office: Information Technology Services

Updated: January 4, 2011

PDF Documents/ Forms on the Web 4,833

All TMCC PDF documents and/or forms will adhere to TMCC's online standards for quality and branding and be kept current by the designated department/Web content provider. These documents will meet Web accessible standards as stated under the Web Accessibility Initiative (WAI) and the Web Content Accessibility Guidelines (WCAG).

Procedures: The procedures associated with PDF documents and forms on the Web are available at www.tmcc.edu/web/policies/.

Originating Source: Request for Policy Review – Add a Policy 3-21-11

Responsible Office: Information Technology Services

Approved: October 10, 2011

Development, Operation and Maintenance of College Facilities 5,000 - 5,999

General 5,000 - 5,099

Facilities Services 5,000

The Facilities Services Department is responsible for the planning, construction, renovation, maintenance repairs, and operation of buildings, facilities, and utility systems for all components of Truckee Meadows Community College. It is the objective of Facilities Services to plan, construct, and maintain operationally efficient, aesthetically pleasing, safe, clean and sustainable buildings and grounds that support the learning environment.

Procedures: The procedures are available on the Facilities Services Web Site at www.tmcc.edu/facilities.

Originating Source: Facilities Services Department <http://www.tmcc.edu/facilities>

Responsible Office: Facilities Services Department <http://www.tmcc.edu/facilities>

Updated: December 1, 2008

Project Request Policy 5,001

Any TMCC department or personnel desiring to construct or change building elements (interior or exterior), or grounds are to comply with the project request procedure. This procedure was developed to ensure:

- A safe environment for faculty, staff, students and community,
- Comprehensive process to meet the needs of the college,
- Compliance with the college master plan,
- Compliance with building codes, laws, and regulations,
- Jurisdictional agency reviews and issuance of building permits when required,
- Quality and maintainability of modifications to campus and buildings and grounds and
- Identification of the full expense and funding verification for projects.

Procedure: The procedures are located on the Facilities Web Site at www.tmcc.edu/facilities/downloads; for procedures click on "Documents," for request form click on "Forms."

Originating Source: Facilities Services Department www.tmcc.edu/facilities

Responsible Office: Facilities Services Department www.tmcc.edu/facilities

Updated: December 1, 2008

Campus Moving Policy 5,002

The Campus Moving Procedures are the adopted rules governing the physical relocation of all TMCC employees and others occupying space on any TMCC site or location. The procedures are designed to guide occupants through the move process, while maximizing efficiency, ensuring safety and minimizing damage to TMCC facilities and furnishings.

Procedures: The Campus Moving Procedures are available on the Facilities Services Department Web Site at www.tmcc.edu/facilities/downloads; for procedures, click on "Documents."

Originating Source: Facilities Services Department www.tmcc.edu/facilities

Responsible Office: Facilities Services Department www.tmcc.edu/facilities

Updated: December 1, 2008

TMCC Sustainability Policy 5,003

Truckee Meadows Community College strives to minimize the environmental and financial impact of construction, renovation, maintenance and operation of its campus facilities. As new buildings are designed, it is a priority of the college to incorporate sustainable building concepts that benefit the environment, reduce dependence on non-renewable energy sources, yield long-term cost savings, and provide a healthy workplace for students, faculty, staff, and visitors. The benefits of applying the Leadership in Energy and Environmental Design (LEED) green building rating system will be considered during the planning phase of all new buildings. Maintenance and operation strategies for existing facilities incorporate sustainable building concepts for the efficient management of energy and water resources and allow for the use of local renewable energy resources where practical. The transportation plan for the College is to maximize the use of alternative fuels and alternative transportation.

Procedures: The procedures are available on the Facilities Services Web Site at <http://www.tmcc.edu/facilities>.

Originating Source: Facilities Services Department <http://www.tmcc.edu/facilities>.

Responsible Office: Facilities Services Department <http://www.tmcc.edu/facilities>.

Updated: December 1, 2008

Key Control Policy 5,004

This policy establishes a program for controlled access to all Truckee Meadows Community College facilities to promote orderly and efficient access to the facilities and to protect persons using the facilities and the property. All keys for TMCC buildings must be issued by the TMCC Facilities Services Department and cannot be reproduced.

Procedures: The procedures for requesting and returning keys are located at the TMCC Facilities Services website. Web link: www.tmcc.edu/facilities/procedures.

Originating Source: Facilities Services Department.

Responsible Office: Facilities Services Department www.tmcc.edu/facilities.

Updated: December 1, 2008

College Services 5,100 - 5,199

College Law Enforcement and Security 5,111

Truckee Meadows Community College Police Department (TMCCPD) is responsible for TMCC's college law enforcement services. The Department employs proprietary sworn peace officers and non-sworn personnel. The mission of the TMCCPD is to provide quality law enforcement services founded in community oriented policing and problem-solving principles to effectively meet the demanding and unique needs of a regional community college population.

Originating source: TMCC Police Department

Responsible Office: TMCC Police Department.

Updated: July 18, 2011

Situations Requiring Police Action 5,112

Violations of criminal law that occur on, or immediately adjacent to, any TMCC property are generally enforced/investigated by the TMCC Police Department.

Procedures: TMCC stakeholders are encouraged to contact TMCCPD for police and related services. Examples include, but are not limited to: suspicious activity; crimes involving persons and property; traffic incidents, hazards and accidents; lost or missing persons; domestic disturbances and/or abuse; escort requests; narcotic and/or dangerous drug violations; homeland security and terrorism; and any suspicious criminal activity involving children/minors.

The TMCCPD police station is located on the Dandini Campus, Red Mountain Building.

TMCCPD may be contacted via telephone at:

Emergency: 9-1-1

Non-Emergency: 674-7900

Fax: 674-7999

Originating source: TMCC Police Department

Responsible Office: TMCC Police Department.

Updated: July 18, 2011

Parking and Traffic Regulations 5,113

TMCCPD is responsible for parking and traffic regulation enforcement. TMCCPD officers act under the following authority:

- ❖ Nevada Revised Statutes
- ❖ Reno Municipal Code
- ❖ Parking Regulations (consistent with provisions enumerated in NRS 386.435 - Regulations governing traffic on System's property)

Procedures: Parking regulations include, but are not limited to handicapped parking, fire lane, motorcycle parking, and meter violations. Some violations may result in vehicle tows without prior warning or notification. TMCC's parking and traffic regulations are located in Appendix I to the college catalog found at www.tmcc.edu.

Originating Source: NRS 484B, Reno Municipal Code title 6 and Appendix I of the TMCC Catalog

Responsible Office: TMCC Police Department.

Updated: July 18, 2011

Law Enforcement Services For Special Events 5,114

Special events may require additional police services. Those services are determined by the TMCC PD after evaluation of a proposed event.

Procedures: Procedures for scheduling an event are available in the Room Scheduling Office or online at www.tmcc.edu/vp/acstu/roomscheduling/

Originating Source: TMCC Policy Manual

Responsible Office: TMCC Police Department

Updated: September 30, 2011

Security Alarms 5,115

No security alarms shall be contracted for, installed, and/or maintained without prior written approval of the Facilities Services Director and the Chief of Police. The Chief of Police may, without consulting the Facilities Services Director and with the approval of the President, contract for, install, and maintain security alarms in situations deemed appropriate to ensure the safety of TMCC stakeholders and/or property.

Originating Source: TMCC Police Department

Responsible Office: TMCC Police Department

Updated: July 18, 2011

Video Cameras 5,116

No video cameras (e.g., surveillance, monitoring, etc.) shall be contracted for, installed, and/or maintained without the written approval of the President. Procedures: Prior to submitting any request to the President for approval, the applicant shall submit a written request to the Chief of Police for approval. The minimum requirements for the request can be obtained by contacting the Office of the Chief of Police.

Originating Source: TMCC Police Department

Responsible Office: TMCC Police Department

Updated: July 18, 2011

Fire Protection 5,117

The State Fire Marshall has jurisdiction over all TMCC buildings. The Reno Fire Department is responsible to provide fire protection services to TMCC by responding to emergency calls.

Procedures: The State Fire Marshall has adopted the standards indicated in NAC 477.281. www.leg.state.nv.us/Division/Legal/LawLibrary/NAC/NAC-477.html#NAC477Sec281

Originating source: NAC 477.281
www.leg.state.nv.us/Division/Legal/LawLibrary/NAC/NAC-477.html#NAC477Sec281

Responsible Office: TMCC Facilities Services/ TMCC Police Department

Updated: October 4, 2011

Campus Development 5,200

The purpose of the Campus Development policy is to establish a framework for the College to ensure smooth transitions for growth in student enrollment and to meet the long term goals of the College. The College has the responsibility of master planning and determining the sequence of priority and scope of work for all college projects. The College will work closely with the State Public Works Board to ensure effective completion of all approved capital projects.

Procedures: The procedures are available on the Facilities Services Web Site at www.tmcc.edu/facilities.

Originating Source: Facilities Services www.tmcc.edu/facilities

Responsible Office: Facilities Services www.tmcc.edu/facilities

Updated: December 1, 2008

Use of College Facilities 5,300

College facilities, including campus grounds, are provided primarily for the support of the educational functions of the College and the activities necessary for the support of these functions. The College's functions take precedence over any other activities in the use of College facilities.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their Web Site at: www.tmcc.edu/vp/acstu/roomscheduling/.

Originating Source: Facilities Usage Handbook

Responsible Office: Room Scheduling Office

Updated: September 28, 2010

Instructional Space Assignment 5,305

Instructional rooms will be assigned in a manner that allows for efficient use of space and an appropriate match of class needs and classroom attributes.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their web site at: www.tmcc.edu/vp/acstu/roomscheduling/.

Originating Source: Institutional Space Utilization Report

Responsible Office: Room Scheduling Office

Updated: March 15, 2010

Event Approval 5,307

An event that meets any of the following criteria requires approval by President's Cabinet before beginning any activities:

- Any event for which the audience is expected to be 50 persons or more,
- Any TMCC-sponsored event that is scheduled off campus or for which the use of SIER 108, VSTA 206 or the Student Center is being requested (exception – table for distribution of materials authorized by Associate Dean of Academic Affairs and Student Services),
- Any event for which sales are involved,
- Any event that brings a dignitary, high-profile person or major speaker on campus,
- Charity drives.

Standard college meetings for faculty and staff are exempt from this approval process.

Location of procedures: Procedures are located on the Room Scheduling website located at www.tmcc.edu/vp/acstu/roomscheduling/

Originating source: TMCC Policy Manual

Responsible office: Office of the President

Approved: March 31, 2011

Exercise of Rights of Citizenship 5,320

Truckee Meadows Community College students are both citizens and members of the academic community. As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their web site at: www.tmcc.edu/vp/acstu/roomscheduling/.

Originating Source: Facilities Usage Handbook

Responsible Office: Room Scheduling Office

Updated: September 28, 2010

Rental of College Facilities 5,350

Facilities may be rented by outside agencies whose mission is in concert with that of Truckee Meadows Community College. Preference will be given to those events that enhance the student experience.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their web site at: www.tmcc.edu/vp/acstu/roomscheduling/.

Originating Source: Facilities Usage Handbook

Responsible Office: Room Scheduling Office

Updated: September 28, 2010

Use for Religious and Political Activities 5,380

As a State instrumentality, the College must remain neutral on religious and political matters. The college and its units cannot sponsor or fund religious activities and cannot sponsor or fund political activities except when authorized by the Nevada System of Higher Education.

Religious and political organizations shall have access to designated College properties on the same basis as all other non-college related organizations.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their website at: www.tmcc.edu/vp/acstu/roomscheduling/.

Originating Source: Facilities Usage Handbook

Responsible Office: Room Scheduling Office

Updated: September 28, 2010

Alcoholic Beverages 5,440

The sale, service and consumption of alcoholic beverages on College property must be within the guidelines established by federal and state law and municipal and county ordinances. The College's rules concerning the sale, serving and consumption of alcohol on College properties and its sanctioned events are in accordance with provisions of the Board of Regents Handbook, Title 4, Chapter 1, Section 10. Only the President of the College can authorize alcoholic beverages on College properties.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their web site at: www.tmcc.edu/vp/acstu/roomscheduling/.

Originating Source: NSHE Board of Regents Handbook, Title 4, Chapter 1, Section 10 Web link: <http://system.nevada.edu/Nshe/index.cfm>

Responsible Office: Room Scheduling Office and Office of the President

Updated: September 28, 2010

No Smoking Law 5,443

Nevada Clean Indoor Air Act - Effective December 8, 2006, [NRS 202.2483](#). In accordance with this law, TMCC prohibits smoking in certain areas; has created nonsmoking areas.

Procedures: Procedures may be found in the TMCC HR Faculty Staff Handbook <http://www.tmcc.edu/hr/resources/>.

Originating Source: <http://www.leg.state.nv.us/NRS/NRS-202.html> NRS 202.2483 as well as in the Chancellor's Memorandum No. 95-3, dated July 28, 1995.

Responsible Office: Nevada System of Higher Education and TMCC Human Resources.

Updated: December 1, 2008

Distribution of Materials 5,450

Organizations must have approval of the Associate Dean of Instructional Support prior to distribution of any materials and/or scheduling of space for such distribution.

Procedures: Procedures are available in the Room Scheduling Office or by visiting their website at: www.tmcc.edu/vp/acstu/roomscheduling/. Additional information is available in Appendix K of the TMCC Course Catalog.

Originating Source: Facilities Usage Handbook and Appendix K of the TMCC Course Catalog www.tmcc.edu/catalog/

Responsible Office: Office of the Associate Dean of Instructional Support

Updated: September 29, 2011

Administrative and Classified Office Space Policy 5,485

Office space procedures are provided to govern the use of administrative and classified office space at all TMCC locations. Allocation of space is based on the function and needs of the position. The procedures are designed to serve as a reference for planning decisions and to maximize efficiency, modularity, and flexibility of the College's space.

Procedures: The procedures are available on the Facilities Services Web Site at www.tmcc.edu/facilities.

Originating Source: Facilities Services www.tmcc.edu/facilities

Responsible Office: Facilities Services www.tmcc.edu/facilities

Updated: December 1, 2008

Damages, Destruction and Theft 5,491

The willful damage, destruction, defacement, theft, or misappropriation of property belonging to the college is a violation of Nevada Revised Statutes, Reno Municipal Code, and NSHE policy and may be subject to punitive action, prosecution and/or restitution by the offender.

Procedures: Procedures are outlined in the Title 2, Chapter 6 of the NSHE Code

Originating source: NRS 205 Crimes Against Property

Responsible Office: TMCC Police Department

Updated: July 18, 2011

Curricula, Teaching And Research 6,000 - 6,999

Courses and Curricula 6,000 - 6,599

Addition of Programs and Departments 6,010

It is the policy of the Board of Regents that before any new degree, major, program, department, school, college, center, institute, or other structural organization may be added, such proposal must be approved by the Board of Regents.

Procedures: The procedures for such additions are available on the Board of Regents website at

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/> and

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/procedures-guidelines-manual/>.

Originating Source: Board of Regents Handbook, Title 4 Chapter 14

Responsible Office: Vice President for Academic Affairs and Student Services

Updated: June 24, 2011

Academic Standards 6,502

Students and faculty of TMCC are jointly responsible to maintain academic standards. Faculty have the responsibility to create an atmosphere in which students may display their knowledge. Students have the responsibility to rely upon their own knowledge and resources in the evaluation process.

Procedures: Rules and disciplinary procedures are available on the Board of Regents Web Site at <http://system.nevada.edu/Nshe/index.cfm>

Originating Source: Board of Regents Handbook, Title 2, Chapter 6

Responsible Office: Vice President for Academic Affairs and Student Services

Updated: June 24, 2011

Intellectual Property Policy 6,503

TMCC respects the intellectual property rights of its faculty, staff and students.

Procedures: The full policy and procedures are available on the Board of Regents website at <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>.

Originating Source: Board of Regents, Title 4, Chapter 12

Responsible Office: Vice President for Academic Affairs and Student Services

Updated: June 24, 2011

Use of Copyrighted Materials for Education Purposes 6,505

TMCC is committed to the appropriate use of copyrighted materials, in any medium, consistent with the spirit and the letter of the U.S. Copyright Law. Faculty and staff should be aware that federal copyright laws and requirements limit the type and amount of material that can be copied for classroom use, included in a course packet, placed on reserve in the library, or posted on the Web. TMCC does not support unauthorized copyright use in any form.

Procedures: The Copyright Law of the United States of America is available at www.copyright.gov/title17/.

Originating Source: United States Code, Title 17

Responsible Office: Vice President for Academic Affairs and Student Services and Legal Counsel

Updated: June 24, 2011

Community College/University Articulation Policy 6,520

Transfer and articulation policies for TMCC are regulated in the Board of Regents Handbook, Title 4, Chapter 14.

Procedures: The procedures are available on the Board of Regents Web Site at <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>.

Originating Source: Board of Regents, Title 4, Chapter 14

Responsible Office: Vice President for Academic Affairs and Student Services

Updated: June 24, 2011

Specialized Accreditation 6,525

The College supports specialized accreditation by the appropriate professional associations for many of its programs. Specialized accreditation evaluates professional and occupational education at the program level. Specialized accreditation is only sought if such accreditation has a significant impact on career and employment prospects of the graduates of a program.

Procedures: The dean of an area seeking specialized accreditation submits a written request to the Vice President for Academic Affairs and Student Services with justification of the request that includes the value added for the students and the College as well as the initial costs, annual membership costs, and frequency of site visits.

Originating Source: Vice President for Academic Affairs and Student Services

Responsible Office: Vice President for Academic Affairs and Student Services

Updated: June 24, 2011

Institutional Policies 7,000 - 7,999

Alcohol and Drug Free Work Place Policy 7,001

Alcohol and drug abuse and the use of alcohol and drugs in the work place are issues of concern to the State of Nevada. It is the policy of the state to ensure that its employees do not: report for work in an impaired condition resulting from the use of alcohol or drugs, consume alcohol while on duty, at a work site or on state property. Any employee who violates this policy is subject to disciplinary action. This policy is applicable to all classified and unclassified employees of agencies in State government. Specific federal guidelines, statutory provisions and regulations applicable to this policy are set down in the Drug Free Work Place Act and Chapter 284 of the Nevada Revised Statutes and the Nevada Administrative Code.

Procedures: Procedures may be found in NAC 284.880.

Originating Source: NRS 284.406 www.leg.state.nv.us/nrs/
and www.tmcc.edu/hr.

Responsible Office: Human Resources

Updated: June 21, 2011

Unsupervised Children 7,003

Children shall not be left unsupervised on campus.

Procedures: In the event that an unsupervised child is discovered, the person locating the child should remain with the child and immediately notify TMCCPD.

Originating source: TMCC Catalog, Appendix R

Responsible Office: TMCC Police Department

Updated: July 18, 2011

Hate Crimes 7,004

TMCC considers hate crimes to be unacceptable and antithetical to its commitments to diversity, inclusiveness, and the right of every individual to be treated with dignity and respect. To ensure an environment that fosters civility and mutual respect for members of the TMCC community, hate crimes are prohibited. When

any act motivated by hatred or prejudice occurs, the College will ensure that it is dealt with on a priority basis and use every necessary legal resource to rapidly and decisively identify the suspects and bring them to justice.

Procedures: TMCC Police Department Hate Crimes Procedure

Originating source: Nevada Revised Statutes 193.1675, 200.033(11), 206.125, 207.185, www.leg.state.nv.us/law1.cfm

Responsible Office: TMCC Police Department

Updated: July 18, 2011

TMCC Police Department Usage of Audio and Video Equipment 7,010

Truckee Meadows Community College (TMCC) shall adhere to all applicable federal laws, Nevada Revised Statutes (NRS), and Nevada System of Higher Education (NSHE) Board of Regents Handbook policies relating to video and audio equipment usage.

Procedures: TMCC Police Department Procedures

Originating source: NRS 200.650 — Unauthorized, surreptitious intrusion of privacy by listening device prohibited
NRS 331.220 - Surreptitious electronic surveillance prohibited; exceptions
NRS 396.970 - Surreptitious electronic surveillance on campus; exceptions
NSHE Title 4, Chapter 1, Section 21- Covert Video Surveillance
Links at: www.leg.state.nv.us/nrs/ and <http://system.nevada.edu/Nshe/index.cfm>

Responsible office: TMCC Police Department

Approved: March 8, 2010

Appendix A

Acronyms

AACRAO	American Association of Collegiate Registrars & Admissions Officers
ACT	American College Testing
ADA	Americans with Disabilities Act
AIDS	Acquired Immune Deficiency Syndrome
BCN	Business Center North
CFR	Code of Federal Regulations
DRC	Disability Resource Center

EEOC	Equal Employment Opportunity Commission
FERPA	Family Educational Rights and Privacy Act
GASB	Governmental Accounting Standards Board
GPA	Grade Point Average
IRS	Internal Revenue Service
ITO	Information Technology Operations
ITS	Information Technology Services
NAC	Nevada Administrative Code
NFA	Nevada Faculty Alliance
NSHE	Nevada System of Higher Education
NRS	Nevada Revised Statutes
OSHA	Occupational Health and Safety Act
PIO	Public Information Office
SAM	State Administrative Manual
SAT	Scholastic Assessment Test
SCS	System Computing Services
SGA	Student Government Association
TMCC	Truckee Meadows Community College
TMCCPD	Truckee Meadows Community College Police Department
UNR	University of Nevada Reno
WAI	Web Accessibility Initiative
WCAG	Web Content Accessibility Guidelines