

**PASSAIC COUNTY**

**COMMUNITY**

**COLLEGE**

**BOARD POLICY MANUAL**

**PASSAIC COUNTY COMMUNITY COLLEGE**

**POLICY MANUAL**

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**A9 General**

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- A904 Memorial Policy
- A905 Code of Ethics for College Employees
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Education. The Board of Trustees shall have custody of and be responsible for the management and control of the College.

Section 5. Rules and Regulations; Policies: The Board of Trustees shall from time to time make and revise such rules and regulations and policies not inconsistent with statutory provisions and the rules and regulations of the New Jersey Secretary of Higher Education, as may be

#### **A101 Passaic County Community College Board of Trustees Bylaws (page 2)**

necessary and proper for the administration and operation of a county college and to implement said statutory provisions and rules and regulations. Rules, regulations and policies which are not dictated by the statutes or rules of the New Jersey Office of Higher Education may be adopted, amended and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting, and once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. With the exception of minor editorial revisions, changes in the proposed policy at the second reading shall cause that reading to constitute a first reading. Nothing contained in these bylaws shall prevent the Board from temporarily suspending any rule, regulation or policy. A Policy Manual of Passaic County Community College containing board policies, rules and regulations shall be established and available at all times.

### **ARTICLE IV OFFICERS**

Section 1. Officers. The Officers of the Board of Trustees shall be the Chair and the Vice-Chair. The President of the College shall serve as Secretary of the Board.

Section 2. Election; Term. The Chair and Vice-Chair shall be elected at the annual reorganization meeting in November. The Chair and Vice-Chair shall be elected for a one year term and shall hold office until their successors are elected.

Section 3. Duties of the Chair. The duties of the Chair shall be as follows:

- a) preside at all meetings of the Board of Trustees;
- b) appoint all committees and the Chairs thereof;
- c) sign all documents on behalf of the Board;
- d) perform such other duties as are commonly incident to the office.

Section 4. Duties of the Vice-Chair. The duties of the Vice-Chair shall be as follows:

- a) exercise all the powers and duties of the Chair in case of the Chair's absence or inability to act;
- b) perform such other duties as may be prescribed, from time to time, by the Board of Trustees.

Section 5. Duties of the Secretary. The duties of the Secretary shall be as follows:

- a) attend all meetings of the Board of Trustees;
- b) keep the minutes of all proceedings of the Board of Trustees and record all votes taken;
- c) give notice of all meetings of the Board of Trustees;



- d) take charge of the seal of the body corporate and such other books and papers as the Board of Trustees may prescribe;
- e) affix the seal of the body corporate to all documents that may require it;
- f) make such reports to the Board of Trustees as it may request;

#### **A101 Passaic County Community College Board of Trustees Bylaws (page 3)**

- g) prepare and file, or cause to be prepared or filed, such reports or statements as may be required by law and by the rules and regulations of the New Jersey Secretary of Higher Education upon authorization from the Board of Trustees.

The Board may appoint an alternate secretary at the annual organization meeting or such other time as it deems appropriate. The alternate secretary shall serve in the absence of the secretary. Additionally, the Chairman of the Board shall have the authority to designate an acting secretary when conditions require.

### **ARTICLE V MEETINGS**

Section 1. Regular Meetings. The regular meetings of the Board of Trustees shall be held on the third Tuesday of each month at such time and place as shall be set forth in the annual meeting notice adopted by the Trustees at its annual meeting notice, unless otherwise directed by the Chair or a majority of the Board of Trustees.

Section 2. Annual Meetings. The regular meeting in November shall be known as the annual meeting and, in addition to the regular order of business, shall be for the purpose of electing officers, the adoption of an annual meeting notice in accordance with N.J.S.A. 10:4-18 and the designation of official newspapers.

Section 3. Special Meetings. Special Meetings may be called by the Chair or upon the written request of four (4) Trustees. The Secretary shall prepare and deliver to each Trustee an agenda of such Special Meeting at least 48 hours in advance of the Special Meeting.

Section 4. Emergency Meetings. Emergency Meetings may be called by the Chair or the Secretary. An Emergency Meeting shall not require any advance notice and shall be called only to deal with matters of such urgency that a delay would result in substantial harm to the College. The Secretary shall cause all of the requirements of N.J.S.A. 10:4-9 to be met regarding such a meeting.

Section 3. Agenda and Procedure. An agenda for each regular meeting of the Board of Trustees shall be prepared by the Secretary of the Board of Trustees upon the advice of and after consultation with the Executive Committee. A copy of the agenda shall be furnished to each member of the Board of Trustees by hand delivery at least 48 hours prior to the meeting for which it is prepared. A Trustee may elect to receive the agenda via email in lieu of a hard copy. Items

not on the agenda may be added thereto by a majority vote of the Board of Trustees. All meeting of the Board of Trustees shall begin with the Pledge of Allegiance.

Section 5. Quorum. A majority of the voting members of the Board of Trustees then holding office shall constitute a quorum. The Board may take action only when a quorum of members is present.

#### **A101 Passaic County Community College Board of Trustees Bylaws (page 4)**

Section 6. Attendance via Electronic Means. Trustees shall make every effort to physically attend each meeting of the Board of Trustees. In the event a Trustee cannot physically attend a meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to, telephone and Skype, however a Trustee may not attend a meeting via email, text messaging or the like. In order to be able to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents which are being considered at the meeting as well as the opportunity for simultaneous aural communications among all participating Trustees.

### **ARTICLE VI COMMITTEES**

Section 1. Executive Committee. The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, Board Counsel and one trustee appointed by the Chair. This committee will meet monthly in advance of the regular monthly meeting of the Board of Trustees to review the proposed meeting agenda for such regular meeting. The Committee shall also meet at other times deemed necessary by the Chair or the Secretary.

Section 2. Board of School Estimate. Promptly after each annual meeting, the Chair shall appoint two trustees to serve on the Board of School Estimate as required by N.J.S.A. 18A:64A-15. The Secretary shall serve as secretary of the Board of School Estimate.

Section 3. Audit and Budget Committee. The Audit and Budget Committee shall be composed of up to four trustees appointed by the Chair. The committee shall review the proposed operating and capital budgets of the College as presented by administration. Upon completion of the review, the committee shall recommend operating and capital budgets to the Board of Trustees for approval. The committee shall meet with the auditors and administration following the completion of the annual audit to review the financial statements and the auditor's report on the adequacy of internal controls and other findings. The committee may discuss any matters with the auditors that the committee members or auditors believe should be discussed privately, without administration present.

Section 4. Council of County Colleges. The Council of County Colleges Committee shall be composed of two trustees appointed by the Chair. The committee shall represent the College to the Council of County Colleges and provide the Board with information regarding the Council's activities.

Section 5. Ad Hoc Committees. The Chair shall appoint such ad hoc committees as the Board may from time to time deem necessary in order to conduct its business.

**A101 Passaic County Community College Board of Trustees Bylaws (page 5)**

**ARTICLE VII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable statutes and rules and regulations.

**ARTICLE VIII  
AMENDMENT OF BYLAWS**

These bylaws may be amended or repealed at any meeting of the Board, provided the proposed amendment or repeal shall have been proposed at a previous Board meeting, and once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. With the exception of minor editorial revisions, a proposed amendment or repeal in the bylaws at the second reading shall cause that reading to constitute a first reading.

Approved: 09/26/83  
Approved: 09/25/89  
Amended: 12/18/89  
Amended: 01/28/91  
Amended: 10/09/95  
Amended: 12/11/95  
Amended: 12/17/13 (title change to OHE)  
Approved: 01/21/20

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A102 THE PRESIDENT**

The President of Passaic County Community College shall be the Chief Executive Officer and shall be responsible to the Board of Trustees and shall have such powers as shall be requisite for the executive management and conduct of the College in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and order governing the management, conduct and administration of the college

Approved: 02/17/70  
Revised: 08/14/85  
Revised: 12/17/2013  
Revised: 01/19/2021

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A103 THE COLLEGE CATALOG**

Information in the current copy of the College Catalog shall have the force of Board Policy. The President shall be authorized to approve the contents of the Catalog. The President shall be authorized to waive or change specific items for special cases.

Approved: 06/25/84  
Approved: 08/14/85  
Revised: 01/27/92  
Revised: 01/28/02  
Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A104 ADVISORY COMMITTEES**

It shall be the policy of the Passaic County Community College Board of Trustees to encourage residents and others who are especially qualified because of training, experience, interest, or personal characteristics to take an active part in the College's programs. The Board shall, when it deems appropriate and advisable, appoint advisory committees to assist in research projects, long-range studies, and other specific purposes. Each committee shall be representative of the community in relation to the task delegated to it. The Board of Trustees shall approve the members of the committee upon the recommendation of the President. Those persons identified by the President and his staff, and approved by the Board, may be invited to act as advisors, individually or in groups. Each committee shall serve in an advisory capacity only. The following policies shall govern the appointment and function of advisory committees:

1. The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee; members of the professional staff may be appointed to a committee as members or consultants;
2. If an advisory committee is required by state or federal law, its composition and appointment shall meet all the guidelines established for that particular type of committee;
  1. Tenure of members shall be one year only unless the member is reappointed;
  2. Each committee shall be clearly instructed to:
    - a. The length of time each member is being asked to serve;
    - b. The service the Board wishes the committee to render; the extent and limitations of its responsibilities;
    - c. The resources the Board will provide;
    - d. The approximate dates on which the Board wishes to receive major reports;
    - e. Responsibilities for the release of information to the press.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A104 ADVISORY COMMITTEES (Page 2)**

5. Recommendations of committee shall be based on research and fact.
6. A board of trustees possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted through the President to the Board for action.

The Board of Trustees shall give substantial weight to the advice of these individuals and/or groups. However, final action and responsibility in the decision-making progress of the College shall remain with the Board. The President, or his designee, shall be an ex-officio member of all advisory committees.

Approved: 09/28/76

Revised: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A105 BOARD ORIENTATION**

In order to facilitate smooth functioning of the Board of Trustees, it will be the responsibility of all new Trustees to participate in an orientation program designed by and provided by the Board. The Board will conduct seminars/workshops during which they can contemplate long-term objectives, methods and role of the trustee and the Board.

With respect to orientation programs:

1. All Trustees shall participate in an orientation program scheduled within their first 90 days as a Trustee. A statement of Trustees responsibilities will be provided to new appointees.
2. New Trustee orientation workshops shall be scheduled at the convenience of the new Board members.
3. New Trustees will be assigned a mentor among the veteran Board members to assist the new trustee in assimilating historical perspective and Board policies.
4. New Trustees shall complete an inventory of personnel and professional interest to assure their individual talents and expertise will be utilized in committee assignments.
5. The orientation shall consist of a walking tour of the campus, an opportunity to speak with students, faculty, and administrative staff, a review of key institutional data that marks trends that have occurred over the three previous years, a discussion of mission, goals, and objectives, a description of the functioning procedures of the Board of Trustees, names and titles of key administrators and faculty, distinction between the role of the Board as a policy making entity, as well as the role of the individual trustee and the role of the administration. Trustee seminars/workshops goals and objectives shall be chosen from among the following:
  1. To improve the Board's organization and performance.
  2. To enable the Board to understand and to improve its participation in policy setting.
  3. To encourage Board members to live up to their trusteeship.
  4. To improve relationships between the President and the Board.



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A105 BOARD ORIENTATION (Page 2)**

5. To reach consensus on the mission for the institution or some major objective.
6. To achieve greater harmony among the Trustees through opportunities for expanded friendship and appreciation for different viewpoints on major issues.

The list herein indicated should not be construed as all inclusive. The Board reserves the right to add and/or delete objectives.

Approved: 12/18/89

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A201 VISION, MISSION, AND VALUES STATEMENT**

**VISION:** PCCC aspires to be a premier community college that leads, inspires, and supports individuals in reaching their educational and career goals in a timely manner.

**MISSION:** PCCC offers high-quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general education foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address a wide variety of student learning needs through excellence in teaching, innovative and effective use of technology, multiple instructional methods and developmental and ESL programs that provide access to college-level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

**PCCC VALUES:**

**Academic Quality:** We commit to educational excellence in teaching and learning

**Learning:** We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion

**Diversity:** We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others

**Honesty and Integrity:** We commit to an educational environment characterized by honesty, integrity and mutual respect

Approved: 06/25/84  
Revised: 01/27/92  
Revised: 01/28/02  
Revised: 01/23/12

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A202 PASSAIC COUNTY COMMUNITY COLLEGE INSTITUTIONAL GOALS**

1. Offer high quality programs through flexible and innovative instructional formats that respond to changing community needs
2. Improve student progress and program completion rates
3. Provide a supportive learning environment for members of the college community
4. Expand strategic partnerships with educational, business, cultural, and government agencies.

Approved: 01/27/92

Revised: 12/18/02

Revised: 01/29/07

Revised: 01/23/12



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A302 CHAIN OF COMMAND**

The following constitutes the chain of command for the administration of the College:

1. Board of Trustees
2. President
3. Senior Vice President for Academic and Student Affairs
4. Vice President for Finance and Administrative Services
5. Vice President for Institutional Advancement
6. Vice President for Information Technology
7. Senior Dean for Academic Affairs

Approved: 08/14/85  
Revised: 09/28/87  
Revised: 04/30/90  
Revised: 03/22/2004  
Revised: 05/10/2010  
Amended: 12/17/2013 (title change)  
Revised: 01/19/2021

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A303 EMERGENCY OPERATIONS PLAN**

The College shall develop and distribute plans and procedures in the following areas:

1. Emergency Communications
2. Providing the Security of Computer Systems
3. Hazardous Materials
4. Building Evacuations including assisting persons with disabilities
5. Coordination with law enforcement authorities

These plans and procedures should be reviewed yearly and approved by the President.

Approved: 08/14/85  
Revised: 03/22/04  
Amended: 12/17/13 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A304 ACADEMIC COUNCIL**

The Academic Council shall be responsible for reviewing and recommending to the President of the College all matters of a professional nature related to the well-being and operations of the College. Any action of the Academic Council shall be subject to the limitations expressed in State law regulations, the Bylaws of the Board of Trustees of Passaic County Community College, and policies and actions taken by the Board of Trustees of the College and the New Jersey Office of Higher Education. Among the considerations within the Academic Council are the following:

1. Curricular matters.
2. Policies and practices relating to Academic regulations and procedures.
3. Policies and practices relating to instructional resources.
4. Budgeting and other financial matters.
5. College policies, procedures, and regulations
6. Quality of student life.

Approved: 08/14/85  
Amended: 03/22/04 (title change to CHE)  
Amended: 12/17/13 (title change to OHE)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A901 USE OF COLLEGE SEAL**

The College shall maintain an official College seal located in two offices. One shall be kept in the President's Office. The other shall be kept in the Registrar's Office.

1. The one located in the President's Office shall be used for official documents and certificates only. Any document requiring the seal must be approved by the President.
2. The second shall be maintained by the Registrar and shall be used only to verify official transcripts.

Approved: 08/14/85

Revised: 03/22/04



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A902 COPYRIGHT PROTECTION**

No copyright material will be duplicated by the College unless it is consistent with the present copyright law.

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A903 CODE OF ETHICS FOR COLLEGE TRUSTEES**

Each public institution of higher education shall develop a code of ethics, in accordance with State of New Jersey Executive Order No. 65 signed on November 15, 2005, governing its trustees, officers, and employees. The code of ethics shall establish guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of the institution.

**1. Application**

This code of ethics is applicable to members of the board of trustees of the College.

**2. Definitions**

The following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the board of trustees of the College.

“Trustee” means all voting and non-voting members of the Board of Trustees.

“College matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers, or employees.

“Employee” means any person compensated for full or part time employment services rendered to the College.

“Immediate family member” means the spouse, natural or adopted child, grandchild, parent, or sibling of the trustee.

“Interest” means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to a trustee or to an immediate family member of a trustee, either singly, or in affiliation with any person or party as defined herein.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A903 CODE OF ETHICS FOR COLLEGE TRUSTEES (page 2)**

**3. Standards of Ethics**

- (a) No trustee shall have any interest, financial, or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the trustees' duties to the College.
- (b) No trustee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No trustee shall act in his or her official capacity in any College matter in which the trustee or an immediate family member of the trustee has a direct or indirect financial interest that might reasonably be expected to impair the trustees' objectivity or independence of judgment.
- (d) No trustee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the trustees' objectivity or independence of judgment in the exercise of his or her official duties as trustee.
- (e) No trustee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred or which the trustee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties as trustee.
- (f) No trustee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the trustee's acts, that he or she may be engaged in conduct violative of his or her trust as a public official.
- (g) No trustee, nor any member or employee of a firm or corporation with which the trustee is affiliated, shall appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or any cause or proceeding involving the College.
- (h) No trustee shall use, or allow to be used, his or her public office, or any information not generally available to members of the public, which the trustee receives in the course of or by reason of the trustee's office, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with the trustee is associated.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A903 CODE OF ETHICS FOR COLLEGE TRUSTEES (page 3)**

- (i) A trustee should devote time, thought and study to the duties and responsibilities of a College trustee so as to render effective and creditable service.
- (j) As an individual, a trustee has no legal authority outside the meetings of the Board and should conduct himself or herself accordingly with the College staff, local citizens, and all factors of the local community.
- (k) An important function of the Board is to establish the policies and the goals of the College and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals. However, trustees should leave the conduct of educational program and the College's business to the President and administration of the College.

**4. Disclosure of potential conflict**

- (a) At first knowledge of a transaction involving the College that reasonably could give rise to a conflict of interest, a trustee shall disclose to the Board the precise nature of the interest or involvement of the trustee or the trustee's immediate family member in any College matter to be considered by the Board or College administration.
- (b) Upon notification of the appointment or reappointment of a trustee, the President of the College shall provide the trustee with a copy of this code of ethics. Within thirty (30) days after the organizational meeting of the Board, each trustee shall file with the secretary of the Board, a form of statement specified by the Board which discloses the nature of any financial interest or business relationship which the trustee has which relates to the College or which the Trustee is otherwise required to disclose under this code of ethics.

**5. Enforcement**

Violations of this code of ethics may constitute cause for removal of a trustee pursuant to N.J.S.A. 18A:64A-9, Executive Order No. 65, or imposition of other sanctions determined by the Board to be appropriate.

Dated: April 3, 2006

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A904 MEMORIAL POLICY**

Passaic County Community College shall acknowledge major illnesses and deaths of the following groups and their immediate family members:

Board members

College faculty and employees

Such acknowledgement shall be in the form of cards, flowers, fruit baskets, etc., or a contribution to the College scholarship fund. No more than \$50.00 shall be expended per occurrence.

Approved: 11/25/91

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A905 CODE OF ETHICS FOR COLLEGE EMPLOYEES**

Each public institution of higher education shall develop a code of ethics, in accordance with State of New Jersey Executive Order No. 65 signed on November 15, 2005, governing its trustees, officers, and employees. The code of ethics shall establish guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of the institution.

**1. Application**

This code of ethics is applicable to employees paid from Federal, State or County funds who are employed by the College.

**2. Definitions**

The following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the board of trustees of the College.

“Trustee” means all voting and non-voting members of the Board of Trustees.

“College matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers, or employees.

“Employee” means any person compensated for full or part time employment services rendered to the College.

“Immediate family member” means the spouse, natural or adopted child, grandchild, parent, or sibling of the employee.

“Interest” means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A905 CODE OF ETHICS FOR COLLEGE EMPLOYEES (page 2)**

**3. Standards of Ethics**

- (a) No employee shall have any interest, financial, or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employees' duties to the College.
- (b) No employee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employees' objectivity or independence of judgment.
- (d) No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- (e) No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College.
- (f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.
- (g) No employee shall appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or any cause or proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**A905 CODE OF ETHICS FOR COLLEGE EMPLOYEES (page 3)**

- (h) No employee shall use, or allow to be used, his or her public office, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for
- (i) himself or herself, his or her immediate family members, or others with whom the employee is associated.
- (j) No employee shall engage in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator, or supervisor.

Dated: April 3, 2006



# PASSAIC COUNTY COMMUNITY COLLEGE

## BOARD POLICY

### **A906 DRUG FREE SCHOOL AND CAMPUS POLICY**

In accordance with the Drug Free Schools and Communities Act, Passaic County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and the unlawful and unauthorized possession and use of alcohol, marijuana and cannabis products on College property or as part of any of the College's sponsored activities.

The President or their designee(s) shall develop a program that implements this policy. The program shall contain the following elements:

- standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, marijuana and cannabis products by students and employees on College property or as part of any of the College's sponsored activities;
- a description of applicable legal sanctions under state, local, and federal law
- a description of health risks associated with the use of illicit drugs, alcohol, marijuana and cannabis products;
- a description of available counseling, treatment, rehabilitation, or re-entry programs; and
- the sanctions the College will impose for violation of standards of conduct and a description of the sanctions, which may include expulsion or termination of employment, referral for prosecution and/or a requirement that the offender complete an appropriate treatment program.

The College will annually distribute in writing to each student and each employee the elements of the Program. Students who enroll or employees who are hired after the annual distribution will be given the information upon enrollment/hire.

#### Program Evaluation

The College will conduct a biennial review of Drug Free School and Campus Policy and Programs to: (1) determine the effectiveness and implement changes to the program if they are needed; (2) determine the number of drug and alcohol-related violations and fatalities that occur on the College's campuses or as part of the College's sponsored activities and are reported to College officials; (3) determine the number and type of sanctions that are imposed; and (4) ensure that disciplinary standards are consistently enforced. The biennial review will be conducted in even-numbered years and will focus on the two preceding academic years.

The College will make available, upon request, to the United States Department of Education and to the public, the information distributed to students and employees and the results of the College's biennial review of this Policy.

Approved: 05/18/2021

**PASSAIC COUNTY COMMUNITY COLLEGE  
POLICY MANUAL**

**B Personnel**

**B1 General**

- B101 Employment Policy
- B102 Nondiscrimination and Equal Opportunity Policy as to Students and Employees
- B103 Standards of Conduct
- B104 Negotiated Contracts
- B105 Employee Discipline
- B106 Public Employees Retirement System
- B107 Sabbatical Leave
- B108 Title IX: Sex Discrimination, Sexual Harassment, and Sexual Misconduct
- B109 Drug Free Workplace Policy

**B2 Administrative**

- B201 Contracts for Professional Staff Not Holding Faculty Rank
- B202 Administrators Teaching Assignments
- B204 Exempt Employees: Evaluation and Compensation

**B3 Faculty**

- B302 Faculty Evaluation, Promotion, and Tenure
- B303 Faculty Substitutes

**B4 Supportive Staff**

- B402 Educational Assistance Program – Supportive Staff Association

# PASSAIC COUNTY COMMUNITY COLLEGE

## BOARD POLICY

### **B101 EMPLOYMENT POLICY**

#### Recruitment

1. Efforts will be made to maximize awareness from traditionally under-represented groups to make application for all vacancies at the College.
2. General media and appropriate professional journals will be selected for placement of advertisement as appropriate for each position. Consideration will be given to circulation among minorities, women and disadvantaged persons.
3. The personnel office will sufficiently review all applications to render a judgement whether candidates possess minimum qualifications. Those who do not will be set aside and kept available for inspection by appropriate interested parties.

#### Review of Candidates

4. For supportive staff (maintenance, clerical, custodial, security, etc.) positions, candidates will be reviewed by the supervisor of the position or his or her designee.
5. For professional vacancies, it will generally be desirable to utilize a committee of current staff having some organizational or experiential relationship to the vacant position to review candidates. Such committee will be comprised of individuals of varied race, ethnicity and sex.
6. Upon completion of candidate review, a recommendation will be made to the President of the College of all persons considered by the search person or committee for the position along with appropriate comments. Information about those considered minimally qualified but not recommended will be provided to the President along with reasons why they were not recommended.
7. The President will make an affirmative recommendation to the Board for a particular applicant to fill the instant vacancy along with reasons for the selection.

#### Board Deliberations

8. The Executive Committee of the Board will normally review relevant material to determine whether they should support the President's recommendation. When

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B101 EMPLOYMENT POLICY (Page 2)**

that committee supports the recommendation, the committee Chairperson will convey that decision to the full Board in the form of a formal recommendation.

9. When the Executive Committee does not concur in the President's recommendation, the Board may refer the matter back to the President for the further consideration.
10. It will be standard practice that no person may be employed without an affirmative recommendation by the President and approval by formal resolution of the Board incorporating affirmative votes by a majority of the Board.

**Exceptions**

11. When temporal exigency demands, temporary appointments may be made by the President for a period not to exceed one semester. Renewals for subsequent temporary periods is to be discouraged.
12. The President is authorized to manage, supervise and discharge part-time faculty. Part-time faculty shall be utilized to supplement the full-time workforce to meet the needs of the educational programs of the College.

Each semester, a list of part-time faculty will be submitted to the Board for its information. Part-time faculty shall possess qualifications established by the President for his/her field of specialization, and shall be paid at a rate established by the Board.

Part-time faculty shall not be classified as members of the full-time faculty.

13. Part-time employees of the College shall be governed by the hourly rate schedule established by the Board of Trustees.

Approved:      Date Unknown  
Approved:      09/23/74  
Revised:        08/14/85  
Revised:        05/12/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B102 NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY AS TO STUDENTS AND EMPLOYEES**

Passaic County Community College is an Equal Opportunity Employer and institution. In accordance with the regulations referenced below, Passaic County Community College hereby gives notice of its nondiscriminatory policy as to students and employees.

Continuing its policy to take affirmative action to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender identity or expression, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability. This policy applies to the administration of Passaic County Community College's admission, employment, educational, scholarship, loan, athletic, and other programs and practices.

Inquiries concerning the application of any policy, program, or other activity at Passaic County Community College may be referred to the Affirmative Action Officer (Title IX Coordinator), who has been especially designated by the College to oversee the continued application of the nondiscriminatory policies.

Inquiries, concerns, or complaints may also be referred to the Director of the Office for Civil Rights, U.S. Department of Health and Human Services.

**REFERENCES:**

- Title IX of the Education Amendments of 1972
- Part 86 of the U.S. Department of Health, Education, and Welfare
- Revenue Procedure 75-50, dated December 8, 1975
- Title VII of the Civil Rights Acts of 1964 and 1990
- Section 504 of the Rehabilitation Act of 1973
- Older Americans Act of 1975
- Americans with Disabilities Act of 1990
- New Jersey Law Against Discrimination and New Jersey Anti-Bullying Bill of Rights Act, P.L. 2010, Chapter 122 and amendments

Approved: 7/21/2015

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B103 STANDARDS OF CONDUCT**

Passaic County Community College personnel shall have the responsibility to carry out the duties of their position, subject to applicable college policies, procedures, regulations and/or collective bargaining agreements, and to develop, allocate and preserve all resources of the institution – material and otherwise. Employees are expected to perform in a manner which is both moral and ethical. Penalties for non-adherence shall be determined by the College and shall be effectuated in the manner set forth in the Policy on Employee Discipline. (Ref. NJAC 9:4-2.3)

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B104 NEGOTIATED CONTRACTS**

Provisions of the contracts negotiated with the recognized bargaining units shall have the force of Board Policy.

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B105 EMPLOYEE DISCIPLINE**

Consistent with the appropriate provisions of current collective bargaining agreements, the College shall maintain a practice of employee discipline that affords adequate due process. Non-probationary employees shall be afforded oral and written notice prior to dismissal with appropriate time to improve.

Approved: 08/14/85



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B106 PUBLIC EMPLOYEES RETIREMENT SYSTEM**

To facilitate the administration of Public Employees Retirement System (NJSA 43:15A-1 et seq.), the Board of Trustees of Passaic County Community designates the Vice President for Human Resources, Planning, and Institutional Effectiveness with the responsibility of processing, at the local level, all documents pertaining to the Public Employees' Retirement System, particularly with regard to enrollments, transfer of member's accounts, retirements, withdrawal and insurance claims.

Approved: 09/15/70  
Revised: 08/14/85  
Amended: 03/22/04 (title change)  
Amended: 12/17/13 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B107 SABBATICAL LEAVE**

1. The College will grant no more than two faculty sabbatical leaves per year and two administrative sabbatical leaves per year. Sabbatical Leave shall be awarded for either one (1) academic semester (not to exceed six months) at full pay, or for two (2) academic semesters (not to exceed one continuous twelve-month period) at half pay.
2. Full-time faculty members and administrators, who have completed seven years of service with the College, may make written application for a Sabbatical Leave of Absence to the appropriate Vice President. Applications must be submitted at least three months in advance of anticipated beginning date of the leave. Faculty members and administrators are encouraged to consider the academic cycles in applying for leave. Applications must include the specific dates of the leave, verification of the use and purpose for the leave, a statement demonstrating the effective benefit to the College, and a signed commitment that the faculty member agrees to complete two (2) years of employment with the College upon return from the Sabbatical.
3. The appropriate Vice President shall weigh all applications for Sabbatical Leave against the following criteria:
  - A. Relevant full-time attendance at graduate school.
  - B. Relevant full-time research or writing projects.
  - C. Travel which may be deemed beneficial to the College.
  - D. Any other activities, which may be deemed probable to enhance the professional growth of the faculty member or administrator and, thus, become beneficial to the College.

The Vice President shall forward the application together with his/her recommendation to the President. The President shall review the application and recommend appropriate action to the Board of Trustees. The decision of the Board of Trustees shall be final and binding, without recourse to the grievance/arbitration procedures of negotiated Agreements.

4. Upon return from Sabbatical Leave, the faculty member or administrator shall be placed in his/her former position at the salary rate he/she would have been earning had he/she been employed at the College throughout the leave period.

Approved: 02/18/86  
Revised: 09/28/87  
Revised: 06/4/09 (title change)



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B108 TITLE IX: SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT**

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sexual discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities offered by schools and colleges receiving federal funding.

The Associate Vice President for Human Resources shall serve as Title IX coordinator and will be responsible for compliance with this policy and the statutory and regulatory requirements of Title IX. The Dean of Student Affairs shall serve as the Deputy Title IX coordinator who shall act when the Title IX coordinator has a conflict or is otherwise absent. The Title IX Coordinator and the Deputy Title IX coordinator, upon consultation with College Counsel, shall be responsible for drafting and implementing the grievance procedures required by Title IX regulations.

Inquiries concerning the application of this policy to any program or activity at Passaic County Community College may be referred to the Title IX Coordinator.

Inquiries, concerns, or complaints may also be referred to the Office for Civil Rights, U.S. Department of Education.

Approved: 07/21/2015  
Revised: 01/19/2021

# **PASSAIC COUNTY COMMUNITY COLLEGE**

## **BOARD POLICY**

### **B109 – DRUG-FREE WORKPLACE POLICY**

In accordance with the Drug Free Workplace Act of 1988, Passaic County Community College is committed to providing a safe work environment and to fostering the wellbeing and health of its employees. In order to comply with the requirements of the Act, the College, as a federal grant recipient, must provide a drug-free workplace. As such, the College will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to each employee engaged in the performance of a federal grant or contract.
- Notify each employee that compliance with the policy is a condition of employment and that the employee must abide by the terms of the policy statement. The policy statement includes the requirement that the employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on any employee who is so convicted.
- Establish a program of drug-free awareness, informing employees about the College's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

The intent of this policy is to offer help to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment at the College.

The College encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the College's Employee Assistance Program (EAP). If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the College; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B109 – DRUG-FREE WORKPLACE POLICY (Page 2)**

The President or the President's designee shall be responsible for the implementation and enforcement of this policy.

Approved: 10/05/1992

Revised 05/18/2021

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY RANK**

Professional staff not holding faculty rank may be appointed by the Board of Trustees for one-year terms. Professional staff serving under such initial one-year contracts who have not yet served five academic years shall be notified by the President of reappointment or non-reappointment to a succeeding one-year contract no later than May 1<sup>st</sup> or 45 days after the Board of School Estimate adopts the budget (whichever is later).

Professional staff who have served the college for 5 academic years shall be notified by the President, no later than December 31, of their reappointment or non-reappointment to a one-year contract starting at the beginning of the next academic year.

For the purposes of this policy, a member of the “professional staff” is defined as:

1. A full-time employee of Passaic County Community College, and
2. One who does not have concurrent academic rank, and
3. One who is serving in a full-time position at Passaic County Community College requiring the holding of at least a Bachelor’s Degree or its equivalent and such requirement is stated in the applicable job description for the position, and
4. One whose salary is not derived in whole or in part from restricted sources such as Federal, State and private grants.

Professional staff whose initial employment begins after July1, but before October 1, shall be considered as having been appointed for one full academic year of service for the purposes of this policy. For any professional staff employee whose initial appointment is after October 1, such appointment shall not be considered as a full academic year for the purposes of this policy.

Approved: 04/27/1976  
Revised: 08/14/1985  
Amended: 03/22/2004 (title change)  
Revised: 05/18/2021

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B202 ADMINISTRATORS TEACHING ASSIGNMENTS**

The Board of Trustees recognizes the importance of administrators teaching at the College.

The President may adjust administrative work hours in order to permit the additional assignment of teaching to administrators who have been deemed qualified to teach.

Administrators assigned to teach outside of normal working hours shall receive compensation for such teaching at the current faculty overload rate of pay. No additional compensation will be given for teaching during the normal work schedule.

Approved: 04/26/82  
Revised: 08/14/85  
Revised: 08/10/92  
Revised: 11/30/93  
Revised: 07/25/94



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B204 EXEMPT EMPLOYEES: EVALUATION AND COMPENSATION**

When the salary proposal for Administrators not in a bargaining unit is submitted to the Board for an increase for the ensuing year, the President shall submit with said proposal the evaluation of each employee made by the employer's immediate supervisor, with the President's recommendations.

**ANNUAL INCREASE RANGE**

The Board of Trustees shall determine the percent increase range each fiscal year. The specific percent increase will coincide with specific performance factors.

**SALARY PROPOSAL**

The President's salary proposal will include the current salary, proposed salary, percent amount of increase and the employee's evaluation completed by the immediate supervisor.

**PROFESSIONAL IMPROVEMENT PLAN**

Any improvement in professional performance will be described in this plan. The plan will also indicate proposed actions by the employee and supervisor to eliminate deficiencies within the evaluation period. The impact of professional performance standards on the job will be provided along with consequences of failure to improve professional performances.

**TIME FRAME**

Salary increase proposal for exempt administrators will be considered by the Board of Trustees during the March meeting. The effective date of salary changes will be July 1 of the ensuing fiscal year.

**REAPPOINTMENT**

Exempt administrators not in a bargaining unit will be notified of their reappointment before December 1 of each given year.

Revised: 06/16/80

Revised: 06/22/92

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B302 FACULTY EVALUATION, PROMOTION AND TENURE**

Concerning decisions about faculty evaluation, promotion and renewal, the Board will be guided by the principle that the single most important consideration in producing quality education is the development and continuous employment of a well-qualified faculty. It is to be noted that two very divergent considerations impact upon these decisions: First, individuals who seek employment as faculty have compelling career interest and a right to be treated equitably in such matters. Second, institutional and student interest must be paramount when establishing criteria and procedures to be applied.

The student and institution will benefit from the continuous appointment of a significant proportion of a college faculty which will provide a continuity of educational leadership, foster institutional loyalty, encourage active participation in institutional affairs, and create and protect academic freedom which is essential to sound academic deliberation and decision. While incorporating practices providing the greatest support for advancing these institutional and student interests, the College will also provide information, support, encouragement, training and fairness in procedures, which will facilitate and guide the efforts of those who seek renewal, promotion and tenure.

In addition to the establishment of continuity of faculty leadership, it is also deemed essential that the institution have the renewing and currency effects of a continual infusion of new talent. A broad range of experiential, training, cultural and ethnic diversity is desired among the faculty and will be sought through continuous review of the cumulative VITA of existing staff. Among the factors taken into consideration for new applicants for hire, renewal, promotion and tenure will be their projected impact upon this cumulative diversity.

Tenure will be awarded only to individuals whose performance during their probationary period gives clear evidence of their ability and willingness to make a significant and continuing contribution to the growth and development of the institution. Tenure will be awarded after presentation of positive evidence of excellence in teaching, contribution to college and community, fulfillment of professional responsibilities and scholarly achievement, and not solely because negative evidence to the contrary is not presented. It is to be explicit that the burden of proof of worthiness for a reappointment conferring tenure rests with the candidate. The College will provide an opportunity to demonstrate that proof.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B302 FACULTY EVALUATION, PROMOTION AND TENURE (Page 2)**

The President is instructed to establish a procedure, which the College will employ to regularly evaluate the performance of faculty members. Such evaluation will provide the vehicle by which candidates for tenure may meet the burden of proof requirement. The evaluation should include classroom observations and expressed opinions on relevant matters by students, peers and academic administrators. As each year of the probationary period passes, the evaluation process should focus increasing attention on each candidate's worthiness for conferral of tenure. A faculty member who has not provided reasonable reason to conclude that he or she is or will become of a caliber justifying conferral of tenure by the end of the third year should not be returned for a fourth year even in probationary status. Fourth year candidates should be evaluated as if renewal for a fifth year would confer tenure. They should therefore only be renewed after presentation of compelling evidence that justifies a belief that the candidates will make a year's long contribution to the College of quality expected on a tenured faculty member. At the completion of the fifth year, only those candidates who are worthy of promotion to the rank of assistant professor should be renewed and have tenure status bestowed upon them.

Reappointment and Promotion decisions will be based upon:

1. Teaching excellence (the primary consideration)
2. Contribution to the College
3. Fulfillment of professional responsibilities
4. Contributions to the community
5. Scholarly achievements
6. Possession of minimum requirements

Pertaining to the crucial question of teaching effectiveness, the President, in conjunction with the Vice President and appropriate faculty, will develop specific criteria and means to measure. These criteria and means will be continuously monitored and reviewed so as to provide the most current professional standards possible. Among the considerations to be incorporated into these criteria will be rapport with students, understanding of various student learning styles, classroom communication ability, compassion for students, effective classroom techniques and others which enhance student learning.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B302 FACULTY EVALUATION, PROMOTION AND TENURE (Page 3)**

It is expected that the President, the Vice President, and the faculty will assist new faculty to develop and improve their skills, particularly during their first three years at the College. Thus, new faculty are encouraged to seek guidance and support from the staff during that period of professional growth.

The evaluation process will include:

1. Classroom observations by the Administration
2. Classroom observations by peers
3. Student opinions
4. Self-evaluations
5. Annual evaluations by appropriate administrators
6. Annual conferences with the Vice President for Academic and Student Affairs

The College full-time faculty will be organized into four academic ranks and these will be supplemented by adjunct faculty as needed. The four ranks with associated minimum qualifications are as follows:

1. Instructors: Educational attainment including a Master's Degree or its equivalent in an appropriate field of study from an accredited institution. In the event that equivalent preparation is the basis for assignment to the rank of Instructor, the individual's notice of appointment shall state explicitly that either the Master's Degree is waived, or that the Master's Degree must be obtained by a specified date.

Equivalent preparation may include:

- a. Advanced study with recognized teacher (e.g. in fine arts)
- b. Practical experience in related non-academic fields.

No experiential requirement

2. Assistant Professor: Educational attainment including a minimum of a Master's Degree in a related discipline plus fifteen credits of significant and related graduate work earned thereafter from an accredited institution, or minimum of fifty credits beyond the Bachelor's Degree in a doctoral program which does not grant a Master's Degree. Three additional years of relevant work in an appropriate field beyond the minimum experience requirement may be substituted

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B302 FACULTY EVALUATION, PROMOTION AND TENURE (Page 4)**

for study beyond a Master's Degree. The experience requirement includes a minimum of five (5) years of college teaching and/or other relevant teaching experience as determined and certified by the Vice President for Academic and Student Affairs and/or five (5) years of other experience relevant to the person's position at the College.

3. Associate Professor: Educational attainment including a minimum of a Master's Degree in a related discipline plus fifteen credits of significant and related graduate work earned thereafter from an accredited institution, or a minimum of fifty credits beyond the Bachelor's Degree in a doctoral program which does not grant a Master's Degree. Three additional years of relevant work in an appropriate field beyond the minimum experience requirement may be substituted for study beyond a Master's Degree. The experience includes a minimum of nine (9) years of experience as determined and certified by the Vice President for Academic and Student Affairs and/or nine (9) years of other experience relevant to the person's position at the College, of which at least three (3) years is community college teaching experience.
4. Professor: Educational attainment including an earned Doctor's Degree, recognized by the Commission of Higher Education in the state in which earned and by the appropriate regional accrediting association, in a related discipline. Recognition will not be granted for a Doctor's Degree from an institution listed by the New Jersey Commission of Higher Education as unacceptable. Ten additional years of relevant work experience beyond the minimum experience requirement in an appropriate field or five years of exceptional classroom teaching experience and significant service to the College community as recognized by a formal evaluation and from the Academic Vice President may be substituted for an earned Doctor's Degree. The experience requirement includes a minimum of twelve (12) years of other experience relevant to the person's position at the College, of which at least five (5) years is community college teaching experience.

The above are minimum criteria the possession of which will not automatically entitle one to the rank considered. Assignment of rank will be judged in accordance with the considerations outlined in this policy with the overriding question being the degree to which a candidate for placement in rank has or will contribute to the furtherance of institutional goals.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B302 FACULTY EVALUATION, PROMOTION AND TENURE (Page 5)**

Relevant teaching experience, as determined by the Vice President for Academic and Student Affairs will be equated as follows:

1. Three (3) years of non-collegiate grammar school and/or junior high school teaching experience is equivalent to one (1) year of college teaching experience up to a maximum of three (3) years.
2. Two (2) years of non-collegiate senior high school teaching experience is equivalent to one (1) year of college teaching experience up to a maximum of three (3) years.

Exceptions to these criteria will be approved only when recommended by the President as being in the institutional best interest.

Approved: 03/27/89  
Amended: 03/22/04 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B303 FACULTY SUBSTITUTES**

When a full or part-time member of the instructional staff is absent from a class, it is the responsibility of the Director or Dean to arrange for coverage of all classes.

**FULL-TIME FACULTY**

1. In the event that a full-time instructor's absence is projected to extend beyond one day, paid substitute service may be arranged at a rate pro-rated in accordance with the pay rate for part-time faculty.
2. Full-time faculty, as soon as they foresee absence due to sickness or emergency or have received prior permission for absence, should recommend qualified substitutes to their Dean or designee.
3. Full-time faculty should advise substitutes as to material to be covered and should provide instructional information that facilitates class continuity.
4. In the event that a faculty member receives College approval to attend seminars, it is the obligation of the Faculty member to obtain a substitute after consultation and approval of the Dean of Academic Affairs or his designee. The faculty member shall be responsible for providing a substitute for his class(es) or make up the time missed. If the latter alternative is chosen, all students in the class(es) affected must agree to the changes prior to the conference date and written agreement of all students must be attached to the travel approval form. Reimbursement for this shall be provided by the faculty.
5. In the event that a faculty member is sent by the College to attend a conference, etc., and has received approval, the College will provide reimbursement for a substitute(s) in accordance with the current substitute rate policy in effect at that time.

Approved: 09/22/80  
Revised: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B402 EDUCATIONAL ASSISTANCE PROGRAM – SUPPORTIVE STAFF ASSOCIATION**

Policy Statement

The Supportive Staff Educational Assistance Program is intended to provide all full-time supportive staff members with the opportunity to continue in the pursuit of an educational program or course. Being an educational institution, the College feels that it should promote the educational advancement of our staff through the use of our own education programs or other suitable educational programs. In addition, the College recognizes that a well-educated staff generally will be more efficient and productive. In order to promote the use of the program, the College agrees to offer inducements through appropriate Collective Bargaining Agreements.

Approved: 10/89  
Revised: 06/24/91



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C Business and Finance**

C1 Finance Policies

- C101 Accounting Policy
- C102 Audit Policy
- C103 Comprehensive Investment Policy
- C104 Disposition of Capital Assets
- C105 College Gifts
- C106 Plant Fund Policy

C2 Business Policies

- C201 Authorized Signatures for College Checks
- C202 Purchases
- C203 Self-Insurance
- C204 Passaic County Community College Foundation
- C205 Travel and Mileage
- C206 Identity Theft Prevention Program (Red Flags Rule)
- C207 Information Security Policy

C3 Tuition Policies

- C301 Tuition and Fees
- C302 Alumni Privileges
- C303 Senior Citizen Program
- C305 Program for the Unemployed

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C101 ACCOUNTING POLICY**

Passaic County Community College has a policy of full accrual accounting. The policy also establishes a fund within the plant fund group known as the Fund for Renewals and Replacements with the following guidelines:

- 1) The useful lines of assets by category will be as follows:

Buildings	40 years
Large Mechanical Objects and Machines	15 years
Smaller Mechanical Appliances/ Furniture	10 years
Computer Equipment	5 years
  
- 2) The straight-line method of reserving depreciation will be used.
  
- 3) Such funds for renewal and replacement are to be invested in accordance with the prevailing statutes.
  
- 4) Transfer of funds from other College funds shall be consistent with generally accepted accounting principles consistently applied from year to year unless in a given year such funds would not be available.

The Accounting policies of the Passaic County Community College Board of Trustees shall conform to those requirements promulgated under N.J. Administrative Code.

Approved: 02/24/76  
Revised: 09/15/03

# PASSAIC COUNTY COMMUNITY COLLEGE

## BOARD POLICY

### **C102 AUDIT POLICY**

The Board of Trustees of Passaic County Community College recognizes its fiduciary responsibility for public resources and the requirements of prevailing laws and regulations. A primary safeguard is the performance of an independent financial audit by a certified public accounting firm with demonstrated experience in college university financial reporting.

Resolved: That the Board of Trustees adopts the attached Specification for Independent audit and be it further

Resolved: That the Board of Trustees adopt a policy consistent with PL 1981 c.329 (formerly s-219) on retaining a certified public accounting firm upon recommendation of the President for a term of five years, and, if the Board of Trustees and the President are satisfied with the selected firm, and after the initial five year period, shall either change the certified public accounting firm or, within the same firm, change account partners and complete auditing staff.

#### Specification for Audit

It is the intent of the Passaic County Community College Board of Trustees that there be conducted a comprehensive audit of the financial condition of the College. This audit is to be conducted by a Certified Public Accounting firm. The audit will be made in accordance with generally accepted auditing standards as defined by the American Institution of Certified Public Accountants and should include tests of the accounting records and other auditing procedures as deemed necessary by that firm, in order to insure certification of the College's financial statements. The examination should determine that the College's Business Office records and procedures are in accordance with:

1. American Institute of Certified Public Accountants (AICPA) Industry Audit Guide, Audits of Colleges and Universities.
2. Audit of federal financial assistance in accordance with the requirements of Federal Government's OMB Circular A-133 Audits of Institutions of Higher Education and Other Non-profit Institutions; and, government auditing standards issued by the Comptroller General of the United States.
3. College and University Business Administration (current issue) published by the National Association of College and University Business Officers (NACUBO), One Dupont Circle, Washington, DC 20036.

# PASSAIC COUNTY COMMUNITY COLLEGE

## BOARD POLICY

### **C102 AUDIT POLICY (Page 2)**

4. New Jersey Administrative Code-Policies and Procedures pertaining strictly to County Community Colleges.
5. U.S. Department of Education, Office of Inspector General, Office of Audit, Audit Guide for Student Financial Assistance Programs (current issue).
6. U.S. Department of Education, Office of Postsecondary Education, Office of Student Financial Assistance, The Blue Book, Accounting. Record keeping and reporting by Postsecondary Educational Institutions for Federally Funded Student Financial Aid Programs.
7. Single Audit Act for Federal and State grants. Compliance with US OMB circular A-133 and NJ Department of Treasury Circular Letter 87-11
8. Issuance of Management Letter. Major emphasis is required here to assess and report on the adequacy of internal controls within the organization and offer recommendations for enhancement within practical limitations.
9. Engagement Partner and field staff must be seasoned in audit engagements of higher education clients. Audit team assigned to PCCC should be of equal or higher experience level deployed to firm's other higher education clients.
10. Exit conference for presentation of audit report and management letters is required. Such conference will be arranged at the mutual convenience of the College President, Trustee Chairperson and engagement partner.

It is expected that a report will be submitted on the examination of the financial statements certifying to the fair representation of those statements. These reports will be submitted in sufficient detail as requested by the Vice President for Finance and Administration of the College.

The report will include a minimum:

- A) Statement of Net Assets
- B) Statement of Revenues, Expenditures and other Changes in Fund Balance
- C) Statement of Cash Flows

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C102 AUDIT POLICY (Page 3)**

- D) Credit Hours
- E) An unaudited detailed statement of expenses and revenues for the current fund
- F) Financial Statements and Exhibits on National Direct Student Loan, College Work Study, Educational Opportunity Grants, Basic Educational Opportunity Grants, Nursing Scholarships, Program Support, Educational Opportunity Fund, and Student Advisory Board Funds with necessary evaluative comments as prescribed by regulations.

In accordance with state regulations, the audit and appropriate reports must be completed not less than four months after the end of the fiscal year (June 30), and copies of the audit report must be filed with the New Jersey Department of the Treasury.

**INTERNAL CONTROL**

The Examination will be made only after a thorough review and evaluation of the Internal Control system. This review will encompass all business operations within the College including, but not limited to, cash receipts and disbursements, purchasing, auxiliary enterprise operations, assets, liabilities, investments, student activities, and the verification of student enrollment in accordance with the State Department controls, accounting procedures, and other matters coming to their attention will be submitted by the firm. The firm will be available to discuss the contents of this report at any time.

Basis: In determining the firm most suited to perform the necessary auditing and examination services for the College, qualities of reputation, size and experience will be considered of foremost importance. The firm is, therefore, requested to submit a statement concerning these qualifications (regarding number of years in the profession, size of staff, and other colleges served).

The Board of Trustees recognizes the high standards of ethics of the accounting profession. They consider the policy of the profession concerning competitive bidding as set forth in paragraph 12 of the "Rules of Professional Conduct" as necessary and admirable. It is understood that fees for such services are generally based on standard hourly billing rates which vary only depending on the experience of the personnel performing the work.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C102 AUDIT POLICY (Page 4)**

**SELECTION OF THE AUDIT FIRM**

Therefore, the firm is also requested to submit a schedule of the number of estimated personnel to be assigned to this task, the classification of those personnel (in other words, Senior, Junior, etc.), and the number of estimated hours that each one of these personnel will be assigned to this work. This is in addition to the total estimated fee.

It is the intention of the Board of Trustees of Passaic County Community College to obtain a professional certified public accounting firm that can best service the specific needs of Passaic County Community College for this audit. The specifications serve merely as a method of outlining the needs of the College.

Approved: 04/27/76

Revised: 08/14/85

Approved: 09/15/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C103 COMPREHENSIVE INVESTMENT POLICY**

**WHEREAS** it is necessary to develop a Comprehensive Investment Policy, now therefore, be it

**RESOLVED, THAT** The Board of Trustees approves the following criteria and restrictions for the investment of any and all College funds that are eligible for investment:

- A. The depositories of the College must be located within the State of New Jersey, although every effort will be made to use depositories located within the County of Passaic.
- B. All depositories must be members of the Federal Deposit Insurance Corporation.
- C. All depositories must be under the auspices of the Government Unit Deposit Protection Act. The depositories must supply proof of same to the College annually.

**OBJECTIVES**

Objectives include, in the order of importance: preservation of capital, security or collateralization of investments, liquidity and stability of return and yield.

- D. College funds may be invested in:
  - 1. U.S. Treasury bill or notes
  - 2. Certificates of Deposit at financial institutions approved by the Board of Trustees
  - 3. U.S. Government Agency Instruments
  - 4. Repurchase Agreements backed with collateral of U.S. Treasury's or Agencies pledged to the College and held by a third party.
  - 5. Money Market and savings accounts at financial institutions approved by the Board of Trustees
  - 6. New Jersey Cash Management Fund

Approved: 03/23/76  
Approved: 11/28/00

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C104 DISPOSITION OF CAPITAL ASSETS**

College property shall be disposed of only after it has been approved by the Board of Trustees. Secondly, items for sale shall be advertised.

Authority to dispose of any college owned asset by sale shall be delegated by the Board of Trustees in accordance with the following:

- a. Disposition of capital assets having a current market value of less than \$10,000.00 shall be accomplished at the discretion of the Vice President for Finance and Administration.
- b. Disposition of capital assets having a current market value of \$10,000.00 or more shall be accomplished with the specific approval of the Board of Trustees.

All details concerning the disposition of capital assets must also be documented on a Disposition of Capital Assets form, a copy of which shall be incorporated into the College accounting records to support transfer of the Plant Asset Ledger Sheet from the Plant Assets Ledger to an appropriate inactive record file.

Wherever a capital asset is traded for a similar replacement, the appropriateness of the trade-in value shall be determined by examining no less than two competitive offers. All provisions of existing purchasing policies shall continue to be applicable to such transactions with decisions concerned with valuation to be based on the net acquisition costs after deduction of trade-in allowances.

Approved: 02/29/72

Approved: 08/14/85

Approved: 07/28/03



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C105 COLLEGE GIFTS**

Whenever a gift of property, personal, or mixed, is proffered to the College; and it is determined by the President that such a gift is desirable for college purposes and that the gift is in no way conditioned upon the performance of any obligation by the College; the President, at his discretion, shall be empowered to accept such a gift on behalf of the Board of Trustees. The President shall report to the Board of Trustees on the acceptance of gifts. When any gift is proffered to the College which, by nature, shall impose upon Passaic County Community College any obligation not generally or specifically provided for in the budget, such gift shall be accepted only by action by the Board of Trustees.

Approved: 04/09/74

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C106 PLANT FUND POLICY**

Since there is a need to plan for providing more flexible and expanded physical resources for the educational and general programs of the College and such planning must include adequate financing of such needs, the Board of Trustees authorizes the Administration to transfer such available monies from the current unrestricted fund to the Plant fund to be designated and restricted for such additional space needs as, from time to time, arise.

Approved: 03/27/79

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C201 AUTHORIZED SIGNATURES FOR COLLEGE CHECKS**

- A. The Board of Trustees notifies each financial institution holding funds of Passaic County Community College of its resolve on the subject of authorized signatures.

Two of the following signatures are required:

President  
Vice President for Finance and Administration  
Chairperson, Board of Trustees  
Vice Chairperson, Board of Trustees

- B. 1. The Administration, prior to the issuing of any checks, shall adhere to the procedures established to insure internal control.
2. All checks, which are released, will be submitted to the Board for their information.

Approved: 11/07/83  
Revised: 12/16/91  
Revised: 01/22/96  
Amended: 03/22/04 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**BOARD POLICY**

**C202 PURCHASES**

Passaic County Community College complies with the statutes and regulations of the State of New Jersey for the acquisition of goods and services. The commitment of funds for College programs and operations shall include consideration of available alternatives in purchasing items and services in a fiscally prudent manner. Goods and services purchased with grant funds may be subject to additional stipulations from the funding source. The College's goal for every purchasing transaction is to obtain the best value possible. Adequate records must be maintained to establish sufficient documentation that these objectives are realized. All commitments for non-salary expenditures, regardless of fund sources, shall be processed through the Purchasing Department and be in accordance with both the laws of the State of New Jersey, specifically the County College Contracts Law (NJSA 18A:64A-25.1-25.42) et seq. and the procedures of the College. All purchases over amounts set by the State of New Jersey, NJSA 18A:64A-25.3b and NJSA 19:44A-20.4 et seq. must also be approved by the Board of Trustees. When bids are required by law, they are to be conducted in an open and competitive basis and without favoritism.

- Purchases over \$34,100.00 or amounts as approved thereafter by the Governor under NJSA 18A:64A-25.3b require public bidding and newspaper advertising with the following exceptions: (1) State contracts; or (2) Exempt Purchases (this refers to NJSA 18A:64A-25.5). However, in all cases, these purchases will require Board of Trustees approval.

(See NOTE - *Exempt Purchases*)

- Purchases over \$17,500.00 (total annual vendor amount) but less than \$34,100.00 or an amount approved under NJSA 18A:64A-25.3b will require either: (1) a Request for Proposals to be prepared which will be publicized on the College's website; or (2) a Request for Qualifications to be prepared which will be publicized on the College's website; or in rare circumstances (3) the submission of a Business Entity Disclosure Form and Political Contribution Disclosure Form. These purchases must be approved by the Board of Trustees (this refers to NJSA 19:44A-20.4) et seq.
- Purchases between \$6,000.00 and \$17,500.00 will be authorized by the Department Head and appropriate member of the President's Full Cabinet. These purchases require three (3) written quotes except when available through State Contract, or through Joint Purchases under NJSA 18A:64A-25.10, or those purchases which are considered as exempt by NJSA 18A:64A-25.5. These

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**BOARD POLICY**

**C202 PURCHASES (Page 2)**

purchases are reviewed and signed-off by the Purchasing Department. In addition, a monthly summary report of these purchases will be reviewed by the appropriate Vice President or President.

- Purchases between \$1,000.00 and \$5,999.00 will be authorized by the Department Head and appropriate member of the President's Full Cabinet. These purchases require two (2) written quotes except when available through State Contract, or through Joint Purchases under NJSA 18A:64A-25.10, or those purchases which are considered as exempt by NJSA 18A:64A-25.5. These purchases are reviewed and signed-off by the Purchasing Department. In addition, a monthly summary report of these purchases will be reviewed by the appropriate Vice President or President.
- All purchases under \$1,000.00 will also require approval by the Department Head and appropriate member of the President's Full Cabinet. These purchases are reviewed and signed-off by the Purchasing Department. In addition, a monthly summary report of these purchases will be reviewed by the appropriate Vice President or President.

Emergency purchases are those that may affect the health, safety, and welfare of the occupants of College property. The College may under NJSA 18A:64A-25.6 (emergency purchase and contracts) enter into a purchase, contract, or agreement without public advertising and bidding. The emergency requiring immediate delivery of materials, supplies, or the performance of work must be certified in writing by the College's employee in charge of the building, facility, or equipment or the President of the College. The President in concert with the Chairman of the Board of Trustees shall also authorize a commitment to enter into a purchase, contract or agreement in an emergency in compliance with the rules and regulations of the State of New Jersey.

The State Treasurer requires that when a contracting agency uses these provisions, the College's purchasing agent or other appropriate personnel shall file with the Director of the Division of Local Government Services an "Emergency Procurement Report," within 30 days of the date the contract was issued. Contracts relating to a formal declaration of an emergency by the Governor are exempt from the reporting provision.

Purchasing procedures of the College will be periodically reviewed. Maximum savings shall always be encouraged through the use of bidding, aggregate quantity purchasing, advanced planning, and efficient inventory practices. Beyond these controls, as a member of the National Association of Educational Buyers, the College supports the Code of Ethics of the Association.

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**BOARD POLICY**

**C202 PURCHASES (Page 3)**

NOTE: *Exempt Purchases* are specific purchases of goods and services which may be awarded by the county college with Board of Trustees approval. These include:

- (1) Professional services; or
- (2) Extraordinary unspecifiable services and products which cannot reasonably be described by written specifications, subject however, to procedures consistent with open public bidding whenever possible; or
- (3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; or
- (4) The doing of any work by employees of the county college; or
- (5) The printing of all legal notices and legal briefs, records, and appendices to be used in any legal proceeding to which the county college may be a party; or
- (6) Textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; or
- (7) Food supplies and services including food supplies and management contracts for student centers, dining rooms, and cafeterias; or
- (8) The supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged, and exacted, filed with said board; or
- (9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; or
- (10) Specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; or
- (11) Insurance, including the purchase of insurance coverage and consulting services, which exceptions shall be in accordance with the requirements of extraordinary unspecifiable services; or
- (12) Publishing of legal notices in newspapers, as required by law; or

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**BOARD POLICY**

**C202 PURCHASES (Page 4)**

- (13) The acquisition of artifacts or other items of unique intrinsic, artistic, or historic character; or
- (14) The collection of amounts due on student loans, including without limitation loans guaranteed by or made with funds of the United States of America; or
- (15) Professional consulting services; or
- (16) Entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; or
- (17) Contracts employing funds created by student activity fees charged to students or otherwise raised by students, not under the direct control of the college and expended by student organizations; or
- (18) Printing including without limitation catalogs, yearbooks, and course announcements; or
- (19) Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and system development for the hardware; or
- (20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; or
- (21) Educational supplies, books, articles of clothing, and other miscellaneous articles purchased by a county college bookstore for resale to college students and employees; or
- (22) Purchase or rental of graduation caps and gowns and award certificates or plaques; or
- (23) Expenses for travel or conferences; or
- (24) Items available from vendors at costs below State contract pricing for the same product or service, which meets or exceeds the State contract terms or conditions.

Approved: 03/27/77  
Revised: 08/14/85  
Revised: 02/26/96  
Revised: 04/13/09  
Revised: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C203 SELF-INSURANCE**

Whereas the cost of obtaining insurance has become prohibitive; the College is therefore insured through the County of Passaic's self-insurance pool for property theft and automobile collision and liability.

Approved: 07/27/76

Revised: 03/22/04



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C204 PASSAIC COUNTY COMMUNITY COLLEGE FOUNDATION**

The Passaic County Community College Foundation is a non-profit organization established by the Board of Trustees in 1973 to receive gifts, bequests, endowments, or other assets and make investments that generate income for the enhancement of Passaic County Community College. These funds may be used for scholarships, art objects, distinguished professorships, capital construction and those items that are difficult to provide within the constraints of the regular College budget.

1. The Foundation shall also operate the College Bookstore.

The Foundation shall be administered and managed by a Board of Trustees. The initial membership of the Trustees of the Passaic County Community College Foundation shall be nine (9) in number.

The number of Trustees may be increased or decreased from time to time by amendment to the bylaws, provided, however, the number of Foundation Trustees shall in no event be less than three (3), with one representative each from the College Board of Trustees, the College administration, and a member-at-large.

2. The College Foundation's books shall be audited one time each year and a full report shall be submitted to the College President and to the Board of Trustees.

Approved: 07/10/73  
Amended: 06/22/76  
Amended: 08/14/85  
Revised: 03/22/04  
Revised: 04/13/09

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C205 TRAVEL AND MILEAGE**

It is the policy of the College to reimburse employees and others who represent the College for certain expenses incurred in conjunction with legitimate conduct of college business.

All travel and related expenses by college employees must be authorized by the employee's supervisor and the appropriate Vice President and/or the President, prior to its execution. Travel by others representing the College must be coordinated and authorized by the President's Office. The College's unique location affords members of the College an opportunity to participate in meetings and conferences covering almost all, if not all, of the professional development needs of the staff. Thus, travel is to be limited to the Boston through Washington corridor. Travel outside of this area is restricted and must contain such rationale with the appropriate request that will demonstrate unusual circumstances warranting such travel. In some cases, cost sharing by the traveler may be required.

The President's expenses are to be reviewed by the Executive Committee of the Board of Trustees on a quarterly basis.

The College Regulations shall contain maximum dollar limits on mileage allowances, meal allowances, and lodging allowances.

Approved: 08/14/85

Revised: 04/13/09

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C206 IDENTITY THEFT PREVENTION PROGRAM (Red Flags Rule)**

The College hereby establishes an Identity Theft Prevention Program (“the Program”) to comply with the “Red Flags Rule,” promulgated by the Federal Trade Commission (FTC), sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. The Program is designed to detect, prevent and mitigate identity theft, which is a threat to the well being of the College community. The attached College Regulation and procedures ensure compliance with the Program, which shall include reasonable steps to:

1. Identify relevant Red Flags for covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure that the Program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College from identity theft.

Approved: November 29, 2010

## **BACKGROUND**

The Federal Trade Commission published final rules, effective May 2009, including the **Red Flags Rule**, implementing part of the Fair and Accurate Credit Transaction Act of 2003 (FACTA) regarding the rules of creditors, card issuers and users of consumer reports with respect to the prevention of identity theft. The Red Flags Rule is intended to reduce the risk of identity theft by requiring stronger fraud prevention to protect consumers' personal data.

The proposed Policy and Regulation, "Red Flags Identity Theft Prevention Program" enables the College to be in compliance with the Red Flags Rule and focuses on the College's need to be alert to and respond to patterns, practices, and activities that signal possible identity theft attempts. The Policy and Regulation were developed with the oversight and approval of the Vice President for Finance and Administration. The legislation requires Board approval of the Policy and thereafter permits management to monitor and amend as needed.

### **Objective of Regulation**

To establish the Program designed to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program.

### **Authority**

Federal Trade Commission final rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003 (the "Red Flags Rule").

### **Regulation Statement**

The College has designed a Program to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program will:

1. Identify relevant Red Flags for new and existing covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to the College community and to the safety and soundness of the creditor from identity theft.

The Program shall, as appropriate, supplement College policies and regulations that control reasonably foreseeable risks.

### **Covered Accounts**

The College has identified several types of covered accounts, including accounts administered by the College and accounts administered by service providers.

The covered accounts administered by the College are Colleague student accounts, employee accounts, and employee records.

The covered accounts administered by service providers are payment plan accounts, Web payment accounts, collection accounts, and various covered accounts.

### **Identification of Relevant Red Flags**

The following items or situations may demonstrate the existence of a Red Flag:

1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
2. The presentation of suspicious or inconsistent documents or personal identifying information;
3. The unusual use of, or other suspicious activity related to, a covered account;
4. A request made from a non-College issued e-mail account;
5. A request to mail something to an address not listed on the requestor's file;
6. Notice from a student, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

### **Detection of Red Flags**

Red Flags in connection with the opening of covered accounts and existing covered accounts shall be detected by:

1. Obtaining identifying information such as name, date of birth, home address or other identification, and verifying the identity of a person opening a covered account; and
2. Authenticating the identification of students if they request information either in person, via telephone or e-mail. Verifying the validity of change of billing address requests and in banking information for billing and payment purposes in the case of existing covered accounts.

In order to detect any of the Red Flags identified above in situations involving an employment position for which a background or credit report is sought, the College will require written verification from any applicant that the address provided by the applicant is accurate. In the event that notice of an address discrepancy is received, the College shall verify that the background and/or credit report pertains to the applicant for whom the requested report was made and report to the reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

### **Oversight of the Program**

Responsibility for developing, implementing and updating this Program lies with the College's Vice President for Finance and Administration.

1. The administration of the Program;
2. Ensuring the appropriate Program training for the College's staff;
3. Reviewing and investigating any staff reports regarding the detection of Red Flags and compliance;
4. Ensuring the College's responsiveness to alleged incidents of identity theft;
5. Determining which steps of prevention and mitigation should be taken in particular circumstances;
6. Recommending material changes to this Program to the College's President, as necessary to address changing risks of identity theft; and
7. Reviewing all requests by the College's staff seeking access to student or staff member social security numbers.

### **Response to Detection**

The following are appropriate responses to detected Red Flags in order to prevent and mitigate identity theft:

1. Deny access to the covered account until other information is available to eliminate the Red Flags, or close the existing covered account;
2. Contact the student and/or provide the student with a new student identification number;
3. Change any passwords, security codes or other security devices that permit access to a covered account;
4. Re-open a covered account with a new account number or depending on the circumstances, not open a new covered account;
5. Notify the Vice President for Finance and Administration for a determination of the appropriate step(s) to take;
6. Notify Office of Public Safety and/or appropriate law enforcement; or
7. Determine no response is warranted under the particular circumstances.

## **Protecting Identifying Information**

The Vice President for Finance and Administration, or his or her designee at the direction of the Vice President for Finance and Administration, shall undertake the following measures with respect to the College's internal operating procedures to protect identifying information:

1. Ensure the College's website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing identifying information when such documents or files are no longer needed;
3. Ensure that office computers with access to covered account information are password protected;
4. Avoid use of social security numbers and allow access to social security numbers to a very limited number of staff who have been approved by the Vice President for Finance and Administration;
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kind of information that is necessary for College purposes.

## **Staff Training**

College staff responsible for implementing the Program under the supervision of the Vice President for Finance and Administration shall be trained either by or under the direction of the Vice President for Finance and Administration on the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.

## **Reports of Identity Theft**

Upon the discovery of an incident of identity theft, the appropriate member of the College's staff shall complete an identity theft detection form which shall be submitted to the Vice President for Finance and Administration for his or her review.

## **Oversight of Service Provider Arrangements**

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and regulations designed to detect, prevent and mitigate the risk of identity theft whenever the College engages a service provider to perform an activity in connection with one or more covered accounts.

## **Updating the Program**

The Program shall be reviewed and updated periodically by the Vice President for Finance and Administration to reflect changes in risks to members of the College community and the safety and soundness of the College from identity theft based on factors such as:

1. The experiences of the College with identity theft;
2. Changes in methods of identity theft;
3. Changes in methods to detect, prevent and mitigate identity theft;
4. Changes in the types of accounts that the College offers or maintains; and
5. Changes in the College's business arrangements with other entities.

The Vice President for Finance and Administration shall address material matters related to the Program and evaluate issues such as:

1. The effectiveness of the Program in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Service provider agreements in light of the Program requirements;
3. Significant incidents involving identity theft and management's response; and
4. Recommendations for material changes to the Program, as necessary.

### **Annual Reporting**

On an annual basis, the Vice President for Finance and Administration shall submit a written report to the President of the College which describes the state of the Program during the past year and recommendations for improvements to the Program.

### **Definitions**

*"Identify theft"* means fraud committed or attempted using the identifying information of another person without authority.

*"Covered account"* means an account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. These accounts include all student accounts or loans that are administered by the College.

*"Red Flag"* means a pattern, practice or specific activity that indicates the possible existence of identity theft.

*"Program Administrator"* is the College's Vice President for Finance & Administration.

*"Identifying information"* means any name or number that may be used in conjunction with any other information to identify a specific person including: name, address, telephone number,



social security number, date of birth, driver's license or identification number, alien registration number, passport number, employer or taxpayer identification number, student identification number, internet protocol address or routing code.

#### **V. Responsibility for Implementation**

The Vice President for Finance and Administration (Chief Financial Officer).

# **PASSAIC COUNTY COMMUNITY COLLEGE**

## **BOARD POLICY**

### **C207 INFORMATION SECURITY POLICY**

Passaic County Community College is committed to collecting, handling, storing and using critical information and data properly and securely. The use of any Passaic County Community College data or information, in any format, for any purpose other than conducting College business is strictly forbidden. This Policy directs the establishment of an Information Security Program to create administrative, technical and physical safeguards for the protection of the College's information assets including those covered by applicable federal and state regulations. This Program must comply with The Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley) 15 U.S.C. §6801 and the regulations thereunder at 16 C.F.R. Part 314 which Program shall:

1. Identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of the College's information assets that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information; it must then assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of the College's operations, including
  - a. employee training and management;
  - b. information systems, including network and software design, information processing, storage, transmission, and disposal; and
  - c. detection and prevention of and response to attacks, intrusions, or other systems failures.
2. Design and implement information safeguards to control the risks that the College identifies through risk assessment and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures
3. Oversee service providers by:
  - a. taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the College's information assets at issue, and
  - b. requiring that service providers, by contract, implement and maintain such safeguards.
4. Evaluate and adjust the College's Information Security Program in light of the results of the testing and monitoring required by law; of any material changes to the College's operations or business arrangements; or of any other circumstances that the College knows (or has reason to know) may materially impact the Information Security Program.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C207 INFORMATION SECURITY POLICY** (Page 2)

In addition, the Program shall:

1. Reduce the risk of cyber incidents through proactive improvements in personnel, processes, and technology;
2. Implement measures to identify cyber incidents quickly when they do occur to minimize exposure;
3. Fix issues efficiently and effectively to minimize financial and operational impacts;
4. Advance the program to improve iteratively, keeping up with emerging threats and vulnerabilities;
5. Ensure that the Program is updated periodically to reflect changes in risks to the College.

The Vice President for Information Technology (VP-IT) shall be responsible for developing, maintaining, disseminating, implementing, updating and measuring the compliance of the Information Security Program. The VP-IT shall cause those College faculty, staff, part-time and temporary workers who have access to the College's information assets to receive appropriate training in the Program.

Primary accountability for protecting the institution's information assets rests with the academic and administrative owners of the information assets.

The College will take appropriate action in response to misuse of College information assets. Any violation of this policy may result in legal action and/or College disciplinary action under applicable College and administrative policies and procedures up to and including termination.

After the end of every academic year, the VP-IT shall review the Program and submit a written report on the status of the Program to the President of the College.

The Board of Trustees will provide support to the Information Security Program and guidance for the ongoing direction of the program.

Approved: 01/19/2021

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C301 TUITION AND FEES**

Tuition, fees and refund policies shall be as approved annually by the Board of Trustees.  
The President shall be authorized to waive such fees.

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C302 ALUMNI PRIVILEGES**

1. Any regular or life member of the Passaic County Community College Alumni Association who is a graduate of PCCC is eligible for tuition remission for one course (up to 4 credits) each semester on a space available basis. Alumni bear responsibility for course fees. This privilege may be denied on the basis of unacceptable past attendance or classroom performance. All grades will be based on the current grading policy of the College and will appear on all future transcripts of the alumni exercising this privilege.
2. Library privileges, including borrowing privileges, shall be available to members of the Alumni Association, subject to Learning Resources regulations; proper identification is required.
3. Visitors parking privileges are extended to members of the Alumni Association for the conduct of Alumni business.

Approved: 06/28/77  
Revised: 08/14/85  
Revised: 03/25/96

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C303 SENIOR CITIZEN PROGRAM**

Citizens of Passaic County who have attained the age of 60 or more prior to the first day of classes shall be eligible for a Senior Citizen tuition waiver. This waiver covers any tuition charges in regularly scheduled courses, provided that available classroom space permits and that tuition paying students constitute the minimum number required for the course.

Students must be responsible for all other expenses, such as college or course fees, books and other supplies.

Approved: 03/27/73  
Amended: 08/14/85  
Approved: 06/23/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**C305 PROGRAM FOR THE UNEMPLOYED**

Any resident of the State of New Jersey who has been a full time member of the labor market (as defined in N.J.A.C. 9:5-2.1) for the two-year period prior to application to this program and is currently unemployed may register for course work leading to the acquisition of marketable skills. Tuition, and general fees will be covered under this program on the condition that the following criteria are met:

1. Participants must exhaust their eligibility for all forms of State and Federal financial aid grants prior to acceptance into the Program.
2. Students are responsible for course fees, books and other supplies.
3. Registration will be on a “space available” basis on the last day of in-person registration.

Approved: 01/23/85

Approved: 10/20/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**POLICY MANUAL**

**D Curriculum and Instruction**

D1 Admissions

- D101 Admissions Policy
- D102 Matriculation Policy
- D103 Readmission
- D104 Placement
- D105 Classification

D2 Academic Information

- D201 Academic Calendar
- D202 Registration Policies
- D203 Transfer of Credits by Matriculated PCCC Students
- D204 Grading Policies
- D205 Academic Progress

D3 Academic Programs

- D302 Academic Programs
- D303 High School Equivalency
- D304 Advisory Councils

D4 Graduation Policies

- D401 Graduation Requirements
- D402 Awarding Honorary Degrees/Certificates
- D403 Nursing Cap



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D101 ADMISSIONS POLICY**

All persons who have earned a high school diploma or General Education Diploma or who are at least 18 years of age will be welcomed at Passaic County Community College, as space and budget permit.

In programs where demand exceeds space available, Passaic County residents will be given priority over those applicants who do not reside in Passaic County. Admission to the College does not guarantee admission to programs with special entrance requirements (see Special Admission Programs in the College Catalog.) All students must take a placement exam unless exempt according to PCCC Placement Testing Policy.

High School juniors and seniors who seek credits prior to graduation may apply to the College's Dual Enrollment Program or Early Admission Program. Both programs require students to be able to benefit from an adult learning environment. Applicants must meet the following requirements:

- Hold a B average or higher in high school courses.
- Written approval by parent or guardian, as well as, from a guidance counselor where applicable;
- Successfully place into college-level courses in reading, writing or mathematics by completion of the College's placement examination or by submitting SAT scores as determined by Academic Council.
- Fulfill all pre-requisites and/or co-requisites for the desired courses.

High school juniors who are applying for Early Admission in place of their senior year may attend as matriculated students on a full time basis and must meet all of the above requirements. Written approval from the high school should include specific courses that may be required for high school completion.

Approved: 01/26/76  
Amended: 08/14/85  
Revised: 07/28/03  
Revised: 05/11/09  
Revised: 06/24/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D102 MATRICULATION POLICY**

A student who has been accepted into a degree program is a matriculant. In order to graduate, a student must be a matriculant in a specific degree or certificate program at the College. Any student may earn up to 11 credits as a part-time non-matriculant. All candidates for matriculation must:

- Have an official copy or transcript of all high school courses or a copy of the General Diploma sent to the Admissions' Office. Those students wishing to transfer from another institution must also submit official transcripts of previously completed college-level work.
- Complete the placement testing conducted by the College with the exceptions as determined by the College policy.

Meet the specific admissions criteria for the particular program, if any.

Approved: 01/26/76  
Amended: 08/14/85  
Revised: 04/13/09

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D103 READMISSION**

Students who have not attended classes at the College for at least one semester must contact the Admissions Office for readmission. Students who were academically dismissed from the College must appear before the Academic Appeals Committee to be considered for readmission.

The student who is readmitted to the College must follow the academic requirements in effect at the time of readmission.

Approved: 08/14/85  
Revised: 11/27/89  
Revised: 04/13/09  
Revised: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D104 PLACEMENT**

Appropriate placement in college courses is vital to student success. To ensure appropriate placement, all entering students are required to take the College's Placement Test and/or be evaluated through the use of multiple measures such as high school grade point average and rigor of previous academic work. Non-native speakers of English entering the English Language Studies program must take the ELS Placement Test to determine their level of English language proficiency.

Approved: 08/14/85  
Revised: 11/27/89  
Revised: 04/30/90  
Amended: 12/17/13 (title change)  
Amended: 09/11/2018

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D105 CLASSIFICATION**

Information relative to admission to programs, classification of students, advanced standing, high school students, and residency shall be as documented in the current official copy of the College Catalog

Approved: 08/14/85  
Revised: 11/27/89  
Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D201 ACADEMIC CALENDAR**

The Academic calendar shall be as documented in the current official copy of the College Catalog.

Approved: 08/14/85

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D202 REGISTRATION POLICIES**

Registration policies, including schedules, adding, dropping, withdrawal from and auditing of courses, shall be as documented in the current official copy of the College Catalog.

Approved: 08/14/85

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D203 TRANSFER OF CREDITS BY MATRICULATED PCCC STUDENTS**

A student wishing to receive credit for a course taken at another college while matriculated at PCCC must have such course approved by the Vice President for Academic and Student Affairs prior to enrolling.

Approved: 08/14/85  
Revised: 11/27/89  
Amended: 03/22/04 (title change)  
Amended: 12/17/13 (title change)



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D204 GRADING POLICIES**

Grading policies, including incompletes, grade point average and repeating a course, shall be as documented in the current official copy of the College Catalog.

Approved: 08/14/85

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D205 ACADEMIC PROGRESS**

Policies relating to academic progress, including attendance, satisfactory progress, dismissal and probation, Dean's List and academic achievement, shall be as documented in the current official copy of the College Catalog.

Approved: 08/14/85

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D302 ACADEMIC PROGRAMS**

The academic programs offered, course descriptions and requirements for admission to these programs should be as documented in the current official copy of the College Catalog.

Approved: 08/14/85

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D303 HIGH SCHOOL EQUIVALENCY**

The Board of Trustees approves college participation in the New Jersey Department of Education New Jersey Adult Education High School Equivalency Assessment for out-of-school youth and adults who meet state, age and residency requirements for the High School Equivalency Tests.

Approved: 02/27/73

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D304 ADVISORY COUNCILS**

Advisory Councils shall be established, as appropriate, for the purpose of providing curriculum program advice and support to the College. Council members will be representative of College instructional areas and/or fields of interest. Passaic County Community College, as a comprehensive community college, believes that there must be an effective liaison between the College and the community if it is to meet County and Community needs. Council member appointments will be made by the Board of Trustees for one year renewable periods on the recommendation of the President. Advisory Councils should have 7 to 15 members, and in every case, serve in an advisory capacity without remuneration.

**RESPONSIBILITIES:**

1. Serve as consultants in the development and evaluation of programs.
2. Assist in the recruitment of students.
3. Provide expert advice on job entry requirements.
4. Provide a liaison between the College and employing agencies.
5. Supply figures on current and projected salaries and job opportunities.
6. Interpret current trends in the technical field and make recommendation for appropriate curricular changes.
7. Review Program Assessment data.
8. Serve as a liaison with technical societies foundations and authorities in the field.
9. Assist in determining long-range program goals.
10. Assist in determining the occupational needs of the Community and the College.

**ORGANIZATION**

1. Each Advisory Council shall be convened yearly.
2. Agendas shall be determined by the chairperson in cooperation with the various council members.
3. Minutes shall be kept of each meeting with copies sent to appropriate recipients.

Approved: 01/28/74  
Amended: 08/14/85  
Revised: 11/27/89  
Revised: 04/13/09

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D401 GRADUATION REQUIREMENTS**

All requirements of the program in which the student matriculated, as stated in the current official copy of the College Catalog at the time of matriculation, must be met. The granting of a degree from Passaic County Community College will require no less than sixty (60) college-level credits, with a minimum of thirty (30) credits completed at Passaic County Community College. Students must complete at least one-half of the credits in the major at Passaic County Community College. Students intending to graduate must notify the Registrar.

To graduate, students must successfully pass the College Writing Examination (CWE). Students with a bachelor degree or higher from a regionally accredited college or university in the United States, or former Passaic County Community College graduates returning for another degree are exempt from taking the College Writing Examination (CWE). Students with a bachelor's degree or higher, earned outside the United States, are required to take the College Writing Examination.

Former Passaic County Community College students approved for Reverse Transfer are exempt from taking the College Writing Examination (CWE), but must fulfill approved equivalent requirements at the partner college or university.

Approved: 05/28/74  
Amended: 08/14/85  
Revised: 11/27/89  
Revised: 05/11/09  
Amended: 12/17/13  
Revised: 06/16/15

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D402 AWARDING HONORARY DEGREES/CERTIFICATES**

Honorary degrees may be awarded to individuals who are recommended for the degree by a current member of the Board of Trustees with the approval and authorization of the Board of Trustees. The following restrictions will apply:

No one actively associated with the College as Trustee, student or employee may be recommended.

The Honorary Associate of Humane Letters Degree will be awarded.

The Board of Trustees may also award a certificate of recognition for outstanding service to individuals who are recommended by an active member of the Board of Trustees.

The same restrictions for the individual apply for the certificate as are mentioned for the honorary degree.

Approved: 01/26/81  
Amended: 06/27/83

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**D403 NURSING CAP**

The Board of Trustees designates the cap presented by the Nursing faculty and students as the official graduate cap of Nursing.

Approved: 10/23/73

Revised: 08/14/85



**PASSAIC COUNTY COMMUNITY COLLEGE**

**POLICY MANUAL**

**E Student Personnel**

**E1 Student Services**

E101 Advising

E103 Tutoring

E104 Bookstore

E105 Cafeteria

**E2 Student Activities**

E201 Student Activities Fee

E202 Student Activities Program

E203 Student Governance

E204 Student Code of Conduct

**E9 General**

E901 Students with Disabilities

E902 International Students

E903 Solicitation

E904 School Closing

E905 Mental Health Crisis Intervention Policy

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E101 ADVISING**

Passaic County Community College shall advise students on how to make informed decisions about careers, financial aid, course of study, transferring to another institution or effectively dealing with the stressors of being a college student.

In addition, updated information about College rules and regulations, programs and services will be provided to students.

Approved: 08/14/85

Amended: 12/17/13 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E103 TUTORING**

Passaic County Community College shall provide tutoring for students enrolled in such courses or disciplines as may be determined by the Senior Vice President for Academic and Student Affairs.

Approved: 08/14/85  
Revised: 03/15/04 (title change)  
Amended: 12/17/13 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E104 BOOKSTORE**

The Passaic County Community College Foundation shall operate a bookstore on the premises for the primary purpose of making textbooks and instructional materials available to students.

A statement of its profit and loss shall be submitted annually to the College President and the Board of Trustees.

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E105 CAFETERIA**

The Passaic County Community College Foundation may provide for the operation of vending machines on College premises for students and staff.

A statement of the vending machines profit and loss shall be submitted annually to the College President and the Board of Trustees.

Approved: 08/14/85

Revised: 07/28/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E201 STUDENT ACTIVITIES FEE**

Passaic County Community College shall collect a Student Activities Fee, as listed in the current official copy of the College Catalog or posted on the College's Website, for the purpose of developing a broad-based Student Activities Program which shall meet the various needs of the student body.

Approved: 01/28/75

Revised: 08/14/85

Amended: 12/17/13

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E202 STUDENT ACTIVITIES PROGRAM**

Passaic County Community College shall operate a Student Activities Program that will seek to assist students to become more broadly educated and to develop improved interpersonal relationships and leadership skills. The Student Activities Program will work in collaboration with all departments to offer a well-rounded, extra-curricular activities program.

Approved: 04/9/74  
Revised: 08/14/85  
Approved: 07/28/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E203 STUDENT GOVERNANCE**

Student Governance will be administered at Passaic County Community College through the Student Government Association. The Student Government Association shall be responsible for representing the student body before faculty and administration and making recommendations concerning allocation of funds.

Approved: 02/29/72

Revised: 08/14/85

Approved: 07/28/03



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E204 STUDENT CODE OF CONDUCT**

An individual who enrolls at the College can rightfully expect that the faculty and administrators will exercise the authority of the College to regulate student conduct whenever the educational process, the health and welfare of the student body as a whole and the property of the College are judged to be jeopardized by the action of an individual student or students.

A Student Code of Conduct will be promulgated for the purpose of providing a precise set of standards and at the same time offering the assurance that all students will be accorded fair and objective treatment and due process when violations occur.

These standards of conduct will apply to students engaging in activities on the campus, or at any other teaching sites, as well as to student organizations sponsoring approved functions, on or off campus.

Any suspension or expulsion imposed under the code will be subject to the approval of the President of the College. Nothing in the regulations will be deemed to limit the final authority of the President of the College in all matters relating to violations of the Student Code of Conduct and the impositions of discipline, whether by the way of probation, suspension, or expulsion.

Approved: 06/21/82

Revised: 08/14/85

Approved: 09/15/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E901 STUDENTS WITH DISABILITIES**

In accordance with Public Law 93-112 Title V, Section 504, of the Rehabilitation Act of 1973, we affirm our commitment to equality of opportunity for the disabled.

The College is committed to providing equal educational opportunity for all students, including those with disabilities. Reasonable accommodations as described by The American with Disabilities Act of 1990 are available to self-identified students with documented disabilities, after review of documentation by appropriate College personnel.

Approved: 08/14/85

Revised: 09/15/03

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E902 INTERNATIONAL STUDENTS**

The educational, social, and cultural environment of Passaic County Community College students can be enhanced by association with students of non-native cultures.

Therefore, it shall be the policy of the College to encourage admission of international students to PCCC. As such, the appropriate designated school officials will issue the required immigration forms that will allow eligible F-1 and, or M-1 non-immigrants to pursue a full course of study. The College will monitor students' enrollment, academic progress, and regulation compliance according to the requirements of the Department of Homeland Security.

Approved: 05/29/79  
Revised: 08/14/85  
Revised: 08/07/89  
Amended: 06/23/04  
Revised: 05/11/09

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E903 SOLICITATION**

As a public institution our responsibility is to provide programs that are educationally sound. In keeping with this responsibility, we cannot condone raising of funds for individual gain.

All non-college organizations, student organizations or individuals wishing to solicit on campus must apply to the Dean for Student Affairs. If the non-college organization requires the use of College facilities for their fund-raising activity, they must comply with the Board Policy governing such use.

The Dean for Student Affairs must approve all solicitation. No unauthorized solicitation shall be permitted on campus at any time.

Approved: 09/25/79  
Revised: 08/14/85  
Amended: 03/22/04 (title change)  
Amended: 06/04/09 (title change)  
Amended: 12/17/13 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E904 SCHOOL CLOSING**

When an emergency or severe inclement weather warrants the closing of the College, the President or his designee shall make such a determination and have such determination announced via our Panther Alert System. In addition, there will be announcements on radio station(s) and television as deemed appropriate for students and staff.

Physical Plant and other essential service personnel may be required, as part of their regular work day, to work during such closings in order to meet their required responsibilities.

Approved: 08/14/85

Revised: 04/13/09

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**E905 MENTAL HEALTH CRISIS INTERVENTION POLICY**

Passaic County Community College acknowledges that the mental health of members of our campus community is an important concern. In accordance with the recommendations set forth in *The New Jersey Campus Security Task Force Report* (2007), the President or the President's designee shall formulate a Procedures Manual which shall contain protocols for responding to various mental health events, the establishment of a College Behavioral Intervention Team, as well as a process for students to take medical leave and return to the College. The objective of the Procedures Manual will be to minimize risk and ensure a student's safety and well-being in a crisis situation, as well as the safety and well-being of the larger community

Approved: 11/29/2010

Revised: 05/18/2021

**PASSAIC COUNTY COMMUNITY COLLEGE**

**POLICY MANUAL**

**F College Facilities**

F1 Community Services

- F101 Outside Use of College Facilities
- F102 Community Activities
- F103 Children on Campus Policy

F2 Plant and Property

- F202 Parking
- F203 Smoke-Free Campus
- F204 Security
- F205 Storm Water Management
- F206 Disposal of Water into Storm Sewers
- F207 Illicit Connections to the Municipal Separate Storm Sewer System
- F208 Litter Control
- F209 Wildlife Feeding Control
- F210 Pet Waste Control
- F211 Refuse Containers/Dumpsters (Exterior Only)

F3 Equipment

- F301 College Vehicles

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F101 OUTSIDE USE OF COLLEGE FACILITIES**

Passaic County Community College encourages the use of its facilities by outside organizations for their events on a space available basis. All groups renting college facilities will be charged a rental fee for the space and will be responsible for direct costs to the College. These fees will be periodically updated and submitted to the Board of Trustees for approval. The rental fee will be waived for nonprofit corporations that are tax exempt pursuant to IRC §501(c) (3) that do not charge a fee for the event and for governmental agencies. These groups will still be responsible for all direct costs incurred by the College. Nonprofit corporations will need to provide a current Certificate of Good Standing from the State of New Jersey (not older than 60 days), along with a letter from the Internal Revenue Service confirming that the corporation has qualified for 501(c) (3) tax exempt status to avoid paying a rental fee. Nonprofit corporations that charge a fee for an event will be charged a rental fee along with all associated costs.

All groups renting facilities will be required to provide the following: A Certificate of Insurance naming PCCC as an additional insured and a Hold Harmless and Indemnification Agreement. These requirements cannot be waived.

Approved: 07/25/78  
Revised: 08/14/85  
Revised: 03/22/04  
Revised: 01/16/18



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F102 COMMUNITY ACTIVITIES**

In concurrence with the objective of the College to serve the constituents of Passaic County, a program of College-sponsored cultural and recreational activities related to and for the general community will be maintained.

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F103 CHILDREN ON CAMPUS POLICY**

Children shall not be brought onto the grounds of the College unless they are participating in special activities or courses sponsored by the College. Children may not attend classes with their parent or guardian. Children may not be left unattended in any College facility at any time nor left with any staff or faculty member. At no time are children allowed in labs, construction/repair sites, or other areas where potential hazards exist. There may be occasions when brief visits to the College by children of students may be appropriate. Children may visit College offices and facilities, other than classrooms and lab, when accompanied by their parent or guardian for limited periods of time when their parent or guardian is conducting routine business at the College.

In the event a child is found to be unsupervised on college grounds, the College will attempt to contact the child's parents or guardians. In the event that the College is unable to contact the child's parents or guardians, then the College will contact law enforcement.

Employees are prohibited from bringing children to the College during the employee's scheduled work hours.

Any student infraction of this policy shall be reported to the Dean of Student Affairs and Services for discipline in accordance with the Student Code of Conduct.

Employees who violate this policy may be directed to leave work to attend to their children and shall be subject to discipline in accordance with current policies.

For purposes of this policy, children are defined as individual under the age of 16.

Approved: October 15, 2019

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F202 PARKING**

Parking is a privilege granted to students, staff and persons having business with the College. As such, proper identification and adherence to the regulations and restrictions will be enforced. The Office of Public Safety will be responsible for the enforcement of such rules.

Approved: 07/25/78  
Revised: 08/14/85  
Amended: 03/22/04 (title change)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F203 SMOKE-FREE CAMPUS**

It is the policy of the College to respect the environment of each individual who enters the College, to protect the life and property within the College and to abide by existing prevailing ordinances of the proper governing bodies. Therefore, smoking shall be prohibited in all areas of the College, including but not limited to all College buildings, common areas, and parking lots on all campuses. “No Smoking” signs shall be appropriately posted prominently throughout the buildings and grounds. The administration will develop appropriate enforcement procedures for violators including disciplinary action, covering the students and employees.

Approved: 08/14/85

Revised: 05/13/96

Revised: 11/17/08

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F204 SECURITY**

The safety and security of life and property at the College shall be regarded as integrally related to and intermeshed with the College's mission. The College shall provide for adequate safeguards to protect and keep safe those persons and public property that are related to the conduct and proper operation of the College.

All prevailing health, safety, and law enforcement standards shall be enforced to the full extent.

Approved: 08/14/85

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F205 STORM WATER MANAGEMENT**

The New Jersey Department of Environmental Protection Storm Water Management Program will affect any new development or redevelopment that disturbs greater than one acre of land at Passaic County Community College. All such projects will be required to comply with the NJDEP Storm Water Management Rules (N.J.A.C 7:8), must include documentation regarding maintenance of any Storm Water Best Management Practices (BMP's), and must utilize the "Phase II" complaint catch basin inlets.

In accordance with the Storm Water Pollution Prevention Plan, this regulation must:

- (1) Adopt (and incorporate by reference) for such projects the applicable design and performance standards (including maintenance requirements) established under N.J.A.C. 7:8 for major development, and the storm drain inlet design standard in Attachment C.
- (2) Requires that all such projects be designed to comply with these design and performance standards and this storm drain inlet design standard; and
- (3) Requires that the Public complex Permit's Post-Construction Program Design checklist for individual projects be completed before each project's construction is approved.
- (4) Requires that a project maintenance plan (in accordance with N.J.A.C. 7:8-5.8 where applicable) be prepared for any new development and redevelopment project, to ensure adequate long-term operation and maintenance of BMP's for that project.

Approved: 04/09/07

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F206 DISPOSAL OF WASTE INTO STORM SEWERS**

Passaic County Community College prohibits the spilling, dumping, or disposal of materials other than Storm Water to the municipal separate storm sewer system (MS4), so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**Prohibited Conduct:**

All persons are prohibited while on College property from:

- a. Spilling, dumping, or disposing of materials other than storm water to the municipal separate storm sewer system operated by the College.
- b. Spilling, dumping, or disposing of materials other than storm water in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system.

**Exceptions:**

- a. Water line flushing and discharges from potable water sources.
- b. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters).
- c. Air conditioning condensate (excluding contact and non-contact cooling water)
- d. Irrigation water (including landscape and lawn watering runoff).
- e. Flows from springs, riparian habitats and wetlands, water reservoir discharge and diverted stream flows.
- f. Residential car washing water, and residential swimming pool discharges.
- g. Sidewalk, driveway and street wash water.
- h. Flows from fire fighting activities.
- i. Flows from rinsing of the following equipment with clean water:
  1. Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded. Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

**Violations:**

Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to disciplinary action in accordance with applicable New Jersey statutes and relevant College contracts or agreements.

Approved: 04/09/07

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F207 ILLICIT CONNECTIONS TO THE MUNICIPAL SEPARATE STORM SEWER SYSTEM**

Passaic County Community College prohibits illicit connections to the municipal separate storm sewer system (MS4), so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply. This regulation does not apply to any illicit connection which emanates from a location outside Passaic County Community College property.

**Prohibited Conduct:**

Passaic County Community College and its officers, staff, agents, other employees, contractors, and students shall not discharge or cause to be discharged, through an illicit connection to the municipal separate storm sewer system any domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than storm water).

**Violations:**

Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

Approved: 04/09/07



**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F208 LITTER CONTROL**

Passaic County Community College prohibits littering on its property so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**Prohibited Conduct:**

No person shall throw, drop, discard or otherwise place any litter of any nature upon College property other than in a litter receptacle, or having done so to allow such litter to remain.

Whenever any litter is thrown or discarded or allowed to fall from a vehicle in violation of this regulation, the operator or owner, or both, of the motor vehicle shall also be deemed to have violated this regulation.

**Violations:**

Any College officer, staff member, employee, student or agent who is found to be in violation of this regulation shall be subject to disciplinary action in accordance with applicable New Jersey Statutes and relevant College contracts or agreements.

Approved: 04/09/07

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F209 WILDLIFE FEEDING CONTROL**

Passaic County Community College prohibits the feeding of unconfined wildlife so as to protect public health, safety and welfare and to prescribe penalties for failure to comply.

**Prohibited Conduct:**

No person shall feed any unconfined wildlife on College property, except as part of academic research.

**Violations:**

Any College officer, staff member, employee, student or agent who is found to be in violation of this regulation shall be subject to disciplinary action in accordance with applicable New Jersey statutes and relevant College contracts or agreements.

Approved: 04/09/07

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F210 PET WASTE CONTROL**

To enforce that pet owners or their keepers immediately and properly dispose of their pet's solid waste deposited on the property of Passaic County Community College, so as to protect public health, safety and welfare and to prescribe penalties for failure to comply.

**Prohibited Conduct:**

No person shall allow their pet's waste to be left on College property.

**Violations:**

Any College officer, staff member, employee, student or agent who is found to be in violation of this regulation shall be subject to disciplinary action in accordance with applicable New Jersey statues and relevant College contracts or agreements.

Approved: 04/09/07

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F211 REFUSE CONTAINERS/DUMPSTERS (Exterior Only)**

Passaic County Community College requires that dumpsters and other refuse containers that are outdoors or exposed to storm water to be covered at all times and prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers to the municipal separate storm sewer.

**Prohibited Conduct:**

No person who controls, whether owned, leased, or operated, a refuse container or dumpster shall leave such container or dumpster uncovered at any time, unless they are in the process of filling such. In addition, no person shall allow any refuse to spill out or overflow.

**Exceptions to Prohibition:**

- a. Permitted temporary demolition containers
- b. Litter receptacles (other than dumpsters or other bulk containers) containers.

**Violations:**

Any College officer, staff member, employee, student or agent who is found to be in violation of this regulation shall be subject to disciplinary action in accordance with applicable New Jersey Statutes and relevant College contracts or agreements.

Approved: 05/10/10

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F301 COLLEGE VEHICLES**

All college-owned and/or operated vehicles, except the President's, shall be garaged, parked or stored overnight on, or adjacent to, College property only, except on the express permission of the President or on official out-of-town business.

Approved: 01/22/74

Revised: 08/14/85