



INGRAM STATE TECHNICAL COLLEGE

Developing Responsible Citizens

**FACULTY/STAFF
HANDBOOK**

2021

J. F. INGRAM STATE TECHNICAL COLLEGE

5375 Ingram Road, PO Box 220350
Deatsville, Alabama 36022-0350
(334) 285-5177
<http://istc.edu>

Serving the citizens of Alabama by providing quality education and job-skills training to incarcerated individuals, preparing them to make a successful return to home, community and the workplace.

***This handbook is intended as a permanent manual for faculty and staff.
Changes will be made, as appropriate.***

Table of Contents

INTRODUCTION	5
Institutional Governing Board.....	5
ACCS Mission, Vision, and Values	5
ISTC Mission, Vision, Core Values, and Goals and Strategies.....	6
GOALS & STRATEGIES.....	6
PHILOSOPHY	7
DIVERSITY STATEMENT	7
MESSAGE FROM THE PRESIDENT	
.....	8
COLLEGE HISTORY.....	10
ADMINISTRATION.....	11
CORRECTIONAL EDUCATION POLICY STATEMENT.....	11
NOTICE OF NON-DISCRIMINATION.....	11
HARASSMENT INCLUDING SEXUAL HARASSMENT POLICY.....	12
AMERICANS WITH DISABILITY ACT.....	12
DRUG-FREE WORKPLACE.....	13
ACCREDITATION.....	13
CONSIDERATIONS FOR SUCCESS WITHIN THE CORRECTIONAL ENVIRONMENT.....	14
FACILITIES AND AVAILABILITY.....	18
ORGANIZATIONAL STRUCTURE.....	19
FACULTY DUTIES /RESPONSIBILITIES.....	22
PERSONNEL POLICIES.....	24
LEAVES OF ABSENCE.....	28
BENEFITS.....	28
HEALTH & SAFETY.....	29
PARKING.....	32
TELEPHONE USE.....	32
BUDGETING AND PURCHASING PROCESS.....	32
LIVE WORK.....	33

Table of Contents (cont.)

COMPUTER USE.....	34
ACADEMIC MATTERS.....	35
Academic Philosophy.....	35
Attendance.....	35
Academic Progress.....	36
Course Syllabi.....	36
Lesson Plans.....	36
Grading System.....	36
Office Hours.....	37
Classroom Management.....	37
Credit Hours.....	37
Transfer of Credit.....	37
Intervention for Student Success.....	38
Schedule Changes.....	38
Student Access to Computers.....	38
Course Pre-Requisites.....	38
Textbooks.....	38
Examinations.....	39
Student Advisement.....	39
Instructional Process/Academic Freedom.....	39
STUDENT CONDUCT.....	40
STUDENT COMPLAINT/GRIEVANCE PROCESS.....	41
STUDENT SUPPORT SERVICES.....	41
CERTIFICATE AND DEGREE PROGRAMS.....	43
E-LEARNING CENTERS.....	43
SPECIAL EDUCATION PROGRAM.....	44
ACADEMIC HONORS.....	44
ACADEMIC PROCESSES.....	45
INSTRUCTIONAL AIDES.....	46
ENROLLMENT AND ORIENTATION.....	47

INTRODUCTION

This manual reflects applicable policies, procedures, guidelines, and regulations to be followed at J. F. Ingram State Technical College (ISTC). It is intended to be a resource for new and experienced faculty and staff. It covers the basics of day-to-day operations common to each employee.



In the twenty-first century, technical education is a rapidly changing enterprise, always striving to keep pace with a dynamic workplace. Consequently, this manual will need to reflect this change dynamically. If you have constructive ideas, you are invited to become involved with the change process. Suggestions can be made to any of the following:

- Dr. William Young, Dean of Instruction – Main Campus – (334) 290-3254
- Dr. Julliana Probst, Associate Dean of Instruction – Draper/Staton Center – (334) 567-5051
- Mr. Rick Vest, Tutwiler Center Director – Tutwiler Center – (334) 514-5070
- Dr. Stanley Tippins, Instructional Services Center Director – ATEF/Donaldson – (334) 514-5078
- Mr. Doug Farris, Instructional Services Center Director – Bibb Correctional Facility – (334) 514-1356

Institutional Governing Board

Until 2015, ISTC was governed by the Alabama State Board of Education (SBE). At that time, the Alabama State legislature established a separate governance structure for the Alabama Community College System (ACCS) and its member institutions. Today ISTC is governed by the ACCS Board of Trustees. As the College has been transitioning to this new governance structure, SBE policies are being re-assessed for applicability. Consequently, the College is in a policy transition period with old policies being re-validated, discarded, or adapted for continued use. The ACCS Board of Trustees plays a critical role in the education of hundreds of thousands of adults each year. The board of trustees serve as guardians for the ACCS mission and goals and are appointed to the Board by the Governor of the State of Alabama who chairs the Board. One member is selected from each of the State's Congressional Districts (as constituted on May 12, 2015); and is appointed from the State at large. An additional member is appointed as ex officio from the Alabama State Board of Education. A complete list of the members of the Board of Trustees are found on the ACCS website at <https://www.accs.edu/about-accs/board-of-trustees/>

ACCS Mission, Vision, and Values

Mission. To provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workplace development.

Vision. To develop an educated, prosperous population by providing an affordable pathway to help citizens of any walk or stage of life succeed through quality education and training, a community college system where education works for all.

Values. The ACCS established values intended to target what we do as a system and the highest aspirations for how we should interact with each other as employees, with the students we serve, and with the greater community. These values are inscribed on the College Academic Mace to serve as a

constant reminder of these values. The ACCS values are as follows: Integrity, Excellence, Accessibility, Accountability, and Diversity.

J. F. Ingram State Technical College Mission, Vision, Core Values, and Goals and Strategies

MISSION

The mission of ISTC is to provide comprehensive educational services to incarcerated adults to reduce recidivism and return responsible citizens to society.

VISION

The vision of ISTC is to be a national leader in correctional education by promoting actions to reduce recidivism, increasing public safety, and sustaining fiscal accountability for the citizenry of Alabama.

CORE VALUES

- **INTERGRITY:** ISTC believes each faculty and staff member should serve as a role model of robust standards, moral uprightness, a source of support and dependability for others, and always upholding ethical principles.
- **Accountability:** ISTC believes in individual and organizational responsibility and dependability in the performance of our jobs, through collaboration and trust with colleagues, while placing as a priority the welfare of the college, our students and stakeholders, and the taxpayers of Alabama.
- **Inclusiveness:** ISTC believes in an inclusive workplace that fosters diversity, equality, fairness, and respect, encouraging a creative and innovative workforce.
- **Student Focus:** ISTC believes in serving students through high-quality educational opportunities that foster personal and intellectual growth.
- **Professionalism:** ISTC believes that faculty and staff should conduct themselves in a manner that demonstrates confidence, knowledge, and excellence.

GOALS AND STRATEGIES

- **Financial Sustainability of the College:** Increase financial sustainability by diversifying revenue streams for the state.
- **Educational Programming Enhancements:** Evaluate educational programming available to students to ensure ISTC produces qualified employees for the workforce. Increased relevance of instruction to students increases the value of the opportunity for them to reenter society as responsible citizens and meets the ever-changing needs of companies and industrial hiring.
- **Student Services Development:** Refine the processes for the benefit of the student and the student's growth and completion of education.
- **Enrollment and Retention Growth:** Increase enrollment by focusing on recruiting efforts and retention.

- **Infrastructure Improvement:** Improve and develop technology, programming, and media activity to provide quality education to students, grow students' innovation, and prepare students for the current marketplace.
- **Staff and Faculty Training and Development:** Provide faculty and staff professional development opportunities to strengthen and equip professionals to be successful in their roles.
- **Institutional Communication Reinforcement:** Increase all communication activities both within and outside of ISTC, in an effort to create positive brand awareness and increase the success and effectiveness of ISTC.

PHILOSOPHY

J. F. Ingram State Technical College is guided by the belief that all individuals should have the opportunity to achieve their highest potential for employment, advancement in the world of work, and fulfillment of productive citizenship. The College believes that achievement in a chosen field of work enables individuals to contribute to their community and the economy. Further, the College believes that quality vocational/technical education programs ensure one's ability to continue learning, adapt to changes in the workplace, and are vital to both the state's and the nation's well-being. Furthermore, the College asserts that incarcerated individuals should have opportunities to benefit from educational programs to become responsible citizens upon returning to their families and communities.

Research indicates that incarcerated students who complete quality educational programs have an increased chance of obtaining and keeping employment post-release and have significantly lower recidivism rates than those who do not. We are confident that incarcerated individuals can make constructive changes in their attitudes and abilities through educational experiences at ISTC. The College is dedicated to providing a balanced work-oriented and essential life skills learning environment where those changes can take place. We believe that this College is an invaluable resource in helping provide skilled workers with the needs of businesses and industries in this state.

Students, employees, or any specific class of persons who believe themselves to have been subjected to discrimination prohibited by any of these statues may, in person or by the personal representative, file a written complaint with the Coordinator of Human Resources, J. F. Ingram State Technical College, 5375 Ingram Road, Post Office Box 220350, Deatsville, Alabama 36022-0350.

DIVERSITY STATEMENT

J. F. Ingram State Technical College is committed to creating and maintaining a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multi-cultural and diverse and reflective of our student body and community population.

MESSAGE FROM THE PRESIDENT



Welcome, and thank you for your interest in Ingram State Technical College. ISTC holds a unique place among two-year colleges in the Alabama Community College System, serving a student population comprised exclusively of incarcerated individuals. ISTC provides technical training in 19 career fields, GED preparation and testing, and job placement assistance to men and women from seven correctional facilities. ISTC has also been the provider of educational services at the Alabama Therapeutic Education Facility in Columbiana since 2008. A 2013 study by the RAND Corporation shows that incarcerated individuals who participate in high-quality correctional education like those provided by Ingram State Technical College are 43 percent less likely to return to prison within three years. Ingram graduates not only learn technical and soft skills; they experience – some for the first time – the satisfaction of accomplishing a personal goal while preparing for success in the workplace. The vision of ISTC is to lead the nation in providing high quality correctional educational programs, promoting activities to reduce recidivism, increasing public safety, and sustaining fiscal accountability for the citizenry of Alabama. If you would like to learn more about Ingram and how our graduates are making a difference in the workplace, contact us at www.istc.edu/contact-us.

Mrs. Funderburk served as Interim President from February 1, 2017 until June 13, 2018, when she was appointed fourth Present of the College. She served as Director of External Affairs with the Alabama Community College System (ACCS) from October 2016-January 2017. She previously served as Workforce and Governmental Affairs Officer with the ACCS from January 2016 – September 2016. Her prior posts include Workforce Division Coordinator with the Alabama Department of Postsecondary Education (DPE) from September 2015 – January 2016, and has held various positions since April 2008. In addition, Mrs. Funderburk was a Municipal Consultant with Roth, McHugh & Associates, LLC in Montgomery, Alabama from August 2006 – January 2008 where she served in several roles related to local government including municipal consultant responsible for securing grant funds for infrastructure and development projects. She served nine years in county government as county administrator in Tallapoosa and Talladega counties.

EDUCATION:

Alabama/Mississippi Community College Fellow, University of Alabama Education Policy Center (2017)

Alabama Intensive Economic Development Training, Auburn University (2016)

Master's in Public Administration, Troy University (2011)

Governmental accounting Certification, Auburn University Montgomery (1998)

Bachelor's in Business Administration/Mass Communications, University of Montevallo (1993)

Certification/Training:

EDAA Leadership Institute (2018)

Graduate of Leadership Lake Martin (2004)

Graduate of Leadership Talladega County (2002)

Certification in County Administration, Association of County Commissions of Alabama (2001)

Our President is an active member of the Prattville-Millbrook Sunrise Rotary, Correctional Education Association (CEA), Prattville Chamber of Commerce, Millbrook Chamber of Commerce, West Elmore County Lion's Club, Wetumpka Chamber of Commerce, Economic Development Association of Alabama, Alabama Community College Association (ACCA) Executive Committee, Alabama Community College System Presidents' Association-Treasurer, First Baptist Prattville, and was recently appointed by Governor Kay Ivey to serve on the Alabama Prison Repurposing Commission.

COLLEGE HISTORY

The Alabama legislature established J.F. Ingram State Technical College in 1965 as J. F. Ingram State Technical Institute. The Institute was named for John Fred Ingram, a nationally-known pioneer vocational education. He had served as Alabama's director of Vocational Education from 1957 until 1969.

The Institute was first located on the grounds of Draper Correctional Center in Elmore, Alabama. Mr. Maehugh T. Duncan was appointed as the Institute's first director. Mr. Duncan recruited a capable staff, and programs were established that met the needs of the students, business, industry and internal correctional department needs. New facilities were constructed in 1970 adjacent to the Frank Lee Youth Center, at Deatsville, approximately seven miles from the original site, but still within manageable transportation range for the available student population. Growth and improvement followed a steady pace during these years.

When Mr. Duncan retired, Dr. Murry C. Gregg was appointed to succeed him as Institute director in 1976. Many changes occurred during Dr. Gregg's tenure. In 1977, the Commission on Occupational Institutions (COEI) of the Southern Association of Colleges and Schools (SACS) accredited the Institute for the first time. In 1983, the Alabama State Board of Education (SBE) established the Institute as a technical college, renaming it J. F. Ingram State Technical College (ISTC). The chief administrative officer was called the president, making Dr. Gregg the first ISTC president. Enrollment increased dramatically, along with the physical facilities and faculty. After a short experimental period as a community college (1992-96), the SBE returned the College to its traditional vocational/technical and basic education institution. Dr. Gregg retired in 1995, and in 1997, the SBE appointed J. Douglas Chambers as the second president of ISTC. In 2012 the SBE approved the appointment of Dr. Hank Dasinger as the third president of ISTC. In 2015, the ACCS and thus the College experienced a change in governance when the Alabama State Legislature established a Board of Trustees specifically for the ACCS two-year college system. Today, the College remains accredited by the Council on Occupational Education (COE), the national organization that evolved from the regional COEI.

ISTC has achieved significant recognition as a correctional education institution. In 1980, a U.S. Department of Education-funded (US DoED) study ranked the school as one of the country's top ten such programs. In 1996, another USDE study, "Education in Correctional Settings: A Guide to Developing Quality Vocational and Adult Basic Education Programs," named ISTC as a model. In 1985, the College was one of the chapter members of the National Correctional Education Consortium, and J.M. "Milt" Mulder, the College's Dean of Instruction, was elected as the Consortium's first president. In 2016, the College was selected as 1 of 69 programs nation-wide for participation in the US DoED 2nd Chance Pell Experimental Sites Initiative.

Today the College operates at locations across central Alabama and several other programs operating inside various correctional facilities. The College has extensive support service projects, student recognition programs, and life skills/job placement assistance programs. It offers nineteen career technical education programs. Also, hundreds of students improve their necessary academic skills through its adult basic education program and related initiatives. ISTC is proud to provide these services to benefit incarcerated individuals preparing for a new and better life for themselves, their families, and their communities.

ADMINISTRATION

J. F. Ingram State Technical College is a member of the Alabama Community College System (ACCS), and as such, is subject to policy, guidelines, and procedures of the ACCS Board of Trustees, as well as the ACCS. ISTC is also governed by the rules and regulations as outlined in the J. F. Ingram State Technical College Policies & Procedures Manual, ACCS Fiscal Procedures Manual, the applicable Alabama Department of Corrections (ADOC) administrative regulations for contract employees, and any/all overarching Federal or State laws, statutes, and guidelines.

Faculty and staff are strongly urged to read and adhere to the content of these manuals and refer to them when questions arise. Copies are located in the President, Deans/Directors, Human Resources, and Center/Facility Directors at each facility.

Examples of job/position descriptions are available in the Office of Human Resources.

CORRECTIONAL EDUCATION POLICY STATEMENT

Consistent with the College's non-discrimination policy (equal opportunity/equal access), decisions about student participation in programs or courses at ISTC are made without regard to the applicant's race, color, disability, gender, religion, creed, national origin, age, or other protected status.

However, the College operates under specific Board of Trustee policies, which affect inmate student participation. Accurately, ACCS policy 718.01, which addresses correctional education described elsewhere in this Handbook.

NOTICE OF NON-DISCRIMINATION

J. F. Ingram State Technical College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, based on any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. J. F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. J. F. Ingram State Technical College does reserve the right to withdraw job announcements at any time before the awarding.

Inquiries regarding discrimination may be directed to the **Coordinator of Human Resources**, J. F. Ingram State Technical College, (334) 290-3251, for appropriate notification and routing for action.

HARASSMENT INCLUDING SEXUAL HARASSMENT POLICY

J.F. Ingram State Technical College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the college does not discriminate based on sex in its educational programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or public members. All members of the College community are expected to conduct themselves in a manner that does not infringe upon others' rights, whether on college premises or at any College-owned off-campus location and while participating in any educational program or activity of the College.

When allegations of sexual harassment and/or sexual violence in any form are brought to the Title IX Coordinator attention, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. J.F. Ingram State Technical College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College my contact:

Ms. Andrea Richardson (Employees)
Coordinator of Human Resources
JF Ingram State Technical College
PO Box 220350
5375 Ingram Road
Deatsville, AL 36022
Andrea.richardson@istc.edu
(334) 290-3251 (Office)

Mr. Malcolm Montgomery (Students)
Director of Student Support Services
JF Ingram State Technical College
PO Box 220350
5375 Ingram Road
Deatsville, AL 36022
malcolm.montgomery@istc.edu
(334) 290-3261 (Office)

AMERICANS WITH DISABILITY ACT (ADA) EMPLOYEE REQUEST FOR ACCOMMODATION

The Americans with Disabilities Act prohibits discriminating against individuals with disabilities. The ADA also prohibits retaliation against an employee for taking any action according to the Act.

Definition of Disability: The ADA states that an individual is disabled if s/he:

- has a physical or mental impairment that substantially limits one or more of the individual's major life activities;
- has a record of such an impairment; or
- is regarded as having such impairment.

Definition of Qualified Individual: The term "qualified individual with a disability" means:

- An individual with a disability,
- who can perform the "essential functions" of the employment position, with or without reasonable accommodation.

Employers must provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA. To establish a disability and request a reasonable accommodation under the ADA, an employee must complete and submit a *Request for Disability Accommodation Form* to the Office of Human Resources. Employees seeking a reasonable accommodation under the ADA must follow the required procedures.

1. Documentation of Disability: When submitting a Request for Disability Accommodation Form, the employee must document the disability from an appropriate healthcare provider. The employee will be required to sign a Medical/Health Care Information Release Form so that the health care provider can provide the College, through its representative, with the appropriate documentation. Upon request, the department chair, supervisor, or cabinet member will provide a written description of the job's essential functions, including the mental and physical demands of the employee's employment. It is the employee's responsibility to ensure that the medical documentation/information requested is provided.

2. Temporary Accommodations: After consultation with the employee, department chair, supervisor, or cabinet member, temporary accommodation may be provided pending receipt and evaluation of the disability's documentation.

3. Evaluation of Documentation: Upon receipt of documentation from an employee's healthcare provider, a determination will be made as to whether the employee has a disability as defined by the ADA, and if the employee can perform the essential functions of the position, with or without reasonable accommodation.

4. Final Determination and Notification to Employee: The College has the authority to decide what accommodation, if any, is appropriate. When a final determination is made, the Coordinator of Human Resources will send written notification to the employee of the decision, whether an accommodation has been granted, and if so, will specify what accommodation has been granted. Information will also be given to the department chair, supervisor, and cabinet member.

5. Right to Appeal: If accommodation is denied, the employee may submit a notice of appeal to the Disability Services Committee within seven (7) working days of receipt of the written accommodation decision.

DRUG-FREE WORKPLACE

In compliance with the provisions of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Scholar and Communities Act of 1989, institutions under the direction and control of the ACCS Board of Trustee will take such steps as necessary to provide a drug-free environment in accordance with these Acts. ISTC has established a comprehensive controlled substance, *ACCS Board of Trustee & ISTC Policy 613.01: Drug-Free Workplace*, which details all employees' responsibilities and the administrative procedures that will be followed should the policy be violated.

ACCREDITATION

The Council on Occupational Education accredits J.F. Ingram State Technical College (ISTC), 41 Perimeter Center East, NE Suite 640 Atlanta, Georgia 30346. The College has been certified since 1977 by either the Council on Occupational Education Institutions (COEI) or the Southern Association of Colleges and Schools (SACS), a regional agency, or the Council on Occupational Education (COE). The accrediting agency that evolved from COEI.

CONSIDERATIONS FOR SUCCESS WITHIN THE CORRECTIONAL ENVIRONMENT

1. ***Relationships with Inmates:*** If, as an employee of ISTC, you happen to be *related*—distantly or otherwise—to an inmate or former inmate at any College facility, or if you have been previously *acquainted* or *familiar and fraternized* with an inmate there, you should confidentially inform the Dean of Instruction of the nature of the relationship as soon as it becomes apparent to you. Be assured that this should not affect your status for teaching courses or otherwise performing the College’s duties. However, as a matter of safety and security, or to avoid even the perception of impropriety, the College needs to be informed.
2. ***Personal Appearance:*** As an employee, you represent the College as a whole. You should be neatly attired in a professional manner appropriate for your position’s classification (e.g., administrators, instructors, and support personnel).
 - a. No hats, head wraps, or other head coverings shall be worn while on duty unless it is for occupational safety or religious reasons. Caps will not be worn inside any administrative buildings at any time.
 - b. Dress must be sufficiently different from the “whites” of inmates to be quickly recognized as a “free world” by correctional staff and not of the same general appearance as inmate dress. All-white outfits should be avoided.
 - c. Use good sense in selecting *non-provocative* clothing to wear to work. Clothing could be considered provocative or unacceptable if they are see-through/sheer, low-cut, excessively tight, or clothes with vulgar or obscene logos, slogans, etc. No short pants will be allowed at any time. No skirts or dresses above the knees while in a standing position are permitted at any time.
3. ***College Identification Cards (CIC):*** All employees are required to be photographed for the CIC issuance. Employees will be required to update the CIC photographs when requested by the College and update the picture at least once every five years.
 - a. To issue a CIC, the College is responsible for digitally photographing employees. Your picture, used for the CIC, will also be used for other regular College publications, including COE accreditation handbooks, organizational charts, and the like.
 - b. The CIC will be used as the primary and preferred means of entering College and/or ADOC facilities for all ISTC personnel in their job duties. You will be issued a magnetic CIC, you will need this card with you at all times, as it will allow you into the facility and certain areas of the college. The second CIC is a standard card that you will leave with the guard at the gate of the facility you are entering.
 - c. For safety and/or security reasons, you should be prepared to leave a non-expired picture ID, such as a driver’s license or preferably your College Identification Card (CIC), with the front gate officer(s) of each facility before gaining entry. Be sure to retrieve your CIC upon exiting any/all facilities.
 - d. The following provisions apply concerning the use of the Ingram State Technical College identification card:
 - i. The CIC is the property of Ingram State Technical College and should be carried by all employees.
 - ii. The CIC is to be used for legitimate College business purposes and no other reason.
 - iii. The card is not transferable and may only be used by the person to whom it was issued.

- iv. The card must not be altered, reproduced, or mutilated.
 - v. A lost or stolen card must be reported immediately to your supervisor.
 - vi. Upon resignation, retirement, or other separation from Ingram State Technical College, the card must be directly returned to the College.
- e. Should you report to work at either Main, Draper-Staton, or Tutwiler locations and not have proper identification, a senior-level supervisor will be required to vouch for your presence prior to entry into the facility.
- f. Failure to comply with CIC requirements, as stated here or elsewhere by College administration, may result in disciplinary action.
4. **Employee Lockers:** It is the policy of Ingram State Technical College to provide lockers to employees so that they may safeguard their belongings during the workday and adhere to policies prohibiting the bringing of contraband inside a correctional facility or academic areas where students will be present.
- a. Lawfully prescribed or over the counter medication(s) an employee may need to take during duty hours, cellular telephones, and similar items **MUST** be stored and secured in the employee's locker.
 - i. Should you need to bring prescription or over-the-counter medications into a College facility; you must ensure that you have complied with **ISTC Policy 615.05: Employee Lockers** and file a signed/properly submit **ISTC Personal Cellular Phone Acknowledgement** form. Contact the Office of Human Resources if you require prescribed medications of any kind during the workday.
 - ii. Cellular telephone storage requires that the employee sign the appropriate **ISTC Personal Cellular Phone Acknowledgement Form** and have on file with the College a completed **ISTC Personal Cellular Phone Storage Form(s)** at each facility the employee utilizes an employee locker. In accordance with this policy, any/all personal cell phone use is restricted to "red line" designated administrative areas of the College only; phones are not to be used in the students' presence. The only exception(s) to this policy is in instances where the employee is on the College's official "Authorized Cell Phone List" as provided to the Alabama Department of Corrections (ADOC).
 - b. At no time is any employee permitted to leave the key to their employee locker in the locking mechanism; safely securing the locker key is the employee's responsibility.
 - c. Use, misuse and/or distribution of items contained in the employee locker shall be deemed, as a minimum, a violation of the **College Policies 519.01: Contraband** and **615.02: Employee Conduct** and the sanctions listed within those respective policies as well as **ADOC Administrative Regulation #338** which states in part:
 - 1. *Contraband Defined. The Alabama Department of Corrections (ADOC) has defined "Contraband" as follows: Any item NOT issued to an inmate by the ADOC or retained in its present form, location, or use, sold in the inmate canteen or authorized by the Warden.*

WARNING: Inmate possession of contraband negatively affects DOC's ability to provide a safe and secure environment for ISTC faculty, staff, and students.

d. Procedures.

- i. It is the Center/Facility Director's responsibility or designated senior-level personnel to have locker space available to employees, assign lockers, and provide locks for each employee.
- ii. Center/Facility Directors or designated senior-level personnel will maintain duplicate keys to all College lockers.
- iii. If an employee is at any of the three main facilities other than their regularly-assigned duty location, the employee is required to contact the Center/Facility Director or designated senior-level personnel at the alternate location(s) to be assigned an employee locker based upon need (i.e., temporary or permanent nature.)
- iv. Lockers are the College's property and may be opened at the College's discretion for legitimate business reasons. If necessary, such lockers may be forcibly opened to meet ADOC safety and/or security requirements. Such action will be taken in the appropriate College administrative personnel (i.e., President's Cabinet members).
- v. The College cannot be held liable for any loss, theft of, or damage to items stored in the employee's assigned locker.
- vi. Employees are responsible for emptying the contents of their locker(s) and returning any/all keys issued to such locker(s) at the time of separation of employment.

5. ***Entering ADOC or ISTC Facilities:***

Caution: Under no circumstances should you enter any College or ADOC facility under the influence of any illicit or illegal drugs, alcohol, or any controlled substance.

WARNING: Weapons of any kind are prohibited from being brought onto any ADOC or College facility.

- a. Be aware that by being on either ISTC or ADOC state property, you are subject to search.
 - b. Be at the College or ADOC facility for official College-related business only. The Dean of Instruction must jointly approve any exception to this and the appropriate ADOC administrative personnel.
 - c. Do not visit an ADOC facility outside of the designated College areas without prior approval of the appropriate ADOC administrative personnel.
6. ***Inmate relationships and interactions:*** This section applies to the relationship between any College employee, at or away from work, with an inmate, inmate-student, inmate instructional aide, and/or former inmate within two years after being paroled from ADOC custody.
- a. Avoid putting yourself in situations where your professionalism or the integrity of your security clearance might be questioned. *For example, do not become overly familiar with the inmate-students, nor show special attention to any inmate or group of inmates. This is especially important for instructional personnel who work near with students daily. Avoid*

- being alone with any inmate or small group of inmates. Avoid touching any inmate student at any time.*
- b. Do not bring any items unrelated to your class to inmates, and do not take any items unrelated to your class from inmates.
 - i. Do not bring inmates/students stamps, pens, notebooks, gifts of any kind, food, etc., nor should you mail letters for inmates, make phone calls for inmates, etc.
 - ii. For exceptions, first, contact the Dean of Instruction for approval.
 - c. Do not provide food, snacks, drinks unless in accordance with ISTC policy.
 - d. Never disclose your home or office phone numbers, address, or any social security numbers to inmates (if necessary, they can contact you through the College administrative staff), nor disclose phone numbers or addresses, etc., of third parties as a favor to inmates. Do not discuss the status of any familial relationship (e.g., issues with partner/spouse, children, household finances, etc.) Such information is not only conducive to “nuisance situations,” such as obscene phone calls from other inmates or unannounced visits from inmates when released.
 - e. Never discard old bills or receipts with account numbers in the office or correctional facility trash; your account numbers can fall into the wrong hands. Use an available shredder when necessary to protect confidential information. All employees are also required to submit signed *Use of Confidential Information* forms at the beginning of each Fall semester to stress the importance of each ISTC employee’s responsibilities for handling such information.
 - f. Do not write letters on behalf of inmates or make personal appearances to agencies or groups on behalf of inmates without first coordinating with your supervisor and the Dean of Instruction. The College has an established process for advocating on behalf of students.
 - g. Do not become involved in matters that are the ADOC correctional staff’s concern or responsibility, such as prison policy or institutional inmate discipline.
 - i. In the event of an immediate safety or security concern or inmate medical emergency, contact the nearest ADOC correctional staff member and notify your supervisory or other administrators.
 - ii. ***ISTC Policy 606.09: Contacts with ADOC*** specifies which ISTC personnel is permitted to converse with ADOC personnel and under what circumstances.
 - h. Any complaints by students/inmates are to be made to your immediate supervisor. No action is to be taken by the individual employee on such a claim.
 - i. Until such time that an employee has concluded employment with this College, and unless written permission has been granted from the Dean of Instruction. See also ***ISTC Policy 617.03: Visitation Following Separation of Employment***. The following employee – inmate relationships are expressly prohibited:
 - i. Personal or social relations with inmates. Fraternalization with student inmates, student aides, paroled, or EOS (ending of a sentence) student inmates and/or student aides within the ADOC specified timelines is a violation of ***ISTC Policy 615.02: Employee Conduct*** as a minimum and will not be tolerated.
 - ii. Visitation on visiting day.

- iii. Social or personal affiliation with paroled inmates within two years of parole.
 - iv. Personal correspondence with any inmate or with any known inmate's relative or acquaintance—be it face-to-face, phone, hand or electronic mail, or otherwise.
 - v. Non-college or personal business with an inmate.
- j. Do not conduct any business with inmates or their family members. Such situations could not only lead to a conflict of interests, but they can also create conditions that appear unethical. For example, if an instructor happens to be an attorney, photographer, or minister, the instructor should not honor an inmate's request to take him/her on as a client, should not serve any of his/her family's photography needs, nor should the instructor be attending to the inmate's spiritual or religious requirements.
- k. All employees should follow the guidelines as outlined in ***Policy 809.02 – Student Code of Conduct*** when dealing with any matter which may come to them in the course of their interaction with inmate students which may involve a severe or perhaps dangerous security concern (e.g., overhear details of an impending riot or escape attempt; observe an inmate armed with a weapon; discover a drug cache; etc.).

It is the responsibility of every employee to recognize and acknowledge that they are working in a correctional environment and must remain aware of security concerns at all times. As an ISTC employee, you must be eligible to enter into any/all Department of Corrections (ADOC) facilities to perform the job duties and maintain this continued employment status. (See ***ISTC Policy 606.10: Access to ADOC Facilities)**

FACILITIES AND AVAILABILITY

ISTC offers career technical education programs at six locations across central Alabama: Main Campus in Deatsville, Alabama; the Draper instructional service center, in Elmore, Alabama; the Tutwiler instructional service center, in Wetumpka, Alabama; Donaldson Correctional Facility in Bessemer, Alabama, Alabama Therapeutic Education Facility (ATEF) in Columbiana, Alabama and Bibb Correctional Facility in Brent, Alabama. The College operates five days per week on a year-round basis.

Prospective students residing in Staton Correctional Facility (male only) have direct access to Draper instructional service center programs. Students residing in the Frank Lee Work Release Facility (male only) have direct access to Main Campus programs and indirect access through college-provided transportation (school buses) to Draper instructional service center programs. Students residing in the Elmore Correctional Facility (male only), also near Elmore, Alabama, have indirect access to Main Campus programs. Students residing in the Julia Tutwiler Prison for Women (female only) have direct access to Tutwiler instructional service center programs. Students residing at ATEF, Donaldson, and Bibb correctional facilities have direct access to College programs offered inside the facilities.

Currently, the career technical education programs offered at the ISTC Main Campus are automotive mechanics, barbering; cabinetmaking, carpentry; heating, ventilation and air conditioning; industrial systems technology; upholstery; marine technology, and welding. The Draper instructional service center's programs include automotive body repair, barbering, diesel mechanics, electrical technology, HVAC, logistics, masonry, plumbing, truck driving (non-credit), and welding. The Tutwiler instructional service center programs include auto mechanics, cosmetology, logistics, office administration, and welding. Swift "You Can Code" certification training is offered at the Main

Campus, Draper, and Tutwiler instructional service centers. The programs at Donaldson include barbering, carpentry, electrical technology, and masonry; Bibb programs include HVAC and carpentry.

General education courses required for for-credit career technical education programs are offered at the Main Campus and Draper and Tutwiler instructional service centers. The Associate of Applied Technology (AAT) degree in HVAC is offered at the Main Campus and the Draper instructional service center. The AAT degree in Office Administration is provided at the Tutwiler instructional service center. Adult literacy classes and General Education Development (GED) examination preparation classes are offered at the Draper and Tutwiler instructional service centers and inside Bibb, Donaldson, and Elmore correctional facilities. GED classes are also provided at various work release facilities.

ORGANIZATIONAL STRUCTURE

The Chancellor

The Chancellor serves as the chief academic and administrative officer and spokesperson for The Alabama Community College System. The Chancellor is responsible for the Alabama Community College System (ACCS) Board of Trustees to administer policies and regulations pertaining to the community and technical colleges of the State of Alabama. The Chancellor also recommends appointments and promotions, prepares budget requests, and oversees the community and technical colleges.

ISTC President

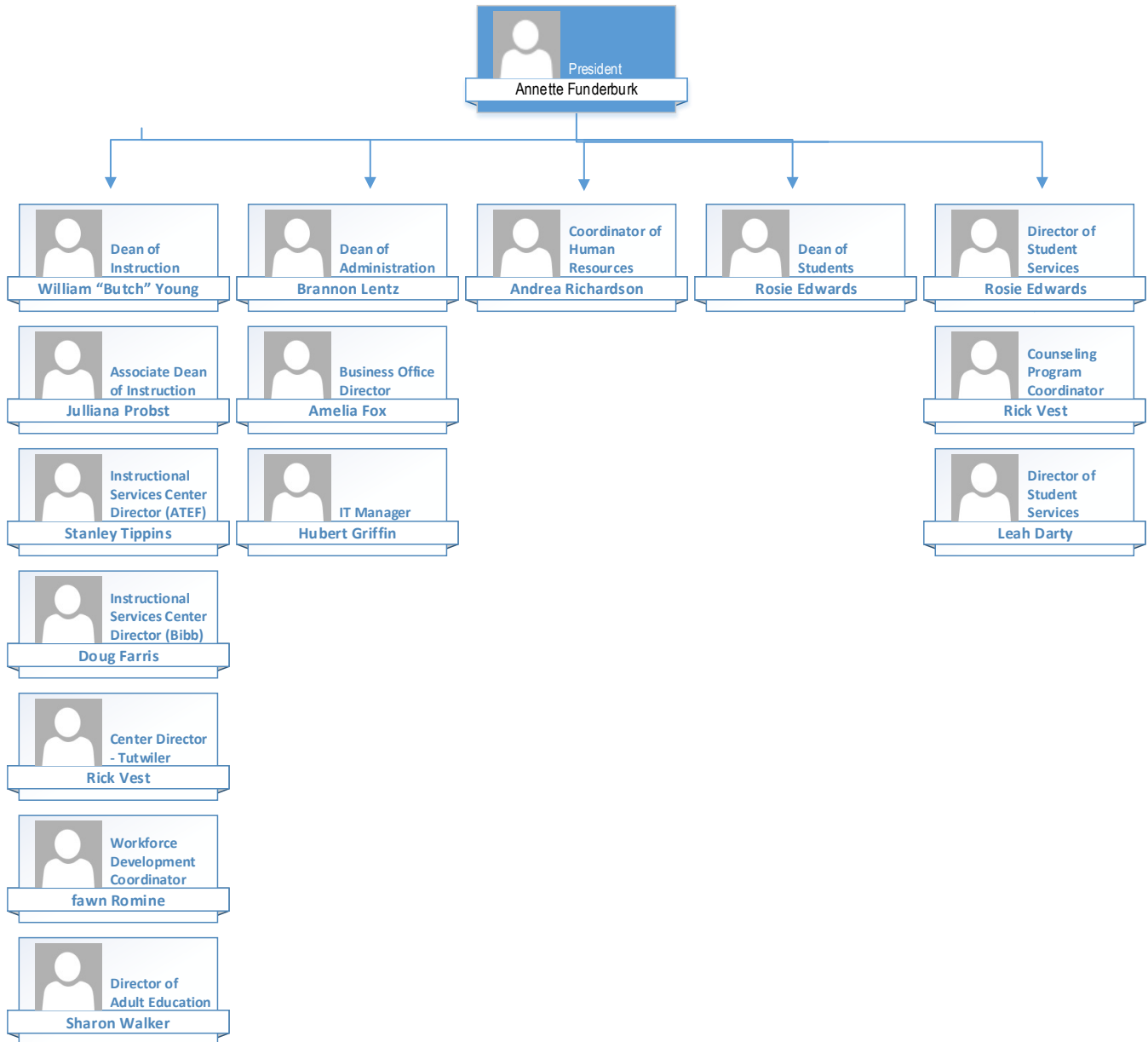
The College President serves as the chief academic and administrative officer at ISTC and is responsible to the Chancellor of ACCS and the ACCS Board of Trustees. The College President oversees the administration of the College. Along with the faculty, the President is responsible for the development and implementation of an instructional program commensurate with the purposes of a comprehensive technical college. The President is also responsible for the curricula of the College, for the quality of instruction, for the assignment of duties to all persons, and the service provided by the faculty.

In addition, the President reviews and makes final determinations on the performance appraisals submitted by the College's administrative, supervisory personnel on each College employee (See *ISTC Policy 615.07: Appraisals*). The President makes recommendations on such matters as salary, appointments, terminations, promotions, and tenure. The President is also responsible for the business and financial operation of the College as well as the maintenance and service of the buildings and equipment.

As a representative of the College in the community, the President works with a community-based advisory board, disseminates information through appropriate media, and reaches out to the business community as partners to develop appropriate programs relating to the local communities.

The President's Cabinet

The President's Cabinet consists of the following positions:



The official charge of responsibility for the President's Cabinet is to provide the President with information and advice necessary for decision-making and provide a forum for review, planning, and evaluation, including all major departments and divisions. Thus, the Cabinet will serve as the senior administrative unit within the College.

Dean of Instruction – (DI)

The Dean of Instruction assists the President in administration of the academic program of the College. He/she provides supervision, guidance, and assistance to instructional division personnel, including, but not limited to technical instruction, adult basic education, related studies. The Dean of Instruction also serves as the second-in-command in the absence of the President. The Associate Dean of Instruction also assist with the day-to-day operations of the College.

Associate Dean of Instruction

The Associate Dean of Instruction will provide management and supervision of the instructional programs and academic support, including programs located inside the correctional institutional. All duties are performed under the direct supervision of the Dean of Instruction.

Dean of Administration – (DA)

The Dean of Administration assists the President in the administration of the business and finance, information technologies, facilities maintenance, and transportation matters of the College. The Business Office Director assists the Dean of Administration with these responsibilities.

Dean of Students – (DS)

The Dean of Students is responsible for the administration of all student activities at the College. These activities include, but are not limited to, special education services, federal programs, library and e-learning center services, student services, and student support services. The Director of Student Services and the Counseling Program Coordinator also assist the Dean of Students with these responsibilities.

Coordinator of Human Resources – (HR)

The Coordinator of Human Resources is responsible for college compliance issues relating to hiring, employment, and retirement actions and the day-to-day operation of the Office of Human Resources. The Coordinator of Human Resources also manages all employment and related activities that require her to act as the Senior Personnel Officer for the College. Human Resources also manages the College's Employee Recognition Awards (ERA) process (es) and acts as a liaison between the College administration and the Faculty/Staff Council.

Center/Facility Directors

Center/Facility Directors are responsible for the day-to-day operations and management of college sites designated by the College. Specific duties are determined locally. Center/Facility Directors work with faculty, staff, and administration to develop and implement programs and activities for each college site specified. Center/Facility Directors also function as members of the President's Administrative Council.

Workforce Development Coordinator

The Workforce Development Coordinator organizes and implements the College's job readiness and life skills enhancement program and performs duties assigned by the President.

Director of Student Services

The Director of Student Services serve as the College Registrar and is responsible for Admissions Office day-to-day operations, including the coordination and supervision of all activities involved in enrollment services including recruitment, registration, admissions, and records.

Adult Education Director

The Adult Education Director monitors the instruction of adult basic education subjects (Language, Social Studies, Mathematics, Science, History, & others) taught to students preparing to take the GED.

The Administrative Council

The College's Administrative Council members are responsible for the day-to-day management of College programs/departments related to the instructional, student and support services, and administration divisions. Its members include all presidential cabinet members as well as the following personnel:

DA

- James "Mark" Matthews, Coordinator of Transportation and Facility Projects

DS/SS

- Malcolm Montgomery, Jr., Director of Student Support Services
- Enjolique Walters, Director of Financial Aid
- LeShauna Hulett, Special Education Services Coordinator
- Brantley Carr, Grant Accounting Coordinator

The Faculty of the College

The Faculty of the College consists of all full-time and part-time teaching faculty and librarian. Because both teaching and community services have high priority at the College, faculty members are held to high standards in both areas. Also, all faculty members are expected to maintain current professional licensure/credentialing in their professional fields.

FACULTY DUTIES /RESPONSIBILITIES

The faculty member:

1. Plans, organizes, and instructs courses, manages classrooms, provides leadership, and uses appropriate teaching techniques to promote student success.
2. Advises students in matters related to academic success. Serves as an academic advisor as assigned.
3. Plans and develops curriculum, revise existing curriculum, lesson plans, and conducts program reviews.
4. Assists students as necessary for the successful completion of the courses. Maintains adequate student records, grades, attendance, and completes work reports on students.
5. Maintains clean storage areas and/or tool boards in such a manner as to allow a quick visual inspection at any time. These inspections must be done at least twice during a day and at the close of each instructional day. Any missing tools, equipment, or supplies must be reported to the appropriate supervisor.
6. Participates in departmental/campus/college meetings and serves on campus or college-wide committees. Participates in occupational advisory committee (OAC) meetings and other college-related organizations.
7. Participates in developing and implementing College policies, objectives, and/or functions.
8. Assists in the registration process as assigned. Assists in attaining and maintaining program accreditation as needed.
9. Completes Requisition Forms for the purchase of instructional supplies and re-sale supplies.

10. Makes sure all machines, tools, equipment, etc. in his/her program are in good condition. Coordinates repairs with the facility director.
11. Completes Accident/Incident reports when injuries occur in his/her shop.
12. Maintains and promotes safety consciousness among students.
13. Enforces safety procedures, including eye protection.
14. Serves on committees as needed.
15. Participates in a professional manner in graduation ceremonies, events, etc.
16. Performs other related duties as assigned.

Instructor Assistants

Instructor assistants may be employed in any occupational program where the instructor(s) and Dean of Instruction agree that an assistant is needed. Documentation must be provided, indicating what circumstances, including enrollment figures, create a need for additional personnel. The Dean shall have the right to discontinue any instructor assistant position at the end of any term during which the Dean or the President determines that such position will no longer be needed or justified.

Occupational Advisory Committees (OAC)

The Faculty Occupational Advisory Committees are composed of successful practitioners in business and industry from the local and surrounding areas, who meet regularly (2 times a year) to make recommendations to the faculty regarding occupational training programs; each occupational training area at ISTC shall establish an occupational advisory committee. The President must approve the committee members, shall be US citizens, persons from business or industry who could provide employment advice or assistance to our graduates.

Professional Responsibility

Faculty members must fulfill their professional responsibilities by manifesting competence, professional discretion, and good citizenship while free from institutional censorship or discipline when they speak or write as citizens. Faculty members must be accurate, exercise appropriate judgment, show respect for others' opinions by observing/respecting any/all mandated student rights, and make every effort to indicate they are not speaking for the College (ISTC).

Professional Membership

Memberships in professional organizations are highly encouraged at ISTC. Faculty members may join such organizations as the Correctional Education Association (CEA), the Association for Career Technical Education (ACTE), Alabama Vocational Association (AVA), etc. Employees with specific areas of interest can also participate in organizations that are related to their trades. These organizations allow ISTC faculty to collaborate with instructors from other institutions to develop and implement a new curriculum and curriculum changes. In accordance with ACCS guidelines, the College can only expend resources for institutional memberships to professional organizations directly related to the operation of the College. Employees are responsible for individual memberships.

PERSONNEL POLICIES

All J. F. Ingram State Technical College employees should meet with the Coordinator of Human Resources for referral or explanation of personnel policies. Additional information about the personnel benefits and policies listed in this section can be found in the ISTC Policies and Procedures Manual and/or the ACCS Board of Trustees policies, procedures, etc. manuals located in the President's, Dean/Director's, Center/Facility Director's, as well as Human Resources Office.

Hiring Practices and Procedures

It is the policy of ISTC to remain in compliance with the Alabama Community College System policies governing hiring practices and procedures.

Any vacancy in a full-time faculty or full-time administrative and/or supervisory position, regardless of whether the position is shown on salary schedule B, C, D, or E, shall be filled according to the practices and procedures outlined in the *Alabama Community College System Policies and Procedures*.

Basis for Employment Decisions

Decisions regarding employment at the College and certification to teach/work in specific courses/areas may be based on consideration of:

- a. Completed ISTC application;
- b. Professional résumé denoting all previous related work experience;
- c. Official transcript(s) for all undergraduate/graduate work and/or copies of any relevant professional licenses, certificates, etc.

The Office of Human Resources will keep on file the employment applications and supporting materials. The Coordinator of Human Resources will serve as the official custodian of records for all employee personnel files.

Appraisals

The professional performance of all ISTC employees shall be executed according to the President's specifications, including, but not limited, to the following.

- Fall semester will be the time frame for completion of yearly employee appraisals, filed in the employee personnel files, and become a part of the employee's permanent record.
- Spring semester will be the time frame for mid-term employee appraisals, which will be maintained by the respective senior-level supervisor's files to promote informal feedback designed to provide employees with an opportunity to improve the execution of their essential job functions prior to the yearly appraisal.

Each Dean, Director, or Coordinator shall perform an appraisal at least annually on their respective employees. Center/Facility Directors or other supervisory personnel and the Coordinator of Human Resources is responsible for employee performance management and may participate in the appraisal process. The President will conduct appraisals of the performance of the employees reporting directly to the President. (See *ISTC Policy 615.07: Appraisals*)

Work Days/Hours

The standard workweek begins on Sunday and ends on Saturday. The normal workweek for all employees will be Monday through Friday of any respective week. A normal work day for ISTC faculty (D salary schedule personnel and L salary schedule personnel) will begin at 7:00 a.m. and end at 2:30 p.m. with a 30-minute lunch break. A normal workday for ISTC administrative and staff personnel will begin at 7:00 a.m. and end at 3:30 p.m. with a 30-minute lunch break. Any adjustments to the normal workday hours must be approved in writing prior to its occurrence. Compensatory time must be approved in writing prior to its event and will conform to the ACCS Board of Trustees's policies and procedures and the United States Department of Labor guidelines.

Salary Schedule/Credentials

Salary schedules are adopted by the State Board of Trustees for use at ACCS institutions by category of employee. (*See ACCS Board of Trustee Policies*).

Period of Employment

The typical employment period for J. F. Ingram State Technical College is the academic year, beginning September 1st and ending on August 31st. Appointment letters for non-instructional employees of J. F. Ingram State Technical College shall, in almost all cases, use these dates as the beginning and ending dates. Any appointment made after September 1st in a given year shall ordinarily be for a period ending August 31st. The President may offer contracts for 3-months, 6-months, 9-months, or a full year as appropriate to librarians, counselors, and instructors, provided sufficient enrollment and funds are available.

Resignations

The following shall be the policy of ISTC (*See ISTC Policy 617.01 Resignation*):

1. All instructional personnel who intend to resign or retire shall give written notice of resignation at least 30 calendar days prior to the beginning of a term for which the employee is scheduled to be employed and which is the last term of employment prior to resignation or retirement.
2. All other personnel who are intend to resign or retire shall give written notice of resignation at least 30 calendar days prior to the effective date of resignation, except by mutual written agreement between the employee and the President.
3. Any employee who is giving notice to ISTC of retirement shall be responsible for also giving timely notice to the Teachers Retirement System (TRS) and completing and signing all appropriate forms.

Abandonment of Position

An employee who is absent from work without approved leave or without appropriate notification to his/her supervisor shall forfeit compensation and shall be subject to disciplinary action. An employee absent without notice for three (3) consecutive workdays shall be considered to have abandoned their position and to have resigned from his/her position.

Exit Interview

The appropriate supervisor will conduct an exit interview with any employee resigning, retiring, or otherwise leaving the employ of ISTC and forward the completed exit interview to the Office of Human Resources. (*See ISTC Policy 617.02: Exit Interview*)

Leave and Payroll Records

To ensure accurate leave and payroll records, any employee who is absent from work must complete an appropriate leave form electronically in advance, if possible, or not later than the end of the first day he/she returns to work.

Teachers' Retirement System (TRS)

Full-time employees of ACCS Institutions are members of the Teachers' Retirement System of Alabama. Payroll deductions for retirement will be made as required by law. Contact Amelia Fox, the College's Business Office Director, or the Coordinator of Human Resources, respectively, for additional details concerning payroll deductions and application for retirement. For other information, please contact the Teachers' Retirement System directly at (334-517-7000) or at:

www.rsa-al.gov • email: trsinfo@rsa-al.gov • Ph: 877.517.0020

Intellectual Property (Copyright, Trademark, and Patent Ownership)

An employee has the right to trademark or copyright any literary material. To patent any inventions unless duties of the employment contract or program charge the employee with, or includes, the duty of producing material for the institution to copyright or trademark or develop an invention for the institution to patent.

The employee shall be entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the employee's time and without the use of institution funds, materials, or facilities.

Copyrighted or trademarked material or patented inventions developed totally on institution time using of institution materials or facilities or with institution funding shall be owned by the institution. Trademarked material or patented inventions developed partially on institution time and not using College resources, textbook, workbook, technology, or other products shall be entitled to a designated share of any royalties or license fees received by ISTC from such copyright or patent, provided that prior to the development of the respective product, there shall be a contract executed between ISTC and the employee by which the employee will be authorized to use the resources of ISTC in the product's development.

Professional Development

Employees are responsible for the documentation of any professional development activities they have completed, which they desire to be included in the ISTC personnel file. Official transcripts and/or other documentation should be submitted to the Coordinator of Human Resources, who shall retain such documentation in the employee's personnel file. All employees are strongly encouraged to submit supplementary information and documentation of any honors, awards, accomplishments, or professional development for inclusion in these files.

For participation in such professional development activities, full-time employees of ISTC may be granted professional leave with pay for up to ten (10) working days per year upon approval of the President. More than 10 days of such leave per year may be granted upon the President's written request and approval of the Chancellor.

Faculty, Staff, and/or Committee Meetings

Faculty or staff meetings will be called by the Dean as needed. Such meetings serve to keep employees informed and aware of correctional education issues and provide a forum for discussion. Attendance at meetings is required unless prior approval has been granted for absence.

Conflict of Interest

Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if any institution's interests under the direction and control of the ACCS Board of Trustees were to be disregarded in the course of performing professional duties. The use of your position and influence to further personal gain or that of families or associates is unacceptable behavior.

Furthermore, College policy is to comply with the ACCS directive for all system employees to complete the required ***Notification of Secondary Employment*** form and submit the form to his/her immediate supervisor for review and approval prior to agreeing to secondary employment. Secondary employment is the term used to describe any additional employment in which a College employee is engaged outside of **J. F. Ingram State Technical College**, and it may be paid or unpaid employment. It is the employee's responsibility to notify the College by submitting a revised ***Notification of Secondary Employment*** form if the status of previously approved secondary employment changes. All administrative, supervisory personnel have been provided this form for distribution as needed.

Interoffice Communication Systems

Each employee of the College is issued an assigned employee locker. Employee lockers are used to distribute hand mail and other important information among/between College sites. Interoffice communication represents a major method of transmitting the information. It is the responsibility of the employee to check their locker and e-mail at least twice each day. Voicemail is available for all full-time employees. Contact Mr. Hubert Griffin, IT Manager, to obtain voicemail information. All ISTC e-mail accounts are reserved for school-related business only.

On the Job Injuries

The President is authorized to approve payment of salaries and fringe benefits for the equivalent of up to ninety (90) working days for absences arising from on-the-job injuries to employees when the President has determined that an employee has been injured on the job and cannot return to work as a result of the injury. The President/designee shall require medical certification from the employee's licensed healthcare provider that the employee was injured and cannot return to work due to the injury. Accrued leave shall not be deducted from the employee's account if absence from work results from an on-the-job injury, unless the absence exceeds the authorized amount of time granted. (See ***ISTC Policy 610.02: Paid Absences Due to On-the-Job Injury***)

Employee, student, and visitor accidents occurring on any/all ISTC facilities must be documented on the appropriate form and routing in accordance with ***ISTC Policy 518.01: Emergencies Due to Accident or Serious Illness***. Contact the Office of Human Resources directly if you need additional information.

Employee Complaint/Grievance Process

All employees are strongly encouraged to resolve complaints at the lowest level if possible. Any College employee who wishes to make a complaint/grievance shall report that complaint in writing to his/her immediate supervisor. If the complaint/grievance is about a specific occurrence, the complaint/grievance shall be made within ten (10) working days, with the College's Grievance Coordinator. The grievance shall be filed using the College's approved complaint/grievance form (See ***ISTC Policy 620.01: Employee Grievance Procedure and ISTC Policy 620.02: Employee Complaint Procedure***).

Affidavits Regarding Illegal Activities

Any ISTC employee who witnesses a student or students engaging in any illegal activity may be required to provide a notarized affidavit to the College's files.

Americans with Disabilities Act of 1990 Policy Statement

It is the policy and practice of ISTC to comply fully with the Americans with Disabilities Act of 1990, to ensure equal opportunity in education and employment for all qualified persons with disabilities. The College will make every reasonable effort to provide accommodations to students and employees with disabilities. It is the responsibility of the student or employee to notify the College of any special needs. If a disability exists that requires unique materials or services, this must be made known to provide reasonable accommodations.

Prohibited Activities:

- Consumption or possession of alcoholic beverages and illegal drugs
- All forms of gambling
- Smoking is only permitted in designated areas outside of the building
(For more information, refer to the ACCS or ISTC Policy Manual)

LEAVES OF ABSENCE

Sick Leave

All regular full-time instructional faculty earn 7 hours of sick leave each month, and non-instructional staff earns 8 hours of sick leave each month. Unused sick leave is rolled over to the following year. Upon retirement, employees are allowed to convert unused sick time into service time for retirement. Further retirement benefits may be found on the Alabama Teacher's Retirement website.

A complete description of Sick Leave benefits as outlined in the ISTC Policy 610.01.

Leave other than Sick Leave

All regular full-time non-instructional staff earns annual leave per month. All faculty will be granted annually up to five (5) regularly scheduled workdays of personal leave with pay on each academic year's first day.

A complete description of Leave other than Sick Leave benefits as outlined in the ISTC Policy 610.03.

POLICIES RELATED TO BENEFITS

Dental, Vision, Cancer, and Hospital Indemnity

Faculty members are eligible to participate in the Optional Plans administered by Southland National. Members should refer to the PEEHIP Member Handbook for detailed information and limitations.

Health Insurance

Full-time employees may enroll at the time of employment in one of the health insurance plans offered by the College. The College pays the monthly insurance allocation of \$800 per month for active participants. At the same time, the employee is responsible for the monthly premium for the type of coverage selected (e.g., single, family). The employee pays the monthly premium typically through payroll deduction but

in some instances (i.e., Leave Without Pay status) may be responsible on an out-of-pocket” basis outside of the normal payroll deduction process.

HEALTH & SAFETY POLICIES

Student Supervision

All instructors are responsible for the supervision of their respective shop areas when students are present. If it becomes necessary to leave the shop area for an extended length of time, the instructor shall contact the Center/Facility Director or the Dean of Instruction to arrange for a temporary substitute. Any student away from his/her assigned area must have a written pass from his/her instructor. The instructor and the Center/Facility Director shall be notified in a student is found to be out of place without a valid pass, and appropriate disciplinary action will be initiated.

Contacts with the Department of Corrections (ADOC)

The President, Deans, Center Directors and Coordinators at ISTC may need to routinely contact the Alabama Department of Corrections’ officials in the course of their daily duties. Other employees who need to communicate with ADOC concerning college business, or any questions or issues that might impact the College, must do so through one of the college officials listed above. It is understood that some instructors’ classes are located inside correctional facilities. These instructors shall inform the ISTC administration of any communication with ADOC that concerns J. F. Ingram State Technical College or any of its classes or programs.

Emergency Health and Safety Evacuation: Fire Alarm/Bomb Threat

Six short bells. Exit building following paths as indicated on the Emergency Evacuation Plan. Instructors must take their roll books and call roll once away from the building. The signal of “All Clear” will be one (thirty-second) bell or verbal call “All Clear”, at which time all students and personnel will return to their respective areas.

Safety Procedures: Health Emergency

Safety is the primary concern of ISTC. In the case of a student accident or sickness that requires emergency assistance, the College faculty or staff member responsible for the activity, or if that individual is not immediately available, a faculty or staff member in the area should:

1. Notify the front office to page an officer to the location.
2. Keep other students away from the injured person and do not administer any internal medicine.
3. Control the situation to avoid student exposure to dangerous situations.
4. Remain with the victim until qualified emergency technicians and security arrive.
5. Fill out the accident/injury report within 24 hours.
6. Turn the original copy to Student Services; a copy goes in the student’s file and ADOC.

Inclement Weather

Information regarding campus closings or late openings due to inclement weather may be obtained through several options. When the administration reaches a decision, faculty and staff shall be called by their respective Center Directors. They may listen to one of the following radio stations or watch one of the following TV stations for updates.

Radio Stations	AM	FM
WHHY		Y102
WJWZ		97.9
WZHT		105.7
WBAM		98.9
WAPZ	1250	

Television Stations	
WSFA	12
WAKA	8
WCOV	Fox 20

Inclement Weather or Other Dangerous Circumstances: During Working Hours

In severe or threatening weather, ADOC will be contacted, and all students will be transported or removed from ISTC facilities. If emergency weather conditions make this procedure unfeasible and time allows, the following steps will take place:

1. The bell will be rung to inform all employees and students of emergency conditions. (alert systems needed at each site)
2. Instructors will release students to ADOC Officers for headcount.

Tool Storage

All instructors shall maintain orderly storage areas and/or tool boards in such a manner as to allow a quick visual inspection at any time.

Escorts for Guests and Patrons

Security for employees and visitors has been and shall remain a constant concern at ISTC. Current valid picture identification may be taken by the Alabama Department of Corrections personnel at the front gate of all ISTC locations to gain entry.

On-Campus Security

On-campus security is handled by ADOC officers along with Center Directors on each campus.

Escape Report

In the event of an escape by a student from any College facility or workshop, instructors, or other employees responsible for the student(s) should report this information to the Alabama Department of Corrections. The ADOC will follow its policies and procedures to retain the escaped student(s). However, the employee will need to report the information to the Dean of Instruction immediately following the escape.

Personal Property

J. F. Ingram State Technical College does not assume responsibility for loss, theft, or damage to personal property brought on campus. If loss, theft, or damage does occur, notify your Center Director immediately. They will help file an incident report.

Vehicle Maintenance

All vehicles belonging to ISTC will be placed on a maintenance schedule established by the Dean of Administration. All bus drivers and other employees who may drive a College vehicle in the course of their regular duties will be provided written notification of their respective duties and responsibilities with regard to vehicle maintenance. All employees are required to take appropriate actions to ensure vehicle security. Therefore, any violation of this policy shall be reported to the Dean of College.

Keys

Strict attention should be given to locking all rooms containing dangerous tools and equipment at the end of a class meeting. Keys should be kept in the instructor's possession at all times. Do not give a student your keys to unlock or lock your doors. If keys are lost, notify the appropriate administrator immediately.

Vehicle Key Control

Employees of ISTC must properly secure the ignition keys of any vehicle located on any ISTC facility.

Contraband

The Department of Corrections has defined contraband as: "any item not issued" to the inmate by a Alabama Department of Corrections employee, sold in the canteen store or approved by the warden, to include possession of U.S. currency in any amount or items in excessive amount.

The officials and employees of ISTC shall endeavor to ensure that no inmate student or student aid of ISTC is in possession of any contraband. All employees of ISTC are directed to refrain from receiving or mailing any correspondence, packages, checks, money orders, cash, or any other items from students.

Employees shall not bring personal items of any description to students or take any such items out.

No employee shall accept money or any item of value from a student's relatives or friends on behalf of a student, for any purchase, including the purchase of food items.

Any gift of food to a class should not be more than can be consumed at one sitting. When food is provided for a class, all students should receive equal amounts. If an instructor wishes to feed a class, the Center/Facility Directors and the Dean of Instruction must approve. Note: (Any parcels or packages, which come through the gates, are subject to search).

Any request for exceptions to these guidelines should be addressed to the Dean of Instruction. It is the policy of ISTC to support the Alabama Department of Corrections (ADOC) administrative regulations especially pertaining to contraband and PREA violations.

Weapons

Employees of ISTC are forbidden from bringing weapons or explosives of any sort into any correctional education compound or the vicinity of any ISTC facility (See *ISTC Policy 511.01: Weapons*).

Any employee may be required to submit to a search of his/her personals and/or vehicle at any time when entering a restricted area.

Video Recording System

ISTC reserves the right to and intends to make reasonable use of video recording systems on each ISTC instructional site's premises. Such recording systems may be installed and used at any time for legitimate purposes including, but not limited to, the following:

- Security and safety of employees, students, and visitors.
- Security of facility and college property.
- To inhibit vandalism, theft, and other misconduct.
- To gather and secure evidence relating to any act of allegation of improper conduct.
- To collect and secure evidence relating to any on-campus accident, loss of, or damage to personal or state property.

PARKING

Parking at each campus is provided as a service to the staff. Parking spaces are for ISTC staff, administrators, and visitors while attending to business on the campus. Do not park in handicapped spaces without a handicapped parking license plate/permit from the State Division of Motor Vehicles. Do not park in reserved spaces.

Parking inside ISTC Compounds

Employees will not bring private vehicles inside any fenced College compound without an approved work order or pass. (See *ISTC Policy 510.04: Parking Inside ISTC Compounds*). Passes are available from senior-level personnel at each of the three facilities listed above. Employees may not park personal vehicles inside controlled access points.

TELEPHONE USE

The use of cellular phones, pagers, and beepers in the classroom is prohibited. The President, Center Directors, Deans, and appointed designees are permitted to carry cell phones on campus. Any faculty/staff member violating this policy will be subject to disciplinary actions recommended by the supervisor or applicable dean.

Use of college telephones for work-related local and long-distance calls is recognized as a legitimate use of the phones. The administration intends that any employee who needs to use a phone to do his/her job can do so. However, employees should ensure that such phone conversations do not interfere with carrying out assigned duties.

BUDGETING AND PURCHASING PROCESS

Instructor Supplies and Equipment

All purchasing of supplies or equipment will be accomplished through procedures established by the Dean of Administration. There will be no purchasing of supplies or equipment without an approved purchase order.

Supplies for Classes

Office supplies, which are for college use only, are made on the Request for Office Supplies Requisition Form, through the Dean of Instruction.

Travel

Prior to conducting any work-related travel during work hours or at College expense, an ISTC employee must submit a travel request for approval and have received the approval. Administrative offices at all ISTC centers will have the appropriate travel request forms available for employees. Upon return from approved travel, employees must submit any required documentation to the College business office.

It is the policy of ISTC to make every reasonable effort to issue reimbursement checks for approved travel within ten (10) working days after the receipt of the proper paperwork. Prior to any travel, employees should contact the business office to confirm the specific documentation needed, and any limits or restrictions imposed by State or Federal regulations.

Equipment Transfer and/or Disposal

Instructors are responsible for monitoring the condition of program equipment and reporting and needed maintenance or necessary repairs. Obsolete equipment and resources are disposed of following procedures provided by the Business Office. To document the removal of outdated equipment, a business office staff member must complete either an equipment inventory deletion or equipment transfer form. The Instructor, Dean of Instruction, and Dean of Administration must sign off on these forms. If the equipment is deemed unsalvageable, the Business Office completes the proper transfer and/or disposal documentation.

Equipment Inventory

The Business Office provides guidelines for placement of equipment on the inventory; a yearly inventory audit is completed at the end of each fiscal year.

Repairs and/or Maintenance of Equipment

Instructors must submit service requests for approval and appropriate action. Equipment is ordered and maintained by the instructor. Service requests must be submitted to the Dean of Instruction.

Updating Equipment

All instructional equipment is updated, as needed, by timely and effective coordination between the Instructors and the Dean of Instruction. All instructional equipment purchased must comply with the United States Occupational Safety and Health Standards (OSHA).

Compensation for Mileage to and from Class

ISTC employees may be reimbursed for mileage between facilities as a result of required scheduling. The employee's responsibility is to accurately record and report mileage on the appropriate travel reimbursement forms housed on the College intranet site. Reimbursement, on the appropriate form, should be requested in a timely manner and at least monthly.

Compensation for Mileage (Official for the College)

The ACCS guidance will determine the standard mileage rate paid to persons traveling in privately owned vehicles on the State's official business. It is the responsibility of the employee to accurately record and report mileage on the appropriate travel reimbursement forms housed on the College intranet site. Reimbursement, on the appropriate form, should be requested in a timely manner and at least monthly.

LIVE WORK

It shall be the policy of ISTC to utilize live work only to the extent necessary for effective and realistic instruction. Prior to issuing a work order, patrons must receive approval from the Center Director or his/her designee, then obtain an estimate. Any project with an estimated cost of \$50.00 or more will require a 75% deposit. All work order invoices must be paid before the property is released to the customer. All completed live-work projects must be picked up and paid for within 75 days after the institution's initial notification unless otherwise stated due to impending deadlines (e.g., fiscal year close-out).

In certain situations, customers may request to furnish his/her materials. The Dean of Instruction must approve these requests in advance. The customer must provide a receipt for all supplies and materials purchased to the instructor and secretary at the respective campus.

Tips for Live Work

ADOC administrative regulations prohibit the possession of money by inmates. Therefore, ISTC employees are directed to not to allow students to receive cash tips. Employees will not hold money for students. ISTC live-work customers are encouraged to donate to the College's Foundation, where donated monies can be earmarked for student benefit.

Student Live Work

Students at ISTC shall not be eligible to have work done in the school's labs or shops.

COMPUTER USE POLICY

All ISTC employees must adhere to College policy concerning computers (See *ISTC Policy: 615.06: Employee Use of Computers*). A brief synopsis of computer internet and e-mail usage topics covered in this policy are detailed below:

Internet Use

The Internet is to be used for access to and distribution of information that is in direct support of the business of the State of Alabama as required through employment with the College.

Examples of Acceptable Uses.

- Access to and distribution of information that is in direct support of the business of ISTC.
- Provide and simplify communications with other State agencies and with the citizens of Alabama
- Transmission of information related to professional development or to maintain currency on topics of College interest
- Announcement of new laws, rules, or regulations
- Applying for or administering grants or contracts for College research or programs
- Encourage collaborative projects and sharing of resources
- Foster innovation and competitiveness within Alabama

Examples of Unacceptable Uses.

- Use for other than official business
- Use for any purposes which violate the US or AL law, or for any illegal purpose or any use inconsistent with accepted community standards
- Use for the purpose not directly related to the mission or intent of the College such as private business use
- Political lobbying
- Access to or distribution of indecent or obscene materials
- Access to or distribution of computer games that have no bearing on the College's mission
- Violation of the privacy of other users and their data
- No intentional copy is to be made of any software, electronic file, program, or data without a prior, good faith determination that such copying is permissible. Any efforts to obtain permission should be documented

- Users intentionally representing themselves electronically as others, unless specifically authorized to do so by those other users
- Consciously developing programs designed to harass other users or to infiltrate a computer or computer system and/or damage or alter the software components of the same
- Fundraising or public relations activities not explicitly related to agency activities

E-mail Use

E-mail is to be used for business purposes only. E-mail service is provided to support open communications and the exchange of information. Examples of inappropriate use are:

- Any unlawful purpose
- Use of profane or abusive language
- Use of sexual harassment
- Use for personal business or commercial purposes
- Use that invades the privacy of others
- Use that compromises the integrity of the computer systems connected to the network
- Use that reflects poorly on the College or the State of Alabama
- Misrepresentation of the user's identity
- Use for political lobbying
- Use for amusement or entertainment purposes

In general, e-mail is not encrypted and cannot be expected to be secure. Technical support personnel may not review the content of an employee's communications out of personal curiosity or at the behest of individuals who have not gone through the proper chain-of-command. Employees may not intercept, disclose or assist in intercepting, or disclosing any electronic communication.

Users should move important information from E-mail message files to shared folders and drives to confirm proper backup. Messages no longer needed must be periodically purged from personal storage areas. Be sure to empty the deleted folders to ensure the permanent deletion. Technical support personnel will monitor storage usage and advise when limits are reached, and purging is required.

ACADEMIC MATTERS

Academic Philosophy

Recognizing that students have different learning needs and life experiences, ISTC seeks to provide academic programs that facilitate student learning in various modes and styles. At ISTC, the Specialized Training Certificate (C29) allows the students to attain entry-level job skills and complete a program in less than 40 credit hours. Certificate Programs allow students to complete all requirements in their program of study. These programs are designed to provide the necessary skills to enable students to secure and hold a job.

The Associate in Applied Technology Degree Programs provide students with the knowledge and skills necessary for employment in their study field.

Attendance

To comply with the ACCS Policy, instructors are required to maintain attendance records on each student. Students are allowed five (5) consecutive absences. After five (5) consecutive absences, a student services representative will contact the student's correctional facility to inquire about his/her status. In the

correctional education environment, students do not always have control over their attendance, and the position of the college is that this board policy applies primarily to unexcused absences. Discretion may be used by instructors and the Dean of Students in this matter. Students are strongly advised to attend regularly to avoid problems. This policy should be included in the syllabus and discussed on the first day of class. Any issues with attendance that a student may have should be communicated to the proper officials.

Academic Progress

Identifying of students whose classroom or lab performance is likely to result in a failing grade shall be a high priority for all instructors. Taken early in the term, remedial action might enable a student to improve to an acceptable level.

By no later than mid-term, instructors should notify students with cumulative grades of “D” or “F” that they need to make a significant improvement to receive a final passing grade. A counseling session will be scheduled and attended by the instructor, the student, and a student services representative if necessary. At this session, the failing grades and the quality and type of any remedial work needed shall be discussed with the student.

Course Syllabi

All faculty members are responsible for distributing to students a clear and concise plan for learning. The instructor maintained the syllabus for each course and distributed during the first class meeting and reviewed with the class. The course syllabi should include but are not limited to, the following:

- Course Prefix, Number, Title
- Course Hours
- Class Meeting Dates/Times/Location
- Lab Dates/Times/Location
- Course Description
- Prerequisite(s)
- Textbook(s) and other learning resources
- Professional Competencies/Objectives
- Outline of Modules
- Evaluation and Assessment
- Attendance
- Statement on Discrimination/Harassment

Lesson Plans

Lesson plans must be prepared and used to conduct each lesson or module on all courses taught. The lesson plan format included in this manual should be used exclusively.

Grading System

A	91-100	Student meets the measurable objectives in an outstanding manner
B	81-90	Student meets a quantifiable goal in an above-average manner
C	71-80	Student meets measurable objectives
D	61-70	Student has poorly met measurable objectives
F	60 or less	Student has not met measurable objectives and must repeat the course
I		Incomplete grade for students who have minimal work to do to complete the course objectives
S		Continuing satisfactorily (Used only in non-credit classes).

W	Withdrawal prior to the midterm
WP	Withdrew with passing
WF	Withdrawal failing
AU	Audit: Course taken for no credit
U	Unsatisfactory (for non-credit courses).
IP	In Progress (Non-credit courses)

Office Hours

Office hours at all operational locations are Monday through Friday from 7:00 a.m. to 3:30 p.m. unless otherwise specified and approved by the President.

Classroom Management

Instructional personnel must supervise classrooms to ensure that no ACCS , ISTC, or ADOC policies and administrative regulations are violated. It is also mandatory that all instructional personnel enforce rules related to health, such as no smoking, those related to school property maintenance, and those related to student conduct and dress. When handling problems concerning student behavior, use the steps outlined below.

If the student threatens to disrupt the class because of an employee’s attempts to stop the disruption or if violence is threatened, the employee is authorized to take immediate action and remove themselves and any other non-disruptive students from the area. The employee should immediately contact the Center/Facility Director or senior-level supervisor and available ADOC personnel to report the incident. As in this situation or any others of this nature, which may arise, the employee should follow the guidance offered in the ISTC Emergency Plan located in each employee’s area.

Credit Hours

Credits earned at ISTC are expressed in semester hours, also termed simply “credit hours.” Credit hours are based on the number of clock hours per week the particular type of class meets. Directed instruction, or “theory” classes, generate one (1) semester hour of credit for each clock hour the class meets per week. Lab classes generate one (1) semester hour of credit for every three (3) clock hours the class meets per week. It should be noted that an hour of instruction is defined as not less than 50 minutes of instructor/student contact.

Transfer of Credit

Appropriate coursework completed by students at other regionally-accredited colleges or postsecondary technical institutions will be accepted the College as potentially creditable toward graduation requirements. For students admitted on academic probation, the only course in which they have earned a course grade of “C” or better, will be accepted for transfer. Awarding of transfer credit to fulfill graduation requirements will be based on the applicant’s applicability to the requirements of the degree sought.

The student’s Educational Planning Committee does this evaluation. To be considered for transfer credit, a course must be equivalent in content, scope, and difficulty to a course offered at ISTC.

Coursework obtained from any other accredited institution will not be applied as transfer credit if the completed coursework date is transferred five (5) years.

Credits earned by students at ISTC are transferable to other higher education institutions subject to the review and approval of the receiving institution.

Student transcripts and other pertinent information will continue to be kept permanently.

Intervention for Student Success/Academic Probation

When students are placed on Academic Warning, Academic Probation, One-Semester Academic Suspension, or One-year Academic Suspension, College officials may provide intervention for students by taking steps including, but not limited to, imposing maximum course load, and/or prescribing other specific courses.

Schedule Changes

All schedule changes must be made during the official schedule change period. The procedure for schedule changes is as follows:

Drop, Add, and Withdrawal Policy

Drop, Add, and Withdrawal forms are available in the Center/Facility Director or Counselors' office at each campus. A student may add or drop a course during the official schedule change period. A student may officially withdraw from a course at any time in the semester for any reason. A student who wants to drop a course simply has to inform his/her advisor/and instructor at the appropriate campus.

Prior to the mid-term, a grade of "W" will be assigned. After the mid-term, a grade of "WP" (Withdrawn Passing), or "WF" (Withdrawn Failing), will be assigned depending upon whether the student is passing or failing at the time he/she drops.

Student Access to Computers

Employees whose students or student aides have access to computers or word processors shall be responsible for closely monitoring such students or aides to prevent unauthorized activity such as computer games, legal work, personal correspondence, personal record-keeping, personal accounting, etc. College equipment and supplies must not be used for such purposes.

Course Pre-requisites

It is the practice of ISTC that students complete the required prerequisites for each course. If a student fails to meet the requirements for a course, he/she cannot be registered in that course. An exception might be granted if conditional enrollment in a course is accepted based on an incomplete, or "I" grade, which is expected to be removed within the first two (2) weeks of the semester; however, if the "I" is not removed, the registration for that course becomes invalid.

Textbooks

ISTC provides all students with books and related supplies. Faculty members are required to assist in the distribution and collection of these textbooks. Students are not allowed nor permitted to take books to their dorms. The College provides designated e-learning centers to assist the instructional personnel and students in their assigned coursework. Curricular resources, as well as employee and student personnel, are available within each center.

Examinations

Faculty members are free to develop their examinations but are encouraged to use a variety of evaluative methods. Copies of mid-term and final exams given to each class must be made available to the Dean of Instruction for review and filing.

Make-up Test

Make-up tests are conducted at the discretion of the faculty members. The instructor should include directions regarding make-up examinations in his/her course syllabus. Care should be taken to ensure that the make-up exams' policy is not punitive to the student who misses an exam for an excused reason.

Student Advisement

Your role as an advisor is possibly one of the most important functions you will serve during your career with ISTC. Your commitment to the development of a caring relationship with your students will help you engage them in the development of successful experience at ISTC and beyond.

The Instructional Process/Academic Freedom

Instruction in all programs is organized to accomplish the desired learning outcomes. J. F. Ingram State Technical College students must be provided a syllabus for each course that includes the goals and requirements of the course, the course content, and the methods of evaluation. Instructional techniques used in specific courses can also be found in the syllabus.

The course syllabus is derived from the Alabama Community College System standards and indicates the type of instruction to be utilized and the number of instructional hours required. Faculty members must continually familiarize themselves with ACCS and J. F. Ingram State Technical College policies, academic standards, evaluations, and appeals. These appear in the ACCS and ISTC Policies and Procedures Manuals. These policies are the source for faculty requirements to produce course syllabi, provide uniform grading standards, keep proper records, and provide the framework and rules for academic probation, suspension, dismissal, grades, and other academic appeals. Classes are to begin and end at the scheduled times. Each instructor is required to keep a record of grades, both academic and work ethics.

Each instructor must be knowledgeable about the policies and procedures and submit appropriate documents when necessary.

Each instructor/department within the College has an assigned mailbox and e-mail account. Interoffice communication represents an effective method of transmitting the information. It is the responsibility of the instructor to check the mailbox and e-mail each day prior to class.

Instruction at ISTC is regularly monitored by the President, Dean of Instruction, and Center/Facility Directors. Each instructor receives an annual and mid-term appraisal from his/her immediate supervisor(s). This appraisal instrument also serves the job description to ensure that the instructor is evaluated on the stated requirements of the position. All employees are expected to participate in these appraisals with the goal of self-improvement in mind. A cooperative approach is also expected and is one of employment for professional faculty and staff at ISTC. The Center Director provides each instructor with a summary of results, and the Dean of Instruction reviews these and, where warranted, meets with instructors to discuss strategies to improve instructor performance, equipment, supplies, materials in the course, or course content.

Faculty members must fulfill their profession's responsibilities by manifesting competence, professional discretion, and good citizenship while free from institutional censorship or discipline when they speak or write as citizens. Faculty members must be accurate, exercise appropriate judgment, show respect for others' opinions, and make every effort to indicate they are not speaking for ISTC.

STUDENT CONDUCT

Misconduct Defined: A student is subject to disciplinary action by the College, up to and including dismissal, for misconduct on any property owned or controlled by the College, or off-campus at any function which is authorized, sponsored, or conducted by the College, or in parking lots adjacent to areas or buildings where College functions are being undertaken. (See *ISTC Policy 809.02: Student Code of Conduct*) Such misconduct shall include the commission of or the attempt to commit any of the following offenses:

1. Any form of dishonesty including cheating, plagiarism, or furnishing false information to the College;
2. Forgery, alteration, or misuse of College documents, records, or identification;
3. Intoxication from, or the use, display, possession, sale, or distribution of, alcoholic beverages or any controlled substance (drug), as outlined by statutes of the State of Alabama, unless the student has a valid prescription and written permission from ADOC for the use of the controlled substance;
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material.
5. Disorderly or disruptive conduct, including rioting, inciting a riot, assembling to riot, raiding, inciting to raid, and assembling to raid College properties. This offense also includes any in-class behavior that unduly disrupts the order of class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to the usage of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession of a key to College facilities.
10. Unauthorized interference with the use of or access to a College facility.
11. Failure to promptly comply with College officials' directions or correctional or law enforcement officers acting in their duties as such officials and officers.
12. Violation of any federal, state, local law or ordinance, ISTC or ADOC policy, rule, or regulation.

The following offenses will merit automatic disciplinary suspension or expulsion from the College:

1. Intoxication from, or the use, display, possession, sale, or distribution of alcoholic beverages or any controlled substance (drug) on any ISTC campus area, except for any drug expressly

prescribed by a physician and approved by a ADOC physician. (This includes the presence of empty or full alcoholic beverage containers or the presence of drugs or drug paraphernalia).

2. Failure to promptly comply with directions of College officials or correctional or law enforcement officers acting in their duties as such officials and officers.
3. Theft of or intentional damage to the College's property or the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of any College fire alarm or fire-fighting equipment.
5. Actual or threatened physical or verbal abuse of any person, or any other act that endangers any such person's health or safety or unduly offends or insults any such person.

Student Disciplinary Procedure

Students are guaranteed procedural and substantial due process in all cases involving formal discipline charges. Any violations of published policies and regulations in the Student Handbook should be brought to the immediate attention of the Dean of Students. For assistance in this area, contact Student Services.

STUDENT COMPLAINT/GRIEVANCE PROCESS

Before initiating the Student Complaint/Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably at the lowest level. A dispute is most effectively handled and determined by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the student's best interest, a potential subject of a Grievance, and the College to resolve disputes through open and cooperative dialogue fairly and consistently manner. Only when such efforts are unsuccessful should the Student Complaint/Grievance Procedure be invoked. Throughout all phases of the Student Complaint/Grievance Process and Procedures, all reasonable efforts shall be made to maintain the utmost confidentiality in accordance with applicable law. For complete detail on the student complaint/grievance procedures. (See *ISTC Policy 810.01 Student Complaint/Grievance Process.*)

Students not satisfied with College efforts to resolve grievances may contact the College's accrediting agency directly at the address below:

Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia. 30350 (800) 917-2081/ (770) 396-3898 and Fax (770) 396-3790

STUDENT SUPPORT SERVICES

Student Support Services Program

The purpose of the Student Support Services program is to identify qualified, low--income, first-generation college students or physically disabled students who are enrolled or accepted for enrollment by institutions that are recipients of federal grants and provide support services for such students who are pursuing postsecondary education. Funds from these grants are used to provide instruction, basic life skills, personal and academic counseling, career guidance, and tutoring necessary for success beyond high school. The goal of this program is to increase the retention and graduation rates of these students.

Additional services, such as college career counseling and workshops/seminars with representatives of four-year institutions, are designed to assist currently enrolled students in becoming qualified for, secure admission to, and receive financial aid for achievement in four-year institutions of higher education.

The Student Support Services program at ISTC is a federally-funded program. Any student or prospective student interested in these services should contact an ISTC Student Support Services representative or ask any ISTC faculty member for more information.

Office Hours

7:00 am-3:30 pm

Monday-Friday

334-290-3250 or 334-285-5177

Placement Assistance

ISTC provides comprehensive placement assistance to all students. The primary goal of placement assistance is to assist the student in moving from the technical college level to his/her next objective, whether educational or vocational. Career planning is a developmental process, leading to a successful job search and placement. Attention is also placed on assisting the student in choosing a college or university and meeting their admission requirements.

Instructors and Student Services personnel play an integral part in assisting the Job Placement Coordinator with these tasks. Optimal placement of the student in employment, further professional preparation, or transfer to a college or university is the prime objective of ISTC's placement services.

Students interested in placement services should contact their advisor or a Student Support Services representative at any J. F. Ingram State Technical College location, or write to the Placement Office, J. F. Ingram State Technical College, P.O. Box 220350, Deatsville, AL 36022.

Workshops/Seminars

A series of workshops and seminars on employment-related topics are offered throughout each semester. These workshops and seminars are advertised on each campus. There is no cost to attend the workshops/seminars, and they are open to any current student. The topics will include résumé/cover letter preparation, interviewing strategies, and dressing for success.

1. Obtain a schedule change form in Student Services or at the appropriate site.
2. Complete the form, and have it signed by your advisor and/or instructor, as appropriate.

Readmission of Prior Students

Students who have been out of school for one semester or more must meet the current entry requirements into programs.

Registration Process

Pre-registration is initiated three weeks prior to official registration for all returning students registered the previous semester. Registration is generally a three-day process for all new students. On-site registration takes place at each instructional site. Schedules are printed and distributed to each student. Students who missed the pre-admissions and pre-registration deadline during this process use this time to complete the admissions and registration processes.

GED/TABE Testing

J. F. Ingram State Technical College is the official GED test center for its service area and will offer the GED test to eligible applicants. In determining eligibility, the following shall be the policy of this institution.

1. Students enrolled in ISTC programs should be recommended by an ADL, Adult Basic Education, or VTE/VTM instructor as being prepared to take the test.
2. Appropriate ADOC officials must recommend inmates who are not enrolled in ISTC programs. The priority of testing will be afforded to ISTC students. All others will be accepted on a space-available basis.
3. All applicants must complete an approved pre-test, consisting of the GED practice test, a TABE score of 9 or above, or other test instrument approved by the Dean of Students.
4. GED tests will be scheduled by the personnel designated by the Dean of Students and will be offered on a regularly.

Tutoring Program

Student Support Services offer a wide range of programs for students whose placement test scores (TABE) indicate difficulty in reading, math, writing, English, or spelling. Instructions are provided through several modes: classes, lab, computer-assisted instruction, one-to-one tutorial, and small or total group instructions. Tutoring classes are located at each campus to assist instructors and students in meet their daily objectives. More information can be obtained from a Student Support Staff member.

CERTIFICATE AND DEGREE PROGRAMS

Specialized Training Certificate

Certificates may be awarded to students who attain entry-level job skills and who complete a program of study that is less than 40 credit hours. Certificates are also available in C29 that is less than 29 hrs. Credit is not intended for transfer to a junior college, senior college, or university.

Certificate Programs

Diplomas are awarded to students who complete all requirements in some programs that do not offer associate degrees. These programs are terminal and designed to provide the necessary skills to enable students to secure and hold a job. Credit is not intended for transfer to a junior college, senior college, or university.

Associate in Applied Technology Degree Programs

In several programs, an Associate in Applied Technology degree is awarded. These are terminal programs that provide students with the knowledge and skills necessary for employment in their study field.

E-LEARNING CENTERS

Privileges

ISTC's E-Learning Resources provide a range of media services, that promote a philosophy of services supporting correctional education. The Alabama Virtual Library (AVL) provides a world of quality library intervention licensed for Alabama Library users. Our learning resources' ultimate goal is to

maximize the effectiveness of the educational program by acting as a learning source for students in achieving success now and upon their return to society. Due to Ingram's student body's unique nature, student access to library resources is limited and must be supervised, making the instructor an active participant in the delivery and use of learning resource services. Student services may include traditional areas such as library awareness interlibrary loans, limited on-campus circulation, and literacy support.

Hours

Campus	Days & Hours	Time	Number
Main Campus	Monday-Friday	7:00 am-3:00 pm	334-285-5177
Draper Campus	Monday-Friday	7:00 am-3:00 pm	334-567-2207
Tutwiler	Monday-Friday	7:00 am-2:30 pm	334-567-2555

Orientation

The Learning Center staff at each site can provide orientation for both students and faculty. Topics may include available materials, access to those materials, request procedures, methods of accessing information in various formats, media services, hours of operation and policies, student and faculty involvement in managing the collection, and other educational activities. Instructors, faculty, and students are encouraged to use the e-Learning Center at each facility.

SPECIAL EDUCATION PROGRAMS

The Special Education Services Programs provide special education services to eligible students at ten (10) designated sites in Central Alabama. The program is based on a K-12 curriculum. This program is contracted through the Alabama State Department of Education.

Mrs. Rosie Edwards, Director
Office Hours: 7:00 am-3:30 pm
Monday-Friday
(334) 514-5063

ACADEMIC HONORS

President's List

A President's List shall be compiled at the end of each term. Requirements for the President's List shall be (1) a semester grade point of 4.0 and (2) completing of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the GPA. However, developmental courses will not count toward the minimum course load requirement.

Dean's List

A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be (1) a semester grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades A-F will be calculated in the GPA. However, developmental

courses will not count toward the minimum course load requirement.

ACADEMIC PROCESSES

Cancellation of Classes

The Dean of Instruction makes the recommendation to cancel classes for any instructional program. The President has ultimate authority on the decision. Classes are normally canceled for low enrollment, lack or loss of a qualified faculty member, and the lack or loss of adequate and essential equipment. If possible, the cancellation of classes is made prior to the first day of class. Students will be redirected to other class sections if available or reassigned to other courses if desired. An individual student may withdraw voluntarily, or if the program itself is closed, all enrolled students in that program may be withdrawn by the College. The Dean of Instruction will notify the Registrar of any such actions.

Instructional Materials

Essential items such as pencils, paper, etc., are available directly through the Center/Facility Directors or from their secretaries; however, if these items are not available in stock, they must be individually requisitioned. Faculty members are advised to plan an orderly acquisition and inventory routine, beginning with the development of his/her budget. It is not advisable or desired that individual employees order quantities of material presenting both storage and control problems.

Graduation

ISTC recognizes students who have completed their program of study with a commencement ceremony that is held annually. All students are encouraged to complete their courses and eligibility requirements in order to participate in the graduation exercise. ISTC covers all graduation expenses.

Access to Student Records

Access to student records other than “directory information” is limited to counseling personnel and administrators on a need-to-know basis. Confidential documents will be available only to the Dean of Students or Director of Student Services and other employees designated by the Dean or the President. All records will be used in accordance with applicable state and federal laws, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. All student records will be stored and maintained in the Student Services department at J. F. Ingram State Technical College.

As defined in FERPA, eligible information will be released to authorized individuals, agencies, or organizations. Any other information may be released only by the consent of the student.

Student Records Retention

All records submitted by students, which would be reflected in a student transcript—such as applications for graduation, registration forms, and pass/fail requests will be maintained for one (1) year following the student’s last day of attendance. Transfer credit documents including evaluations, curriculum, or name change authorization—along with—tuition and fee charges will be maintained for a period not to exceed five (5) years from the date of the student’s last day of attendance.

Student Semester Report to Warden

Student reports must be completed in duplicate for every student at the end of each academic term. One copy will be placed in the student’s file when instructors submit their final grades, and the remaining copy will be given to the Dean of Students to be sent to the appropriate correctional center.

Release of Student Transcripts

The Dean of the Students will provide an official transcript to any employer or educational institution when the respective student makes a written request. At any time, the student may receive a grade report or an unofficial transcript for personal use only. With the exceptions noted below, no grades or transcripts will be released without the written permission of the student.

In accordance with guidelines of the American Association of Collegiate Registrars and Admissions Officers, published in The Academic Report and Record Transcript Guide, the following individuals or agencies may be furnished a transcript without the student's written consent:

1. Appropriate officials of the Alabama Department of Corrections.
2. College Officials—Records officials and other College officials, including instructors and department heads who the records officials deem to have a legitimate educational interest in the student's records.
3. Official Representatives of Federal Departments or Agencies or State Education Authorities—for audits, evaluation studies, etc. Data will be protected to prevent personal identification except when particularly authorized by Federal or State law. The data or copies on file at ISTC will be destroyed or stored when no longer needed.
4. Financial Aid Officers—in situations when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to individual students.
5. Recognized Educational Accrediting Organizations.
6. Organizations Conducting Studies for Administrative Evaluation Tests, etc.
7. Other appropriate persons in an emergency where such disclosure is necessary or reasonably presumed to be required to protect the student's health or safety or any other person employed by or attending the College.

Records officials shall place in each student's file a record of all requests for access to the file, the name of each person making any request for information from the file, the agency or institution represented by each person making any such request, and the action taken by the records official in response to the request. However, there shall be no such record necessarily kept for a request by ISTC officials who need access to the individual student file.

The appropriate records official will supervise any inspection of individual student records, and the student's record file shall not be taken from the designated records official's office.

INSTRUCTIONAL AIDES

Subject to the restriction listed below, instructional aides may be utilized in any occupational program where the instructor(s) and Dean of Instruction agree that such assistance is needed. The instructor must submit a written request to the Dean for approval to identify students or graduates qualified to serve as instructional aides. All such appointments will be renewed annually for a period not to exceed a total of three years. If due to circumstances in a given lab or shop, an instructor needs to keep a particular aide longer than three years, he/she should notify the Dean and explain why the aide is needed for an additional

period of time. The applicable Dean must approve exceptions. (See *ISTC Policy 726.01: Instructional Aides Program*)

Restrictions

Instructional aides may only assist instructors in live-work projects, demonstrations, or other assigned tasks in a lab. **Under no circumstances may an employee's authority be delegated to an instructional aide.** Specifically, instructional aides are to be prohibited from engaging in the following activities:

1. Completing an employee's paperwork, such as official records, reports, student files, etc.
2. Preparing or presenting estimates to patrons.
3. Maintaining roll books.
4. Answering phones.
5. Handling mail.
6. Taking on any other responsibilities of an employee.

Students and instructional aides shall not be allowed to have unsupervised access to an instructor's office.

ENROLLMENT & ORIENTATION

The Dean of Students has overall responsibility for enrollment and orientation at J. F. Ingram State Technical College. Student Services personnel at each center will be assigned specific duties by the Dean, such as enrollment, testing, and orientation activities. The Dean of the Students will designate an appropriate College representative to supervise enrollment and orientation at all centers to ensure consistency throughout the process.

Institutions authorized by the ACCS Board of Trustees or to participate in correctional education may waive the payment of tuition, fees, and exceptional costs for only one program completion per incarcerated student. No state funds shall be used to underwrite tuition, fees, and certain expenses for incarcerated students. They enroll in the second program of study, excluding adult literacy and other remedial education courses. Consequently, ISTC charges the ACCS-approved dollar amount per semester hour for students who have completed a study program while incarcerated.

Enrollment by incarcerated students in any occupational/technical program at an Alabama Community College System (ACCS) institution will be based on the "ability-to-benefit" as determined by the institution. After such enrollment, only one program-to-program change per incarcerated student is permitted, excluding adult literacy and other remedial education courses.

All inmates approved for enrollment at an ACCS institution must be provided with an opportunity for admission to and completion of adult basic education, adult literacy, and general education programs. Prior to the enrollment of an occupational student in a study program, the incarcerated student must be able to read.

University transfer programs or courses for incarcerated students at ACCS institutions are prohibited.

Inmates serving life sentences, without the possibility of parole, may enroll in courses or programs at ACCS institutions after establishing the ability-to-benefit. Such inmates must either pay all tuition, fees, and special costs of such course or program, or they must secure funds from other than state sources for said educational offerings.

The chancellor of the ACCS shall issue guidelines as necessary for the administration and enforcement of these provisions.

Students who need to discuss their situations relative to the above policy should seek assistance from the student services representatives at their respective locations. Some of the issues involved will be addressed again separately in other sections of this handbook.

See the current College Catalog for details on admission and enrollment.

**J. F. INGRAM STATE TECHNICAL COLLEGE
LESSON PLAN**

Program _____

COURSE TITLE:	Course Title		
MODULE:	Module and Title		
TIMEFRAME	Total instruction hours for module	Effective Date	
A. INSTRUCTOR PREPARATION			
Materials/Supplies Requirements:			
Audiovisual Requirements:			
Equipment Requirements			
Handouts/Supplemental Materials			
Classroom/Lab/Set Up Requirements			
Evaluation Methodology			
Lab Skills			

B. SUGGESTED PRESENTATION METHODS			
1. COMPETENCIES AND OBJECTIVES			
COMPETENCY		STUDENT PERFORMANCE OBJECTIVES	
Instructor Notes:			

B. SUGGESTED PRESENTATION METHODS	
2. LEARNING OBJECTIVES	

B. SUGGESTED PRESENTATION METHODS	
3. LESSON DEVELOPMENT	
Theory = T Lab = L	MAIN POINTS
	Detailed lesson outline

C. ASSIGNMENTS AND DUE DATES

--

D. SUMMARY AND REVIEW

--

J. F. INGRAM STATE TECHNICAL COLLEGE
COURSE SYLLABUS

COURSE PREFIX		COURSE NUMBER	
TITLE			

THEORY CREDIT HOURS		CREDIT HOURS	
LAB CREDIT HOURS		CONTACT HOURS	

INSTRUCTOR'S NAME			
CLASS MEETING DATES			
LOCATION		TIMES	

LAB DATES			
LOCATION		TIMES	

COURSE DESCRIPTION

PREREQUISITES

TEXTBOOK(S) AND OTHER LEARNING RESOURCES

PROFESSIONAL COMPETENCIES/OBJECTIVES

OUTLINE OF MODULES

EVALUATION AND ASSESSMENT

COURSE CALENDAR

DATE	ASSIGNMENT