ABAC Policy Manual

Version 2010.4

SECTION 2: INSTITUTIONAL GOVERNANCE

ABAC 2.10 Standing Councils and Committees

ABAC 2.10.1 Councils

Councils function as operational groups that refine procedures, identify problems, and suggest solutions. Councils serve the office to which they respond in advisory capacity and as a means of communication. Recommendations from the councils are for the sole use of the administrator concerned as deemed appropriate by that administrator.

Faculty Senate (Vice President for Academic Affairs)

The Faculty Senate is an organization chartered by the entire faculty to promote more effective communications, to secure greater faculty participation in the decision-making processes of the College, to stimulate faculty interest in the goals of the institution, and to promote the best possible atmosphere for effective learning and teaching. Its function is to debate and to make recommendations to the administration and to the student body through the Vice President for Academic Affairs. Faculty Senate representative will also be responsible for working with the Deans and/or Department Heads of each School to populate faculty membership of standing committees each spring for the next academic year.

Membership includes representation of two faculty members from each of the schools; representatives are elected by school faculties. Membership in the Faculty Senate is restricted to those faculty whose primary responsibilities involve classroom teaching. Each representative will serve a term of two years with one half, or as close as is practical, of the membership selected each year on a rotating basis. The Faculty Senate will meet once per term for fall and spring and as needed.

Staff Forum (Director of Human Resources)

The Staff Forum is an organization of the staff of the College to provide a sounding board whereby mutual concerns may be identified and presented to the administration, to secure greater staff participation in the decision-making process of the College, to recognize and encourage excellence of performance among staff members, to pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards, and to support and enhance the overall mission of the College. All employees who are designated by the College as staff and are employed on a regular (i.e.,
permanent) basis are eligible for membership in the Staff Forum, including supervisors and administrative staff (i.e., staff employees whose duties include administering a budget.) Meetings are held as noted in the Constitution.

ABAC 2.10.2 Standing Committees

The function of a standing committee is to administer the duties assigned to each as stated below. Faculty and staff members are recommended for committee assignments as indicated in the committee’s description. The composition, purpose, policy, and procedures of each standing committee shall be reviewed annually, and any recommendations for change shall be presented in writing to the President’s cabinet. A Faculty Senate representative will also be responsible for working with the Deans and/or Department Heads of each School to populate faculty membership of standing committees each spring for the next academic year. The tenure of any individual serving on a committee which is responsible for dispersal or recommendations for dispersal of funds shall be limited to two (2) consecutive terms.

Service on standing committees is a responsibility of faculty and staff, except that no individual shall be required to serve on any specific committee. Every effort shall be made to distribute committee work equitably among faculty and staff. Where the number of faculty/staff members is specified, this number shall be taken as a minimum and not an exact number. The President’s Cabinet shall recommend for committee assignments those individuals whom the College employs after committee assignments have been made. To ensure equal and necessary representation from the College faculty and staff, the chair of each committee shall recommend individuals to fill committee vacancies arising during the year. Administrators may appoint ad hoc committees to facilitate their work only if no standing committee exists which can accomplish the task.

Designated chairs shall call the committees for organizational meetings within ten working days after fall term registration. Where no chair is designated, the first person named on the committee list shall call the organizational meeting within the time specified above. At these initial meetings, committees shall elect those officers needed for the committees’ purposes. Chairs shall orient all committee members as to the purposes and functions of the committees and shall direct that minutes of each meeting be taken and distributed as stated below.

Copies of all committee minutes will be forwarded to the website administrator for posting electronically to a secure location. The administrator through whom the committee responds and the chair of the committee will determine any further extent of circulation of the minutes as well as whether an abstract of action is sufficient to inform the faculty and staff.

Information related to the holding of meetings and recording of proceedings of meetings of councils and committees (such as accounts of proceedings, reports of actions taken in such meetings, agendas, copies of reports, exhibits, announcements, etc.) are permanent records of the College.

Prior to the end of each spring term, the chairs of the various standing committees will
complete an annual report and will submit this report to the director of institutional research.

Academic Review Committee (Vice President for Academic Affairs)

This committee hears and acts on appeals from students who are appealing grades or have been suspended from the College for academic reasons. This committee is empowered with the authority to suspend a student from the College for failure to meet academic standards as established by the faculty and the Board of Regents. Student appeals of the committee's decisions may be directed to the Vice President of Academic Affairs and then to the President.

The committee will consist of five members as follows: the Registrar, who will serve as chair, and four faculty members chosen from four different schools. One of the faculty members will be a school dean. The four faculty members will be appointed for two-year terms on alternating years, with the appointments rotating among the schools. The Learning Support coordinator will serve as a non-voting member. The committee will meet each term and as needed.

Curriculum Committee (Vice President for Academic Affairs)

This committee reviews proposals from each of the academic schools for new courses, programs, major changes in offerings, adjustments in credit hours for courses, academic standards for admission, academic standards for continuation, and academic standards for graduation.

The committee will be composed of the Vice President for Academic Affairs (as committee chair), each of the school deans, the Director of Enrollment Services, the Registrar, the Library Director, the Director of Student Success (non-voting), a faculty member from each academic school, and three students. In addition, the Director of Institutional Research & Planning, the CIO, and the Director of ABAC on the Square and Early Admissions programs will serve as non-voting members. The six faculty representatives from the academic schools (not the school deans) will be appointed for two-year terms in alternating years so that four are serving a second year in any given year. The committee will meet as needed.

Diversity Affairs (Vice President for Academic Affairs and Vice President for Planning & Operations)

This committee serves to support the broad concept of diversity at Abraham Baldwin Agricultural College. This concept embraces that diversity includes more than race, gender, and age; at ABAC, diversity is about inclusion and respect for people. The objectives of the Diversity Committee will include development and implementation of diversity education and awareness activities, communication, identifying diversity opportunities and challenges, celebrating diversity through special activities, and being diversity champions for the institution.
The standing Chair shall be the Director of Human Resources. Standing additional memberships will include the Dean of Students and the Director of Student Development. The Committee should include diverse representation from across the institution and may include up to twelve members including a minimum of three faculty, three staff, and two students.

Faculty/Staff Grievance (President)

The committee shall be drawn to review a grievance as described in this Policy Manual. The purpose, procedure, and authorized jurisdiction of this committee are also described. The chair of this committee will be chosen by the President. The remainder of the members of this committee will be chosen by the President (Board of Review) or through the process of involving the parties (grievance hearing). The committee will meet as needed.

Homeland Security Committee (President)

In compliance with the Federal USA Patriot Act, this committee serves to oversee the safety and security of the College. It encompasses all areas of the campus, which include Legal Affairs, Academic Affairs, Information Technology, Environmental Safety, Public Safety, Human Resources, and International and Student Affairs. The committee members will be comprised of the ABAC Chief of Police (Chair), the Vice President for Planning and Operations, the CIO, the Director of Public Relations, the Dean of the School of Ag and Natural Resources, the Director of the ABAC Health Clinic, the Director of Facilities and Plant Operations (SODEXO), the Director of Dining Services (SODEXO), the Dean of Students, Director of Housing, and the USG Director of Homeland Security and Public Safety (ad hoc). The committee will meet at least once per academic year and as needed.

Institutional Effectiveness (Director of Institutional Research and Planning)

This committee will provide guidance to the processes that are part of the College’s Institutional Effectiveness Plan including planning, assessment, and data analysis and interpretation. In addition, the committee will provide implementation assistance as new approaches are taken or changes are made to existing processes which need to be implemented campus wide. The Institutional Effectiveness Committee shall be composed of one faculty member from each of the academic schools, a representative of the Staff Forum, a representative from the Student Government Association, a representative from Planning and Operations, a representative from Academic Affairs, and a representative from External Affairs. Members of the committee will elect the chair. Members will serve a two-year appointment. The committee will meet a minimum of once per term for fall and spring and as needed.

Institutional Review Board (President)

The Institutional Review Board (IRB) is appointed by the President of ABAC. The
chairperson is appointed for one three-year term and reports to the President. Other committee members are appointed for staggered terms of two to three years such that no more than two members are replaced each academic year. The breadth of committee members appointed by the President is meant to represent diverse research experience and perspectives to the review process and should insure appropriate representation from throughout the College and academic community. In addition, one member of the IRB committee should be a representative from the community at large. See section ABAC 6.1.1 for more details.

Library (Vice President for Academic Affairs)

This committee provides liaison between the faculty, staff, and students and the Library. The committee also makes recommendations concerning the Library's collections, acquisitions, and operations. The committee will consist of a faculty representative from each school, a representative from Planning and Operations, and two students. A librarian will serve as a non-voting member of the committee. The committee will meet once per term for fall and spring, and as needed.

Promotion and Tenure (Vice President for Academic Affairs)

The college-wide Promotion and Tenure committee will provide recommendation to the Vice President for Academic Affairs for or against tenure and/or promotion and provide reasons for such decisions. This committee, to be formed each year in August, will consist of one tenured faculty, preferably at the Professor rank, elected from each school. Faculty members who are eligible for a promotion or tenure will be ineligible to serve on this committee for that year. The school deans are ineligible to serve on this committee. Five members of the committee must be present in order for a quorum to exist. In order for a positive decision to be reached, a simple majority of the quorum is necessary. A tie will be considered a negative vote. The chair will have voting privileges. Schools must replace during the year any member who cannot complete the year.

The Vice President for Academic Affairs will call the first meeting to charge the committee. The first order of business of the committee will be to set meetings on a schedule that will allow it to make timely recommendations regarding all promotion and tenure decisions at the College for that academic year.

Student Activity Fee Committee (Vice President for Academic Affairs)

The responsibilities of this committee are provided in Section 7.3.2.1 on Student Fees.

Mandatory Fee Committee (Vice President for Planning and Operations)

The responsibilities of this committee are provided in Section 7.3.2.1 on Student Fees.

Student Financial Aid Appeals (Vice President for Planning and Operations)
The committee shall function as an advisory committee to financial aid officers in setting guidelines and determining policies for the student financial aid program. The committee will also act as a review/appeal body when requested by the Director of Student Financial Services. This committee shall be composed of the financial aid officer(s), the Vice President for Planning and Operations (or his/her designee), two faculty members, two staff members, and two students appointed by the SGA. The committee shall be chaired by the Director of Student Financial Services. The committee will meet a minimum of once per term for fall and spring, and as needed.

**Student Judiciary (Vice President for Academic Affairs)**

This committee will meet at the call of the Dean of Students. Duties of the committee include acting on matters of student discipline brought before it, including charges of academic dishonesty, theft, and other matters which concern student misconduct and which are within the jurisdiction of the Dean of Students. Proceedings of the committee shall be in accordance with the College Catalog and the Student Code of Conduct. The findings and recommendations of the committee will be forwarded to the Dean of Students for such action as may be deemed appropriate. The committee shall be composed of at least six faculty members and 1 staff member appointed for two-year terms and eight (8) students. Student members will be selected by an application process through the office of the Dean of Students.

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**SECTION 3: ACADEMIC AFFAIRS**

**ABAC 3.2.7 Faculty Responsibilities**

**ABAC 3.2.7.1 Instructional Responsibilities**

At the time of employment, faculty members of Abraham Baldwin assume the following responsibilities:

- **Provide leadership in the classroom for a favorable learning climate, in which students grow and develop as persons and develop competencies in the academic area.**
- At the first meeting of every course, present an outline of the course, tests and quizzes to be given, a statement of educational outcomes of the course, and the expectations of the College in offering the course.
- Direct all teaching/learning experiences toward objectives of the College, oriented to good academic practice.
- Report regularly and promptly to each student the evaluation of his/her performance in class.
- Maintain class rolls with suitable entries and such other records as may be required or
expedient. Maintain files of these records in accordance with state records management requirement.

- Conduct classroom instruction at the highest possible level of efficiency, enthusiasm, and interest for students. No duty, however demanding or important, takes precedence over effective teaching.
- Advise his/her department head/dean in advance of his/her impending absences. Arrange in advance with the department head/dean for travel status or committee meetings.
- Conduct final examinations on the official published schedule of the College.

ABAC 3.2.7.1.1 Reporting of Grades

Faculty members are required to make all advisory grades of “C,” “D,” or “F” at midterm available to students in Banner. These grades are not entered on the student’s permanent record. Mid-term reports are intended to inform the student of problems prior to the mid-term withdrawal deadline.

Final grades are reported by the instructor in Banner promptly following final examinations for the term and in no instance later than twenty-four hours following the close of the examination schedule.

Instructors cannot change final grades after grades are submitted, except when special circumstances merit it. A formal request for a grade change must be submitted to the registrar’s office by the instructor on a grade change form and approved by the department head and dean of his/her school. The registrar may accept the proposed change, or he/she may request that the proposed change of grade be reviewed and approved first by other authority in the College.

ABAC 3.2.7.1.2 Student Dishonesty

Any form of student dishonesty in the academic program is considered to be an infraction of the Student Code of Conduct and will be dealt with accordingly. A faculty member is expected to know and abide by the procedures for dealing with student dishonesty as outlined in the College Catalog and in the Student Handbook.

ABAC 3.2.7.1.3 Official Office Hours

Administrative offices will be open from 8:00 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday. All full-time employees are expected to work a minimum of forty hours per week.

The College expects full-time faculty and staff to demonstrate their professionalism by assuming responsibility for quality efforts in both teaching and service to the Institution. As teaching professionals, they are expected to refrain from any endeavor or vested interest that would impede their effectiveness and efficient functioning as faculty members. They are further expected to maintain high visibility in service through professional activities to the
extent that such service rendered does not interfere with their institutional duties.

Abraham Baldwin Agricultural College recognizes the diversity of teaching responsibilities, including teaching loads, laboratory supervision, extracurricular activities with sports or other student groups, and committee assignments, as well as hours of grading and classroom preparation both during and beyond the normal work day. Within these constraints, full-time faculty are expected to fulfill all of their responsibilities in a professional manner and are expected to maintain a minimum of ten office hours each week in addition to time spent in the classroom and laboratory. These office hours are to be scheduled over Monday through Friday to provide maximum convenience and accessibility and are to be posted in an appropriate place. The ten hour minimum for weekly office hours is to be construed as a minimum rather than as an acceptable average.

Part-time faculty are expected to provide students with ample opportunity to meet and discuss course materials and requirements outside the classroom. This is normally accomplished before or after the scheduled class period. Part-time faculty are expected to publish those times during which they will be available to students for conferences and to publish work and/or home phone numbers through which they may be contacted for individualized assistance.

ABAC 3.2.7.1.4 Textbook Adoption and Orders

Individual instructors select, with the approval of the department head/dean, textbooks and any related materials for their courses. When more than one instructor is involved, joint action is required. Different textbook requirements by different instructors teaching the same course are allowed only with written permission from the Dean. Instructors should strive to come to an agreement on one text. Changes in textbooks must be made far enough in advance so that the bookstore manager has sufficient time for acquisition by the date needed and for reducing inventory of texts on hand. Once a title is adopted, it will be used for at least one year. It is expected that the textbook will be selected in keeping with the objectives of the course and the abilities and achievement levels of the students.

ABAC 3.2.7.1.5 Classroom Control

A faculty member is expected to maintain a classroom environment which is conducive to student learning. Every effort will be made to accommodate special needs of individual students, but no student will be allowed to disrupt the learning environment.

ABAC 3.2.7.1.6 Field Trips

While field trips are recognized as valuable experiences, it is necessary to limit the number of trips that require students to be absent from other classes.

Instructors who desire to take their classes on field trips must have the advance approval of their dean. Students will be responsible for notifying their other instructors about the trip, giving the dates and hours of the trip. Therefore, the instructor should provide the
information to the students at the earliest possible date, but no later than six class days prior to the trip. With two or more weeks of advanced planning, weekend field trips may be scheduled. Students cannot be penalized for missing a field trip unless the trip is scheduled and announced on the first class day.

Each student who participates in a field trip must complete and sign a waiver of responsibility form available from the school office. The completed form should be filed with the instructor responsible for the field trip.

ABAC 3.2.7.2 Non-Instructional Responsibilities

In addition to instructional responsibilities, faculty are also involved in non-instructional activities. Many of these activities are clearly outlined in the Guidelines for Appointment, Promotion and Tenure, but some of the non-instructional duties faculty may be involved in include:

The faculty shall:

- Individually serve on committees and councils of the College.
- Conduct academic advising with students as assigned.
- Approve the candidates for graduation.
- Help students register for the necessary courses in programs assigned for advisement.
- Refer students to others on campus for more information in areas unfamiliar to the advisor.
- Help develop a healthy outlook on life and encourage positive attitudes and actions.
- Motivate the student to realize personal development and academic achievement.
- Schedule small group and individual conferences when necessary and desirable.
- Serve on and attend committee meetings of the faculty.
- Report to school faculty committee action when committee member is a direct school representative to a committee.
- Participate in graduation ceremonies and general faculty/staff meetings.
- Assume the responsibility for and actively participate in professional development directly related to teaching, advising, and evaluating students.
- Provide leadership in extra-curricular activities within the limitations of interests, experience, and competencies, compatible with the purposes of the institution and the expectations of students.
- Participate in the planning and assessment activities of the College as needed.
- Participate in community life in an appropriate manner.

ABAC 3.2.7.2.1

Policies regarding students’ right to privacy can be found in the Academic Policies and Procedures section of the ABAC Catalog and in the Student Handbook.

ABAC 3.2.7.2.2 Academic Freedom and Responsibilities
Abraham Baldwin subscribes to the “1940 Statement on Principles on Academic Freedom and Tenure” published by the American Association of University Professors and said statement can be found in the ABAC Student Handbook and ABAC Catalog under Academic Freedom and Responsibilities.

ABAC 3.2.7.2.3 Procedures for Establishing and Modifying the Curriculum

Creating and modifying the curriculum offerings at ABAC is a faculty-based process. General policies governing the establishment of new programs of study and effecting substantive changes in existing programs are contained in the Policy Manual of the Board of Regents of the University System of Georgia. Within those general parameters, College policy regarding the curriculum is listed below.

All modifications, additions, or deletions related to the academic programs of study originate within the school responsible for the coursework. The school curriculum committees must approve any changes before submitting them to the college-wide Curriculum Committee for action.

The college Curriculum Committee acts on recommendations forwarded to it from the schools. This committee is comprised of faculty representation from each school, in addition to the school deans and other selected academic administrators. The Curriculum Committee is empowered to act on matters related to the academic programs of study in addition to admission requirements, continuation standards, and graduation requirements. The curricular matters for which this Curriculum Committee is responsible include individual course prefixes, numbers, titles, credit hours, and prescribed lecture and laboratory hours; the arrangement of specific courses within a certificate or degree program; the titles of certificates, degree programs, and the names of degrees; the addition or deletion of options within degree programs as well as the certificates and degree programs themselves; and any other matters related to academic coursework and degree programs. The only elements not requiring Curriculum Committee action are the wording of the course descriptions for the Catalog, and the frequency with which courses are offered.

The University System of Georgia must approve any degree program changes related to Core Curriculum (transferable) work, as well as the addition or deletion of certificates or degrees, options within degrees, or degree titles.

ABAC 3.2.7.2.4 Professional Development

As a matter of policy, the College encourages faculty members to continue their professional development throughout their careers and provides a mechanism through which they may receive financial and other support in order to do so. In addition to seminars, workshops, and programs provided on campus, faculty are offered opportunities to attend professional meetings or upgrade skills through participation in conferences or seminars, to complete additional graduate work, or to take educational leaves of absence.
Travel awards for individual faculty are administered through the academic schools.

Faculty members are encouraged to associate with recognized professional organizations in the various specialties. Individual membership in such organizations, however, cannot be paid by the College. For information on how professional development is related to the promotion and tenure process please see the Guidelines for Appointment, Promotion and Tenure.

ABAC 3.2.7.2.5 Faculty Responsibilities Related to Organized Student Activities

The College provides various types of student activities designed to furnish training and leadership. Students are encouraged to take part in one or more of these organizations. The faculty feels that student activities are a very vital and necessary part of college life.

Objectives of the student activities program are (1) a favorable continuation of the socialization process of the individual; (2) opportunities for experiences in meaningful group interaction and relationships; (3) the development of leadership potential; (4) an enrichment of academic learning; and (5) the development of community responsibilities.

Faculty and staff members of the College serve as sponsors and/or advisors for student clubs, organizations, publications, and other student activities. Some activities by their very nature fall clearly to certain schools of the College. Other activities may be sponsored by faculty/staff members in any school. School deans recommend annually to the Dean of Student Life and Housing the names of instructors in the respective schools who will serve as faculty advisors or sponsors of given student activities.

Faculty/staff members who become club or organization sponsors derive satisfaction from associating with students in informal or social situations and also become more closely associated with the overall college student activity program. Faculty/staff advisors are responsible for assisting with the organization, programs, and policies of clubs. The advisor is responsible for signing vouchers for payments, attending club meetings, assisting with the formation of a calendar of activities, chaperoning social events, and performing such other duties as are necessary for the good of the club.

Because it is in the best interest of the College that the various outside of class activities be widely shared among faculty/staff members, this duty has been and continues to be a part of the standard workload. Performance in sponsorship is given consideration when evaluation of services takes place.

ABAC 3.2.7.2.6 Student Counseling Referral Procedure

A faculty member who wishes assistance in working with a particular student's personal concerns may follow one of two procedures.

1) Direct Referral
If faculty members feel that they are unable to work with a student in any capacity concerning personal issues, the faculty can suggest that the student request an appointment with the counselor in the Student Development Office. It is appropriate for the faculty member to call or write that a student referral has been made, if the faculty member chooses to do so. The counselor is able to discuss the outcome or recommendations with the faculty member ONLY with written permission from the student.

2) Consultant Service

If a faculty member desires to consult for guidance in dealing with a student, the faculty member is encouraged to call or make an appointment with the counselor in the Student Development Office to discuss potential avenues for addressing the student's particular situation.

**ABAC 3.2.7.2.7 Use of Institutional Buildings and Equipment**

1) Use and Scheduling of College Facilities for College Functions
A calendar of scheduled events and locations is maintained online. All events shall be posted on the calendar to avoid conflicts. Use of any building shall be scheduled.

2) Use of Equipment
All equipment purchased by, given to, or otherwise acquired through the College belongs to the College and not solely to a particular unit of the Institution. Although certain items of equipment are earmarked for given units of the campus, the administration is the responsible agent in this respect. Whenever need arises and it is not in use by the unit where ordinarily used, the equipment should be available for use by others. It is expected that good judgment will be used at all times so that there will be no request for use of expensive and irreplaceable equipment by inexperienced people. Those borrowing the equipment should return it immediately after they have finished using it.

It is to be understood that the College cannot lend properties and equipment to off campus groups. Student groups borrowing equipment will need permission from the Instructor/Club Advisor for such use and shall be responsible for the return of any borrowed equipment. Damaged or lost equipment must be replaced.

All concessions or other sales on campus must be approved by the Comptroller’s office.

**ABAC 3.2.7.2.8 College Publications**

It is expected that college publications will use a literary style and format in keeping with the role of the institution. Correctness, appropriateness, and theme are factors of prime importance. Editors and writers of college publications are expected to follow the literary style of any guide commonly accepted in higher education circles. All college publications must be approved by the Office of Public Relations.
Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and organizations have the right to publish, distribute, and broadcast material in the College campus provided that the materials are identified by the name of the student and organization and are done in accordance with the rules and regulations of the Office of Student Life and Housing. All publications are subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

Abraham Baldwin's student communications media are funded, in part, through the Student Activities Budget with monies from students' term activity fees and are directly supervised by advisers who are members of the college faculty and administration. The President of the College functions as the publisher of the student newspaper and the literary magazine and as the titular head of the radio station. The advisors to the media function as the President's representatives and share the financial and administrative authority for them with the Vice President for Student Affairs. Views expressed by ABAC's student media do not necessarily represent the views of the administration, faculty, or student body.

**ABAC 3.2.7.2.9 Graduation**

A graduation exercise will be conducted at the end of each spring and fall term. Members of the faculty and administrative officers shall participate in the graduation ceremonies with appropriate academic regalia, which each individual must provide.

**ABAC 3.9.1 Academic Advisement**

Selected by and directly responsible to the school dean in collaboration with the registrar, the academic advisors are responsible for their assigned advisees. Those advising outside their fields are responsible to the school dean in the fields in which they are advising. Academic advisors should strive to establish a bond with their advisees in order to help them to adjust to college life and begin the college experience on a positive note. When a student's behavior indicates the need for expert advice, the advisor should refer the student to the College's Student Development Office or consult with that office on procedure. Academic advisors inform the students where and when they can be met for individual conferences. The group meeting might be an informal, roundtable discussion, in which advisors disseminate general college policies and other information. Students should be encouraged to talk. This meeting should include a discussion of individual problems, although academic advisors may wish to describe briefly the kinds of help they can give and the kinds of counseling services available on campus. The term advisor/advisee group meeting should not be used exclusively for scheduling of classes, which should occur at and be the end result of the individual advisement conference.

The registrar will provide the academic advisor with a list of advisees prior to the opening of each term. The Academic Advisor Handbook provides additional information.
ABAC 3.11 Other Academic Affairs Functions and Procedures

ABAC 3.11.1 Library

Baldwin Library reflects the curriculum, objectives, and functions of the College and is administered within the policies of the College. The library serves the College faculty and student body as the central location of the College’s resource materials. Many of these resource materials and others may be identified or accessed from the library’s web page. A library card barcode must be secured on the ABAC ID card or on a library card in order to borrow materials and have access to services. While ABAC personnel are not charged overdue fines, they are expected to return or renew items by the due date. A replacement charge will be assessed for each item that is not returned within 30 days after the due date. Within the limits of its resources and responsibilities, the Library facilities support the research work and professional growth of the faculty.

Where circumstances justify, resources of any nature for use by the faculty may be ordered through channels of the Library so that such resources will be available to the College faculty and student body. Additions to the collection may be requested through one’s discipline coordinator and submitted to the Library Director in paper form or on an electronic form. Members of the faculty are invited and urged to participate in materials selection and ordering, particularly as related to the individual’s own field of specialization and individual interest.

Faculty may place materials on reserve for student use in specific classes. Reserve materials may be checked out for short periods of time, usually for in library use unless otherwise specified. Library items or personal copies of materials may be placed on reserve according to copyright guidelines.

The library staff seeks to promote information literacy through workshops, instruction sessions, or individually. All students in the freshman seminar classes receive a brief orientation to the library. Subject or assignment specific instruction may be arranged by contacting a librarian.

ABAC 3.11.2 Intercollegiate Athletics

ABAC's program of intercollegiate athletics operates under the aegis of the President and his/her designees. The College is a member of Region 17 of the National Junior College Athletic Association. Policies governing ABAC's intercollegiate athletics program may be found in the ABAC Intercollegiate Athletics Program Student-Athlete Handbook.

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SECTION 4: STUDENT AFFAIRS
Section 4.0, Student Affairs, covers aspects of student affairs at all University System of Georgia (USG) institutions, including the general policy, undergraduate admissions, student residency, Regents’ financial assistance, athletics, discipline of students, appeals, immunizations, and the University System Student Advisory Council. Information and services related to ADA compliance at ABAC are provided through the Student Development Center.

**ABAC 4.10 Student Code of Conduct and Disciplinary Procedures**

See the ABAC Student Code of Conduct and Policy & Programs to Prevent Drug & Alcohol Abuse for rules and regulations adopted by ABAC in compliance with the Drug-Free Postsecondary Education Act of 1990.

**ABAC 4.10.1 Student Role in Institutional Decision Making**

Students at ABAC have the right to participate in policy making of the Institution. There is a minimum of two student members on all College committees that make decisions related to students. These students, appointed by the president of the SGA, have full voting rights in the individual committees and are encouraged to be active participants. Student representatives on each committee are encouraged to report all committee actions and considerations to the Student Senate. This right is subject to supervision as delineated in the Policies of the Board of Regents of the University System of Georgia and the policies of this institution.

**ABAC 4.10.3 Policies and Procedures Governing Student Activity and Other Mandatory Student Fees**

The College policy on the collection and use of mandatory student fees can be found in Section 7.3.2.1. Procedures for the administration of student activity fees can be found in the Student Handbook.

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**SECTION 5: PUBLIC SERVICE AND BUSINESS OUTREACH**

**ABAC 5.4.4 Public Service and Business Outreach**

The Public Service & Business Outreach Center is an umbrella term that covers multiple types of community outreach efforts.

Such outreach efforts performed by multiple units of the institution and include, but are
not limited to: (1) seminars and/or short courses; (2) professional certification classes; (3) customized classes for business/industry; (4) enrichment programs for local youth to include camps; (5) conferences and meetings. Most of these efforts are coordinated by the Schools of the College. For more information, contact the Office of Academic Affairs.

ABAC 5.4.5 Arts Connection

The mission of ABAC’s Arts Connection is to make the arts available, accessible and affordable to people of all ages and from all walks of life in a multi-county area of rural South Georgia. Through a network of community-based arts agencies, the AC develops performances, exhibits, arts festivals, artists-in-residence, public art projects, arts in the schools, and programs for at-risk youth. The AC also helps communities design arts facilities and restore historic buildings as cultural centers. The Arts Connection functions under the leadership of Vice President for External Affairs and Advancement.

ABAC 5.4.4.1 Co-Listing of Credit/Non-Credit Classes

Co-listed courses are college credit courses offered for CEU credit. These courses are offered on a space available basis after students taking the course for academic credit have registered. Individuals who enroll in co-listed courses must sign a waiver stating that no academic credit can be received for the class. CEU credit will be awarded by the Public Service & Business Outreach Center upon successful course completion; however, CEUs can never be converted to academic hours.

In order to register for an academic class as a non-credit student: 1) student must meet the prerequisites for the class; 2) registration is on a space-available basis after all credit students have been placed; 3) registration and fees are handled through the Public Service & Business Outreach Center; 4) student will sign a waiver stating that no academic credit can be received for classes. CEU credit will be awarded upon completion; however, CEUs can never be converted to academic hours; and 5) individual course requirements will be the same for credit and non-credit students.

ABAC 5.4.5 Arts Connection

The mission of ABAC’s Arts Connection is to make the arts available, accessible and affordable to people of all ages and from all walks of life in a multi-county area of rural South Georgia. Through a network of community-based arts agencies, the AC develops performances, exhibits, arts festivals, artists-in-residence, public art projects, arts in the schools, and programs for at-risk youth. The AC also helps communities design arts facilities and restore historic buildings as cultural centers. The Arts Connection functions under the leadership of Vice President for External Affairs and Advancement.
SECTION 6: RESEARCH

ABAC 6.1.1 Institutional Review Board (IRB)

Policy Regulating Human Subjects’ Research

Any activity involving human subjects’ research of ABAC students, faculty, and/or staff must fully comply with regulations and guidelines set forth by the U.S. Department of Health and Human Services (DHHS) and Office for Human Research Protections (OHRP). In addition, any research activity involving human subjects, unless specifically exempted within this policy (See Section II, part A), must receive prior approval from the College’s Institutional Review Board (IRB). IRB policy also applies to human subjects research involving any visitors and/or users of the college campus or off-campus facilities, and/or use of non-public records to identify, contact, or recruit potential human subjects.

Section I: Composition of the Institutional Review Board

The IRB is considered a standing committee in order to maintain continuity and is composed of at least 5 members. IRB members are appointed by the President of ABAC. The chairperson is appointed for one three-year term and reports to the President. Other committee members are appointed for staggered terms of two to three years such that no more than two members are replaced each academic year. The breadth of committee members appointed by the President is meant to represent diverse research experience and perspectives to the review process and should insure appropriate representation from throughout the College and academic community. In addition, one member of the IRB committee should be a representative from the community at large.

Committee members annually select a recorder to maintain meeting minutes and documents for a one-year term. Records are maintained by the committee recorder, reviewed by the chairperson, and submitted to the President in a timely manner. IRB members meet, at minimum, once per semester.

There is no remuneration for individuals serving as IRB members. No IRB members participate in the review of any study on which they are an investigator or co-investigator. The chairperson conducts an orientation for new members, which includes review of relevant materials and details concerning committee functions and procedures.
The IRB may, at its discretion, invites individuals with competence in special areas (consultants) to assist in the reviews of complex issues that require expertise beyond, or in addition to, that available on the committee. The consultant does not take part in voting. Similarly, investigators may request, or be invited to attend IRB meetings, to clarify issues concerning their proposed research activity. These investigators do not take part in committee deliberations or voting.

Section II: Exemptions to IRB Approval

Course/Class Data

Data generated as part of what is considered a usual aspect of an ABAC course are considered an element of teaching and learning and are not considered human subjects research, per se. Thus, ordinary course collection of laboratory data, information collected from tests, journal entries, class surveys, measurements obtained in health classes, etc. do not need approval from the IRB, as they are viewed as part of the teaching process. Any question of whether or not such an activity will violate IRB guidelines for human subjects’ research should be directed, in written format, to the IRB chairperson for clarification prior to conducting the activity.

Section III: Categories of Research Requiring Approval from the IRB

A. Administrative Review Category

NOTE: If the subjects/participants are minors (less than 18 years of age), this category does not apply. Please refer to Section VIII for guidelines in research involving minors.

Research in this category is considered exempt from full IRB review. However, the IRB requires that such activities be reviewed, approved, and be issued an approval date so that the status of the research may be annually reviewed.

1. Research with adult subjects involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, UNLESS BOTH OF THE FOLLOWING CONDITIONS EXIST:
• information obtained is recorded in such a manner that the human subjects can be identified, directly or through identifiers linked to the subjects, AND
• any disclosure of the human subjects' response outside the research could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observations of public behavior that is not exempt under Part I, above, if:

• The human subjects are elected or appointed public officials or candidates for public office, OR
• Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

3. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers lined to the subjects.

4. Research and demonstrating projects which are conducted by or subject to the approval of Federal department or Agency Heads, and which are designed to study, evaluate, or otherwise examine; (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

5. Taste and food quality evaluation and consumer acceptance studies; (a) if wholesome foods without additives are consumed; or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration (FDA), approved by the Environmental Protection Agency (EPA), or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

6. Primary Responsibility for Administrative Review

If it is determined that an application falls into the administrative review category, the primary reviewer for that application will be appointed from the IRB board. Once the review has been completed, the reviewer will notify the investigator regarding any modifications and will notify the investigator in writing regarding the status of the application once the modifications are submitted and approved. If there are no modifications suggested, the reviewer will notify the investigator in writing as well. Notification will indicate the application was fully approved, and the approval period. The reviewer will copy the
Committee Recorder and Chairperson on all correspondence and will copy all IRB members on all final application approvals.

B. Expedited Review Category

Research activities that (1) present no more than minimal risk to human subjects, and (2) involve only procedures listed in one or more of the following categories, may be reviewed by the IRB through the expedited review procedures. (Inclusion on this list merely means that the activity is eligible for review, but not guaranteed for expedited review procedure.)

1. Prospective collection of biological specimens for research purposes by noninvasive means. Examples:
   a) hair and nail clippings in a non-disfiguring manner;
   b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction;
   c) permanent teeth if routine patient care indicates a need for extraction;
   d) excreta and external secretions (including sweat);
   e) uncanulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or was or by applying a dilute citric solution to the tongue;
   f) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings;
   g) sputum collected after saline mist nebulization.

2. Collection of data through noninvasive procedures routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Examples:
   a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subjects' privacy;
   b) weighing or testing sensory acuity;
   c) exterior ultrasound
   d) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.
3. Collection of data from voice, video, digital, or image recordings made for research purposes, when consent is received from the subject prior to collection.

4. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognitive, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: Some research in this category may be exempt from the HHS regulations for the protection of human subjects. Refer to Section 45CFR 46.101(b) (2) and (b) (3) within the DHHS Protection of Human Subjects Code of Federal Regulations).

5. Continuing review of research previously approved by the convened IRB as follows:

a) where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or (b) where no subjects have been enrolled and no addition risks have been identified; or (c) where the remaining research activities are limited to data analysis.

An expedited review procedure consists of a review of research involving human subjects by the IRB chairperson and one member of the IRB committee, or by one or more experienced reviewers signated by the chairperson from among members of the IRB in accordance with the requirements set forth in 45 CFR 46.110

6. Applications for expedited review to conduct research activities involving human subjects must be filed and approved prior to commencement of the activity. Materials required for submission include:

A. An IRB application, complete with the following signatures:

1. Signature of the investigator, who ensures accuracy of the information contained within the submitted materials, and, upon approval, assures compliance with all aspects of Section VI.

2. The signature of the supervisor of the principal investigator, who assumes complete responsibility for the student’s research including:

a) Ensuring accuracy of the information contained within the submitted materials.

b) Assuring compliance with all aspects of Section VI entitled “Responsibility of Investigator
Conducting IRB-Approved Activities”.

B. Answers to the Application questions. Clearly discuss, in layperson’s language, the research protocol. The following must be included:

1. Complete answers to all questions.

2. All advertisements (i.e., newspaper, radio, flyers, etc.) to be used.

3. Inclusion/exclusion criteria for subject entry including notification to the IRB if an investigator proposes to include themselves, or members of their family as subjects in the proposed research.

4. If access to research subjects is gained through cooperating institutions not under the control of the University, the institutions(s) must be identified on the IRB form and evidence provided that the authorized official of that institution’s IRB approved the research application.

C. When funding is being sought from an external agency, the number assigned by ABAC or the proposal number assigned by the funding agency should be submitted.

D. Consent form(s). Section VIII provides detailed information about the informed consent process and contains guidelines for writing consent forms.

Section IV: Time Considerations for Review

*Allow 4-8 weeks from date of submission to IRB*

The IRB recommends that the investigator coordinate early in the planning stages of research various grant and committee deadlines to which the research may be subject for review.

A. The length of time required for review of an application by the IRB is largely dependent on the review category into which a given application falls:

1. Administrative Review category applications are reviewed and investigators generally notified within four weeks of the receipt date by the IRB.
2. Projects qualifying for expedited review are sent out to IRB members on a regular basis. Review is generally completed within six weeks of the receipt date.

3. The agenda for applications requiring full committee review at a convened meeting of the IRB is prepared at least two weeks prior to the meeting date. Applications for research that may require this level of review should be submitted to the IRB at least 1 month prior to the scheduled meeting, unless other arrangements have been made with the IRB. The IRB chairperson should be consulted for specific meeting schedules and application submission deadlines to help ensure expedient review.

B. For research involving extramural funding, it is recommended that applications be submitted far enough in advance of the grant submission deadline to allow for two successive called meetings of IRB. Note: It is generally prudent to submit to the IRB when the initial grant application is submitted to the Grants coordinator of ABAC.

Section V: Criteria for IRB Approval

In order to consider approval of applications for human subjects’ research, the IRB must determine that all of the following requirements are satisfied:

A. Risks to subjects must be minimized by:

1. Using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk.
2. Using procedures already being performed on the subjects for other purposes, whenever this opportunity exists.

There is a wide range of medical, social, and behavioral research that may pose no immediate physical risk to the subject, but which may involve varying degrees of emotional stress, deceit, or invasion of privacy, etc. Minimal risk is defined as the chance (frequency and intensity) of harm, distress, and/or discomfort thought by the investigator as not being more than would be encountered in daily living, or experienced during routine physiological or psychological assessments.

It is the investigator’s responsibility to minimize the risks associated with any research and to explain to the research subjects any individual benefits that they may expect or more generally any benefits to society. Evaluation of the risk/benefit ratio is a primary consideration in the IRB review of research
B. Risks to subjects must be reasonable in relation to potential benefits to subjects and to the importance of the knowledge that may reasonably be expected to result. In this regard evaluation shall include only those risks and benefits that may result from the research itself and not to risks and benefits that subjects would receive even if not participating in the research.

C. Selection of subjects must be equitable, and take into account the purposes of the research, the setting in which it will be conducted, and the population from which subjects will be recruited.

1. Subjects should not be selected for potentially beneficial research on the basis of favoritism, nor should risk research be directed at subjects for non-scientific reasons. Certain groups, such as the economically disadvantaged, the cognitive impaired, and incarcerated individuals, may have diminished capacity for free consent and should be protected from the danger of being involved in research for convenience or because they can be easily manipulated. In these cases, informed consent can be provided by the parent or legal guardian or ward of the subject.

2. No coercion, explicit, or implicit, should be used to obtain or maintain cooperation. When the investigator has a specific relationship (i.e. teacher-student, professional-client, employer-employee) with a potential subject, special care must be taken to ensure that the consent is truly voluntary and that the subject feels free to decline to participate without penalty or sanctions.

3. If access to research subjects is gained through cooperating institutions not under the control of ABAC, the institution(s) must be identified on the IRB form and evidence provided that the authorized official of that institution’s IRB approved the research application.

D. Appropriate measures must be taken to obtain and document the informed prior consent of the subject, or the subject’s legally authorized representative, to participate in the research. See Section VIII.

E. Where appropriate, the research plan must include adequate provisions for monitoring data collection to ensure safety of the subjects.

F. Adequate provisions must be made for monitoring data collection to insure safety of subjects and to protect their privacy by maintaining anonymity or confidentiality of the data.

1. In all research involving human subjects, confidentiality of identifiable information is presumed and must be maintained unless the investigator obtains the expressed permission of the subject to do otherwise. With more sensitive material, greater care must be exercised. Ordinarily, all questionnaires, inventories, interview schedules, and other data-gathering instruments and procedures must be carefully designed to limit personal information to only that which is essential for conduct of the research. Data that could reveal a subject’s identity should be stored in files that are accessible only to the project investigator and authorized staff for at least three years.

2. The data on subjects should be coded to remove all personal identifying information. The identity of subjects must not be released except with their express written permission. Use of existing data that was originally obtained for different purposes and that involves identifiable subject information, requires reexamination of associated risks. There must be a determination of whether the new use is within the scope of the original consent or whether it is necessary or feasible to obtain additional consent.
3. When research protocols use audio, video, or other electronic recording devices of research subjects, subjects should always be told during informed consent that taping will occur. Explicit consent must be obtained for any public use of the tapes such as use in the classroom or as part of a public presentation of the research results, since this constitutes a waiver of the normal confidentiality of research data.

4. There have been instances in which the identities of subjects or research data have been sought by law enforcement agencies. This includes some studies that involve collection of data in sensitive matters such as sexual behavior or criminal activities. Under federal law, researchers can obtain advance grant of confidentiality that will provide limited protection against subpoenas of research data (please refer to Public Health Service Act 301(d). Protection is available whether or not the project has HSA federal funding.)

G. Where subjects are potentially vulnerable to coercion or undue influence, appropriate additional safeguards must be included in the study to protect the rights and welfare of these subjects. Such subjects include persons with acute or severe physical or mental illness, and persons who are economically or educationally disadvantaged.

Section VI: Responsibility of Investigators Conducting IRB-Approved Research

A. Once a project is approved by the IRB, the investigator must:

1. Conduct the project as approved by the IRB.

2. Promptly report, in writing, any revisions or amendments to the research activity for review and approval by the IRB prior to commencement of the revised protocol. Changes include, but are not limited to, change of date and time, locations, persons/subjects involved, and actions to be taken. The only exception to this policy is in situations where changes in protocol are required to eliminate apparent, immediate hazards to the subject. Promptly report any unanticipated problems involving risks to subjects or others to the IRB in writing.

3. Promptly report, in writing, any unanticipated problems or incidences involving risks to subjects or others to the IRB. Federal Regulations require prompt reporting to the IRB of unanticipated problems involving risks to subjects participating in research projects. Reportable Events include any harm or injury (physical, psychological, social or economic) or other unexpected events occurring as a result of participation in a research study. Such events, unless considered serious, must be reported in writing to the IRB within 72 hours of any member of the investigative team becoming aware of the event.

a) Serious Adverse Events are defined as death due to any cause, a permanent or substantial disability, hospitalization (inpatient admission or overnight stay) or prolongation of hospitalization, an immediately life-threatening event, report of overdose, or report of congenital anomaly. Such events must be reported in writing to the IRB within 24 hours of any member of the investigative team becoming aware of the event. These events must also be reported to the sponsor as described in the study protocol or agreement. Serious adverse events occurring at sites other than ABAC that are reported to the investigator by a sponsor must be submitted to the IRB within 72 hours of receipt by any member of the investigative team. Further research should be ceased and such events should be carefully reviewed to determine if any changes are needed to the IRB approved protocol before reinstating the research. An addendum may be appropriate for this information.
b) All reports (Reportable Events, Serious Adverse Events or Safety Reports) must include the IRB project number, the protocol title, the Principal Investigator’s name and the name of the person submitting the report, as well as a detailed account of the incident and any actions taken in immediate response to the event.

c) The IRB will review all reports of unexpected and adverse events and make decisions regarding the continuation of the research and/or modify procedures and consent forms.

- Request an extension of the approval period prior to the expiration date if data collection is not complete.
- Notify the IRB when data collection is complete.

B. The IRB has the authority to suspend, terminate, or place restrictions on any study in which the investigator has not met the above requirements, or in the event where information is disclosed to the IRB that indicates that the rights and/or welfare of human subjects are at risk.

Section VII: IRB Disapproval

A. Disapproval of an activity is determined at meetings including a quorum of the IRB, which is defined as 4 of the 5 members.

B. The principal investigator will be notified in writing if the IRB does not approve their research application. The principle investigator has the right to appeal the decision in writing or in person at the next scheduled IRB meeting. If the investigator is not satisfied with the decision reached by the IRB, the investigator may request a re-review by the IRB whenever significant changes are made to the application or significant new information becomes available.

Section VIII: Research Involving Minors (LESS THAN 18 YEARS OLD)

For ABAC purposes, minors are considered as aged less than 18 years.

A. Categories of Review

1. The “administrative” category, and corresponding review procedure, as outlined in Section II. B, applies to research involving minor subjects with the exception of paragraph II. Paragraph II does NOT apply to research involving minors except when the research activity involves the observation of public behavior, as long as the investigator does not participate in the activities being observed

2. The “expedited” review category, and corresponding review procedure, as outlined in Section III, is applicable to research involving minor subjects, as long as the particular activity in that section does not require that the subject be at least 18 years old.

3. All other research involving minor subjects must be reviewed by the full committee.
B. Informed Consent/Assent

1. The IRB requires that parental or guardian consent be obtained prior to a minor’s participation in a research study.

2. Depending on the age and maturity of the potential subjects, the IRB may require that the minor be presented with an assent form to review and sign. Section VIII G. should be reviewed for full details concerning these requirements.

SECTION IX: Informed Consent – General Requirements

A. Research Requiring Informed Consent

No investigator may involve humans as subjects in research unless the investigator has obtained the informed consent of the subject or the subject’s legally authorized representative in writing or by legal signature. The only exceptions to this requirement are 1) research in which the only involvement of human subjects is that of anonymous observation, research involves the use of anonymous data bases, and in some cases, 3) research that is conducted in established educational settings, involving normal educational practices as described in Section II.A.

B. Circumstances Under Which Consent Must be Sought

Consent must be sought under circumstances where the subject or representative is given enough time to consider whether or not to participate in the study, and where the possibility of coercion or undue influence is minimized. Information provided to the subject or representative must be written in simple language, so all aspects of the research (e.g., purpose, risks, and benefits) are clearly stated.

C. Documentation of Informed Consent

Documentation of informed consent is required in all cases, unless the IRB approved a waiver of consent.

D. Waiver of Signed Consent

The IRB may waive the requirement for the investigator to obtain a signed consent form for some or all subjects if it finds that:

1. The only record linking the subject to the research would be the consent document, and the principal risk would be potential harm resulting from a breach of confidentiality. The IRB may determine that each
subject be asked whether s/he wants documentation linking the subjects with the research, and the subject’s wishes will govern; OR

2. The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context. In cases where the requirement of documentation is waived, the IRB may require that the investigator provide the subject with a written statement regarding the research.

E. REQUIRED FORMAT FOR CONSENT FORM: ADULT SUBJECTS (18 YEARS OLD AND OLDER) AND PARENTAL CONSENT FOR MINORS

1. This Format Guide for Consent Form contains the minimum elements that are required.

2. This format is recommended; however, different formats may be used if they contain the same information and are approved by the IRB.

3. If mailing a questionnaire/survey to participants, a cover letter may usually be used rather than a consent form. Cover letters should include at least the information required in a consent form.

4. It may be necessary in some cases to use separate consent forms for various aspects of a study, such as different participant groups or individual phases of a multi-phase study.

5. Prepare your consent form/cover letter in a way that will be easily understood by participants or their parents. Write consent forms in “layperson’s language”, (i.e., in a language that will be understood by the person asked to give consent). In most cases, the use of scientific jargon or discipline-specific language is not appropriate.

6. Remember that obtaining consent is a process, not just a form. You should plan to explain the research, answer questions, and conduct a debriefing if appropriate.

NOTE TO RESEARCHERS: The researcher must retain consent forms for a period of at least three years after completion of the research. Consent forms are not to be distributed, nor is research to begin until approval is received from the IRB.

Opening Paragraph:

I agree (OR, I agree to allow my minor child _________________________________) to take part in a research study titled (title of research in quotes), which is being conducted by (investigator’s name, School and department at ABAC, and phone number where researcher can be contacted) under the direction of (ABAC advisor, School/Department and phone number). I do not have to take part in this study (OR, I do not have to allow my child to take part in this study); I (OR, I and my child) can stop taking part at any time without giving any reason, and without penalty. I can ask to have information related to me (OR, to my child) returned to me, removed from the research records, or destroyed.
Additional Required Consent Form Items:

Item #1: REASON/PURPOSE

Provide a short description of the background and purpose of the study. Make sure that this description/explanation can be easily understood by potential subjects/participants.

Item #2: BENEFITS

The benefits that may be expected for participating in this research are:

OR

I will not benefit directly from this research. However, my participation in this research may lead to information that could…

- describe any direct benefits to the subject or indirect benefits to others that may be derived from participation in the study. If you are using compensation/reimbursement (money, subject pool credits) as a benefit, you must include a statement that clearly explains when compensation will be rewarded. Indicate how the incentive will be prorated, in case the subject withdraws from the study prior to completing his/her participation in it.

- If there are no direct benefits associated with a subject’s participation, the consent form should include such a statement.

Item #3: PROCEDURES

The procedures are as follows:
If I volunteer to take part in this study, I will be asked to do the following things:

• Describe what will happen to the participant, including the time, place, and duration (i.e. “Your part in this study will last for two weeks”, “Each visit will last thirty minutes”).

• Describe the procedures chronologically using simple language, short sentences and short paragraphs. The use of subheadings helps to organize this section and increases readability.

• Appropriate alternative procedures, if any, which might be advantageous to the subject, must be disclosed.

Item #4: RISKS

• Describe the reasonably foreseeable risk (physical, psychological, financial, social, or legal) that may be expected from each of the procedures that a subject will be undergoing for research purposes.

• Each risk should be accompanied with an indication of the probability of occurrence (i.e., ‘rare’, ‘common’).

• Also list the steps to be taken if harm should come to the participant, including any availability of medical or psychological treatment or referrals if needed.

• An explanation of whom to contact in the event of a research-related injury to the subjects must be provided, if appropriate.

• If no risks are foreseen, the entire comment for #5 should read: No risks are expected (or another similar statement).

• Describe any anticipated circumstances under which the subject’s participation may be terminated by the investigator without regard to the subject’s consent. Specify when and how compensation/reimbursement will be affected at this point.

Item #5: DECEPTION

(Use only if applicable)
If deception is necessary, state: “In order to make this study a valid one, some information about my (or my child’s) participation will be withheld until after the study”. Describe what actually will happen to the child, the child’s results, and the timeframe for releasing the results.

Item #6: CONFIDENTIAL, ANONYMOUS, OR PUBLIC

- Procedures regarding anonymity OR confidentiality should be described here as appropriate.

- If you or anyone else can trace the identity of the participant through the data, participation is **NOT** anonymous.

- If information will be released to any other party for any reason, state the person/agency to which the information will be furnished, the nature of the information, and the purpose of the disclosure.

- If activities are to be audio- or videotaped, describe the subject’s right to review/edit the tapes, who will have access, if they will be used for education purpose, and when they will be erased.

- Describe the extent, if any, to which confidentiality of records that identify the subject will be maintained.

- Consent forms for research that involves data collection that takes place over the Internet must contain the following statement: “There is a limit to the confidentiality that can be guaranteed due to the technology itself.”

Examples of such wording:

The only people who will know that you are a research subject are members of the research team. No information about you, or provided by you during the research, will be shared with others without your written permission, except if necessary to protect your rights or welfare (for example, if you are injured and need emergency care); or if required by law.

Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with you permission, or as required by law.

All information concerning you will be kept private. If information about you is published, it will be written in a way that you cannot be recognized. However, research records may be obtained by court order.

- You may also use the following statements as appropriate:

My identity and the results of this participation will be made public. OR,
The results of this participation will be anonymous.

- Any information collected about me will be kept confidential. An exception to confidentiality involves information revealed concerning suicide, homicide, or child abuse, which must be reported as required by law, or if we are required to provide information by a judge.

Item #7: FURTHER QUESTIONS

“The researcher will answer any further questions about the research now or during the course of the project, and after results have been released/published and can reached by telephone at: ###-###-####.

- Include the above statement with the correct phone number for the investigator. Including an email address or an alternate means of contact is highly recommended.

Item #8: FINAL AGREEMENT & CONSENT FORM COPY

My signature below indicates that the researchers have answered all of my questions to my satisfaction and that I consent to volunteer for this study. I have been given a copy of this form.

OR,

I understand the procedures described above. My questions have been answered to my satisfaction, and I agree to participate in this study. I have been given a copy of this form.

- You must include one of these statements above the signature lines.

Item #9: CONSENT FORM SIGNATURE LINES

Signature of Researcher

Date
Signature of Participant  Date

OR,

Signature of Parent or Guardian  Date

Item #10: IRB OVERSIGHT PARAGRAPH

For questions or problems about your rights please call or write: (Director of Institutional Research), Institutional Review Board, ABAC 37, 2802 Moore Highway, Tifton, GA; (229-391-4980 or ir@abac.edu). Note: This oversight paragraph MUST be included verbatim at the bottom of each consent form/cover letter.

F. Checklist For Review Of Consent Forms

• Statement that activities are related to research

• Title of research

• Name(s), Address, Phone number of investigator(s)

• Name(s), Address, Phone number of faculty advisor (if applicable)

• Statement that participation is voluntary
• Freedom to withdraw without penalty

• Purpose of research, in laymen’s terms

• Description of procedures in lay terms

• Appropriate alternative procedures that may be advantageous (if applicable)**

• Expectation of duration of subject’s participation

• Description of any reasonably foreseeable risks and/or discomforts

• Contact in case of distress or discomfort related to research participation (if applicable)

• Statement regarding expected benefits to subject or others that may be reasonably expected

• Compensation (if applicable)

• Explanation regarding the extent of confidentiality: The participation and responses will be made public; OR, the results of this participation will be anonymous; OR, the results of this participation will be confidential, and will not be released in any individually identifiable form without my prior consent, unless required by law.

• Procedures for maintaining confidentiality or anonymity.

• Disposition of tapes/photos (if applicable) Alternatives must be accompanied by a description and justification.

• An explanation of the circumstance that could end the subject’s participation being terminated by the investigator without regard to the subject’s consent (if applicable)

• Deception Statement (if applicable): “In order to make this study a valid one, some information about my (or my child’s) participation will be withheld until after the study.”

• Offer to answer any questions or to accept any comments and a phone number for that contact.(An email address is also highly recommended).

• Subject’s signature and date line

• Investigator’s signature and date line

• Final agreement and consent form copy statement

• Verbatim IRB oversight paragraph
G. Assent (and Documentation of Assent) Requirement

1. Assent is defined within this policy as an agreement by a minor child or incompetent adult to participate in research. Assent must always be accompanied by legal consent from the parent or guardian. The IRB requires that provisions be made for soliciting the assent of children, who, in the judgment of the IRB, are capable of providing assent, even though they are not legally capable of providing consent.

Aside from age, usually 7-17 years old, the maturity and psychological/physical state must be taken into account in determining the ability of obtaining assent. The IRB may require submission of an assent document which states, in very simple terms, the purpose of the study, what is expected of the child, the risks, benefits, voluntary nature of participation, the right to leave the study at any time, and who the children can talk to (parent and/or investigator) if they have questions about the study.

Assent must be sought from the child unless:

a) The child is incapable of providing assent (due to age or condition), or

b) The intervention holds out the prospect of direct benefit to the child and the intervention is available only in the research context. In these two situations, consent from the parent(s) or legal guardian is sufficient.

SECTION X: Continuing Review of IRB-Approved Activities

A. The IRB has the authority to observe, or have a third party observe, the consent process and the activity of any application that is approved.

B. Annual Renewal Procedures are as follows:

1. First Notice to Renew: Major Investigators are supplied with a form to be utilized for renewing, changing, or closing applications.

   a) Approximately two weeks prior to the end of the approval period, the investigator will be sent a reminder outlining the materials that must be submitted in order to renew a project of the next approval period.

   b) Depending on the degree of risk associated with a given project, the IRB may require continued review more often than once per year.
2. Required application renewal materials include the following and these materials must be submitted to the IRB for appropriate action:

a) Renewal application, requiring completion of a short checklist, followed by the signature of the investigator and advisor, where applicable.

b) Consent form(s) for the study.

c) Additional information as requested.

3. Unless information received during the prior approval period, or at the time of renewal, suggests that a project’s review category (administrative, expedited, full committee) must be changed, the renewal materials will be reviewed in the same manner in which original approval was obtained. Review time considerations are as outlined in Section IV.

4. Failure to respond to a Renewal Notice. Approved applications are closed by the IRB if the renewal materials are not received by the end of the month in which their approval expires. Once the investigator receives a notice that the IRB has closed the study, all activities involving human subjects that were covered under the originally approved application must be stopped immediately. All relevant Federal Agencies will notified of IRB closures. The IRB must be contacted if and when the investigator wishes to reactivate the application.

Section XI: IRB Records

A. The IRB maintains the following IRB records:

1. A current list of IRB membership and qualifications.

2. Minutes of meetings, including information regarding member attendance, discussions held, decisions made, and voting results.

3. All materials submitted to the committee for initial and continued review of each study including: IRB applications, protocols, submitted and final consent forms, adverse reaction reports, proposed amendments, progress reports, correspondence generated between the committee and the investigators,
and where applicable, correspondence from sponsoring agencies.

B. All records are retained for a period of at least four years following the inactivation or closure of a project, or, when applicable, for the entire length of time mandated within the grant or project itself.

Section XII: Violations of ABAC Human Subjects Compliance Policy

A. Alleged violations of this policy will be deliberated by the IRB at a convened meeting. The IRB will make a determination regarding the need for additional information, or further investigation.

B. The Vice President for Academic Affairs will be copied on all correspondence between the committee and the involved parties.

C. Upon determination that a violation of this policy occurred, the IRB may require that the activity in question be discontinued until such time that corrective action is taken.

D. If the IRB determines that the violation involves possible scholarly or scientific misconduct, the Vice President for Academic Affairs will be notified and appropriate action will be taken in accordance with established College assurances, policies, and procedures.

E. The IRB has the authority to suspend or terminate approval of any research conducted at or sponsored by ABAC that is not being conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to subjects.

F. Any suspension or termination of approval will include a statement of the reasons for the IRB’s action and shall be reported promptly to the investigator and to the appropriate institutional officials. All relevant Agencies will be notified of terminations and suspensions.

G. Research that has been approved by the IRB may be subject to further appropriate review and approval by officials of the College. College officials may not approve the research if it has been disapproved by the IRB.

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SECTION 7: FINANCE AND BUSINESS

Section 7.0, Finance and Business, covers all aspects of finance and business activities at all University System of Georgia (USG) institutions, including the general policy, the USG budget, tuition and fees, private donations to the USG and its institutions, fund management, travel, purchasing, insurance, contracts, auditing, miscellaneous, information security policy, the Board of Regents’ Retiree Health Benefit Fund investment policy, and identity
ABAC 7.2.2.1 Auxiliary Services

Auxiliary Services are under the direct supervision and management of the Vice President for Planning and Operations. These offices provide auxiliary support services to students, faculty, and staff members of the College, while serving the general public incidentally. Board of Regents Policy requires that Auxiliary Services be totally self-supporting; thus, no State funds are allocated to them in any way. In accordance with this policy and based upon the square footage of space occupied, Auxiliary Services at Abraham Baldwin Agricultural College are charged a percentage of plant operations and maintenance costs and other indirect operating costs of the College. These areas are subject to all rules, regulations, policies and procedures of the University System of Georgia.

Purpose

Auxiliary Services, through effective management and prudent procurement functions, are committed to providing optimum user products and services at the lowest possible cost, while maintaining quality, value, and attentive, courteous service.

Organization and Function

Although the kinds and scope of auxiliary services may vary according to need, currently those at Abraham Baldwin Agricultural College include the Bookstore, Food Services, and Vending Services. The organizational charts for Planning and Operations display the organizational structure for Auxiliary Services.

Bookstore

The ABAC Bookstore provides for purchase of required course materials and classroom items; supplemental materials; computer supplies; academic software; learning aids; calculators; and general school supplies. The Bookstore also stocks College apparel, mementos and souvenirs, consumer electronics, and food and drinks.

Mission

The mission of the Abraham Baldwin Agricultural College Bookstore is to support the academic and administrative goals of Abraham Baldwin Agricultural College. As an Auxiliary Services entity it exists to provide a source of materials and services required by the various academic and administrative functions of the College. It exists to provide exemplary customer service to students, faculty, administrative staff and others it serves. The role of this Auxiliary Service is to provide appropriate goods and services at reasonable and competitive prices; to help develop and maintain an effective learning environment; to reflect an institutional image of competence and quality; to encourage cooperative relations within the College community; to provide advice, services and resources that are appropriate to educational needs; to generate income that can augment
College resources; to contribute to the strengthening of College identity; and to acknowledge and support the cultural diversity of the College. In executing this role, the Bookstore is committed to effective leadership and management, high quality of innovation, and a projection of an image of dignity and service.

**General Statement of Policy**

Books and merchandise are selected in support of the basic mission, with appropriateness, quality, demand and need being the primary considerations. To the degree possible, merchandise is sold at the lowest prices consistent with:

Providing first for the operating budget needs, capital equipment replacement reserves and liquidity of a solvent retailing organization through retained earnings; and then for a source of income that can augment College resources in appropriate areas,

The ability to secure favorable pricing through judicious buying and inventory management,

Providing the best possible quality merchandise and service of the highest order consistent with the quality of the College and the needs and demands of the College community, and

Not knowingly participating in, indeed, taking steps to avoid, any predatory practices by selling inferior or unsafe merchandise, or in unfair pricing structures.

**Customer Service**

**Philosophy**

The Abraham Baldwin Agricultural College Bookstore is dedicated to providing excellent service to the Students, Faculty, and Staff of Abraham Baldwin Agricultural College.

Treat all customers with courtesy, dignity, and respect. Provide timely, efficient, effective services. Provide clear and easily understood communications. Establish partnerships with our customers to improve services. Provide our employees with the training and resources necessary to ensure their success in customer service.

**Employee Standards**

Equal Employment Opportunity and Affirmative Action

Abraham Baldwin Agricultural College's Office of Human Resources publishes, distributes, and oversees the College's plans, policies, and procedures documents relating to Equal Employment Opportunity and Affirmative Action. The Bookstore is committed to full application and support of all such plans, policies, and procedures.

Sexual Harassment

The Bookstore will vigorously enforce the College's published policy in this matter. Sexual harassment of any kind will not be tolerated.
Work Schedule

A full work week for employees of the Bookstore consists of forty (40) hours per week. Normally, the Bookstore (both Tifton and Moultrie campuses) is open Monday through Thursday from 8:00 a.m. to 5:30 p.m. and Friday from 8:00 a.m. to 3:00 p.m. Prior to and between semesters, during College holiday periods, and for special circumstances such as inventory, the Bookstore may publish and abide by special hours for operations. During certain special events, the Bookstore may open at certain additional times.

The following policies apply to all employees:

- Employees are expected to be at their work stations and working by the start of their assigned shifts.

- Employees are expected to remain for the duration of their shifts, or until relieved by replacements or store closing.

- There is to be no deviation from work schedules without prior approval from Bookstore Management or their designee.

Because the Bookstore offers its customers continuous service from open to close, lunch breaks must be staggered. Bookstore Management will coordinate schedules and approve all such lunch periods.

During the registration period at the beginning of each academic term or semester when the store is heavily trafficked with students buying books and supplies, the Bookstore will usually schedule additional workers, and will extend the hours of operations. Thus, the following policies apply:

With rare exceptions, annual leave cannot be granted during the rush periods (term openings, heavy book delivery and stocking, inventories, buyback, etc.).

Some overtime hours may be required.

Lunch periods may be shortened or rescheduled.

Announcement of the dates for such rush periods and the resulting schedule changes will be made well in advance so that employees can arrange to comply fully with the schedule requirements.

Employees are scheduled to work specific hours to meet established objectives and the service needs of our clientele. The College's policies and procedures concerning tardiness and all forms of absenteeism will be strictly enforced, to include appropriate progressive discipline.

Appropriate Dress Appropriate dress, good grooming, and good personal hygiene are
essential to providing customer service commensurate with the Bookstore's mission. The following policies apply:

All employees are expected to be clean and well groomed at all times. Career employees should dress as professionals. Employees should dress accordingly based on duties for the day. Comfortable shoes are encouraged during Book Rush and buyback periods. Student employees may wear jeans and tennis shoes if they are clean and in good condition.

NOTE: The above items are guidelines. In questionable cases, Bookstore Management will decide what constitutes appropriate and inappropriate dress.

Smoking Smoking is governed by statewide laws and College policies furnished to all College employees.

Visitors All employees are required to strictly limit personal visits to a minimum.

Telephone Bookstore telephones are provided for official College business only. They are vital and necessary to the efficient operations of the business. Incoming and outgoing personal calls are discouraged, except in case of an emergency. In no case should personal long distance calls be made and charged to the Bookstore telephones.

Professional Development Bookstore Management will maintain a program for the professional development of the Bookstore staff. Each employee will be trained in safety procedures, the location of emergency equipment and the proper procedures for reporting safety violations.

Any other employment, either for the College or for others must be reported to Bookstore Management at time of initial employment or at any other time when an employee engages in such other employment. In any situation where the other employment could create an actual, potential, or perceived conflict in the employee's obligation to the Bookstore employment and his or her private interests, or whenever such other employment is closely related to his Bookstore employment so as to create actual, potential, or perceived opportunities for improprieties (misuse of College personnel, equipment, supplies, etc.), the employee may be asked to take measures to eliminate this conflict. If necessary the employee may be asked to: (1) present substantial evidence that no actual, potential, or perceived conflict of interest exists; (2) cease the other employment; (3) seek other employment; or (4) a combination of these measures.

Abraham Baldwin Agricultural College demands high standards of ethics in the buying of merchandise, goods, and services for resale or other use by the Bookstore. It is understood and required that all employees (buyers in particular) transact business prudently and not profit personally by virtue of employment at the Bookstore. Anything of value acquired is the property of Abraham Baldwin Agricultural College and/or the Bookstore who financed the purchase.
The following are specific prohibitions (not all inclusive):

Employees are forbidden to participate in any transaction between the store and a business in which the employee has an interest;

Employees are forbidden to knowingly receive, accept, or seek (directly or indirectly), any payment, tip, loan, or gift in any way related to the discharge of the employee's duties;

Employees are forbidden to receive compensation (excluding Bookstore wages) because of any transaction; and

Employees are forbidden to accept other employment that might be expected to impair the employee's independent judgment.

Failure to comply with the above will be grounds for disciplinary action including possible dismissal.

ORGANIZATION STRUCTURE The organization charts for the areas of Planning and Operations, displays the reporting structure for accomplishing the above functions and responsibilities of the Book Store.

LOST AND FOUND All articles found by an employee in the Bookstore will be reported to Bookstore Management. Reasonable attempts should be made to identify and contact the owner. Any article which cannot be traced to an owner is kept for a couple of weeks in case owner comes back to claim, but then is discarded appropriately.

HOUSEKEEPING Employees are responsible for the appearance and cleanliness of their desks and work areas. They should ensure that working spaces are kept neatly and orderly arranged, the sales floor is uncluttered, and shelves and display areas are kept free of dust.

ORDERING SUPPLIES, EQUIPMENT OR SERVICES All Bookstore employees must submit a request in writing to Bookstore Manager, before ordering office supplies, equipment, and/or services needed to aid in the performance of their job duties. Under no circumstances will any employee remove merchandise from the retail store stock without first obtaining permission from Bookstore Management or his or her designee.

SALES REPRESENTATIVES All sales representatives without prior appointments will be referred to Bookstore Manager. Care must be taken not to allow such sales representatives to interfere unreasonably with the normal and proper exercise of regularly assigned duties and functions or unreasonably impede customer service.

CONFIDENTIALITY All employees of the Bookstore (full-time, part-time, students, etc.) are involved in work that includes pricing, marking, checking invoices, preparing bills, receipts, etc. for customers. This information, when obtained by someone with a bona fide "need to know" through proper channels, may be considered public information; however,
employees are to treat it as confidential.

ORDERING TEXTBOOKS The Textbook category of merchandise includes all required new and used books and any optional or recommended reading materials needed for classes taught at the College. Each Professor provides a list of required texts (or adoptions) for each course to the Division Chair, who reviews, edits and forwards it through appropriate academic channels to the Bookstore for processing.

Policies

A. Textbook Selection

The Bookstore advises Faculty, through appropriate academic channels, of due dates for book and supply requirements to be furnished to the Bookstore. These requirements must include course number, quantity, author, title, edition, ISBN and publisher. Based on the sales history of each title/course, the Bookstore then orders the books. While the Bookstore may be asked to provide information relevant to a particular textbook, including availability, it has no input as to the selection of titles, edition, or number of books selected for a course.

B. Deadlines

Deadlines for ordering textbooks for regular academic semesters are announced via email from the Bookstore. These deadlines must be observed to ensure a high probability of receiving textbooks by the beginning of an academic session.

C. Reference or General Books

The Bookstore will order reference or general books whenever requested by a faculty member. The Bookstore will also stock other reference or general books based on perceived student needs and industry trends as space permits.

D. Special Orders

The Bookstore will place special orders for books and other items for College staff, faculty, students, or individuals in the community. An appropriate, nonrefundable deposit will be required before issuance of a purchase order. Occasionally, prepayment is required for a special order.

E. Moultrie

The Bookstore in Tifton will requisition books for the Moultrie campus at the same time as the main campus books. The Bookstore is responsible for ordering the books as well as delivering the books to the Moultrie campus either via a Bookstore employee or campus courier.
Procedures A. Ordering Textbooks

As Textbook Requisitions are received, the Bookstore Manager will review them for accuracy of information and compliance with policies and procedures. Attempts to obtain used books as appropriate should be exhausted before ordering new books directly from the publisher. The Bookstore reserves the right to adjust orders up or down based upon sales history of the course, the textbook, and the instructor. All Purchase Orders must be issued via the Bookstore’s Inventory Control System (ICS).

B. Ordering General and Reference Books

General and reference books may be ordered at the request of a Faculty Member or at the discretion of the Bookstore Manager based on the perceived needs of students and on current trends. All Purchase Orders must be issued via the ICS.

C. Special Orders

The procedures for this type of order are the same as for General and Reference Books, Section 1004.1102, B. above, except that prepayment is occasionally required. When the special order arrives, the customer will be notified. If the Bookstore is unable to obtain the ordered item, the prepaid amount will be refunded in full.

GENERAL MERCHANDISE The Abraham Baldwin Agricultural College Bookstore stocks such school supplies as pens, pencils, notebooks, filler paper, calculators, and other general supplies. The bookstore also stocks, computer supplies, software, and consumer electronics. The items and quantity of items ordered should be based firstly on prior sales and secondly on the buyer’s best prudent judgment with input the other staff.

PRICING In order to operate the Bookstore without sustaining a financial loss, a retail margin is used to determine the selling price of merchandise. The Bookstore's retail price is based on the actual amount the Bookstore is charged for an item. If a publisher, wholesaler, or distributor increases the Bookstore’s cost, the Bookstore must adjust accordingly.

Textbooks New textbooks are generally acquired directly from the book’s publisher, though alternate means are sometimes employed if a favorable price can be obtained. Most new textbooks are sold to the Bookstore at net cost and usually produce a 25% margin.

The College contracts with a vendor that buys and sells used textbooks. The vendor is solely responsible for setting prices for these books, but regardless of cost, the Bookstore offers used books for resale at 25% off of the new book’s retail price, making the margin on used books variable. Whenever possible, the Bookstore obtains its stock of used books from students during book buyback which occurs several times in any given year. Prices paid to students for their books are generally half of the book’s retail price, though several factors may affect the price paid to be higher or lower than half of retail. Generally, to ensure that students receive the most up to date information, and because older editions have little to no resale value for the Student and can be difficult for the Bookstore to obtain
in quantity, the Abraham Baldwin Agricultural College Bookstore recommends that current and/or new editions be utilized whenever possible. If a Faculty Member requests an old edition for a class, the Bookstore will attempt to supply that book, if it is available in sufficient quantities.

1004.1302 Trade or General Books

Books classified as trade or general books are sold at the suggested retail price and usually produce 40% profit margin.

General Merchandise (Supplies and Soft Goods) Normally, these items produce an average of 40% profit margin. For some items, like computer products, the margin may be significantly less. For other items, especially those in high demand or those that have been obtained at better pricing due to purchase volume, the margin may be somewhat more.

DESK COPIES Desk copies (complimentary or examination copies) of textbooks are usually available to instructors through the publisher. Generally, these desk copies must be requested by Faculty themselves on division letterhead as the Bookstore is precluded by most publishers from requesting desk copies.

RECEIVING MERCHANDISE

Policy All merchandise is received in the Bookstore from Physical Plant Central Receiving, UPS, Fed Ex, or by freight line truck. All delivered boxes and/or items are to be checked and signed for by an employee of the Bookstore.

Procedures

A. All cartons or containers should be visually inspected for damage. This should be done before signing for receipt of the shipment. If damage is discovered, it should be noted on the shipping document.

B. The carton identified as containing the packing slip should be opened first. The packing slip should be identified and matched with the corresponding receiving copy of the purchase order. If a packing slip/invoice is not found, the receiving copy of the purchase order should be used to verify the order. The order should be inspected, counted, and verified against both the packing slip/invoice and the purchase order. Correct items, quantity received, price discounts, etc. should be verified. Accuracy is very important when receiving products into inventory.

C. The individual receiving the shipment should initial and date the packing slip. Any discrepancy should be noted.

D. If the order is correct, complete, and in proper condition, the packing slip should be matched to an invoice and be processed for payment.
E. If the order is incomplete due to shortage, shipping error, damage, etc. or is incorrect for any other reason, the packing slip must be held until order is complete, and the vendor must be immediately notified of any shortage so that they can rectify the problem.

PROCESSING INVOICES AND CREDIT MEMOS

Policy Payment for merchandise for resale or for use by the Bookstore may be processed only with an original invoice. Payment cannot be made from a statement, although a statement may be used to verify that all invoices have been received during a specific period. Payment of invoices and reconciliation of credits should be processed carefully to ensure the Bookstore neither pays too much nor receives too little credit. Credit memos have the same value as money and should be treated accordingly.

Procedures

A. To verify that all merchandise was received and that everything is in order for payment, an invoice is matched with the corresponding packing slip/receiving document and the purchase order. If the packing slip/receiving document does not match, the Publisher should be contacted immediately.

Credits are matched with return/charge back forms to ascertain completeness, correctness, and accuracy. If the credit memo does not match the credit request, the vendor should be contacted immediately.

B. If everything is in order for payment, a copy of any invoice and/or credit memo is forwarded to the Business Office for payment. An Excel spreadsheet summary of invoices and credits is also sent with copies and dated. The Bookstore Accounting Clerk also keeps copies of these items for future reference if necessary.

SELLING NON-RETURNABLE BOOKS TO WHOLESALERS On occasion, the bookstore will be left with unsold copies of textbooks which are no longer returnable to their vendor. When this situation occurs, the bookstore tries to offset some of its losses by selling the book to a wholesaler at wholesaler price (generally 30 – 50% less than the amount the bookstore paid for the book).

STUDENT RETURNS AND EXCHANGES

Policy

GENERAL INFORMATION

-Absolutely no refunds or exchanges are accepted without an original ABAC Bookstore cash register receipt. No exceptions can be made. Copies are not accepted. For online purchases from the ABAC Bookstore’s website, an online confirmation slip or the packing list included with a textbook order may serve as a receipt.
-All returns are subject to management’s scrutiny. The Abraham Baldwin Agricultural College Bookstore reserves the right to refuse any item for refund. TEXTBOOK REFUNDS

-For full semester classes, you may receive a refund for any reason for the first five business days of the semester. The receipt date must indicate the books were purchased for the current semester. All textbook sales occurring after the first five business days of the semester are final. For summer, short semester and/or session classes, all returns must be accompanied by a drop slip and will only be accepted the first three business days of the session. The receipt date must indicate the books were purchased for the current session. All textbook sales occurring after the first three business days of the short semester and/or session are final.

-Books must be returned in the same condition in which is was purchased in for a 100% refund. Books purchased as NEW with writing, highlighting, earmarks, bumped corners, water damage, and pages removed, etc., will be refunded at the same amount as the retail price of the USED textbook. Abraham Baldwin Agricultural College Bookstore reserves the right to refuse any item for refund based on the condition in which the item has been brought back.

-Shrink-wrapped textbooks and shrink-wrapped textbook bundles must be returned unopened in original packaging to receive a 100% refund. Some exceptions are made once there is verification, by a full time staff member, that all pieces are returned and any access codes, where applicable, are unopened.

-Study guides, dictionaries, optional books, and general study aids are not eligible for a refund.

GENERAL MERCHANDISE

-No refund is available for hardware, software, and assorted computer supplies if opened. Exchanges for unopened items are solely at the discretion of the bookstore management. Defective products must be reconciled with manufacturer according to terms of item’s warranty and are not returnable to the store.

- Clothing, supplies, and other forms of general merchandise may be EXCHANGED only. All original hangtags must still be attached to clothing items.

- Candy, drinks, and all health & beauty supplies are not eligible for return or exchange.

Procedures

A. All refunds/exchanges require a cash register receipt as proof of purchase.

B. Bookstore Management or their designee will process the return/exchange via the Point
of Sale (POS) system.

C. Items returned will be circled and initialed by cashier on all receipt copies. The amount owed will be given to the customer in the same form in which they originally paid.

METHODS OF PAYMENT

Policy The Abraham Baldwin Agricultural College Bookstore accepts cash, checks, bank charge cards (Visa and MasterCard), and General Dollars on the ABAC Gold card as methods of payment. During certain, limited periods of the year, the Bookstore accepts financial aid credit and third party vouchers.

Procedures A. Personal Checks

1. For students a valid Abraham Baldwin Agricultural College Gold Card is required. Anyone without a valid ID, with the exception of employees of the College, must provide two other forms of ID. If the customer does not have any form of ID, their check cannot be accepted.

2. Checks must be made payable to Abraham Baldwin Agricultural College with correct address, telephone number, name and identification number on the face of the check. The check must be signed by the person whose name appears on the check. Counter checks are not accepted.

3. If the check belongs to someone other than the student (parent, guardian, relative, etc.), the student's name, local address, telephone number, and student ID must also be written on the check.

4. A two-party check will not be accepted. Students attempting to use a two-party check should be referred to the Business Office. Any check made out to any entity other than Abraham Baldwin Agricultural College should be referred to the Business Office.

5. If the check is accepted, it should then be imprinted for deposit via POS system and inserted in the cash drawer.

B. Travelers’ Checks or Money Orders A traveler's check or money order must be processed in the same manner as a personal check. The customer must have proper identification and endorse it in the presence and view of the cashier. No prior approval is required.

C. Bank Cards (Visa and MasterCard) Customer's bank card must be processed through the POS system. If the back of the card is unsigned, the cashier should ask for the customer’s ID.

The amount of the sale will be entered for authorization. Upon authorization, the register will print the charge form. The customer must sign the charge slip. The signed copy, after
the signature is compared with the back of the card, will be inserted in the cash drawer, and the customer will be given their receipt. A third receipt copy is also printed and kept for the Bookstore’s file for future reference if needed.

SALES TRANSACTIONS AND SECURITY

Register Unlocked and Unattended An employee should never leave his or her register unlocked and unattended. If the shift is over and the replacement employee has not arrived, the employee must remain at the register. In the event it is absolutely necessary for the employee to leave, he or she must first notify the Bookstore Manager or other supervisor.

Location of Cash until Transaction Completed Cash tendered should never be put into the cash drawer until the transaction is completed satisfactorily. The money should be left on the ledge above the drawer or across and on top of the drawer (in sight of the customer) to forestall disputes about the amount of cash tendered. The cash tendered should not be easily reached by the customer or any other bystander. The register drawer should be closed after each transaction to avoid theft.

Money to Restock Register or Make Change Money used to restock a register should be issued by Bookstore Management and put immediately into the cash register by the cashier.

Large Bills Bills with a denomination of larger than $10 should be checked for validity using counterfeit markers provided at the register.

Periodic Transfer of Cash to Safe During high volume periods, money (checks, bank cards, etc.) should periodically be removed from the register and deposited in a safe or other designated place. Bookstore Management should be notified of such a situation.

Accuracy Employees should never allow themselves to be rushed, either by a customer or by the formation of a long line. Accuracy is vital, and hurrying through transactions can cause crucial errors. If a long line forms, the employee should summon Bookstore Management who will, if possible, open another line.

Quick-change Artists Employees should be aware of the tactics of quick-change artists (e.g., interrupting and distracting the cashier during a transaction with repeated questions and requests), and how to deal with them (e.g., completing one transaction at a time, always having the money tendered in plain sight, slowing down to ensure accuracy, and if necessary, calling for assistance).

CHARGE SALES TO STUDENTS

Policy Sales may be charged to any valid Student account with available funds via the POS system. The student’s Abraham Baldwin Agricultural College Gold Card must be presented to verify the student’s identity and the credit amount available to the student.

Procedures Students receiving financial aid may charge Bookstore merchandise by
presenting their ABAC Gold Card to the cashier. Their account will be verified for funds at that time via the POS/Banner interface. The purchase should then take place via the POS system. The customer should be issued and should retain a copy of the register receipt for his or her records.

**CHARGE SALES TO COLLEGE DEPARTMENTS AND DIVISIONS**

**Policy** The Bookstore is authorized to charge purchases made by other College departments or divisions upon request by said department or division.

**Procedures** All sales to departments and divisions must be transmitted through the POS system as a bid or quote. Inventory is not removed at this time but documentation is made. Once funds are received from the department via check or transfer in Peoplesoft, then inventory is adjusted or it is processed through the POS. The department or division representative must sign for their purchase. A copy of the receipt is then given to the purchaser to pass through proper channels as determined by their department or division.

**DAILY BALANCING OF CASH** Each day the contents of each cash drawer for each sales register will be balanced and total receipts placed in the safe. The revenue is then deposited with the Cashier in the Business Office.

**Procedures**

A. At the end of each day the contents of the cash drawer will be listed, counted, verified and balanced against a POS generated register report using the Bookstore’s daily transmittal spreadsheet.

B. Each register is then verified by a member of Bookstore Management and all registers are combined together to be deposited with the Business Office. POS reports to verify the deposit are included with the deposit and are also kept filed by date in the Bookstore.

**END OF FISCAL YEAR INVENTORY**

**Policy** An inventory will be conducted annually as near to June 30 as possible. Every item for resale in the store must be counted and entered into the Bookstore’s ICS. All items with discrepancy in counts should be recounted to ensure that counts are accurate. Corrected inventory once verified is then downloaded into the Bookstore’s Inventory Control System (ICS). The Moultrie store is pre-counted and recorded on inventory sheets to be scanned the first day of inventory. All discrepancies are then counted/verified by Moultrie employees.

**Procedures**

A. Prior to the beginning of an inventory, employees will arrange all items neatly and orderly, grouping and blocking all like items to facilitate counting and recording. In doing
this, the employees will prepare items to be scanned into the ICS for compiling.

B. All Bookstore personnel will count and indicate quantities counted. The Bookstore Manager and Accounting clerk work together to scan, call out quantities, and record the items using the trakker. An inventory report is printed to check for any obvious inconsistencies; some recounting may be done to assure accuracy.

C. After the count is completed, the cost and retail price are verified for correctness and accuracy.

D. After the inventory has been completed, the Bookstore Manager will spot check for accuracy as well as look at anything that seems really incorrect before final adjustments are made through the POS system.

E. A list of items returned to their vendor but not yet credited is made available.

F. The inventory reports and other accounting reports are used to complete the inventory, the year-end financial statements, and the auditor’s calculation.

DEPARTMENT CATEGORY INVENTORIES

Throughout the year, all department categories such as new and used textbooks or supplies will be counted in the above manner to ensure that ICS stock on hand counts are correct.

PETTY CASH A petty cash fund is authorized for the Bookstore; however, in certain situations, extra cash may be requested and obtained from the Business Office for the exclusive purpose of maintaining adequate change funds for cash drawers. The amount will be specified in the authorizing letter.

STORE SECURITY, LOSS PREVENTION, AND EMERGENCIES

Security and Emergency Telephone Numbers Security and emergency telephone numbers will be posted throughout the Bookstore by all telephones. They are as follows:

Police (Public Safety) – 391-5060

Other Emergency Services - 911

Presence of Security Uniformed security is generally used for asset protection during the book rush occurring during the first week of each new semester as well as during book buyback.

Internal Theft, Shoplifting, and Security Breaches Employees must constantly be on the alert to prevent internal theft, shoplifting, and breaches in security. All Bookstore personnel should be trained on what to look for to identify shoplifters and breaches in security.
Reporting a Shoplifting or Theft To report a shoplifting case, an employee must observe what item is taken and where it was concealed. The employee must keep the suspect in their line of sight from the time the suspect is observed until the supervisor or security personnel are notified. An employee cannot accuse the person of shoplifting or physically touch the person. Instead the employee should ask the suspect to come with him to talk to Bookstore Management. Security camera footage may also be used to identify thieves and/or track their movements throughout the store.

All shoplifters will be prosecuted, including employees who commit internal theft.

Robbery The following are guidelines in case of a robbery:

- Above all, employees must cooperate with the perpetrator. Never question or try to dissuade a robber;
- Give the person exactly what they ask for. Do not offer anything additional;
- Try to note a description. Remember things that distinguish him or her from others, i.e., facial hair, hair color, approximate height, weight, age, and race;
- Listen carefully to what is said and note the person’s voice characteristics;
- Note the direction of travel or flight after the confrontation. Do not follow the suspect;
- Notify the Police, Security, and Bookstore Management immediately.

Fire The following policy guidelines relate to preventing fires and what to do if a fire occurs:

- Avoid creation of fire and safety hazards (e.g., empty boxes and equipment left in aisles of sales and/or stock areas).
- All employees during initial employment orientation and periodically thereafter will be familiarized with the location of, and how to use, all fire extinguishers, fire alarms, fire escape measures and routes, and emergency exits.
- When an employee sees smoke or fire, Bookstore Management should be immediately informed. In case of a fire, 911 should be called immediately.

In case of fire drill or an actual fire:

- Ask customers to leave merchandise on the counters and exit the store in a quick and orderly fashion.
- Cashiers should exit their particular register, ensuring it is logged off and locked until the
area is again secure.

- See that all disabled employees and customers are assisted in leaving.

- Employees should insure that all customers have exited before exiting the store themselves.

Power Failure The following guidelines should be followed in case of power failure that lasts for more than a few seconds:

- Flashlights designated for this purpose and provided by the Bookstore should immediately be secured, turned on and used to accomplish other actions described in this section.

- All work stations (registers, desks, etc.) should be secured.

- Whenever authorized by Bookstore Management customers will be asked to leave or, if necessary, escorted from the building by employees with flashlights. Customers will be asked to leave on counters or shelves all merchandise not already purchased.

- Employees will observe exits to ensure orderly exiting of customers and to watch for possible shoplifting.

Severe Weather Conditions

Employees of the Bookstore will comply with policies and procedures applicable to all College employees and areas pertaining to severe weather conditions which are available on the ABAC Police Department website.

POLICIES AND PROCEDURES Each employee will be given reasonable paid work time to read manual sections pertaining to the Bookstore - all of Section 1004 of this Manual. Upon the completion of reading, the employee must verbally acknowledge that he or she has read and understood the manual.

FOOD SERVICES Abraham Baldwin Agricultural College contracts the operation of its Cafeteria to a competitively selected food service vendor. This facility serves a variety of meals and snacks. Operating hours vary during the year. Requests for catering services, or items for special events, should be made directly through the Continuing Education Department of the College. All services of the facility may be purchased by Faculty and Staff.

VENDING SERVICES Vending machine operations are a part of Auxiliary Services, under the supervision of the Vice President for Planning and Operations. A competitively selected vendor operates these services on a commission basis. Vending machines are located throughout the campus and provide snacks, soft drinks, juices, and the like. To obtain a refund, when machines fail to render the product or return the money, the user must visit the Bookstore to receive reimbursement. The user should direct complaints to
this person so that appropriate individuals can be notified and corrective action taken, when appropriate. Requests for installation or removal of machines or other questions related to vending should be directed to the office of the Vice President for Planning and Operations.

ABAC 7.2.6 Budgets

The Vice President for Planning and Operations has primary responsibility for providing assistance to the President in the preparation and control of College budgets. There is a division of authority and responsibility incorporated into the University System of Georgia policies and procedures concerning the administration of financial resources. The chief executive officer (President) of the College "shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as well as promote the efficient operation of the institution". Sole authority and responsibility for the management of financial resources reside with the Vice Chancellor for Planning and Operations and Treasurer of the Board of Regents. The chief business officer of an institution (Vice President for Planning and Operations of Abraham Baldwin Agricultural College), in all financial matters, acts as an agent of the Treasurer of the Board of Regents within authority specifically delegated by the Treasurer. "The Vice Chancellor for Planning and Operations and Treasurer are authorized, with the approval of the Chancellor, to delegate to the chief business officer of any institution the authority to execute any and all documents which may be necessary, required or desirable in order to provide proper fiscal management of funds given to the institution or to the Board of Regents for the benefit of the institution concerned".

The relationship between the President and the Vice President for Planning and Operations (acting as an agent of the Treasurer of the University System of Georgia) in all matters of budget preparation, expenditures and financial management is based on fiduciary principles. The President reports regularly to the Board of Regents, through the Chancellor, on the operation of those aspects of the institution under his control. The Vice President for Planning and Operations, through audits, reports and the PeopleSoft financial accounting and reporting system (directly accessible by the Office of the Treasurer of the Board of Regents) is constantly monitored for compliance with Board of Regents policies and procedures and fiscal accountability.

The Board shall make the allocation of funds to several institutions at the April meeting or the next regular meeting following the approval of the Appropriations Act or as soon thereafter as may be practicable in each year and shall approve the budgets of the institutions and of the office of the Board of Regents at the regular June meeting in each year, or as soon thereafter as may be practicable. (Bylaws, Article VIII)

The Board of Regents shall be the only medium through which all formal requests shall be made for appropriations from the General Assembly and the Governor of the State of Georgia.

For a more detailed overview of the budget process, refer to Section 8 of the Board of
The Board of Regents Policy Manual, Section 702 sets forth basic budget policies as follows:

"Financial and budgetary procedure for the University System shall divide financing, accounting, and operation of Planning and Operations into two parts: first, educational and general facilities, such as cost of instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowships, and such income as student fees, federal grants, endowment income, vocational funds, income from sales, gifts, rentals, and other related items; and, second, auxiliary enterprises, such as dining halls, dormitories, and other related items.

"Educational and General: Under this arrangement, the first division--educational and general facilities--will be financed with income derived under this division and with funds provided by the State. Any savings made in operation of this division shall be expended only at the direction of the Board. The Board shall also consider any loss that may occur in its operation.

"Auxiliary Enterprises: The second division--auxiliary enterprises--shall be placed on a self-supporting basis, and the State will not make an appropriation to finance its operation. Funds collected from these enterprises will be used to provide the best possible services that can be provided for the amount charged without subsidy or support from the funds of the institutions for maintenance and utility services. Accounting records for auxiliary enterprises will be maintained on the full accrual basis of accounting, therefore, funded depreciation will be required for all auxiliary enterprise service equipment, buildings, infrastructure and facilities, and other improvements. The reserve for depreciation will be used for repair and replacement of auxiliary assets according to guidelines provided in Section 15 of the Board of Regents Business Procedures Manual. The funds collected will be left with the institution.

"Operating Budgets: Each institution of the System shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises operations of the institution for the fiscal year within the limit of funds allocated plus estimated internal income of the institution. (BR Policy 702.04) Bonds of public officials authorizing expenditures for any purpose whatsoever that are in excess of budget amounts approved by the Board shall be liable for such unauthorized expenditures. (BR Policy 702.04)

Planning, Development and Administration of Budgets

The President has sole authority and responsibility for planning, development, and approval of the College budget for transmittal to the Chancellor and Board of Regents, subsequent amendments to that budget, and assurance of the integrity of the administration of the budget to effect the mission of the College. He exercises this authority and responsibility by assignment of certain duties and responsibilities to the Vice President for Planning and
Operations.

The College prepares an appropriately detailed annual budget. The two principal categories of budgeting are for Personal Services (salaries, benefits, including student and graduate assistant wages) and Non-Personal Services (travel, operating expenses, and equipment). Each subcategory is further divided into individual line items such as supplies and materials, repairs and maintenance, printing, subscriptions, computer charges, telecommunications, etc.

Each institution submits their original budget for approval by the Board of Regents. The original budget and subsequent amendments serve as the basis upon which institutional financial performance is assessed each year through regular reports to the Board (Section 8.5; Board of Regents Business Procedures Manual).

Budgetary control is the responsibility of the President, assisted by the Vice President for Planning and Operations. Revisions in the budget are made through budget amendments that follow a prescribed approval process. According to University System policy, directives and procedures, the institution maintains a centralized system of budget control, and renders monthly interim budget statements to department heads.

The budget process in the University System of Georgia begins with a legislative request made by the Board of Regents for its institutions. Therefore, before the legislative request by the Board, the Chancellor transmits to the President of each institution instructions for the preparation of budgets. The President, with the assistance of the Vice Presidents, gathers information, including projected enrollment, new program funding requests, and other such information, to assist in the preparation of the College's request for funds. The President presents this information to the Chancellor.

Budget hearings are held in the Spring of each year by the President, the Vice President for Planning and Operations, Vice President for Academic Affairs, and Vice President for External Affairs. Departmental budget managers present their needs and requests for operating funds for the upcoming fiscal year. Upon receipt of the allocation from the Board of Regents, the President, through the vice President for Planning and Operations and the Budget Manager, distributes Personal Service Worksheets to the Departmental Budget Managers. Instructions are given regarding the total percentage of funds available for awarding as salary or wage increases. The Departmental Budget Managers recommend increases, which are then reviewed by the Vice Presidents and President. Final approval for all increases resides with the President.

Based on these modified and/or approved requests, the staff of the Vice President for Planning and Operations prepares a budget plan for the operation of the College from July 1 through June 30 of the succeeding fiscal year. When completed and published, it is forwarded to the Board of Regents over the signature of the President and, once approved, becomes the official budget for the College.

The Comptroller publishes copies of the official budget and distributes copies to each
appropriate Administrative Head for all budgets and accounts within his or her area of responsibility. The Comptroller ensures that budget data are keyed into the PeopleSoft financial, budgeting, and human resources systems and any other College subsystems.

Student Activities Budgets. To provide for funds for certain educational, cultural, recreational, or social purposes for the benefit of the College’s students, Abraham Baldwin Agricultural College will, after approval by the Board of Regents, charge mandatory Student Activity Fees. The College will recommend to the Board of Regents the amount of such fees to be charged to the students. When approved by the Board of Regents, such fees are mandatory and all fees collected are subject to the control and audit of the Board of Regents and the provisions of this Manual.

The President and the Vice President for Planning and Operations will annually review the budgets for the proposed use of Student Activity Fees and the President will certify to the Board of Regents that the proposed expenditures for such fees are for educational, cultural, recreational or social purposes for the benefit of the students. All Student Activity Fees collected by the College will be budgeted and administered in accordance with the administrative procedures of this Manual. In addition, the advice and counsel of an advisory committee, (Student Budget Committee) appointed by the President and composed of at least fifty (50) percent students, will be considered in the preparation of budgets and in the use of these funds (BR Policy 704.021). All payments from Student Activity Fee funds will be made by the Vice President for Planning and Operations upon receipt of a properly approved invoice, contract or other such payment document.

Budget Maintenance. The Office of the Vice President for Planning and Operations will provide monthly Appropriations Ledger History Reports and Budget Progress Reports to each budgetary administrative unit and, through the Director of Budgets and other appropriate staff, will assist Departments, Divisions, and other Units, in interpreting and maintaining each budget account throughout the fiscal year.

Budget Amendments. To amend any part of a Department's/Unit's budget during the fiscal year, a Department/Unit Head or other official responsible for a budgetary unit must prepare and submit to the appropriate Dean, Director or other Administrative Head, a Budget Amendment Request (Letter or Memo). As a minimum this request should include the following for each account for which an amendment is requested:

- Account Number
- Description,
- Amount for each account being amended
- Brief justification for the change requested

Upon written approval of the appropriate Department Head, Dean, and/or Vice President the request is routed through channels to the President. When approved by the President (or his Designee), the Vice President for Planning and Operations forwards the request to the Budget Manager, who will review for accuracy of such concerns as account detail, improper cross-funding, policy compliance, and then enter the amendment into the Budget and
Accounting Systems. Quarterly amendments are submitted to the Board of Regents by the Comptroller via online spreadsheets. For a detailed overview of this process refer to Section 8.6 of the Board of Regents Business Procedures Manual.

**ABAC 7.3.2.1 Student Fees**

**Student Activity Fees**

The President, or his designee, shall appoint a Student Activity Fee Committee (SAFC) consisting of ten (10) persons to include the following:

- The President of the ABAC Student Government Association (SGA)
- Four (4) students to be selected by SGA
- One (1) non-student member to be appointed by the Vice President for Planning and Operations
- One (1) non-student member to be appointed by the Vice President for Student Affairs
- One (1) non-student member to be appointed by the Vice President for Academic Affairs
- Two (2) members to be appointed by the President.

**Responsibilities**

The President shall be responsible for appointing and charging the SAFC.

**Fee Proposal Process**

Once per year, and prior to submission for BOR approval, the SAFC shall provide review, advice and counsel regarding the proposed Student Activity Fee. The Vice President for Planning and Operations and the Vice President for Student Affairs shall be responsible for the timely preparation of the Student Activity Fee proposal. The Vice President for Student Affairs shall be responsible for convening the SAFC and presenting the proposed fees to be considered by the BOR for the coming year.

The student members of the SAFC, under the direction of the Vice President for Student Affairs, shall be responsible for the solicitation of student input prior to the meeting of the SAFC.

The Vice President for Student Affairs shall provide a written report to the President on behalf of the SAFC regarding the proposed Student Activities Fee.

Upon receiving the aforementioned report the President shall present a proposed Student Activity Fee proposal to the Cabinet for consideration. Upon Cabinet approval the Student Activity Fee proposal shall be forwarded to the BOR by the Vice President for Planning and Operations.

**Student Activity Fee Allocation Process**
The Vice President for Student Affairs shall be responsible for preparation of the Student Activities Budget based upon the anticipated Student Activity Fee revenue, as projected by the Vice President for Planning and Operations. The annual budget shall reflect debits and credits to the Student Activity Reserve Account.

The Vice President for Student Affairs shall establish guidelines and processes for allocation of the Student Activities Budget. Allocation of Student Activity Fees shall be in keeping and support of the mission of the College. Guidelines for the expenditure of these funds shall be in keeping with all College and BOR policy and in keeping with relevant state and federal law.

Upon preparation of a preliminary Student Activities Budget, the Vice President for Student Affairs shall convene the SAFC and present the budget for their review, advice and counsel.

The student members of the SAFC, under the direction of the Vice President for Student Affairs, shall be responsible for the solicitation of student input prior to the meeting of the SAFC.

The Vice President for Student Affairs shall provide a written report to the President to include the proposed Student Activities Budget and comments from the SAFC on the budget.

Upon receiving the aforementioned report the President shall present a proposed Student Activity Budget to the Cabinet for consideration. Upon Cabinet approval the Student Activity Budget shall be incorporated into the College budget.

**All Additional Mandatory Fees**

Additional mandatory fees covered in this policy include:

- Intercollegiate athletic fees
- Student health service fees
- Transportation or parking fees (if the latter are charged to all students)
- Technology fees
- Facility fees

The President, or his designee, shall appoint a Mandatory Fee Committee (MFC) consisting of ten (10) persons to include the following:

The President of the ABAC Student Government Association (SGA)
Four (4) students to be selected by SGA
1 non-student member to be appointed by the Vice President for Planning and Operations
1 non-student member to be appointed by the Vice President for Student Affairs
1 non-student member to be appointed by the Chief Information Officer
1 non-student member to be appointed by the Vice President for Academic Affairs
1 member to be appointed by the President.
Responsibilities

The President shall be responsible for appointing and charging the MFC.

Proposal Process for All Additional Mandatory Fee

Once per year, and prior to submission for BOR approval, the MFC shall provide review, advice and counsel regarding the proposed mandatory fees (excluding Student Activity Fees, which will be handled by the Student Activity Fee Committee). The Vice President for Planning and Operations shall be responsible for the timely preparation of the proposed mandatory fees. The Vice President for Planning and Operations shall be responsible for convening the MFC and presenting the proposed fees to be considered by the BOR for the coming year.

The student members of the MFC, under the direction of the Vice President for Student Affairs, shall be responsible for the solicitation of student input prior to the meeting of the MFC.

The Vice President for Planning and Operations shall provide a written report to the President on behalf of the MFC regarding the proposed mandatory fees (excluding Student Activity Fees).

Upon receiving the aforementioned report the President shall present the proposed mandatory fees to the Cabinet for consideration. Upon Cabinet approval the mandatory fee proposal shall be forwarded to the BOR by the Vice President for Planning and Operations.

Allocation Process for All Additional Mandatory Fees

The Vice President for Planning and Operations shall be responsible for preparation of budgets resulting from assessment of mandatory (excluding Student Activity Fees, which will be handled by vice President for Student Affairs). Annual mandatory fee budgets shall reflect debits and credits to appropriate reserve accounts.

The Vice President for Planning and Operations, in concert with appropriate persons, shall establish guidelines and processes for the expenditure of mandatory fees in keeping and support of the mission of the College. Guidelines for the expenditure of these funds shall be in keeping with all College and BOR policy and in keeping with relevant state and federal law.

Upon preparation of the mandatory fee budgets, the Vice President for Planning and Operations shall convene the MFC and present the budget(s) for their review, advice and counsel.

The Vice President for Planning and Operations shall provide a written report to the President to include the proposed mandatory fee budgets and comments from the MFC on
the budget.

Upon receiving the aforementioned report the President shall present a proposed mandatory fee budgets to the Cabinet for consideration. Upon Cabinet approval the mandatory fee budgets shall be incorporated into the College budget.

**ABAC 7.3.6 Student Accounts**

The Student Financial Services, which reports to the Vice President for Planning and Operations, is responsible for Student Accounts, including, but not limited to, all accounting functions for student billings, payments, refunds, , and financial aid receipting. The personnel of the Student Financial Services and other Planning and Operations staff assigned on a temporary, as-needed basis, will perform the business and finance functions of Student Accounts during Registration.

The Financial Aid Office, which reports to the Director of Enrollment Services, is responsible for the receipt of applications, processing of applications, determination of eligibility, making of awards, notification of awards, and all other functions concerning Student Financial Aid before, and including, the notification of an award. A clear and distinct delineation of responsibility must be made in this area. The Student Financial Services staff has no formal involvement or responsibility with Student Financial Aid before the actual award of such aid. This is solely the duty, function and responsibility of the Office of Financial Aid. Subsequent to the award the Student Financial Services staff is responsible for setting up accounts receivables; processing all proceeds of awards; issuing bills for student aid, where applicable; making refunds according to requirements of the donor, granting or lending agency, and policies and procedures of the University System of Georgia; performing all accounting and reporting functions for the student aid funds; and administering any other related post award Planning and Operations operations. In the handling of student financial aid, the College must meet all requirements of Federal and State agencies.

**STUDENT ACCOUNTS BILLING AND ACCOUNTING** The Director of Student Financial Services is responsible for developing systems and procedures to handle student accounts billing and accounting functions, in an accurate, efficient, and timely manner.

**INTERNAL OPERATIONS PROCEDURAL GUIDES** The Director of Student Financial Services and/or designated members of this Department's staff are responsible for developing and publishing detailed procedural guides and processes for employees of the Department and for those used temporarily for Registration. These guides and instructions and training sessions will be used to train thoroughly its employees in Registration procedures. Such documents and training sessions will cover, but not be limited to, the following:

- Establishing student accounts receivables;
- Preparing and processing student bills (and letters);
- Processing student payments;
Processing payments for scholarship recipients;
Billing scholarship, grant or loan sources, as required;
Processing refunds for withdrawals, administratively dropped classes; Processing grant-in-aid payments;
Placing Holds on student accounts;
Processing returned checks;
Operating payment stations during registration;
Handling Early Registration procedures;
Invoicing tuition assistance accounts;
Processing adjustments to student accounts (tuition, fines, book charge, and similar charges); and
Collecting short-term emergency loan funds.

REGISTRATION PROCESS  The Director of Student Financial Services, with appropriate staff of the Department, will develop Registration procedures in conjunction with appropriate staff of the Academic and Student Affairs Divisions (Enrollment Services, Financial Aid Office, for example). Such procedures, deadlines, and processes will be developed, published and disseminated before the Registration period for academic semesters (when necessary and/or as changes occur) in sufficient time adequately and properly to inform Student's, Faculty and other Administrators involved in, or affected by, Registration so that each will be completely familiar with requirements, and be able to conduct an orderly and efficient process.

FEES Fees are due and payable upon registration. Acceptable payment procedures are based on certain criteria.

DEFERRED FEES For a Student whose fees are guaranteed and will be paid by an outside agency under a document agreement with the College, the College may defer fees up to the amount authorized for a specific academic semester. The College may defer fees up to the amount of aid granted for fees for a specified academic semester for a Student who has an approved College-administered loan or scholarship in process. For a specified academic semester for a foreign Student who has a certificate or other acceptable documented evidence that payment of fees will be made after a statement of charges from the Student has been presented for payment, the College may defer fees up to the limit stated in the certificate or other document. (Board of Regents Policy Manual, Section 704)

TYPES OF FEES Mandatory Fees Mandatory fees are those fees that must be paid by all Students unless waivers are specifically approved by the Board of Regents. There are two categories of mandatory fees:

Fees such as matriculation fees and nonresident tuition mandated by the Board of Regents for all University System students; and

Fees such as activity fees, technology fees and other fees mandated by Abraham Baldwin Agricultural College and approved by the Board of Regents for all Students at the College.
Elective Fees Elective fees are established by the College, approved by the Board of Regents Chancellor (or his or her designee), and paid by Students who elect and/or benefit from the specific services. Examples of elective fees are music fees and liability fees.

PENALTY CHARGES Penalty charges are established to discourage undesirable practices and must be paid according to schedules (College Catalog and Registration procedures, for example) established and published by the College. They are divided into two categories:

Penalty charges approved by the Chancellor or his or her designee for charges such as late registration fees; and

Penalty charges established by the College and approved by the President, for such charges as traffic and parking violations.

FEE WAIVERS The College may waive certain fees only in strict compliance with Board of Regents Policy No. 704.042 and policies published in the College Catalog.

REFUNDS Refunds for Students withdrawing from the College may be made only in the percentages and conditions stated in Board of Regents Policy 704.05 and published in the College Catalog. Refunds of student aid must comply with the requirements of each specific type of aid.

ASSIGNMENT OF STAFF DURING REGISTRATION During Registration, with the approval of the Vice President for Planning and Operations, any employee of the Division of Planning and Operations may be assigned to assist in the timely and efficient registration process by performing duties and responsibilities in addition to those of the employee's regular job.

ABAC 7.4.1. Fundraising and Solicitations

The Abraham Baldwin Agricultural College Office of College Advancement (OCA) is prepared to assist and advise you with fund and friend raising. Our mission is to support the College's efforts to increase private gifts for individual, departmental, and college-wide Programmatic and Non-Programmatic objectives and to provide opportunities for our alumni and friends to be involved.

The Office of College Advancement identifies, cultivates, solicits, and stewards all gifts given to the ABAC Foundation. To best accomplish this task, the OCA also coordinates proposals and gifts to individuals, corporations, and foundations per the definitions listed below. Our office is also responsible for annual special appeals, including faculty and staff giving efforts.

All faculty, staff, and student solicitations must be pre-approved by and coordinated through the OCA. You may contact us at any time for assistance and support of fund and
friend raising.

ABAC 7.5.6 Cash Receipts

The central point for the receipt of any cash (including coins, currency, checks, money orders, charge card authorizations and any other forms of legal tender) is the Business Office. The Head Cashier reports to the Accounting Manager who reports to the Director, of Business Services/Controller.

SCOPE OF CASH RECEIPTS PROCEDURES This procedure is applicable to all cash receipts for Abraham Baldwin Agricultural College by Departments, Organizational Units and Administrative Offices.

A cash receipt may be one of many forms, among which are coin, currency, checks or credit card receipts. All of these will be referred to as cash throughout this Manual.

The transmittal of cash to the Cashier constitutes a deposit. Any authorized person, office or other entity should deposit cash receipts daily to the cashier at the Business Office unless otherwise directed.

Abraham Baldwin Agricultural College requires that proper controls and safeguards be established at all administrative levels to ensure that cash receipts are protected while in the custody of College personnel.

Unless approved by the Comptroller, (no Department/Unit or individual employee, other than the Cashier, shall engage in the collection of cash receipts. Instead individuals or businesses owing money to the College will be instructed to forward any payments (along with a copy of the College's bill, invoice, letter, and other relevant material) to the Business Office.

In cases where prior approval has been given (Bookstore, Continuing Education, and the like), collections of any cash receipts will be according to instruction and procedures of this Manual and as further detailed by the Director of Business Services or his or her designee.

Questions concerning procedures relating to cash receipts should be directed to the Accounting Manager or Office of the Director of Business Services.

CASH TRANSMITTALS All cash receipts must be deposited with the Business Office. Consistent with internal security, only a few employees of Abraham Baldwin Agricultural College should be involved in receiving or handling cash receipts before or after deposit.

Except for the Vice President for Planning and Operations or his official designee, no Department/Unit or Administrative Office has authority to open an account or deposit College funds in a commercial bank, savings and loan association or any other financial organization or institution. In any such case all accounts with financial organizations or institutions will be according to policies of the Board of Regents, with full knowledge of the
Board's Treasurer and Vice Chancellor for Planning and Operations.

All Departments/Units must use a Deposit Transmittal Form developed by the Business Office (Exhibit 400-1) to accompany and record the transfer (deposit) of cash receipts to the Cashier. From this form the Cashier will initiate the accounting entries to record each deposit transaction and issue a computer generated Banner Receipt (Exhibit 400-3 attached) for each Receipt Transmittal. The Banner Receipt should be compared with the Department's/Unit's copy of the Deposit Transmittal form to verify the accuracy of the deposit.

Cash transmittals (deposits) should be personally delivered (not mailed) to the Cashier. The following should be included:

Cash:

Calculator tape of checks, in check sequence, corresponding with the checks total shown on the Deposit Transmittal form. (Checks should be endorsed (stamped) to correspond to the "Payee" on the face of the check. Endorsements should include "For Deposit Only," with the transmitting Department/Unit and Abraham Baldwin Agricultural College identified in the endorsement.); and completed Deposit Transmittal form.

Deposit Transmittal forms should be prepared and signed by the person collecting the cash.

After Cashier’s Receipts have been issued, all supporting documentation (Deposit Transmittal, memoranda, tapes and the like) will be filed, by date and receipt number.

Departments/Units will file, by date, all transmittals and copies of supporting documentation within department files.

CASH SECURITY AND TRANSFER

DIVISION OF RESPONSIBILITY

Division of duties is an essential element in the proper control and security of cash. In Departments/Units having several employees, different persons should be designated and assigned responsibility for receipt of cash, cash deposits and records maintenance of cash transactions so that a single person does not have control over the entire process. This concept should be practiced in the campus Departments/Units as well as the Business Office. For instance, the functions of collecting specific deposits, i.e., Continuing Education, reconciling that area’s deposits and the preparation of the Deposit Transmittal should be assigned to different employees.

EMPLOYEE TRAINING AND INSTRUCTION

Employees who are responsible for receiving or handling cash, or for recording transactions
involving cash, must be instructed precisely as to their duties and responsibilities. It is important that thorough training and instruction be provided each such employee and that policies and procedures be followed closely, so that established controls and security measures will effectively protect both the College and the employee.

PHYSICAL CONTROL OF CASH Proper handling, physical security and adequate records should be stressed with each employee having access to or responsibility for cash or any other College assets (merchandise, supplies, equipment, etc.). Departments/Units receiving cash for Abraham Baldwin Agricultural College are responsible for maintaining security of cash and other property.

The following general guidelines are important and should be known and followed by each employee:

Only authorized persons are permitted in areas where cash is handled;

Doors should always be locked at entrances to areas where cash is handled;

Vault or safe doors will be locked, except during working hours;

Cash registers, drawers, boxes, etc. should not be left unattended unless they are locked;

Employees counting or handling large sums of money should be concealed or moved away from the general public;

Cash must never be left unattended on desk tops; and

Cashiers must endorse checks immediately, or when possible, "For Deposit Only, Abraham Baldwin Agricultural College."

TRANSFER OF CASH Departments/Units receiving cash for Abraham Baldwin Agricultural College are responsible for maintaining the same degree of security when transferring cash from one location to another as is required when cash is handled by employees at their regular places of employment.

The following general guidelines are imperative and must be followed by each employee:

Currency and coins should never be sent through on-campus or interoffice mail. Cash should be delivered personally or by campus security guards;

When very large sums (registration payment deposits, athletic events receipts, concert receipts, book sales, etc.) are being handled, security of cash must be at a maximum. It may be necessary or desirable to obtain security guards during such periods.
Any Department/Unit transferring cash to other offices or banks must provide adequate security. Depending upon the circumstances, it may use police escort, security guards, or at least two employees to ensure effective security.

Bank transfer bags should be kept locked and opened only by authorized persons. Bags containing cash should be secured and never be left open in vaults or safes.

**CASH RECEIPTS PROCESSING**

**GENERAL** The way in which cash is received and the method by which it is processed vary among College units authorized to receive payments. However, all units receiving cash should make daily deposits (whenever activity occurs) and maintain records as required in Section 401 of this Manual.

When a Department/Unit is authorized to receive payments and does not have a cash register system, it must use pre-numbered receipts, or other compensating controls, and total each day's receipts. If more than one employee is involved, it must prepare a daily summary of each employee's transactions, along with a Deposit Transmittal form for total cash transactions. The total must agree with the employees' receipt totals which, along with adding machine tapes for each batch of checks, must be delivered to the Cashier for deposit.

When a Department/Unit receives cash by mail, it must prepare within twenty-four (24) hours of receipt and deliver to the Cashier a transmittal letter showing the date, payer, amount and nature of the payment. It should use its file copy of the transmittal letter to verify the accuracy of the receipt issued by the Cashier for this payment, and to reconcile recording of the transaction.

If, when balancing daily cash receipts, any overage or shortage occurs during receipt verification, it will be returned to the originating Department for verification and correction. Recurring differences will receive the scrutiny of the Accounting Manager. Such overages and shortages are the responsibility of the Department/Unit Head who should be aware of all balancing items.

Pre-numbered Receipt Books for use by authorized Departments/Units will be provided by the Business Office. A Receipt Book Log will be maintained to record the issue of Receipt Books, including signatures of recipient, date issued, receipt numbers, number of books issued and any other information that will attest to the complete record of issue or turn-in. Receipt books must be issued in sequence and used by the Departments/Units in sequence. Duplicate sets of books will not be issued.

**CASH SALES AND OVER-THE-COUNTER RECEIPTS** When a Department/Unit uses a cash register to record cash receipts, the daily cash register tapes with totals must agree with the amount deposited as shown on the Deposit Transmittal form (Deposit Slip). The daily record of transactions should be represented by a file of the cash register tapes and copies of
Deposit Transmittals.

Any employee receiving cash must make a cash register (computer) recording or prepare a pre-numbered receipt. In very unusual cases where neither is available and when it is not feasible to get the payer to make the payment to the Cashier or whenever cash registers or computers are temporarily inoperable, the employee must prepare a "hand receipt" which should include, as a minimum, the date, payer, amount and nature of the payment.

Each day, employees handling cash receipts must balance cash collected and cash register totals or totals of receipt forms prepared.

Employees handling cash should not perform any accounts receivable functions (unless directed by supervisor).

Employees must retain copies of cash receipt forms in numbered sequence and by date, including the original and copies of any "voided" forms.

CASH PAYMENTS BY INDIVIDUALS - CASHIER At the Cashier, individuals regularly make payments to Abraham Baldwin Agricultural College for miscellaneous charges levied by the College. Examples include tuition and fees, parking fines, graduation fees and accounts receivable.

Individuals can make payment in person to the Cashier or, if accompanied by appropriate billing, notice, statement of charges, etc., by U.S. Mail or Campus Mail. In either case a Cashier computerized, numbered receipt is issued for each payment. See Exhibit 400-2 for a sample copy of such a receipt.

When a payment is presented in person the customer receives his or her copy of the Cashier Receipt.

When a payment is received by mail, the Cashier processes the payment and issues a receipt. A receipt may not be sent to the payer when payment is by a check received through the mail. The payer's canceled check may serve as a receipt.

RETURNED CHECKS The returned check procedure is applicable to any check issued in favor of Abraham Baldwin Agricultural College and returned unpaid by the bank on which it was drawn. College policy requires a diligent and continuing effort to collect unpaid checks.

PROCEDURE

Depository Bank The depository bank of the College's Operating Funds Account returns to the Business Office Department all unpaid checks and charges the amount of unpaid check(s) to the Operating Funds Account.

Business Services Office The Business Services Office will process transactions in the
Accounting system to record such unpaid checks and any subsequent entries related to the repayment of unpaid checks and all other related charges. In cases where the unpaid checks are never repaid, the Business Services Office will make necessary accounting entries reflecting this fact.

Control of Unpaid Checks The Head Cashier and to the extent necessary in collections procedures, the Cashier in that division—who has primary responsibility in notifying payer, collecting and recording amounts to cover unpaid checks—retain physical control of all unpaid checks. The Business Services Office prepares and maintains control file of unpaid checks. Returned check file contains the following information:

Name of the drawer of the check, Name of the Payee and/or the endorser, Amount of the check, Date of the check, Bank on which check is drawn, Reason check was returned unpaid Department depositing check, and Record of collection action.

Returned Checks (NSF) on hand will be reviewed monthly and reconciled to the General Ledger listing.

Collection of Unpaid Checks The Cashier is responsible for collecting unpaid checks. Upon receiving a listing and/or the unpaid checks from the Comptroller, the Cashier will notify the drawer of the unpaid check by mail and give notification of the following information:

A check being returned unpaid; 
Check number and amount; 
Reason given by bank for returning the check unpaid, in the case of Stop Payment or Account Closed.;
Request for payment via cash, credit card, cashier's check or money order due immediately by mail or in person to the Cashier;
The amount(s) of "returned check charge" assessed and any other approved collections costs to be paid by the drawer; and
Final action notification letter will be sent on checks not collected.

Payment of Returned Checks. When payment of the full amount of a Returned Check plus all fees and charges assessed to the drawer has been made, the Cashier will receipt and deposit these funds in accordance with the procedures of the Board of Regents.

Returned Checks of Employees. Whenever an employee of Abraham Baldwin Agricultural College is the drawer of a returned unpaid check and fails to make payments according to procedures outlined in Section 404.0104, the Director of Business Services will implement the same procedures to collect the appropriate funds for non-employees.

CASHIER'S DAILY BALANCING AND DEPOSITS At the end of any day or part of a day during which a Cashier in the Cashier has removed assigned cash from the vault and/or received any payments or transacted any business, the Cashier must count the assigned cash, balance it to the receipts analysis, and prepare a bank deposit according to the following
procedures:

A Cashier must prepare, by computer, a Cashier's Daily Report of all transactions. See Exhibit 400-3 for a sample printout;

A Cashier must count and verify the amount of all cash to the Cashier's Daily Activity Report.

A Cashier must ensure that the beginning drawer amount of cash equals the ending amount of cash after the exact amount of the day's receipts has been set aside for deposit to the College's Operating Bank Account; and

A Cashier must enter their daily totals on the Deposit Receipt Report (Green Sheet) to accompany the cash for deposit for the day's receipts. See Exhibit 400-4 for a Sample of this Deposit Receipt Report.

PETTY CASH FUNDS Upon the approval of the Director of Business Services, appropriate funds balance(s) that have been receipted and deposited may be set aside for the purpose of making change or paying small obligations for which the issuance of a formal voucher and check would be impractical. Such funds, in the amount approved by the Director of Business Services, will be known as Petty Cash Fund(s).

Disbursements from such an imprest system are made from time to time as needed and in accordance with provisions of this Manual. At the time of each disbursement, a receipt or petty cash voucher will be obtained and/or prepared. At certain appropriate intervals, or when the Petty Cash Fund is depleted, a voucher with substantiated receipts, petty cash vouchers or other valid documents establishing the use, purpose and nature of the expenditure will be prepared to replenish the Petty Cash Fund by processing a Check Request. A check drawn on the appropriate College account will be issued in accordance with the procedures of this Manual. The Petty Cash custodian will ensure that authorized approvals are included for all documentation.

Documentation for all disbursements from the Petty Cash Fund will be sufficient and complete in accordance with Section 910 of this manual.

Custodians of Petty Cash funds will ensure that these funds are secured, accounted for, and balanced daily in accordance with Section 400 of this Manual.

SURPRISE PETTY CASH COUNTS At least twice each fiscal year, the Head Cashier (or a College employee designated by the Director of Business Services and independent of the custodian of the fund, the cash receipting and posting of the Petty Cash Fund and the processing of reimbursement vouchers) will conduct a surprise count and audit of all Petty Cash Funds. The results of the findings will be reported to the Director of Business Services along with any pertinent recommendations.

UNCOLLECTIBLE ACCOUNTS -- WRITE OFF All uncollectible accounts aged more
than one hundred twenty (120) days from the date of the oldest receivable should be reserved as an uncollectible account. This is the time that more intense collection efforts should commence. In order to accomplish the appropriate recognition of revenue, the following method will be used: Allowance for Doubtful Revenue (Contra Revenue) account should be debited and the Allowance for Doubtful Accounts Receivable (Contra Accounts Receivable) account should be credited. This effectively reverses the revenue from current year operations for both budgetary accounting and GAAP reporting. Fund integrity must be maintained at all times with regard to the uncollectible accounts. When accounts receivable of $3,000 or less are ultimately determined uncollectible and due diligence for collection has taken place, the Accounts Receivable account should be credited and the Allowance for Doubtful Accounts Receivable account should be debited. Write-off of receivables is based upon the aggregate of the debtor, not on individual transactions. For a complete discussion of the processes used to accomplish this, see the processes section of the X drive.

FUNDS MANAGEMENT

BANKING

All depositories, where funds of the College are held in time deposits, will either give a depository bond in some acceptable security company qualified to do business in Georgia, or, in lieu thereof, may deposit with some other depository satisfactory to the Treasurer of the Board of Regents, securities of the following classes, the current market value of which will be equal to or in excess of the amount of the time deposits:

Direct obligations of the United States Government.

Obligations unconditionally guaranteed by the United States government.

Direct obligations of the State of Georgia.

Direct obligations of any political subdivision of the State of Georgia.

Georgia Municipal, County, or State of Georgia Authority Bonds acceptable to the Treasurer of the Board of Regents. (BR Minutes, 1970-71, p. 691)

The President of Abraham Baldwin Agricultural College will determine the bank, or banks, where funds are deposited. He or she will inform the Treasurer of the Board of Regents of the bank, or banks, where funds are deposited. It will be the duty of the Treasurer of the Board to handle all details relative to the bank, or banks, furnishing the required depository protection. (BR Minutes, 1949-50, p.251) The Treasurer of the Board will appoint a person, or persons, at Abraham Baldwin Agricultural College with authority to sign checks drawn on banks where funds of the respective institutions are deposited. Persons so appointed will be authorized to sign any documents that may be required by the banks concerned. (BR Minutes, 1952-53, p.365) The Vice President for Planning and Operations of Abraham
Baldwin Agricultural College has been so designated. (BR Policy 705.01)

Funds Deposited in Time Deposits The Board of Regents has delegated to the College the authority to place funds in time deposits ("Cash in Banks — Time Deposits" and/or "Cash in Savings & Loans — Time Deposits"). To comply with Board of Regents’ requirements, the Vice President for Planning and Operations will ensure the following:

That each account is insured and/or is properly collateralized, with such collateralization on record in the Office of the Treasurer of the Board of Regents;

That deposits are made only to banks and/or savings and loans institutions in the State of Georgia; and

That the term of placement of funds will normally be in short periods, but in no case more than twenty-four (24) months.

When the source of funds placed in time deposits is Trust Funds, the period normally should be short-term in anticipation of appropriate placement in longer term permanent type investments which produce not only income but growth. Although the authority for "Investments" of any and all funds resides exclusively with the Treasurer of the Board of Regents, such authority has been delegated to the College’s Vice President for Planning and Operations. This authority, in writing, must be on file in the Office of the Vice President for Planning and Operations. (See Section 9 Banking and Investments of the BOR Business Procedures Manual)

Recording Interest Earned on N.O.W Accounts and Time Deposits Interest earned from Cash in Banks, both Demand Deposits and Time Deposits, must be recorded in the accounting records according to the guidelines provided below:

Interest earned on CASH IN BANKS - DEMAND DEPOSITS (invested in accounts known as Negotiable Orders of Withdrawal or N.O.W. accounts) is to be budgeted and receipted in Unexpended Plant Funds and, thus, used for Capital Outlay purposes.

Interest earned on CASH IN BANKS - TIME DEPOSITS, in most instances Certificates of Deposit (C.D.), is to be budgeted and receipted as interest earned in the fund group which provides the resource to purchase the certificate(s).

More specifically, resources from Restricted Funds, Auxiliary Enterprises Funds, Loan Funds, Endowment Funds, Unexpended Plant Funds, and Agency Funds — Student Activities, which are invested in Time Deposits, will be recorded so as to appear on the Statement of Net Assets as "Cash and Cash Equivalents".

Internal Control of Electronic (Wire) Transfers To maintain adequate internal control whenever electronic (wire) transfers of funds are used, the following safeguards are to be
followed:

Transactions affected by wire transfers-in are to be recognized by the issuance of a receipt and thereby recorded into the accounting records by way of the Cash Receipts Sub-Systems. All such transactions are to be supported by either a validated deposit slip or a properly executed debit memo from the bank.

Wire transfers out are usually initiated by fax, internet or telephone and should be recorded by general journal in a timely manner. These should be supported by full and adequate documentation.

In the absence of the internal audit function the Vice President for Planning and Operations will ensure that, as a part of the bank reconciliation function each month, all wire transfers-in and wire transfers-out are verified. The bank reconciliation function must be performed by an employee who has no duties directly or indirectly related to receiving or disbursing of funds.

INVESTMENTS

In acquiring, investing, reinvesting, exchanging, retaining, selling and managing property for the benefit of another, such executor and/or trustees (Vice President for Planning and Operations and Investment Committee) will exercise the judgment and care under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the man-agement of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital. Within the limitations of the foregoing standard, such executor and/or trustees are authorized to acquire and retain every kind of property, real, personal or mixed, and every kind of investment, specifically including but not by way of limitation, bonds, debentures, and other corporate obligations, and stocks, preferred or common, which men of prudence, discretion and intelligence acquire or retain for their own account, and within the limitations of the foregoing standard, such executor and/or trustees may retain property properly acquired, without limitation as to time and without regard to its suitability for original purchase. The terms "property" and "investment" as used herein will be deemed to mean and include life insurance, endowment and annuity contracts issued by any insurer authorized to do business in the State of Georgia. (Ga. Laws 1973, P. 718) BR Policy 705.02

Insurance Coverage and Collateral Requirements

Insurance coverage on funds invested in any banking or savings institution by Abraham Baldwin Agricultural College, a unit of the University System, has been set by the Board of Regents at the level of insurance coverage provided by FDIC in any one institution.

Should the College need to invest more than the level of insurance provided by FDIC in any one banking or savings institution, the Vice President for Planning and Operations must require the banking institution to provide collateral by depositing acceptable securities with
the Federal Home Loan Bank in Atlanta. The value of these securities must be equal to or in excess of the amount being secured. When requiring such collateral, the banking institution will be instructed by the College’s Vice President for Planning and Operations to advise the Treasurer of the Board of Regents that collateral has been pledged and the nature of such collateral.

Further, the College will advise the Treasurer of the Board of Regents by letter when investments in any one banking institution have exceeded the level of insurance coverage provided by FDIC and, accordingly, that the amounts are in process of being secured.

Investment Objectives It is Abraham Baldwin Agricultural College's goal to be more independent and self-sufficient through the use of investments. To achieve this goal, the primary objective is to preserve the principal and over time increase the inflation-adjusted value of the investable assets. Second, it is expected to provide short-term usable income. Third, long-term growth in both corpus and income is anticipated. These objectives are to be obtained assuming a level of risk consistent with prudent investment practices for such funds. All Endowment and Quasi-Endowment Funds shall be subject to the same high level of prudent investment policy.

Specifically, the total fun annualized rate of return should over rolling five year periods: provide at least a 3.7% premium over the rate of inflation as measured by the Consumer Price Index (CPI); and, outperform an index of balanced fund managers.

Investment Strategy and Manager Evaluation Procedures

The Investment Committee is comprised of five members: the President, Vice President for Planning and Operations, and other members to be appointed at a later date. The members are appointed by the President, in consultation with the vice President for Planning and Operations, and will serve on the Committee initially for a term of three years with annual renewals thereafter.

Investment Committee: It is the Investment Committee's responsibility to direct the Investment and Spending Policy of the College. They are to oversee and evaluate the performance of invested funds in the attainment of the investment objectives. The committee is authorized to engage investment manager(s) for the direct management of the school's investable assets. By such action, the Committee expects to acquire expertise in investment management which will benefit the school's long term asset growth. Delegation of the college's investable assets to an investment manager will provide continuity to asset management despite periodic personnel changes in the Committee's composition, which will enable emphasis on the achievement of long term objectives rather than short term or ad hoc decisions.

The Investment Committee may, at its discretion, exclude from investment the equities of certain corporations or industries.

Investment Manager: The investment manager(s) will have discretion with regard to
individual asset selection to which the investment policy will serve as a general framework within which the funds are to be managed. It is expected that portfolio variability over time should be minimized through prudent diversification both among individual assets and by asset class.

"Prudent Man" Investing: The manager shall not assume a speculative position purchasing securities on margin, sell short or trade in commodity futures contracts. The manager shall not purchase lettered stock or private placements. The use of stock options, puts or calls not permitted without the prior written consent of the Investment Committee.

Portfolio Decision: Where portfolio decisions are outside the portfolio guidelines or are in conflict with stated restrictions, it shall be the responsibility of the investment manager to communicate exceptions to the Investment Committee, or Vice President for Planning and Operations.

Reports - At least quarterly, the manager will provide to the Committee a statement to include:

1. The portfolio composition and performance of each major class of securities including cash equivalents;
2. All transactions in descriptive detail;
3. A disclosure of any deviations from the investment guidelines along with a plan of corrective action;
4. A report of any material changes in policy, objectives, staffing or business conditions of the investment management firm;
5. The listing of individual security holdings and the composition of any commingled or mutual funds (annually).

Invested Assets Review: At least semi-annually, the Investment Committee will evaluate the investment policy and the quality of investment management services. In addition, the investment manager's services will be reviewed for conformity and compliance with the investment policies and guidelines. The committee will review investment reports provided by the investment manager performing an evaluation to include:

The total fund and each asset class.
Measurements of fund through:
nominal, relative and comparative performance,
time weighted returns vs. stock and bond indices,
comparative performance to other similar managers by investment style.

Over a typical market cycle of three to five years, the investment manager is expected to outperform the broad market indices (i.e. S. & P. 500, Shearson Lehman Government/Corporate Bond Index, etc.) and exceed the median of comparable universes.

Results of the Investment Committee's review must be analyzed by the Vice President for Planning and Operations and a written report will be provided semi-annually to the proper
federal and state agencies. The committee's report should include any recommendations and corrective actions to be taken, i.e.:

Should the committee deem the fund's performance to be unacceptable, the fund may be placed with an alternative investment management firm, upon approval by the majority of the committee.

A change in the liquidity needs or risk/return expectations require the guidelines and objectives to be reassessed and restated in writing for agreement by the Investment Committee and investment manager.

**Investment Procedural Guidelines**

The investment policy of the University System and Abraham Baldwin Agricultural College is governed by the "prudent man" rule. The portfolio is to be structured in a manner that will assure investments are made in a prudent fashion, are diversified to minimize the risk of large losses, and principal is preserved, recognizing that changing economic and market conditions may make it impossible for the fund to precisely mirror all aspects of the investment policy at any point in time.

Asset Allocation: The asset allocation policy shall implement the growth objectives for investable assets. The asset allocation in combination with the spending policy shall seek to produce a net inflation adjusted positive total return after spending. The normal asset allocation should be:

Total fund equity exposure should fall within the range of 80% to 40%.

Total fund fixed income exposure should fall within the range of 60% to 20%.

Total fund cash equivalent exposure should fall within the range of 10% to 0% at the discretion of the manager. Deviation/changes from the normal allocation will be made by the investment manager in consultation with the Vice President for Planning and Operations and/or his/her designee(s)

**Equity Investments**

**Philosophy** - The management policy to be followed should be disciplined and consistent. It should accommodate all those events and occurrences considered reasonable and probable. Extreme positions and opportunistic styles are not applicable to the philosophy of the College Endowment Fund, which is to invest funds at a prudent level of risk.

**Policies for Equity Investments**

Industry and company investments shall be based upon demonstrable analysis of prospects from above-average return over a three to five-year period. Emphasis should be placed on growth of earning. Portfolio turnover will be carefully monitored by the Vice President for
Planning and Operations.

Investments shall be made in well-seasoned, quality companies with securities which have sufficient market capitalization to enjoy good marketability. No more than 5% (at time of investment) of the net assets of the Endowment Fund shall be invested in securities of issuers having a record of less than three years operations.

Concentration in any single industry and in any company shall not exceed 15% and 5% respectively of the market value of the Endowment Fund at the time of investment, without consultation by the investment manager with the Vice President for Planning and Operations.

All commercial paper must be rated A1/P1.

Investment portfolio equity holdings diversification - The investment portfolio should be diversified as to equity holdings. The purpose of this diversification is to provide reasonable assurances that no single security or class of securities will have a disproportionate impact on the total portfolio.

Fixed Income Investments

Policies for fixed income securities

a) Investment is restricted to high-quality instruments rated "A" or better.
b) Investments shall be limited to government (federal, state or municipal), agency issues and to corporate issuers having a minimum rating of Baa by Moody's and BBB by Standard & Poor's, at the time it is introduced into the portfolio.
c) The fixed income portfolio shall be diversified between different sectors (Governments, Agencies, Corporates) and different issues within each sector with no one issue comprising more than 10% of the aggregate fixed income portfolio.
d) A minimum of $50,000,000 outstanding in each debt issue and call protection emphasized to assure stable, current income and marketability.

Cash Equivalent Investments

Policies for Cash Equivalents

1. The average maturity of cash equivalent investments should generally range from 30 to 120 days.
2. All certificates of deposit must be with banks or savings and loans insured by the FDIC. Board of Regents' policy will be followed on all deposits of $100,000 or more requiring the amount over $100,000 to be covered by pledged securities.

Investment Income Spending Policy

The policy of Abraham Baldwin Agricultural College concerning the expenditure of income
earned on invested assets is governed by the U.S. Department of Education's regulations and guidelines for those restricted endowment funds. Funds will be spent, only as needed, for necessary costs to operate the institution, costs associated with the administration and management of the endowment funds, and costs associated with the buying and selling of securities. Ref. 34 CFR 628 Subpart E. (628.45)

Allowable Rate: Based on the stated objectives, the initial spending level will be 3% - 4% of the investments' market value, not to exceed the maximum allowable limit of "50% of the earned income", to ensure that the purchasing power of the Endowment Fund is preserved and that some real growth is earned.

Rate Increases: Since there may occasionally be situations requiring a higher percentage of spending from investable assets, in order to assure the short term economic viability of the school, the Investment Committee is authorized to increase the spending rate as necessary on a temporary basis. Such an increase should not be undertaken without a clearly documented justifiable need and in no case exceed the maximum allowable spending level.

Financial Emergency: In the case of a financial emergency spending in excess of the maximum allowable level, for endowment funds, may be exceeded ONLY WITH THE PERMISSION OF THE SECRETARY OF THE U.S. DEPARTMENT OF EDUCATION.

Penalties: Penalty for improper use of endowment funds is repayment to the U.S. Department of Education of an amount ranging from 50% of the amount improperly used to termination of the grant with the entire grant amount plus the income earned on it due, as determined by the Secretary. Ref. 34 CFR 628 Subpart E. (628.43)

Policy for Investment Policy Reviews

The Investment Committee shall review the investment and spending policy at least every three years for conformity with the long and short term goals and objectives of the college. Policy recommendations and significant modifications shall be made only upon approval of the President.

SALE OF SECURITIES The Treasurer of the Regents, with the approval of the Chairman or Vice Chairman of the Board, is authorized and empowered to sell and assign, or request payment or reissue of any and all United States securities of any description registered on the books of the Treasury Department, or registered securities with respect to which the Treasury Department acts as the transfer agency, now or hereafter held by Regents of the University System of Georgia as executor, administrator, guardian, trustee, or in any fiduciary capacity whatsoever, and also to sell and assign any such securities which the Board of Regents is, or will be, authorized or empowered to sell and assign as attorney for, or other representative of, the owner thereof.

The Treasurer of the Board, with the approval of the Chairman or Vice Chairman, is authorized and empowered to receive payment for any matured security and to reinvest the principal or the sum total in a like or similar security. The Treasurer will make reports of
such transactions to the Board as information. (Board of Regents Policy Manual, Section 705.04)

ACCEPTANCE OF GIFTS, BEQUESTS, AGREEMENTS AND DECLARATIONS OF TRUSTS

The Board of Regents has delegated to the President of Abraham Baldwin Agricultural College the authority to accept gifts, bequests, agreements and declarations of trusts at a dollar value of $100,000 or less. The President and/or the Vice President for Planning and Operations are/is authorized to execute, on behalf of the Board of Regents, any documents necessary to provide proper fiscal management of such gifts. The Vice President for Planning and Operations will prepare and submit, through the President, to the Chancellor of the Board of Regents an annual summary report of each gift, bequest, agreement and/or declaration of trust with an initial value of $10,000 or more.

HANDLING THE SALE OF FUNCTION TICKETS The Student Life Office, in the handling and sale of tickets to concerts and other programs, will follow the provisions of this Manual (Section 400) pertaining to receipting and accounting for and the security of cash. All tickets should be numbered and accounted for just as if they were cash. The Business Office will provide appropriate forms to facilitate the audit and accounting for such receipts and tickets.

GUARANTEED TUITION APPEAL Abraham Baldwin Agricultural College students may appeal their guaranteed tuition rate classification by submitting a written letter of appeal to the Vice President for Planning and Operations. When considering appeals, the guaranteed tuition policy of the Board of Regents will be strictly adhered to except in circumstances of military deployment. Appeals which include documented military deployment may be approved for additional periods at the guaranteed rate. The Vice President for Planning and Operations is the final authority for reviewing the appeal.

ABAC 7.6.1 Expenditure of Funds

PERSONAL SERVICES The expenditure of any funds under the jurisdiction of Abraham Baldwin Agricultural College to obtain personal services for, or on behalf of, any Department/Unit of the College, by means of any form of employer/employee relationship, must be accomplished by means of personnel payroll procedures according to the provisions of Section 800, Human Resources Management, of this Manual.

The expenditure of any funds under the jurisdiction of Abraham Baldwin Agricultural College for the procurement of any form of contracted personal services (consultant, architectural, engineering, legal, etc.) must be accomplished according to the procurement procedures of Section 900, PROCUREMENT PROCEDURES, of this Manual.

MATERIALS, SERVICES AND EQUIPMENT The expenditure of funds under the jurisdiction of Abraham Baldwin Agricultural College for the procurement of all materials, services and equipment must be accomplished according to the procurement procedures of
Section 900, PROCUREMENT PROCEDURES, of this Manual. TRAVEL In requiring
certain of its employees to travel in the performance of their duties, Abraham Baldwin
Agricultural College expects to reimburse them for reasonable and necessary expenses as
may be incurred while traveling away from their official headquarters and places of
residence. In cooperation with regulations promulgated by the State Auditor's Office, the
Office of Planning and Budget and the Board of Regents, Abraham Baldwin Agricultural
College has adopted the following regulations regarding travel of employees on official
business of the University System. (BOR Business Procedures Manual, Section 4) TRAVEL
AUTHORIZATION Each employee required to travel in the performance of his or her
duties and entitled to reimbursement for expenses incurred must have authorization from
his or her budget manager for the performance of travel. Approval may be in a Standing
Authorization, for individuals required to travel on a regular or continual basis, or by an
Authorization to Travel Form (Exhibit 500-1) for those individuals required to make
occasional trips.

An Authorization to Travel Form shall indicate the itinerary, estimate of the cost of travel,
mode of transportation, and the purpose of travel. For the purpose of liability insurance
coverage, an employee must note all points/destinations in the planned trip and file the
request early enough for approval to be received from the Office of the Vice President for
Planning and Operations before the date that the requested trip is to take place. The
employee must attach the approved Authorization to Travel Form to the Travel Expense
Statement. (Exhibit 500-2.) Travel Under Standing Authorization All travel under
Standing Authorization must be requested through the Division Chair/Department Head,
and approved by the Vice President for Planning and Operations. The employee must
submit reimbursement statements monthly with a copy of the approved letter from the
Office of the Vice President for Planning and Operations attached to each request.
REIMBURSEMENT Employees must submit all requests for travel reimbursement in a
timely manner, for consideration for reimbursement. Travel Expense Statements that are
outstanding beyond forty-five (45) days will be critically reviewed and a reason for late
filing must be justified before reimbursement procedures begin. Board of Regents'
regulation is that "claims should be paid at least semi-monthly and more frequently if
practicable." SUBSISTENCE Employees must submit reimbursement claims for
subsistence (meals and lodging) on travel expense statements by day, location, and amount
for each meal and lodging claimed. An employee taking annual leave while away from
headquarters on official business is not entitled to subsistence during leave. With certain
exceptions, reimbursement for subsistence within a 30-mile radius of an employee's
headquarters or residence is not allowable. Meals Employees will be reimbursed for meals
at approved rates within certain limits from Tifton. Expenses for three meals at the
approved rate per day, including tax and tips, are allowed. Reimbursement of claims for
fewer than three meals per day will be prorated following the approved schedule for partial
days. Reimbursement for tips will be allowed according to the Attorney General's Opinion
70-28, dated March 6, 1970; tips should be included in the price of each meal.

Meal Expenses Associated With Overnight Travel Employees are entitled to
reimbursement for breakfast expenses if they depart for an overnight trip prior to 6:30
a.m. and for dinner expenses if they return later than 7:30 p.m. The noon meal is not
reimbursable, unless overnight lodging is incurred, departure is before 10:30 a.m., and/or the employee is away from headquarters on the work assignment for more than 13 hours. Subject to circumstances that create a reasonable basis for reimbursement, meals may be reimbursed for the day of departure and return from overnight trips subject to departure and arrival time restrictions. Receipts for meals are not required. Reimbursement is limited to the cost of meals for the individual employee. Employees traveling outside of Georgia should make every effort to remain within the meal limits. However, employees may experience some high cost areas which cause them to exceed the authorized meal expenses. Meal expenses associated with travel to high cost areas outside of Georgia require an additional approval. A written request, indicating the destination, must be forwarded to the office of the Vice President for Planning and Operations. Meal allowances will be determined according to the Federal per diem rates. The Federal per diem listing will be used as a guide for appropriate meal expenses for various cities throughout the United States. High cost areas will be determined by the Federal per diem guide. Meal Expenses Not Associated With Overnight Travel Employees required to travel in the performance of his or her duties and do not stay overnight may be reimbursed for certain meal expenses under the following situations:

The meal is an integral part of a scheduled, official meeting;

The meeting is with persons outside the employee’s department and it continues during the meal. Employees cannot be reimbursed for meal expenses if they leave the premises of the meeting site;

The meal is a scheduled part of an intra departmental meeting or training session and must be approved by the VICE PRESIDENT FOR PLANNING AND OPERATIONS, prior to the event. The meeting must equal or exceed six (6) hours in length and is held more than thirty (30) miles from the employee’s office. The meeting or training session must continue during lunch and the employee does not leave the premises of the meeting site. Reimbursement for such expenses must be documented by a copy of the formal written agenda. THE FOLLOWING STIPULATIONS ARE

It specifically allows for meal reimbursement for institutional meetings.

It has a requirement for the meeting to be held more than 30 miles from the employee’s office.

The meeting or training session must equal or exceed six (6) hours in length and be APPROVED BY THE VICE PRESIDENT FOR PLANNING AND OPERATIONS.

There must be a formal written agenda for the meeting or training session.

The written agenda of the meeting or training session must be attached as supporting document(s) to the travel reimbursement package.

Employees may be reimbursed for noon meals that are part of a required registration fee;
Employees who are more than 30 miles away from headquarters on a work assignment and are away for more than 13 hours may be reimbursed for meals, even if there is no overnight lodging. In this situation, the noon meal is reimbursable. In addition, employees who depart prior to 6:30 a.m. are entitled to reimbursement for breakfast expenses, and employees who return later than 7:30 p.m. are entitled to dinner expenses.

Employees who are reimbursed for any of these circumstances are still expected to remain within the authorized meal limits. Expenses which exceed the authorized amounts must be explained on the travel expense statement and must have prior approval. Travel expense statements that exceed the authorized meal limits will be critically reviewed by the person who is responsible for approving travel expenses, to determine whether the higher costs are justified and allowable. Higher cost areas will be determined by the FEDERAL PER DIEM LISTING. Meal Expenses Incurred While Taking Leave Employees who take an annual or other official leave while on official travel status may not be reimbursed for meal expenses incurred during the period of leave.

Lodging

Reimbursement for all lodging claims must be documented by itemized original receipts. It is expected that reservations will be made in advance whenever practicable, that minimum rate accommodations available will be used, that "deluxe" hotels and motels will be avoided, and that commercial rates will be obtained whenever possible. Many hotels and motels grant commercial rates upon request to State employees who show identification. If an employee stays at a higher cost motel than where a meeting is held, or in a location where more than one hotel is available to the meeting site, he or she must explain and justify charges exceeding reasonable rates.

It should be noted that Act. No. 621, passed during the 1987 legislative session, provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. This optional excise tax is normally 3%, but can be as much as 6% in some locations. Form HMTAX 1, State of Georgia, Exemption of the Local Hotel/Motel Excise Tax (Exhibit 500-3), is available in the Office of the Vice President for Planning and Operations. Employees are required to submit a copy of the tax exempt form when registering at a hotel or motel. It is the employee's responsibility to secure this exemption because reimbursement for taxes may be denied by the State Auditor or the Office of The Vice President for Planning and Operations. When a room is shared with other State employees on travel status, reimbursement will be calculated, if practical, on a pro rata share of total cost. A State employee on travel status, if accompanied by someone, who is not on State employee travel status, would be entitled to reimbursement at a single room rate. Lodging expense cannot be paid other than for overnight hotel/motel accommodations required by the nature or duration of the official travel - not for the convenience of the employee (for changing clothes, as a headquarters, etc.). 503.030201 Authorization for Lodging within the Thirty (30) Mile Radius On occasion, the College officially sponsors conferences and other
functions which require personnel to work at the event. In many cases, the College employees planning and coordinating the event reside or work less than the thirty (30) miles from the scheduled meeting site. The Vice President for Planning and Operations is authorized to approve overnight travel for such individuals that are coordinating College-sponsored events, provided the affected employees are required to begin work within nine (9) hours of completing the previous day’s activities. In addition to mileage, affected employees may be reimbursed for meals and lodging in accordance with provisions of the Travel Regulations included in this Manual. The College is required to keep records of all persons authorized for travel status under this provision. Such records will be maintained in a central file in the Office of the Vice President for Planning and Operations, and must include the names of all persons approved for travel under this provision, the dates of the event, the purpose of the event, the responsibilities of the individuals approved for this travel status and the written and signed authorization of the Vice President for Planning and Operations. Authorization for such travel must be accomplished in advance of the scheduled event. This provision applies only to conference and other College-sponsored events that occur. This provision does not authorize persons to claim travel reimbursement for activities which are part of their normal responsibilities. In addition, this provision would not apply for persons who are required to attend evening meetings as part of their normal responsibilities.

TRANSPORTATION

Vehicles

Reimbursement for transportation within the State will be for use of personally owned (motorcycles excluded), state and rental vehicles. Reimbursement for out-of-State transportation will be by common carrier, unless specific authorization is received prior to the trip for use of a personally owned vehicle. It is expected that such authorization will be granted only under conditions where travel by common carrier would be more expensive or less advantageous to the College. Reimbursement for transportation expenses incurred by use of personally owned vehicles will be at the rate per mile, as provided by law, for actual miles traveled in the performance of official duties.

Initial Point of Departure and Shared Travel

The initial point of departure during an employee's normal work week shall be the individual's residence or headquarters, whichever is nearer the destination point. The initial point of departure on weekends or holidays, however, should be the individual's actual point of departure. Reimbursement will not be allowed for expenses other than those incurred by the employee in travel status; payments to friends or other individuals will not be allowed. Employees must travel together to the same destination in one (1) vehicle.

Odometer Readings

Actual odometer readings must be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. Claims exceeding mileage
computed by the most direct route from the point of departure to the destination (due to field trips, picking up passengers, securing meals at a cheaper place, etc.) must be explained on the Travel Expense Statement.

**Toll and Parking Expenses**

The authorized mileage rate is to include the normal expenses incurred in the operation of a personal vehicle. In addition, toll and parking expenses will be paid for official travel in personal or State vehicles. (Low cost, long-term parking should be used.) A receipt must be provided for reimbursement.

**Use of a College Owned Vehicle**

To reserve a College owned vehicle, the employee must contact the Office of the Vice President for Planning and Operations. If the reason for travel is a student related function and students are to be traveling in the College owned vehicle, the employee must first contact the Office of Student Life for the proper paperwork and liability release forms. If it is determined that the College owned vehicle is available for use, the Office of the Vice President for Planning and Operations will schedule the maintenance for the selected vehicle with the Plant Operations Office. The employee’s Authorization to Travel Form should reflect that a College owned vehicle will be their mode of transportation. The key to the reserved vehicle and a corporate fuel card will be available from the Office of the Vice President for Planning and Operations on the day of departure. Upon returning to the College, the key, fuel card and receipts are to be returned to the Office of the Vice President for Planning and Operations.

**Use of Commercially Leased or Rental Vehicles**

Special authorization must be provided for use of commercially leased vehicles. A letter requesting use of a commercially leased vehicle should be addressed to the Vice President for Planning and Operations, setting forth the justifications for such request. Reimbursement for the cost of a leased or rental vehicle will be at a rate no greater than the cost of mileage per mile allowed for a personally owned vehicle.

Rental will not be authorized for transportation in the execution of official duties routinely involving high volume travel for which transportation by personally owned or College owned vehicles has been previously authorized. Common Carrier Employees are encouraged to travel by College owned vehicles or personal vehicles when feasible. However, when commercial transportation is necessary, employees may be reimbursed for the expenses incurred, provided the appropriate steps were taken to obtain the lowest possible cost. If air travel is required, reservations can only be obtained after the Authorization to Travel Form has been submitted and approved by the Office of the Vice President for Planning and Operations. The Office of the Vice President for Planning and Operations has secured the service of a local travel agency to book all flight arrangements. Airline tickets purchased through this agency will be prepaid by the Office of the Vice President for Planning and Operations and charged to the appropriate budget unit.
Employees who are able to obtain lower rates because of special promotions may do so. The original stub or receipt will be required for reimbursement.

**Limousine or Taxi Service**

Limousine or taxi service will be reimbursed between the employee's departure point and the common carrier's departure point, between the common carrier's arrival point and the employee's lodging or meeting place, if at different locations. An employee is expected to use limousine service when it is available and when arrival or departure occurs during daylight hours. Receipts are necessary for such items and of transportation and a point-to-point explanation is required for each item reimbursed. Baggage handling services (porterage) may be reimbursed when incurred in moving luggage into or out of lodging places and common carriers. The cost for the service must be reasonable and justified on the Travel Expense Statement.

503.0404 Transportation Shared. Employees sharing a ride with another State employee, using either a State or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the expense statement the name of the person with whom they rode and the dates of the trips. Private Aircraft Reimbursement for the use of private aircraft will be at the rate per mile as provided by law for automobiles for the most direct route from the employee's residence or headquarters to the destination point(s), whichever is nearer. May be subject to special rates if prior approvals have been granted.

**MISCELLANEOUS EXPENSE**

**Registration Fees**

Registration fees required for participation in workshops, seminars, or conferences, which an employee is directed and/or authorized to attend, will be allowed when supported by a paid receipt or bank cleared check, showing payment. Any part of a registration fee applicable to meals must be reported as meal expense and not as a registration fee, if the costs can be separately identified.

**Telephone and Telegraph Expense**

Expenses for official telephone and telegraph messages that must be paid for by the employee are allowed. Reimbursement claims shall indicate the location from which made, the person contacted, and number called.

**Other Expense Items**

Expenses for stationery, supplies, and stenographic, duplicating and fax services may be allowable, if reasonable. Any such claims should be accompanied by a written explanation and invoice. Claims for laundry, valet service, theater, entertainment, and alcoholic
beverages will not be reimbursed.

STATE AUDITOR'S COMMENT

The State Auditor has issued the following statement, which is applicable to all employees authorized to travel for the College: Obtaining funds by padding of expense accounts is a misappropriation of public funds. Department/Unit Heads and persons responsible for certifying claims for reimbursements must diligently assess submitted expense accounts for reasonableness and accuracy, as to expenses actually incurred in the interest of the State. Every State employee on travel status should consider seriously the wording of the statement that he or she signs in submitting claims for reimbursement: I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by not less than one year nor more than twenty years of penal service, that the above statements are true and I have incurred the described expenses and the State use mileage in the discharge of my official duties for the State and have not been reimbursed and have not filed nor will I file for reimbursement from any other sources, for paid expenses.

MISCELLANEOUS INFORMATION Included as Exhibits Numbers 500-1, 500-2 and 500-3 are samples of copies of the Authorization to Travel Form, the Travel Expense Statement and the State of Georgia Exemption of the Local Hotel/Motel Excise Tax Form. Employees must use these forms where applicable. If there are questions, doubts or comments, employees should contact the Office of the Vice President for Planning and Operations.

ABAC 7.12.5 Information Technology

ABAC 7.12.5.1 Protection and Security of Records

Data Classification and Management

Purpose

Information is one of Abraham Baldwin Agricultural College’s (ABAC’s) most valuable resources and as such requires responsible management by all members of the ABAC community. This policy describes the roles, responsibilities, and classification for institutional data.

All institutional data should be used with appropriate and relevant levels of access and with sufficient assurance of its security and integrity in compliance with existing laws, rules, and regulations.

Scope

This policy addresses the handling of all forms of ABAC data for all members of the ABAC
community; including staff, faculty, students, affiliates, volunteers or others.

**Institutional Data Definition**

A data element is considered institutional data if it originates or is in the custody and control of ABAC.

Examples of institutional data include, but are not limited to:

- Elements supporting financial management
- Student curricula
- Payroll
- Student Educational Records
- Medical Data
- Human Research Data
- Personnel management
- Intellectual property
- Intellectual research property
- Capital equipment inventory

Information may be considered institutional data if it satisfies one or more of the following criteria:

- Data used for planning, managing, reporting, or auditing a major administrative function.
- Data referenced or used by an organizational unit to conduct institutional business.
- Data included in an official institutional administrative report.
- Data used for academic or research purposes.
- Data used to derive an element that meets any of the criteria above.

A data management structure is required at ABAC to ensure proper handling of institutional data. This data management structure should consist of the following positions:

**Data Trustees**

Data trustees are ABAC executives who have overall responsibility for all the data sets maintained by the units reporting to them. Institutional data trustees consist of the President, Vice-Presidents and the Chief Information Officer (CIO). Individually the data trustees are accountable for all the data sets within their units. The CIO has the additional responsibility for ensuring an adequate and appropriate technical infrastructure is in place to support the data needs of the institution across all divisions. The CIO is to document the data management positions and the users assigned to those positions.

The data trustees are responsible for ensuring that campus institutional data resources are used in ways consistent with the mission of Abraham Baldwin Agricultural College. The data trustees have the responsibility for the appointment and accountability of data stewards.
Data Stewards

Data stewards, designated by the data trustees, are persons who have planning and policy responsibilities for data in their functional areas. Data stewards, or their designees, are responsible for recommending policies, and establishing procedures and guidelines concerning the accuracy, privacy and integrity of the data subsets for which they are responsible.

Individually, data stewards act as advisors to the data trustees and have management responsibilities for data administration issues in their functional areas. They have overall responsibility for the data in the subsets overseen by all their designated data managers.

These responsibilities include:

• Interpreting and implementing federal, state and ABAC policies and guidelines.
• Ensuring data quality and data definition standards are met.
• Identifying the privacy level, such as unrestricted, sensitive, or confidential, for the data subsets.
• Establishing authorization procedures to facilitate appropriate data access as defined by campus data policy and ensuring security for that data.
• Resolving issues related to stewardship of data elements that cross multiple units or divisions. For example, Social Security number may have more than one data steward since it is collected or used in multiple systems, such as financial, human resources, and student systems.
• Developing standard definitions for data elements, including those that cross multiple units or divisions. For example, there should either be a single definition of "full-time employee" or new data elements should be created for each unique definition.

Data Managers

Data managers, designated by the data stewards, are generally operational managers within a functional area overseeing the data for a particular subject area. Data managers have day-to-day responsibility for managing administrative processes and establishing business rules for the transactional systems. They have operational responsibility for the data management activities related to the collection, maintenance, protection, and dissemination of data in their functional areas.

The data manager may authorize operational tasks to be performed by data users outside the units that report to the data manager. The data managers are accountable for the data subsets they manage, whether the data elements are collected or maintained directly by the data manager (or their staff), by data users in other units or by external sources.

Responsibilities include:

• Reviewing and approving requests for access by other ABAC users, as defined by campus data policy.
• Determining the type of access given to ABAC users.
• Assuring compliance with federal, state and campus regulations regarding the release of, responsible use of, and access to, data.
• Training ABAC users in relevant regulations and proper understanding of data.
• Providing data definitions for each data element within the domain of their operational unit(s).
• Communicating any data definition or database changes to the appropriate data administrator.
• Ensuring the accuracy, privacy and integrity of the data they manage.
• Assisting in the design of data warehouse structures that contain data from their subject areas.

Data Users

Data users are ABAC employees who have been granted authorization by the data managers to access institutional data. Authorization is granted for a specific level of access, as defined by the data management policies, solely for the conduct of institutional business.

Responsibilities include:

• Following the policies and procedures established by the data stewards for responsible use of the ABAC data.
• Using institutional data only as required to conduct ABAC business.
• Ensuring the privacy of data by viewing and storing data, and the information derived from data, under secure conditions.
• Ensuring accuracy and timeliness of the data they enter or update.
• Collecting, preparing, entering or maintaining data for the authorized unit(s), if authorized by the data manager.

Data Classification

By default, all institutional data will be designated as internal data for use within ABAC or to satisfy institutional external reporting requirements to the USG Board of Regents (BOR), and to state, federal, or other external agencies. ABAC employees will have access to these data for use in the conduct of ABAC business. The permission to view or query institutional data should be granted to all data users for all legitimate institutional purposes.

As part of the data definition process, data stewards will assign each data element and each data view in institutional data to one of three categories: unrestricted, sensitive, and confidential.

Note: In some circumstances, as long as specific identifying data elements are removed, a data view may include elements of institutional data that would otherwise be sensitive or confidential.
All ABAC information is categorized into three main classifications:

Unrestricted/Public Data is institutional data that have no access restrictions as available to the general public. These data will be designated as unrestricted or public data. (Example: Information on the public web site).

Sensitive/Internal Data is institutional data that is not legally protected, but should not be made public and should only be disclosed under limited circumstances. Users must be granted specific authorization to access since the data's unauthorized disclosure, alteration, or destruction may cause perceivable damage to the institution.

The following are examples of sensitive data elements:

- All information identifiable to an individual (including students, staff, faculty, trustees, donors, and alumni) including but not limited to dates of birth, driver’s license numbers, employee and student id numbers, license plate numbers and compensation information.
- The University’s proprietary information including but not limited to intellectual research findings, intellectual property, financial data, and donor and funding sources.

Confidential/Regulated Data is institutional data for which there is a legal obligation not to disclose. These data elements require the highest levels of restriction due to the risk or harm that will result from disclosure or inappropriate use.

The following are examples of confidential data elements:

- Data not releasable under the Georgia Open Records Act or the Georgia Open Meetings Act
- All regulated data as indicated below:
  - Social Security and credit card numbers
  - Family Educational Rights and Privacy Act of 1974 (FERPA) FERPA protects the rights of students by controlling the creation, maintenance, and access to educational records. It guarantees students’ access to their academic records while prohibiting unauthorized access by others.
  - PHI is individually identifiable health information that is maintained or transmitted in any form or medium. Protected health information excludes individually identifiable health information in education records covered by the Family Educational Right and Privacy Act (FERPA).
  - Gramm-Leach-Bliley Act (GLBA) Provides limited privacy protections for private financial information. Additionally, the GLBA codifies protections against pretexting, the practice of obtaining personal information through false pretenses. Implements rules concerning financial privacy notices and the administrative, technical and physical safeguarding of personal information.
ABAC 7.12.5.2 Acceptable Use of IT Resources

Purpose

The following policy has been developed as a complement to relevant laws and policies to define acceptable and unacceptable computer use practices, to promote an understanding of responsible usage of the institution’s technology resources, and to protect and conserve those resources. The policy is not intended to be exhaustive and Abraham Baldwin Agricultural College (ABAC) reserves the right to limit, restrict, or extend computing privileges and access to its technology resources.

Policy Statement

In support of its mission of teaching and service, ABAC provides access to technology resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities. The technology resources of ABAC, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by ABAC to authorized users to conduct business. ABAC requires all persons authorized to use its technology resources to do so responsibly and in compliance with all state and federal laws, all contractual and license agreements, and all policies of ABAC and the Board of Regents of the University System of Georgia. Authorized users of the institution's technology resources must act responsibly to maintain the integrity and security of these resources. Each user of an institution’s computing resources is ultimately responsible for the use of that computing resource and for the use of his or her computer account.

The institution’s policy upholds the January 13, 2003, executive order by Governor Sonny Purdue, which states: “State-provided Internet access is intended for public business. Employee use of the Internet may be recorded and monitored. No employee is permitted to use or access the Internet for pornographic, obscene, or other improper purposes.”

Inappropriate Use of Technology Resources

1. No one shall knowingly endanger the security of any institutional technology resource, nor willfully interfere with authorized usage by circumventing or attempting to circumvent normal resource limits, logon procedures, or security regulations.

2. No technologies shall be connected to the institution's technology resources that interfere with authorized usage of those resources. The institution reserves the right to restrict the use of any technologies that may endanger the security and/or integrity of its technology resources.

3. Encroaching on or disrupting another person's use of institutional computers is prohibited. Examples of such acts include but are not limited to: Internet gaming; Internet radio; Internet file transfers; sending excessive messages either locally or off-campus
[including but not limited to electronic chain letters]; initiating denial of service attacks; spamming; sniffing; running scams; reconfiguring; or using an inordinately high percentage of bandwidth.

4. The institution’s technology resources and network facilities shall not be used for personal gain or commercial purposes.

5. Passwords to any computing resource shall only be issued to authorized users. Password recipients are responsible for the integrity of their passwords and shall not distribute it to unauthorized users.

6. Misrepresenting a person's identity or relationship to the institution when obtaining or using institutional computer or network privileges is prohibited.

7. Accessing, reading, altering, or deleting any other person's computer files or electronic mail without specific authorization is prohibited.

8. Copying, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks, patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of technology resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.

9. Creating, installing, or knowingly distributing a computer virus, "Trojan horse," or other surreptitiously destructive program on any institutional computer or network facility, regardless of whether any demonstrable harm results, is prohibited.

10. Only those persons with proper authorization shall modify or reconfigure any institutional computing resource or network facility.

11. Users of institutional technology resources shall have no expectation of privacy of materials stored on those resources. The institution reserves the right to access any of its computer resources when federal or state laws or institutional policies may have been violated or where institutional contractual obligations or institutional operations may be impeded. Computer users should not place confidential information in computers without protecting it appropriately. The institution cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on ABAC technology resources and network facilities is subject to the provisions of the Georgia Open Records Act.

12. Authorized computer users shall take full responsibility for messages that they transmit through the institution's technology resources. The institution's technology resources shall not be used to transmit any communications prohibited by law, including but not limited to fraudulent, harassing, obscene, or threatening messages.
13. System administrators shall perform their duties fairly, in cooperation with the ABAC community, their administrative supervisors, institutional policies, and funding sources. System administrators shall respect the privacy of others to the extent allowed by law and shall refer all disciplinary matters to appropriate authorities.

Misuse of Technology Resources

Persons misusing the institution's technology resources in violation of federal and state laws, Board of Regents and institutional policies are subject to disciplinary actions by the institution and/or forfeiture of their computer privileges.

In the event such misuse of computer resources threatens to compromise the integrity or jeopardize the security of institutional computer resources or harm authorized users of those resources, the institution's director of technology or his/her designee is authorized to take any and all necessary actions, including the immediate confiscation and/or disabling of an institutional computer resource or the temporary or permanent termination of a computer account, to protect, investigate, and ensure the security and proper use of the computer resources.

Allegations that a faculty or staff member has violated the Employee Use Policy will be dealt with in the manner set forth below. Allegations that students have violated the Student Use Policy will be dealt with in accordance with existing policies for allegations of student misconduct.

An initial report of a faculty or staff member violating the policy shall be immediately reported to that person’s immediate supervisor. The supervisor will then determine the details of the alleged violation and make a determination that the details did, or did not, violate the Employee Use Policy.

If the faculty or staff member’s immediate supervisor cannot determine if the policy was violated, or -

There is any dispute between the faculty or staff member and their immediate supervisor over the determination that the policy had been violated, then -

The issue may be referred to an administrative panel set forth in the section below, Responsible Office, for a determination whether or not the alleged activity violated the Employee Use Policy. This panel shall provide, in a timely fashion, a determination that the alleged acts did, or did not, violate the Employee Use Policy.

Once a determination has been reached that the faculty or staff member has violated policy, the immediate supervisor of the faculty or staff member concerned, shall follow these guidelines:

First violation. The supervisor should make sure the faculty or staff member understands the policy, and that their acts were a violation of the policy. No formal disciplinary action
need be taken, but the matter should be documented for future reference.

Second violation (of the same nature as the first). The supervisor should provide the faculty or staff member with a written notice that the policy was violated, that this was a second occurrence of the same violation, and that future violations will result in disciplinary action.

Third violation (of the same nature as the first). The supervisor should provide written notice to the faculty or staff member that their repeated violation of the Policy on Employee Use of Technology Resources constitutes a breach of discipline, and the matter will be handled in accordance with the ABAC Manual of Policies and Procedures.

Repeated violations, each of a different nature, which indicate to the faculty or staff member’s immediate supervisor that the individual concerned demonstrates an intentional disregard of the Policy on Employee Use of Technology Resources, may also be considered together as a breach of discipline, and may be handled in accordance with the ABAC Manual of Policies and Procedures.

Responsible Office

This policy shall be administered and enforced by an administrative panel composed of the CIO, the Vice President of Planning and Operations, the Director of Human Resources, and the Chief of Public Safety. In the event the violation involves someone who reports to a member of the panel, the panel member should be excused.

Definitions

Technology Resource: Technology resources comprise all computers, computer peripherals, and electronic data replication, storage, transmission, and manipulation devices owned and/or controlled by any part of ABAC or connected to the institution's communications facilities, including departmental computers and the institution's computing network facilities accessed by anyone from anywhere.

Authorized Use: Authorized use of ABAC technology resources is use of technology resources that is consistent with the education and service mission of the institution and consistent with this policy.

Authorized User: Authorized users are as follows:

- Current faculty, staff, and students of ABAC;
- Individuals whose access furthers the mission of the institution and whose usage does not interfere with other users' access to technology resources.

ABAC 7.12.5.3. Institutional Use of E-mail
Purpose

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Abraham Baldwin Agricultural College (ABAC). This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within ABAC.

Implementation of this policy ensures that students have access to this critical form of communication.

Scope

This student e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication:

College use of e-mail;

Assignment of student e-mail addresses;

Student use of and responsibilities associated with assigned e-mail addresses; and

Expectations of e-mail communication among faculty, staff, and students.

Policy Statement

College use of student e-mail: E-mail is an official means for communication within ABAC. Therefore, the College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

Assignment of student e-mail addresses: The Office of Information Technology and Services (OITS) will assign all students an official College e-mail address at the time the student is admitted. It is to this official address that the College will send e-mail communications; this official address will be the address listed in Banner, the student information system for the College. All student correspondence to ABAC faculty and staff must originate from the student's official College e-mail address.

Expectations regarding student use of e-mail: Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with College communications. The campus recommends checking e-mail daily, in recognition that certain communications may be time-critical.

ABAC 7.12.5.4. Employee Responsibility for IT Security
Faculty and Staff will secure all personally identifiable digital information. The College must comply with the Family Educational Rights and Privacy Act of 1974 and the Gramm-Leach-Bliley Act of 1999.

1. Access to all computers used to view student information (i.e. transcripts, test scores, etc.) should be password protected.

2. Passwords for entry to secure sites containing personal information should NEVER be shared.

3. Personal information should NEVER be left on the screen.

4. Password(s) should be changed at least every three months.

5. Sensitive data or memos should not be sent via e-mail or attachment.

6. Hard copies of sensitive data must be shredded before they are discarded

7. Students should not be allowed to use faculty/staff computers without direct supervision.

8. Credit card numbers should not be stored on any PC or server. The processing of credit card transactions will occur via secure systems such as GANet, TouchNet, or other secure site as approved by the Vice President of Fiscal and Physical Affairs.

E-mail and Internet Downloads, and Virus Protection

The college prohibits the downloading and execution of programs that consume a large amount of bandwidth that are not needed for academic or administrative purposes.

The college will provide Anti-Virus Software that allows for the least amount of interruption or required activity from end users. Installation will be configured for automatic scanning and automatic updates. It is the end user’s responsibility to verify that the virus detection software is kept updated.

Removal of the college provided antivirus software will be considered a security violation. Users who know of or expect interference between the anti-virus software and other applications that run on their workstations or laptops must contact OITS to evaluate and agree on alternative solutions.

All portable diskettes should be checked for viruses before they are used.

All software introduced into ABAC’s computing environment must be known to be virus free.

If symptoms of a virus appear, the system user should contact Tech Support in OITS.
immediately and isolate all diskettes and other media, which have been recently used on that computer. Do not under any circumstances allow the isolated program or data media to be used on another computer.

ABAC 7.12.5.5  Hardware and Software Supported by OITS

Hardware

Employees’ personally-owned computers are not to be connected to ABAC wired network for security reasons. OITS has software and processes in place to ensure that operating systems and anti-virus programs are up to date on ABAC owned equipment.

Faculty and staff may use personal laptops or mobile devices for wireless access to Internet-based resources. No access will be provided or granted to local resources via personal devices.

Student data is not to be stored on personal devices; this includes such data as student names, IDs, grades, etc.

Software

The official software for institutional administrative office support through ABAC’s Office of Information Technology and Services is Microsoft Office. A campus license for Microsoft Office provides word processing, spreadsheet, database, presentation graphic and personal information management software.

Anti-virus supported by OITS is Kaspersky Endpoint Security. No other anti-virus solution should be installed unless so instructed by OITS.

The primary e-mail clients supported are Microsoft Outlook desktop and online (not Outlook Express).

Currently, Internet Explorer browser versions are supported.

ABAC 7.12.5.6  Telecommunications

Long Distance Telephone/Wireless Communication DeviceS (WCD)/Cellular Telephone Usage

Background

OPB Policy Memorandum No. 4 (Revision 8) effective August 1, 2004, required each state agency, including institutions, to manage and minimize the costs of using telecommunications equipment and services. Each agency is required to develop a telecommunications policy to control and minimize telecommunications costs by the
following means:

Control the cost of usage sensitive services by: a) promoting proper use of long distance, telephone calling cards, devices having per minute access charges such as cellular or trunked radio connectivity, b) monitoring the related costs, and c) prohibiting personal or non-job related long distance telephone calls from State and non-State telephones and charging the costs to the state, whenever possible.

Prohibit use of charge based directory assistance such as 411 and (area code)-555-1212.

Prohibit use of 511, 900, and 976 phone service unless job related.

Control the costs of wireless access by carefully managing the use of state devices for unauthorized purposes.

Consider a shared pool of devices and services within units.

Control the costs of auxiliary communications equipment by limiting the personal use of facsimile equipment, computer communications, scanners, printers, pagers and other state provided technology.

Ensure that fixed services are utilized by employees rather than wireless devices generating usage sensitive charges when fixed services are readily available.

Maintain an inventory of all wireless devices that lists each individual device, the service provider for such device and the individual or unit to which the device is assigned. Such inventory must be kept current and made available for inspection by the Department of Audits, the Governor's Office of Planning and Budget and/or the Georgia Technology Authority upon request.

Long Distance Telephone Usage

It is the policy of Abraham Baldwin Agricultural College (ABAC) that the use of the College's long distance telephone services is limited to official ABAC business. Further, State law precludes ABAC employees from using State resources for personal gain or benefit. Personal use is prohibited. The department head is responsible for the business and financial operations of the unit including implementation of appropriate operating procedures and internal controls. Long distance telephone charges are included in this area of responsibility. Violation of this policy may result in disciplinary action, up to and including termination. It is the responsibility of the department head to ensure that personnel within the department are adhering to this policy.

Wireless Communication Device (WCD)/Cellular Telephone Usage

It is the responsibility of ABAC and each of its budgetary units to implement procedures to effectively use communication services and equipment at the lowest possible cost. With the
rapid growth in cellular telephone availability and usage, and with the ABAC philosophy of unit based management, heads of budgetary units or their designee are authorized to acquire cellular telephone service and instruments through ABAC Purchasing. The guidelines below address college-owned devices, privately-owned devices and mobile broadband services.

College-Owned Wireless Devices Guidelines for Acquisition and Use

A College-assigned cellular telephone and service (including Blackberry devices and services) may be an appropriate resource to conduct College business when it is demonstrated that an employee cannot perform his or her duties without a cellular telephone or that improved performance ensuing from a cellular telephone will justify the investment. The department is to maintain the approved justification documentation for each cellular telephone in its inventory. When communications needs cannot be met with other available alternatives such as a paging device, a radio, or standard telephone equipment, a department may issue a cellular telephone to an employee. Examples of conditions under which a cellular telephone may be issued if these criteria are met include the following:

A WCD/cellular telephone may be needed for employees whose job includes responsibility for protecting the physical safety of the general public and/or responding to environmental emergencies;

A WCD/cellular telephone may be needed for on-call personnel required to respond to critical system failures or service disruptions;

A WCD/cellular telephone may be needed for additional protection for the employee in potentially hazardous working conditions and/or isolated areas;

A WCD/cellular telephone may be needed for an employee that is expected to do business while commuting and moving from appointment to appointment and/or has frequent travel;

A WCD/cellular telephone may be needed for an employee who cannot adequately meet communications needs with other available alternatives such as a paging device or a radio.

For compliance with OPB Policy Memorandum No. 4 (Revision 8), the following shall take effect immediately:

Employees who are required to have 24x7 support contact will be provided cell phones and adequate service to carry out job duties. These employees include the ABAC Chief of Police, Lt. Chief of Police, and the Dean of Student Life and Housing.

In addition to the individuals identified above, certain residence life staff will be provided cell phones and adequate service to carry out job duties. Cell plans will allow for adequate monthly minutes to ensure that the employees have necessary communication access, but minutes will be more limited than cell plans for those individuals identified in Item 1.
Helpdesk technology staff will be provided cell phones and a cell plan for the purpose of providing communication access while on campus.

All college-provided cell phones are strictly for business use only.

All college-provided cell phones are to be invoiced directly to the College and the respective office/department.

OITS will maintain an inventory of wireless devices in shared pools and individually-assigned, by type. The inventory of WCDs shall document: each individual device type, the service provider for such device, the number of the wireless device, the monthly service cost, the department number, the assignee (individual user or organizational unit in the case of shared/pool devices), the justification for necessity, and the authorized uses of the wireless or mobile devices. Such inventory must be kept current and made available for inspection by authorized offices or agencies;

The Office of Procurement will maintain procedures for purchasing to ensure that state purchasing guidelines and policies are being adhered to;

OITS must be notified of all changes to assigned WCD/cellular telephones;

The individual to whom a WCD/cellular telephone is assigned is responsible for safeguarding the equipment and controlling its use. Employees are expected to avoid the use of the equipment under any circumstances where such use might create or appear to create a hazard. If a device is stolen, the theft must be reported to the ABAC Police. The cost of a lost device must be reimbursed to the College at a depreciated value based on a straight-line depreciation over the product's life cycle; and

Upon termination of employment, the unit head is responsible for ensuring that all devices have been returned by the employee.

Approval, Ordering and Payments

Requests for cellular devices and services must be approved by the Director of OITS and the VP for the requesting area. The request should state the justification based on the criteria above as well as other options that have been considered and determined to be ineffective. After approval, a purchase request for WCD/cellular telephone device and/or services should be submitted to the Procurement Office along with a copy of the approval by OITS. Wireless devices and services are available under statewide contracts. Devices/services may also be obtained from carriers having contracts directly with the University System. If carriers under statewide University System contract cannot provide required service, a waiver may be requested from the Procurement Office. Documentation of the need for the waiver must be provided. Cellular services will be billed directly to the College via the ordering department based upon the information on the purchase order. The user of the service will review and verify charges on the invoice and then forward to the supervisor for review. The supervisor will then send the approved invoice to the Business
Office for payment. Managers of employees using College-owned telephones are required to provide oversight to ensure that all personnel with the department are adhering to this policy. If a supervisor identifies any non-reimbursed personal calls, which have not been reported by the affected employee, the infraction will be addressed through the procedures identified in the policy, ABAC 7.12.5.2 Acceptable Use of IT Technology Resources.

**Restricted Usage**

Except for unusual circumstances and only with prior approvals, the reimbursement of any cell phone/data charge on a personal wireless device (non-college) is prohibited.

All college phones/wireless devices assigned to individuals for college-related business must be used for only college-related business. No personal use (non-college related) is allowed on these devices.

**Right to Monitor Communications and Open Records**

The College reserves the right to investigate, retrieve and read any communication or data composed, transmitted or received through voice services, online connections and/or stored on its servers and/or property, without further notice to employees, to the maximum extent permissible by law. Express notice to employees stating that there is no right to privacy for any use of College telecommunications equipment and services should be included in the approval form granting access to College WCDs/cellular telephones and/or services.

**Mobile Broadband Services**

Data: Vice Presidents may authorize the purchase of a college-provided mobile broadband service provided communications needs cannot be met with other available alternatives. For the purposes of this policy, mobile broadband devices/services would include wireless cards and broadband services for use with laptops. Guidelines for "College-Owned Wireless Devices" apply to these services.

**VoIP Policies**

With the move from Centrex phone lines to a VoIP phone system, the College will need to adhere to the policies and procedures included in this document to ensure successful implementation and operation.

**Moves/Adds/Changes (MAC)**

Any individual housed on the ABAC Campus can request a change to their phone configuration. For example, if an individual changes his/her name, this information should be provided to the VoIP administrator so that the change can also be made in the phone system. If an individual is moving offices, he/she should inform the VoIP administrator. Accurate phone/data/network configurations must be maintained as local 911 responders will rely on the data sent via college phones and data port locations to know
where to respond on campus. If an individual moves to a new location without notifying OITS, the outcome could result in 911 not reaching the destination in time to save a life.

A simple change which does not require the installation of a data/phone port will be processed within 3-5 days of the date on which the request was made. Changes requiring the installation of data/phone ports will typically be processed within 15 working days of the date on which the request was made. Installations of a more complex nature may take longer. If an installation requires electrical installation, costs may be incurred by the department making the request.

To establish a new phone account for a new employee, complete the ABAC Employee Account Request Form available at ABAC Central under Documents and Forms, Technology. To request a move, add or change to the phone system, please e-mail techsupport@abac.edu. Techsupport will then indicate receipt of the request and inform the individual of the timeframe for completion.

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SECTION 8: PERSONNEL

Section 8.0, Personnel, covers the categories of personnel within the USG, general policies of these personnel as well as additional policies for faculty and other classified personnel, and information on financial exigency.

ABAC 8.1.3. Un-Paid Intern/Volunteer Procedure

Purpose
This policy is designed to enable Abraham Baldwin College to promote volunteerism, accept volunteers, reduce volunteer risk and protect the interests of the college, its volunteers, and the community that it serves.

Definition – College Volunteer
Uncompensated individuals who perform services directly related to the support of the college. These may include various humanitarian, charitable, or public service activities of the college. To qualify as a College Volunteer, an individual must be willing to provide service according to the procedures in this policy. An individual who provides services to an entity other than the college that may be related to the college, such as an Alumni Association; will not be considered a College Volunteer.

Policy
College Volunteers are expected to abide by the college’s policies and procedures, and external regulations that govern their actions. This includes, but not limited to those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use.
College Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any college benefits.

Who may volunteer
Anyone, which includes retirees, students, alumni, or others, may apply to volunteer to provide services to the college with the following restrictions:
A college student who is younger than sixteen years of age may only become a college volunteer as part of an approved school program, and only with parental consent. Individuals under the age of fifteen may not become college volunteers. An exception for Institution Approved Special Youth Programs may be requested and granted by the college. An individual under the age of eighteen must obtain parental consent to volunteer.
A current employee may not become a college volunteer at the college in any capacity in which he or she is employed at the college, or which is essentially similar to or related to the individual’s regular work at the college. A current employee may only volunteer for special events or programs such as the Museum of Agriculture, United Way, Cancer Society, and the like.

Services Requiring Volunteer Agreement *(Examples)*
Laboratory Work
Professional services, such as those performed by accountants, architects, and engineers.
Services involving travel of any kind.
Services involving work with animals.
Services requiring access to confidential information.
Services involving working with minors, patients, human research subjects.
Advisory council participants.
Gallery program guides.
Public Speakers.
Work with agricultural or other equipment *(Equipment operation is specifically limited to Museum of Agriculture).*

Prohibited Activities:
College Volunteers cannot replace employee positions or impair the employment of a college position. Volunteer’s services are generally limited to humanitarian, charitable, or public services.
College volunteers are also prohibited from performing the following activities:
Operating heavy equipment including vehicles or working with stored energy *(e.g. steam, electricity, hydraulics-except specifically for the Museum of Agriculture).*
Activity considered inappropriate for any employee.
Entering into any contract on behalf of the college.
Serving in any capacity aboard a research vessel.
Working with infectious or potentially infectious agents, including human blood.

Procedure
When selecting and engaging a volunteer, it is the department’s or unit’s responsibility to be certain that the individual has adequate experience, qualifications, and training for the task
that will be performed.

1. The department or unit must complete a description of the duties and services to be performed by the College Volunteer. This must designate if the employee is driving on behalf of the college, and if any specific training is required such as DOAS Vehicle Safety, Chemical Right To Know, General Safety, and other training is required.
2. Drug Free Statement and Non-Harassment statement must be signed by the employee.
3. Ensure that the Volunteer Application Form, the Volunteer Release and Waiver of Liability Form, and the Background Request Forms are all completed. Necessary parental consent signatures are also obtained.
4. Human Resources will complete background checks.
5. Forward a copy of all completed forms to Human Resources Department. The College Volunteer approval process will consist of an approval by the respective hiring manager, and one Supervisory level above the hiring manager.
6. Retain all forms completed for a period of three years from the date of the College Volunteers separation. If the individual is a returning volunteer, but the break in service is greater than one year, all applicable forms and processes must be completed once again.
7. If the individual is a current volunteer but their duties are changed, all applicable forms and processes must be completed once again.
8. The approved College Volunteer can then obtain a Campus Identification Badge, and a Temporary Parking Permit if applicable.

Dismissal
A College Volunteer’s term of service may be terminated at any time and without prior notice for any reason.

Contact Office
Abraham Baldwin College – Human Resources Department
(229) 391-4890

ABAC 8.2.7.1 Shared Leave

It is the policy of Abraham Baldwin Agricultural College (ABAC) that employees may voluntarily donate sick or annual leave to other employees who have exhausted all of their sick and annual leave and, because of a medical emergency, are in need of additional sick leave. This program applies to all employees of the College who earn or accrue annual or sick leave.

Definitions

Employee means any employee of the College who earns or accrues annual or sick leave as a benefit of his/her employment.
Leave donor means an employee making a voluntary written request for transfer of annual or sick leave to the sick leave account of a leave recipient.

Leave recipient means a current employee who has completed the employment probationary period and for whom the ABAC Shared Leave Certification Committee has approved an application to receive leave from the annual or sick leave accounts of one or more leave donors.

Life-threatening or emergency medical condition means a health condition involving a serious, extreme, or life-threatening illness, injury, impairment, or condition that is likely to require an employee's absence from duty for a period of time longer than the amount of sick and annual leave available to the employee, and the health condition is such that it is not medically appropriate for the employee to delay the absence in order to accrue additional sick or annual leave prior to the absence. Some examples of such conditions include: advanced or rapidly growing cancers, acute life-threatening illnesses, chronic life-threatening conditions in need of immediate care, life-threatening infections, severe injuries arising from automobile or other serious accidents, and severe or life-threatening conditions involving failure of bodily organs or systems (e.g., heart attack). The absence may be continuous, as in hospitalization following surgery or an accident; or intermittent, as in periodic absences for chemotherapy or other procedures.

Any medical information forwarded to the Shared Leave Committee will remain confidential.

For application to become a leave recipient, an employee may make written application to the Shared Leave Certification Committee, via the Office of Human Resources. The application will be made by using the Shared Leave Request Form.

If an employee is not capable of making application on his or her own behalf, a personal representative, having documented power of attorney for the potential leave recipient, may make written application on behalf of the employee.

In order for a request to receive donated leave to be approved, the employee must:

- Have completed the initial probationary period and
- Provide certification from a licensed physician that the employee has a life-threatening or emergency medical condition and
- Have exhausted all sick and annual leave (or provide credible medical evidence that he or she will have exhausted all sick and annual leave before the medical condition is resolved).

A potential leave recipient may request up to 160 hours of leave transfer at one time, and may make up to three applications for leave transfer within a calendar year, for a maximum total of 480 hours requested per calendar year.

Each application must include a completed Shared Leave Request Form and Physician’s
Certification of Emergency or Life Threatening Medical Condition Form.

Each application will be reviewed by a Shared Leave Certification Committee consisting of one staff member from Human Resources, one faculty member, and one staff member from a work unit other than Human Resources. The Human Resources Director will appoint these committee members for a renewable term of one year. The committee member from Human Resources or his or her designee will carry out the administrative functions of the committee.

If any committee member(s) is unavailable to perform the functions of the committee due to illness, vacation, or other reason, or is unable to provide a timely decision for any given applicant, the Director of Human Resources or his/her designee(s) will serve as substitute ad hoc member of the committee.

The committee’s decision to approve or disapprove a request for shared leave will be by simple majority vote. If the application is approved, the Shared Leave Certification Committee will notify the leave recipient (or the personal representative who made application on behalf of the leave recipient), within 10 working days after the date the application was received, that:

1. The application has been approved; and

2. Other employees may request the transfer of annual or sick leave to the account of the leave recipient.

The leave recipient or his or her representative may then advise potential donors that they may use the **Shared Leave Donation Form** to request transfer of some of their leave to the leave recipient’s account. When soliciting leave from other employees, potential leave recipients must be careful to refrain from any activity that might be interpreted as pressuring other employees to donate leave. Potential leave recipients and their representatives must refrain from using e-mail to solicit leave by revealing a medical condition, as e-mailing of medical information may violate HIPAA privacy guidelines.

If the application is not approved, the committee will notify the applicant (or the personal representative who made application on behalf of the potential leave recipient), within 10 working days after the date the application was received, that:

The application has not been approved and the reasons for its disapproval.

Requests not approved may be appealed in writing to the Director of Human Resources.

**Donation of Leave**

An employee may submit a **Shared Leave Donation Form** to the Office of Human Resources, requesting that a specified number of hours of leave be transferred from his/her annual or sick leave account to the sick leave account of a specified leave recipient.
Requests for leave transfers must be in 8-hour increments. A leave donor must retain a combined total of 120 hours of leave in his/her own annual and sick leave accounts (pro rated for part-time employees), unless the donation is to the leave account of his/her own spouse, child, or parent. If you wish to donate leave prior to separating from ABAC (retirement, changing jobs), you may not donate more hours than you could use during the remainder of your employment. For example, if you have 10 working days until retirement, you may donate only 80 leave hours (8 hours x 10 days). The 120-hour rule still applies (see above).

ABAC will not transfer annual or sick leave to a leave donor's immediate or upper-level supervisor(s) or subordinates.

Leave transferred under this section may be substituted retroactively for a period of leave without pay.

Leave Donation Forms will be accepted until the total amount donated is equal to the amount approved by the Shared Leave Certification Committee. Subsequent Leave Donation Forms will be returned to prospective donors.

If the leave recipient does not use all the donated leave, unused leave will be returned to donors based on the date and time the Leave Donation Form was processed by Payroll.

**ABAC 8.2.10.1 Workers Compensation Claims**

In the event an employee is injured during the performance of his/her duties here at ABAC, the following procedures should be adhered to:

Employee should immediately report injury to his/her supervisor. Supervisor will immediately report incident to Human Resources.

If an appointment is needed for a physician, Human Resources will prepare paperwork and forward the information to the proper authorities so that the appointment can be made.

If an appointment is not needed, supervisor will fill out the incident notice form found at [http://www.abac.edu/hr/forms/IncidentReportOnly.pdf](http://www.abac.edu/hr/forms/IncidentReportOnly.pdf)

Upon completion of form, supervisor should forward it to the Human Resources Department. The incident report will be placed in employee’s personnel file in the event it is needed in the future.

If the supervisor is not available please contact the Human Resources Department to report the incident.

**ABAC 8.2.15.1 Faculty Consulting and External Employment**

Abraham Baldwin Agricultural College recognizes that appropriate consulting and related
employment activities (including teaching) may be mutually beneficial to the faculty and the college. These benefits include enhancing the knowledge, expertise, and experience of the faculty; assisting in maintaining awareness of real world conditions; opening and expanding contacts and communications with other institutions, organizations, industry, governmental agencies, and other clients; and fostering public service activities otherwise unavailable. Thus, appropriate consulting and employment activities constitute enrichment and continuing education activities which enhance the professional development and reputation of faculty. This may result in improved teaching, research, and service. Hence, reasonable participation is allowed within the parameters of the Board of Regents Policy Manual.

ABAC 8.2.21 Flexible Spending

The health and welfare of you and your family are important to Abraham Baldwin Agricultural College (ABAC) and we recognize that safeguarding both is frequently a difficult and expensive task. Single parents, and families in which both spouses work outside the home often have significant dependent care expenses, and many of you may still incur a variety of health care expenses which are not covered by your insurance plan.

To assist you with these kinds of expenses, we are offering you the opportunity to participate in the ABAC Flexible Spending Account (FSA) plans for Health Care and Dependent Care. These spending account plans allow you to pay for those health care and/or dependent care expenses with before-tax dollars.

Under a spending account arrangement, you make contributions to the account(s) from your salary pay period—before payroll taxes are computed—and are then reimbursed for eligible expenses from your Flexible Spending Account(s) as you present your claims for payment.

The ABAC Human Resources Office will be happy to supply you with any additional information so that you will have a complete understanding of the benefits to which you are entitled.

Effective Date

The ABAC Flexible Spending Account for health care expenses and dependent care expenses was effective beginning March 1, 1991. Plan years will be the 12 month period beginning on January 1 of each calendar year.

Eligibility and Elections

All regular workers employed one-half time or more are eligible for enrollment in the Flexible Spending Account plans. You may enroll within 31 days of your employment or during an Open Enrollment Period offered once a year.

Eligible dependents of an employee are:
• Your spouse

• Your dependent children

• Any other person considered an eligible dependent for federal income tax purposes, such as an elderly parent

To open your spending account, you must make a selection by completing an election form and returning it to the ABAC Human Resources Office before the date you become eligible for the plan. If you do not complete the election form on a timely basis, you will be deemed to have elected not to make any salary reduction contributions to pay for eligible health care and/or dependent care expenses you may incur during the plan year.

Change in Elections

You may only change your elections during the open enrollment period of each year, unless there is a change in your family status (i.e., marriage, divorce or legal separation, death or disability of dependent, birth or adoption of a child, change in employment status of spouse). If you experience a change in family status, you will be permitted to change your benefit election to accommodate that change. The change must, however, be consistent with the change in family status and be within thirty (30) days of the qualifying event.

General Rules for Spending Accounts

When you are first eligible to participate in the ABAC Flexible Spending Account plans, and prior to each plan year, you may elect to contribute a portion of your salary to your individual spending account(s) to pay for eligible health care and/or dependent care costs you will incur during the plan year. Your contribution is made on a salary reduction basis (i.e., before-tax)

Your contributions for a plan year to the Flexible Spending Account can only be used to reimburse eligible health care or dependent care expenses which you incur for yourself and/or eligible members of your family during that plan year.

Expenses that you incur in excess of your account balance at the end of the plan year cannot be reimbursed nor carried forward for reimbursement in a subsequent plan year, except for the expenses incurred in the Grace Period. (See Grace Period section, below.)

Use It or Lose It Rule for Flexible Spending Accounts

The IRS has imposed several rules regarding the use of spending accounts. The most significant rule is the USE IT OR LOSE IT Rule. Any unused funds at the end of the plan year must be forfeited and cannot be returned in any manner. Because of this rule, it is very important that employees estimate their eligible expenses very carefully and conservatively. If employment should terminate during the plan year, all contributions to the spending account will cease effective the date of termination. However, those employees who have
been terminated will be entitled to submit claims for eligible expenses through the end of that plan year or until the account has depleted, whichever comes first.

**Grace Period**

Beginning with the 2005 Plan Year, there will be a grace period of 2 ½ months after the Plan Year ends. During this Grace Period we will extend the deadline until March 15 for an employee to use any funds left from the previous plan year. Expenses for qualified benefits incurred during the grace period may be paid or reimbursed from benefits or contributions remaining unused at the end of the immediately preceding plan year.

The effect of the grace period is that the participant may have as long as 14 months and 15 days (the 12 months in the current plan year plus the grace period) to use the benefits or contributions for a plan year before those amounts are “forfeited” under the “use-it-or-lose-it” rule. If the two-and-a-half month extension period has passed and there is still money left in the account, the money will be subject to the “use-it-or-lose-it” rule, and the balance will be forfeited to the employer as it has always been done in the past.

Example: An employee has elected a salary reduction of $1,000 for a health FSA (Flex Spending Account) for the plan year ending December 31, 2005. As of December 31, 2005, the employee has $200 remaining unused in his health FSA. During open enrollment the employee elected a salary reduction for a health FSA of $1,500 for the plan year ending December 31, 2006. During the grace period from January 1 through March 15, 2006, the employee incurs $300 of unreimbursed medical expenses. The unused $200 from the plan year ending December 31, 2005 is applied to pay or reimburse $200 of the employee’s $300 of medical expenses incurred during the grace period. Therefore, as of March 16, 2006 the employee has no unused benefits or contributions remaining for the plan year ending December 31, 2005. The remaining $100 of medical expenses incurred between January 1 and March 15, 2006 is paid or reimbursed from the employee’s health FSA for the plan year ending December 31, 2006. As of March 16, 2006, the employee has $1,400 remaining in the health FSA for the plan year ending December 31, 2006.

**Health Care Spending Account**

You may elect to contribute up to $6,000 per year for the Unreimbursed Health Care Flexible Spending Account. The annual amount you decide to contribute will be deducted as a fixed amount from each paycheck and is not subject to Federal, State, or FICA (Social Security) tax.

**Eligible Expenses**

In general, health care expenses for you and your dependents are eligible for reimbursement from your Flexible Spending Account if those expenses:

- would qualify as a medical expense for Federal Income Tax purposes under Section 213 of the Tax Code.
have not been and will not be reimbursed by the ABAC health insurance plan or by another employer’s group health insurance plan, and
have not been and will not be deducted on your income tax return.

Eligible reimbursable expenses under this plan include, but are not limited to:

- otherwise unreimbursed medical expenses (including deductibles and coinsurance payments) for hospital, physician, prescription drug, dental, and vision care,
- non-covered health services, such as prescription glasses and hearing aids,
- routine checkups and physicals,
- over the counter drugs that were formerly prescription drugs. (Limit of 5 packages per month) List is available from Human Resource Office,
- transportation expenses, to and from the doctor and/or hospital, which are essential to medical care ($24 per mile, must have a mileage log) (Current rate per mile according to the IRS Publication 502. Must have mileage a log.)
- physical fitness programs, smoking cessation clinics and weight-loss institutions, when prescribed by a health practitioner for a specific health condition.
- cosmetic surgery for congenital defects, injury, trauma or disfiguring illness, (vision correction surgery, breast reconstruction surgery, etc.)
- long-term rehabilitation services (alcoholism and drug abuse)

Further information on the types of health care expenses eligible for reimbursement from the plan is available from the ABAC Human Resources Office.

**Reporting Requirements**

**Prescription Drugs:** A receipt from the drug store showing:

- Patient Name
- Drug
- Date
- Pharmacy Name
- Amount paid

**Doctor or Hospital :**

- If covered by insurance:

  An Explanation of Benefits from the insurance company which shows the amount paid by insurance and the amount to be paid by the patient.

- If not covered by insurance:

  A receipt from the doctor or hospital showing:

  - Date of service
- Patient Name
- Doctor or hospital name
- Amount to be paid by the patient

Over the counter drugs, supplies, etc. – A receipt from the store from which purchased showing:

- Name of the store
- Date of the purchase
- Name of the item purchased to be reimbursed
- Amount paid

**Dependent Care Spending Account**

**Contributions**

If you are married and file a joint tax return, file as head of household, or are single, you may elect to contribute up to $5,000 per plan year to your dependent care spending account. The limit is $2,500 if you are married and file a separate tax return. These limits are imposed by the Tax Reform Act of 1986.

Your contribution is deducted in equal amounts from each of your paychecks except biweekly paid employees. (The third biweekly check in any month will not have deductions taken from it.)

**Additional Employment and Earnings Limitations**

If you are married, generally both you and your spouse must be employed in order to use this plan to reimburse your eligible dependent care expenses. However, during any month in which your spouse is a full-time student at an educational institution or is physically or mentally unable to care for himself or herself, your spouse will be deemed to have a monthly salary of $200 if there is one dependent or $400 if there are at least two dependents who qualify for assistance under the Dependent Care Flexible Spending Account Plan.

The amount by which you may reduce your salary to make pre-tax contributions for dependent care is limited to the lesser of your earned income or the earned income of your spouse.

**Eligible Expenses**

Eligible dependent care expenses are work-related expenses incurred for qualifying individuals (see next subsection). These expenses include housekeeper (when babysitting services are included), babysitter, licensed daycare center costs and schooling costs for children not yet in the first grade. Costs which are not eligible include transportation and overnight camping costs and schooling costs for children in the first grade or above.
You may be reimbursed by this plan for payments you make to a relative who provides dependent care services except for payments you make to your child or other dependents.

Qualifying Individuals

Individuals who qualify as dependents for the purpose of this plan are:

- Children under age 13
- Your spouse, or any other person who is your dependent for federal income tax purposes, who is physically or mentally incapable of caring for himself or herself

If you are divorced or legally separated, you can generally have your child’s dependent care expenses reimbursed if you are the custodial parent, i.e., if you have custody of the child for a longer period of time during the plan year than the other parent.

The following exceptions would override the custodial parent rule and permit the noncustodial parent to have the child’s dependent care expenses eligible for the Flexible Spending Account:

- The custodial parent formally released claim to the Federal income tax dependent exemption for the tax year,
- You may provide over half of the support of the child under a multiple agreement, or
- You are entitled to the dependent exemption for Federal income tax as a result of an agreement executed prior to 1985.

Alternative Source of Dependent Care Assistance

Section 129 of the Internal Revenue Code also allows a dependent care income tax credit which may apply to your dependent care costs. You cannot use the same dependent care expenses for both the spending account plan and the tax credit. And, the dollar limit available under the tax credit is reduced dollar for dollar by the amount used under the Spending Account. You will want to consider carefully which option will give you the greater tax savings. Further information about making that decision is available in the Human Resources Office.

Reporting Requirements

Effective in 1991, as a condition to the dependent care credit or exclusion, a taxpayer must provide the name, address, and taxpayer identification number of the dependent care provider.

Effect of the Plan on Other Benefits

The salary dollars you contribute to a Spending Account are not subject to Federal, State, or FICA taxes, and will not be included in the income reported on your W-2 Form.
Some of the benefits provided by ABAC (e.g., Teachers Retirement, group life insurance benefits, long-term disability) are determined on the basis of your earnings. For the purpose of determining these benefits, the Spending Account Plan will provide that your earnings will be those earnings before any salary reduction contributions to the spending account plan is taken into account.

However, under present law, your earnings for the purpose of determining your maximum contribution to a tax-deferred annuity plan and your Social Security benefits do not include salary reduction contributions made under the Flexible Spending Account plans. In almost all cases, the value of the FICA, Federal, and State income tax savings to you will substantially exceed the reduction in your eventual Social Security benefits.

Claims Information

In order to receive reimbursement for an eligible claim for health care or dependent care expenses, you must complete a claim form which is available in the ABAC Human Resources Office. Please read each claim form carefully to be sure you have included all required information before you submit a claim.

ABAC 8.2.22 Background Investigation

It shall be a condition of employment with Abraham Baldwin Agricultural College (ABAC) to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

A state and federal criminal history check covering a minimum of seven (7) years;

A nationwide sex offender search;

A social security number check; and

For all professional, faculty and academic positions, an academic credentials check.

Offers of employment for sensitive positions may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Sensitive positions are those that involve interaction with children, after-hours access to facilities, access to financial resources, or that have been otherwise identified by the hiring official to require a more extensive background investigation.

Abraham Baldwin Agricultural College may also elect to perform, at any time, reference checks and/or background investigations on part-time employees, student workers, temporary employees and volunteers.
Background Investigation Procedure

Definitions

Background Investigation – An investigation comprised of a criminal background check
(including social security number check and, for positions with access to or responsibility
for money, a credit check) confirmation of credentials and confirmation of employment
history.

Background Review Committee (BRC) – Should the background investigation report show
findings or upon the conviction of a crime while employed, an administrative committee
will be established to determine candidate’s eligibility and suitability for employment or
continued employment. The committee will have a minimum of three members and not
more than five members and include at least the Director of Human Resources, the Chief of
Public Safety, and the Vice President with administrative responsibility in the area of the
pending hire.

Consent Form – A form authorizing the institution to conduct a criminal background check.
All employment finalists and promotion candidates at the institution are required to sign a
Consent Form to be considered for employment with the college.

Hiring Department – The department hiring a new employee (whether internally or
externally) or promoting an existing employee.

Human Resources – The College’s employment office that handles all new hires.

Determining Employment Eligibility for Applicants with Criminal History

Only criminal convictions may be considered when determining a candidate’s eligibility for
a specific position or employment as a whole. Detention and/or arrest without conviction do
not constitute valid grounds for adverse employment decisions and do not play a part in the
decision-making process. However, if an individual has a criminal case pending, his or her
suitability for continued employment will be reviewed upon disposition of the case.

Felony convictions and convictions involving crimes of moral turpitude automatically
disqualify an individual for employment with the College.

Failing to disclose a criminal conviction history where required in employment application
materials will disqualify a candidate for employment with the College.

When determining whether a candidate with disclosed criminal convictions is eligible for
employment or promotion, the Background Review Committee will consider the specific
responsibilities of the position for which the candidate is being considered, the nature,
number and gravity of crimes for which the candidate was convicted and the amount of time
that has passed since the conviction. A determination of ineligibility for a specific position
as the result of a misdemeanor criminal background does not necessarily mean that an
individual is ineligible for all employment with the institution and each such determination will be made on a case by case basis.

Process for Conducting Background Investigation

Notice should be included in all job postings that finalists will be required to submit to a background investigation. The institution shall set guidelines for assigning the cost of performing a background investigation.

The Hiring Department is responsible for confirming the employment history and credentials of an applicant and Human Resources office initiates the Background Investigation before an offer of employment is extended. This process occurs during the interview schedule of each candidate. With respect to the promotion of existing employees, the College shall implement a procedure for obtaining the Consent Form from the employee prior to initiating the Background Investigation.

The Hiring Department chooses a finalist and contacts Human Resources to initiate the extended background investigation. A conditional offer of employment/promotion may be made at this time. Important: All offers of employment must be made in writing and must include the following statement:

"This offer of employment is contingent upon completion of a background investigation, including a criminal background check, demonstrating your eligibility for employment with Abraham Baldwin Agricultural College, as determined by ABAC in its sole discretion, confirmation of the credentials and employment history reflected in your application materials, and, if applicable, a satisfactory credit check."

If the candidate is not hired for the involved position (e.g. felony conviction precludes hiring, other convictions render applicant ineligible for the specific position, candidate does not accept the job offer, etc.) the Hiring Department may select another candidate for the position. The Hiring Department and Human Resources will again follow the procedures outlined above to initiate the background check for the selected candidate.

How Criminal Background Check Information is Processed

Background Investigation reports are submitted directly to the Human Resources office by the entity performing the investigation. In the event the background investigation report returns findings, the BRC will be convened to determine the eligibility of the selected candidate for employment with the institution. The Human Resources office should notify the Hiring Department of this determination. The following are the possible results and procedures following the background investigation.

If the Background Investigation report shows no convictions, the selected candidate is eligible for employment. Department is notified of results via email.

If the Background Investigation report shows one or more felony convictions or conviction
of one or more crimes of moral turpitude, the selected candidate is ineligible for employment with the College. Prior to making this final determination, the Human Resources office must give a pre-adverse action disclosure to the candidate. This pre-adverse action disclosure must include a copy of the candidate's Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute information in the report. A copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors and have this explanation considered prior to finalization of the hiring decision. The submission must be accompanied by a certified copy of conviction.

If the candidate successfully shows that s/he has no felony convictions or convictions of crimes of moral turpitude, the candidate shall be eligible for employment. The Human Resources office will notify the Hiring Department of this determination.

If the candidate is unsuccessful in showing no felony convictions or convictions of crimes of moral turpitude, the candidate is ineligible for employment. An adverse action notice must then be sent to the candidate. This notice must include: the name, address and telephone number of the company that supplied the Background Investigation report; a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request.

If the Background Investigation report shows one or more misdemeanor convictions, the misdemeanor convictions were all disclosed by the selected candidate in the application materials. The BRC will determine whether the candidate is eligible for the involved position based on the job description and the nature of the crimes for which the candidate was convicted.

If the BRC determines the candidate is eligible, the Human Resources office will so notify the Hiring Department.

If the BRC determines the candidate is not eligible, prior to making this final determination, the Human Resources office must give a pre-adverse action disclosure to the candidate.

This pre-adverse action disclosure must include a copy of the candidate’s Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute the information in the report. A copy of "A Summary of Your Rights Under the Fair Credit
The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision.

If the candidate successfully shows that s/he does not have the misdemeanor convictions that led the BRC to determine that the candidate was ineligible for employment, the candidate shall be eligible for employment. The Human Resources office will notify the Hiring Department of this determination.

If the candidate is unsuccessful in showing that s/he does not have the misdemeanor convictions that led the BRC to determine that the candidate was ineligible for employment, the candidate is ineligible for employment. An adverse action notice must then be sent to the candidate. This notice must include: (1) the name, address and telephone number of the company that supplied the Background Investigation report; (2) a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and (3) a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report.

The misdemeanor convictions were not disclosed by the selected candidate in the application materials.

The Human Resources Office will notify the candidate in writing that the Background Investigation revealed misdemeanor convictions not disclosed in his/her application materials and that s/he will be removed from consideration for the involved position due to misrepresentation and falsifying application materials unless s/he contacts the Human Resources office and corrects any inaccuracies contained in the report within a minimum of three (3) days. This notification will be accompanied by a pre-adverse action disclosure.

This pre-adverse action disclosure must include a copy of the candidate’s Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute the information in the report. A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision.
If the candidate successfully shows that s/he has no misdemeanor conviction, the candidate shall be eligible for employment. The Human Resources office will notify the Hiring Department of this determination.

If the candidate is unsuccessful in showing that s/he does not have the misdemeanor convictions that let the BRC to determine that the candidate was ineligible for employment, the candidate is ineligible for employment. An adverse action notice must then be sent to the candidate. This notice must include: the name, address and telephone number of the company that supplied the Background Investigation report; a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request.

Maintenance of Background Investigation Reports

Background Investigation reports should be delivered directly to the Human Resources office by the entity performing the investigation. The report will remain with the Human Resources office until the determination on employment eligibility has been made. Human Resources shall place a certification in the employee’s personnel file stating the date the report was obtained, the name of the person(s) or the names of the BRC members reviewing the report and a statement that the report showed that the employee was or was not eligible for employment with the institution. The report shall then be stored segregated from the employee’s personnel file. The report itself is not provided to nor maintained by the Hiring Department.

Consent forms for Background Investigations shall be placed in the personnel file of the employee and maintained in accordance with USG Record Retention Guidelines.

For all non-successful applicants and current employees, consent forms for Background Investigations, a copy of the pre-adverse action disclosure, a copy of the adverse action notice, the statement of the person(s) or committee reviewing the Background Investigation report to determine if the subject of the report was or was not eligible for employment and the Background Investigation report must be retained in accordance with USG Record Retention Guidelines.

A copy of his or her report shall be given to each applicant.

A Background Check affidavit (see attached) shall be prepared on all checks performed, signed by the proper authorities, and placed in a file for record keeping purposes, separate from the personnel files.

Additional procedures in the maintenance and retention of the Background Investigation report and supporting documents, required by law or by practice, may
be initiated as long as they do not interfere with USG Record Retention Guidelines.

Moral Turpitude

Courts in Georgia have found that moral turpitude "includes everything contrary to justice, honesty, modesty or good morals." In determining whether a crime is one that involves moral turpitude, the courts have applied the following test: does the crime, disregarding its punishment, meet the test as being contrary to justice, honesty, modesty, good morals or man’s duty to man?

The following are some crimes involving moral turpitude:

Fraud or false pretenses in obtaining something of value; Larceny or a misdemeanor theft by taking; Larceny after trust; Murder; Soliciting for prostitutes; Voluntary manslaughter; Sale of narcotics or other illegal drugs; Pattern of failure to file federal tax returns in years in which taxes are due; Criminal issuance of a bad check; Making a false report of a crime

The following have been held to be not crimes involving moral turpitude:

Public drunkenness; Driving under the influence; Carrying a concealed weapon; Unlawful sale of liquor; Fighting; Simple Battery; Simple Assault; Misdemeanor criminal trespass; Child abandonment; Misdemeanor offense of escape; Misdemeanor offense of obstructing a law enforcement officer; Possession of less than one ounce of marijuana

Arrests and Convictions

Any current employee who is charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Human Resources office and employee’s supervisor within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Human Resources office shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status until resolution on the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense) shall report such conviction to the Human Resources office and the employee’s supervisor within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. The BRC shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status. The BRC shall review the crime utilizing the same standards as it applies in reviewing crimes committed by a candidate for employment but may consider other factors, including the length of employment of the employee and
performance reviews.

ABAC 8.3.6.5 Criteria

Abraham Baldwin Agricultural College recognizes the obtainment of additional degrees as well as promotion to the next rank annually during the budget development process.

ABAC 8.3.12.2.1 Criteria for Determining Adjunct Faculty Salary

Adjunct faculty rate of pay is determined annually during the budget development process.

ABAC 8.3.12.3.1 Summer School Salaries

There is an institutional and System expectation to manage summer session as an independent, self-sustaining enterprise, and to that end, summer enrollment and costs will be monitored very closely. Various models have been used in the past, and models are considered on an annual basis such as adjunct rate, 10% of the per hour average of 10-month faculty salaries by rank, and others. The President, VPAA, and cabinet agree on the rate and the VPAA communicates summer pay to Deans prior to summer school each year.

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SECTION 9: FACILITIES

ABAC 9.12.5.1 Business Continuity

ABAC’s Business Continuity and Emergency Response Document is to be maintained by and accessible to the ABAC Police Department and the Office of Information Technology and Services. Access is limited as the document contains sensitive data. A condensed version of the College’s Business Continuity and Disaster Recovery Plan containing no sensitive data is accessible via the ABAC Police Department website.

Section 9.13 Facility Services

PURPOSE

The policies and procedures that follow delineate the major functions, set forth operating policies and procedures, and highlight the interrelationships between the Facility Services Department (Sodexo) and other entities of Abraham Baldwin Agricultural College.

OBJECTIVE

The objective of Facility Services policies and procedures is to provide College
Departments/Units and the Facility Services Department a comprehensive, consistent source of guidance which will assist the Department in effectively and efficiently providing support services to faculty, staff and students in their pursuit of excellence in academic research, teaching and community service.

DIRECTOR - FACILITY SERVICES

Responsibilities

The Director of Facility Services reports to and is directly accountable to the Vice President for Planning and Operations. He or she is responsible for all related engineering and architectural aspects of new buildings; plant services; maintenance, operations and renovation of campus property; and such other duties assigned by the Vice President for Planning and Operations. These responsibilities include the operation of the utilities systems, maintenance of roads and grounds, and provisions for engineering planning and support, as well as building maintenance and custodial services to academic, administrative, and other College facilities. He or she is responsible for maintaining architectural documents, Environmental Compliance and the Right-to-Know Program.

Duties

A. General

The Director assumes full responsibility for the design, construction, and maintenance of all aspects of the College's Facility Services.

B. Specific Duties

The Director:

A. Directly supervises the following functions: Plant Administrative Services, Building Maintenance Services, Custodial Services, Landscape and Grounds Maintenance, Plant Electro-mechanical, Central Receiving, Environmental Compliance, Right-to-Know, and Motor Pool Operations;

B. Provides general assistance to architectural engineering firms for construction projects on physical plant specifications, and some guidance to design solutions;

C. Provides policy instructions to all contractors on new or maintenance construction, giving approval to new construction methods or materials;

D. If requested, will develop for approval/review a Facility Services budget, providing proper justification for amounts requested, including the development of all budget policies affecting the physical Facility Services, otherwise budget is developed at time of contract renewal or when amended;
E. Provides design work in methods for utility design, problems on structural design of present buildings, and idea design for equipment and methods in carrying out construction and maintenance work;

F. Assumes responsibility for ensuring that the Facility Services Department complies with all College, Board of Regents, State, and Federal policies and regulations in its area of responsibility;

G. Maintains good working relationships with all College Departments/Units, students, and the community;

H. Maintains records on personnel reporting, staff payroll, accounting for funds, budget administration, and forward contractor invoices for services requested outside regular maintenance;

I. Handles correspondence with architects, engineers, College officials, Board of Regents, State governments, Federal agencies, local officials, and others; and

J. Provides professional leadership and management for the Facility Services Department.

ADMINISTRATIVE SERVICES

This division of Facility Services is headed by the Director of Facility Services and is responsible for various aspects of Facility Services Administration, including the following:

Work order control,
Radio dispatch and paging,
Telecommunications,
Schedules,
Computer systems (Facility Services),
Warranty maintenance,
Preventive maintenance,
Security,
Environmental Compliance,
The Right-to-Know,
Surplus Property, and
Inventory

BUILDING SERVICES

The Maintenance Division of Facility Services is headed by the Director of Plant Operations. It is responsible for operations and functions which include:

Maintenance, repairs and replacement of facilities, utilities systems, and plant equipment;
Remodeling and modification to facilities;
Locksmith and key control;
Painting; and
Elevator maintenance.

GROUNDs

Grounds Care and Maintenance,
Landscape Operations, and
Grading and Excavating.

CUSTODIAL SERVICES:

Cleaning and preservation measures of all administrative and academic buildings.
Pest Control.

MOTOR POOL/TRANSPORTATION AND EQUIPMENT MAINTENANCE

The Motor Pool/Transportation and Division of Facility Services is headed by the Director of Plant Operations and is responsible for operations and functions which include:

Preventive maintenance and repair of all motor pool vehicles,

DIRECTOR OF PLANT OPERATIONS

The Director of Plant Operations reports directly to the Director of Facility Services and is responsible for operations and functions which include:

Supervision of maintenance staff,
Engineering,
Drawing,
Designs,
Planning and Budgeting,
Cost Accounting,
Historical Records,
Estimates,
Training Coordination, and Environmental Safety (OSHA, EPA, DOE and EPD).

BUILDING SAFETY REQUIREMENTS

The Facility Services Department complies with and/or takes steps to ensure compliance with the following codes and standards during new construction and renovations of existing campus buildings:

1. Latest edition of Standard Building Codes,
2. OSHA Standards (Federal Register, Volume 39, Number 125, Part II, June 27, 1974),


On all matters concerning safety and health, the Facility Services Department maintains close coordination with the Director of Public Safety, the College's Personnel Division, and all State of Georgia safety agencies.

RELATIONSHIP WITH OTHER COLLEGE DEPARTMENTS/UNITS

Prompt and Efficient Services

The Facility Services Department places high priority on rendering prompt and efficient services to other Departments/Units of Abraham Baldwin Agricultural College. To facilitate planning however, any Department/Unit contemplating using the services of the Facility Services Department should notify the Director of Facility Services, in writing, of needs requiring major effort. If the requests do not fall within the jurisdiction of the Facility Services Department, it will so advise the concerned Department/Unit and forward the request to the applicable Department/Unit.

BUILDING AND GROUNDS SERVICES

General: The Director of Facility Services is responsible for building services of academic and administrative buildings throughout the campus.

Custodial Services

Normal custodial services, under the Custodial Manager, consist of regularly scheduled cleaning of classrooms, offices, corridors, rest rooms, and the like, Monday through Friday with limited weekend coverage, as necessary. Expendable supplies such as paper towels are provided as required. (Laboratory supplies, and similar items are not included.) (See Department of Custodial Services, Section 1104.6.)

Additional Services

The Custodial Services Manager is responsible for regular trash/garbage pickup from all campus buildings. On a regular basis, or as requested by Departments, the Facility Services Helpdesk handles the scheduling of pest control inside buildings while the Grounds Department handles pest control in outside areas.

Lock and Keying
The Lock Shop, under the Assistant Director of Facility Services, maintains a plan of all lock and keying schedules on campus. The Lock Shop maintains a master set of keys in a secure area and will make keys available to authorized persons on a “need to enter” basis. (See Locksmith Shop, Section 1104.0402.)

1103.0304 Building Security. Security of buildings is handled by Campus Security (see section 1400).

CAMPUS APPEARANCE

A. The Grounds Department is responsible for the maintenance of College lawns, shrubbery, and trees.

B. It is responsible for landscape design and implementation, reseeding, pest control of lawns and shrubs, and the removal/replanting of ornamental trees.

CHANGES IN BUILDINGS AND UTILITIES ON CAMPUS

The Facility Services Department is responsible for ensuring that any changes in buildings or utilities comply with and conform to all Federal, State, and local code requirements.

Buildings

Before any changes to buildings are made, approval must be obtained in writing from the Director of Facility Services or his or her designated representative. All changes or additions to floors, walls, ceilings, doors, windows, venetian blinds, and the like will be made either by members of the Facility Services work force, or under the direct supervision of the Director of Facility Services or his or her designated representative.

Utilities

Facility Services must effect all changes to and repairs of utilities.

Heating and Cooling Systems

Some central heating and cooling systems at Abraham Baldwin Agricultural College are designed to serve individual buildings. A central energy plant serves the majority of the campus heating and cooling needs.

Those utility systems under direct control of building occupants should be operated in an economical manner. It is imperative that someone be designated in each of these facilities to ensure proper system operation to prevent damage to building systems and to provide energy conservation measures.

UTILITY CONNECTIONS FOR BUILDING CONTRACTORS
Temporary electric service to meet the needs of a building contractor is normally furnished from the College electrical distribution system and is covered in contract specifications. The cost is normally agreed on in contract documents. Facility Services will bill the contractor monthly and prepare a final bill when the building is completed, normally after final acceptance of the building unless other agreements were made between the contractor and the Facility Services Department.

Requests for tap-on service by the contractor should be directed, in writing, to the Office of the Director of Facility Services. Requests must be specific as to services required and must have an attached rough sketch showing pertinent locations of services.

PROTECTION OF UTILITIES

The hot water, potable water, chilled water, and sewage disposal lines are located underground throughout the campus. All high voltage electrical lines are underground.

Since these utility lines are vital to the operation of Abraham Baldwin Agricultural College, personnel contemplating digging or excavating near these lines must exercise extreme caution. Only personnel designated by the Director of Facility Services, or his or her representatives, will be authorized to excavate near these lines. The use of an underground locator is always required.

The Director of Plant Operations is responsible for the operation, maintenance, and repair of the utility systems on campus.

 Anyone suspecting an underground leak or defective utility line should notify the Facility Services Helpdesk, telephone 391-5180.

INSTALLATION OF EQUIPMENT REQUIRING UTILITIES

Department/Unit Heads must contact Facility Services, in writing, before the purchase/acquisition of special purpose equipment requiring utility connection other than 120 V., single phase electricity. Exempt from this requirement are standard voltage, low wattage devices (typewriters, coffee urns, desk lamps, and similar items).

This coordination requirement is established to help discharge the Facility Services' responsibilities for maintaining College facilities according to building, fire, and safety codes, and for assisting the purchasers in determining the extent of items that must be considered in the completed installation and operation of special purpose equipment.

The Procurement Division should contact Facility Services before ordering special purpose equipment, to ensure compatibility of such equipment with existing building utility capacities and applicable codes.

Installation of special purpose equipment should be coordinated under the supervision of the
Director of Facility Services or his or her designated representatives.

CONVERSION OF CLASSROOMS AND AUDITORIUMS

Before any classroom, student activities facility, office or auditorium is converted to any other use, the appropriate Vice President must grant written approval.

After approval for the proposed change has been obtained by all appropriate personnel, the actual changes to the building will be done by the Facility Services Department to ensure that all such changes conform to all State, Federal, and local code requirements.

REQUESTS FOR PROJECT WORK

Projects that involve renovation or remodeling of facilities or construction of new facilities require design, costing, approval, and funding. Funding is normally requested through the Vice President for Planning and Operations for Major Repair/Rehabilitation Funds (MRR) allocated annually by the Board of Regents. If MRR funds are not provided, then funding must come from Abraham Baldwin Agricultural College sources. It is necessary therefore that adequate long-range planning for expansion or renovations be done at the lowest level to ensure that enough time is available to complete designs, to estimate costs, to secure proper approvals and to request funding for the project.

GENERAL MAINTENANCE AND EMERGENCIES

General Maintenance

Facility Services will provide all Departments/Units a high level of maintenance service at a rapid rate of response consistent with the availability of work force and resources and will give emergencies the highest priority.

Emergencies

Emergencies are those problems requiring immediate response to avoid interruption of such essential services as electricity, gas, heat, air conditioning or plumbing. Conditions considered hazardous to personnel, equipment or facilities are also included in this category and will receive the highest priority.

The Director of Facility Services or his or her representative is responsible for determining whether an emergency exists, and what priorities will be assigned if several non-emergency maintenance problems need to be taken care of on short notice.

DISTRIBUTION OF FACILITY SERVICES COSTS

Generally, expenses of operating and maintaining College facilities are charged to the
Facility Services account and later allocated as appropriate.

When Facility Services costs are incurred for changing the character of the facility and the maintenance/repair of laboratory equipment and specialized equipment (special power, specialized air-conditioning equipment, for example), these costs will be charged to the Department/Unit requesting the service. In borderline cases, the Director of Facility Services, or his or her designated representative, will determine the category of maintenance/repair and whether the cost of the work will be charged to the Facility Services budget.

NEW CONSTRUCTION

The Vice President for Planning and Operations is responsible for the orderly, long-range development of facilities at Abraham Baldwin Agricultural College.

The Facility Services Department is responsible for new facilities planning and for implementing capital improvement projects. Generally, new facilities planning and construction are limited to projects approved by the Board of Regents, Office of Facilities. Other projects are accomplished by outside architects and contractors in close coordination with the Facility Services Department.

FACILITIES INVENTORY

Equipment List Inventory

The Inventory Control Section of Facility Services maintains an equipment inventory list.

Architectural Documents

The Facility Services Department has on file many documents of Abraham Baldwin Agricultural College facilities

A. Composite Maps

These maps show the latest status of telecommunications cables and other utilities such as steam lines and power lines. These maps are for Facility Services maintenance/repair crews and are updated as necessary.

B. "Record" Building Construction Plans and Maintenance Files

These documents are on file for each completed construction job on the main campus. Upon completion of each project, the commissioned architects/engineers must provide the Facility Services Department a complete and indexed maintenance file on each device, fixture, component, and related items.
C. Floor Plans

These drawings of floor plans of each building on the main campus are on 8.5-inch by 11-inch or 11-inch by 17-inch sheets. They show basic outlines and dimensions only, and are updated periodically. Request for Floor Plans should be submitted in writing to the Facility Services Department. They are made available as needed.

SAFETY AND HEALTH PROGRAM

General

Facility Services at Abraham Baldwin Agricultural College is responsible for ensuring compliance with applicable State and Occupational Safety regulations. The Facility Services Department's internal compliance is assigned to the Director, Facility Services. This individual can help other College Departments/Units to formulate their own internal plans.

Safety Program Description

A. This program includes, but is not limited to, training supervisors and workers in the safe operation of machinery, power tools, and moving vehicles; in awareness of job hazards such as moving gears, exposure to dangerous solvents and electric shock, fire, noise pollution; and in the wearing of protective gear (helmets when necessary, safety shoes, ear plugs, or ear muffs, and safety glasses). Procedures outlining action to be taken to provide emergency first aid and transportation of injured personnel to the health clinic are also maintained. For seriously injured personnel, an ambulance service will be called to transport the patient to the nearest hospital.

The Director of Facility Services will meet monthly with the heads of the departments/units under his or her control to discuss safety in the workplace.

TELECOMMUNICATIONS SERVICE

Telecommunications services for the College are coordinated by ABAC Office of Information Technology and Facility Services and provided by the Department of Administrative Services (DOAS), State of Georgia. This Agency is responsible for all types of communication devices and communications contracts used by all State agencies, including the University System. These devices include, but are not limited to, telephones, radios, pagers, fax machines and modems. In addition, DOAS installs and maintains specialized circuits and radar systems throughout the State.

Department/Unit Heads, must originate requests for installation, removal, and relocation of telephones and address such requests to ABAC Office of Information Technology, which will in turn contact representatives of DOAS or the service provider. If telephone conduits are required, Facility Services will install them, or will request an outside contractor to install them.
Fax Machines

Several models of fax machines are available on State contracts. A Department/Unit must submit a Purchase Requisition for a fax machine to Procurement, who must approve the request.

SOLID WASTE DISPOSAL

Responsibility

The Plant Operations Manager is responsible for the disposal of solid waste. Debris/trash is transported to a public landfill. Contractors doing work at Abraham Baldwin Agricultural College must make their own arrangements to transport their trash to an appropriate landfill. Such debris/trash includes uprooted trees and other trash accumulated because of construction projects.

Use of Private Contractor

Abraham Baldwin Agricultural College uses a private contractor to haul solid waste to the landfill. The Dining Hall and other sites on campus have dumpsters that are serviced as needed, usually every 9-10 days, by contract service.

Garbage/Trash Pick-up

Garbage/trash is picked up daily from all College buildings. Disposal of dead animals is through arrangement with Facility Services. (See Section 1104.0304.)

Garbage/Trash not Placed in Garbage Containers

For garbage/trash not deposited in garbage containers, Department can arrange special pickups by calling the Facility Services (391-5180).

Dangerous Chemicals

Dangerous chemicals are disposed of following applicable safety and health standards. All chemical spills must be reported to the Plant Operations Manager.

PROCEDURES

FACILITY SERVICES SAFETY (APPLICABLE TO ALL FACILITY SERVICES PERSONNEL)

Management Responsibility

Under the general direction of the Director of Facility Services, each supervisor is
responsible for safety within his or her area of responsibility.

Safety Rules

Facility Services employees must follow general safety rules to help ensure protection of life and property. The following listing is not complete, though it does serve as a guideline to exercising good safety practices. An employee:

A. Must always use good judgment. He or she must remember that safety is everyone's responsibility and that the attainment of a fully successful program is dependent upon each individual's complete support and undivided attention;

B. Must obtain assistance when trying to lift heavy or awkward loads. When lifting, the employee must let leg muscles, not the back, do the work. THE EMPLOYEE MUST NEVER TWIST HIS OR HER BACK WHILE LIFTING;

C. Must be sure to wear gloves designated for the particular application any time it is necessary to handle rough material, work on high voltage circuits, or operate live steam lines;

D. Must not wear rings or jewelry of any type when servicing electrical equipment or when using power tools or equipment with exposed moving parts;

F. You must use an qualified electrician for any repairs; never attempt them yourself.

G. Must never stand or work under a hoist that is supporting a load;

H. Must always wear appropriate goggles or safety glasses when using a grinding wheel or when operating machine tools;

I. Must make sure, before ascending a ladder, that it is properly braced and supported and is of the proper length;

J. Must never operate power tools or use extension lights and cords that are not equipped with a third prong ground; must not use portable hand lights without safety guards; must not use frayed power cords or allow cords to drop into a liquid medium; and must ALWAYS check power tools with a ground fault tester before use;

K. Must always use the handrail when ascending or descending stairs;

L. Must, when subjected to prolonged exposure in outdoor environments, wear proper apparel: shirt and hat in the summer and warm apparel in the winter; shorts are not allowed; and drink plenty of water;
M. Must walk, not run, unless running is appropriate;

N. Must make sure, when working in close quarters, that adequate ventilation exists for the task or job to be performed;

O. Must not smoke when in the presence of combustible materials; must not store combustible materials near sources of heat or sparks; and must ensure that proper ventilation exists; smoke in designated areas only;

P. Must never use compressed air to blow off wearing apparel. All compressed air used by employees for cleaning parts and the like, must be reduced to less than 30 p.s.i.;

Q. Must not operate power equipment of any type without safety guards;

R. Must not wear loose fitting clothing, neckties or jewelry that may be subjected to entanglement when running machine tools;

S. Must familiarize himself/herself with gas mask location and operation techniques before working in an environment where toxic gases are stored and used;

T. Must not handle acids without wearing such appropriate apparel as goggles, rubber apron, rubber gloves, and the like;

U. Must never look into the arc of a welding torch; must make sure, when welding, to wear both welder shield and gloves; must not weld in unventilated area; must be certain that no combustible materials or gases are present; must never weld a tank or pressure vessel without ensuring pressure has been released and tank or vessel has been purged of toxic or combustible material, and must ensure that proper grounding techniques are followed in electric arc welding and that working area is not damp or moist;

V. Must immediately discontinue outside activity during a lightning storm and take cover in a shelter;

W. Must never attempt to move a downed electrical wire but must call an electrician;

X. Must make sure, when operating cranes, or equipment of any type, to be familiar with the location of all utilities or seek the assistance of a qualified individual knowing such locations;

Y. Must always maintain a clean work area and guard against grease or oil spots; when finished with tools, must return them to their proper place and not leave them on the floor or in an elevated position where they may cause an accident;

Z. Must, when opening a boiler door, always stand to one side;

AA. Must ensure that all electrical equipment is "off" and that an appropriate sign is hung
on the control switch before servicing and must also take necessary steps to see that the work area is dry and equipment is properly grounded;

BB. Must, when working in an area where overhead work is being performed, wear appropriate head protection that conforms with OSHA requirements;

CC. Must not work alone in hazardous environments;

DD. Must make sure, when working in excavations, that walls are properly shored; must see that proper barricades and/or covers are employed and signal markers are used;

EE. Must be sure, when working near or on roadways and sidewalks, to display proper caution signs and/or barricades; if it is necessary to walk on the shoulder of a highway, must always walk on the left side facing oncoming traffic and wear light colored clothing and carry a flashlight at night;

FF. Must not run a gasoline engine in closed quarters without proper ventilation;

GG. Must, when operating a bench power saw, push work through saw with a stick, use stick to slide scraps out of work area, and not attempt to reach over saw blade or place hands in vicinity of saw blade;

HH. Must not drive heavily loaded vehicles over a bridge without checking to see whether load limit of the bridge is exceeded; and before driving under an overpass, check to see whether clearance height is adequate;

Unless qualified, must not attempt to replace a blown fuse but must call for an electrician;

JJ. Must never smoke when filling a vehicle's gas tank or in the area where batteries are being charged;

KK. Must never wedge or block a fire door in an open position for convenience or ventilation;

LL. Must find out, when storing materials, whether all material is stacked, blocked, interlocked, and limited in height so that it is stable and otherwise secure against sliding or collapsing;

MM. Must make sure, during construction, that all openings in floors and roofs, such as stairwells, shaft ways, and pits are provided with an enclosure guard securely anchored in the opening;

NN. Must not attempt to operate equipment, machinery or power tools that he/she is not qualified to operate;
Must exercise extreme caution when handling compressed gas cylinders; if cylinders are to be stood on end, must make sure that they are chained and/or anchored to keep them from falling over; and

Must, when handling a large load, secure the load properly.

FACILITY SERVICES ADMINISTRATION

Personnel Functions

Facility Services Administration (Sodexo) is responsible for the preparation of all documentation necessary in the hiring, discipline, and termination of Facility Services employees.

Payroll Records

Facility Services is responsible for all payroll information on its employees.

Requests for Purchases

Requests for Purchase are prepared and processed for all Facility Services functions. When merchandise is received or services rendered, a receiving report document is completed to authorize payment of the signed invoice and sent to the Accounts Payable section for payment.

Routine Job Requests

Any College employee may make routine job requests (plumbing, electrical, air-conditioning problems) by contacting the Facility Services Helpdesk (391-5180) or via email at physicalplant@abac.edu during College work hours. Such repairs will be completed when possible.

Requests for College-Owned Vehicle (Motor Pool)

To reserve a vehicle from the Motor Pool (College-Owned Vehicle), employees must initiate a request through Facility Services at 391-5180 or by emailing physicalplant@abac.edu. Requests are on a first-come, first-served basis. Employees traveling on student-related functions (students will be passengers) must first contact the Office of Student Life for the proper paperwork and liability release forms. The employee is to reflect on his/her Authorization to Travel form that a College-owned vehicle will be their mode of transportation. The key and a fuel purchase card will be available on the day of departure from the Facility Services office. Upon returning to campus, the key, fuel purchase card and receipts are to be returned to the Facility Services office.

Other Functions
The Assistant Director of Facility Services has responsibility for maintaining:

Miscellaneous drawings;
Custodial care and storage of documents (Building "as-built" drawings);
Contract documents and current projects documents;
Printing of plans (blue line work, and the like);
Drafting supplies;
Maintenance of library of miscellaneous catalogs and building maintenance manuals; and
Surveyor tasks:
Project layout and engineering, and
Miscellaneous topographic information.

New Facilities Planning

The New Facilities Planning section is responsible for in-house planning and design of local projects as approved by the Vice President for Planning and Operations. Projects, besides building planning and design, include remodeling buildings, designing and laying out parking lots, streets, and utilities and rendering landscape designs and improvements.

Specifications and Contract Documents

The Director of Facility Services writes specifications, administers contracts, reviews and prepares change orders and recommends approval or disapproval of periodic pay estimates on a multitude of contracts administered locally or through the Office of Facilities at the Board of Regents.

GROUNDs MAINTENANCE

Landscape Operations

Maintenance and refurbishment of grounds must be a continuing effort to ensure a neat and attractive campus. The Grounds Manager is responsible for the following:

Shrubs - planting, trimming, fertilizing and pest control (insects and diseases);
Trees - planting, replanting, pruning, emergency trimming, removal and pest control;
Development of new facilities - preparation of ground development plants, seeding and
sodding of lawns, and general beautification projects; and

Pavement maintenance - pavement, sidewalks, parking lots maintenance provided routinely. New sidewalks and parking lots are constructed as the need arises and appropriate funding and approvals are obtained.

Grounds Care and Maintenance

Routine and recurring maintenance of grounds and parking lots is accomplished to keep the campus attractive. Specific services include:

A. Lawns - Mowing, fertilization, and general care are conducted as the need arises;

B. Edging - All walks, roads, curbs, and beds are carefully edged regularly to add a touch of excellence and grooming to the campus;

C. Irrigation - Because some campus areas do not have automatic irrigation, it is necessary to water these areas to maintain attractive lawns;

D. Parking lots/streets - Sweeping and other cleaning of parking areas and streets are performed regularly;

E. Leaf and litter removal; and

F. Special pickup of trash items.

Disposal of Dead Animals

Those Departments/Units having dead animals or animal parts to be disposed of must contact the Facility Services Department and arrange a special pickup. All animals and animal parts must be placed in plastic bags and sealed. Should animals or animal parts need disposing of on the weekend or holidays, they should be placed in plastic bags and refrigerated until the first workday after disposal is required.

BUILDING SERVICES

Carpentry Shop

Through scheduled maintenance, unscheduled repairs and emergencies, the Carpentry Shop makes repairs, alterations, and other changes to academic building or athletic facilities. This includes scheduled maintenance and unscheduled repairs and emergencies. It also repairs and renovates furnishings and equipment brought into the shop. Additionally, it supports project work in the renovation of facilities and repair of existing facilities.

Lock Shop
The Locksmith works under the guidance of the Assistant Director of Facility Services. He or she is responsible for recording combinations of all locks for rooms in each building at Abraham Baldwin Agricultural College. This record includes the combinations, re-keying, repair, and installation of locks, closures, and other finish hardware.

Requests to have locks taken off the Building Master System must be submitted in writing, giving the reason the lock requires departure from policy. As a rule, only extremely sensitive areas such as narcotic or dangerous chemical storage will be granted permission to have locks removed from the Building Master System.

Duplicate keys are available upon request by Department/Unit Heads. They can obtain keys by forwarding a Key Request to the Vice President for Planning and Operations, who will forward the request to the Facility Services Department.

Except for those that fit mechanical and custodial rooms, Master keys open all locks in a particular building. Since mechanical and custodial rooms are the sole responsibility of the Facility Services Department, building occupants do not, as a matter of course, have keys for access to these rooms.

Painting

Requests for painting should be forwarded to the Director of Facility Services. A price for the work will be determined and the requesting department head will decide whether or not to proceed.

Maintenance Section

A. Heating, Ventilation, and Air-conditioning work

The Maintenance Section is responsible for maintaining the present air-conditioning systems under the direction of the Director of Plant Operations. The Maintenance Section is also responsible for operating the Central Energy Plant.

B. Welding

The Director of Plant Operations is responsible for assigning all welding jobs. Welding jobs are usually limited to equipment repairs. Only qualified personnel may use welding equipment.

C. Plumbing

The Maintenance Section is responsible for the installation and maintenance of all campus plumbing fixtures, sinks, commodes, sanitation lines, sewers, water lines, and hot water lines and components.

This Shop installs piping and plumbing fixtures in renovation projects and major repair
projects. Large and/or specialized jobs are put out to bid.

D. Electrical

The Assistant Director of Facility Services is primarily responsible for outsourcing the maintenance and repair of all high voltage and low voltage power systems on campus and routine maintenance of electrical circuits, outlets and lighting fixtures. Routine changing of light bulbs or tubes is done by the Maintenance Department.

CUSTODIAL SERVICES

Custodial Services of the Facility Services Department consists of day-shift and night-shift operations; it is responsible for cleaning all administrative, student activity, and academic buildings on the campus. Custodial Services also is responsible for the College's recycling program.

Work Time Schedule

The majority of the campus facilities are cleaned during the night shift, but some buildings are cleaned during the day shift. The hours of these shifts are set to best serve the occupants of the buildings, and may vary according to occupant needs.

Duties and Procedures

Duties to be performed by Custodians in classrooms include:

Cleaning chalk boards daily,

Emptying trash cans and recycling containers, and

Dusting and sweeping or vacuuming.

Duties to be performed by Custodians in offices include:

Dusting (only open areas of desk surfaces to be cleaned during regular dusting procedure): Dusting entire desk surfaces, provided the user of the desk will remove all objects and material from the surface of the desk at a time appropriate to the Custodian's routine cleaning schedule.

Emptying all trash and recycle containers daily; and

Sweeping or vacuuming traffic lanes daily and other areas at discretion of Supervisor.

Duties to be performed by Custodians in restrooms include:
Cleaning rest rooms daily,
Stocking rest rooms during initial cleaning, and
Restocking rest rooms before the end of workday.

Glass

The Custodian assigned to an area will clean inside glass and entrance doors. When directed by the Supervisor of the Custodial Department, a special cleaning crew will clean outside windows and other glass.

Entrances, Foyers, and Walkways

The Custodian assigned to an area will clean all entrances, foyers, and walkways daily.

Light Fixtures and Blinds

The Custodian assigned to an area will dust light fixtures and blinds.

Carpet Shampooing

The Custodian assigned to an area will shampoo or spot clean carpet, as directed by the Custodial Supervisor.

Extra Cleaning

For special cleaning work not included in scheduled cleaning by the Custodial Department, a Department/Unit must telephone a request to the Facility Services Department (471-2780). To assist in obtaining such special or extra cleaning in an efficient and timely manner, each Department/Unit should make its requests at the earliest possible time.

Pest Control

A contracted exterminator routinely treats all campus buildings quarterly and in between as needed, except for the Dining Hall, which is done monthly and more frequently, if needed.

Special Event Setup

The Custodial Department works closely with all College Departments to provide setups for special events, both on and off campus. All requests for assistance must be coordinated through the Custodial Supervisor.
Section 10.0 Information, Records, and Publications

Section 10.0, Information, Records, and Publications, covers all aspects of University System of Georgia (USG) publicity, publications, identification of USG institutions, records retention, and healthcare.

ABAC 10.1.1 Publicity

The President, the Director of Public Relations and his/her designee are the only persons authorized to give to the public and representatives of the press and of radio and television stations official information pertaining to Abraham Baldwin Agricultural College.

ABAC 10.2.2.1 Institutional Publications

All publications about Abraham Baldwin Agricultural College for whom the intended viewing audience is the general public shall be approved by the Office of Public Relations.

ABAC 10.2.2.2 FOCUS

The official publication for the faculty and staff of Abraham Baldwin Agricultural College shall be the FOCUS, and it shall be issued weekly in an electronic version from the Office of Public Relations.

ABAC 10.2.3.1 Publishing Notices of Charges

All catalogues, college bulletins, or other similar publications issued by Abraham Baldwin Agricultural College shall contain the following printed provision: "All tuition, fees, or other charges are subject to change at the end of any academic term.”

ABAC 10.3.1 Use of the College Logo and Printing Policies

All logos of the college are trademarked. Any use of any ABAC trademark must be in accordance with this policy. Any use that does not comply with the ABAC trademark policy or does not have written authorization from Public Relations is not authorized. Trademarks exist to help consumers identify, and organizations publicize, the source of products. Some organizations make better products than others; over time, consumers begin to associate those organizations (and their trademarks) with quality. When such organizations permit others to place their trademarks on goods of lesser quality, they find that consumer trust evaporates quickly. That's the precise situation that ABAC seeks to avoid.
Official Colors

For Print Green: Pantone 357 on coated and uncoated items Gold: Pantone coated documents 1245 or 110 uncoated items *In cases where pantone colors are not used (ie: t-shirts or polos) dark or forest green and a gold NOT yellow should be used.

For Web Green: #006600 Gold: #F4CA3A

Official ABAC Logo May be reproduced in:

All Black  
All 357 Green  
All white against a contrasting color  
Stallion Logo  
May be reproduced in:  
Black and white or color  
Head only  
Running stallion with stylized ABAC

All original signed correspondence will be on official letterhead and envelopes. Official letterhead is ivory linen paper with the official college logo printed in black. Official envelopes are ivory linen with the name of the division or department will be in all caps centered above the logo with the ABAC box #, and address on one line under the logo.

Electronic letterhead may be black official logo on white background.

Mass produced copies of original correspondence and receipts may be mailed on white paper in a white envelope with the logo and return address in standard format like the official letterhead.

Any mailings using the ivory envelopes must have a clear address label.

Letterhead layout:
Office Name
ABAC #, 2802 Moore Highway Tifton, Georgia 31793-2601
229-391-XXXX ● Fax 229-391-XXXX
www.abac.edu

Envelopes:

OFFICE NAME
ABAC #, 2802 Moore Highway Tifton, GA 31793-2601

Business Cards:

•Ivory with 357C print
Printing Policies

All items to be produced with the purpose of recruiting or promoting ABAC on or off campus must be approved by the Office of Public Relations before production begins. These items include but are not limited to:

Announcements
Apparel
Banners
Brochures
Decals
Event Programs
Exhibit Materials
Flyers
News stories
Promotional Pieces
Signs
Video or Audio Productions
Vehicles

ABAC 10.4.1 Records Management

Records management at Abraham Baldwin Agricultural College Planning and Operations was established to fulfill the requirements of Georgia Code Section 50-18-94. The
Comptroller will answer questions concerning records selection, materials and filing equipment, filing methods and procedures, and, when requested, will assist in implementing the procedures contained in the State Records Management Manual.

The Business Office coordinates the physical transfer of records from various functions. These transfers involve the semi-active and inactive files according to the Records Retention Schedule prepared and distributed by the Comptroller and approved by the Vice President for Planning and Operations.

The files are indexed and stored for ready reference, in a secure area in the records storage facility located in Plant Operations. Departments/Units may request a file by completing a Records Storage/Retrieval Request form.

A Department/Unit can order record storage boxes from any local vendor. Whenever there is a full file cabinet drawer of files to be stored, these boxes are the best method for temporarily holding the items.

NOTE: It is the Department's/Unit's responsibility to box all files and label the boxes.

DEFINITION OF TERMS

Following is a list of terminology related to Records Management:

Active records - Records consulted frequently in the conduct of current departmental business;

Archival records - Permanent records that are non current and are not required to be retained in the office in which it originates;

Archives – An area utilized for the permanent storage of valuable records and documents for the benefit of scholars and posterity:

Common Schedules

State-wide Common Schedules – Schedules that cover files which accumulate as a result of functions which are commonly performed by all agencies such as Budget, Personnel, Fiscal, Housekeeping and Reference Paper Files Series, and have been approved for use throughout agencies of state and local government;

Current Files Area - The designated area, usually the working Office, where records in frequent use are maintained;

Cut off - The discontinuance at specified intervals of placing files in existing folders. All new material is placed in a new set of folders. The purpose of cutting off files is to remove them from the Current Files Area as soon as possible and transfer them to a low cost storage
area. (The cut off date is usually July 1 of each year.);

Disposition – The decision concerning the final status of records which determine whether they will be retained, transferred, or otherwise disposed of;

File series - Documents, volumes, or groups of records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form. Volume is not a factor; a file series may consist of one file or hundreds of feet of files;

Inactive record - A record no longer needed in the conduct of current business;

Local Holding Area – A low-cost centralized area, usually warehouse-type space, maintained by the College for records that are referenced too often to be transferred to a facility off campus;

Permanent Record – A record which has a permanent or enduring administrative, legal, fiscal, research or historical value or in consequence thereof must be retained and preserved indefinitely;

Records - All documents, papers, books (except books in formally organized libraries), maps, drawings, cards, charts, letters, photographs, microfilm, magnetic tape, or other documents that have been made or received in connection with the transaction of business and preserved for informational value or as evidence of a transaction;

Records Storage Facility - An intermediate area maintained at the College with facilities for the storage, processing, servicing, and security of records until disposal, in accordance with a retention/disposal schedule. The facilities use less desirable and less expensive space and equipment than used in office records storage;

Records Management - The systematic control of paperwork and records, whether on paper (as forms, written instructions and correspondence), microfilm or computer tape; from their creation through maintenance and use in active and inactive files, including rapid retrieval when needed, to final disposition or archival retention;

Records Retention Schedule - A timetable based upon administrative reference needs and legal requirements for the handling and location of records during their creation through their periods of peak and diminishing reference use to their timely destruction or retirement. This schedule becomes a control of the automatic flow of records from their creation to final disposition;

Retention Period - The time during which records must be kept before they are either destroyed or stored in an archival area (i.e., records as of June 30);

Retirement – The removal of records from an active location to a records storage facility or
from a records center to an archival area;

Semi-Active Records - Records that are consulted infrequently and which need not be retained in the Administrative Unit where accumulated.

Transmittal Sheet – Used by agencies in transferring records to the Archives in Atlanta, which lists box contents along with other statistical data.

RECORDS MANAGEMENT CENTER PROCEDURES

Records Management at Abraham Baldwin Agricultural College will be carried out in strict compliance with BOARD OF REGENTS, UNIVERSITY SYSTEM OF GEORGIA, RECORDS MANAGEMENT – POLICIES AND PROCEDURES, Revised 1990.

TRANSFERRAL OF RECORDS TO A RECORDS STORAGE FACILITY

Preparation of Records Center Control Card

A Department/Unit transferring semi-active and inactive records must prepare a three-part Records Control Card. To complete this form, the Department/Unit must:

Enter date for transfer of file (No. 1);

Enter name and telephone number of the originating Department or Unit (No. 2);

Enter dates covered by the records, with records of different dates and total retention periods on separate Record Control Cards (No. 3);

Enter name of the file series, including sufficient data and filing arrangements to enable others to identify this file later, with the name of the file series the same as that listed on the Records Retention Schedule (No. 4);

Enter total retention period in years, this information being obtained from the Records Retention Schedule and including the total number of the active years plus the semi-active years computed from the day after the cutoff day for the file series (No. 5);

Enter the destruction date, which is computed by adding the total retention period in years, item 5, to the day after the cutoff date of the records, item 3 (No. 6);

Give range of numbers and letters, if filed in numerical order or alphabetical sequence, a continuation of the Name of File Series, item 4 (No. 7);

Enter the total number of each size file container and number each box for the file series as "1 of 5", "2 of 5", "3 of 5," etc.; if other type container is used, specify number, type and cubic feet capacity (No. 8);
Enter an "X" to indicate if for archives or microfilm; if for both, place an "X" in both spaces; if neither applies, leave blank. (This information is obtained from the Record Retention Schedule. When the file box has been placed on a shelf in the Records Storage Facility, part 1 of the Records Center Control Card will be returned to the originating Department/Unit with the box number and location.) (No. 9); and

Leave "Box No." blank. (The Records Storage Facility will number the box and record the number on this line. The number will be used by Departments/Unit to request retrieval of this box.) (No. 10).

Disposal Action

The Records Storage Facility will retain records during a time specified in the Records Retention Schedule. At the expiration of the retention period, the originating office and Records Manager will review the records. The Records Storage Facility will transfer to the State Archives for retention all records with archival value and properly dispose of remaining records.

Request for Files to be Stored or Retrieved

The individual Department/Unit requesting files to be stored in the Records Storage Facility or retrieved must complete the Records Reference Request. The Department/Unit must:

Each form can be used for only one Department/Unit;

Enter the name of the Department/Unit;

Secure the signature of the Department/Unit Head on the proper line;

Enter the building name where the records can be picked up for storage;

Enter the room number for pick up;

Enter the date the records will be ready for storage. (If possible this should be at least a three-day lead time.);

Enter the name of a contact person who has the records;

State, if requesting storage, "Pick up records for storage for the attached _____ (Enter a quantity) Records Control card(s)"; and

Enter the total number of boxes to be stored, if requesting storage.

ABAC 9.10.6.1 Service of Alcoholic Beverages
Applicability

The following guidelines have been adopted to govern College events where alcoholic beverages are served or provided. The guidelines apply to the following instances:

- Any event, on or off College property, which is sponsored by a College unit;
- Any event, on or off College property, where alcoholic beverages are served or provided by officials, employees, or agents of the College acting in their official capacities

Where can alcohol be served?

- **Approved Sites** – alcoholic beverages may be served in accordance with the guidelines listed in this document at:
  - Forest Lakes Golf Course – clubhouse and facilities
  - Georgia Museum of Agriculture and Historic Village
- **Prohibited Sites** – alcohol may not be served at the following sites
  - Main Campus (Tifton)
  - ABAC on the Square (Moultrie)

Requirements for serving alcoholic beverages

- **Legal Age** - alcoholic beverages will only be served to or served by persons of legal drinking age (21 years old).
- **ID Check** - official picture IDs shall be required of all persons requesting to be served alcoholic beverages. A College employee or agent thereof, must check for proper identification before serving any alcoholic beverage and must reject any questionable forms of identification
- **Student events** – alcoholic beverages shall not be served at predominantly student-attended events.
- **Refusal of Service** - if a participant or guest appears to be impaired, the employee, or agent thereof, must not serve any additional alcohol to that person. Furthermore, a reasonable effort should be made to arrange safe transportation for the individual in question.
- **Designated Driver or Shuttle Service** - the sponsoring College unit, College official, agent, or employee should establish procedures to provide impaired guests transportation to their destination if determined necessary. Such procedures can include assigning one or more members of each group of guests or participants the responsibility of being a designated driver who will refrain from drinking. Individuals who serve as designated drivers need to be sure that their personal vehicular liability insurance covers this situation. Another alternative is to provide shuttle services for the guests to their destinations.
- **Provide Non-Alcoholic Beverages** - the sponsoring College unit or College official, agents, or employee should provide a reasonable choice of non-alcoholic beverages so as to avoid the problem of “forcing” guests to drink alcoholic beverages because there is nothing else to drink. There should be parity between the quantity and variety of non-alcoholic and alcoholic beverages.
Serve Food. Alcoholic beverages shall be served only when there is also a lunch, dinner, or reception, includes food.

Self-Service of Alcoholic Beverages Not Permitted - the sponsoring College unit or College official, agent, or employee must use staff members or hired bartenders to serve alcoholic beverages in order to limit the size and number of drinks being served and to identify those who should be denied service. Where the function involves a sit-down meal at which alcohol is served, waiters and waitresses will be instructed to ask before automatically refilling wine or liquor glasses to avoid a situation where a guest continues drinking simply because the waiter continues to pour.

Post Drinking Restrictions in Prominent Places - notices informing guests as to the legal drinking age should be conspicuously posted at College events where alcohol is served. This requirement is particularly important for those events where the guests or participants may include students or members of the general public who are younger than the legal drinking age.

Restrict Alcoholic Beverages to a Controlled Area - the sponsoring College unit or College official, agent, or employee must take adequate steps to insure that alcoholic beverages are not allowed outside the predetermined boundaries for the event. All alcoholic beverages should be consumed or disposed of by all guests or participants before leaving the premises.

Limit or Eliminate References to Alcoholic Beverages in Advertisements - advertisements or invitations to College events where alcoholic beverages are to be served should emphasize the nature of the event, and not the alcoholic beverages. References to the type and quantity of alcoholic beverages will not be noted in promotional materials, but notation that alcohol will be served may be included.

Limit Hours of Service of Alcoholic Beverages - service of alcoholic beverages must be discontinued at least an hour before the event is scheduled to end. The closing time should be posted near the bar to avoid misunderstandings at the end of an event. Enforcement of this provision requires a firm refusal to serve to all attendees and should not be associated with a “last call” offer.

Cash Bar and License Requirement – the offering of alcohol for sale, either by the drink or by event, shall be only by a person, or entity, licensed in accordance with applicable regulations.

ABAC Police Required at ALL Events – ABAC Police officer(s) must be present for all events where alcoholic beverages will be served. The officer(s) must be present for the duration of the event.

Implementation and Intent

Implementation of these guidelines may require sponsors of College events where alcoholic beverages are served or provided to modify their current practices, to hire additional staff, or to retrain existing staff. The costs involved in implementing these guidelines, however, are minimal when compared to the potential liability facing the College and its officials if adequate safeguards are not taken.
SECTION 12: CHANGES

ABAC 12.1 Changes

The President of ABAC and the Cabinet shall consider a proposed change in its policies when the appropriate committee of the Institution presents the proposal with or without recommendation. The President of ABAC and the Cabinet, acting on their own motion, may waive, amend, repeal, add, or change these policies at any time.

ABAC 12.2 Table of Responsibilities

<table>
<thead>
<tr>
<th>Section</th>
<th>Responsible for ensuring content accuracy, completeness, and alignment with Board of Regents policies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Officers of the Board</td>
<td>Vice President for External Affairs and Advancement</td>
</tr>
<tr>
<td>2 - Institutional Governance</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>3 - Academic Affairs</td>
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</tr>
<tr>
<td>4 - Student Affairs</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>5 - Public Service</td>
<td>Vice President for External Affairs</td>
</tr>
<tr>
<td>6 – Research</td>
<td>CIO</td>
</tr>
<tr>
<td>7 - Finance and Business</td>
<td>Vice President for Planning and Operations and CIO</td>
</tr>
<tr>
<td>8 – Personnel</td>
<td>Vice President for Planning and Operations</td>
</tr>
<tr>
<td>9 - Facilities</td>
<td>Vice President for Planning and Operations</td>
</tr>
<tr>
<td>10 - Information, Records and Publications</td>
<td>Vice President for Planning and Operations and CIO</td>
</tr>
<tr>
<td>11- Miscellaneous</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>12 - Amendments</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>12.2 - Table of Responsibilities</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>12.3 - Table of Revisions</td>
<td>CIO</td>
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ABAC 12.3 Table of Revisions
<table>
<thead>
<tr>
<th>Section</th>
<th>Date of Revision</th>
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<tbody>
<tr>
<td><strong>ABAC 6.1.1</strong> Institutional Review Board (IRB)</td>
<td>June 23, 2010</td>
</tr>
<tr>
<td>ABAC 2.10.2 Homeland Security Committee (changes to committee composition and frequency of meetings)</td>
<td>August 16, 2010</td>
</tr>
</tbody>
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