

**Mission Statement**

Baton Rouge Community College identifies and meets the educational needs of its community through accessible, innovative, and dynamic programs.

The college provides a practical, well-rounded education that provokes thought, ignites creativity, spurs innovation, and strengthens our global community by improving the quality of life for its citizens.

*Approved 6/20/07*

**Application of Grants and External Funding**

All resource development activities will be coordinated through the Offices of External Resources and Grants.

***Procedure***

Before a grant proposal can be submitted to an outside authority, the principal investigator must complete a Grant Proposal Development Checklist. The checklist includes information about the intent of the grant, equipment and space requirements, and the cost and responsibility to the college. Signatures of approval are required from the department head, vice chancellor, director of external resources, vice chancellor for administration and finance, and chancellor.

***Approved 2/16/07***

**Archiving of Records**

In accordance with Louisiana Revised Statutes 44:404–425 et. al., the college is required to establish a formal records retention and disposal procedure to maximize the use of space, equipment and supplies needed for the purpose of maintaining, storing and servicing records.

***Procedure***

The college is required to periodically submit to the LCTCS central office a list of records in its custody that are not required for the transaction of current business and that lack sufficient administrative, legal or fiscal value to warrant further retention, which will be forwarded to the state’s archivist for consideration of appropriate disposal. To ensure that the requirements of the applicable statutes and guidelines are adhered to, a records officer is designated to provide the necessary notifications that must be submitted to the LCTCS central office and to act as the point of contact for records disposal notification.

***Approved 3/31/04***

***Revised 12/4/06***

**Experimental and Pilot Projects**

Faculty and staff are encouraged to engage in innovative projects that increase student success and develop new methods of delivery for instruction and services. An experimental and/or pilot project should be conducted before implementing new projects and programs college-wide. Projects must be approved via a review process that begins at the unit level and culminates in approval from the Executive Cabinet.

***Procedure***

Each proposal for implementing experimental and/or pilot projects will include the following:

- Purpose statement
- Needs assessment with supporting documentation
- Identification of resources (fiscal/physical) needed to accomplish project
- Members involved in project
- Anticipated project outcomes
- Impact on the college (students, curriculum, other departments)
- Timeline for implementation
- Evaluation plan, including documentation to be collected

***Approved 3/31/04***

***Revised 12/4/06***

**Mission Statement Review**

The college will review and update, if needed, the college's mission statement on a two year cycle. The updated version of the mission will be distributed throughout the college using the daily e-news, email, website, and other methods. After the college has reviewed and provided input, the mission must be approved by the LCTCS Board of Supervisors prior to implementation.

***Procedure***

1. The Leadership Team, consisting of the Executive Cabinet, Cabinet, and Academic Council, reviews and drafts any updates to the mission statement.
2. The Leadership Team forwards the revised mission statement to their respective faculty, staff, and students for review and input.
3. The Leadership Team submits all comments received by faculty, staff, and students into the mission statement.
4. The Leadership Team conducts a final review and votes to approve the revised mission statement.
5. The mission statement is sent forward to the President of the LCTCS and the LCTCS Board of Supervisors for their review and approval.

***Approved 9/8/03***

***Revised 9/20/07***

**Policy Manual**

All new and revised policies for the Baton Rouge Community College Policy Manual are to be submitted to the Executive Cabinet through the Chancellor or respective Vice Chancellor. Once approved by the Executive Cabinet, the policy is to be forwarded to Institutional Research and Planning for inclusion in the Policy Manual. Institutional Research and Planning will notify the college through the BRCC Daily e-News of the new policy or policy change and will update the Policy Manual on the BRCC Intranet web site.

*Approved 6/9/2003*

### **Professional Development**

As an organization dedicated to advancing quality teaching and learning, it is only appropriate that employees grow professionally in the same ways we encourage our students to expand their skills. To encourage professional growth, the Executive Assistant to the Chancellor will work with other college departments and divisions to make appropriate professional development activities available to employees. The Executive Assistant to the Chancellor also serves as a clearinghouse for the distribution of information on professional development sponsored by other agencies and for maintaining sign-in sheets for professional development activities offered by the college. Professional development activities are divided into two levels: Campus-Level Activities and Elective Activities.

Campus-Level Professional Development Activities include all Convocations and campus-wide activities that are designed to shape the organizational culture of BRCC. Campus-Level Professional Development Activities are planned and designated as such by the Office of the Chancellor. Content presented in these sessions is applicable to all staff and faculty, and all BRCC employees are required to participate in these activities.

Elective Professional Development Activities are designed to allow BRCC employees to select areas of professional growth that are directly applicable to their specific job responsibilities. Elective Professional Development Activities include, but not limited to:

- Activities which are planned by the Executive Assistant to the Chancellor and posted to the BRCC Professional Development Master Calendar;
- College-credit courses directly related to the employee's job responsibilities or those courses that are required for a degree;
- Attendance at professional conferences or presentations, in which the content is directly related to the employee's job responsibilities;
- Achievement of an Industry-Recognized Certification in which the content is directly related to the employee's job responsibilities;
- Additional activities as deemed appropriate by the employee's immediate supervisor.

#### ***Procedure***

Documentation of staff participation in professional development activities is maintained by the Executive Assistant to the Chancellor. Faculty participation is maintained through the academic divisions in conjunction with the Executive Assistant to the Chancellor. It is the employee's responsibility to provide the appropriate office with documentation of participation in college courses and/or professional development within 2 weeks of the completion of the activity. Documentation can include: course grade, certification of completion, etc...

Unit supervisors are responsible for working with the Executive Assistant to the Chancellor to plan appropriate activities for employees under their supervision.

Participation in professional growth is a principle responsibility of each employee and supervisors will evaluate the employee's participation in such activities as part of the annual evaluation of performance.

*Approved 1/5/2004*

**Requests for Information**

The Chancellor is designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the college.

***Public Requests for Documents***

All requests for public information records are to be forwarded to the Chancellor's Office immediately upon receipt. The Chancellor shall thereupon make a determination as to whether or not the information requested is public in nature. If the Chancellor finds the information to be public in nature, the Chancellor shall direct that it be released for reproduction on the premises. The party requesting the information will be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it's becoming available.

***Information Not Public in Nature***

If the Chancellor finds the information not to be public in nature, the requesting party will be so informed by the Office of the Chancellor, and such information will not be released. If the Chancellor is unable to ascertain whether or not the information requested is public in nature, authorization is given to request, on behalf of the Board of Supervisors, an opinion from legal counsel as to the nature of the information. Such opinion requests will be made within 10 days of the original request for information. The Chancellor shall notify the person requesting such information that an opinion is to be requested by legal counsel and shall notify such person immediately upon receipt of an answer from legal counsel.

***Approved 1/25/07***

**Student's Role and Participation in Institutional Decisions Making**

The college is committed to ensuring the best possible education and training for its students. In this regard, the participation of students in the decision making process of the college is encouraged. Specifically, the college will work closely with the elected officials of the Student Government Association when addressing issues of direct concern to students. Furthermore, a student representative will be included, but not limited to, the following committee assignments – Cabinet, Appeals and Exceptions Quality Team, Commencement Quality Team, Student Recognition Quality Team, Enrollment and Retention Management Quality Team, General Education Quality Team, Learning Resources Quality Team, Planning and Institutional Effectiveness Quality Team and the Student Technology Quality Team.

*Approved 4/22/2003*

**Chain of Command**

In daily operations, as well as in times of an emergency or crisis, the Chancellor of Baton Rouge Community College has full discretion and final authority to make decisions regarding the college.

In the absence of the Chancellor and/or the Chancellor cannot be reached, the Vice Chancellor for Academic Affairs, in conjunction with the other Vice Chancellors and the Executive Assistant to the Chancellor, will have the responsibility for the college in the case of emergencies.

*Approved 6/20/07*

## **Fundraising**

### **Policy**

External support is an important source of revenue for Baton Rouge Community College (BRCC). Fundraising efforts must support the mission and vision of the college. The Office of External Resources is responsible for coordinating all requests for contributions and all fundraising activities related to BRCC. No employee, faculty, staff, student, volunteer, or hired contractor is permitted to seek donations without receiving approval from the Office of External Resources. BRCC and the BRCC Foundation will under no circumstances exchange, rent or otherwise share its fundraising list with other organizations.

Specific responsibilities of External Resources as related to fundraising are to:

- Approve all fundraising activities.
- Organize and manage a program of private gift support from individuals, business, alumni, other organizations, and foundations.
- Keep accurate records and reports of all gifts made to the BRCC Foundation for benefit of the college.
- Conduct and oversee all financial transactions in a responsible manner, consistent with the ethical obligations of stewardship and legal requirements of local, state, and federal government regulations.
- Oversee the use of all donations to insure that the funds are used to support the college's mission.
- Minimize funds spent on administration and fundraising, assuring that no more is spent than is required to ensure effective management and resource development.
- Oversee the expenditures deducted from the gross revenues of an event.

### **Procedure**

All fundraising by BRCC will disclose the college's full name, logo and the purpose for which funds are requested. Printed solicitations (however transmitted) will also include the college's address and other contact information.

Donors and prospective donors are entitled to the following, promptly upon request:

- BRCC Foundation tax identification 501 (c) (3) registration numbers after an appropriate gift is accepted.
- A list of the current members of the BRCC Foundation Board.
- Whether an individual soliciting funds on behalf of BRCC is a volunteer, an employee, or hired contractor.

This procedure will be strictly applied to all donors at all levels of support. BRCC and the BRCC Foundation will respond promptly to questions or concerns by a donor or prospective donor about any matter. The Director of External Resources will attempt to satisfy the donor's concerns in the first instance. Any unresolved disputes will be

overseen by the Executive Director for Institutional Advancement, the Chancellor, and subsequently the Board.

*Approved 12/17/07*

### **Gift Acceptance**

Baton Rouge Community College (BRCC) values and seeks to protect its integrity, autonomy, commitment to its academic mission, and academic freedom. BRCC will not accept gifts, enter into a business relationship, or accept external support when a condition of such acceptance would compromise its fundamental principles and values. Ownership of all gifts directed to BRCC rests with the college and the BRCC Foundation, whether said gifts are for the benefit of the college generally or for some specific purpose within it.

BRCC may elect to accept or decline any gift. The final decision to accept or decline a gift rests with the Chancellor and the BRCC Foundation Board of Directors. Acceptance of any gift contribution which involves a proposal to name a room or building is conditional pending final approval of the naming by the Chancellor, the BRCC Foundation Board of Directors, and the LCTCS Board of Supervisors.

### **Gift Eligibility**

The following gifts are eligible for acceptance by BRCC:

- Outright gifts of cash, checks, or securities
- Gifts-in-kind
- Life insurance
- Annuity contracts
- Gifts of residual interest
- Trust agreements
- Bequests

### **Gift Limitations**

When conditions placed on a gift offer are judged to be inconsistent with the college's mission or its best interests, the Chancellor, in consultation with the BRCC Foundation Board of Directors, may request that the terms of the gift be revised or recommend to the appropriate individual that the gift be declined.

The college will not accept scholarships, fellowships, awards, or other financial aid funds if the gift conditions, by explicit designation, require the exclusion of or discriminate against a group or class, unless such exclusion or discrimination has the effect of favoring one or more designated groups as provided for in any approved institutional equity plan scheme.

*Approved 2/18/08*