

Introduction to Policies and Procedures Manual

Policy Tracking	Date
Approved	
Revised	November 28, 2011
Reviewed	

- I. Title: This Publication shall be known as the Blue Ridge Community College Policies and Procedures Manual.

- II. Authority: This Manual includes policies approved by the Board of Trustees governing Blue Ridge Community College and administrative procedures which the President may deem appropriate to implement those policies. This Manual, together with applicable federal and state laws, the North Carolina Administrative Code, and referenced policies contained in other official college documents, shall constitute the fundamental guidelines for the administration of the college. No policies will be developed, maintained or implemented without prior approval of the President and the Board of Trustees.

- III. Conflicts: While this manual contemplates the development of other, more detailed and specific procedures for the operation of various functions of the College, all such procedures shall be consistent with the Board policy statements contained in the Manual. In the event of conflict between policies and procedures of this Manual and other procedures of the College, the provisions of this Manual shall prevail.

- IV. Interpretation: In the event any provision of this Manual shall appear to be vague, indefinite, out of date, or in conflict with other provisions hereof or with local, state, or federal laws, the Board shall be the ultimate authority for the interpretation thereof. An invalid section or portion of this document shall not invalidate any other section of the Manual nor shall an invalid statutory reference to a state or federal law or regulation invalidate that intended reference.

- V. Definitions:
 - Board: The Board of Trustees of Blue Ridge Community College
 - BRCC: Blue Ridge Community College
 - Business Office: Division of the Office for Administrative Services
 - College: Blue Ridge Community College
 - Manual: The Blue Ridge Community College Policies and Procedures Manual
 - NCCCS: North Carolina Community College System (System Office)
 - North Carolina Administrative Code: Regulations applying to state agencies
 - Online: accessible via the Internet
 - VP: Vice President
 - Web: Blue Ridge Community College Internet Web site

- VI. Maintenance: The Chief Institutional Advancement Officer/Assistant to the President is responsible for the maintenance and currency of the Blue Ridge Community College Policies and Procedures Manual.

- VII. Amendments: Proposed additions, deletions, and modifications to the Policies and Procedures Manual may be initiated in accordance with Sec. 1.1 Policy and Development. Once so approved, the change(s) will be posted online and simultaneously distributed to the holders of Manuals in notebook or CD form. Changes become effective as dated and supersede all other policies, rules, regulations, and commitments approved by the Trustees of Blue Ridge Community College and the President. All employee contractual agreements made after that date are made under the terms and conditions of the new policy, regardless of the original appointment date.

Titles Guidelines

College Reorganization: Effective July 9, 2008, a reorganization of the College was put into place which affected numerous sections of the Manual. Until such changes can be individually changed, not only in this document, but also in other publications, forms, and electronic files, the following shall serve as an interim conversion guide for titles and organizational units:

In any section of the Policies and Procedures Manual, in any College publication, or on any form or document (printed or electronic), where reference is made to a College "Dean," the new and corresponding title is "Vice President," however, within the new Division of Instruction, each of the four directors shall hereafter be titled "deans" as shown below:

Previous Title	New Title
Dean for Instruction	Vice President for Instruction
Dean for Technology and Development	Vice President for Technology and CIO <i>(Chief Information Officer)</i>

Dean for Student Services	Vice President for Student Services
Dean for Administrative Services	Associate Vice President for Finance / CFO
Director of Applied Technology	Dean for Applied Technology
Director of Arts and Sciences	Dean for Arts and Sciences
Director of Allied Health	Dean for Health Sciences
Director of Business and Service Careers	Dean for Business and Service Careers
Director of Basic Skills	Dean for Basic Skills
JobLink Career Center Director	Dean for Workforce and Economic Development
Transylvania Center Director	Dean for Transylvania Programs
Dean for Continuing Education	Vice President for Economic and Workforce Development/Continuing Education

Organizational Guidelines

In any section of the Policies and Procedures Manual, in any College publication, or on any form or document (printed or electronic), where reference is made to an "office," or "department," the new and corresponding term is "division" and similarly, where reference is made to a "division," the new and corresponding term is "department," as shown below:

Previous Term	New Term
Office for Instruction	Division of Instruction
Office for Technology and Development	Division of Technology
Office for Student Services	Division of Student Services
Office for Administrative Services	Division of Finance
Office for Continuing Education	Division of Economic and Workforce Development/Continuing Education