

## USE OF PHYSICAL FACILITIES AND EQUIPMENT

### FACILITIES USE

It shall be the policy of Waycross College, when it is in the best interest of the college, to authorize the use of the college's facilities by agencies, businesses, industries, schools, organizations, groups, and individuals within the guidelines and procedures approved by the college. The President or President's designee must approve persons and groups requesting use of facilities.

#### Charges for facilities use

Those individuals and groups associated with Waycross College are entitled to use the college facilities in keeping with the goals and objectives of the institution and in accordance with established policies and procedures of the University System Board of Regents and the college. These groups include students, faculty, staff, and other groups and individuals within the community-at-large.

State, local governments, boards of education, and not-for-profit agencies may have facility use fees waived provided the event is scheduled during normal working hours. When fees are charged to participants, the regular fee schedule will be in effect unless Waycross College is a co-sponsor. Fees may not be waived if usage is to be outside of regular business hours and/or a technical support staff member is required.

Fee schedules shall be reviewed annually by the Vice President for Business Affairs. Changes in fees will be approved by the President. A copy of the fee schedule will be available in the Office of Development and Community Services.

#### Guidelines and procedures to administer use of college facilities

The college has a fundamental responsibility to provide educational opportunities. Activities relating to this primary educational purpose have first priority for use of college facilities. In keeping with this responsibility, the priority order of use shall be: students, staff, and community, provided the appropriate scheduling facilities procedures are followed.

1. Students and officially recognized student groups are entitled to use facilities in accordance with established policy and procedure. (Please refer to the *Student Handbook*.)
2. Faculty and faculty groups are entitled to use facilities whenever such use is in the best interest of the college. Any questions as to what may or may not be considered appropriate use will be determined by the President of the college, in consultation with the Vice President and Dean of Academic and Student Services when appropriate.

3. College staff may use facilities when available and when the proposed use is in support of institutional goals and objectives. Questions of appropriate use will be determined by the President, in consultation with the Vice President for Business Affairs when appropriate.
4. To enlist interest, support and participation from the community-at-large, the college encourages community groups to use college facilities as may be appropriate in pursuit of institutional goals and objectives so long as such use is within college and University System policy.

Waycross College reserves the right to deny the use of college facilities to any individual, group, or organization. Facilities shall not be used:

- for any purpose or activity that is in violation of federal, state, or local laws;
- by any group which espouses a political, social, economic, or other doctrine that is contrary to the constitution of the State of Georgia, or the Constitution of the United States of America;
- for any purpose or activity that is in violation of any other policy of the State Board of Regents, or Waycross College;
- for any activity which is disharmonious with the moral and ethical standards of the local communities as determined by the college;
- by any group, who, through previous use of the facilities, has demonstrated a disregard for the proper care of the facilities, safety procedures, or other rules and regulations published for the use of the college facilities;
- for any other reason considered by the President to be not in the best interest of Waycross College.

The Vice President and Dean of Academic and Student Services shall be responsible for maintaining a master schedule of regular academic use of facilities, including scheduling use of space by other colleges for academic instruction. The Director of Development and Community Services shall maintain a master schedule of general, non-academic facility use by groups and shall be responsible for granting such use. Scheduling Activities Forms shall be provided by the Office of Development and Community Services, with approvals required in advance of use.

### GSAMS Rooms

GSAMS rooms are to be reserved only when GSAMS equipment is needed. The Instructional Technology Support Specialist is responsible for reserving use of the GSAMS rooms and equipment.

### Physical Education Facilities

The Physical Education building will be open during all normal operating hours Monday through Friday, subject to availability of staff. With the exception of credit courses, all use, including use of

the athletic field, must be scheduled through the Office of Development and Community Services which will check with physical education staff about availability. Facilities are available to students, faculty, staff and the community on the following priority order:

- instructional classes
- intramural activities
- recognized Waycross College organizations and clubs
- authorized community use (Continuing Education, scheduled events, etc.)
- Waycross College personnel
- general community use

The Fitness Room may be used only by students and by faculty and staff and their spouses. It will be open at specified posted times for use of exercise equipment. Equipment is not to be removed from the fitness room. When the user has finished, all equipment must be returned to its storage facility. Because of possible injury and liability, there must always be two people present. Children are not permitted in the exercise room and are not to be brought to the Physical Education Building and left unattended for any reason.

The tennis courts and racquetball courts have the same priority order for use as other physical education facilities. Rules for play are posted near the courts.

### Procedures

1. Facilities scheduling and agreement forms. Individuals, groups, or organizations requesting to use available Waycross College facilities must complete and e-mail the Waycross College *Facilities Scheduling Form* and the *Facilities Agreement Form* at least ten (10) business days prior to the scheduled event. If the individual, group, or organization does not have e-mail capability, then the division will complete the paperwork electronically for them.
  - a. Specific set-up requirements, equipment, and event times must be indicated on the *Facilities Scheduling Form*. The college is not responsible for coordinating functions.
  - b. Completion of the *Facilities Scheduling Form*, the *Facilities Agreement Form* and payment of fees (if required) are mandatory ten (10) days prior to the scheduled event date. The *Facilities Agreement Form* needs to be signed and either mailed or faxed to the division. The forms and fees confirm the facility reservation.

After forms are completed and required fees are paid, the division will distribute the forms by e-mail, fax, or mail to the appropriate college divisions as well as the contact for the scheduled event.

2. Waycross College business hours. Waycross College business hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. Waycross College summer hours are Monday through Thursday from 7:30 a.m. until 5:00 p.m. and Friday from 7:30 a.m. until 11:30 a.m. Waycross College

campus security personnel will monitor open facilities and prioritize use wherever conflicts of interests may be involved, e.g., use of tennis courts after business hours and on weekends.

3. Charges. Appropriate fees may be charged to individuals, groups, or organizations for the use of any college facility. Facility costs are listed on the Waycross College *Facilities Fees* form.
4. Refund policy. Under extreme circumstances the college may be forced to cancel commitments for use of facilities. If this should occur, every effort will be made to arrange suitable accommodations. In the case where the college has to cancel an agreement for facilities due to lack of accommodations, the college will refund all fees paid.
5. Cancellation fee. If an individual, group, or organization cancels their event at the college less than ten (10) business days prior to their event date, the college will refund all but 10% of the fees paid.
6. Catering policy. Meals and refreshments for events on campus must be provided by Auxiliary Enterprises. Information and policies regarding catering an event on campus should be directed to the Auxiliary Enterprises Assistant, Ms. Rhonda Anderson. Ms. Anderson can be contacted at the following phone number or e-mail address: (912) 285-6132 or rhondaa@waycross.edu. On-campus groups may refer to the Waycross College Administrative Policies and Procedures, page III-26, regarding the food services policy.
7. Food and drink policy. Food and drink are prohibited in the auditorium, classrooms, computer labs, or office areas scheduled for use by individuals, groups, or organizations. Food and drink are allowed inside facilities in designated areas only.
8. Signs and informational posters. Nothing is to be posted, pasted, taped, or attached to the walls or glass of any facility during its use by an individual, group, or organization. Signs or banners may be posted on sign holders, doors, or black board clips in the classroom. Any object that was posted by the individual, group, or organization must be removed immediately after the scheduled event.
9. Tobacco policy. Waycross College prohibits the use of tobacco products inside the college's facilities. Smoking is permitted in designated outside areas only.
10. Telephone calls and messages. Campus staff will not forward telephone calls or take messages for scheduled event participants, except in extreme emergencies. Pay phones are located in each building on campus for participant use.
11. Event equipment and materials. Equipment and materials brought by an individual, group, or organization must be removed from the facility after the event has taken place. Waycross College is not responsible for equipment and materials left behind after an event.
12. Parking permit. Individuals, groups, or organizations using the college facilities must distribute parking permits to all participants for their scheduled event at Waycross College. The Office of Development and Community Services will send a Parking Permit to the coordinator of the

function. It is the responsibility of the event coordinator to distribute the parking permit to all the participants of their event. Campus guests may park only in the visitor parking spaces or the spaces marked with “white lines.” Event participants may not park in the designated Waycross College Faculty and Staff parking. Vehicles parked in non-designated areas will be ticketed.

13. Special needs participants. Special arrangements for persons with disabilities will be made, if requested in advance.
14. Inspection of facilities. A Waycross College Physical Plant representative and the coordinator or individual representing the group or organization who sponsored the event will inspect the facility immediately after the event. The individual, group, or organization that signed the Waycross College *Facilities Agreement Form* will be responsible for any damages to the facility or its contents occurring during its use.

### Liability

Individuals, organizations, or groups utilize the Waycross College facilities and parking lots with the express understanding that Waycross College assumes no responsibility whatsoever for the individual, group, or organization claims for personal injury, loss of life, theft, or otherwise. The individual, group, or organization agrees to waive any and all claims to hold Waycross College harmless from any and all liabilities, claims, or expenses whatsoever arising from the use of college facilities.

### **EQUIPMENT USE**

Board of Regents Policy requires that personal property owned by an institution shall be used only for institutional purposes. Such property may not be removed from the campus for use on either a rental or loan basis for personal use. In some circumstances faculty and staff may be authorized to use certain college equipment for professional and/or personal development where such use may contribute to achievement of institutional goals and objectives. Likewise, community groups or other educational entities such as public school systems may be authorized to use certain college equipment in keeping with institutional goals and objectives. In cases where movable, expendable supplies and equipment are involved and are the responsibility of individual departments, prior written approval for equipment use from the department head involved shall be required unless a standing approval has been announced. Approvals for equipment use shall be granted only after guidelines for such use have been established by a department and where responsibility for proper care of and damage to such equipment have been clearly assigned. An “Equipment Transfer Request” Form must be completed and filed with the Vice President for Business Affairs by the person giving approval.

### GSAMS Equipment

The Instructional Technology Support Specialist is responsible for reserving use of the GSAMS rooms and equipment.

## Library Equipment

The college reserves the right to restrict the use of this equipment for educational purposes and may assess a utilization fee for use by non-college groups. Priorities for use of equipment are as follows: instructional/educations programs; continuing education/public service activities; Waycross College organizations/personnel; other.

The Director of Library Services will coordinate the scheduling and arrangements for use of all equipment housed in the Library. Use of equipment by non-college individuals and groups will require approval by the Director on a Waycross College Library Audio Visual Equipment Request Form - Off-campus Users. If an off-campus group requests to remove equipment from the campus, the Director of the Library will ascertain from the President, the Vice President and Dean or the Director of Development and Community Services if “special circumstances” are involved. If so, the equipment is to be checked out to the officer granting this special circumstance.

## Physical Education Equipment

Some physical education equipment items will be available for checkout to sponsors of recognized Waycross College organizations and clubs or to individual Waycross College faculty and staff. Waycross College identification cards may be used to determine proper qualification.

Availability of equipment will be determined by whether it is needed for an instructional class, whether there is a sufficient number in stock, and on a first come first served basis.

A Physical Education Equipment Usage Request, obtained from the Secretary of the Arts and Sciences Division, must be completed and then approved by Physical Education personnel before equipment is to be used. Items are to be returned before closing on the day of checkout or within the first hour of opening on the following regularly scheduled school day. Equipment checked out on Friday must be returned on Monday morning.

The following equipment is currently available for individual or group use: softballs, softball equipment, basketballs, volleyballs, volleyball nets, soccer balls, game standards, badminton nets (not rackets), jump ropes, horseshoes, canoes, paddles and life preservers. Camping equipment is available only to recognized Waycross College organizations and clubs. All other physical education equipment is available for instructional use only.

## Damage or loss

Individuals who check out equipment are responsible for reasonable care of it. Damage to or loss of any college equipment is the responsibility of the borrower who must pay the cost to repair or replace the damaged equipment.

## OFFICIAL COLLEGE CALENDAR OF EVENTS AND ACTIVITIES

Individuals, groups, organizations and administrative units of the college schedule college and college-sponsored activities that affect our overall college community. Time and space scheduling affect individual and group interests and priorities. Needs, desires and possible conflicts must be accommodated in the best interests of Waycross College and everyone involved. The following guidelines will serve as official college policy and procedures for establishing the College Calendar of Events and Activities:

1. The Office of Development and Community Services will coordinate the listing of all official activities. No activity or event is official unless it is listed on the College Calendar.
2. All college-wide activities (excluding only academic classes) must be listed on the College Calendar prior to any commitments being made for time or space, inside or outside buildings. The College Calendar is available for review at all times to assist in avoiding possible conflicts. (See the secretary for Development and Community Services.)
3. The Scheduling Activities Form is to be used in submitting activities for the College Calendar.
4. A weekly calendar (*Forecast*) will be published by the President's Office each Friday by e-mail with printed copies for those who do not have e-mail access. Activities for the *Forecast* must be on the College Calendar no later than Friday morning of each week to ensure publication.
5. All activities scheduled and college facilities used are expressly subject to college and Board of Regents Policies (Waycross College *Statutes*, Student *Handbook*, Waycross College Administrative Operating Procedures and Board of Regents *Policy Manual*).

## **USE OF FACILITIES OFF CAMPUS FOR COLLEGE-SPONSORED ACTIVITIES**

As an Affirmative Action/Equal Opportunity Institution, Waycross College is committed to the operation of all its education, employment, and related programs without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap or other factors which cannot lawfully be the basis of denying equal opportunity. The institution's commitment applies to services to the college and community, and to agencies with which the college has contractual agreements.

In scheduling of or contracting for use of off-campus facilities for college-sponsored activities, the college Affirmative Action commitment will be the college criterion for consideration and for evaluation. Agreements and/or contracts for facilities use will be made with organizations, agencies, groups or individuals that practice a similar equal opportunity/access commitment and/or demonstrate good-faith efforts and support for equal opportunity/access to the satisfaction of Waycross College.

Guidelines and procedures used for the official college calendar of events and activities shall be followed in scheduling of or contracting for use of off-campus facilities.

## **USE OF COLLEGE VEHICLES**

### **USE**

College vehicles are to be used only for faculty, staff or student officially approved college travel. College vehicles are to be driven only by licensed faculty, administrators and staff; students and/or non-college persons may not drive these vehicles. A mileage allowance is provided for the use of privately owned vehicles for official travel.

The President's Office will administer use of college vehicles. A Vehicle Usage Form must be completed at least three working days prior to the date of requested use and must be approved by the President in advance. Approval will be granted only for officially approved activities, i.e., those with an approved [Request for Absence](#) for professional leave. Standing approval may be granted in specific situations, e.g., for admissions officer to visit schools.

The first person to complete a Vehicle Usage Form for a college vehicle will normally have use of that vehicle. In the case of multiple requests, the following guidelines will be used: (1) the larger group may be granted use of the vehicle which carries more passengers; (2) group use will normally prevail over individual use; and (3) required instructional use will have highest priority followed by student activity use followed by required administrative use followed by professional development use.

Vehicle Usage Forms and keys will be maintained by the President's Office.

### **DRIVER RESPONSIBILITIES**

1. Obtain prior approval through the Vehicle Usage Form. Certify understanding and acceptance of these guidelines by signature on the form.
2. Ensure and certify that the driver and all passengers hold appropriate life and accident insurance coverage prior to travel. (The Vice President for Business Affairs has information on sources of trip insurance, if needed to meet this requirement.)
3. Ensure proper care of vehicles, including driving only on streets and roads clear of hazards. Operate within official speed limits. Return the vehicle as clean as when it was checked out.
4. When weekend use is involved, obtain keys by 4:00 p.m. Friday; return vehicle at end of trip; turn in keys at 8:00 a.m. Monday. For all other travel, turn in keys immediately at the end of travel or, if after 5:00 p.m., at 8:00 a.m. the next day.
5. Record mileage on Vehicle Usage Form.

6. Record any observed problems with the vehicle, e.g., lights not working, excessive oil use, flat tire, etc.
7. Obtain prior approval of Vice President for Business Affairs by phone for any vehicle expenses in excess of \$25, except for fuel.
8. Report any accident or damage to a vehicle. Provide a copy of the police report, if any, to the Vice President for Business Affairs. Record any damage to a vehicle on the bottom of the Vehicle Usage Form.

### **VEHICLE USE CHARGES**

1. For privately owned vehicles. A mileage allowance at the current state rate will be provided for approved official travel by individuals.
2. For college vehicles. A mileage cost will be charged to the account designated on the Request for Absence Form. The mileage cost will be sufficient to maintain college vehicles and provide for their replacement in a reasonable time and use period. The mileage cost will be determined by the President in consultation with the Vice President for Business Affairs. Gasoline expenses will be reimbursed to drivers who must purchase gas while traveling in college vehicles; a receipt is required. Maintenance will refuel vehicles on campus, so purchase gas only when it is necessary to return to campus.

## **COMPUTER RESOURCE ALLOCATION AND SERVICES**

Waycross College is committed to management procedures and allocation of computer resources and services that will ensure adequate support for quality instruction, student development, public service and general institutional administrative activities. Defining institutional and unit goals and needs through the college planning process is the first step leading to the best use of all institutional resources. This goal-oriented planning is prerequisite to the allocation of resources and provision of needed services throughout the college. Computing services are separated into academic computing and administrative computing for planning and management purposes.

The college Electronic Data Processing Committee serves as the advisory and planning committee on matters relating to computing. This committee has responsibility for maintaining a three-year Electronic Data Processing Plan for the college which defines and monitors plans, inventories, facilities, standards, priorities, and anticipated needs and/or changes.

Individual institutional units are responsible for the required planning necessary to link their computer needs directly to institutional budget, decision making and resource allocation procedures as followed at the college. The administrative organization for computer services and required planning for resource allocation are outlined in the Waycross College three-year Electronic Data Processing Plan.

## COMPUTER USE

Waycross College is committed to the increased use of instructional technology including computers and all of their peripheral components. Students, faculty, staff, and administration are encouraged to explore and apply the capabilities of computing. Computer resources at Waycross College are available in offices, the computer lab, the portable computer lab, the Academic Support Center, the English computer lab, the foreign language lab, and the library.

As in all situations where shared equipment and other people are involved, the computer user does have responsibilities: to others in an open environment, to the equipment, and to those who are providing the services being used. These policies are intended to comply with legal and University System requirements and to provide guidance to users. However, the constantly changing technical conditions in computing will require that many decisions affecting computer use will have to be made by knowledgeable people at the time they are needed rather than prescribed in advance. If these policies do not provide necessary answers to questions, the user is advised to seek out a person who supervises computer resources. These policies apply to all users of computer equipment at Waycross College.

### Computer use policies.

1. Users in laboratory rooms must be mindful of other people. Please maintain a quiet environment, unless providing instruction. Avoid disturbing others.
2. Some materials are copyrighted. Users must get permission from the copyright holder and either the class instructor or a computer services administrator before “downloading,” copying, or installing copyrighted material to Waycross College computer resources. The College reserves the right to remove any materials which are not approved.
3. Users must do their own work:
  - ◆ Never copy or delete the work of others. This policy applies both to files independently created and to e-mail messages.
  - ◆ Some programs and laboratory material may require passwords. Do not share passwords.
4. Limit materials accessed on the computer, network, or Internet to those items appropriate to classes, research, or writing of reports. College resources are for instructional purposes only.
5. Normally, leave things as you find them in the computer laboratories.
  - ◆ Follow proper shut-down procedures. Seek instructions, if necessary.
  - ◆ Do not bring viruses or virus infected disks into any computing area. Always have your disks scanned for viruses.
  - ◆ Configurations are set up for the specific uses of classes or instructors. Leave system configurations as they are.

6. Users must back up their work on their own disks. Do not try to store confidential work on College computers. College resources may not be private, and documents may be subject to the Georgia Open Records Act.
7. Use communications systems properly. Consult instructions before using e-mail or other communications that require a modem or network access.
8. Users must check with and obtain permission from the Vice President for Business Affairs before connecting any computer to the College's network, servers, or workstations.
9. All users must share computing resources in accordance with the policies set forth for the computers involved. Priority is given to *first come, first served* for instructional use. Scheduled classes have first priority on computer labs. All other uses by classes are scheduled on a *first come, first served* basis through the appropriate individual.
10. Computing resources at Waycross College are made as available as possible to all users. However, there will be times when these resources will be unavailable for general use.
  - ◆ Prior to attempting to access computing resources, guests and visitors seeking to use computers facilities must secure approval from the Office of Development and Community Services who in turn will check with appropriate persons for validation. Some laboratories may require all users to sign in.
  - ◆ Credit and non-credit classes always have priority in laboratories. Computer labs have schedules posted providing information as to availability.
  - ◆ Misrepresentation of authorization, identity, or relationship with the College for the purpose of obtaining or using computer or network resources will lead to expulsion from the campus.
11. E-Mail
  - ◆ The Electronic Communications Privacy Act of 1986 constitutionally guarantees the privacy of e-mail and provides for prosecution of violators who access financial or personal data.
  - ◆ However, Waycross College can not guarantee that individual e-mail messages are private or secure. Confidential information should not be placed in computers without protecting it.
  - ◆ Users must use e-mail only in support of academic pursuits or College business.
  - ◆ Occasional monitoring for maintenance and problem resolution of the e-mail system may be expected. System administrators will respect privacy in so far as possible.
  - ◆ Remember that your *password* is secret and should not be given out.
  - ◆ If you are using college resources to send material that would embarrass you or hurt others - don't send it.
  - ◆ Avoid fraudulent, defamatory, harassing, obscene, or threatening messages or any other communications which might cause harm or be prohibited by law.

- ◆ It is relatively easy to identify not only the institution but also the individual sending inappropriate messages.
- ◆ Be aware that the Internet is not a secure network.
- ◆ Do not attempt to access files or accounts other than your own.
- ◆ Students must fill out and sign the Student E-Mail Account Request form.

## 12. World Wide Web

Waycross College has established a presence on the WWW to promote the institution, to provide information about the school, and to extend its educational reach beyond the physical campus. Documents placed on the Waycross College Website must adhere to the following guidelines:

- ◆ Pages should not violate copyrights or other restrictions
- ◆ Production will be limited to faculty/staff authorized to act for their departments/divisions/organizations.
- ◆ Required for compatibility:
  - ◆ Link to the Waycross College home page
  - ◆ Date of last update
  - ◆ Name and e-mail address of person responsible for the page
  - ◆ Full name of department/division/organization in title or document text
  - ◆ Navigational aids if needed due to size of documents
  - ◆ Use a spell checker and have someone read your document(s)
  - ◆ Active links to mentioned Web sites
  - ◆ Check finished document with appropriate browsers

The following disclaimer will be placed on the Waycross College Home Page as notice of expected adherence to these guidelines:

“Waycross College, through its World Wide Website, offers members of the campus community a creative outlet for their ideas and interests, with all the rights of constitutionally guaranteed freedom of speech and within the limits of state and federal law and College policies.

Waycross College assumes no responsibility for the content of material uploaded or linked to the site. The College does not censor, police, nor endorse the contents of unofficial and personal home pages created by faculty, staff, students, or associated links. Individual authors are solely responsible for the content of their pages. The College, however, retains the right to delete content it deems may violate copyright or trademark laws, and/or which may be defamatory.”

13. Users must comply with the regulations and policies of news groups, mailing lists, and other public forums through which they may disseminate messages.

14. Administrators of College computing systems will perform their duties fairly, in cooperation with the user community, the appropriate higher-level administrators, University System policies, and funding sources. System administrators will respect the privacy of users as far as possible and will refer all disciplinary matters to appropriate authorities. Student violations of these policies will be considered a violation of the student conduct code.
15. Students, faculty, and staff who believe they have been unfairly denied access to computing resources at Waycross College may appeal to the Vice President and Dean or the Vice President for Business Affairs.
16. These policies shall be posted in appropriate locations across the campus. Copies will be distributed to all faculty and staff.

# Student E-Mail Account Request

PLEASE PRINT CLEARLY IN INK.

Name: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I understand that an e-mail account will be created for me on a local computer system which is attached to the via campus resources to the internet. It is my responsibility to keep the account private and secure. I further certify that I have read the Waycross College Computer Policies and Procedures and understand that I will be held responsible for activities performed under this account, both locally and at other sites.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Do not write below this line)

---

An e-mail account has been created for you. Recall at the time of application you certified that you would abide by the Waycross College policies regarding the use of these resources. For further information on how to utilize your account . . .

Your e-mail address will be: username@waycross.edu (all lower case)

Your username is: \_\_\_\_\_

Your temporary password is **temp1** (The password should be changed through Eudora as soon as possible.)

Passwords should be kept between 6 to 8 alpha-numeric characters. Two of the characters must be non-alphabetic (e.g., 12punch, newz11). The username and passwords are case sensitive. Using all lower case makes it easier to remember passwords. Remember to **Never** share your password with anyone and change your password periodically.

As account manager, I verify that this student is actively enrolled at Waycross College.

\_\_\_\_\_  
Account Manager's Signature

\_\_\_\_\_  
Date

## RECYCLING

As a unit of the University System of Georgia, Waycross College is committed to implementation of procedures and activities which will insure the institution's compliance with the Georgia Comprehensive Solid Waste Management Act of 1990. The essence of this law as it applies to the college is:

Each state agency which is located in a state owned building, in cooperation with the Georgia Building Authority, shall establish a collection program for recovered materials generated as a result of agency operations, including, at a minimum, aluminum, high-grade office paper, and corrugated paper.

Materials covered by the Solid Waste Management Act, including, at a minimum, aluminum and other valuable metals, high-grade paper (computer paper) and corrugated paper, shall be recovered after proper use and disposed of through approved non-profit organizations, recycling businesses and/or the Georgia Building Authority whenever these agencies will receive these products for disposal.

The college will provide each operating unit with collection receptacles for the collection of recovered materials. Each unit is responsible for collection of recovered materials and notification of the Business Office when materials are to be picked up for disposal.

Approved clubs and organizations at the college may request and be given approval to collect aluminum cans, paper and glass to be disposed of through recycling agencies or businesses. The Director of Student Life shall approve club requests and notify the Business Office of approval, including the name of the club approved, the location of collection, a schedule for collections and plans for disposal of the material.

Materials, other than those collected by approved organizations, will be picked up and stored by the Physical Plant Department until appropriate quantities are collected for disposal through recycling agencies. The college Business Office will handle all business arrangements relative to implementation of this Solid Waste Management Policy. Procedures outlined by the Georgia Building Authority for collection, storage, transport and sale of recovered materials shall be followed. The college contact/liaison person for implementation of this policy shall be the Vice President for Business Affairs.

## SMOKE-FREE ENVIRONMENT

Waycross College is committed to making all reasonable efforts possible to maintain a safe, healthy environment both inside and outside all campus buildings. Recognizing that the Surgeon General has warned that **Smoking Causes Lung Cancer, Heart Disease, Emphysema, and May Complicate Pregnancy** and, further, that secondary, passive smoke is also a health hazard, and that a majority of both students and faculty favor a smoke-free environment in all our buildings, the College will maintain a smoke-free environment in all campus buildings, effective January 1, 1994.

Anyone violating this institutional policy will be invited to leave the building. Additionally, a person who smokes tobacco in any form in any campus building shall be guilty of a misdemeanor (Ga. Code 16-12-2, Smoking in Public Places).

### Georgia Code 16-12-2, Smoking in Public Places

- (a) A person who smokes tobacco in any form in any of the following public places shall be guilty of a misdemeanor:
  - (1) An enclosed elevator which is used by or open to the public and which is clearly designated by a no-smoking sign;
  - (2) Any place on a public transportation vehicle which is used by the public and which is clearly designated by a no-smoking sign; or
  - (3) Any area which is used by or open to the public and which is clearly designated by a no-smoking sign.
- (b) A person convicted of violating subsection (a) of this Code section shall be punished by a fine of not less than \$10.00 nor more than \$100.00.
- (c) This Code section shall be cumulative to and shall not prohibit the enactment of any other general and local laws, rules and regulations of state or local agencies, and local ordinances prohibiting smoking which are more restrictive than this Code section.

(Code 1933, 26-9910, enacted by Ga. L. 1975, p. 45, 1; Ga. L. 1982, p. 3, 16.)

## CAMPUS SECURITY

Waycross College is committed to implementation of procedures and activities which will insure the institution's compliance with provisions of PL 101-542, the Student Right-to-Know and Campus Security Act as amended by PL 102-26. The Registrar's Office and the Student Life Office shall collect and publish data relating to student completion or graduation, including students participating in athletics, as required by this Act, Sections 103 and 104.

The Business Office shall establish procedures and collect data and publish information as required by this Act, Section 204. Copies of PL 101-542 are available for review in the offices of the President, the Vice President and Dean of Academic and Student Services and the Vice President for Business Affairs.

Crime awareness and campus security. Students, employees and others shall make timely reports of any criminal actions or emergencies which occur on campus. Forms for such reports shall be available in the Business Office during regular office hours and from campus security officers at other times. The Vice President for Business Affairs or security officer shall evaluate each report immediately upon receipt and shall take appropriate action as may be indicated regarding the incident. All reports shall be filed for reporting purposes.

Waycross College shall make every reasonable effort to maintain a safe campus environment both inside and outside facilities. During regular office hours the Vice President for Business Affairs and the Director of Physical Plant, with assistance from other college administrative officers, shall be responsible for appropriate safety and security of students, employees and authorized campus visitors while on the campus. After regular office hours, the college shall provide for appropriate safety and security through contracted security services, including appropriate security personnel. Security personnel shall provide services as detailed in the Security Contract.

Security personnel shall have the power to make arrests for offenses committed upon any property of the college. Security personnel shall, however, maintain close working relationships with local law enforcement personnel and shall seek the assistance of local personnel in handling incidents occurring on campus. Arrests by college security personnel shall be made only as a last resort. Security personnel shall make appropriate and prompt reports of criminal actions to the Business Office and then to the local police.

The Student Life Office and Business Office shall cooperate in providing information to students and employees about security and security procedures and practices. Orientation sessions and campus information media shall be utilized for this purpose as appropriate. The Student Life Office and Business Office shall provide information throughout the year to students and employees concerning the prevention of crimes. Bulletin boards, orientation sessions and other campus media shall be utilized as appropriate for this purpose.

Statistics concerning the occurrence on campus of the following criminal offenses shall be compiled

and published annually as required: murder, rape, robbery, aggravated assault, burglary and motor vehicle theft. Statistics concerning the number of arrests for the following crimes occurring on campus shall be compiled and published as required: liquor law violations, drug abuse violations and weapons possessions.

The possession or use (without valid medical or dental prescription), the manufacture, distribution, or sale of marijuana, controlled substances or dangerous drugs controlled by federal or Georgia law is prohibited. The possession or consumption of alcoholic beverages on college property or at events sponsored or supervised by Waycross College, on or off campus, is prohibited.

Reporting criminal actions. Campus crime is a reality. Preventing it is a shared responsibility between the college and its campus community members. Public apathy is a criminal's greatest ally. No individual can assume that someone else has reported criminal activity. Suspicion is sufficient reason for calling security. All crime, suspicious activity or other emergencies on campus should be reported.

Contact - by phone:

During the day call	285-6132 Business Office
After 5:00 p.m. and on weekends call Security	285-6131 or 288-4474

The following information needs to be provided:

- your name
- location of incident you are reporting
- description of the scene and suspect(s). Reports should include detailed information such as sex; race; hair color, length and texture; body size; clothing description and scars and other noticeable markings
- description of any vehicles involved in the incident, especially a license plate number

Reports can be made in person at the following locations:

Business Office	Room 109, Administrative Suite, 'A' Building
Security Office	Physical Plant Building

Security and access to campus facilities. In order to aid in the security of property and person, the college maintains a policy of limiting access to college facilities through its key control system. Only employees with written authorization are allowed to check out keys. All keys are protected from duplication. Keys are made only by maintenance upon written authorization from the Vice President for Business Affairs. Employees who lose keys should report this to the Vice President for Business Affairs so that appropriate action may be taken. This may involve re-keying doors. The maintenance department maintains all doors and locks to assure they are in proper working order.

All buildings are secured and locked after classes are over each night at around 11:00 p.m. No

personnel, employee or students are allowed in the buildings or on campus after this time. At 6:00 p.m. each night all rear entrance doors are secured and the only entrance is from the two front entrances facing the parking lots. Campus outdoor lighting checks are made each night, and any outages are reported the next morning. These are repaired that day if at all possible.

Campus law enforcement. During regular hours the Vice President for Business Affairs and the Director of Physical Plant with assistance from other college administrative offices are responsible for safety and security of students, employees and authorized campus visitors while on campus. The Vice President for Business Affairs has an office at Room 109 of the Administrative Suite 'A' Building. The Director of Physical Plant is located in the Physical Plant Building. Phone numbers are:

Vice President for Business Affairs	285-6132
Director of Physical Plant	285-6131

After regular office hours, the College has contracted security officers. Their office is in the Physical Plant. Security is most appropriately out patrolling the buildings and campus but can always be reached through a portable phone. Security phone numbers are:

Office	285-6131
Mobile Phone	288-4474

Call these numbers only after 5:00 p.m. and on weekends.

Security officers are properly trained as required by contract and state laws. They may detain persons for offenses committed upon the property of the college. The Waycross Police will be called to investigate incidents and make official arrests if needed.

The college has planned for emergencies on campus to provide for the safety of employees, students and visitors. The Emergency Procedures booklet is available in all offices, and employees are encouraged to be familiar with responsibilities and actions to be taken.

Crime prevention. Waycross College stresses community awareness/interaction through the dissemination of materials and presentations geared toward familiarizing students, faculty and staff with their responsibilities in reducing criminal opportunity. Materials will be disseminated to students during orientation and to faculty and staff as needed. Student Life will present programs during student activity periods on crime prevention. Clubs will be encouraged to put up bulletin boards on crime awareness, prevention and reporting. The student newspaper will run articles to alert students to crime prevention measures and programs. Crime prevention at Waycross College is a community based program. Involvement by all members of the campus community is essential to the success of the program.

## ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

Board of Regents' Policy 916 underlines the importance of environmental, health and safety assurance. In compliance with the commitment to protect the environment and human health in its operations, Waycross College will follow the principles and program below. Waycross College will comply with all applicable environmental, health and safety laws and regulations. In the absence of specific laws or regulations, good management practices shall be followed.

Environmental plan. The college will assure correct environmental procedures and practices for all facilities, projects and operations, including performance of periodic environmental program review to correct deficiencies, if identified and, if necessary, to establish goals and identify funding priorities. An Environmental Coordinator, appointed by the President, will be in charge of environmental affairs for the college in consultation with the Director of Physical Plant. Among the duties will be promotion of environmental awareness, as necessary at Waycross College, for faculty, staff and students. All facilities will be designed, constructed and operated in a manner to protect the environment, and environmental considerations will be an integral part of master planning efforts. The college will implement energy efficiency strategies whenever possible including purchase and use of alternative and clean-fueled vehicles, when appropriate. Waycross College will strive to be an environmentally responsible neighbor.

Hazardous chemical plan. A Right-to-Know Coordinator, appointed by the President, will maintain an ongoing program of communication to comply with the APublic Employee Hazardous Chemical Protection and Right to Know Act of 1988.© The purpose of the program is to insure that all employees who handle or come in contact with hazardous chemicals are informed of the hazards of the chemicals and how they can be protected against those hazards. A hazardous chemical will be defined as any chemical listed on the State of Georgia Hazardous Chemical List.

The program shall consist of (1) maintaining and updating the Hazardous Chemical List, (2) proper labeling of all hazardous chemicals, (3) retention of Material Safety Data Sheets for all hazardous chemicals present in the workplace, (4) inventory of all hazardous chemicals, (5) proper storage of all hazardous chemicals, (6) proper disposal of all hazardous chemicals after use, and (7) an employee training program for employees who use or may come in contact with hazardous chemicals.

The areas primarily affected by this policy shall include science labs and storerooms and physical plant operations.

Labeling. All incoming shipments of hazardous chemicals will be checked for appropriate labeling to include the identity and the hazard warning. In addition, the container will be appropriate for the type of hazard. Labels on hazardous chemicals will not be removed or altered in any way.

All hazardous chemicals not properly labeled will be labeled using the NFPA Hazard Code, Safety Code, and Storage Code as assigned in the Fischer Chemaalert Guide. Hazardous

chemicals transferred from the manufacturer's original container to secondary containers shall be labeled with the name of the chemical and its potential hazard. If chemicals are to be stored in secondary containers for a long period of time, they should be labeled using the NFPA Hazard Code, Safety Code, and Storage Code as assigned in the Fischer Chemalert Guide. The Environmental Coordinator will be responsible for assuring that all chemicals are properly labeled.

Material Safety Data Sheets (MSDS). The Hazardous Material Officers will be responsible for maintaining a copy of the MSDSs for all hazardous chemicals in the general location of the chemicals, in the science lab area and at the Physical Plant. Employees shall be advised as to the exact location and availability of the MSDSs.

Storage. All hazardous chemicals will be stored in appropriate areas as described in the NFPA Storage Code. Incompatible chemicals will be stored in separate areas as required. Storage areas will be designated and labeled as to the hazard. It is the responsibility of the Hazardous Materials Officers to periodically inspect storage areas and assure hazardous chemicals are properly stored.

Disposal. All hazardous chemicals that have been used will be collected and stored in proper containers in a designated area for disposal.

Safety Plan. It is the policy of Waycross College that an on-going program of communication be maintained to protect the health and safety of employees and provide appropriate information to employees relative to safety practice, procedures and working conditions.

The Safety Program will include safety training for all new employees during initial orientation to the college; training is to be the responsibility of the supervisor responsible for the employee. Training shall include information about the location of hazardous chemicals, what to do to protect against hazardous chemicals, how to read and interpret a MSDS, and how to read and interpret a chemical hazard label. Employees shall receive on-going safety information and all non-professional employees involved with hazardous working practices/conditions shall participate in safety review training at least annually.

## HAZARD COMMUNICATION PLAN INFORMATION FOR WAYCROSS COLLEGE STAFF AND STUDENTS

Right-To-Know Coordinator: Dr. Christopher Wozny (Office 116C)

Waycross College always strives to maintain a safe work environment for both its staff and students. However, hazardous chemicals are located on campus, and if misused or mishandled these compounds may pose a danger to a person's health.

In order to help protect its citizens, the State of Georgia passed the Right-To-Know Act in 1988. The purpose of this law is 1) to guarantee that all employees who may work with chemical compounds have been informed of safe handling procedures *before* encountering those substances on the job; 2) to provide open access to information so that any state employee can find out more about compounds they may encounter in the workplace and possible dangers of exposure; and 3) to ensure that no employee will be penalized for exercising their right to know. One condition of this law is that every state agency, including Waycross College, has an appointed Right-To-Know Coordinator.

The purpose of this Hazard Communication Plan is, first, to inform staff and students of the steps taken by Waycross College to ensure the safest possible working environment; and second, to outline the appropriate steps each person should take to maintain a safe environment.

Waycross College has a number of policies and procedures in place to minimize exposure to hazardous compounds:

- 1) Hazardous chemicals are stored at only a few sites on campus. Most hazardous compounds are stored in the Chemistry stockroom; compounds used regularly by the Physical Plant, such as paints, are stored in the Physical Plant's area. Both locations are kept locked and access to the sites is closely monitored.
- 2) Hazardous chemicals are stored in such a way as to maximize safety. For example, in the chemistry stockroom, chemicals are segregated by the type of danger they present (corrosive, toxic, reactive, or flammable) and incompatible compounds are stored in separate locations. Acids are stored in an acid cabinet, flammable liquids are stored in a flame-proof cabinet or an explosion-proof freezer, and tie-downs are used for gas cylinders.
- 3) All chemicals are properly labeled according to the standards of the Right-To-Know law. Furthermore, the amount of hazardous compounds on campus is kept to a minimum. For example, most solid compounds stored in the chemistry stockroom weigh less than a pound, and liquid volumes are generally less than a quart.
- 4) Both the physical plant and the chemistry program strive to use the safest possible chemicals and to minimize exposure for those who use them.

- 5) Waycross College maintains high quality safety equipment in or near the storage areas. This equipment includes fume hoods in the chemistry laboratory, fire blankets, an eye wash and safety shower.

To help maintain a safe working environment, please take the following actions.

- 1) To minimize exposure, please keep out of areas where hazardous compounds are stored if at all possible.
- 2) For more information about any hazardous compound, examine its Material Safety Data Sheet, or MSDS. An MSDS book is located in Room 230A in the cabinet next to the chemistry stockroom, and an MSDS electronic software program is located in the library. Please feel free to ask the Right-To-Know Coordinator for assistance in reading the MSDS or obtaining further information about any chemical compound.
- 3) Anyone believing that a hazardous compound is being stored inappropriately in a work area should contact the Right-To-Know Coordinator.
- 4) If a hazardous compound has spilled in a work area and a person trained in the appropriate method for cleaning it up is not on site, please contact the Physical Plant and report the spill. A trained staff person will handle the clean-up.
- 5) If there is an “odd” or “funny” smell in a work area, please report it. Air quality is an important component of environmental health and safety.

The Waycross College grievance procedure with respect to the Right-To-Know law is the same as any other College grievance. The College procedure is given both in the *Faculty Handbook* and the *Classified Employee's Handbook*.

## FOOD SERVICES POLICY

This policy is put forward to assure compliance with health department guidelines and regulations. It is also intended to assure the best possible coordination and use of facilities and resources.

On campus groups. When a campus event sponsored by an on campus group includes a meal paid for with state funds or student activity fees, meal service must be coordinated through the Auxiliary Enterprises Assistant. When a campus group has a meal only for its members, it may purchase food from off campus, but the group advisor needs to assure that a) the meal is only for current members of the group and b) the cost is the same or below that of comparable meals from Auxiliary Enterprises. If the group wishes to prepare the meal itself, or if it is serving food donated by a sponsor, the group shall follow health guidelines and regulations provided by the Auxiliary Enterprises Assistant.

Off campus groups. Meals and refreshments for events on campus must be provided by Auxiliary Enterprises. Information and policies regarding catering an event on campus should be directed to the Auxiliary Enterprises Assistant.