

- Budget Planning** Budget planning ~~shall~~will be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals ~~shall~~will be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
- Schedules** The College President or designee ~~shall~~will supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation with the College District. The budget ~~shall~~will conform to Coordinating Board requirements and meet the standards of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~.College District's accreditor [see GK].
- Budget Adoption** The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds ~~shall~~will be under the direction of the ~~College District~~ President or designee who ~~shall~~will ensure that funds are expended in accordance with the adopted budget.
- Budget Amendments** The Board may amend the budget at any time during the fiscal year. The College District ~~shall~~will develop procedures for budget amendments.

Each employee will meet the professional development standards described by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee will seek approval prior to pursuing professional development in accordance with administrative regulations.

Cybersecurity Training

The ~~District President~~ District President or designee will determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The District President~~ The District President will verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. ~~The District President~~ The District President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

~~The District President~~ The District President will periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

Definitions

For purposes of this policy, the following definition of terms shall/will apply:

1. "Reduction in force" shall/will mean the dismissal of a term contract faculty member for reasons of financial exigency or program change in the College District.
2. "Financial exigency" shall/will mean any decline in the Board's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the College District to reduce financial expenditures for personnel.
3. "Program change" shall/will mean any elimination, curtailment, or reorganization of a curriculum offering, program, or College District operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more College District departments.
4. "Service" shall/will mean the faculty member's total length of continuous full-time service with the College District. Service shall/will date from the effective date of the faculty member's benefits-eligible employment. Approved leaves of absence shall/will not be considered as an interruption of continuous service.
5. "Employment status" shall/will mean the type of employment held by the faculty member, such as regular, probationary, temporary, and special funded (grants/contracts).
6. "Organization code" shall/will mean the major budget code designation currently being used by the College District.
7. "Performance" shall/will mean the faculty member's effectiveness as reflected by the most recent written evaluations and/or other appraisal or disciplinary documentation.

This policy shall/will apply only to reductions in force of contractual faculty members when the reduction in force requires the termination of a contract during the contract period.

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge of one or more faculty members in the affected areas. Such determination constitutes good cause for discharge for those faculty members in the affected employment areas.

The College District shall/will make additional adjustments necessary to comply with any current Coordinating Board directives.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

Employment Areas

A reduction in force may be implemented in one, several, or all divisions and departments of the College District.

The appropriate executive leadership team member, with the technical advice of the chief human resources officer, shall will make recommendations to the District President to assist the District President in determining the employment areas to be affected. In determining the employment areas, the District President and the Board may combine and/or coordinate employment areas, as defined above, or may identify specific programs within the listed employment areas. The District President shall will review the recommendation and submit his or her recommendation to the Board as to the employment areas affected. The Board shall will then approve the employment areas to be affected.

Procedures

Using the following criteria, the District President shall will recommend to the Board faculty members within the affected employment area(s) for discharge or nonrenewal because of a reduction in force:

1. Contract status. Temporary faculty members, who shall will be the first to be reduced, probationary faculty members, who shall will then be the next to be reduced, and regular faculty members, who shall will then be the next to be reduced.
2. Education/Certification. Appropriate degree, certificate, and/or other academic credential for the current assignment required by College District Board policy, the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~, College District's accreditor [see GK], and the Coordinating Board.
3. Performance. A faculty member's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation or disciplinary documentation, including reprimands, memos to the file, observations, or documented conferences.
4. Professional background. Professional work experience related to the current assignment.
5. Seniority. Length of service, if needed; total years of service; and, if needed, total years of service in the assignment.

These criteria are listed in order of importance. The District President shall will apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

Board Action

After considering the District President's recommendation, the Board shall will determine which faculty members shall will be dismissed. The faculty member shall will be given a statement of the reasons and conditions requiring such dismissal.

Once the District President has identified the appropriate faculty members in the affected area(s), those faculty members shall will be considered for other available positions for which they are qualified up to the date the dismissal is final.

Appeals

Appeals of a dismissal of a full-time, benefits-eligible contract faculty member because of a reduction in force shall will be handled through the hearing afforded under DMAA(LOCAL). [See DMAA]

Appeals of a dismissal due to a reduction in force of a former foster child entitled to an employment preference shall will be handled through the hearing afforded under DC(LOCAL). [See DC]

Recall

In the event of subsequent open positions following dismissal, faculty members terminated due to the reduction in force may apply for vacancies.

Upon written request, a faculty member dismissed pursuant to this policy shall will be notified in writing of any subsequent availability of the position for a period of one calendar year following the effective date of such dismissal. The notice shall will be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District's human resources office has been notified in writing of a change of address. A former faculty member so notified must respond to the College District's human resources office in writing within ten calendar days of receipt of such notification if the person wishes to be considered for the position. Any individual who responds shall will be considered for employment on the same basis as all other applicants.

A full-time faculty member dismissed under the provisions of this policy who is notified of potential reemployment (within one calendar year) to his or her former job category shall will have his or her salary, service, and insurance benefits restored as of the date of reduction in force. The period of time between the reduction in force and recall for employment shall will not count toward salary, service, or insurance benefits.

ALTERNATE METHODS OF INSTRUCTION
DISTANCE EDUCATION

EBA
(LOCAL)

The College District will offer distance education courses and programs in accordance with applicable:

- Law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~; College District's accreditor [see GK]; and
- College District policies and procedures.

The District President or designees will develop procedures to implement this policy.

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK
(LOCAL)

The College District ~~shall~~will maintain accreditation with the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The College District ~~shall~~will adhere to the notification and approval requirements of the substantive change policy of the SACSCOC through the processes identified in the college substantive change procedures.