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500 FACILITIES

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COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

Section: 500 – Facilities	Subject: 560 – Operations and Maintenance
Policy: Visits by Political Candidates	Date Approved: October 28, 2011
Policy #: 562.01	Date of Last Amendment: January 17, 2012
Approved: J. Bonnie Newman, Chancellor	Effective Date: January 17, 2012

562.01 VISITS BY POLITICAL CANDIDATES

(See Finance Section: 421.91 - Use of College Facilities)

1. Overview

CCSNH is committed to neutrality in connection with candidates for political office. We recognize that New Hampshire's political and civic culture is one that values access to candidates for political office, and that an important component of New Hampshire's political tradition is the availability of forums where the voters can meet and hear from office-seekers. The community colleges, as public institutions, should accordingly welcome candidates to make their views known to the college communities and the public. The colleges may not in fact or in appearance provide institutional support to a candidate or candidates over others. To assure institutional neutrality, and support New Hampshire's political and civic culture, the following policies have been developed governing visits to the NH community college campuses by candidates, individuals on behalf of a campaign, and partisan or issue-based organizations

2. Application

This policy applies to announced and unannounced candidates for national or state political offices, persons working on behalf of such efforts, and partisan and issue-based advocacy organizations (for purposes of this policy, "candidates"). If there is difficulty in ascertaining whether a potential visit or event should be subject to this policy, the college President may select a committee from among the faculty and staff to advise in this regard.

3. Requests to Visit the Campus or Utilize Campus Facilities

Candidates may be given permission to hold events on a community college campus if, in the President's discretion, the visit would not unduly disrupt college operations. It should be made clear in all communications that any event involving the use of facilities is not sponsored by or on behalf of CCSNH or the college. Candidates are responsible for paying the costs of utilizing college

facilities according to the college's rental policies, including completing all necessary documentation for facilities use.

4. Publicity, Security, and Other Special Arrangements

CCSNH may cooperate in publicizing the visits of candidates, ensuring appropriate security measures, and making other special arrangements that may, in the President's judgment, be warranted. In those situations where a candidate desires-- or, in the President's judgment, popular interest in the candidate requires -- news media arrangements and/or special services for such visit, including but not limited to security measures, the candidate and/or the candidate's sponsors will be expected to assume the costs of such arrangements and to coordinate with the college President or designee.

5. Institutional Support for Student Groups Engaged in Political Advocacy.

CCSNH students may choose to engage in political activities. Although the acts of students are not themselves attributable to CCSNH, it is recognized that the colleges make facilities and other resources available to student groups. When providing institutional support to a student group engaged in political activities, the colleges should take steps to ensure that activities do not interfere with college operations, that the institutional support is given on the same basis and terms that govern support of non-political student groups, that such institutional support does not discriminate on the basis of viewpoint, and that activities are conducted in accordance with System policy Student section 720.

Section: 500 – Facilities	Subject: 560 – Operations and Maintenance
Policy: Alcohol Policy: College Facilities	Date Approved: June 19, 2012
Policy #: 562.02	Date of Last Amendment: November 5, 2015
Approved: Ross Gittell, Chancellor	Effective Date: June 19, 2012

562.02 CCSNH Alcohol Policy

Policy Statement:

CCSNH and its colleges are committed to establishing and maintaining an environment that fosters mutually beneficial interpersonal relations and a shared responsibility for the welfare and safety of others. Accordingly, the CCSNH and its Colleges recognize that in implementing an alcohol policy consideration must be given to the duty to promote a safe and secure, positive and productive environment.

Policy Purpose:

Because alcohol can have a significant effect on the academic, working and residential environment, CCSNH has adopted this policy for governing alcohol use by students, staff, faculty, visitors, and guests. While CCSNH policy permits responsible consumption of alcohol at some places and times, the consumption of alcohol should never be the primary purpose or focus of an event. Alcohol-free social events are encouraged.

Policy:

1. Alcohol is not permitted on CCSNH property, including any of the colleges, academic centers, and leased facilities except as specifically allowed by CCSNH policy.
2. A request for approval to serve alcoholic beverages form must be submitted to the president of the college or chancellor of CCSNH for each function being planned where alcohol, beer or wine will be served. This form must be submitted 30 days prior to the event. All bar service must be provided by a holder of an appropriate New Hampshire Liquor License. The vendor must provide a certificate of insurance providing evidence of commercial general liability insurance, including liquor liability coverage, and workers compensation as required by law. This certificate of insurance must name CCSNH as an additional insured with respect to commercial general liability including liquor liability and evidence limits of liability as required by CCSNH. If requests are received with less than a 30-day notice, the president or the chancellor has the right to deny approval and service will not be granted.

3. The acquisition, distribution, possession, or consumption of alcohol by employees and other members of the CCSNH community must be in compliance with all local, state, and federal laws and CCSNH policy. Except as expressly permitted by the president or chancellor, employee consumption of alcohol while on duty is prohibited.
4. Non-alcoholic beverages must be provided at events where alcoholic beverages are served.
5. Restrictions on alcohol use on CCSNH property vary by location, and, in some cases, by time.
 - a. **Residence halls and apartment housing.** Possession or consumption of alcohol by anyone under legal drinking age is prohibited. Residents of legal drinking age may consume alcohol in their rooms or apartments provided:
 - i. A resident of legal drinking age may have just one open alcohol container at a time for personal consumption;
 - ii. Alcohol may not be consumed in common areas such as lounges, hallways, etc.;
 - iii. Excessive amounts of alcohol, including kegs, punch bowls, beer balls, or excessive amounts in bottles or cases, are strictly prohibited; and
 - iv. Consumption of alcohol is done so in a responsible manner and the resident's conduct otherwise conforms to all rules and policies including the Student Code of Conduct;
 - b. **Dining halls and cafeterias.** During periods when dining halls and cafeterias are not open to students and are assigned to workshops or conferences, alcohol may be served and consumed.
 - c. **Academic, administrative, classroom buildings or grounds.** Consumption of alcohol is permitted only as part of an approved event, such as a fundraising event or a celebration of a special accomplishment. The chancellor or the president of the college sponsoring the event must give the required approvals.
6. CCSNH and its colleges have an interest in off-premise events held in their names. If alcohol is used illegally or inappropriately at such events, CCSNH or the college may take steps to protect its interests including, but not limited to, instituting disciplinary action against an employee or student.
7. Any request for variation from this policy including activities related to educational programs must be submitted to the president of the college or the chancellor.

8. Each college may adopt alcohol policies that are more restrictive than this CCSNH policy.

Section: 500 – Facilities	Subject: 560 – Operations and Maintenance
Policy: Video Surveillance Policy	Date Approved: April 15 2014
Policy #: 562.03	Date of Last Amendment: April 15, 2014
	Effective Date: July 14, 2014
Approved: Ross Gittell, Chancellor	

562.03 VIDEO SURVEILLANCE POLICY

1. Policy Statement

The CCSNH and its Colleges are committed to maintaining the safety and security of its faculty, staff, students and visitors and to maintaining an environment conducive to quality education, individual privacy, diversity, and freedom of expression. Accordingly, the CCSNH and its Colleges recognize that in implementing a video surveillance system, consideration must be given to the duty to promote a safe and secure environment and an individual's right to privacy.

Video surveillance is used by the CCSNH and its Colleges to promote a safe and secure college environment by:

- Deterring acts of harassment, violence, vandalism and theft;
- Aiding in the identification of individuals who commit such acts; and
- Assisting in the investigation of any crime committed on college property.

2. Policy Purpose

This policy provides guidelines for the use of video surveillance on CCSNH and College property in a way that enhances safety and security, while at the same time respects the reasonable expectation of privacy held by its faculty, staff, students and visitors.

3. Scope of Policy

This policy applies to all faculty, staff, students and visitors on CCSNH and College property and governs the use of video technology controlled by CCSNH and its Colleges.

The following uses of video technology are not governed by the provisions of this policy:

- a. Academic Use This policy does not apply to the legitimate academic use of video cameras for educational purposes.
- b. Private Video Cameras This policy does not apply to private video cameras owned and operated by members of the campus community.
- c. Law Enforcement Surveillance This policy does not apply to cameras used covertly by any law enforcement agency for criminal surveillance pursuant to proper legal authority.
- d. Unrelated to Surveillance This policy does not apply to video cameras or webcams established for reasons unrelated to surveillance activity, including remote monitoring of facilities construction to ascertain project progress, campus public relations initiatives or videotaping of athletic or other events.

4. Notification of Video Surveillance and Policy

The CCSNH college community will be notified that cameras may be utilized. Postings may accompany cameras and may appear on signs posted at campus entrances. This policy will be made available to all students, faculty, staff and visitors by posting on CCSNH's and each College's website and printing in appropriate publications.

5. Camera Placement

In approving camera locations, CCSNH college management shall be guided by the following rules.

- a. Public Areas Video surveillance shall be restricted to public areas. These may include, but are not limited to, the following areas:
 - Streets, alleys, service drives, parking lots and loading docks
 - Athletic fields, gymnasiums and auditoriums
 - Dining facilities and other public gathering spaces
 - Building entrances, lobbies, foyers, and hallways
 - Classrooms, meeting rooms, programming rooms, laboratories and libraries
 - Cash handling areas and safes
 - Sidewalks and other pedestrian walkways
- b. Private Areas Video surveillance is limited to those areas where individuals would not have a reasonable expectation of privacy. Accordingly, except when specifically authorized, such as through the use of a search warrant, video surveillance shall not be approved for use in or directed into any of the following places:
 - Bathrooms, shower areas, locker and changing rooms

- Private offices, except as noted below
- Rooms used for medical, physical or mental health treatment including the entrances, exits, lobbies or hallways of on-campus health centers and counseling centers
- Residence hall rooms

Video surveillance may be approved for use in private offices for the limited purpose of safeguarding money, documents, pharmaceuticals or supplies. Cameras used for video surveillance of such work areas shall not be directed or zoomed to view computer screens.

- c. Residential Housing Hallways and Lounges Video surveillance for safety and security purposes will not be directed into residential interior hallways and lounges, unless the College President or designee determines that a specific safety or security risk exists.
- d. Placebo Cameras CCSNH and its Colleges will not utilize inoperative, perfunctory, placebo, or “for looks-only” video surveillance equipment.

6. Monitoring

The existence of video surveillance does not imply or guarantee that the cameras will be monitored continuously in real time or otherwise.

All CCSNH and college employees involved in monitoring video surveillance will perform their duties in accordance with the practices outlined in this policy. The following guidelines shall apply to on-site and remote monitoring of video surveillance cameras at all CCSNH property, Colleges and academic centers:

- a. Generally. Monitoring of video surveillance cameras shall be conducted in a manner that is professional, ethical, legal and consistent with all CCSNH and college policies, including, but not limited to, those governing sexual harassment and equal employment opportunity. Camera monitors shall monitor based on suspicious behavior, not individual characteristics. Monitoring individuals based upon a person’s race, gender, gender identity or expression, sexual orientation, national origin, disability, or other protected characteristic is strictly prohibited.
- b. Training All personnel involved in the supervision, application, use or monitoring of video surveillance technology at CCSNH and its Colleges will meet the following requirements:
 - Be trained in the technical, legal and ethical parameters of appropriate video camera use; and
 - Receive a copy of this policy and provide a written acknowledgement that they have read and understood its contents.

- c. Audio Recordings The video surveillance systems used by the CCSNH and its Colleges will record video only, no audio.
- d. Evaluations of Employee Performance Video surveillance cameras will not be used by the CCSNH or its colleges to monitor or evaluate employee performance or to monitor employees during their non-working time. Video surveillance cameras may be used, however, to monitor a student or employee work area, such as an area with financial transactions, even if there is only one student, faculty or staff member in that area. Video surveillance cameras used to monitor a work area will not be used to view the contents of computer screens.
- e. Data Collection Video surveillance cameras will not be used to collect data about behavior or groups of individuals using an area over a period of time such as parking patterns or levels and types of use of study or recreational areas.

7. Storage

Video tapes or other media will be stored and transported in a manner that preserves security. Further, recorded images not related to or used for an investigation shall be kept confidential and destroyed on a regular basis. Accordingly, the following guidelines regarding the storage of video surveillance records shall be strictly adhered to:

- a. Location Video surveillance records shall be stored in a secure location with access limited to authorized CCSNH and/or College personnel only.
- b. Timeframe Generally, video surveillance records will be stored for a period of not less than 30 days, after which they will be promptly erased, unless retained as part of an internal investigation, criminal investigation, court proceedings (criminal or civil) or other bona fide use, as approved by CCSNH and/or College President or designee. Additionally, CCSNH and/or College President or designee may determine that video surveillance records of identified high priority areas be stored for a period of not less than 90 days before being erased.
- c. Alterations No attempt shall be made to alter any part of any surveillance recording. If CCSNH and/or College President or designee, or law enforcement officials, however, determine that it is necessary to release video surveillance records as set forth in section VIII, the faces and identifying features of all those on the video that are not of interest to the investigation shall be blurred prior to the release of such records.
- d. Access Log An access log shall be maintained by CCNSH and/or each College of all instances of access to, or use of, surveillance records. This log

shall include the date, time, and identification of the person or persons to whom access was granted, as well as a summary of the reason for which access was necessary.

8. Release of Information

Recorded information obtained through video monitoring will only be released when authorized by the Chancellor and/or the President of the College, according to procedures established in this policy. The following guidelines will govern dissemination of recordings obtained through use of the surveillance technology:

- a. Law Enforcement Purposes Information obtained through video monitoring will be used for security and law enforcement purposes, and CCSNH or the College will cooperate and assist local law enforcement officials as requested with criminal investigations. This includes providing copies of video recordings within CCSNH's or the College's possession.
- b. Commercial Use Under no circumstances shall the contents of any captured video recordings be exploited for purposes of profit or commercial publication, nor shall such recordings be publicly distributed except as may be required by law.
- c. Release Pursuant to Valid Judicial Orders Video recordings will be released as required by subpoenas or other judicial process or orders after consultation with CCSNH's and/or the College's legal counsel.

9. Destruction or Tampering with Video Surveillance Technology

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate administrative and/or disciplinary action, as well as possible criminal charges.

10. Violation of This Policy

Violation of policy will result in appropriate administrative and/or disciplinary action consistent with the rules and regulations governing students and/or employees of CCSNH and its Colleges, which may include dismissal or expulsion for students or discharge for employees. Any information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of CCSNH or its College faculty, staff, or student body.

Section: 500 – Facilities

Subject: 560 – Operations and Maintenance

Policy: Records Management & Retention Policy Date Approved: August 19, 2014

Policy #: 562.04

Date of Last Amendment: August 19, 2014

Effective Date: August 19, 2014

Approved: Ross Gittell, Chancellor

562.04 RECORDS MANAGEMENT AND RETENTION POLICY

1. Policy Statement

The CCSNH and its Colleges are committed to meeting their administrative needs, complying with applicable laws, and providing a source for historical research through systematic and consistent management of all records, regardless of medium or format, created and/or maintained by their employees in the course of their academic and administrative functions. Because the CCSNH and its Colleges do not have a centralized records management office, the Community College System Office and each of the Colleges are responsible for the retention, disposal and transfer of records generated by their respective institutions.

The effective management of records will:

- Meet legal standards for protection, storage, accessibility, and disposition;
- Protect the privacy of students, faculty, and staff as required by law;
- Ensure optimal and efficient usage of space and other resources;
- Promote openness and transparency;
- Contribute to the documentation of the CCSNH and its Colleges' historical records; and
- Support effective governance and management of the CCSNH and its Colleges.

2. Policy Purpose

The purpose of this policy is to:

- To define certain terms relevant to records management and retention;
- To establish accountability for records management and retention;
- To strengthen safeguards against the inadvertent disclosure of confidential records;
- To operate in conjunction with other CCSNH policies and programs relating to the generation or maintenance of records, including, but not limited to, the CCSNH's Information and Security Access Program (ISAP);

- To establish the length of time certain categories are required to be maintained and stored;
- To establish the time at which certain categories of records should be destroyed, absent exceptional circumstances;
- To preserve physical and electronic storage space; and
- To establish appropriate records destruction practices.

3. Scope of Policy

This policy applies to all CCSNH and College departments, offices and employees responsible for creation, receipt, maintenance, storage, use, destruction, or preservation of institutional records in any format.

4. Definitions

CCSNH – Consists of the Community College System of New Hampshire System Office and each of its constituent colleges.

CCSNH Record(s) – Consist of recorded information that is created or received by CCSNH employees in the course of performing official functions on behalf of CCSNH. These may include items related to policies, decisions, procedures, operations, and external or internal transactions.

Duplicate Record – Is a copy of a CCSNH Record held by another department or office as necessary to fulfill that department's official function. Duplicate Records should not be retained longer than the CCSNH Record copy.

Personally Identifiable Information (PII) – Refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Records that contain personally identifiable information must be maintained or destroyed in accordance with CCSNH's Information Security and Access Program.

Records Owner – Is the office or department designated as having responsibility for management, retention, and timely destruction of particular types of CCSNH Records. (For example, the Registrar's Office may be the Records Owner of student transcripts.)

Records Preservation/Hold Order – is an internal procedure to ensure that certain information is preserved which may be needed for reasonably anticipated or actual government investigation, audit, or litigation. A Records Preservation/Hold Order temporarily sets aside the retention period stated in the

CCSNH Records Retention Schedule, and suspends destruction for the affected records until the Records Preservation/Hold Order is released.

Records Retention Schedule – identifies what records are being managed and how long the records need to be retained based on the CCSNH’s operational, legal/compliance, financial and historical requirements.

5. Records Management Program Accountabilities

CCSNH departments and offices are responsible for creating, implementing and monitoring their department or office-specific records retention and disposition procedures.

CCSNH legal counsel is responsible for providing legal advice on recordkeeping requirements, for developing and maintaining a Records Retention Schedule and for issuing and monitoring a Records Preservation/Hold Order where there is reasonable anticipation of litigation, government investigation, or audit.

CCSNH Information Technology is responsible for identifying and providing appropriate storage and media, protective procedures and systems to protect records on electronic media in conjunction with the CCSNH Records Retention Schedule and Records Preservation/Hold Order. This includes purchasing, designing, modifying or redesigning information systems, business applications and communication systems so that records may be adequately created, maintained and destroyed as a routine part of the CCSNH operations.

Third parties who manage CCSNH Records are responsible for compliance with CCSNH recordkeeping requirements and for making CCSNH Records available upon request by authorized personnel. CCSNH Records Owners are accountable for ensuring that third parties working on their behalf comply with all applicable recordkeeping requirements and standards.

6. Recordkeeping Responsibilities for Departments and Offices

In addition to the accountabilities described above, it shall be the responsibility of each department or office to ensure that the following are done:

- Review the types of CCSNH Records in its possession and determine appropriate formats to ensure usability, integrity and accessibility for as long as the records are needed
- Adopt and implement written procedures specific to all records managed by the department or office
- Assign a department or office Records Officer

- Train and educate staff concerning this policy, the CCSNH Records Retention Schedule, and any departmental or office procedures for handling records
- Ensure that access to records and systems containing PII is restricted in accordance with CCSNH's ISAP
- CCSNH Records that have met their authorized retention period are destroyed in accordance with CCSNH Records Retention Schedule and ISAP
- Duplicate Records (including duplicate electronic records) are destroyed upon determining that such duplicate records are no longer necessary to fulfill the department or office's mission

7. Good Records Management Practices

CCSNH employees must manage CCSNH Records in a reliable manner that ensures their authenticity and usefulness. In order to do this, departments and offices have the responsibility to implement practices to ensure that their employees:

- Create records that fully and accurately document their core activities
- Manage and store their records in a manner that facilitates timely and accurate retrieval
- Ensure that records are stored in authorized, secure locations and in safe and stable environments
- Allow only those with proper authority to access records and information systems
- Know and comply with laws, regulations, standards and professional ethics that bear on the management of their records
- Destroy records that have met their authorized retention period and are not subject to a Records Preservation/Hold Order in a manner that provides an appropriate level of protection of the information contained in the records