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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Resource Development Program** **3.36**

Responsible
Division: Institutional Advancement

Date Approved: October 2005

Introduction and Purpose

Southwestern Community College maintains a Resource Development Program that is directly related to the College vision, mission, and goals.

The purpose of the Resource Development Program is to: understand the resource needs of the College; detect and anticipate promising growth opportunities for the College; develop and maintain positive relationships important to the College; identify and capture external resources to advance College activities; and manage external resources in an effective and responsible manner. To be most effective, these efforts must be carefully coordinated to serve the best interests of the institution. The following guidelines govern the various activities involved in securing internal and external resources. They address the planning, promotion, solicitation, acceptance, receipt, management, reporting, use and disposition of gifts and grants to the College.

A. Responsibility

The President ultimately controls and coordinates efforts to secure external resources for the College. The President has designated the Chief Development Officer to be responsible for the planning, evaluation and initiation of all resource development activities. The President works with the Chief Development Officer, the Office for Grant Activities, and the Southwestern Community College Foundation to achieve the resource development goals of the College. Other faculty and staff members are encouraged to assist in these activities as appropriate.

B. General Guidelines

1. The College shall seek and accept gifts and grants for the implementation and support of accepted programs which are consistent with the mission and goals, purposes and services of the College and which are deemed consistent with the laws, regulations, and policies of the State of North Carolina and the federal government.
2. Gifts and grants sought by and received for the benefit of the College may take, but are not limited to, one or more of the following forms: a) cash from individuals, corporate entities or organizations providing grants and contracts; b) stocks, bonds, or other negotiable instruments; c) real property; d) gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and e) annuities and life insurance.

3. All resource development activities shall be conducted with a view toward maximizing the College's philanthropic potential with each constituency—individual, civic organization, business, industry, foundation, government agency, etc. To achieve this, the President, the Chief Development Officer, the Office for Grant Activities, and the Southwestern Community College Foundation will work together to integrate and coordinate activities.
4. No individual or unit of the College shall solicit gifts or grants in the name of or on behalf of the College until and unless authorized to do so by the President or his designee. Faculty, staff and other College personnel are encouraged to work with the Chief Development Officer, the Southwestern Community College Foundation, and the Office for Grant Activities to seek gifts and grants.
5. All requests for gifts or grants shall be sought and accepted using ethical business, professional, and philanthropic promotional practices to avoid any real or apparent conflicts of interest in present or future relationships, and ensure that all donors and granting entities are treated fairly and equitably.
6. All gift documents, grant agreements, and contracts related to external resource awards may be reviewed by an attorney for proper legal form and acceptable protection of the interests of the College.
7. No College personnel shall benefit personally through commission or other benefits that may be related to any gifts or grants received by the College.
8. All financial transactions related to gifts and grants received by the College or the Southwestern Community College Foundation shall be audited annually by an external auditor. In addition, the College and the Southwestern Community College Foundation will make financial records available for audit upon request by the sponsoring donor or granting entity.

Gifts

1. The College routinely seeks gifts from a wide variety of donors including business, industry, foundations, civic organizations, college employees, alumni and other individuals. Gifts from these entities may take, but are not limited to, one or more of the following forms: a) cash; b) stocks, bonds, or other negotiable instruments; c) real property; d) gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and e) annuities and life insurance.
2. The Executive Director of the Southwestern Community College Foundation, together with the President and other appropriate College personnel, shall be responsible for all activities related to gifts, such as: seeking, receiving, acknowledging, managing, accounting for, and using gifts in accordance with the purpose designated by the sponsoring donor.
3. The complexity of laws governing gifts makes it necessary that all solicitation and acceptance of gifts be coordinated with and approved by the President or the Executive

Director of the Foundation.

4. Gifts may be solicited for and accepted by the Southwestern Community College Foundation, Inc., a non-profit organization established for the purpose of acting in partnership with the College to serve the purposes of the institution, or the College on its own behalf. The President or his designee will, together with the donor, determine which vehicle best meets the needs of all parties.
5. Prospective donors may be approached individually to solicit major gifts or as part of a group identified to participate in a directed fund raising campaign or special event.
6. Donors may designate how a gift is to be used by the College or the Southwestern Community College Foundation. The generally-accepted categories of gifts are as follows:
 - A. **Unrestricted.** These gifts may be applied by the College or Southwestern Community College Foundation in any manner deemed best for the College.
 - B. **Restricted.** These gifts must be used for the designated purpose, such as to provide student scholarships, endowed scholarships, library materials, etc.
 - C. **Deferred/Planned.** These gifts provide the College benefits in the future through such forms as annuities or life insurance. Proceeds from deferred or planned giving may be restricted, designated or restricted as the donor may stipulate.

C. **Grants & Contracts**

1. Grants are available to support the work of the College from a number of sources, both public and private, to fund a variety of programs and purposes. Grants from these sources may take, but are not limited to, one or more of the following forms: cash; equipment, supplies, software; and other goods and services.
2. The Director of the Office for Grant Activities, together with the President and other appropriate College personnel, shall be responsible for all pre-award activities related to grants and contracts, such as: idea development; prospect research; proposal development and submission; term negotiation; award acknowledgment; and project launch.
3. The College may engage in grant seeking activities on its own behalf, through the Southwestern Community College Foundation, as a partner with one or more external organizations, on the behalf of an external organization, or as a sub-contractor. All such grant seeking activities shall be approved by the President or his designee.
4. The College may choose to support the grant seeking activities of an external organization with a letter of support, a letter of commitment, a Memorandum of Understanding, or other document. All such gestures of support shall be approved by the President or his designee.
5. All direct and indirect costs related to grants and contracts should be recovered to the fullest extent possible.

6. Various grants and contracts may require a cash/in-kind match or sustainability commitment on behalf of the College or the Southwestern Community College Foundation. All such commitment shall be approved by the President or his designee.
7. The Business Office, through its Sponsored Programs Compliance Office, and together with the President and any other appropriate College personnel, shall be responsible for all post-award activities related to grants and contracts, such as: fund establishment; fiscal management of resources; programmatic oversight with project directors; monitoring deliverables; personnel and purchasing processes; compliance with grantor and College regulations, policies, and procedures; grantor recognition and communication; records retainage; and other activities. All post-award financial activities will be conducted according to generally accepted accounting practices.
8. The Business Office exercises fiscal control of all externally funded grants, contracts and other sponsored programs. Separate accounts are established for each grant, contract or sponsored program. Financial statements are prepared according to generally accepted accounting practices. Purchasing and contracting subordinate to grants will be conducted to meet the sponsoring agencies guidelines, but always meeting the requirements of North Carolina's purchasing and contract policies.

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