



Dr. Freida Hill
Chancellor

Department of Postsecondary Education
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MEMORANDUM #2011-LGL-126

DATE: December 29, 2011
TO: Presidents, Alabama Community College System
FROM: Freida Hill, Chancellor *fh*
RE: Compliance with Various Laws and Regulations

In an effort to better demonstrate the Alabama Community College System's commitment to adhere to various state and federal laws, regulations, and State Board of Education policy, I am directing each President to make an annual certification of compliance. The areas to be certified are:

Family Relationship Disclosure	(Policies 205.03, 205.04, 205.05)
Alabama job posting law	(Ala. Code 1975 § 16-22-15)
Bid statutes	(Ala. Code 1975 § 41-16-50)
Credential verification	(Policies 221.01, 605.02)
Training	(Policy 601.04)

Attached to this memorandum is a certification checklist that may assist you in this effort. Upon review of the checklist, please attest to your institution's compliance by signing the Annual Certification of Compliance document and returning it to this office by April 1, 2012. Subsequent certifications will be due by December 31 of each year.

FH:LT:ld

Attachments

c: Members, State Board of Education

education works.

Governor Robert Bentley
President

Randy McKinney
District 1

Betty Peters
District 2

Stephanie Bell
District 3

Yvette M. Richardson
District 4

Ella B. Bell
District 5

Charles E. Elliott
District 6

Gary Warren
District 7

Mary Scott Hunter
District 8

**Alabama Department of Postsecondary Education
Credentials Checklist**

A review of personnel credentials should be performed within each college/entity for personnel already employed by the college. Verification procedures for all new hires should be performed at the time of hiring. Re-organization of positions should include credentials review as a part of the reorganization request, review and approval process. Reviews are conducted to: 1) assure that proper credentials are held by personnel for the incumbent position; 2) determine if the credentials reported are authentic and from appropriate institutions; 3) determine if the credentials listed in the various publications are in compliance with the intent of State Board Policy 221.01 Proper Signification of Earned and Honorary Degrees.

Summary (indicate whether):

1. Proper credentials are held by personnel
2. Credentials earned and are from appropriate institutions
3. Credentials listed in publications as earned are in compliance with SBE Policy 221.01
4. Other comments, observations and recommendations (if any)

Summary:

ANNUAL CERTIFICATION OF COMPLIANCE

By signing below, I certify that _____ College has complied with state and federal laws and regulations, as well as Alabama State Board of Education policy, regarding the following:

- Family Relationship Disclosure (Board policy)
- Alabama job posting law
- Bid statutes
- Credential verification (Board policy)
- Mandatory harassment training

Certified by:

Signature of President

Date