

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: PROVISION OF SERVICES

REVIEWER(S):

Dean of Student Affairs and Enrollment Management*
Provost

POLICY

Carolinas College of Health Sciences (Carolinas College) may provide services, facilities or other resources that align with the mission and vision of the college and Atrium Health to third parties. The purpose of this policy is to outline the services that may be provided, as well as the responsibilities of the college and third-party representatives. An agreement will contain the terms and conditions under which services, facilities or other resources will be provided by the college.

PROCEDURE

- A. A request to initiate a service agreement with Carolinas College should be made to the appropriate leader sufficiently in advance to allow approval before services are rendered.
- B. Priority for services will be for those parties affiliated with or a part of Atrium Health.
- C. The following parameters are considered in outlining the terms and conditions in the service agreement:

Personnel Services:

- 1. College teammates may consider requests from external departments for the provision of educational or other support services. The accommodation of requests will be considered by the teammate's manager in relation to his/her current workload.
- 2. When personnel time exceeds the established working hours of the impacted teammate, the requesting department will be charged for the college teammate's time dedicated to the provision of service plus 25%, travel time if it exceeds normal commute time and any additional expenses associated with the service (e.g., course supplies).

Facilities:

- 1. College facilities may be used by departments of Atrium Health, by external health-/education-related groups or organizations, by college partners and by currently enrolled students and teammates. All activities, events and functions must be compatible with the mission and values of the college and Atrium Health.
- 2. College educational programs, activities and events will have priority on available space. Use of space may be canceled with a one-month notice.
- 3. To facilitate access to the facilities, usage of college facilities must either be sponsored by a college teammate and/or appropriately staffed. Fees associated with necessary staffing are outlined above.

Resources:

- 1. The college may allow user groups within Atrium Health limited access to learning resources (e.g., campus technology, learning management system) for basic educational purposes in support of the system's mission and vision.
- 2. If approved, the user group will receive rights to access the resource, while the college maintains all administrative rights to the resource. As such, the College reserves the right to establish usage guidelines for, update and/or discontinue access to the resource as needed.

- D. An agreement for any provided services will contain the terms and conditions under which personnel services, facilities or other resources will be provided by the college. It is understood that all conditions listed on the service agreement will be upheld. Leaders in the areas of requested services will be contacted to establish the associated costs for items including but not limited to support personal and support services, access to the learning managements system, and set-up or break down of rooms.
- E. Parties provided with services from the college shall conform to all relevant ordinances, regulations, guidelines and/or policies.
- F. The college reserves the right to cancel an agreement at any time if it is determined by the college administration that the practices of the user do not align with the mission and values of the college or Atrium Health. Any prepaid fees will be reimbursed, less any non-reversible expenses already incurred.

REFERENCES

Related Policies to Consult

Carolinas College: [Contract and Agreements](#)

Related Form - [College Service Agreement](#)