

Independence Community College Independence, KS



Faculty And Staff Handbook 2016-2017

The Faculty/Staff Handbook is an informational document for use by Independence Community College employees. Procedural information contained in the Handbook may be added or deleted to maintain compliance with the Independence Community College Board of Trustees Policy Manual or any changes to Federal and/or State of Kansas laws and becomes effective at that time. College employees are encouraged to keep a copy of the handbook for reference.



CORE VALUES

Approved May 16, 2013

The definitions for ICC Core Values are as follows:

- Integrity
ICC holds its employees and students accountable to be honest, ethical, and transparent.
- Excellence
ICC demonstrates continuous quality improvement in academics and services offered to students and other stakeholders.
- Responsiveness
ICC looks to the future by responding to the emerging needs of its stakeholders.
- Diversity/Enrichment
ICC provides an environment that values uniqueness while promoting personal growth through creativity and innovation.
- Commitment
ICC commits to making decisions that best serve its students and community.

MISSION STATEMENT

Approved April 16, 2012

Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

VISION STATEMENT

Approved April 16, 2012

To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity and enhancing character in a student and community centered environment.

PURPOSE STATEMENTS

Approved March 13, 2007

In striving to meet its institutional responsibilities as a comprehensive community college, Independence Community College sets forth the following purpose statements in definition of its educational programs and services. These statements also serve as criteria for the administration, faculty, staff, students, and the public in assessing the College's effectiveness in meeting its institutional mission.

- A. Achieving Junior Level Transfer Status
Students who have completed either a prescribed Associate of Arts or Associate of Science degree program at Independence Community College should be able to transfer to select four-year colleges or universities with junior status. The College establishes and maintains transfer agreements with select institutions to facilitate the transferability of its academic programs.
- B. Achieving Entry Level Occupational Skills
Students who have completed either a prescribed Career/Technical Education Certificate or Associate of Applied Science degree program will have acquired the requisite skills for obtaining employment or advancement in the field of that educational program.
- C. Promoting and Providing Life-Long Learning Opportunities
The College provides individuals with the means to upgrade their job skills and to improve the quality of their lives through academic endeavors.
- D. Achieving Basic Skills and/or College Readiness
Through academic and other support services, students can achieve the proficiency required for continuance in higher education, for employment, or for day-to-day communication and computation.
- E. Participating in College and Community Sponsored Activities
Students attending Independence Community College can participate in a wide variety of activities aimed at broadening their social, political, physical, and cultural horizons.

TABLE OF CONTENTS

	Page
College Calendar 2016-2017	4
Academic Calendar 2016-2017	5
Organizational Chart	7
Forms	9 - 14
Standing Committees	15 - 24
Emergency Directory	25

COLLEGE CALENDAR
Independence Community College
2016-2017

July 4 -----*Independence Day

August 10-12----- In-Service - Faculty Preparation

September 5 ----- *Labor Day

November 21-25-----*Thanksgiving Break

December 19 - January 3-----*Winter Break

January 3----- Offices Open

January 11-13-----Faculty In-Service - Faculty Preparation

January 16 -----*Martin Luther King Day

March 23-24 -----*Spring Break

May 6 ----- Commencement

May 29 -----*Memorial Day

*Offices Closed

Independence Community College
ACADEMIC CALENDAR
2016-2017

Summer Semester 2016

Monday, June 6.....	1 st Session Begins
Tuesday, June 7.....	Last Day to Drop 1 st Session Classes
Thursday, June 9 – Sunday, June 12	Certification Period
Monday, June 13.....	Progress Grades Due
Monday, June 20.....	Progress Grades Due/Last Day to Withdraw from 1 st Session Classes
Thursday, June 30.....	Finals/1 st summer session
Monday, July 1.....	Grades for 1 st Session Due by 5:00 p.m.
Monday-Friday, July 4 - July 8.....	No Classes
Monday, July 11.....	2 nd Session Begins
Monday, July 11.....	Last Day to Withdraw, Full Session
Tuesday, July 12.....	Last Day to Drop 2 nd Session Classes
Monday, July 18.....	Progress Grades Due
Monday, July 25.....	Last Day to Withdraw 2 nd Session
Monday, July 25.....	Progress Grades Due
Thursday, August 4	Finals/2 nd and Long Session
Monday, August 8.....	Grades Due by Noon/2 nd Session & Long Session

Fall Semester 2016

Wednesday, August 10 – Thursday, August 11.....	In-Service
Friday, August 12	Faculty Class Preparation
Monday, August 15.....	Classes Begin
Monday, August 29	Last Day to Drop
Monday, August 29 – Friday, September 2 nd	Certification Period
Monday, September 5	Labor Day
Monday, September 19	Five-Week Grade Progress Report Due
Monday, October 10.....	Eight-Week Grade Progress Report Due/ Mid-Semester Starts
Wednesday, October 12 – Friday, October 14.....	Certification Period/Mid-Semester
Friday, October 21	Last Day to Withdraw
Monday, November 7.....	Twelve-Week Grade Progress Report Due
Friday, November 11	Last Day to Withdraw from a Mid-Semester Class
Monday-Friday, November 7-11.....	Advisement Week
Monday-Friday, November 21-25.....	Thanksgiving Break (No Classes)
Monday-Thursday, December 5-8	Final Examinations (See Finals Schedule)
Friday, December 9.....	*Faculty Enter Assessment Data by End of Day/Grades Due by Noon

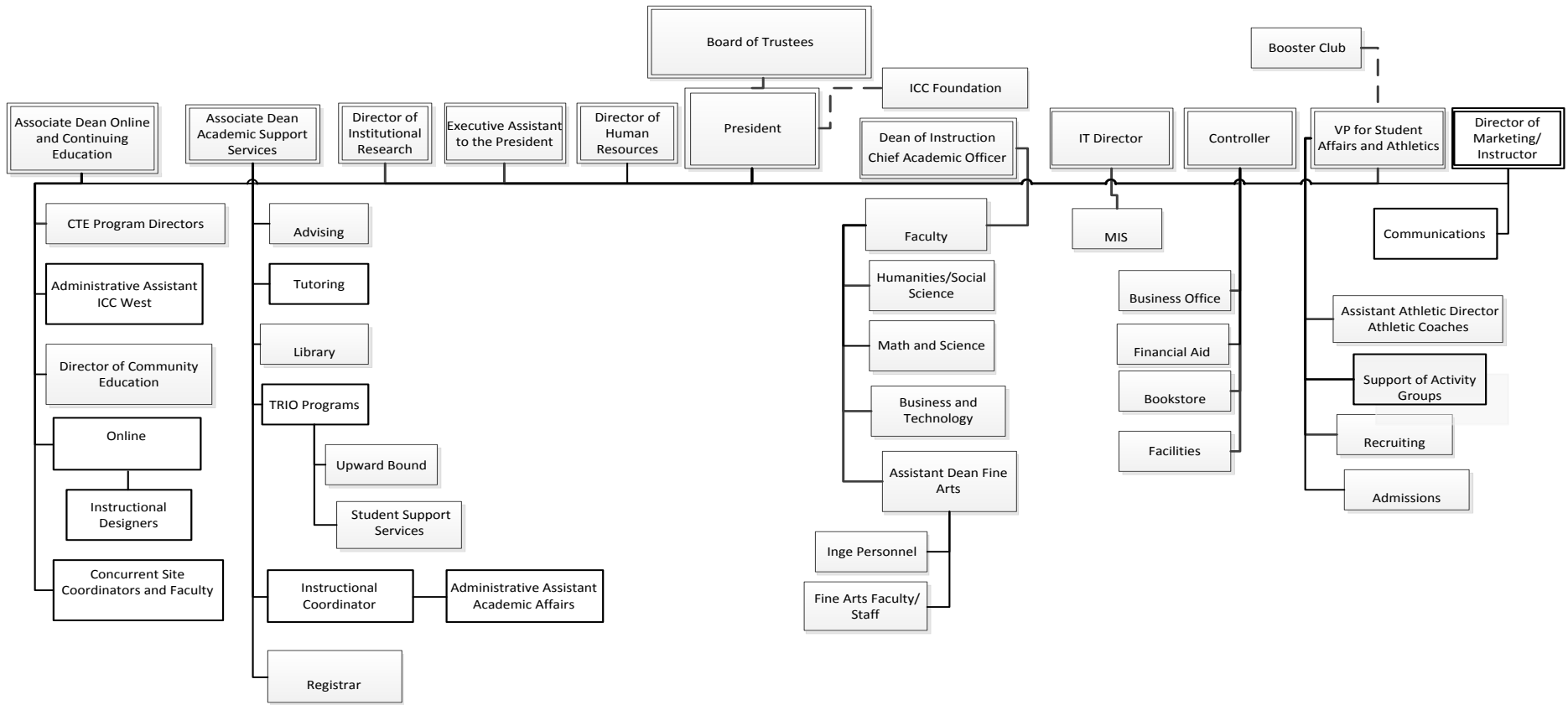
Spring Semester 2017

Wednesday, January 11 – Thursday, January 12	In-Service
Friday, January 13.....	Faculty Class Preparation
Monday, January 16.....	Martin Luther King Day (No Classes)
Tuesday, January 17.....	Classes Begin
Monday, January 30.....	Last Day to Drop
Tuesday, January 31 – Saturday, February 4	Certification Period
Tuesday, February 21.....	Five-Week Grade Progress Report Due
Monday, March 13.....	Eight-Week Grade Progress Report Due/Mid-Semester Classes Begin
Wednesday, March 15 – Friday, March 17	Certification Period/Mid-Semester
Monday-Friday, March 20-24	Spring Break (No Classes)
Friday, March 31.....	Last Day to Withdraw
Monday-Friday, April 3-7	Advisement Week
Monday, April 10	Twelve-Week Grade Progress Report Due
Friday, April 21.....	Last Day to Withdraw from a Mid-Semester Class
Saturday, May 6.....	Graduation
Monday-Thursday, May 8-12.....	Final Examinations (See Finals Schedule)
Friday, May 12	*Faculty/Enter Assessment by End of Day/Grades Due by Noon

September 2016

*Assessment analysis will be scheduled by the divisions.

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**INDEPENDENCE COMMUNITY COLLEGE
EXIT INTERVIEW**

The Exit Interview form is a tool that affords ICC the opportunity to improve. Please complete this questionnaire and return to the Human Resource Director or the exiting employee's President's Cabinet Report before leaving employment at ICC or within the month following full-time employee retirement/resignation. If the employee chooses, another party chosen by the employee may accompany them to the interview.

Strengths of the College and unit for which the faculty/staff member has worked:

Recommendations for improvement of the College and unit for which the faculty/ staff member has worked:

What prompted your decision to leave the College?

Employee: _____
Date

Interviewer: _____
(Human Resource Director or employee's President's Cabinet Report.)



Independence Community College

Campus Key Agreement

Employee:
Employee I.D.:
Department:
Title:

Key Location	Issued	Due
_____	_____	_____

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of changing the locks or re-keying in the affected areas.

I understand and agree that Independence Community College may at its discretion withhold my final paycheck until all property of ICC has been returned by proper check-in procedures.

Printed Name: _____

Signature: _____

Date: _____

**Independence Community College
Sick Leave Pool Contribution**

I am aware of the provisions of the Independence Community College Sick Leave Pool established and of the guidelines developed for the implementation of the pool.

I hereby offer to contribute one (1) of my sick leave days to the Pool starting this current year and for each continuous year of my employment or until I give written notice to Human Resources.

Signature of Employee

Date

I do not wish to contribute to the Pool at this time.

Signature of Employee

Date

Independence Community College
Travel Guidelines

**MISUSE OF VEHICLES/POLICY ABUSE MAY RESULT IN
DISCIPLINARY ACTION**

Estimated Round Trip Mileage

Altamont	51	=	23.97
Arkansas City	168	=	78.96
Bartlesville	82	=	38.54
Buffalo	78	=	36.66
Cedarvale	108	=	50.76
Chanute	84	=	39.48
Cherryvale	23	=	10.81
Coffeyville	42	=	19.74
Colby	788	=	370.36
Columbus	104	=	48.88
Concordia	494	=	232.18
Dodge City	534	=	250.98
Elk City	34	=	15.98
El Dorado	192	=	90.24
Emporia	218	=	102.46
Fort Scott	180	=	84.60
Fredonia	54	=	25.38
Garden City	638	=	299.86
Goodland	856	=	402.32
Great Bend	450	=	211.50
Hays	568	=	266.96
Howard	94	=	44.18
Hutchinson	328	=	134.16
Iola	122	=	57.34
Joplin	150	=	70.50
Kansas City	320	=	150.40
Lawrence	270	=	133.48
Leavenworth	342	=	160.74
Liberal	650	=	305.50
Longton	58	=	27.26
Manhattan	372	=	174.84
Miami, OK	144	=	67.68
Neodesha	32	=	15.04
Neosho, Mo	240	=	112.80
Newton	270	=	126.90
Parsons	64	=	30.08
Pittsburg	134	=	62.98
Pratt	382	=	179.54
Salina	396	=	186.12
Sedan	72	=	33.84
Topeka	272	=	127.84
Tulsa	173	=	81.31
Wichita	226	=	106.22
Winfield	174	=	81.78

1-way mileage @ ½ listed amount. Other destinations as per odometer reading.

GUIDELINES:

- All travel utilizing College/public funds requires prior approval.
- The College provides vehicles for College employee use for College business.
- Travel advances are for employees only and are limited to the amount of expense and reimbursed for actual expense (meals, mileage and lodging) with receipts.
- Personal vehicle reimbursement, with approval, will be paid at the current monthly State mileage reimbursement rate, and only if no College vehicles are available.
- Any driver of a College vehicle must be a College employee and have a driver's license valid in the state of Kansas appropriate to the kind of College vehicle driven, and he or she must be insurable to drive in the state of Kansas.
- Approved receipts and unexpended travel advances must be returned to the Business Office within 72 hours following travel.
- College vehicles are official College property and no alcoholic beverages or tobacco products are to be used.

MEALS: Meal expenditures for qualifying overnight travel will be paid to the employee at \$50 per day. Alcoholic beverages will not be reimbursed.

LODGING: Personal room expenses (movies and phone) must be paid by the employee.

Independence Community College
Separation Checklist

Employee Name:
Job Title:
Last Day on the Campus:
Last Day of Employment:

All materials must be checked in and get sign off at each department.

PERSONNEL CHECKLIST

<u>Department</u>	<u>Task</u>	<u>Sign-Off</u>
Physical Plant	Turn in all Office/Campus Keys	
Business Office	Outstanding Account Balance Paid	
	Cell Phone Returned	
	Purchase Card Returned	
Athletics	Team Equipment Returned	
Library	All Materials Checked Out Returned	
Office of Instruction	Classroom Materials Returned	
Computing	Laptop Returned	
	Computer Checked	
	Accessories Returned	

EXIT INTERVIEW AND REVIEW OF BENEFITS

<u>Department</u>	<u>Task</u>	<u>Sign-Off</u>
Human Resource	KPERS	
	KPERS Life Ins Conversion	
	Health Ins (Term Date)	
	Health Ins Continuation - Cobra	
	Cafeteria Plan Benefits	
	Completed Exit Interview Questions	

Date of Last Pay Check: _____

Instructions for Last Check: Pick Up _____ Automatic Deposit _____ Mail _____

Forwarding Address: _____

Employee Signature: _____ Date: _____

VP or HR Director Signature: _____ Date: _____

Copy completed form for employee.

2016-2017 Committees

Academic

Melissa Ashford
Sonja Conley
Jim Correll
Mary Jo Dancer
John Eubanks
Brian Foreman
Tammie Geldenhuys
*Brett Gilcrist
Camelia Jadic
Isaias McCaffery
Heather Mydosh
Janelle Null
Lekan Ramoni
Laura Schaid
Brian Southworth
**Ex-Officio/Kara Wheeler

AQIP Steering

** Ex-Officio/Dan Barwick
Taylor Crawshaw
Mary Jo Dancer Meier
Tammie Geldenhuys
Wendy Isle
Debbie Phelps
Kara Wheeler
Cherie Stockton
Keli Tuschman

Events

Mallory Byrd
*Jody Coy
Leslie Crane
Taylor Floyd
Beverly Harris
**Ex-Officio/Brad Henderson
Valon Jones
Michelle Kleiber
Tonda Lawrence
Chris McDiarmid
Ashley Mydland
Upesh Patel
Megan Royse
Brenda Sanchez
Teresa Vestal
Mike Wood

Outcomes Assessment

Kari Barrera *Debbie Phelps
Dan Barwick **Taylor Crawshaw
Mary Jo Dancer Laura Schaid
Darrel Gray Ben Seel
Blain Mamiya Kara Wheeler

Student Success

Linda Benning Valon Jones
Brent Burroughs LaTonya Long
*Breta Campus Sue Manning
Taylor Crawshaw Danielle Smith
Ann Dutton Brittany Thornton
**Ex-Officio/Tammie Geldenhuys
Darrel Gray
Megan Hudson

Technology

Laura Allison Lavon Kent
Harty Blackert Archana Lal
Karen Carpenter John Lowrance
Darrel Gray **Eric Montgomery
Robert Gray Eric Rutherford
Michelle Rutherford Mark Harris
*Tim Haynes
Vandyke Jones

Mike Wood
Tony Turner
Allen Shockley
Mona Saleh
Lekan Ramoni

*Denotes Committee Chair

**Advisory Capacity with veto rights

PRESIDENT'S CABINET BY-LAWS

Mission

The President's Cabinet provides visionary College leadership through unit activity coordination.

Responsibilities

The following responsibilities carry equal value for the College and the Unit that each of the Cabinet members serves.

1. Coordinate and lead effective fiscal management and budget oversight for College district service within established Mission, Vision and Core Values and of local, state and federal statute compliance.
2. Model and effect open communication among Cabinet members and colleagues throughout the College.
3. Identify and fulfill personnel needs for each unit for effective service to College community.
4. Coordinate fulfillment of student, staff and community needs.
5. Collaboratively problem solve for best College outcomes.
6. Integrate administrative unit initiatives into short and long range plans.
7. Recommend actions, procedures and policies to Administrative Units, Council of Chairs and/or Board of Trustees as appropriate.

Membership

President's Cabinet includes those personnel appointed by the President to the Cabinet.

Meetings

- President's Cabinet meets on a schedule predetermined by the President.
- Cabinet members participate in monthly Board of Trustees meetings.

COUNCIL OF CHAIRS BY-LAWS

Mission

The Council of Chairs (COC) consists of representatives from each of the Standing Committees. The COC synthesizes and communicates committee nonpolicy recommendations, improves communication among Standing Committees, and assigns policy and procedure proposals to the appropriate Standing Committee.

Responsibilities

1. Refer recommendations for policy or procedure changes to the appropriate committee or President. (Refer to Policy for Revising Policies and Procedures.)
2. Nonpolicy recommendations from Standing Committees are brought to COC for discussion, summarized and promoted by the relevant Standing Committee Chair. The President may accept a recommendation for consideration by Cabinet, reject it, return the recommendation to the original Standing Committee for revision or clarification, or send the recommendation to another Standing Committee for review and comment.
3. The committee will produce an annual report of effectiveness of the Standing Committees, summarizing the work of each committee and the connection of that work to the College's Strategic Plan.

Membership/Leadership

1. The Chair or designated representative of each Standing Committee serves on the Council of Chairs.
2. The College President provides ex-officio leadership.
3. COC minutes are distributed College-wide.

Meetings

The COC meets approximately monthly.

ACADEMIC COUNCIL COMMITTEE BY-LAWS

Mission

The Academic Council deals with the academic affairs and concerns of the College. The Council shall, as a consequence, be an advocate for developing, establishing, and maintaining standards of academic excellence at Independence Community College.

Responsibilities

The Council shall be responsible for:

1. Giving direction, guidance, and oversight to matters of curriculum, such as curricula development and curricula evaluation, and those matters relating to programs and courses of study.
 - a. Examples include proposed changes to course names, course descriptions, a course's credit hours, the course outcomes, the college's policies, all program changes, and changes to the Catalog (this list is not all inclusive).
2. Developing, promoting, and recommending policies in matters relating to academic affairs such as attendance, prerequisites, degree requirements, scholarship requirements, and such other matters as the Council considers appropriate.
3. Appointing any ad hoc committees deemed necessary by the Council, such committee to be composed of Council members who will address a specific issue for a specified period of time.
4. Preparing a one-page summary of the effectiveness of its work for the Council of Chairs.

Voting Membership

- A. Regular Faculty-Each Division may select up to one representative for every three full-time faculty members of the Division, and one representative for any two full-time equivalent remainder members. In addition, there will be one faculty librarian representative.
- B. Administration-The Chief Academic Officer (ex-officio, but not a voting member) and not more than three other representatives selected by the administration.
- C. Physical Education/Athletics – The Athletic Director and one coach.
- D. Additional voting members may be added for one-year terms, if nominated by a member and approved by a two-thirds majority vote.

Members' names shall be a matter of record, and regular participation is expected. However, member-designated alternates shall be accorded participation and voting rights through a written or stated request by the member to the Chair of the Council. Any College employee or student shall be welcome to attend meetings of the Council; and, in a non-voting capacity, may participate in the proceedings, at the request of, or the approval of the Council.

Meetings

Regular Council meetings will be held on the first Friday of each month during the fall and spring semesters, and during the summer if necessary. However, the Chair reserves the right to call special meetings as circumstances may require. Once approved, minutes will be posted on Sharepoint from the previous Council meeting.

Procedure-officers

A Chairman, and Vice-chairman of the Council will be elected at the beginning of each calendar year and will serve one-year terms. The Chairman will represent Academic Council on the ICC Council of Chairs Committee. The Vice-chairman will administer the Chairman's duties when the Chairman is unavailable, will assist the Chair at the Chair's discretion, and will automatically succeed the Chairman at the next election. The Secretary will be a designated person from the Registrar's Office.

An employee initiates request on "Change Request" form with syllabus or program outline. Proposal and application are reviewed, revised, and/or accepted by the faculty of the appropriate division(s). The employee who initiated the proposal request presents it to the Academic Council. Rejections and/or requests for revisions are sent back to the division.

Approval of items by the Council shall be by a majority vote of the voting members present. Approved items will normally be given to the Chief Academic Officer or his/her designee for approval. The Chief Academic Officer will either approve the course/program or return the course/program with detailed comment to the Academic Council for revision within ten working days.

A quorum, for conducting official business of the Council, shall be one more than one-half of the membership.

Agenda

Each Council member will notify the Chair of agenda item(s) at least one week before a regular meeting so that the agenda can be distributed to the members two days prior to the meeting. The names of individuals will be listed on the agenda in association with the appropriate item. The Chair will ask for announcements that may need to be presented to the Council at the start of the meeting. Discussion of all agenda items shall commence with a motion.

Special meetings shall be devoted to discussion only. However, agenda items may be approved and distributed at the special meeting itself or a subsequent meeting. Under these circumstances, the next meeting of the Council may be held within two days. In the case of multiple minor curriculum changes, a consent agenda may be created by the Chair and Chief Academic Officer.

AQIP STEERING COMMITTEE BY-LAWS

Article I: Mission

To provide campus wide leadership in continuous quality improvement and accreditation activities. The committee shall provide recommendations for strategic planning efforts, both developmental and for implementation. The committee shall be a resource to assist the campus in making data-driven changes.

Article II: Offices and Terms of Office

A: Offices: There shall be a Chair, Vice Chair, Recording Secretary and HLC Liaison.

A1. Chair: The Chair shall create agendas, call meetings and chair meetings.

A2. Vice-chair: In absence of the Chair, the Vice-chair will function as the Chair.

A3. Recording Secretary: The Recording Secretary shall take minutes during meetings and post minutes to SharePoint once they have been approved by the committee.

A4. HLC Liaison: The position will be the point of contact for communication between ICC and the HLC.

B. Selection: The Chair and Vice-chair shall be elected annually in the spring semester from members who are returning in the fall semester. The position of committee Secretary for the AQIP Steering Committee will be held by the staff member employed in the position of the Director of Institutional Research as part of that employee's job description. The HLC Liaison shall be appointed by the President.

C. Terms of Service: Officers terms begin August 1 and end July 31. Officers are limited to two consecutive terms in the same position.

D. Vacancy: Offices may be filled at the time of vacancy by the consensus of the committee.

Article III: Membership and Terms

A: Membership: The committee is comprised of the College President, the Chief Academic Officer, the Vice President for Student Affairs, the Director of Institutional Research, and at least two employees to be selected by each of: The Chief Academic Officer, Vice President for Student Affairs, and Chief Financial Officer.

B: Terms: Appointed members are expected to complete a full term, which is defined as 2 years of membership, before recommitting or switching committees.

C: Unfinished terms: the representative unit for which a vacancy occurs will select a member to fulfill the remaining time of the term.

Article IV: Meetings

A. Regular meetings: Regular meetings shall be held at least once a month during the academic year, which shall be defined as August – May.

B. Special meetings: Special meetings may be called by the Chair as the need arises.

Other

The committee will prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Events Committee By-Laws

Mission:

Coordinate the planning and implementation of specific events at the College, as assigned by the President, for the purpose of improving the experience of employees, students, and visitors.

Duties:

1. Recommend events to be planned by the committee for the following budget year, and submit budget recommendations to Business Office during annual budget process.
2. Coordinate all aspects of events that are assigned to the committee.
3. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Membership:

Membership of this committee will be on a volunteer basis. During the annual call for volunteers, interested employees should indicate the willingness to serve on this committee. Additional "recruitment" of members may be necessary to have representation from all employee groups.

Committee Composition:

Chair, Chair-elect and Secretary will be elected in August (see Chairmanship for additional information). The Chair and Chair-elect will serve a minimum of two years on the committee. All other members may serve a single year.

Chairmanship:

The Chair of the group will be elected by the members at the first meeting of the academic year (in August). The Chair will be responsible for all meetings. The Chair will attend the monthly Committee Chairs Meeting with the President. It is further recommended that the Chair of this committee not be the Chair of any other Standing Committee.

Meeting Time:

Once monthly, with date and time to be decided annually by committee. Chairman will notify group of times and dates. Additional meetings may be called by the Chair as needed.

Outcomes Assessment Committee By-Laws

Mission:

Provide recommendations and implementation that move the College toward a comprehensive outcomes assessment culture.

Duties:

1. Provide educational programs to the campus regarding outcomes assessment theory and practice.
2. Adopt at least one annual assessment project or component of a multi-year project, and coordinate that project to completion.
3. Recommend College policy regarding implementation of outcomes assessment.
4. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Membership:

During the annual call for volunteers, interested employees should indicate the willingness to serve on this Committee. Each Division may select up to one representative for every three full-time faculty members of the Division, and one representative for any two full-time equivalent remainder members. Additional "recruitment" of members may be necessary to have representation from all employee groups.

Committee Composition:

The Committee will be Chaired by the Director of Institutional Research or designee. The Vice-chair position will be filled by election. The Secretary will be elected in August. The Chair and Vice-chair will serve a minimum of two years on the Committee. All other members may serve a single year. Because outcomes assessment is not confined to academics, it is essential that all areas of the College be represented on this Committee, and the leaders of each administrative division will recruit representatives to fill in any gaps.

Chairmanship:

The Chair will be responsible for all meetings. The Chair will attend the monthly Committee Chairs Meeting with the President. It is further recommended that the Chair of this Committee not be the Chair of any other Standing Committee.

Meeting Time:

Once monthly, with date and time to be decided annually by Committee. Chairman will notify group of times and dates. Additional meetings may be called by the Chair as needed.

STUDENT SUCCESS COMMITTEE BY-LAWS

Mission

The purpose of the Student Success Committee is to improve academic success and retention by developing processes regarding student advisement, career counseling, and psychological counseling.

Membership and Terms

- A. Membership shall consist of at least one representative from each academic division, Academic Advising and Counseling, Athletic Department, Student Life, Financial Aid, and Student Support Services.
- B. Members are appointed/elected from the various divisions to two-year terms or longer.

Officers

- A. Officers will be elected at the end of each school year to take office in the following school term.
- B. Terms of office are one year. Officers are limited to two consecutive years in a particular post.
- C. There shall be a Chairperson (who also represents the Committee on the Committee of Chairs), a Vice-chairperson, and a Recording Secretary.
- D. In case a vacancy should arise, the vacancy will be filled by consensus of the Committee. No position shall remain vacant for more than one month.

Meetings

- A. The Committee shall hold a re-organization meeting within the first week after the start of each Fall Semester.
- B. The Committee shall meet on a designated day monthly as determined by the Committee membership.
- C. Special meetings may be called by the Chairperson at any time.
- D. The last meeting of the Spring Semester will be designated as the "election meeting." Officers for the following school year will be elected at this meeting. Candidates may be nominated by individual Committee members. Members may nominate themselves. Officers will be elected on a majority vote. At least half of the membership must be present for an election to be official.
- E. The Chairperson shall call for and conduct meetings, and serve as the Committee's representative on the Committee of Chairs. The Chair may also appoint a member to represent the Chair at Committee of Chairs' meetings when he/she cannot attend.
- F. The Vice-chairperson will administer the Chairperson's duties when the Chairperson is unavailable, and will assist the Chair at the Chair's discretion.

Procedures

Approval of items by the Committee shall be by majority vote of at least half the membership (half constitutes a quorum).

Additional role

The Committee will prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

TECHNOLOGY COMMITTEE BY-LAWS

Mission

To research and recommend flexible, integrated, digital systems and solutions that enable processes for: learning, student success, College communications and administrative functions.

Responsibilities

1. Study and evaluate the current and future areas dealing with technology for long and short range planning activities.
2. Review and award Faculty & Staff Technology Grants.
3. Anticipate and evaluate advances in instructional technology in order to stay current in providing educational resources.
4. Prepare a set of strategic technology priorities. The priority set will be provided to Cabinet by March 1, and the Committee Chair or designee will present the priorities during the budget discussions. The plan may include:
 - a. Recommendations based on review of existing status of instructional technology.
 - b. Recommendations based on review of existing status of student access to technology.
5. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Membership

Any College employee is welcome to become a member of the Technology Committee. The Chief Information Officer is a permanent ex-officio member. Service for this Committee will be one academic year. A Chairman, Vice-chairman and Secretary of the Council will be elected at the beginning of each calendar year and will serve one-year terms. The Chairman will represent Academic Council on the ICC Chairs Committee. The Vice-chairman will administer the Chairman's duties when the Chairman is unavailable, will assist the Chair at the Chair's discretion, and will serve as Treasurer.

Meeting Frequency

The Technology Committee will meet monthly and as may be decided by the membership and at such other times as may be directed by the Chair.

Communications

Minutes will be taken each meeting and will be distributed to all faculty, staff and administrators at the earliest possible date. Requests for agenda items will be announced by the Chair two weeks in advance of the next regularly scheduled meeting and are due at least three working days prior to that next meeting. Requests for Faculty & Staff Technology Grants are available at www.indycc.ks.us/techgrant.htm Grant requests must also be submitted three days prior to the next regularly scheduled meeting.

Emergency Directory

ICC Security	331-8558
Sheriff's Department	330-1000 or 911
Independence Police Department	332-1700 or 911
Montgomery County Rural Fire Department	911
Independence Fire Department	332-2504 or 911
EMT's	911
Dr. Daniel Barwick - President	Office 332-5450 Cell 620-926-1040
Chris McDiarmid – Maintenance Director	Office 331-0815 Cell 620-330-2539
Eric Montgomery –IT Director	Office 332-5443
Wendy Isle – Controller	Office 332-5412 Home 620-515-0856
Kara Wheeler – Interim Chief Academic Officer	Office 332-5635 Cell 620-330-5512
ICC West	332-5630