

Independence Community College
Board of Trustees
Policy and Procedure Manual
2017-2018

Approved August 11, 2016

Plus Additional Institutional Procedures

PROCESS FOR SUBMITTING NEW OR REVISED POLICIES OR PROCEDURES

College procedures provide the guidance for consistent implementation of the College policies set by the Board of Trustees. The Board of Trustees' College Policies outline the "What" of assuring that we meet our College mission and the College employee procedures, outline the "How" of assuring College mission and policies are achieved. These procedures are set for full and part-time employees, students should refer to the College Catalogue and the Student Handbook for procedures. Policies and procedures which are not included in the retained rights of the Board of Trustees are initiated and edited in the following manner.

1. A request for a new or revised policy or procedure proposed by an Employee/Group should be submitted for procedure consideration to the Council of Chairs.
2. The Council of Chairs will review the proposal and refer the proposal to the appropriate Standing Committee or President.
3. If sent to a Standing Committee, that committee will either approve the recommendation (as presented or amended), in which case it is sent to the President, or deny it (due to vote or lack of action), in which case no further action is taken.
4. With approval by the President (in consultation with Cabinet or Council of Chairs) the policy or procedure is recommended to the Board of Trustees for approval.
5. New policies or procedures become effective when approved by the Board of Trustees.

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ACADEMIC SECTION INDEX

Legend: Academic: ACD

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CODE:	ACD – 101
SUBJECT:	Degree Award and Placement
ADOPTED:	April 13, 1999

Student entry placement standards shall be set to assure educational quality. The College shall award degrees to students completing required curriculum. Records shall be maintained to document placement and degree completion.

CODE:	ACD 102
SUBJECT:	Faculty Employment
REVISED:	September 8, 2016

Regional accrediting standards are followed when considering individuals for faculty employment.

FINANCE SECTION INDEX

Legend: Finance: FIN

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CODE:	FIN - 401
SUBJECT:	Tuition Payment
ADOPTED:	July 13, 1999

Upon enrollment, students must pay tuition and fees or make written arrangements for payment for all courses in which they are enrolled, including audited courses.

Procedure

Tuition and Fees Collection

1. To enroll, employees and their dependents must have met past and current financial obligations at the end of each semester, unless a pre-approved payment plan has been initiated.
2. Employees and their dependents on payment plans are required to meet the conditions of the College's promissory note. Employees and their dependents failing to meet financial obligations will receive one thirty (30) day warning, and one sixty (60) day warning, as needed.
3. Employees and their dependents not responding to the sixty (60) day warning may be subject to being dropped from classes, withholding of grades and/or transcripts, and/or, after ninety (90) days, accounts being turned over to the College collection agency.
4. Employees and their dependents in financial arrears will not receive official transcripts.

CODE:	FIN - 402
SUBJECT:	Budget
ADOPTED:	July 13, 1999

The Board of Trustees shall approve the college budget. The Board shall approve payment of bills, contracts, and lease agreements prior to pursuit of contractual services and resources, except services provided for in KSA 12-105b. The Board shall assure purchase procedures and guidelines which include standard methods for the most effective use of college funds.

Payment of bills that would result in the avoidance of penalty may be completed by the Business Office in advance of Board approval, upon approval of the Finance Officer, as provided in KSA 12-105b.

Procedure

Purchasing

Payments made in the purchasing procedure for non-travel goods and services can be made by check or purchase card. The Business Office is responsible for paying for these purchases with checks, while Cabinet-level managers may make payments for these purchases using their purchase cards (see Purchase Card Procedure).

Rules Governing Purchases

1. The Internal Revenue Service (IRS) requires that W-9 information is on file prior to payment for vendors who are paid \$600.00 or more in a calendar year. This includes each individual or company that is:
 - Not incorporated (contact the Business Office for clarification).
 - A lawyer, regardless of whether or not incorporated.
 - A healthcare agency, regardless of whether or not incorporated.

2. The College President, Cabinet-level managers, and others approved by Cabinet-level managers may purchase goods and services with purchase cards. All other employees are restricted to using purchase cards for travel-related (lodging, meals, transportation, parking, fuel, etc.) expenses only. See Purchase Card Procedure.
3. The College pays vendors from invoices, not statements. Invoices are for individual transactions while statements may be a conglomeration of transactions.
4. The Board of Trustees requires that individual purchases of \$10,000.00 or more must be presented to them as an action item for discussion and vote prior to the purchase or receipt of the goods or services. The purchase originator is responsible for gathering all requisite information for the Board. Purchases exempt from this requirement include those such as externally funded grant awards, emergency repairs, or cases in which the agreement with the vendor requires payment in a timeframe not consistent with the Board review.
5. Any vendor participating in a bid for work that requires bonding, insurance, special type of license, etc. shall provide to the ICC Business Office documentation certifying currency for any and all of the above. The initiating employee must verify current documentation is on file with the Business Office prior to awarding the bid.

Steps to Purchasing Goods or Services

1. Determine need for goods or services.
2. Determine purchase price and alignment with budget.
3. Contact vendors:
4. Obtain bids, if necessary. Purchases less than \$500.00 require no documented bids. Contracts for financial services and food services do not require annual bids, but must be bid upon when either the administration or the Board of Trustees requests that new vendors be considered.
5. Purchases ranging from \$500.00 to \$3,999.99 must have at least three (3) bids, unless a sole source vendor can be documented; bids must be documented from telephone conversations, faxed, emailed quotes from vendors, or documented web research. Oral bids must only be received by authorized ICC employees. ICC employee receiving bid must attach signature to bid recording document.
6. Purchases ranging from \$4,000.00 to \$9,999.99 must have at least three (3) written bids provided by different vendors on the vendor's company letterhead or other official form, unless a sole source vendor can be documented. Written bids must include the following:
 - bidder's name and contact information,
 - bid specifications (nature/scope of work),
 - time-line for project,
 - description of the area/s work to be performed,
 - bidder's estimated charge, and
 - signature of ICC employee receiving the bid.
7. Purchases greater than \$9,999.99 must have at least three (3) written bids provided by different vendors unless a sole-source vendor can be documented. ICC written bid instructions are provided to all potential bidders. Specifics relevant to each bid are included with each bid. In addition, each bid will contain the following:
 - ICC department/area requesting goods and/or service,
 - criteria used to choose winning bid and percentage of importance for each criterion,
 - date and time of bid closing,
 - date and time of all received bids opening, and

- date and time winning bidder announced. Bidders are given the opportunity to be present during the bid opening date/time and to review other vendor submitted bids. No alterations to original submitted bid will be allowed by any vendor unless the College elects to solicit additional information from all bidders. All bids must be sent sealed and addressed directly to the Business Office. All bids will remain sealed until the date and time advertised for bid opening.
8. Contact the Business Office for vendor verification.
 9. With a ball point pen or typewriter, accurately and legibly complete the Purchase Order form.
 10. Obtain Cabinet-level manager approval with a written signature on Purchase Order form.
 11. Enter Purchase Order into the College data processing system (the system). Generate Purchase Order number in system and write it in the space provided on the Purchase Order form.
 12. Order goods or services from vendor.
 13. Receive goods or services:
 - Contact the Business Office upon discovery of any problem or discrepancy, referring specifically to the purchase order number, invoice number, invoice date and identification of goods/services/invoice issue.
 - Payment to the vendor will be withheld until such problem or discrepancy is resolved.
 14. Request vendor payment.
 15. Check
 - Provide the goldenrod copy, along with the invoice, to the Cabinet-level manager for his/her authorization to pay.
 - Submit a copy of the invoice and the approved goldenrod copy to the Business Office.
 16. Note: Use the same purchase order and line numbers with the request for each partial payment. Make a legible copy of the original goldenrod copy and submit it to your department head for authorization to partial pay for each partial payment.
 17. Purchase Card
 - Perform steps 1-6, but do not enter a Purchase Order into the system.
 - Write "Purchase Card" in the Purchase Order Number field on the Purchase Order form.
 - Complete step 8.
 - Contact Cabinet-level manager to make payment via Purchase Card.
 - Complete step 9 and go to step 11.
 18. Submit a copy of the invoice and the approved copy of the goldenrod copy to the Business Office. The Business Office, after receipt of approved invoice and copy of the goldenrod copy of the purchase order from the originator, will write a check (except when paid by Purchase Card) for the amount specified on the invoice.
 19. All paperwork will be filed in the Business Office by vendor in check number order.
 20. Business Office releases checks approximately every two weeks. Fiscal Officer may release some payments early as needed. A report of payables is reviewed and approved at the monthly Board of Trustees' meeting.

Purchase Card

Each employee who receives a purchase card is required to agree to the stipulations set forth in, and then sign, the Card Holder Agreement prior to receiving or using their College purchase card. The purchase card is not to be used for personal use and is only for College business use.

1. Use of a purchase card follows the same rules governing purchases as in the Purchasing procedure. Bids for some travel expenses may not be practical when the \$250 level is reached,

but prior approval of travel expenditures is required. Purchase card holders are not eligible for cash advances.

2. Employees must follow the Card Holder Agreement for permissible use and restrictions. They must also follow travel procedures (i.e., meal spending limits, meal gratuity limits, etc.).
3. Cabinet-level manager provides prior approval of any purchase card expenditure.
 - Travel request, with approximate purchase card expenditures delineated;
 - Purchase order, with specific amounts for purchase, taxes, fees, shipping, etc. delineated.
4. It is the responsibility of the employee card holder to keep and maintain all receipts prior to submission to the Business Office.
 - A Missing Receipt form may be substituted for a lost receipt.
 - Only one Missing Receipt form is permissible per monthly submission.
5. Accounts Payable accountant provides employee card holders with monthly activity statements.
6. Purchase explanations are made via the “Green Sheet.” The employee must provide the following with their monthly submissions:
 - List of all transactions in order of how they appear on the statement;
 - Attach receipts for all purchases (or a Missing Receipt form) to 8 ½ x 11 sheets of white paper;
 - Detailed information on the amount of the purchase, the account number the purchase is charged to, the date of the purchase, and specific information as to the purchase.
 - Meal purchases made for more than one person must have documentation including an agenda, a list of all participants, and the business reason for the meal.
 - All submissions of purchase card use must be received by the Business Office no later than 10 days following the day they were originally distributed by the Accounts Payable accountant.
7. Employees who do not follow the requirements of this procedure are subject to progressive discipline, including loss of purchase card privileges, required reimbursement of monies spent with the purchase card, and possible termination of employment.

CODE:	FIN - 403
SUBJECT:	Awards and Honors
ADOPTED:	July 13, 1999
REVISED:	August 11, 2016

Independence Community College may award honors, degrees, and opportunities to individuals who provide outstanding service to the College.

CODE:	FIN - 404
SUBJECT:	Finance Office
ADOPTED:	July 13, 1999
REVISED:	March 11, 2003

The chief finance officer shall be responsible for assuring that federal and Kansas statutes, Kansas audit guidelines and Board policies are followed. These responsibilities shall include maintaining record(s) of accounts receivable and payable; state, federal and county reports; campus financial operations; activity

accounts; and assuring that an annual audit is completed. Upon approval of the chief finance officer, tuition and fee refunds may be provided by the Business Office for account resolution.

CODE:	FIN - 405
SUBJECT:	Naming of Campus Facilities
ADOPTED:	April 11, 2000
REVISED:	March 14, 2013

The College will maintain a policy that establishes objective criteria for the naming of College facilities, events, and programs. Naming recognition that commemorates donations with a value of \$50,000 or more requires Board approval. Naming recognition that commemorates donations with a value of less than \$50,000 requires the approval of the President and Board notification.

Procedure

Policy on Gift Solicitations and Naming Opportunities

To achieve its vision of excellence and augment public funding, Independence Community College actively seeks contributions, including gifts of real and personal property and gifts-in-kind, from individuals, foundations, corporations, and other entities. Such benefactions enable the College to achieve its vision of excellence through improved and increased functions.

The College solicits gifts in a manner that provides the greatest benefit to the College and enhances the College's reputation and attractiveness as a recipient of such gifts. To this end, all members of the College community must coordinate their efforts as appropriate through the Independence Community College (ICC) Foundation, the Athletic Booster Club, or the President's Office, and in accordance with this Policy.

Gift Solicitation Program Types

1. Annual Campaign: The College annually solicits donors of record and others for a yearly gift through a series of solicitation programs. Annual giving gifts are defined as potentially recurring gifts under \$10,000. Regardless of size, annual gifts are intended to be repeatable.
2. Major Gifts: Special gifts, outright and planned gifts included in the wills and estates of donors, of a significant size, for both endowment and expendable purposes that are solicited on an ongoing basis. Major gifts are defined as gifts and pledges of \$10,000 or more.
3. Capital Campaign: Special gifts, outright and planned gifts included in the wills and estates of donors, for both endowment and expendable purposes that are solicited through the capital campaign over a defined period of time. Gifts can be restricted or unrestricted.

Types of Gifts

1. Unrestricted Gift: gifts that are not restricted by the donor are unrestricted, and the College uses those gifts in ways that advance the strategic priorities of the College. It is understood that any gift received without restriction will be classified as unrestricted.
2. Temporarily Restricted Gifts: a temporarily restricted gift has a donor-imposed restriction that permits the organization to use up or expend the donated assets as specified and is satisfied either by the passage of time or by actions of the organization.

3. Endowment or Permanently Restricted Gift: gifts that have a donor imposed restriction that stipulates that resources be maintained permanently but permits the organization to use up or expend part or all of the earnings described from the donated assets.
4. Non-monetary Gift: besides monetary gifts, Independence Community College and the ICC Foundation also receive non-monetary gifts. All non-monetary gifts must be reviewed and approved by the CEO of the organization receiving the gift. These gifts will only be accepted after a determination that the gift is either readily marketable or sufficiently related to one of the purposes and/or the Strategic Plan of the College. Non-monetary gifts may be of the following types:
 - Securities – gifts of stocks and bonds which will be sold for the ICC Foundation to receive the cash benefit, or held to receive dividends or other earnings.
 - Gifts in Kind – gifts of tangible items that Independence Community College or the ICC Foundation are willing to receive.
 - Life Insurance Policies – a method for donors to give substantial gifts. When such gifts are made, the “Independence Community College Foundation” must be named as both the beneficiary and the owner of the policy. To insure that such gifts comply with the general policies of the Foundation, the Foundation Director should be consulted prior to the gift of the policy.
 - Gifts in Trust - Charitable remainder and charitable lead trusts require correct drafting that is often complex, and therefore require the review of the Foundation Executive Director prior to execution by the donor and approval of acceptance by the Foundation Board of Directors. Generally, the minimum charitable remainder and lead trust gift should be \$100,000.
 - Gift Annuities - gift annuities to the “Independence Community College Foundation” must be approved prior to acceptance. Gift annuities are not encouraged since such arrangements may obligate the Foundation to an amount in excess of the gift property.
 - Retirement Asset Gift - retirement plan assets, including IRAs, 403(B) plans, 401(K) plans and other plans
 - Bequest Gift - A donor may arrange under legal contract expressed in his/her will, that the ICC Foundation is a designated beneficiary to receive a direct gift from the estate. A donor may also arrange, after the death of a named beneficiary, that the principal or some of the surviving estate will become the property of the ICC Foundation. A bequest intended for the ICC Foundation should be made to “The Independence Community College Foundation.” Bequests are typically of two types:

Unrestricted Bequests – intended for the general purposes of the College and are of special benefit in allowing flexibility to meet the College’s greatest needs. If relatively modest, the bequest will be accepted as an annual expendable gift. Should the bequest specify that the principal be used as an endowment fund, the minimum dollar requirements of \$5,000 must be met.

Restricted Bequests – allow donors to support and promote special interests. If the bequest meets the minimum dollar requirement of \$5,000 for named restricted endowed gifts, it is recommended that specified purposes be described as broadly as possible, and that detailed limitations and restrictions be avoided where possible. The President of the College or Executive Director of the Foundation will approve all memorandums of understanding for a restricted bequest. All donors are advised to seek their own legal counsel prior to finalizing bequests or other forms of planned gifts. Permanently restricted gifts and special gifts such

as trust annuities may be subject to investment and administrative costs as prescribed by the ICC Foundation's Investment and Disbursement Policy.

Namings

To support its mission, Independence Community College may recognize gifts, grants, and irrevocable gift commitments by the naming of facilities, physical spaces, academic programs, scholarships, endowed or annual funds or other opportunities, in a manner consistent with the guidelines set forth in this document and the Independence Community College Board of Trustees policy FIN-405.

The opportunity to place the name of an individual, family, foundation, corporation, or other entity on facilities, physical spaces, academic programs, scholarships, and endowed or annual funds will be made in recognition of gifts from a donor or group of donors.

To the extent that any provision of this policy is deemed to be in conflict with a provision of the Independence Community College Board of Trustees policy FIN-405, the policy of the Trustees shall be the controlling policy.

General principles:

1. The naming of any facility, campus space or grounds, academic or campus program area or endowed fund is appropriate only when a significant gift or grant or gift commitment is received. This is in keeping with the Independence Community College Board of Trustees policy FIN-405 and is intended to preserve the value of existing and future namings.
2. The merits of naming any facility, campus space or grounds, academic or campus program areas or endowed fund should be able to stand the test of time.
3. The naming of any facility, campus space or grounds, academic or campus program area or endowed fund in recognition of a donor or honoree implies a promise to that donor or honoree that the space, site, facility, endowment fund and other form of tangible recognition will be permanently maintained, or if change is unavoidable, that an alternative means of recognizing the donor or honoree will be found.

Types of Gifts for Naming Commitments

Any and all combinations of gifts, grants, pledges, and irrevocable gift arrangements are acceptable for naming commitments.

Guidelines for Naming Physical Facilities

Physical facilities will not be named for individuals currently employed by Independence Community College unless a donor(s) other than the honoree provides a sufficient gift in honor of that individual.

Physical facilities will not be named for anyone who currently holds national elected office, state elected office, or an elected office in the College's taxing district.

Naming of a particular building, wing, room, lecture hall or other space or facility may vary depending on many factors, including utility, visibility, size, location, original building cost, etc., associated with the particular space. The following general guidelines apply to physical facilities:

Building	\$250K - \$1M
Large meeting or social space	\$50K - \$100K
Lab space	\$25K - \$75K

Classroom	\$10K - \$50K
Recreational space	\$10K - \$50K
Clinical exam room/surgical centers	\$25K - \$40K
Lab station	\$8 -12K
Small meeting space	\$8 -12K

Guidelines For Naming Endowed And Un-endowed Funds

Endowed and un-endowed restricted-use funds may be created as a result of significant gifts, grants or gift commitments from a single donor, or group of donors. These restricted use funds may be initiated to create endowed and un-endowed funds for such things as named scholarships, internships, lectureships, professorships, or department specific funds. For future planning and to maximize benefit to the College and its students, the creation of an endowed fund is, when possible and appropriate to the project being funded, preferred to that of an un-endowed fund.

General principles are:

1. The minimum needed to establish a named endowed fund is \$5,000. This minimum pertains to all endowed funds, including scholarship and non-scholarship funds. The timeframe in which a donor has to reach the \$5,000 endowment level threshold is generally five years from the date of the first gift.
2. Un-endowed funds may be established for faculty development, scholarships, or other funding priorities. Under such arrangements, the donor commits to providing an annual gift of a specific amount, or an amount equivalent to the income from an endowment fund for a fixed period of time, at a minimum of three to five years. For example, an endowed fund of \$25,000 provides a \$1,250 (5% of principal) annual award.

Guidelines For Naming Departments, Programs or Events

Programs and events vary widely in size and impact on the College. To name a Department, Program, Academic Unit, or Event, the gift or gift commitment will be developed on a case-by-case basis by the President of Independence Community College. Such namings that commemorate gifts in excess of \$50,000 will require approval of the Independence Community College Board of Trustees (per FIN-406) and be in consultation with the ICC Foundation.

Approval Process for Naming of Facilities, Endowed Funds or Programs

All permanently named facilities and programs must be reviewed and approved by the President of Independence Community College. Further, where required by Board of Trustee policy (e.g. gifts/grants of exceeding a certain size) the approval of the Board is required.

The following general principles shall be adhered to in the naming process:

1. All proposed names for buildings and other facilities should be held in strict confidence during the review and approval process. Discretion is paramount.
2. The President's Office shall be responsible for maintaining a record of named rooms, buildings, grounds, and other spaces, as well as named programs or events. The ICC Foundation shall be responsible for maintaining a record of endowed funds.
3. Unforeseen circumstances may make it impossible for a donor to complete a pledge commitment after the commitment has been recognized through a naming. The College and the ICC Foundation will make every reasonable effort to work with the donor to create a plan for completion of the commitment. In some circumstances, however, it may be necessary to remove a name from a facility, physical space, academic program, scholarship or fund, due to

incompletion of a pledge. In such cases, the funds already contributed will be used to fulfill as nearly as possible the same general purpose of the original pledge.

4. In the extraordinary situation where circumstances relating to the naming may bring disrepute to the College, the Independence Community College Board of Trustees reserves the right to deny a naming, or change or remove the name from any existing named space or recognition opportunity. If a name is removed or changed, the contributed funds will either continue to be used to fulfill as nearly as possible the original purpose of the donation, or returned to the donor. It is understood that the College may have made substantial commitments of its own as a result of the original gift, and thus the return of the gift to the original donor will be made rarely, only under unusual circumstances, and will be approved by the Independence Community College Board of Trustees.

Endowment and Quasi-Endowment Fund Policies

1. ICC Foundation Board of Directors may approve the establishment of an endowment fund even though the principal amount may not have reached the required minimum if:
 - The donor agrees to complete the minimum endowment within a five-year period.
2. The minimum principal for establishing a named endowment must be at least \$5,000. Some of the most commonly acceptable types of endowments are described herein with minimum establishment levels:

Endowed Chair – Named

- The named endowed chair provides endowment for full or partial funding of a professorship in a department or field of study. This type of fund must have total gifts of at least \$250,000. This will support salary supplementation, some administrative support, and travel expenses. Presentation of all awards shall be made by the Independence Community College Foundation upon recommendation and approval of the President of the College.

Endowed Professorship – Named

- The named endowed professorship provides an endowment for full or partial funding of a professorship in a department or field of study. A fund of this type must have total gifts of at least \$250,000. This will support salary supplementation, some administrative support, and travel expenses. Presentation of all awards shall be made by the ICC Foundation upon recommendation and approval of the President of the College.

Endowed Visiting Professorship – Named

- A named visiting professorship, which enables the College to attract outstanding visitors to teach, conduct research, and to be available as a resource to the entire College community for up to one year, may be established with gifts of at least \$250,000.

Endowed Fellowships – Named

- A named endowed fellowship may be established with a fund of not less than gifts of \$100,000.

Endowed Lectureship – Named

- A named endowment to provide a lecture program may be established with a fund of not less than gifts of \$25,000. These funds support the annual expenses associated with special guest lectures.

Gifts restricted by donors for general, but unnamed purposes, e.g., scholarships, but not permanently restricted by the donor, may be pooled and made quasi-endowment by resolution of the ICC Foundation Board.

Unrestricted gifts may be pooled and made quasi-endowment by resolution of the Board to create an unrestricted quasi-endowment fund.

Endowment Contingency Clause Guidelines

Donors are asked to recognize that with time, the needs, policies, and circumstances of the College can change in unforeseen ways. To serve the best interests of the College, the Board of Directors of the ICC Foundation and the President of the College should be given the ability to make use of funds while continuing to perpetuate the name of the donor or designee. This can be accomplished by including the following statement in the establishment of any endowment instrument:

“Should the fulfillment of the purpose of the gift become no longer possible, as determined by the Independence Community College Foundation Board of Directors, then the gift should be used for the purpose most nearly in keeping with the special interests described in this document.”

PERSONNEL SECTION INDEX

Legend: Personnel: PSL

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CODE:	PSL - 701
SUBJECT:	Leaves of Absence
ADOPTED:	February 16, 1999
REVISED:	June 10, 2003

The Board of Trustees shall approve unpaid leaves of absences for reasons other than provided by law or board policy. Requests for leaves of absence must be submitted to the Board of Trustees six months prior to the beginning of the semester of requested leave and subject to selection of suitable replacement.

After seven years of employment at Independence Community College, full-time employees may be considered for up to one (1) year sabbatical leave for additional schooling or other educational improvement.

The Professional Employee is obliged to continue work at the College two years after returning from such leave.

Procedure

Leaves of Absence

All approved leave requests must be accompanied by a completed Absence from College Request/Report form.

Sabbatical

1. Following completion of seven years of employment, employees may apply for sabbatical leave. A sabbatical request shall be initiated with the immediate supervisor, sent to the President, and recommended to the Board of Trustees for approval. Faculty sabbatical leave should be requested and pursued per current Negotiated Agreement. Consideration of sabbatical leave is contingent upon the availability of adequate finances, and obtaining a suitable replacement for the period of such sabbatical.
2. If the application for sabbatical leave is denied, the applicant shall be notified in writing of the specific reason(s) for such action.
3. During sabbatical leave the employee is eligible to receive half salary for a full year of approved leave or full salary for a half year of leave (as determined by the year preceding such leave).
4. Once sabbatical leave is approved by the Board of Trustees, the agreement is irrevocable except in case of emergency.
5. Employees are expected to return to regular employment following sabbatical.

CODE:	PSL – 702
SUBJECT:	Personal Leave
ADOPTED:	February 16, 1999
REVISED:	August 10, 2010

A total of three (3) full days of supervisor approved personal leave shall be granted all personnel each year. After completion of one year of employment, continuing part-time employees shall be granted one (1) supervisor-approved personal leave day per year. In the event of the death of an employee, the College will compensate the deceased employee's beneficiary or beneficiaries for the unused days of personal leave. Employees are not paid for personal leave when resigning, retiring, or terminated from employment.

Procedure

Leaves of Absence

All approved leave requests must be accompanied by a completed Absence from College Request/Report form.

Personal

1. Three (3) days of personal leave are granted to each full-time employee annually with supervisor approval. After completion of one year of employment, continuing part-time employees shall be granted one (1) supervisor-approved personal leave day per year. Hourly employees who have completed one full year of continuous part-time employment at the time of policy adoption have met the criteria.
2. The purpose of a personal day request is not typically requested. However, if the President or appropriate supervisor identifies a reason of College-wide interest for the employee to be at work for that day, the employee will be asked to state and/or postpone his/her request.
3. As a general guideline, days of personal leave cannot be requested on days that immediately precede or follow school holidays or during periods of enrollment or final exam.
4. Personal leave is not cumulative from year to year.

CODE:	PSL – 703
SUBJECT:	Sick Leave
ADOPTED:	February 16, 1999
REVISED:	March 11, 2010

Independence Community College provides fifteen (15) annual sick leave days, accumulating to ninety (90) days, and compensates retiring employees for unused sick leave up to ninety (90) days. All college employees may participate in sick leave pools as established by college procedure. In the event of the death of an employee, the College will compensate the deceased employee's beneficiary or beneficiaries for the unused days of sick leave up to ninety (90) days.

Procedure

Leaves of Absence

All approved leave requests must be accompanied by a completed Absence from College Request/Report form.

Sick

All full-time non-faculty employees earn sick time consistent with Board Policy beginning the first day of employment to a cumulative maximum of 15 days/120 hours per year. Faculty members should refer to the Negotiated Agreement. Sick time is earned for eligible employees at a rate of 1.25 days per month for full-time exempt (non-faculty) employees and 10 hours per month for full-time non-exempt (non-faculty) employees.

The eligible employee may use sick time for the care of the employee's immediate family to include the spouse, significant other, parents (including in-laws), step-parents, children, step-children, siblings, grandchildren, great grandchildren, grandparents, great grandparents, and those for whom the employee is the primary care-giver, or other persons whose residence is in the home of the employee.

1. Request for sick time off should be submitted to the immediate supervisor using the leave request form either prior to anticipated leave or as soon as possible upon return to work.
2. An accounting of sick time for eligible employees may be accessed through the payroll system.
3. Unused sick time will carryover and accumulate to a maximum amount of 90 days.
4. Eligible employees whose employment is terminated voluntarily or involuntarily prior to retirement do not receive compensation for unused sick time.
5. In the event of the death of non-faculty employee the College will compensate the deceased employee's beneficiary or beneficiaries for the unused days of sick leave at the current rate of pay. Faculty members should refer to the Negotiated Agreement.
6. Sick leave pools are provided for full-time staff and faculty groups to be used for employee sickness or injury. Faculty members should refer to the Negotiated Agreement.

Sick Leave Pool

To assist full time employees who suffer prolonged illness/disability, each full time employee who wishes to participate in the sick leave pool can contribute one day to the sick leave pool during any year. Separate pools exist for all full-time staff and Faculty groups.

1. Employees who wish to participate in the sick leave pool contribute one (1) day to the sick leave pool of his/her respective group during any one year. Days contributed by members become a permanent part of the pool and will not be refunded to that employee. Faculty members should note the sick leave article in the Negotiated Agreement.
2. Employees who wish to contribute to the pool will submit his or her intent to the Human Resources Coordinator. Any change in sick leave pool status requires completing the form for that purpose by September 1 of the current year. Faculty should refer to the Negotiated Agreement. Only those individuals participating in the pool will be eligible to apply for days from the pool.
3. Any eligible person who wishes to use the sick leave pool must be under a doctor's care and present a written formal application to the Sick Leave Screening Board. The application must include a written statement from a doctor concerning the inability to work. Additional information and/or a second opinion may be required.
4. The Sick Leave Screening Board shall consist of three (3) members. Two (2) members shall be participating full time employees selected by an Administrator of the President's Cabinet; one (1) member shall be selected by the Board of Trustees.
5. Written notification of approval or other disposition of the application will be made by the Screening Board to the applicant.
6. Each person, before using the sick leave pool, shall deplete his or her accumulated sick leave according to the Sick Leave Policy.

7. The sick leave pool may not be used to cover participants who are receiving pay or are eligible to receive pay from worker's compensation or KPERS disability.
8. This policy may be reviewed by the appropriate group and/or the Board of Trustees as necessary.

CODE:	PSL – 704
SUBJECT:	Family Medical Leave
ADOPTED:	February 16, 1999

The Independence Community College Board of Trustees recognizes and assumes the responsibility to make family medical leave available to Independence Community College employees as provided by a plan approved by the Board and required by federal law and regulation.

Procedure

1. Unpaid family medical leave is granted to employees for personal or family medical needs for up to twelve (12) weeks annually, upon request, per Board Policy and Federal statutes.
2. Paid personal, sick and vacation days/hours must be applied first in calculating all family medical leave.

CODE:	PSL – 705
SUBJECT:	Fringe Benefits
ADOPTED:	February 16, 1999

The Board of Trustees shall provide fringe benefits for each employee as College fiscal capability permits.

CODE:	PSL – 706
SUBJECT:	Tuition, Fees, and Use of Books Benefit
ADOPTED:	February 16, 1999
REVISED:	August 11, 2016

All full-time employees, their spouse or life partner and their legal dependents may attend Independence Community College classes free of charge. Special fees associated with coursework will be the responsibility of the enrollee.

Procedure

Tuition, Fees, and Use of Books Benefit

1. Full-time employees, their spouse or life partner, and their legal dependents (legal dependents as described on the employee's IRS 1040 or FASFA application) qualify for free tuition and fees for ICC for-credit classes, and they qualify for the use of textbooks without charge. The College defines life partner as: either member of a couple in a long-term relationship. For the purposes of enrollment, a couple's relationship will be considered long-term if there is cohabitation for a period of at least a year.
2. Financial Aid will create a policy that will specify what documentation, if any, is necessary. For consistency with IRS rules, the College will consider the phrase "life partner" to be synonymous

with “domestic partner.” The tuition, fees, and use of books benefit extends to employees of Great Western Dining Services and to the long-term, part-time employees who qualify for paid time off. These benefits are provided if the employee is employed continuously by the College during the entire semester, and if textbooks are returned in good condition at the end of each semester. If textbooks are not returned, or not returned in good condition, the employee will pay the new retail price for the replacement of the textbooks.

3. Special course fees associated with any for-credit class taken by the employee or the dependent will be the responsibility of the employee as well as any expenses for items required for the course (workbooks, supplies, uniforms, kits, equipment, etc.). All fees associated with Continuing Education courses taken by the employee or the dependent will be the responsibility of the employee.
4. Tuition Benefit does not assure that employees can take coursework during the day. The opportunity for employees to take coursework during the regular work day is dependent upon office responsibilities and supervisor’s approval. Work responsibilities take precedence over current enrollment, class participation and class activities.
5. Employees and their dependents who are students must meet academic and financial obligations to continue taking classes, as outlined in the student handbook procedures.
6. Employee scholarship recipients must pass all attempted courses. The first time the scholarship recipient fails a class, the student will receive a warning. The second time the scholarship recipient fails a class, the student will be disqualified from receiving the Employee Scholarship. The scholarship recipient may regain eligibility by taking a course (or courses), paying for the course(s), and earning a passing grade in the course(s).

CODE:	PSL – 707
SUBJECT:	Vacation Policy
ADOPTED:	February 16, 1999
REVISED:	April 13, 2010

Independence Community College provides vacation days to all full-time administrators, full-time non-faculty staff, and continuing part-time employees based upon the length of continuous employment outlined in College procedures. After completing one year of employment, part-time employees are provided five (5) vacation days per year.

Paid vacation days/hours earned can be accrued up to the maximum number of days/hours earned during a fiscal year. This maximum accrual is limited to the total maximum accrued amount of one year.

All those employed at the time of policy adoption shall receive vacation days as previously earned.

In the event of the death of an employee, the College will compensate the deceased employee’s beneficiary or beneficiaries for the unused days/hours of vacation time.

Procedure

Vacation

1. All full-time non-faculty, non-coaching staff and continuing part-time non-exempt (hourly) employees earn vacation days/hours consistent with Board Policy beginning the first day of the month following the start of employment. After completion of one year of employment, continuing part-time non-exempt employees earn up to a maximum of 20 hours of vacation pay per year.

2. Vacation days/hours require the supervisor's approval in advance of the leave. Approval may be rescinded with the Cabinet-level manager's approval.
3. Vacation days/hours accrue monthly based on the completion of years of service from the following schedule (hours accumulate effective the first of the following month):

Exempt (salaried) Full-time Employees

<u>Continuous ICC Employment</u>	<u>Monthly Accrual</u>	<u>Maximum Annual Carryover</u>
Less than five years	.83 days per month	10 days
Five to nine years	1.25 days per month	15 days
10 years and longer	1.67 days per month	20 days

Non-Exempt (hourly) Full-time Employees

<u>Continuous ICC Employment</u>	<u>Monthly Accrual</u>	<u>Maximum Annual Carryover</u>
Less than five years	6.6 hours per month	80 hours
Five to nine years	10 hours per month	120 hours
10 years and longer	13.3 hours per month	160 hours

Non-Exempt (hourly) Continuing Part-Time Employees

<u>Continuous ICC Employment</u>	<u>Monthly Accrual</u>	<u>Maximum Annual Carryover</u>
Less than one year	0 hours per month	0 hours
More than one year	1.67 hours per month	20 hours

20 hours maximum per year

Note: Full-time employees may have, with prior supervisor approval, a negative vacation balance of up to 5 days or 40 hours. Continuing part-time employees may have, with prior supervisor approval, a negative vacation balance of up to 20 hours. Employees who have a negative balance upon termination of employment may be required to repay the unearned time off.

4. An accounting of vacation time for eligible employees may be accessed on Payroll System
5. Retiring or terminating employees will receive pay for unused vacation days/hours.
6. In the event of the death of an employee, the College will compensate beneficiaries (as designated in the employee's KPERS beneficiary information) the balance of unpaid vacation.

Example: Pat has been employed with the College for six years and currently earns 10 hours of vacation time each month. On July 1, Pat had 16 hours of carryover vacation time. In August, Pat asks, and is approved, for 40 hours of vacation to be taken in mid-September. Pat will use earned and unearned time off when taking vacation in September. After the time off work, Pat will have a negative vacation balance until October 1. On November 1, Pat's time off on the SIS will show a balance of 16 hours (the amount carried over) since Pat will have earned enough in the current fiscal year to cover the vacation time used to date.

CODE:	PSL – 708
SUBJECT:	Medical Insurance
ADOPTED:	February 16, 1999
REVISED:	August 11, 2016

All full time employees are provided some support for individual health insurance as part of their employment. Final approval of insurance benefits lies with the Board of Trustees.

Procedure

1. Full-time employees must fill out appropriate applications for medical insurance at the time of employment to receive individual coverage.
2. Family medical insurance is available within the College group insurance policy.
3. Employees will be provided an annual benefit package and must return signed acknowledgment of review and/or activation of new policy for following year.
4. Employees who decline participation in the College's group health insurance plan will receive no support toward health benefits.

CODE:	PSL – 709
SUBJECT:	Salary Adjustment for Professional Education
ADOPTED:	February 16, 1999
REVISED:	April 11, 2000

An equitable increase in salary may be granted to a full-time administrator, non-faculty staff member and/or faculty member (per contract) who furthers his/her education. Professional education toward a certificate/degree must be appropriate to his/her field/position. Approval for salary increase for pursuit of professional certificate/degree must be requested and granted twelve months prior to the completion. Salary adjustment shall be approved upon completion of the certificate/degree.

Procedure

Professional Education

1. The College encourages ongoing education for all full-time employees. Salary adjustment for non-faculty College employees requires supervisor and President approval a year before completion of course work before salary adjustment.
2. Faculty should refer to the Negotiated Agreement for advancement guidelines.
3. Approval of salary adjustment for professional educational is dependent upon budget availability and the measure of the education value to the institution as a whole.
4. Salary adjustment for approved professional education will be received upon completion of documented education and following Board approval.

CODE:	PSL – 710
SUBJECT:	Personnel Evaluation/Performance Review
ADOPTED:	February 16, 1999
REVISED:	August 11, 2016

The President of Independence Community College assures evaluation and/or performance review for all non-faculty personnel at least once a year. Faculty members will be evaluated according to the schedule in the Faculty Negotiated Agreement.

Procedure

Evaluation/Performance Review

1. All employees will receive evaluations at least once a year. Faculty should refer to the Negotiated Agreement for additional evaluation information.
2. All evaluations are to be forwarded to each employee's permanent personnel file.

CODE:	PSL – 711
SUBJECT:	Ethics
ADOPTED:	February 16, 1999
REVISED:	September 9, 2008

Employees of Independence Community College shall uphold and adhere to the mission and purposes of the college and promote its stipulated goals and objectives. College loyalty shall be carried out conscientiously, in accordance with the statutes of Kansas and in an ethically responsible manner. Employees of Independence Community College shall honor, by ethical demeanor, the statutes of Kansas and decisions, policies, and directives of the Board of Trustees; which include all authority delegated to and through the college President.

1. Employees shall exercise honesty through accountability and responsibility for reporting factual information and in expressing opinions concerning ICC matters.
2. Employees shall respect all individuals’ rights to freedom of speech. Employees shall listen with an open mind and strive tactfully and accurately to clear up any misunderstandings that could be detrimental to the college.
3. Employees shall maintain confidentiality of such information entrusted to them as they serve as officials and employees of the college.
4. Employees shall adhere to all laws and exhibit consideration and fairness.
5. Employees shall direct any benefits, refunds, products, or discounts in any form received from vendors as a result of business transactions with the College to the President so that the benefit may be acknowledged and used for College purposes.

CODE:	PSL – 712
SUBJECT:	Early Retirement
ADOPTED:	February 16, 1999
REVISED:	November 21, 2013

On an annual basis, the Independence Community College Board of Trustees will vote whether to provide an early retirement benefit to all employees. This benefit may be provided through contract or a plan approved by the Board for implementation the following budget year.

Procedure

Early Retirement

1. Faculty members may request early retirement per negotiated agreement. Non-faculty employees may request early retirement benefits by giving written notice to their immediate supervisor and forwarded to the President not less than ninety (90) calendar days preceding the anticipated retirement date.
2. A Professional Employee is eligible for early retirement if such Professional Employee:
 - Is not less than 56 years of age and not more than 64 years of age;
 - Has 5 years or more of full-time employment service with the College; and
 - Is eligible for retirement with the Kansas Public Employees Retirement System (KPERs).

All requests for early retirement should include the following information:

- A statement of the applicant's desire to take early retirement,

- the anticipated date of retirement,
 - the applicant's birthday and age on the date of retirement,
 - the current mailing address and telephone number of the applicant,
 - the number of years applicant has been employed by the College,
 - the total number of years of service credit recognized by KPERs,
 - applicant's current annual salary,
 - whether the applicant desires payment of the early retirement benefit in January or July of each year,
 - whether the applicant desires health insurance coverage through the College's health insurance program by (i) deduction of annual premiums from the early retirement benefits and/or (ii) by private pay at age 65, and
 - designated beneficiary.
1. Following final action by the Board on any application for early retirement, the President shall notify the applicant, in writing, of the final disposition and the date and amount of annual early retirement benefits, if applicable, to be paid. Employees taking early retirement have the option to maintain health insurance coverage through the College health insurance program by (a) agreeing to a deduction of health insurance premiums from the early retirement benefits or (b) by private pay to the College Business Office at age 65.
 2. Employees who take early retirement shall have the responsibility to keep the College informed of such employee's current mailing address and telephone number.
 3. Early retirees are not eligible for subsequent full time employment by the College.
 4. In the event of death of the early retirement participant during the benefit year, the scheduled payment for that year will be pro-rated and made payable to participant's designated beneficiary or beneficiaries. If any provision of this early retirement plan is determined to be in violation of Federal or State laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless readopted by the Board of Trustees.

Should the Board of Trustees decide to discontinue the Faculty Early Retirement Plan, all faculty members who were on the program prior to the non-adoption will continue on the program until the completion of their 64th year of age.

CODE:	PSL – 713
SUBJECT:	Possession, Use, or Distribution of Weapons, Alcohol, or Illegal Drugs
ADOPTED:	February 16, 1999
REVISED:	August 11, 2016

Independence Community College does not permit possession, use, or distribution of weapons, alcohol, or illegal drugs anywhere on property owned or leased by the College, except as permitted by PSL-714. The use of tobacco and vapor products or incense shall not be permitted in any campus buildings. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in campus facilities.

Procedure

Possession, Use, or Distribution of Weapons, Alcohol, or Illegal Drugs

Independence Community College does not permit possession, use, or distribution of weapons, alcohol, or illegal drugs anywhere on property owned or leased by the College, except as permitted by PSL-714 as described in the Firearms section of the procedures. The use of tobacco products or incense shall not be permitted in any campus buildings. Employees are reminded that unlawful possession, use, or distribution of illicit drugs or alcohol may subject individuals to criminal prosecution.

Any employee of the College unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance or alcoholic beverage upon property or within premises or vehicles owned, rented, or leased by the College, or during activities involving the College, shall be removed from College property and shall be subject to subsequent disciplinary action; suspension and/or termination/dismissal from employment; required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and applicable legal action. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in campus facilities. A letter stating the name of the group; number of participants; date and time of the event; and a brief description of information about the event must be sent to the President's office at least two weeks prior to the event for consideration of any request to serve alcohol in campus facilities or on College property.

CODE:	PSL – 714
SUBJECT:	Concealed Carry
ADOPTED:	July 18, 2013

In accordance with Section 2(a) of the 2013 Senate Substitute for House Bill No. 2052, the carrying of a concealed handgun as authorized by the Personal and Family Protection Act is not prohibited on property owned or leased by the College.

Procedure

Firearms

Section 1. DEFINITION OF TERMS

“**Firearm**” is defined as any handgun, pistol or revolver, rifle or shotgun; designed or intended to expel a projectile by action of an explosion of a combustible material.

“**Concealed weapon**” is defined as any firearm that is hidden from common observance while being on or about a person. A firearm is deemed hidden from common observation when it appears so deceptively as to disguise the weapon's true nature.

“**Prop weapon**” is defined as any item that looks like a firearm.

“**Athletic event**” means athletic instruction, practice or competition held at any location and including any number of athletes.

“**Campus property**” is defined as any building or land owned or leased by ICC or subject to its control.

“**Residence halls**” is defined as the building or buildings owned and operated by ICC that are on Campus property, and are used to house students. These buildings are exempt from the Kansas Personal and Family Protection Act K.S.A.75-7c01.

“**Campus facilities**” is defined as the spaces on Campus property with defined enclosures for a designated use, such as an academic building, a residence hall, a theatre, an athletic field or stadium, but Campus facilities do not include open spaces, parking lots and recreational trails, even when those areas are enclosed by fencing or walls.

“**Secured Container**” is defined as a completely enclosed, hard cased container lockable by an internal or external locking device whether it be a key or combination not accessible by a third party, with such container to be itself secured from theft through attachment to a permanent object. Any firearm stored in such a container is strictly the sole responsibility of the owner and ICC will not be held liable for theft, damage, or loss of such a “secured container”.

Section 2. FIREARMS ON CAMPUS PROPERTY GENERALLY PROHIBITED

1. Except as authorized pursuant to this policy, no person shall possess, store, carry, display or unlawfully use any firearm, or possess or carry a concealed weapon, on Campus property or in Campus facilities.
2. Any prop weapon shall not be utilized for any purpose on Campus property or in Campus facilities without being approved by the President prior to being used in any activity.

Section 3. PERSONS AUTHORIZED TO CARRY A FIREARM

1. Any Law Enforcement Officer in the performance of their duties and in accordance with the laws of the State of Kansas.
2. In accordance with Kansas Personal and Family Protection Act K.S.A. 75-7c01, employees of Independence Community College, including student employees, who hold a valid concealed weapons permit recognized by the State of Kansas may possess and carry such concealed weapon on Campus property and in Campus facilities, except the exempted residence halls, and may store their weapon in a secured container or compartment in their vehicle or office while on Campus property.
3. **Students** of Independence Community College who hold a valid concealed weapons permit recognized by the State of Kansas may possess and carry such concealed weapon on Campus property and all Campus facilities except in the exempted residence halls, and may store the approved weapon in a secured container or compartment in their vehicle while on Campus property.
4. **Visitors** to Independence Community College who are not faculty, staff or students of ICC, and who hold a valid concealed weapons permit recognized by the State of Kansas, may possess and carry such concealed weapon on Campus property and in Campus facilities, except the exempted residence halls, and may store the approved weapon in a secured container or compartment in their vehicle while on Campus property.
5. All firearms will remain holstered or in a scabbard, and on safe at all times unless deployed for purposes allowed by law. At no time will active pursuit of criminal activity justify self-defense, nor is it authorized by ICC. Any firearm brought onto the ICC campus will remain the sole responsibility of the owner of the firearm, regardless of whether stored or carried.
6. Any firearm incident, regardless of severity, will be reported to the President immediately.

Section 4. PERSONS PROHIBITED FROM AUTHORIZATION TO CARRY WEAPON

No person is permitted to possess, store, or carry a firearm or concealed weapon on Campus property who:

1. Does not comply with this policy;
2. Is on probation for violation of any academic or honor code;
3. Has been arrested for or charged with any assault, battery, stalking, crime of violence, or a felony, and has such case pending;
4. Has been convicted of assault, battery, stalking, any crime of violence, or a felony;
5. Is restricted or restrained from contacting or communicating with another person pursuant to a no-contact directive or restraining order from Independence Community College or from any court or agency; or

In such cases of denial of privileges, final determination of whether to approve, restrict or revoke a person's privilege to carry a weapon on Campus property shall be made by the President of the College.

Section 5. PENALTY FOR VIOLATION OF WEAPONS POLICY

Any person found to violate a provision of Sections 2, 3, or 4 of this policy will be subject to all appropriate penalties under ICC policy and applicable law. ICC students who violate the above provisions of this policy may be subject to misconduct points, a \$500.00 fine, 30 hours Disciplinary Community Service, and/or possible Administrative Withdrawal, or to such other penalties as may be prescribed in the ICC Student Honor Code for such misconduct.

CODE:	PSL – 715
SUBJECT:	Academic Freedom
ADOPTED:	January 15, 2015

The Board of Trustees accepts the following statement on academic freedom, adapted from Academic Freedom and Tenure, a Handbook of the American Association of University Professors:

Procedure

Academic Freedom

Instructors are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Instructors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

STUDENT SECTION INDEX

Legend: Student: STU

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CODE:	STU - 801
SUBJECT:	Student Conduct Code
ADOPTED:	August 11, 1999
REVISED:	August 11, 2016

Independence Community College students shall maintain behavior and demeanor that does not disrupt the educational process or College activity on campus or in classrooms. Students engaging in disruptive behavior shall be disciplined through the process established by the college.

Procedure

Campus and College Intervention for Student Behavior

The Student Conduct Code defines expected student behavior for our College learning environment. The following guide is the College employee intervention for violation of the Student Conduct Code. It is expected that students receive immediate feedback for inappropriate behavior/actions for assurance of the College learning environment.

Classroom:

1. Faculty members have authority for their classroom and final say on expected behavior. Required language and suggested syllabi formats will be provided by the Chief Academic Officer.
2. Faculty members' response and/or action following student behavior in the classroom that is inconsistent with expectations printed in the syllabus (for example: behavioral contract, second chance, probation from class, suspension from class) begins with an Incident Report. The Report is submitted to the Chief Academic Officer. Details of the incident should be e-mailed to the student's academic advisor, the Chief Academic Officer, and coach (when appropriate) to notify them of the action for support and review.

Campus:

1. All College employees have the authority and right to respond to inappropriate student behavior and receive backup and support for their response.
2. Initial response by a College employee to inappropriate student behavior on campus, which does not contribute to a learning environment, stands unless appealed to the Student Progress Committee.
3. Student Progress Committee decisions stand without further appeal.

Residence Halls:

Residence hall standards for a safe living environment conducive to student learning are printed in the Residence Hall Handbook and signed by each student as a residence hall contract.

CODE:	STU - 802
SUBJECT:	Scholarships
ADOPTED:	August 11, 1999

Independence Community College shall provide scholarships for qualified students based on financial need, skill and academic success. Students will receive scholarships based upon criteria established by Independence Community College and/or the Independence Community College Foundation.

CODE:	STU - 803
SUBJECT:	Student Grievance
ADOPTED:	August 11, 1999
REVISED:	August 11, 2016

Students shall be responsible for their own academic success. The Student Grievance Procedure shall resolve any conflict.

Procedure

Student Grievance Procedure

A. Purpose

An Independence Community College student may appeal any instance of misapplication of College policy, procedure, or practice, which adversely affects him/her. Under this process, the student may not appeal the following:

1. The receipt of a grade;
2. The receipt of academic sanctions;
3. Established College policies or procedures themselves

The College Student Appeal Procedure provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of a complaint it must be used.

B. Procedures

Students must follow the following procedures:

1. Step One:

- A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution.
- The conference must take place within five working days of the incident, which generated the complaint.

2. Step Two:

- If this informal conference does not resolve the situation, the student may file a written grievance within five working days of the informal conference to the College official who allegedly misapplied the College policy, procedure, or practice.
- The student will complete the ICC Student Grievance Form and can provide additional written documentation with the form.
- A copy of the form needs to be sent to the employee's supervisor and the Vice President for Student Affairs.
- The student and employee of the College shall meet within two class days after receipt of the materials.
- The employee shall provide the student a written decision within five class days following the meeting. The decision needs to be provided by sending a first class letter to the address provided on the Student Grievance Form.
- A copy of the written decision needs to be sent to the employee's supervisor and the Vice President for Student Affairs.

3. Step Three:

- If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five working days thereafter, except if the immediate supervisor is the President. In that case, the process moves to step four.
- The student will complete a new Student Grievance Form, indicating it is a Step Three Grievance.
- A copy of the form needs to be sent to the Vice President for Student Affairs.
- The supervisor will be provided copies of all previously considered materials and forms from the student and written materials from the employee on which the earlier decision was based.
- The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with the student and the employee (individually or together, at the discretion of the supervisor) within five working days thereafter to further discuss and clarify the question at issue.
- The supervisor will render a written decision to the student and the employee within five additional working days. The decision shall be provided by sending a letter to the address provided on the Student Grievance Form.
- A copy of the written decision needs to be sent to the Vice President for Student Affairs.
- If the grievance is concerning an academic issue, a copy of the written decision needs to be sent to the Chief Academic Officer.

4. Step Four:

- The student may appeal the decision of the supervisor to the Student Grievance Appeals Committee within five class days after receipt of the decision by filing written notice to the President.
- The written notice should include a new Student Grievance Form, indicating it is a Step Four Grievance.
- The President will appoint three students, two faculty, and two staff employees to the Student Grievance Appeals Committee.
- No committee members may have a material interest in or knowledge of the issue on appeal.
- The Student Grievance Appeals Committee shall receive for review all written materials and information relevant to the appeal, which will be independently reviewed by committee members.
- The committee may collect additional information to rule on the question.
- The Student Grievance Appeals Committee will schedule a meeting on the appeal after written materials have been reviewed and invite the appealing student and College employee(s) earlier involved in the appeal process to present evidence and clarify any of the written materials. This meeting will occur within ten working days of the receipt of the Student Grievance Form by the President.
- Other parties may be invited by the Student Grievance Appeals Committee to speak if necessary. All parties are to be made aware that the proceedings are confidential.
- Committee members may question all participants regarding written or verbal statements.
- The committee may select its own Chair, devise its own format, limit discussion, and otherwise conduct the meeting as it deems fair and appropriate.
- In general, the rules of procedure, rights of the student, rights of ICC, definitions, etc. as stated in the ICC Code of Student Conduct will be followed.

- The Student Grievance Appeals Committee will make its recommendation in writing on the decision of the appeal to the College President. This written recommendation will be submitted within five class days of the Student Grievance Appeals Committee meeting with the student.
- These recommendations may be to affirm, reject, or modify any previous decision regarding this grievance.
- The College President will review the committee's recommendation and all supporting documents with the committee Chair.
- The committee's recommendation is advisory and the College President will render a written decision on the appeal to all involved parties within five working days of receipt of the committee's recommendation. The decision needs to be provided by sending a first class letter to the address provided on the Student Grievance Form.
- The decision on the appeal at this level is final.

C. Rights of Parties Involved in a Grievance

When a Student Grievance Appeals Committee meeting is scheduled, the parties named are entitled to the following:

- A written notice of the complaint.
- A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least two working days prior to the meeting.
- A review of all available evidence, documents, or exhibits that each party may present at the meeting.
- Access to the names of the witnesses who may testify.
- The right to appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
- The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

D. Additional Information

- The decision shall be final if the student fails to employ the steps and time periods of the Student Grievance Appeal Procedure.
- If a College official fails to follow the procedure, the student will be allowed an additional opportunity to file a grievance at the next step.

TRUSTEES SECTION INDEX

Legend: Trustee: TRU

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CODE:	TRU - 901
SUBJECT:	Institutional Mission and Purpose
ADOPTED:	January 12, 1999

The Board shall establish and maintain the Mission of the College. The College shall comply with the State and Federal regulations under which the College operates.

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.

CODE:	TRU – 902
SUBJECT:	Accreditation
ADOPTED:	January 12, 1999

Independence Community College shall maintain accreditation appropriate to the mission of the college.

CODE:	TRU – 903
SUBJECT:	Board Meetings
ADOPTED:	January 12, 1999
REVISED:	August 11, 2016

The regular meeting of the Board of Trustees will be set monthly, consistent with Kansas Statutes. Any legal meeting of the Board may be adjourned to a specific time and/or place.

CODE:	TRU – 904
SUBJECT:	Board Member Ethics
ADOPTED:	January 12, 1999
REVISED:	September 9, 2008

The Board of Trustees of Independence Community College shall uphold and adhere to the mission and purposes of the college and promote its stipulated goals and objectives. College loyalty shall be carried out conscientiously, in accordance with the statutes of Kansas and in an ethically responsible manner. Employees of Independence Community College shall honor, by ethical demeanor, the statutes of Kansas and decisions, policies, and directives of the Board of Trustees; which include all authority delegated to and through the college President.

1. Board members shall exercise honesty through accountability and responsibility for reporting factual information and in expressing opinions concerning ICC matters.
2. Board members shall respect all individuals' rights to freedom of speech. Board members shall listen with an open mind and strive tactfully and accurately to clear up any misunderstandings that could be detrimental to the college.

3. Board members shall maintain confidentiality of such information entrusted to them as they serve as officials and employees of the college.
4. Board members shall adhere to all laws and exhibit consideration and fairness.
5. Board members shall direct any benefits, refunds, products, or discounts in any form received from vendors as a result of business transactions with the College to the President so that the benefit may be acknowledged and used for College purposes.

CODE:	TRU – 905
SUBJECT:	Board of Trustees Records
ADOPTED:	July 10, 2001
REVISED:	October 18, 2012

The administration of the college shall design and maintain Board of Trustees' records as shall be necessary for legal and efficient operation for the college. Any public request for College records shall be addressed using the procedure "Freedom of Information" outlined in the College's Faculty and Staff Handbook, and that procedure shall always comply with K.S.A. 45-218 and any other applicable statutes.

Procedure

Freedom of Information

Independence Community College is committed to operating with full transparency and in full compliance with Kansas law regarding public access to institutional records.

Response Time

The Freedom of Information Officer (Director of Marketing or designee) will act on requests for open records as soon as possible. If it appears it will take some time to provide records or if notification of fees is required, a response will be provided within three (3) College working days of the request. This response will consist of estimating fees and providing further information regarding the College's ability and plans to provide the requested records.

Request Requirements and Fee Schedule

A request for records must be in writing. The College will only produce any record already in existence; there is no requirement in Kansas law for the College to create a new record upon request. Standardized reports provided by the College will either be hard-copy or in Adobe Portable Document Format (PDF), or in another format already utilized by the College to produce the requested report.

For public records stored electronically that can be produced using software already utilized by the College without software modifications, no fee is charged for public records requiring less than 30 minutes to obtain.

If the request is more time-consuming, the following fees are charged:

- \$0.25 per page copying/printing public records
- \$1.00 per page faxes
- \$1.00 per tape/disk audio tapes/computer disks
- \$3.00 per VHS/DVD
- \$2.00 per CD
- Additional fees, if applicable, based on Employee's Hourly Rate x actual staff time involved

- Additional fees, if applicable, based on Administrator’s Hourly Rate x actual administrative staff time involved
- Such fees are in addition to all record retrieval expenses, such as mileage and depository access charges

Reasons for Denying Access to Public Records

Under Kansas law, permission to inspect, copy, or be provided public records may be denied for a number of reasons. These reasons include, but are not limited to: (1) the request “places an unreasonable burden in producing public records,” (2) the custodian of the records “has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency,” or (3) the request is sufficiently vague or broad so that the College cannot readily determine which records would satisfy the request. Denial of a person’s inspection or copying requests will be explained in writing.

CODE:	TRU – 906
SUBJECT:	Powers and Duties of the Board of Trustees
ADOPTED:	January 12, 1999
REVISED:	March 13, 2014

The Independence Community College Board of Trustees, in accordance with the provisions of law and the rules and regulations of the state Board of Regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college.

The Board derives its powers and duties from Kansas statute (K.S.A. 71-201), which are summarized as follows:

1. To select its own chairperson and such other officers as it may deem desirable from among its own membership.
2. To sue and be sued.
3. To determine the educational program of the college, subject to prior approval thereof, as provided in this act and to grant certificates of completion of courses or curriculum.
4. To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
5. To appoint, upon nomination of the president or the chief administrative officer, members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties, and fix their compensation and terms of employment.
6. Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment, and all other terms and conditions of employment.
7. To enter into contracts.
8. To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes.

9. To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for the community college purposes.
10. To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college.
11. To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.
12. To exercise the right of eminent domain, pursuant to Chapter 26 of the Kansas Statutes Annotated.
13. To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with the rules and regulations of the state Board of Regents, that are necessary and proper for the administration and operation of the community college and for the conduct of the business of the Board of Trustees.
14. To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state Board of Regents which may be reasonably necessary or incidental to the establishment, maintenance, and operation of a community college.
15. To appoint a member to fill any vacancy on the Board of Trustees for the balance of the unexpired term.
16. To contract with one or more agencies, either public or private, whether located within or outside the community college district or whether located within or outside the state of Kansas for the conduct by any such agencies of academic or vocational education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition, and fees, funds received from the state of Kansas or the United States for academic or vocational education or taxes collected under K.S.A. 71-204, and amendments thereto.
17. To authorize by resolution the establishment of a petty cash fund in an amount not to exceed \$1,000, and to designate in such resolution an employee to maintain such petty cash fund.

CODE:	TRU – 907
SUBJECT:	Committees of the Board
ADOPTED:	November 12, 2015

The Chair of the Board shall annually appoint an Audit Committee consisting of the President and two Board members. The duties of this Committee are to make recommendations to the Board for the selection of the auditing firm, to attend the annual Audit Orientation Meeting hosted by the Chief Financial Officer, and to review the audit with the auditor prior to presentation to the Board.

CODE:	TRU – 908
SUBJECT:	Procedures of the Board of Trustees
ADOPTED:	March 13, 2014

The Board shall observe the following procedures in carrying out the duties enumerated in TRU-906:

1. Newly elected members of the Board shall be invited to attend all meetings of the Board prior to the time they officially take office and shall receive an orientation.
2. The Board shall annually elect a chair and vice-chair; and appoint a treasurer, secretary, and clerk. Standing Committees shall be appointed as needed and as soon as possible after the beginning of the fiscal year.
3. The Board shall adopt consistent rules of procedures to be used at each meeting.
4. A Board finance report, accurate minutes and President's Report shall be provided at each regular meeting.
5. The Board shall hire the President and evaluate him/her every six months based on criteria established by the Board six months previously. The Board delegates to the President the authority to hire and terminate employees, although the hiring and termination of positions which report directly to the President shall be made in consultation with the Board, with the hiring and termination decision to be at the discretion of the President. At each meeting, the President or representative shall report any terminations, hires, or resignations that have occurred since the previous Board meeting.
6. A majority of the whole Board shall constitute a quorum for the transaction of business. A majority vote of Board members present shall govern.
7. The Board of Trustees shall provide leadership for professional negotiations as provided by statute.

CODE:	TRU – 909
SUBJECT:	Complaint Process
ADOPTED:	January 12, 1999
REVISED:	August 11, 2016

The Board shall assure that a due process procedure for resolving complaints within the college is established. Complaints received by the Board will be referred to the appropriate administrative office for resolution with an outcome report provided to the Board within 60 days.

Procedure

The College Student Appeal Procedure provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of a complaint it must be used.

Employee Grievance

Independence Community College is an at-will employer. Faculty members shall refer to the Faculty Negotiated Agreement for grievance procedures and to the clarifying processes below. Any non-faculty employment conflicts unrelated to termination or any other adverse employment status can be resolved between the College and employees in the following way.

Level I

The concerned employee should first discuss their problem with their immediate supervisor. During this discussion, the employee and supervisor shall seek to resolve the matter informally. A process is currently in place to document and keep on file grievances that have been formally submitted and subsequently addressed.

Level II

If the concerned employee is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered by the supervisor within five (5) work days after the discussion of the concern, the employee may file a grievance in writing to the Human Resources Office. An account of the grievance will be filed in the HR incident log and the administrative department head shall be notified of the grievance.

Level III

If the concerned employee is not satisfied with the response from the Human Resources Officer or has not received a response from the Human Resources Officer within five (5) work days at Level II, the employee may file a grievance in writing to the College President. Within five (5) work days after the receipt of the written grievance by the College President, the President will meet with the employee in an effort to resolve the grievance. The President shall submit a decision in writing to the concerned employee within five (5) days after the meeting. If necessary, the Board of Trustees may be called upon for resolution. The Board of Trustees action is final.

The following clarifying processes will be observed with respect to faculty grievances:

1. Level Two of the grievance procedure must be initiated by the grievant within 90 calendar days of the date the grievant first became aware of the issue being grieved, or the grievant shall forfeit the right to initiate the grievance process.
2. Any grievance that seeks to resolve financial harm to the grievant must include supporting documentation of the actual financial impact on the grievant.
3. If a grievance is denied at levels Two or Three, the administration must explain the reason(s) for the denial, or the grievance shall be considered successful.
4. If a grievant pursues the grievance at either levels Three or Four, the grievant must respond to the previous level's administrative response, and offer either additional factual information or demonstrate that the administrative response was flawed in some way. Should the grievant fail to do this, the grievance may be denied on that basis.

Matters related to Employee Civil Rights Compliance shall be referred to College Human Resources Officer or the Title IX Coordinator. Compliance with the Family Educational Rights and Privacy Act and other such laws, regulations, and acts shall be referred to the Human Resources Officer or the Compliance Officer. Matters related to the Americans With Disabilities Act shall be referred to the Section 504 Coordinator.

CODE:	TRU – 910
SUBJECT:	Associations and Foundations
ADOPTED:	January 12, 1999

The Board shall be responsible and retain final authority for all associations and foundations which contribute to the fiscal, cultural and/or educational factors of the College.

CODE:	TRU – 911
SUBJECT:	Board Policies and Publications
ADOPTED:	January 12, 1999

The Board shall adopt, delete, modify and publish new and/or existing policies as the need arises. Changes in Board policy shall be disseminated in the manner provided and required by Kansas Statutes. The Board shall review its policies on a regular basis. All rules, regulations and supplements found in handbooks for students, faculty or other employees will be considered a part of Board policies and procedures by reference.

CODE:	TRU – 912
SUBJECT:	Participation and Public Hearings
ADOPTED:	January 12, 1999
REVISED:	January 19, 2012

The Board shall provide an opportunity for citizens to speak directly to the Board on items pertaining to the agenda at each regular meeting. The Board may hold public hearings which are consistent with Kansas Statutes and approved by majority vote of the Board of Trustees.

Procedure

1. Consistent with current practice, the public shall be given an opportunity to speak at the outset of the meeting on any item on the agenda. Total time allotted for public comment is ten minutes, although this may be extended once for an indefinite period by Board vote. Ending an indefinite public comment period will be at the Chair's discretion. No individual commenter may speak for more than two minutes.
2. Following any Board motion, and prior to Board discussion of the motion, the public will be invited to comment. The Chair will ask: "Are there any comments from the public on this issue?" and recognize those who wish to comment. Total time allotted for public comment is ten minutes, although this may be extended once for an indefinite period by Board vote. Ending an indefinite public comment period will be at the Chair's discretion. No commenter will be allowed to comment for more than one minute, which will be enforced by the Chair. If individual Trustees respond to public comments, that response will only be to ask clarifying questions to achieve understanding of the comment.
3. If a public participant has a presentation that will require more than just an observation, a specific amount of time will be defined for that specific participant. Request for that time must be made in advance of the meeting, in writing, to the Chair. The Chair may approve or deny the request at his/her discretion.
4. The Chair will review the policy for public comment at the outset of meetings. The Chair will say: "There are three opportunities for public comment during regular meetings. First, the public may comment on any item on the agenda during a period at the beginning of meetings, with a total comment period of ten minutes and individual comments limited to two minutes. This comment period may be extended by Board vote. Second, prior to each Board vote, the public will be invited to speak directly to the issue being voted upon. Third, any member of the public may make a lengthier presentation on agenda items, provided that a request for such a presentation is made in writing in advance of the meeting. Permission to make such presentations, and their length, is at the discretion of the Board Chair."
5. If a member of the public speaks out of turn during public comment, the Chair will intervene by saying: "Please hold your comments until you are recognized." If a member of the public speaks at any other time during the meeting, the Chair will intervene by saying: "Please hold your comments until the time reserved for public comment."

CODE:	TRU – 913
SUBJECT:	Special Meetings
ADOPTED:	January 12, 1999
REVISED:	March 15, 2012

Special meetings may be called by the Chairman of the Board or by joint action of any two members of the Board. Notice to all Trustees shall be given verbally or by electronic means if verbal communication is not possible. Only business stated in the special meeting notice can be transacted at the meeting. Special meetings may be called with no less than three hours' notice. Those who have requested notification of meetings pursuant to the Kansas Open Meetings Act shall be notified by e-mail and/or text message. Following any special meeting, the results of that meeting will be posted on the College Website per the normal procedure and timeline.

CODE:	TRU – 914
SUBJECT:	Nepotism
ADOPTED:	September 9, 2008

No Independence Community College Board of Trustees member shall participate in or influence the recruiting, hiring, evaluation, promotion or disciplinary proceeding of an employee that they are in relation with, nor shall any employee be hired for a position which would require one household or family member to supervise, evaluate or discipline the other.

1. Household or family member shall include spouse, life partner, children including step and foster, parent, and in-laws.
2. Part-time faculty members are excluded from this policy due to college dependency for delivery of instructional programs.
3. Reassignment of employment will result from employee involvement during employment at the college when possible. If reassignment is not possible, one employee must end employment at the college.

Procedure **Nepotism**

When filling employment openings, efforts will be made to not hire household or family members within the same department. No employee or Board of Trustee member shall participate in or influence the recruiting, hiring, evaluation, promotion or disciplinary proceeding of an employee that they are in relation with, nor shall any employee be hired for a position which would require one household or family member to supervise, evaluate or discipline the other.

If two employees become involved in an intimate long-lasting relationship that may include cohabitation in the same household during their employment at the College and such relationship violates the provisions of this policy, one of the employees must be reassigned. The College will make every effort to accommodate this reassignment, but if not possible, one employee must end employment at the College.

For purposes of this policy, household or family members shall include spouse, life partner, children, including step and foster, parent, grandchildren, grandparents, and in-laws. Because of the dependence on part-time faculty for delivery of instructional programs, they are excluded from this policy.

CODE:	TRU – 915
SUBJECT:	Harassment
ADOPTED:	May 12, 2009
REVISED:	August 11, 2016

Harassment of anyone, or by anyone, associated with Independence Community College is prohibited.

This policy applies to members of the Board of Trustees, all students, administrators, staff, faculty, visitors, guests, vendors, and volunteers of the College while on campus or in any way associated with the College off campus. The College will, to the best it is able, take steps to ensure the elimination of any form of harassment through (depending upon the nature of the claim) disciplinary actions, sanctions or referral to law enforcement for prosecution.

Harassment can be generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear.

The types of harassment prohibited include, but are not limited to: bullying, sexual harassment, racial harassment, age based harassment, country of origin harassment, belief based harassment, Veteran status based harassment, hazing, stalking, mobbing, and abuse.

Procedure

Harassment of anyone, or by anyone, associated with Independence Community College is prohibited. This includes members of the Board of Trustees, staff, faculty, students, and College vendors while on campus or in any way associated with the College off campus. Harassment is generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear. The types of harassment prohibited include, but are not limited to: bullying, sexual harassment (including gender identity and sexual orientation), racial harassment, age based harassment, country of origin harassment, belief based harassment, Veteran status based harassment, hazing, stalking, mobbing, and abuse.

Workplace Guidelines

1. Any person who believes they have been the recipient of any type of harassment should report the incident to their immediate supervisor. The initiation of a report shall not affect the employee's status, compensation, or work assignment. All reports of harassment shall be maintained in strict confidentiality.
2. The immediate supervisor must report any harassment incident to Human Resources. If the harassment received by the employee is believed to be from the immediate supervisor, the initial report will go to Human Resources and the President.
3. Human Resources will initiate a confidential finding of fact upon receipt of a harassment report. The fact finding should identify if improper conduct occurred and appropriate action to be taken.
4. If Human Resources determines action in response to harassment based on fact finding, the recommendation should be sent to the appropriate supervisor or the President if the supervisor is involved.
5. Opportunity for appeal is provided in the Employee Grievance Procedures.

CODE:	TRU – 916
SUBJECT:	Conflict of Interest
ADOPTED:	August 9, 2012
REVISED:	December 11, 2014

The Board recognizes that in a small community there may exist some type of financial relationship between a Board member and the College. The policies that restrict such relationships are the following:

1. No member of the Board of Trustees of Independence Community College shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Trustee must announce his or her potential conflict, disqualify himself or herself, and be excused from the subsequent discussion or be excused from the meeting until discussion is over on the matter involved, at the discretion of the Board Chair.
2. Board members are expected to make inquiry if such conflict appears to exist and the Board Member has not made it known.
3. Wherever possible, if material economic involvement is necessary or desirable, the Board Member should not negotiate the terms of that involvement personally with employees. If the circumstances are such that the Board Member cannot delegate negotiation, that Board Member should notify the Board Chair and the President prior to negotiation.

Definitions:

"material economic involvement" means a financial interest of any kind, which in the view of all circumstances, is substantial enough that it would, or reasonably could, affect the Board Member's or family member's judgment with respect to transactions to which the entity is a party.

"immediate family" is a spouse, parent, child or spouse of a child, brother, sister, spouse of a brother or sister, or niece or nephew of a Board Member.

CODE:	TRU – 917
SUBJECT:	Sexual Misconduct
ADOPTED:	March 9, 2016

ICC will not tolerate Sexual Misconduct, including rape, acquaintance rape, sexual assault, dating violence, domestic violence and stalking, and related retaliation of any nature against or by any student or employee. Sexual Misconduct violates the dignity of individuals, impedes the realization of ICC's educational goals, and is unlawful. Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Acts Against Discrimination and could lead to criminal prosecution.

ICC students and employees are responsible for assuring that ICC maintains an environment for study and work, free from Sexual Misconduct or related retaliation. All members of the ICC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Student Handbook contains the "Sexual Misconduct Policy and Procedures for Students and Employees".

Procedure

Definitions:

“Sexual Misconduct” is a broad term encompassing non-consensual or unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

1. an individual’s submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
2. the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual’s work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working or educational environment.

For purposes of this Policy, Sexual Misconduct includes, but is not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

“Rape” is a sexual act directed against another person forcibly and/or against a person’s will, or where the victim is incapable of giving consent. Acquaintance rape is rape performed by someone the victim knows (i.e. friend, date, etc.).

“Dating Violence” means violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

“Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse, or by any family or household member as defined by Kansas law ([K.S.A. 21-5414](#)) against an adult or youth victim who is protected from that person’s acts under state and federal law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

“Consent” is a willingness or agreement to engage in conduct. Consent must be freely given with full information of the facts and circumstances. A person cannot give valid consent in Kansas if he/she is:

1. Overcome by force or fear;
2. Unconscious or powerless;
3. Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
4. Under the minimum age required to give consent in Kansas ([K.S.A. 21-5503](#)); or
5. Providing apparent consent due to fraud or misrepresentation.

Complaints: If you have any questions or concerns about Sexual Misconduct, or if you wish to file a complaint of Sexual Misconduct, students are strongly encouraged to immediately contact the appropriate person(s) listed in the Student Sexual Misconduct Complaint Procedures – 650.01, and employees are

strongly encouraged to immediately contact the appropriate person(s) listed in the Discrimination, Harassment or Retaliation Complaint – Procedure 420.01. In an emergency, you may also contact the Sheriff’s Department at (620)330-1000 or if you may call 911 for immediate assistance.

ICC is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. It is a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint of Sexual Misconduct.

Sexual Misconduct Complaints Against a Student should be made verbally or in writing as set forth in the Student Sexual Misconduct Complaint Procedures.

Sexual Misconduct Complaints Against an Employee should be made verbally or in writing as set forth in the Discrimination, Harassment or Retaliation Complaint – Procedures. Every reasonable effort will be made to protect the confidentiality of the parties during an Investigation. After an Investigation, any person who is found to have violated this Policy or retaliated against another will be subject to discipline, up to and including expulsion from ICC and/or termination of employment, to help ensure that such actions are not repeated.

Duty to Report:

All employees of the College shall have a duty to report to ICC’s Title IX Coordinator any suspected Sexual Misconduct involving a student of which they become aware.

You are strongly urged to seek immediate assistance if you or someone you know may be the victim of any form of Sexual Misconduct. Assistance can be obtained 24 hours a day, seven days a week, from:

1. Montgomery County Sheriff’s Department
2. [ICC CARE Team](#) - During business hours (8:00 a.m. to 5:00 p.m., Monday through Friday), you are also strongly urged to report any Sexual Misconduct you believe may have occurred to the designated Title IX Coordinator for the purposes of these Complaint Procedures.

Sexual Misconduct Complaints Against a Student
Jessica Morgan-Tate, Title IX Coordinator Independence Community College 1057 W. College Avenue Independence KS 67301 620.332-5672

Complaints against an ICC employee should be reported in accordance with: Discrimination, Harassment or Retaliation Complaint Procedure. If you or someone you know may be the victim of Sexual Misconduct by a College employee, you may verbally report such misconduct or file a complaint with the designated Title IX Coordinator for the purposes of receiving Sexual Misconduct Complaints against Employees, or by contacting the current Director of Human Resources.

Sexual Misconduct Complaints Against an Employee
<p>Keli Tuschman, Director Human Resources Independence Community College 1057 W. College Avenue. Independence KS 67301 620.332-5606 ktuschman@indycc.edu Admin Bldg.</p> <p>Jessica Morgan-Tate, Title IX Coordinator Independence Community College 1057 W. College Avenue. Independence KS 67301 620.332-5672 jmorgantate@indycc.edu Academic Bldg.</p>

Complaints against a third party who is not a student or employee of the College should be reported to: **Keeping our People Safe (K.O.P.S.) – Ethics Point**. Do not use this site to report events presenting an immediate threat to life or property. In those instances, contact:

Emergency: Dial 911 or Montgomery Sheriff's Department

Further information about Title IX and sex discrimination in education is available from the **Office for Civil Rights**, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421-3481; fax: 202-453-6012; TDD: 877-521-2172; email: **OCR@ed.gov**; or on the web, at **http://www.ed.gov/ocr**).

ADDENDUM SECTION INDEX (Handbook Procedures Not Paired With Board Policies)

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Assault

Independence Community College endeavors to assure a safe environment for students, employees and visitors with on-site security, well lighted grounds and educational programs (Freshman Success seminar for students; sexual harassment training for employees) highlighting the need for awareness to surroundings to prevent sexual or other kinds of assault. However, if an assault occurs on campus, make sure you are familiar with following protocol to ensure your wellbeing, that justice is served, and to help prevent future assaults:

1. Leave the assault area immediately. After the assault, get to safety. Get away as quickly as you can and, if possible, get to a safe place away from your attacker. If you are safe from your attacker but are unable to move or leave, yell or otherwise make noise to get attention to your plight.
2. Get help as soon as possible.
 - If you are near or get to a phone or have a cell phone, immediately call 9-1-1.
 - Once away from your attacker, if on campus, seek out any College employee or security guard, and ask him or her for immediate help and to call 9-1-1. Try to tell this person as much as you can about the incident. Ask him or her for whatever immediate assistance you require because they are there to help you.
3. Get to the hospital immediately.
 - If law enforcement does not arrive before you contact an employee or security guard, have them take you to the local health care services in Independence, KS and advise personnel there that you have been assaulted.
 - If law enforcement does arrive before you contact anyone else, have them take you to the local health care services, again advising personnel of the assault.
4. Tell law enforcement what happened to you.
 - Do not bathe or otherwise remove or throw away evidence of the assault. Law enforcement will need this for prosecuting the attacker.
 - If the attack took place on the Main Campus, the Montgomery County Sheriff's department will investigate the assault. A prosecuting attorney, employed by Montgomery County, will handle your case at no cost to you.
 - Understand that whatever you say, law enforcement and the prosecuting attorney will protect your anonymity.
5. Advise College officials.
 - Independence Community College will take steps to ensure your accused attacker, if known, will be dealt with in a judicious manner regarding his or her future presence at the College, irrespective of any felony charges brought forth by the prosecuting attorney's office.
 - Contact your immediate Supervisor or Human Resources to file information about your assault.
 - Sanctions by the College against your attacker could include disciplinary action up to and including termination, prohibition against returning to campus, information related to the outcome of the investigation placed in his or her permanent file and/or referral to law enforcement for prosecution.
6. Seek professional help. Counseling or other medical services may be accessed through your health care plan.

Please note that you are not required to file criminal or College complaints against your attacker. However, you should consider doing so to help prevent future attacks on others.

Beneficiary

Each employee is responsible for maintaining with the Office of Human Resources a current beneficiary designation. A Change of Beneficiary form is required any time a new beneficiary or change of beneficiary has been designated. Forms are available in the Human Resources Office. In the event the designated beneficiary is deceased or there is no named beneficiary, the procedures outlined in KPERS will be applied.

Candidate Travel Reimbursement

Candidates chosen for a full-time position will be reimbursed up to \$500 with documented receipts for their travel expenses if they live more than 200 miles from the College. Special arrangements for unusual circumstances may be approved by the President at the request of a President's Cabinet member.

Cash Advance

1. Individuals seeking a cash advance for College approved activity must obtain Cabinet-level supervisor approval before contacting the Business Office.
2. Travel requests, with appropriate approvals, must accompany requests for advance travel monies.
3. Advance travel cash received must be repaid to the College at the time of reimbursement through the regular monthly bill approval process.
4. Travel advance is dependent upon availability of funds and appropriate advance notice.
5. 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. Purchase card holders are not eligible for cash advances.
6. Please note that some College purchase cards are available for use with advance approval.

Cash Handling

1. All cash, whether in the form of currency or check, received by any representative/employee of the College must be deposited through the Business Office.
2. The Business Office issues a receipt for all funds received.
3. Detailed accounting, deposit and reconciliation of funds by the College Business Office is performed on a timely basis.
4. Arrangements for the direct deposit of funds must be approved by the Controller and so documented in College records.

Classroom Standards

Classroom Standards are found in the College Catalog, Student Handbook, and/or course syllabi.

Computer Networks/Acceptable Use Policy

I. Purpose

The College Network incorporates all electronic communication systems and equipment at the Independence Community College (the "College"). This Network Acceptable Use Policy ("AUP") sets forth the standards by which all Users may use the shared College Network.

The College Network is provided to support the College and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the College Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited. The use of the College Network is a revocable privilege.

By using or accessing the College Network, Users agree to comply with this AUP and other applicable College policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Users are authorized to use and/or access the College Network.

The term “User” refers to any faculty, staff, or student associated with the College, as well as any other individual with access to computers or other network devices that have been approved by the Chief Information Officer for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

II. Principles

General requirements for acceptable use of the College Network are based on the following principles:

1. Each User is expected to behave responsibly with respect to the College Network and other Users at all times.
2. Each User is expected to respect the integrity and the security of the College Network.
3. Each User is expected to behave in a manner consistent with College’s mission and comply with all applicable laws, regulations, and College policies.
4. Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the College Network and show restraint in the consumption of shared resources.
5. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
6. Each User is expected to cooperate with the College to investigate potential unauthorized and/or illegal use of the College Network.
7. Each User is expected to respect the security and integrity of College computer systems and data.

III. Prohibitions

Without limiting the general guidelines listed above, unless expressly agreed to by the Chief Information Officer, the following activities are specifically prohibited:

1. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using.
2. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College’s name, network names, or network address spaces.
3. Users may not attempt to intercept, monitor, forge, alter or destroy another User’s communications. Users may not infringe upon the privacy of others’ computer or data. Users may not read, copy, change, or delete another User’s data or communications without the prior express permission of such other User.
4. Users may not use the College Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the College Network or any network that the College connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the College, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming, placing of unlawful information on any computer system, transmitting data or programs likely to result in the loss of an individual’s work or result in system downtime, sending “chain letters” or “broadcast” messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others.
5. Users may not distribute or send unlawful communications of any kind, including but not limited to cyber stalking, threats of violence, obscenity, child pornography, or other illegal

communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.

6. Intentional access to or dissemination of pornography by College employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved by the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
7. Users may not attempt to bypass network security mechanisms, including those present on the College Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the College Network is also prohibited.
8. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at: <http://www.copyright.gov/legislation/dmca.pdf> and the Copyright Act at: <http://www.copyright.gov/title17/>.
9. Except as allowed under the Personal Use Policy or the Policy on Use of College Resources in Support of Entrepreneurial Activities, users may not use the College Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-College organizations, unlawful activities, or uses that violate other College policies.
10. Users may not extend or share with public or other users the College Network beyond what has been configured accordingly by the Department of Information Technology. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the College Network without advance notice to and consultation with the Department of Information Technology at the College.
11. Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the College Network, including but not limited to: current antivirus software, current system patches, and strong passwords.
12. Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.

IV. Review and Penalties

The College reserves the right to review and/or monitor any transmissions sent or received through the College Network. College access to electronic mail on the College Network is permitted in accordance with the College's Policy on the Privacy of Electronic Information. Access to other transmissions sent or received through the College Network may occur in the following circumstances:

1. In accordance with generally accepted, network-administration practices.
2. To prevent or investigate any actual or potential information security incidents and system misuse, if deemed necessary by authorized personnel.
3. To investigate reports of violation of College policy or local, state, or federal law.
4. To comply with legal requests for information (such as subpoenas and public records requests).
5. To retrieve information in emergency circumstances where there is a threat to health, safety, or College property involved.

Penalties for violating this AUP may include:

1. Restricted access or loss of access to the College Network;
2. Disciplinary actions against personnel and students associated with the College.
3. Termination and/or expulsion from the College, and Civil and/or criminal liability.

The College, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

V. Policy Updates

The College reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies. The College shall provide notice of any such modifications or amendments by email to the College community. Any such modification shall be effective immediately upon notice being provided regardless of whether subscriber actually reads such notice.

VI. Additional IT Acceptable Use Policies

Additional policies related to the acceptable use of other IT systems and services at the College:

Data Network Infrastructure Policy

Policy on the Privacy of Electronic Information Personal Use Policy

Policy on Use of College Resources in Support of Entrepreneurial Activities

Data Network Infrastructure Policy

As with any large public utility, such as basic telephony services or electrical distribution, the College communications infrastructure needs to be centrally planned, managed and maintained. It is only through centrally coordinated information technology strategic planning and implementation that the core technology goals of the institution are met.

An aggregation of separate, discrete, and privately-managed backbone or “backbone-like” data, voice or video networks does not constitute a utilities infrastructure that can meet these institutional goals nor does it provide for the best and most efficient return on the College’s investment in this infrastructure.

To ensure a high-performance, high-availability, production-quality communications infrastructure at Independence Community College, the Department of Information Technology must provide a number of components and architectural considerations, as described below.

To ensure reliability, security and efficient use of limited resources, the Department of Information Technology must develop and implement the physical connectivity design: how buildings connect to the campus fiber infrastructure. The design architecture for the physical layer consists of all campus buildings being designated as hubs or spurs, based on the fiber path and proximity to other buildings. All spur buildings connect to a high-speed switch port in an adjacent hub building. All hub buildings connect to high-speed switch ports in the Cessna Learning Center not only for security and high-reliability considerations, but also for high-performance connectivity to the Department of Information Technology’s production systems and to the Internet.

To ensure compatibility, mobility, bandwidth and security, the Department of Information Technology must design, implement and maintain the campus networking architecture. This higher layer architecture is currently based on high-speed switching technologies, with support for virtual LANs and Layer 3

switching, incremental bandwidth upgrades where appropriate (based on proactive traffic management), and support for meshed topologies to allow for load balancing and alternate paths.

To ensure compatibility and high performance, the Department of Information Technology must maintain campus Internet connectivity. This connectivity is presently based on redundant high speed links to Cable One and AT&T, which requires a single campus entity for coordination and management.

To ensure reliability, the Department of Information Technology must support an 8×5-staffed operations center to provide proactive performance monitoring and to react immediately to any unscheduled outages. This also includes maintaining appropriately configured spares of all network electronic components.

To ensure security, only appropriate Department of Information Technology personnel will be permitted to monitor traffic over backbone links through network protocol analyzers (sniffers). The design of both the fiber physical connectivity and of the networking architecture do not allow random, unauthorized traffic eavesdropping across the links: all fiber terminations are in locked cabinets, port mirroring is permitted only through the secured network management system, and the nature of network switching eliminates the shared topologies of earlier network systems. In any case, the Department of Information Technology continues to maintain that the emphasis on security needs to be at the host system level.

To ensure reliability, security and high performance, the Department of Information Technology must provide central management of network devices and systems to the wall-plate in all Independence Community College locations. Any and all data network electronics must be managed by the Department of Information Technology. This includes any and all 802.11 WiFi wireless access points and switches. Note: On-campus resident students will not be allowed to use networking equipment (i.e. home routers, hubs).

In addition to the requirement that only the Department of Information Technology can install and maintain switches and routers on the campus data network, no device with multiple network interfaces (including, but not limited to, VPN gateways, firewalls, and servers) can be connected to the network without advance notice to and consultation with the Department of Information Technology. This advance notice must be submitted in the form of a Help Desk ticket. Failure to provide this advance notice will result in said devices being isolated from the network, and unable to communicate on the network. If the connection of said device is of an emergency nature (such as replacing an existing device), the ticket can be marked as Critical and we will receive immediate notification.

Policy on the Privacy of Electronic Information

I. Introduction and Purpose of this Policy

This Policy clarifies the applicability of law and certain other College policies to electronic mail and the College's Policy on the privacy of electronic information. Users are reminded that all uses of the College's information technology resources, including electronic mail, are subject to all relevant College policies and relevant state and federal laws, including federal copyright law.

Appropriate use of College electronic resources includes instruction, research, service, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the College, and as described below, incidental personal usage by faculty, staff, and students. Since resources are not unlimited, the College may give priority for resources to certain uses or certain groups of users in support of its mission. Consistent with the College's non-discrimination policy, the use of

information resources should not be denied or abridged because of race, creed, color, sex, sexual orientation, religion, national origin, age, or physical disability.

II. Privacy of Email Files

The College encourages the use of electronic mail and respects the privacy of users. It does not inspect or monitor electronic mail routinely, nor is the College responsible for its contents. Nonetheless, users of electronic mail systems should be aware that, in addition to being subject to authorized access as detailed below, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. Users of electronic mail services also should be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies of such electronic mail that can be retrieved on College systems or any other electronic systems through which the mail has traveled.

College electronic mail services may, subject to the foregoing, be used for incidental personal purposes provided such use does not interfere with College operation of information technologies including electronic mail services, burden the College with incremental costs, or interfere with the user's employment or other obligations to the College.

Access by authorized College employees to electronic mail stored on the College's network of computers may be necessary to ensure the orderly administration and functioning of College computing systems. Such access, gained for purposes such as to back up or move data, ordinarily should not require the employee gaining access to the electronic mail to read messages. The College requires employees, such as system administrators, who as a function of their jobs routinely have access to electronic mail and other electronically stored data to maintain the confidentiality of such information.

Access to electronic mail on the College's network of computers that involves reading electronic mail may occur only where authorized by the College officials designated below and only for the following purposes:

1. Troubleshooting hardware and software problems, such as rerouting or disposing of undeliverable mail, if deemed necessary by the Chief Information Officer or his or her authorized designee.
2. Preventing or investigating unauthorized access and system misuse, if deemed necessary by the Chief Information Officer.
3. Retrieving or reviewing for College purposes College-related information*.
4. Investigating reports of violation of College policy or local, state, or federal law*.
5. Investigating reports of employee misconduct. *
6. Complying with legal requests for information (such as subpoenas and public records requests)*; and
7. Retrieving information in emergency circumstances where there is a threat to health, safety, or College property involved*.

**The system administrator will need approval from the President and General Counsel or their designee(s) approved by the President to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information for a legitimate purpose.*

In addition to the foregoing, when a College employee leaves employment or when a student graduates or otherwise withdraws from the College, a system administrator may, with approval of the unit head to which the employee was assigned or in which the student was enrolled, remove the departing employee's or student's email files from College systems in order to conserve space or for other business purposes. An employee's email may be retained and accessed by the unit as necessary for use in connection with College business. A student's email should be deleted unless otherwise required in connection with College business. In all such cases the extent of the access will be limited to what is reasonably necessary to acquire the information for a legitimate purpose. Units and departments are encouraged to make arrangements for disposition of email files with departing employees and students in advance of their departure.

III. Privacy of data, other than electronic mail, stored on College computers and networks

As is the case with electronic mail, access by authorized College employees to electronic data stored on the College's network of computers may be necessary to ensure the orderly administration and functioning of College computing systems. Such access may require the employee gaining access to the data to read specific files. The College requires system administrators and other employees who, as a function of their jobs, routinely have access to electronically stored data, to sign statements agreeing to maintain the confidentiality of such information.

In order to conduct its business without interruption, the College must have access to data stored on College computers and networks. Accordingly, for legitimate business purposes, the head of any College administrative unit or department may in his or her discretion authorize the accessing or retrieval of any files other than electronic mail stored on College computers under that unit or department's control. Where necessary and appropriate, College network support personnel may assist with retrieval of such information on behalf of a unit or department, even if the information is stored at a site other than the unit or department's computer systems.

There is no guarantee of privacy or confidentiality for documents or data stored on College-owned equipment.

IV. Public records consideration

Electronic mail and other data stored on College computers may constitute a public record like other documents subject to disclosure under the Kansas Public Records Act or other laws, or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law.

Destruction of such records is governed by the Records Retention Policies of one's unit of employment. Information about such policies is available from one's supervisor. Incidental personal electronic mail may be destroyed at the user's discretion.

V. Conclusion

Wherever possible in a public setting, individuals' privacy should be preserved. However, there is no guarantee of privacy or confidentiality for data stored or for messages stored or sent on College-owned equipment. Persons with questions about the applicability of this Policy to specific situations should contact the Human Resources Department.

Violations of College policies governing the use of College electronic resources, including mail services, may result in restriction of access to College information technology resources in addition to any

disciplinary action that may be applicable under other College policies, guidelines or implementing procedures, up to and including dismissal. Suspected violations of College Policy may be reported to helpdesk@indycc.edu. **Personal Use Policy**

The use of the College's resources and services for non-official purposes is permitted only in compliance with the following criteria:

1. The cost to the College must be negligible.
2. The use must not interfere with a College employee's obligation to carry out College duties in a timely and effective manner. Time spent engaged in the non-official use of College resources is not considered to be College work time.
3. The use must in no way undermine the use of College resources and services for official purposes.
4. The use neither expresses nor implies sponsorship or endorsement by the College.
5. The use must be consistent with state and federal laws regarding obscenity, libel, or the like, and state and federal laws and College policies regarding political activity, the marketing of products or services, or other inappropriate activities.
6. Users should be aware that internal or external audit or other needs may require examination of uses of College resources or services and should not expect such uses to be free from inspection.

Application: Each case will depend upon the particular circumstances and other important factors such as materiality or reasonableness. The ultimate control, therefore, lies with each employee's supervisor, as that person should have direct knowledge of the behaviors and needs of the individual employee.

Appropriateness of Practices: Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. A supervisor's decision cannot, however, circumvent other policies and procedures of Independence Community College that may restrict personal use beyond the limitations cited herein. For example, the use of the College's telephones, fax machines, mail services, and vehicles must comply with existing College policies, and the use of College resources in political activity is prohibited.

Telephones and Fax Machines: Only calls related to College business may be charged to College lines or calling cards. Personal calls may not be billed to College telephone numbers. Personal long distance calls may be made from College telephones only when these calls are placed as credit card, collect, third number (non-College) calls. This telephone policy also applies to the use of College fax machines.

Mail Services: College Mail Services states, "The campus mail system will be used solely for the distribution of U.S. mail delivered to the Campus Mail Center and for intra-College mail, including publications produced by the College or its related units but excluding student publications." The College mail system will not be used for the distribution of non-College related publications that are designed primarily for free circulation, nor for printed publications containing only advertising or designed primarily for advertising purposes. Use of the campus mail system for real estate advertising, chain letters, or private use for personal advantage is specifically prohibited. Individuals or departments that abuse the campus mail service will, at a minimum, be billed regular first class postage for all copies distributed.

Vehicles: A supervisor also cannot allow the use of a State vehicle that is not in compliance with Motor Pool Policy.

Political Activity: Political activity by College employees is regulated by Federal and State law and College policy. No employee may use College funds, vehicles, equipment, supplies, or other resources in connection with partisan political activities. This includes the use of College electronic resources.

Reason for Policy

Public Trust: The College deals constantly with the public's perception of how we conduct the business of the College. All College employees must be constantly mindful of the public trust that we discharge, of the necessity for conducting ourselves with the highest ethical principles, and avoiding any action that may be viewed as a violation of the public trust. As custodians of resources entrusted us by the public, government entities, and private donors, we should always be mindful of how we utilize these resources. As members of a campus community, we should also be mindful of our responsibility to act so that others are not deprived of access to these same resources as they perform their duties. These resources include, but are not limited to, employee's time, facilities, supplies, and equipment, such as telephones, fax machines, and computers.

Accountability: In any business environment, however, accountability must be balanced with a consideration of the needs of employees to carry on normal day-to-day responsibilities related to their personal lives. The complex task of balancing accountability to the State with the life-needs of employees calls for the College to provide direction for managers when weighing these two essential obligations.

Support of Entrepreneurial Activities

Independence Community College values and supports entrepreneurial activity by faculty. Consistent with the College's goal to support the economic development of the Independence and the State of Kansas, entrepreneurial activities of College faculty are considered part of their duties. Faculty use of College resources in support of appropriate entrepreneurial activities may be allowed provided these activities do not conflict with applicable policies regarding use of public facilities for private gain. Incidental and minimal use of office, library, personal desktop work stations, storage servers, communication devices, or clerical staff is permitted.

For the purpose of this policy, "entrepreneurial activities" performed by a member of the College faculty as part of College duties are activities that contribute to the College's economic development, technology transfer or other public service goals. Examples include environmental or educational issues, a startup company in which the College expects to acquire an equity position through licensing College intellectual property, or activities in support of the development of a licensing agreement with an established company. Where activities are undertaken purely for an employee's personal gain without connection to the College's mission, use of College resources in support of such activities is not appropriate except as otherwise allowed by College policy.

Consulting activities undertaken as allowed are not considered entrepreneurial activities that are part of the faculty member's College duties unless they are so noted.

While this policy is meant to clarify and encourage such activity, faculty should be aware that other current College policies remain in place and are thus applicable to certain aspects of entrepreneurial activity.

Council of Chairs

Chairs of the Standing Committees are elected per committee/council by-laws and meet with the President to summarize and promote recommendations of the Standing Committees.

Course Approval

Course approval process ensures quality instruction, appropriate content, sufficient time-based and competency standards, and suitable division assignment of new courses at Independence Community College.

1. An employee initiates request on “Course Proposal Request” form with syllabus.
2. Proposal and application are reviewed, revised, and/or accepted by the faculty of the appropriate division(s).
3. 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.
4. Upon recommendation by the Academic Council, the Chief Academic Officer approves or denies the request. If approved, the Chief Academic Officer submits the course for approval to the Board of Trustees. If approved by the Board of Trustees, the College will then make an application to the Kansas Board of Regents.

Coursework Taken During Work Hours

Employees may attend one ICC class during working hours each semester with prior approval from their supervisor. The employee will need to make up the time.

Coursework Taught During Work Hours

A supervisor may assign teaching duties during the employee’s regular working hours as part of the employee’s regular workload. The employee will not receive additional pay for this assignment.

If an employee has received approval from his/her supervisor to teach a class during the employee’s regular working hours and to receive pay for doing so, the time that is spent in teaching the course, including preparation, teaching, tutoring, office hours, and other duties related to the teaching environment must be made up by using accrued vacation time or by working additional hours during the same week. The employee must submit documentation of additional hours or a Request for Absence form, signed by the employee and supervisor and the original submitted to the Human Resources office for the employee’s personnel file.

Nothing in this procedure shall imply that employees have a right to teach for the College. An employee teaching a class is for the convenience of the College, not the employee.

Emergencies

The health, safety, and wellbeing of people are ICC’s highest priority. After the College acts to protect the safety of individuals, the next highest priority is College facilities (buildings and property) followed by private property that may be affected by any event. Returning to normal operations following an emergency will occur only after the emergency situation has been resolved and the safety of individuals and property has been secured.

Emergency Response and Evacuation

Independence Community College maintains the ICC Emergency Preparedness Procedures for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually. A copy of the ICC Emergency Preparedness Procedures is available to all full time employees. The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain

the emergency. When a determination has been made confirming a significant emergency or dangerous situation, the college President or his/her designee will inform the campus community by immediately posting the announcement using the TextCaster Emergency Notification System (to registered recipients), with a campus-wide e-mail, and have the announcement posted on the campus website (www.indycc.edu). The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any available information. The decision to issue an emergency response or dangerous situation announcement shall be made by the President or his/her designee on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or continuing threat to students or employees and the possible risk of compromising local emergency management efforts. The TextCaster Emergency Notification System is tested at least once each Fall semester.

Emergency Response Preparedness

The purpose of this plan is to provide guidance and direction to Independence Community College's (ICC) response in the event of an emergency or crisis situation. For the purposes of this document, an emergency is defined as any situation creating imminent danger to:

1. Lives, health, or personal well being
2. Public and private property
3. The ability of the College to reasonably carry on normal operations.

A natural disaster, man-made catastrophe, or other violent or threatening behavior by an individual or group could cause an emergency.

RESPONSE FRAMEWORK

Priorities

The health, safety, and well-being of people are ICC's highest priority. After the College acts to protect the safety of individuals, the next highest priority is College facilities (buildings and property) followed by private property that may be affected by the situation. Returning to normal operations will occur only after stabilizing the emergency situation and securing the safety of individuals and property.

General Emergency Procedures

- Employees who become aware of an event, situation, or condition that poses a threat to health, lives, or safety to individuals should immediately call 911. Once emergency personnel have been notified the employee should contact and advise campus security of the situation.
- Employees who become aware of an event, situation, or condition that possess a threat to property should contact campus security and advise them of the situation. If possible and prudent, employees should notify their immediate supervisor and/or other appropriate ICC departments. While on the scene, the highest ranking employee should be in charge until relieved by an administrator, campus security, or emergency personnel.
- If it is safe to do so, the employees should secure the area until a campus security officer or emergency response personnel arrive. **However, employees should not place themselves at additional physical risk.**

After campus security has arrived, the employee should wait for other proper authorities (Sheriff's Officer, Police Officer EMT, Fire Department, etc.) and provide them with all information about the situation. **In any situation where the Sheriff, Police, Emergency Medical Personnel and/or Fire Departments are involved, they will have on-site jurisdiction over the immediate area.** Refer all

media contacts to the Vice-President of Marketing and Enrollment. Do not respond to questions from the press.

NOTE: Individuals needing evacuation assistance should notify their instructor or supervisor. On a regular basis, instructors and supervisors should familiarize themselves with the needs of any student or employee who may require assistance in an emergency.

COMMUNICATIONS PROCEDURES

Once initial security and emergency contacts have been made and correctional measures taken, it is crucial that all further communication follow a set procedure. Depending on the event and its location, different departments/buildings may be affected in varying degrees of relevance. None-the-less, all areas should be kept apprised of any crisis situation. Special care should be taken to preserve any individual or group privacy and confidentiality rights. The reason for the specific communication procedure is to maintain professional standards and eliminate the gossip and speculation that can accompany such events.

Internal, Off-Site, & External Procedures

Internal:

1. All official communication should be channeled through the Human Resource Office with the pre-approval of the President (or in the absence of the President, the Board President or their designee).
2. In the event of non-life threatening situations, email messages should be sent to all staff and/or students from the Human Resource Office with a brief, factual statement of the event, the steps that have been taken to address the issue, as well as any further actions to be taken.
3. When necessary, additional update communications should be sent via email to all necessary institutional groups.
4. In cases of extremely sensitive situations, the Vice-Presidents, faculty, and department heads may be asked to take a few moments to present the situation and offer the opportunity for a brief question and comment period. Individuals should be monitored for signs of distress or the possible need for counseling services. Proper contacts should be notified immediately of those needs.
5. Steps should be taken to insure that all part-time, evening, and out-reach faculty and staff are informed of any events that affect the campus community.

Off-Site

1. As with on-campus situations, any occurrence in any off-site location should be handled in the same manner as an on-campus incident.
2. All official communications should originate from the Human Resource Office and be disseminated to the campus community. Email will be used whenever feasible.
3. Update information will be supplied as the need arises.

External

1. All official external communication will originate from the Marketing and Enrollment Office with the approval of the President (or in the absence of the President, the Board Chair or their designee). The primary goal of external communication is to provide fast, accurate information while eliminating erroneous stories and gossip.
2. Most external communication will be sought by various media in the area and ALL statements or comments to them will originate from the Marketing and Enrollment Office. Individuals should avoid making comments or statements to the media. Inquiries should be referred to the Vice-President of Marketing and Enrollment.

In some circumstances, parents/family members of students, visitors, and ICC personnel may try to make contact with a person on campus. To maintain order, all inquiries will be channeled through the Human Resource Office. That office will contact the proper department to obtain the necessary information and either relay the information back to the family or designate an individual to handle the reply.

SUPPORT SERVICES

Provided to All On and Off Campus Individuals

Independence Community College is dedicated to providing necessary support services to students, staff, and visitors in the event of a crime, emergency, or disaster. The assistance includes, but is not limited to, a variety of counseling and support services both on campus and through the community and county. Counseling personnel will adhere to all American Counseling Association (ACA) rules of ethical standards.

As soon as the initial reporting of any incident has taken place and the proper safety, security, and administrative steps have been implemented, informal group counseling should be made available to any campus citizen who wants it. During regular, daytime operational hours, a SSS counselor will initiate informal individual and group counseling or support sessions utilizing available classrooms. The Residence Hall Coordinator and Director of Athletics can refer individuals in their facilities to a counselor. In the event that large numbers of individuals are expected, additional qualified personnel may assist wherever there is the most need. Counseling services should be made available to any individual needing them for at least 48 hours after a crime, emergency, or disaster occurs, or until the need has subsided. Some individuals may require longer term individual counseling. Appointments with the local mental health facility will be coordinated through Human Resources.

The College recognizes that everyone handles emergency situations in different ways and at different times. The purpose of the support services is to provide each individual with as much safety, security, and support as possible.

II. Accidents and Injuries to Individuals

- Automobile
- Falls
- Medical

Automobile

Whether the automobile is on or off campus, call 911. After the 911 call has been made, if the vehicle is on campus, call Security for assistance.

Falls

Determine the type of attention the victim may need, and then call Security or 911.

Medical

Call 911 and Security if the victim:

- Is or becomes unconscious.
- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.

- Is vomiting or passing blood.
- Has a seizure, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Have injuries to the head, neck, or back.
- Has possible broken bones.

Remember:

Do not move an injured person unless a life-threatening situation exists.

- Call 911 and Security. Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, whether the victim is conscious, etc.

III. Life Threatening Incidents

- ❑ Bomb/Bomb Threats
- ❑ Weapon
- ❑ Chemical
 - Internal Gas Leak
 - Hazardous Material
- ❑ Fire/Smoke/Burning Smell

Bomb/Bomb Threats

(Note: Since bombs may be detonated electronically, it is usually recommended that you do not turn lights, computers, etc., on or off and it is recommended to move to a different area to use a telephone.)

Imminent Threat-device found:

1. Remain calm and call 911 and Security.
2. If the bomb threat was left on your voice mail, do not erase it.
3. Security and proper personnel will secure building, ensure evacuation, control crowd.
4. Direct responders to site and remove traffic barriers, if necessary.

Non-imminent Threat:

1. Remain calm and call 911 and Security.
2. Evacuate area and secure building.
3. Have proper authorities search suspected site. (If device is found, treat as imminent threat.)

Non-firearms:

The possession or use of lethal weapons on Independence Community College premises is strictly prohibited, except as described in the Firearm Policy. Lethal weapons include but are not limited to firearms, ammunition, bows/arrows, knives, explosives and dangerous substances.

If you should find any weapons on campus, or see anyone with a weapon, or if you think you know of someone who has a weapon in their possession, call Security immediately. Security and or authorized personnel will make the decision to call 911.

Chemical

Internal Gas Leaks

1. Contact Security and the Physical Plant Officer.

2. Highest ranking employee on site will determine whether to evacuate the building(s) if necessary, use common sense.
3. Highest ranking employee on site will determine if the Fire Department should be contacted.
4. Do not touch light switches or outlets or use electrical devices.

Hazardous Material Incident

In case of an incident with an accidental spill of toxic, flammable, explosive, or reactive materials call Security and the Physical Plant Officer. You may be asked to evacuate a room or the building. Maintain a safe distance from the spill area for your safety. Security or the Physical Plant Officer will call 911.

Fire/Smoke/Burning Smell

1. Call Security and the Physical Plant Officer.
2. Highest ranking employee on site will assess the situation, secure the building, ensure evacuation, establish a perimeter, control crowd, and summon medical assistance if necessary.
3. Direct responders to site.

Fire

1. Pull fire alarm if one is available, then call 911.
2. Call Security and the Physical Plant Officer.
3. Highest ranking employee on site will assess the situation, secure the building, ensure evacuation, establish a perimeter, control crowd, and summon medical assistance if necessary.
4. Direct responders to site.

Emergency Evacuation Procedures

- A. Whenever the fire alarms/strobes are activated, occupants **MUST** evacuate the building and reassemble at the designated locations(s). Follow emergency exit signs. **DO NOT USE ELEVATORS!!!**
- B. In the event that the fire alarms/strobes are not activated in an emergency, personnel should assist in evacuating the building.
- C. Emergency Evacuation Signage is posted in buildings so those occupants may become familiar with the evacuation routes for their area.
- D. All personnel are responsible to assist and direct building occupants to assigned areas and the fire exit stairwell and confirm that all occupants have evacuated the buildings. The Physical Plant Officer will report to authorized emergency personnel that the area is clear. Remain calm and give evacuation instructions. Keep existing groups together. Once outside, account for evacuees and keep everyone together.
- E. Personnel should work with Departmental Chairs and Directors to identify any ICC employees and students with a disability that would need assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a "Safe Area of Rescue." One escort should remain with the disabled person at the landing to provide additional assistance. The other escort should inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Visually Impaired/Blind

It is important to verbally explain the nature of the emergency to the visually impaired person. Provide assistance by offering to place their hand on your arm and to guide them to a safe location. As you walk, inform the person where you are and describe any obstacles in the path. When you reach safety, ask them if you can escort them to a place that will orient them on campus, or if they wish to speak to an emergency responder.

Hearing Impaired/Deaf

Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system. Two methods are: (1) write a note to tell the person of the situation, the nearest evacuation route, and the assemble area. Or (2) turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do.

Sample Script: “Fire-Go out the rear door to the right and down. NOW!! Meet on front lawn.”

Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons listed in the next section.

Non-ambulatory Persons

Most people in wheelchairs will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, the needs and preferences will vary. Always consult people in wheelchairs and other non-ambulatory persons as to his/her preferences regarding:

- Ways of being lifted
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care, if removed from the wheelchair (is a stretcher, chair necessary?)

Check the evacuation routes for obstructions before assisting the person to the exit. Delegate other volunteers to bring the wheelchair, if applicable. Reunite the person with their wheelchair as soon as it is safe to retrieve it. Be aware that some people have minimal ability to move. Lifting or moving them too quickly may harm the individual. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, the person must be brought to a “Safe Area of Rescue” to wait for assistance.

IV. Campus Disorder

- ❑ Student fighting
- ❑ External threats
- ❑ Internal threats

Remember, your personal safety is of primary importance in any violent situation. Do not do anything that might jeopardize your safety or increase the risk of injury to others.

If you observe a violent act:

- DO NOT physically intercede or try to restrain the aggressor(s).

- Call Security for assistance. They will respond to the location and, if necessary, contact the Sheriff's Department for assistance.
- Be prepared to stay on the telephone with Security to provide pertinent information.
- Encourage others in the area not to become involved and, if possible, leave the area.

If you are confronted by an irrational and/or aggressive individual:

- Listen to what the individual has to say.
- Speak to him/her in a clear, quiet voice.
- Explain that you are willing to help him/her.
- Respect and do not crowd into his/her personal space.
- Never argue with an irrational or aggressive individual.
- If necessary, contact Security for assistance.
- To the extent possible, use logic and reason to calm the individual.

V. Storms

- Tornadoes
- Snow
- Rain
- Ice

Tornado Watch and Warning

In the event that a Tornado Watch is issued for our area, the following will happen:

- Building personnel will be notified.
- You should continue with your daily routine; however, you should remain alert to the possibility of severe weather and be prepared to act accordingly.

If a Tornado Warning is issued for our area, the following will happen:

- Internal and external warning sirens will be activated.
- Building personnel will be notified.
- You should promptly move to your designated shelter area.
- Remain in your designated shelter area until the all-clear signal is sounded or you are otherwise informed.

Winter Weather Closings

To learn if the campus is closed due to winter weather conditions, the following options are available to you:

- Listen to KIND 102.9 FM or KGGF 690 AM radio stations or the Pittsburg, KS TV Channel 7 for campus closings. Be aware that each station may take some time to post that information once it is received.
- Call the main College number. (620) 331 4100. After normal operating hours, call Security at 620-331-8558.
- Check your email.
- Notification through the ICC Emergency Notification System.

Storm Warning Instructions

Report warnings or sightings to the Physical Plant Officer or after regular operating hours, contact security.

The following shelters are recommended:

Academic Building.....	lower level
Administration Building.....	Academic Building
Cessna Building.....	interior hall or restrooms
Field House.....	restrooms or weight room
Fine Arts Building.....	interior hall or restrooms
New Residence Halls.....	interior hall or restrooms
Brick Housing Units.....	restrooms
Student Union.....	lower level interior
ICC West.....	interior hall or restrooms

VI. National/Regional Disasters

- National
- Regional

National

- A. As required by Homeland Security procedure, administration will relocate/cancel classes and close staff offices.
- B. Security, the Physical Plant Officer and staff will handle traffic/crowd control.
- C. Security, the Physical Plant Officer and staff will stage support as required.

Regional

- A. Call Security or the Physical Plant Officer.
- B. Direct emergency personnel to the scene.
- C. Security, the Physical Plant Officer and staff will handle traffic/crowd control.
- D. Security, the Physical Plant Officer and staff will stage support as required.
- D. Administration will authorize relocation/cancellation of classes and relocation or closing of staff offices, if necessary.

VII. GED Specific

Fire, Gas Leak, Etc. (problems with the building)

- 1. Exit the building and assemble at a safe distance from the building in the main parking lot.
- 2. Please, do not leave the area or go to your car. We need to ensure that everyone is safely out of the building.
- 3. The GED examiner will secure the testing material in accordance with the GED Testing Procedures Manual, giving consideration to the one hour rule.
- 4. The Physical Plant Officer or ranking College official will be the last person out of the building. It is that last person's responsibility to ensure that, time permitting, all lights are off and that the center is secure, i.e., all doors are locked.

Sickness

In the event that someone in the testing room becomes ill:

- 1. Assist the person by causing as little disruption as possible to the other testers.
- 2. Contact the other staff personnel on site for assistance.
- 3. In the event that the tester must leave the room or will otherwise be distracted, all tests must be secured.

4. Determine the length of time that testing will be stopped. Remember the one hour rule for reinitiating the test.
5. The two main concerns must be to maintain the integrity of the exams and assist the person that is ill.

Emergency Kit

The tester must ensure that they have the following items in the testing room. These items must be accessible to the tester.

1. Battery operated lantern.
2. First Aid Kit.
3. A method of getting another tester's attention in the event that there is an emergency.

Employees' Children on Campus

To ensure the professional efficient performance of academic pursuits, operations, and services, the College cannot routinely accommodate minor children in campus workplaces. Supervisors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies, and may permit the presence of an employee's minor child in the work place for a defined period of time that is no more than is needed to address the unforeseen emergency. This policy is not intended to prohibit short, occasional visitation by children who are accompanied by a responsible adult.

Employment-at-Will

Kansas is an "Employment-at-Will" state which means that employment is terminable by either the employer or employee at any time with or without cause. For full or part-time staff members, there is no guarantee of continued employment, expressed or limited, and any employee handbook or policy manual and any statements therein are not intended to and shall not change the nature of the at-will employment provision of the State of Kansas. Faculty should refer to the Negotiated Agreement and/or individual contracts for provisions related to this policy.

Equipment and Property Disposal

1. Excess equipment and property may be recommended for disposal. Employees must send notification to the appropriate unit supervisor of intent to dispose of equipment. Before announcing disposal, the equipment must be identified by the model number, inventory/serial number, the location of the equipment, and the source of revenue used for purchase.
2. With approval of the unit supervisor, request for disposal is sent to the Fiscal Office for inventory processing.
3. Unit supervisor approves and assures disposal of and compliance with Federal and/or Kansas State funding guidelines for equipment.

Exit Interview Process

All full-time faculty and staff members will be asked to fill out a Separation Checklist and participate in an Exit Interview before they leave the employment of ICC.

Separation Checklist: The checklist is designed to both protect the employee and help the College with a smooth transition as the employee departs. The checklist details the departments that the employee must visit to: turn in keys, check in equipment, turn in any outstanding Library materials, and make sure that they have no outstanding debt to the College in the Business Office, etc. As each department is visited, the supervisor, Director or Vice-President will accept, check in or sign off that the employee has completed the task, that it is not applicable or that the equipment or keys in question have been accepted.

The checklist is then taken to the Human Resource Office where the exiting employee meets with a representative of the HR Department. Topics covered, and signed off in this session, include: the employee's KPERS account contributions, COBRA options for continued health insurance coverage, optional whole life insurance purchase opportunities, directives for forwarding mail and W-2 forms, remaining personal, sick, and /or vacation days, final day of work, and final check distribution.

Exit Interview: The purpose of the Exit Interview process is to ensure an effective separation between the College and the employee. The form used during the Exit Interview provides the exiting employee an opportunity to express what is working well in their department and/or ICC, what improvements could be made to make ICC better/stronger, and the reason for leaving the institution. These steps should be followed when an employee announces resignation or retirement:

1. Upon notification that an employee is leaving ICC, the Human Resource Office emails or delivers a copy of the Exit Interview form to the employee. The employee is asked to complete the form in a timely manner.
2. Following the completion of the exit questions on the Exit Interview form, the employee contacts the Human Resource Office to schedule a time to review the form and to complete the Separation Checklist. If preferred by the exiting employee, the Exit Interview may be conducted with the employee's Cabinet-level supervisor and may include a peer.
3. The administrator (HR or supervisor of the employee's direct report) is encouraged to review the Exit Interview information with the direct report and develop a plan for adopting recommendations, if appropriate.
4. The Exit Interview form is filed in the employee's permanent file.

Inventory

All equipment with the value over \$5,000 or a life of over 3 years is included in the College inventory.

1. Grant-funded Programs must follow grant inventory guidelines.
2. For disposal of property, see Equipment and Property Disposal Procedure.

Keys

Employees check out keys required for their responsibility. All assignment of keys must be recorded through the Campus Key Agreement.

Paid Leave

Jury Duty

Employees are excused from work with pay for documented jury duty assignment.

Unpaid Leave

Absence without pay

A request for unpaid leave must be submitted first to the immediate supervisor and then to the President for approval of the Board of Trustees. Lack of adequate replacement may be considered just cause for Administrative and Board refusal to grant unpaid leaves of absence.

Military Action

Employees are excused for active duty without pay and assured a position upon return to the College.

Military Reserves

Employees are excused without pay for military reserve service.

Library

1. Employees may check out materials from the library's circulating collection for a period of four weeks. Employees may check out periodicals, materials from the reference collection, and materials on reserve for a period of one week. Items may be renewed, although employees are encouraged to return all materials by the end of the current semester.
2. Employees may take advantage of interlibrary loan privileges, whereby the ICC Library can obtain print, video, and audio materials from other libraries across the state. The lending period for interlibrary loan materials is set by the lending library, and these materials may or may not be eligible for renewal.
3. Instructors may place materials on reserve in order to ensure that they are available for students in a given course. Materials that are placed on reserve in a given semester will revert back to circulating status at the end of that semester, unless other arrangements are made with the Director of Library Resources.

Marketing Guidelines

The goal of the Marketing Department is to convey the strengths, mission and vision of our institution to our stakeholders through word and image. Effective marketing to a mass audience requires repetition; repetition requires consistency. The following processes and guidelines are to guide employees in their efforts to create a professional and consistent image. These guidelines will be updated throughout the year as we find more effective and efficient practices to best serve our institution. In order to establish a consistent image, new designs, old logos, or manipulations to the logo should not be used. The pirate logo will be used to brand our College on all materials, including but not limited to: Business cards; Name badges; Letterhead and stationary; Social media; Print materials; Advertising online and print; Web; Promotional items; Booth graphics; Event materials; and Electronic materials (i.e. newsletters, e-mail sign-offs, etc.)

Colors: Independence Community College colors are Navy and Vegas Gold. Colors vary from vendor to vendor, monitor to monitor, and printer to printer. Please get a sample of the colors before you print or purchase any item. Below is a guide for selecting colors:

Navy Blue:	Vegas Gold:
HSB # 240, 100, 50	HSB # 50, 69, 73
RGB # 0, 0, 128	RGB# 185, 164, 58
CMYK # 100, 98, 14, 17	CMYK # 30, 29, 95, 2

If the above colors are not available, please seek additional vendors or speak with the Marketing Department for assistance.

Reproduction Specifications: The pirate head banner, stacked pirate head logo, pirate head logo and ICC lettering must appear exactly as shown in the digital files available on the SharePoint (<http://sharepoint.indycc.edu>) Marketing site. Images should not be manipulated (except for sizing). Full-color logos should be used unless the communication or promotional piece requires a one-color treatment. Logos for one-color treatments are available on the SharePoint Marketing site. The full-color logo should be used on a white background whenever possible. If the logo is placed on a patterned or dark background please use a white box to distinguish the logo. An example is available on the SharePoint Marketing site.

Seal:

The official College seal may be used in place of the pirate logo for formal business materials (i.e. graduation materials).

Font: Times New Roman font should be utilized in print materials for readability. Do not use other fonts when sending a professional letter, brochure, flyer, promotional materials, etc. Vulpla font is used in the pirate banner; for access to this font, contact the Marketing Department. This font will be used for the College name on promotional materials.

Dissemination: All correspondence disseminated to the public will be reviewed and approved by the Marketing Department BEFORE ordering/purchasing/disseminating materials, including, but not limited to: Press Releases; Brochures; Flyers; Posters; Banners; Mass mailings; Programs; Promotional items; Invitations; Tickets; Signs; Newsletters; Videos; Pictures; and Fax cover sheets.

Please submit proofs or drafts to the Marketing Department at least two weeks in advance of production date. Templates are available from the Marketing Department.

Website: Web content must be reviewed and posted by designated personnel. Individual departments are responsible for creating and updating their materials in a timely matter. The Director of Marketing will periodically review departments' Web materials to identify areas of improvement. Copyright laws must be observed at all times.

Reminder: In order to build and reinforce our brand image it is vital to maintain consistency in our logo treatment. Having multiple brands creates inconsistency and division to the public eye. Working toward the marketing goal by following guidelines, supporting and reinforcing the marketing effort, will increase our ability to attract stakeholders to our organization.

More detailed information is available on the SharePoint (<http://sharepoint.indycc.edu>) Marketing site.

Minimum Class Size

Minimum class sizes are set according to three underlying principles: (1) that a minimum class size is desirable from an educational standpoint because it allows students to have a genuine discussion that includes a variety of viewpoints and to work in varying teams, (2) that a minimum class size is desirable from an institutional efficiency standpoint because it provides high-quality teaching to the largest practical number of students, and (3) that minimum class size policies must accommodate exceptional cases to meet the circumstances of a course or the educational needs of a student.

Minimum course enrollment is eight students per section, if one section of a course is offered. The minimum enrollment is ten students per section if two or more sections of the same course are offered. The exceptions to this are: (1) if a student requires a particular course to adhere to a published course sequence in his/her major (and no other available course will satisfy that requirement), (2) a student is in his/her final semester and requires a particular course to meet graduation requirements (and no other available course will satisfy that graduation requirement), or (3) the course is being offered for the first time. In all cases, offering an under-enrolled course requires permission of the Chief Academic Officer via a form that will be developed prior to the fall semester 2012. If an under-enrolled class is taught by an instructor who is teaching more than 15 credit hours in a semester, the under-enrolled class will be part of the instructor's overload, and prorated compensation practices will apply.

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this procedure identifies the process for reporting, investigating and making emergency notifications regarding any currently enrolled student

who is believed to be missing. A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Reporting a Possible Missing Student: Any member of the college community, including both employees and students, who is concerned that a currently enrolled student may be missing should immediately contact the Vice President for Student Affairs at 620-332-5480. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Affairs. The Vice President for Student Affairs shall investigate all reports and determine whether a student is missing. If the Vice President for Student Affairs determines that a student is missing, he/she shall notify the President and the Montgomery County Sheriff's Department, and/or other appropriate law enforcement agencies, as necessary.

Missing Person Emergency Contact: Students are able to designate a "Missing Person Emergency Contact" on the application for student housing. If a student is determined to be missing, the Vice President for Student Affairs shall notify the designated Missing Person Emergency Contact no later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel.

Parent/Guardian Notification for Students under 18 years of age: If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Affairs shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

Law Enforcement Notification: If a student is determined to be missing, the Vice President for Student Affairs shall notify the Montgomery County Sheriff's Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

Notice of Non-discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, tenure, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Independence Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the following persons, who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: *Title IX Coordinator*

Office: Academic Building

Phone: 331-4100 ext. 5672

Fax: 331-6821

E-mail: jmorgantate@indycc.edu

Section 504 Americans with Disabilities Act (ADA) Coordinator-Facility/Technical Needs: Compliance Officer

Office: Academic Building

Phone: 332-5672

Fax: 331-1553

E-mail: jmorgantate@indycc.edu

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Commission on Civil Rights

Central Regional Office

400 State Avenue, Suite 908

Kansas City, KS 66101

Office Hours

Office hours are set according to four underlying principles: (1) that the negotiated agreement sets a specific number of office hours relative to full-time instructional load (currently 6 hours per week), (2) that office hours should be structured in a way that genuinely augment class instruction, (3) that office hours should be structured in a way that maximize faculty availability to students, and (4) that scheduled office hours are intended to provide predictable out-of-class opportunities for extended interaction between student and teacher, and are not intended to represent the total contact between student and teacher - conscientious teachers are, when practical, occasionally available to students for brief periods before class, after class, by e-mail, and by appointment.

The policies that govern office hours are:

1. Faculty will meet the number of weekly office hours required by the negotiated agreement, and office hours should not be scheduled at times of regularly scheduled institutional meetings or responsibilities.
2. Scheduled office hours periods will not be less than 30 minutes in length, and instructors should strive for blocks of one hour.
3. For full-time faculty, at least two of the scheduled office hours will be between 1:00 p.m. and 5:00 p.m.
4. For full-time faculty, office hours will be held on at least three separate days each week.
5. Online office hours are defined as published time periods in which an instructor is available in real-time to students, whether by e-mail or another online communication format, that are in addition to regular instruction. Faculty will schedule at least one hour of online office hours if that instructor is teaching online classes. Instructors using a mix of online and on ground courses will mix their office hours proportionately. If a faculty member does not teach any online courses, no more than one office hour may be online.
6. If an instructor is not available during a regularly scheduled office hour, the instructor or academic affairs office staff will post a note notifying students.
7. Office hours schedules should be provided to the Office of Academic Affairs at the beginning of each semester, so that the staff can inform students about when the instructor is available.

Parking

1. Employees should observe restricted parking spaces posted in all major parking areas.
2. Parking in front of buildings is allowed for loading and unloading only.
3. The College is not responsible for theft, damage, or accidents to vehicles.

Personnel Selection

The decision to replace a vacated position or initiate new position(s) must use the following process:

1. Identification of personnel needs with unit supervisor and President must precede any announcement of position opening for part-time and full-time positions.
2. Decision to replace/transfer must be reviewed by the unit level supervisor and determine:
 - Need for position,
 - Potential job description and position announcement,
 - Budget support.
3. Creation of a new position must be reviewed by the unit supervisor, the President's Cabinet, and the President and determine:
 - Need for position,
 - Potential job description and position announcement,
 - Budget support.
4. The unit representative forwards the position request for approval to the President. The position is announced internally and/or externally through the Human Resources Office. The unit supervisor for position leads the selection process. The advertisement and selection processes must be coordinated with Human Resources to include the following:
 - Job description and position announcement that match,
 - Salary/range and benefit package,
 - Checklist for advertisement and on-line listing,
 - Interviewing/Screening Committee,
 - Screening criteria consistent with position and EEOC and ADA standards,
 - Interview guidelines, questions, strategies and process that assures selection based on printed position criteria, ADA and EEOC standards,
 - Reference and background checks.
5. The unit supervisor recommends the successful candidate to the President with an outline of the selection process, criteria for the selection and qualifications of the candidate finalist, start date, salary recommendation and any special conditions.
6. Utilizing Board of Trustees' delegated authority, the President approves employment of personnel. The hiring of positions which report directly to the President shall be made in consultation with the Board, with the final decision being at the discretion of the President. The President or representative shall report during each regularly scheduled Board of Trustees' meeting any employment approvals that have occurred since the previous meeting.
7. The supervising administrator sends follow-up communication to applicants not chosen.
8. The first day of employment, Orientation of the new employee is conducted with Human Resources.

Pets on Campus

Campus buildings are pet-free, with the following exceptions: (1) ADA-approved service animals, (2) by prior, temporary arrangement with an immediate supervisor in areas not generally frequented by the public and (3) in cases where an animal is present for instructional purposes. Except for ADA-approved service animals where required by law, dorms and College vehicles are pet-free under all circumstances.

Posters/Flyers

In an effort to keep the campus doors and walls clutter-free and in good repair, all flyers/posters will be posted on the bulletin boards. Send drafts of flyers/posters to the Marketing Department for review. Marketing will review the draft for consistency with our *Marketing Guidelines*, make necessary changes, and post the documents at the appropriate locations. Bulletin boards are designated as follows:

Community Events – events happening in the community (i.e. Christmas parade, flu shot clinic, Public Library event, etc.)

ICC Events – events happening on campus (i.e. concert, play, training, etc.)

Job Postings – any job posting internal, external, work study, etc.

Department/Organization – maintained by the designated department or organization (i.e. Youth For Understanding, Theatre, etc.)

Boards outside of classrooms – notices related to classes held in that room or important academic notices (i.e. add/drop dates, financial aid notices, etc.)

External organizations should send documents to the Marketing Department for approval and posting. Approved documents will be stamped by the Marketing Department. Documents not approved will be removed.

Property Loss

The College is not responsible for thefts and/or loss of personal property on the ICC campus. However, loss of property, equipment, etc. should be immediately reported, in writing, to the Business Office for action and/or involvement of local law enforcement officials and inclusion in the required annual crime report.

Retirement

Celebrations

When an ICC employee leaves the College through resignation or retirement, a farewell event may be coordinated by the unit in which the employee works. A base amount of \$30.00 will be allotted for those celebrations for employees with five years or less of service at the College. For each additional year beyond five, \$10.00 will be added to the total celebration amount. An example of the formula would be calculated as follows:

15 years of service	5-year minimum	\$ 30.00
	10 additional years	\$100.00
	TOTAL	\$130.00

In case of employee's death while still employed at the College, the celebration amount may be utilized by the respective department in which the employee worked for appropriate commemorative recognition of the employee's service and dedication to the College. Individual supervisors are responsible for requesting celebration support from Human Resources.

Room Scheduling and Rental

1. Room availability should be checked with the ICC West Administrative Assistant for ICC West rooms and the Marketing Department for main campus rooms.
2. Following identification of room availability, the Room Scheduling Request should be completed by the employee and returned to the appropriate department, as noted above.
3. Requests for custodial/maintenance needs accompanying room reservations should be double checked with the Maintenance Supervisor.

Social Media Policy - Official Campus Use/Personal Posting

Official Campus Use

Employees are expected to follow the same professional standards with social media as they do in any other interaction with stakeholders.

Guidelines for Official Campus Use

These guidelines are for employees posting on behalf of a College department.

1. *Protect confidential information* - Do not post confidential information about **any** person. As an employee of ICC it is your responsibility to know and follow College policy PSL – 711.
2. *Respect copyright guidelines* - Before posting on a social media site, be cognizant of the copyright and intellectual property rights of others. Consult the *Campus Guide to Copyright Compliance*, <http://www.copyright.com/Services/copyrightoncampus/>, for guidance.
3. *Think twice, read twice* - Consider how a post will be viewed by all stakeholders. Comments and photos can be forwarded or copied. One negative or inappropriate comment about the College, College personnel or College stakeholders can be retrieved and shared for years.
4. *Remember your audience and be professional* - Users of social media sites vary in age and relationship to the College. Assure postings are appropriate for a broad range of readers. If you are unsure, do not post it.

College related social media pages

If your department has or would like to use a social media outlet for promotion and/or news distribution please contact the Marketing Department. Individual department sites should coordinate with the overall marketing strategy of the College.

Social Media for individual departments should be named ICC – *Department Name*

Postings should:

1. Be in an active voice
2. Include quality pictures representing the College in a positive light
3. Link to the College website (www.indycc.edu)
4. Be written in a professional tone and without typographical or grammatical errors
5. Be maintained daily

Additional Information:

1. Delete a page/site if it is not managed effectively, having no page/site is better than an out-of-date page/site
2. Assign more than one administrator for a page/site
3. Assign at least one representative from the Marketing Department as an administrator

Sites may be removed at the discretion of the Director of Marketing.

Personal Posting

At Independence Community College (ICC), we understand that personal social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. These guidelines apply to all employees who work for ICC.

Guidelines for Personal Posting

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with ICC, as well as any other form of electronic communication. The same principles and guidelines found in ICC policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, students, Board of Trustees members, suppliers, and/or people who work on behalf of ICC or ICC legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the ICC Statement of Ethics Policy, the ICC Handbook, Social Media Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, students, and any other stakeholder who represents ICC. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students and potential students, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ICC, fellow employees, students, suppliers, or people working on behalf of ICC.

Post only appropriate and respectful content

1. Maintain the confidentiality of ICC's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
2. Do not create a link from your blog, website or other social networking site to ICC's website or social media sites.
3. Express only your personal opinions. Never represent yourself as a spokesperson for ICC. If ICC is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of ICC, fellow employees, students, suppliers or people working on behalf of ICC. If you do publish a blog or post online related to the work you do or subjects associated with ICC, make it clear that you are not speaking

on behalf of ICC. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of ICC.”

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work related as authorized by your manager or consistent with the Computer Usage Policy. Do not use your ICC email addresses to register on social networks, blogs or other online tools utilized for personal use. Do not post pictures of meals purchased with the ICC budget or the consumption of alcohol during a conference trip financially supported by ICC.

Speaking to the Press

The Director of Marketing facilitates the writing of news articles regarding College events and recognitions, as well as the distribution of information concerning upcoming classes, and programs. If the press directly contacts an employee, the employee should notify the Director of Marketing to affect the best results for the College.

Standing Committees

All full-time employees annually designate service on at least one of the Standing Committees.

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.

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.

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.

JUDICIAL COMMITTEE BY-LAWS

Mission: Develop and conduct judicial processes relating to student behavior, including academic integrity.

Responsibilities:

1. Formulate recommendations for College policies regarding student conduct
2. Formulate recommendations for revisions to College judicial processes
3. Conduct disciplinary hearings
4. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs

Committee membership

The Judicial Committee shall consist of four students, two faculty members, and two staff members. Student selection to the Judicial Committee shall be made by the Vice President for Student Affairs. Appointments shall be made during the fall semester with the normal term of office for students being one year and the normal term of office for faculty and staff members being two years. Terms shall be staggered so that roughly equal numbers of terms expire each year. The Chair of the committee will be appointed by the Vice President for Student Affairs (VPSA).

Disciplinary Hearings

Judicial Committee Role: This committee is responsible for hearing and considering violations of the Student Code of Conduct that are of a sufficiently serious nature that might lead to disciplinary suspension or expulsion from College. The role of the committee is to hear cases and make recommendations for disciplinary action, suspension, or expulsion to the VPSA. The VPSA will determine the action to be taken thereafter, and is responsible for enforcing the decision that he/she makes. If the committee cannot be convened for any practical reason, such as during a time when classes are not in session, the case may be heard administratively by the VPSA. Cases shall be referred to the Judicial Committee by the VPSA. Any course-specific sanction against a student for academic dishonesty will be referred to VPSA by the sanctioning faculty member, and all such cases will be referred to the committee by the VPSA. The committee will not reconsider or evaluate the course-specific sanctions imposed by the faculty member; rather, the committee will consider and recommend whether any additional institutional penalty is warranted.

Hearing Format

Hearings shall be private (limited to the complainant, respondent, incident witnesses, hearing advisers, VPSA, members of the committee) and are not open to the public. The only exception to this clause is when the College has been notified by law enforcement officials that criminal charges have been filed against the respondent. In these instances only the respondent may have an attorney present solely for the purpose of protecting the respondent against self-incrimination in a future court proceeding. The attorney may not serve in any other capacity during the hearing including speaking on behalf of the respondent or questioning/addressing those present. No disciplinary action shall be taken unless it is established by a preponderance of evidence upon the record considered as a whole that the accused student has committed the charged offense.

Hearings where a sanction of suspension or expulsion can be imposed shall be taped by the Chair of the committee. The audio recording can be made available to the accused student if requested for the sole purpose of appealing a disciplinary decision. In these instances, the student will be allowed to listen to the recording in the Office of Student Affairs.

The Chairperson of the Committee shall file a report to the VPSA of each case heard before the Judicial Committee. These reports are to include a concise statement of charges, the plea, the decision of the Committee, the evidence considered, and the reasons for the final action taken, if any. Findings and an explanation of decisions resulting from hearings shall be rendered in writing within four (4) working days. The Judicial Committee may recommend sanctions ranging from disciplinary warning to suspension and expulsion to the VPSA. The VPSA will render a decision within 3 working days. Appeals of decisions regarding suspension or expulsion are heard by the VPSA. Such appeals from a student must be made in writing within four (4) business days of receipt of the decision or the opportunity to appeal is considered waived.

Order of Business for Disciplinary Hearings

Unless otherwise determined by the Chair of the Committee, the hearing will generally follow the order described below.

- a) Members of the Committee introduce themselves and ask all present to do the same.
- b) The panel Chair briefly reviews the hearing procedures as outlined here.
- c) The charges are read by the Committee Chair.
- d) The complainant may first present his/her testimony. Members of the Hearing Panel may question the complainant at any point during this presentation. The respondent will have the opportunity to question the complainant after this testimony is finished. If the complainant does not present his/her testimony, or if the College is the complainant, the Chair may read a summary of the alleged event(s).
- e) When the complainant has finished, the complainant's incident witnesses will each present testimony, with the Committee and the respondent permitted to ask questions as in step (d) above.
- f) When the complainant has produced the evidence he/she wishes to present, the respondent will be given the opportunity to present his/her testimony and incident witnesses' testimony as in (d) and (e) above. Again, both the Committee and the complainant will be permitted to question the respondent and his/her incident witnesses. Character witnesses are not permitted at any disciplinary hearing.
- g) When the respondent has produced the evidence he/she wishes to present, the Committee may ask further questions of either party or recall witnesses. The Committee may call brief recesses at any time to discuss the proceedings, and may ask further questions upon return from any such recess.
- h) The Chair may also call witnesses, including expert witnesses from the College staff, to aid the Committee in its consideration of the case.
- i) When the Committee's questions have concluded, the Chair should inform the respondent that a written decision will be sent to him/her. The hearing will then be adjourned. The members of the Committee will meet in executive session to deliberate and to render a decision.

Basis for Findings: Standard of Evidence

The standard or basis for findings refers to the criterion or measure of proof that is used to assess if a student is responsible or not for violating College policy.

The basis for findings used during any judicial proceeding is a preponderance of the evidence. A preponderance of the evidence means that the Committee found that a level of evidence presented led to more than a 50% finding that a student is in violation of a regulation or standard. An easier way to think about this may be to consider the question, "Is it more likely than not that with the evidence and

testimony presented that the student violated the regulation or standard?” If the answer is “Yes,” the Committee has achieved a preponderance of evidence.

The College uses a preponderance of the evidence as a standard of evidence for student disciplinary hearings because it is the basis for findings that is the most conducive to the academic setting and the educational process found in disciplinary hearings.

Appeals

Students may wish to appeal decisions of the VPSA. To initiate an appeal, the student must submit a written appeal within four (4) days of notification of the results of the hearing. The College can only accept appeals from the respondent. It cannot accept appeals from third parties (e.g., parents, faculty, staff, and friends). All appeals must be submitted in writing. Students who have been sanctioned with suspension or expulsion may request to listen to the audio recording made during the hearing prior to their submission of an appeal letter. The decision by the VPSA shall be final and is not subject to further appeal.

An appeal must be in writing and its scope shall be limited to the following:

- (a) **Question of Fact:** Students may appeal on “questions of fact” by introducing new evidence which would significantly affect the outcome of the case. Evidence that comes forward that was not known by the accused shall be considered new evidence. Evidence that was withheld by a student shall not constitute a question of fact, nor is it to be considered upon appeal.
- (b) **Question of Procedure:** Appeals will be considered on the basis of “questions of procedure” by demonstrating that the procedural guidelines established in this document were breached and that such departure from established procedure significantly affected the outcome of the case.
- (c) **Severity of Sanction:** Students may appeal the “severity of sanction” that has been imposed by presenting a statement explaining why they feel the penalty is too severe.

Appeals are considered for breach of procedures when the procedure in question directly affects the disciplinary decision rendered. For example, the time of notification of a disciplinary decision could result in a procedural breach but would have had no impact in how the decision was initially rendered by a Committee. Thus, no grounds for appeal would be granted. However, if the Committee Chair, per se, failed to allow the respondent or complainant to ask questions in the hearing related to the charges imposed, such action may constitute a procedural breach that eventually affected how the Committee reached a decision. As a result, a respondent might assert that this type of procedural breach was grounds to submit an appeal.

PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS

Mission:

Provide leadership, planning and implementation for individual, unit and College professional development which assures effective College climate for professional growth and development in coordination with other Standing Committee activity.

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 Vice-chair 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.

Additional roles

1. This Committee will recommend a professional development budget for the campus as part of the budget development process.
2. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

PROGRAM REVIEW COMMITTEE BY-LAWS

Mission:

The Program Review Committee assists programs in achieving continuous quality improvement by maintaining focus on student success, faculty involvement, currency and relevancy.

Duties:

The Program Review Committee, whose primary focus is the *Comprehensive Program Review*, is an integral part of the Academic Program Review, Planning and Development process. Each year the PRC will assess all *Comprehensive Program Review* submissions and provide constructive, formative feedback to participating programs. Programs may submit a written response to the feedback provided by the PRC as well as provide final edits of their submissions prior to the final deadline. Division representatives to the PRC may also be a resource to programs in *Annual Program Review*.

Membership:

The Program Review Committee is composed of the VPAA, one faculty member elected by each academic division, and four staff members appointed by the VPAA. Membership can change annually. The VPAA will be Chair for this 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 SATISFACTION AND STUDENT COMPLAINTS COMMITTEE BY-LAWS
(By-Laws Under Revision)

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.

Time Sheets

All hourly/non-exempt employees must accurately and truthfully fill out and send to the Business Office a time sheet with their supervisor's signature by 12 noon on the Monday following the end of the pay period. Any overtime must be approved by the employee's immediate supervisor prior to working the overtime for payment. The week begins and ends at 12:00 a.m. Sunday of each week. Full-time, non-exempt employees are employed for up to 40 hours a week. The employee's supervisor and the Human Resources Director must approve any employment by the College for additional duties beyond the scope of the position for which the employee was hired.

Timely Warning

The Independence Community College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Anyone with information warranting a timely warning should report the circumstances to the Title IX Coordinator in the Academic Building. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency. Timely warnings are usually issued for the following classifications: ■ arson ■ burglary ■ robbery ■ aggravated assault ■ criminal homicide ■ motor vehicle theft ■ sex offenses ■ any other crimes as deemed necessary.

When a determination has been made that a timely warning should be issued, the college President or his/her designee will inform the campus community by immediately posting the announcement using the TextCaster Emergency Notification System (to registered recipients), campus-wide email, and/or have the announcement posted on the campus website (www.indycc.edu). The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information.

Travel

1. Employees are expected to obtain the least expensive, most cost-effective form of transportation with regard to the benefit of the College. Travel, either by an employee or guest, must be approved by the appropriate Cabinet-level manager using the appropriate College Travel Request Form. Employees who do not obtain prior authorization for travel, either for themselves or a guest, risk being personally responsible for the expenses incurred around said travel. All requests for travel for College business must be initiated at least seven working days prior to the travel. Travel advances are limited to the amount of the anticipated expense and reimbursed for actual expense with receipts. Employees who overspend travel advances may not be reimbursed for their extra expenditures.
2. The College will pay (or reimburse) coach class airline travel for College-related business. If business class or first class travel is utilized, the employee will pay for the difference in the purchase price of the ticket. College-paid airline travel must be booked no less than two weeks prior to departure.

3. Travel advances will not be provided to employees who have a College purchase card.
4. Employee expenses for meals, gratuities and incidental expenses will be covered to a maximum of \$50 per day when an overnight trip is required for College business. Receipts are required for meals and gratuities. Alcohol may not be purchased using College funds, nor will alcohol purchases be reimbursed as an expense. The College recommends and will pay (or reimburse) for tips or gratuities associated with a meal to a maximum of 15% of the cost of the meal.
5. IRS regulations dictate that in order for the cost of a meal to not be considered as income to an employee it must meet the following criteria:
 - It must be only on an occasional basis. It cannot be regular, frequent, or routine.
 - It must involve a legitimate business transaction whereby the College will benefit as a result of the meal.
 - Proof of a business discussion should be provided. Include with receipts a meeting agenda outlining topics of discussion and the business results expected with the names of each of the participants.

Based on the aforementioned IRS criteria, College employees must ensure meals eaten locally are only done on an infrequent basis; that they involve the College benefiting from business transacted during the meal; and that documented proof of the business meeting during the meal is provided. Pizza or a meal brought in so employees can work through lunch or stay late is appropriate based on prior approval by the specific Cabinet-level manager.
6. Prior to an employee receiving reimbursement for the use of his or her personal vehicle for business purposes, three things must occur:
 - The employee must submit a Vehicle Request Form to the Maintenance Department at least seven working days prior to the intended trip;
 - The Maintenance Department must respond that an appropriate vehicle is not available for the timeframe requested; and
 - As a result of not having a College vehicle available for use, the cost of mileage reimbursement is determined to be a lower overall cost to the College than renting a car. The College will pay (or reimburse employees) for mileage, at a rate equal to the current monthly State mileage reimbursement rate. Employees are prohibited from using a College purchase card to purchase gasoline or any other items for their personal vehicles. Funds for the operation or maintenance of a personal vehicle must be provided by the employee, which are then reimbursed by the College. The most direct route from 1057 W. College Avenue, Independence, KS to the intended destination and back shall be determined by using MapQuest or Google Maps when calculating mileage. Side trips of a personal nature will not be reimbursed.
7. College owned or leased vehicles should be the first choice for transportation when employees travel on College business. When travel involves air transportation, College vehicles should not be used for traveling to the airport. Travel Request Forms for College leased vehicles must be submitted a minimum of at least seven working days prior to the expected travel date. When College vehicles are not available, employees are expected to contact the Director of Maintenance to provide assistance in the evaluation of the differences in expenses to the College between obtaining a rental car versus using their personal vehicles.
8. When renting cars or vans, employees are expected to rent a vehicle suitable to their needs. Contact the Business Office for discount coupons to Budget Car Rental, as available, when your travel involves renting a vehicle.
9. Upon return from travel, the Travel Request and the Travel Reimbursement forms must be submitted for payment and/or reimbursement. Employees must accurately account for their

travel, meals, and business expenses. Evidence of travel expenses includes receipts, statements, or expense accounting. Incidental expenses (miscellaneous tips, parking fees, baggage storage, etc.) require no receipts. Any remaining cash advance should be submitted to the Business Office with the Travel Reimbursement form, appropriate documentation, and approvals within 72 hours following travel. Employees who exceed spending limits will be required to reimburse the College within 72 hours following travel.

10. The College will pay (or reimburse employees) for the following:

- Reasonable personal lodging costs
- Bus/shuttle
- Airport Parking
- Turnpike Tolls
- Hotel Parking
- Parking Garage Parking
- Postage; and
- Work supplies.

11. Personal expenses (clothing, toiletries, personal items, gifts, donations, alcohol, movies or theaters, tobacco, sightseeing, etc.) will not be paid nor reimbursed by the College. Misuse of vehicles, resources and/or College travel opportunities may result in disciplinary action.

Vehicle Use

The fleet of leased College vehicles may be reserved through the ICC Maintenance Department on a first-come, first-served basis, for College business. College business includes student-related activities or events, official Board of Trustee functions, or activities where employees or non-employees are acting on behalf of the College. Personal use of a College vehicle is prohibited, except as specifically designated by the Independence Community College Board of Trustees.

The President, at his or her discretion, may allow local non-political organizations, non-profit civic organizations, or local governmental agencies (outside organizations) to use College vehicles for special events. However, College use takes priority over these kinds of events.

Those who are prohibited from driving College vehicles include: students, prospective students, College visitors, job applicants, or those who do not otherwise qualify by meeting the eligibility below. The College, however, reserves the right to refuse driving privileges to any employee, non-employee acting on the College's behalf, or outside organization.

1. College Employees and non-employees acting on the College's behalf

Eligibility to Drive College Vehicles

- Drivers of College vehicles must be 21 years of age, and must provide proof of a current, valid driver's license specific to the kind of College vehicle they are to drive, and must be insurable by the College's insurance provider.
- Employees whose jobs depend heavily upon driving a College vehicle are at risk of termination of employment should they become uninsurable under the College's insurance plan or otherwise lose their right to operate a motor vehicle.
- An employee's employment status must be regular full-time or permanent part-time. Student employees are not eligible to drive a College vehicle.

- The College retains the right to request Motor Vehicle Records (MVRs) of any employee as a condition of employment based upon driving being a significant function in the employee's job.

Vehicle Acquisition and Return

- Obtain permission from your Cabinet-level manager for the use of a College vehicle.
- Submit an approved Vehicle Request Form to the Director of Maintenance at least seven working days prior to use.
- If the department has a vendor or consultant performing work for which transportation is needed, the department may, with prior approval from the Cabinet-level manager, include the cost of a rental vehicle in compensation paid to the vendor or consultant. These monies will not be differentiated from pay for services rendered or products provided by the vendor or consultant.
- Pick up and return the vehicle and its keys on the day/time designated on the Vehicle Request Form. Employees who return vehicles and their keys late are subject to personal out-of-pocket expenses to cover the intended subsequent use of the vehicle if the Director of Maintenance is not provided generally acceptable reasons, in a reasonable time prior to the scheduled return of the vehicle.
- Drivers should inspect the vehicle prior to leaving the campus Maintenance facility to ensure the vehicle is full of fuel and is drivable, and note any damage to the vehicle.
- If reasonable, do not fill the vehicle with gasoline immediately prior to returning it to campus, but do make sure it is clean and free of trash, clutter and personal items.
- Drivers are expected to report any maintenance or repair needs upon return.

Vehicle Operation

- Drivers are expected to operate vehicles on safe, public paved roads and to abide by all motor vehicle laws.
- Animals (except those being transported in an official medical function of the Veterinary Technology Program or allowed by law), alcohol, drug or tobacco product use are prohibited in any College vehicle.
- Drivers may not be under the influence of alcohol or drugs when operating a College vehicle.
- Oil changes, tire or battery purchases, repairs or other maintenance should not be performed on College vehicles without prior approval by the Director of Maintenance.
- The use of a College purchase card is acceptable when filling a vehicle with fuel.
- Fines or traffic violations incurred by an employee while operating/parking a College vehicle are solely the responsibility of the violator. Also, any employee or non-employee who is involved in a serious violation (i.e., drunk driving, vehicular homicide, leaving the scene of an accident, etc.) while driving a College vehicle will be held responsible for restitution of any costs, including College legal fees, that are in any way associated with the violation. In addition to these costs, any employee involved in a serious violation also faces discipline up to and including termination of employment.

2. Outside organizations

Eligibility to Drive College Vehicles

- The outside organization must provide proof of insurance greater than or equal to the College's level of insurance.

- The outside organization must provide its own qualified drivers, as defined in item “c” below.
- Drivers of College vehicles must be 21 years of age, and must provide proof of a current, valid driver's license specific to the kind of College vehicle they are to drive, and must be insurable by the College's insurance provider.
- The College retains the right to request Motor Vehicle Records (MVRs) of any driver of a College vehicle.

Vehicle Acquisition and Return

- On behalf of the outside organization, a College employee must obtain permission from the Independence Community College President for the outside organization’s use of a College vehicle.
- The employee must submit an approved vehicle request form for the non-employee to the Director of Maintenance at least seven working days prior to use.
- The driver for the outside organization should pick up and return the vehicle and its keys on the day/time designated on the vehicle request form. Outside organizations who return vehicles and their keys late are subject to out-of-pocket expenses to cover the intended subsequent use of the vehicle if the Director of Maintenance is not provided generally acceptable reasons, in a reasonable time prior to the scheduled return of the vehicle.
- Drivers should inspect the vehicle prior to leaving the campus Maintenance facility to ensure the vehicle is full of fuel and is drivable, and note any damage to the vehicle.
- Outside organization drivers are required to fill the vehicle with gasoline immediately prior to returning it to campus and to ensure it is clean and free of trash, clutter and personal items.
- Drivers are expected to report any maintenance or repair needs upon return.

Vehicle Operation

- Drivers are expected to operate vehicles on safe, public paved roads and to abide by all motor vehicle laws.
- No pets, alcohol, drug or tobacco product use are permitted in any College vehicle.
- Drivers may not be under the influence of alcohol or drugs when operating a College vehicle.
- Oil changes, tire or battery purchases, repairs or other maintenance should not be performed on College vehicles unless getting prior approval by the Director of Maintenance.
- The use of a College purchase card is NOT acceptable when filling a vehicle with fuel for an outside organization.
- Fines or traffic violations incurred by an outside organization driver while operating/parking a College vehicle are solely the responsibility of the violator. Also, any outside organization driver who is involved in a serious violation (i.e., drunk driving, vehicular homicide, leaving the scene of an accident, etc.) while driving a College vehicle will be held responsible for restitution of any costs, including third-party damages and College legal fees, that are in any way associated with the violation. Any future driving privileges to that outside organization may be revoked.
- Outside organizations are responsible for all repair or vehicle replacement costs of any vehicle whereby the driver was deemed “at fault.”