# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphabetical Subject Index</td>
<td>8</td>
</tr>
<tr>
<td>PREFACE</td>
<td>15</td>
</tr>
<tr>
<td>POLICY 1.01 VISION/MISSION STATEMENT</td>
<td>17</td>
</tr>
<tr>
<td>POLICY 1.02 GOVERNANCE STRUCTURE</td>
<td>18</td>
</tr>
<tr>
<td>PROCEDURE 1.02 GOVERNANCE STRUCTURE</td>
<td>19</td>
</tr>
<tr>
<td>POLICY 1.03 ORGANIZATION, HISTORY, AND LEGAL DESIGNATION OF THE COLLEGE</td>
<td>30</td>
</tr>
<tr>
<td>POLICY 1.04 MEMBERSHIP OF BOARD</td>
<td>31</td>
</tr>
<tr>
<td>POLICY 1.05 DUTIES OF AND ACTION BY THE BOARD OF TRUSTEES</td>
<td>32</td>
</tr>
<tr>
<td>POLICY 1.06 MEETING OF THE BOARD OF TRUSTEES</td>
<td>33</td>
</tr>
<tr>
<td>POLICY 1.07 TRUSTEE ETHICS</td>
<td>36</td>
</tr>
<tr>
<td>POLICY 1.08 GENERAL</td>
<td>37</td>
</tr>
<tr>
<td>POLICY 1.09 ANNUAL LEAVE AND OUT-OF-STATE TRAVEL APPROVAL FOR THE COLLEGE PRESIDENT</td>
<td>38</td>
</tr>
<tr>
<td>POLICY 1.10 BOARD OF TRUSTEES TRAVEL POLICY</td>
<td>39</td>
</tr>
<tr>
<td>POLICY 1.11 COLLEGE UNENCUMBERED CASH BALANCE</td>
<td>40</td>
</tr>
<tr>
<td>POLICY 1.12 ORIENTATION FOR NEWLY ELECTED OR APPOINTED TRUSTEES</td>
<td>41</td>
</tr>
<tr>
<td>POLICY 1.13 BIENNIAL REVIEW OF POLICIES</td>
<td>42</td>
</tr>
<tr>
<td>POLICY 1.14 STRATEGIC PLANNING OPERATIONS</td>
<td>43</td>
</tr>
<tr>
<td>PROCEDURE 1.14 STRATEGIC OPERATIONS ADVISORY COMMITTEE</td>
<td>44</td>
</tr>
<tr>
<td>POLICY 1.15 CONFLICT OF INTEREST</td>
<td>45</td>
</tr>
<tr>
<td>POLICY 1.16 EMERGENCY EXECUTIVE SUCCESSION PLAN</td>
<td>46</td>
</tr>
<tr>
<td>PROCEDURE 1.16 EMERGENCY EXECUTIVE SUCCESSION PLAN</td>
<td>47</td>
</tr>
<tr>
<td>Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term</td>
<td>47</td>
</tr>
<tr>
<td>Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term</td>
<td>48</td>
</tr>
<tr>
<td>Succession Plan in Event of a Permanent Change in President</td>
<td>49</td>
</tr>
<tr>
<td>POLICY 2.01 NONDISCRIMINATION</td>
<td>50</td>
</tr>
<tr>
<td>PROCEDURE 2.010 ACCOMMODATION OF DISABILITIES</td>
<td>53</td>
</tr>
<tr>
<td>PROCEDURE 2.011 ACCOMMODATION OF RELIGIOUS PRACTICES</td>
<td>55</td>
</tr>
<tr>
<td>PROCEDURE 2.012 RACIAL NONDISCRIMINATION</td>
<td>56</td>
</tr>
<tr>
<td>POLICY 2.02 COMMUNICABLE DISEASE</td>
<td>60</td>
</tr>
<tr>
<td>POLICY 2.03 EVALUATION</td>
<td>61</td>
</tr>
<tr>
<td>POLICY 2.04 NEPOTISM</td>
<td>63</td>
</tr>
<tr>
<td>PROCEDURE 2.04 NEPOTISM</td>
<td>64</td>
</tr>
<tr>
<td>POLICY 2.05 SUBSTANCE ABUSE POLICY</td>
<td>65</td>
</tr>
<tr>
<td>POLICY 2.06 GRANTS DEVELOPMENT AND MANAGEMENT</td>
<td>66</td>
</tr>
<tr>
<td>POLICY 2.07 SEXUAL HARASSMENT</td>
<td>70</td>
</tr>
<tr>
<td>Procedure/Policy</td>
<td>Title</td>
</tr>
<tr>
<td>------------------</td>
<td>-------</td>
</tr>
<tr>
<td>PROCEDURE 2.07</td>
<td>SEXUAL HARASSMENT</td>
</tr>
<tr>
<td>PROCEDURE 2.071</td>
<td>SOCIAL ROMANTIC RELATIONSHIPS AT WORK</td>
</tr>
<tr>
<td>PROCEDURE 2.072</td>
<td>SEXUAL MISCONDUCT</td>
</tr>
<tr>
<td>POLICY 2.08</td>
<td>FAMILY AND MEDICAL LEAVE ACT (FMLA)</td>
</tr>
<tr>
<td>POLICY 2.082</td>
<td>FAMILY AND MEDICAL LEAVE ACT (FMLA)</td>
</tr>
<tr>
<td>POLICY 2.09</td>
<td>USE OF TOBACCO PRODUCTS</td>
</tr>
<tr>
<td>PROCEDURE 2.09</td>
<td>USE OF TOBACCO PRODUCTS</td>
</tr>
<tr>
<td>POLICY 2.10</td>
<td>Drug and Alcohol Abuse and Prevention</td>
</tr>
<tr>
<td>POLICY 2.11</td>
<td>SOLICITING, DISTRIBUTING LITERATURE AND</td>
</tr>
<tr>
<td></td>
<td>ADVERTISING ON COLLEGE PROPERTY</td>
</tr>
<tr>
<td>PROCEDURE 2.11</td>
<td>SOLICITING, DISTRIBUTING LITERATURE AND</td>
</tr>
<tr>
<td></td>
<td>ADVERTISING ON COLLEGE PROPERTY</td>
</tr>
<tr>
<td>POLICY 2.12</td>
<td>DISRUPTIVE ACTS AND WEAPONS ON CAMPUS OR</td>
</tr>
<tr>
<td></td>
<td>ACTIVITIES</td>
</tr>
<tr>
<td>PROCEDURE 2.12</td>
<td>DISRUPTIVE ACTS AND WEAPONS ON CAMPUS OR</td>
</tr>
<tr>
<td></td>
<td>ACTIVITIES</td>
</tr>
<tr>
<td>POLICY 2.13</td>
<td>VIOLENCE ON CAMPUS</td>
</tr>
<tr>
<td>PROCEDURE 2.13</td>
<td>VIOLENCE ON CAMPUS</td>
</tr>
<tr>
<td>POLICY 2.14</td>
<td>VIEWING OF OFFICIAL RECORDS</td>
</tr>
<tr>
<td>PROCEDURE 2.14</td>
<td>VIEWING OF OFFICIAL RECORDS</td>
</tr>
<tr>
<td>PROCEDURE 2.15</td>
<td>GRANT WRITING COMPENSATION</td>
</tr>
<tr>
<td>POLICY 2.16</td>
<td>PERFORMANCE IMPROVEMENT COUNSELING</td>
</tr>
<tr>
<td>PROCEDURE 2.16</td>
<td>PERFORMANCE IMPROVEMENT COUNSELING</td>
</tr>
<tr>
<td>POLICY 2.17</td>
<td>CREDIT CARDS</td>
</tr>
<tr>
<td>POLICY 2.18</td>
<td>ANIMALS ON CAMPUS</td>
</tr>
<tr>
<td>PROCEDURE 2.18</td>
<td>ANIMALS ON CAMPUS</td>
</tr>
<tr>
<td>POLICY 3.01</td>
<td>CURRICULUM</td>
</tr>
<tr>
<td>PROCEDURE 3.01</td>
<td>CURRICULUM</td>
</tr>
<tr>
<td>POLICY 3.02</td>
<td>ACADEMIC STANDARDS</td>
</tr>
<tr>
<td>POLICY 3.03</td>
<td>CATALOG</td>
</tr>
<tr>
<td>POLICY 3.04</td>
<td>ADJUNCT FACULTY</td>
</tr>
<tr>
<td>PROCEDURE 3.04</td>
<td>ADJUNCT FACULTY</td>
</tr>
<tr>
<td>PROCEDURE 3.040</td>
<td>COMPUTING PAY RATE OF CLASSROOM AND</td>
</tr>
<tr>
<td></td>
<td>INSTRUCTIONAL SUBSTITUTES</td>
</tr>
<tr>
<td>POLICY 3.05</td>
<td>CREDIT FOR PRIOR LEARNING</td>
</tr>
<tr>
<td>PROCEDURE 3.05</td>
<td>CREDIT FOR PRIOR LEARNING</td>
</tr>
<tr>
<td>POLICY 3.06</td>
<td>CUSTOMIZED TRAINING AND EDUCATION CONTRA</td>
</tr>
<tr>
<td></td>
<td>CTS</td>
</tr>
</tbody>
</table>
PROCEDURE 3.06 CUSTOMIZED TRAINING AND EDUCATION CONTRACTS for Entities eligible under K.S.A. 10-1101 .........................................................148
PROCEDURE 3.07 ACADEMIC MISCONDUCT .................................................................150
POLICY 3.09 LIBRARY COPYRIGHT ........................................................................154
POLICY 3.10 LIBRARY CHALLENGED MATERIALS ..................................................155
PROCEDURE 3.10 LIBRARY CHALLENGED MATERIALS ...........................................156
PROCEDURE 3.11 LIBRARY WEEDING ........................................................................162
PROCEDURE 3.12 LIBRARY ACCESS ............................................................................163
PROCEDURE 3.13 LIBRARY CONDUCT ........................................................................165
PROCEDURE 3.14 LIBRARY GIFTS ................................................................................167
PROCEDURE 3.15 LIBRARY SELECTION ...............................................................168
PROCEDURE 3.16 LIBRARY EXTENDED ACADEMIC SERVICES ..............................170
PROCEDURE 3.17 ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER SUPPORT .................................................................172
PROCEDURE 3.18 APPEAL OF FINAL GRADE ............................................................179
PROCEDURE 3.19 CLASS TIME SCHEDULE ............................................................181

- MWF - 55 minute periods TTH - 80 minute periods .............................................181
- Two Days a Week Classes other than TTH – 80 minute periods ..........................181
- Four-Week Summer Day Classes .........................................................................181
- Six-Week Summer Day Classes..............................................................................182

PROCEDURE 3.20 CRIMINAL BACKGROUND CHECK .................................................183
PROCEDURE 3.21 CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER ..................................................................................185
PROCEDURE 3.22 PLACEMENT TESTING .................................................................187
PROCEDURE 3.221 PLACEMENT TESTING PROCEDURES ........................................189
POLICY 3.23 INTELLECTUAL PROPERTY .................................................................192
POLICY 3.24 ACADEMIC FREEDOM ..........................................................................193
PROCEDURE 3.25 COMPUTER AND INTERNET USAGE ............................................194
PROCEDURE 3.250 LAPTOP/TABLET DEVICE USAGE ..............................................201
PROCEDURE 3.2501 IPOD USAGE – NURSING DEPARTMENT ..................................204
PROCEDURE 3.251 SOCIAL NETWORKING ..............................................................207
POLICY 3.26 NEW COURSE OR NEW PROGRAM APPROVAL ..................................210
PROCEDURE 3.26 NEW COURSE OR NEW PROGRAM APPROVAL .............................211
POLICY 3.28 LIBRARY USERS CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION .........................................................214
PROCEDURE 3.280 LIBRARY RECORDS CONFIDENTIALITY .....................................216
PROCEDURE 3.29 TEXTBOOKS ..................................................................................219
POLICY 3.30 LIBRARY INTERNET FILTERING AND BLOCKING ................................220
PROCEDURE 3.30 LIBRARY INTERNET FILTERING AND BLOCKING ..........................221
POLICY 10.14   DRESS CODE FOR EMPLOYEES..................................................434
PROCEDURE 10.14 DRESS CODE FOR EMPLOYEES.........................................435
PROCEDURE 10.15 EMPLOYEE BOOK LOAN PROGRAM....................................436
PROCEDURE 10.16 WORKSITE LACTATION.....................................................437
POLICY 10.17    RETURN TO WORK PROGRAM.............................................439
PROCEDURE 10.17 RETURN TO WORK PROGRAM...........................................440
MASTER AGREEMENT ..................................................................................454
<table>
<thead>
<tr>
<th>Alphabetical Subject Index</th>
<th>Administrators Conditions of Employment Cont.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Advisement Policy</td>
<td>Education Benefit</td>
</tr>
<tr>
<td>Academic Standards Policy</td>
<td>Book Loan Program</td>
</tr>
<tr>
<td>Academic Honesty Procedure</td>
<td>Taking Classes During Work Hours</td>
</tr>
<tr>
<td>Academic Penalties for Dishonesty</td>
<td>Evaluation</td>
</tr>
<tr>
<td>Academic Appeals Procedure</td>
<td>Grievance Procedure</td>
</tr>
<tr>
<td>Academic Freedom Policy</td>
<td>Health &amp; Other Insurance</td>
</tr>
<tr>
<td>Accommodation, Religious Practices</td>
<td>Holidays</td>
</tr>
<tr>
<td>ADA, Accommodation - Students, Employees</td>
<td>Holiday Observance</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>KPERS</td>
</tr>
<tr>
<td>Apointments</td>
<td>Military Leave</td>
</tr>
<tr>
<td>Reappointments</td>
<td>Pay Period/Pay Day</td>
</tr>
<tr>
<td>Absences</td>
<td>Pay Increases</td>
</tr>
<tr>
<td>Benefits Extended</td>
<td>Promotion/Transfers/Reassignment</td>
</tr>
<tr>
<td>Benefits Not Extended</td>
<td>Resignations</td>
</tr>
<tr>
<td>Compensation and Workload</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>In-service and Meetings</td>
<td>Sick Leave Additional Information</td>
</tr>
<tr>
<td>Duties/Expectations</td>
<td>Sick Leave Bank</td>
</tr>
<tr>
<td>Behavior and Ethics</td>
<td>Vacation and Personal Days</td>
</tr>
<tr>
<td>Discipline and Termination</td>
<td>Workers Compensation</td>
</tr>
<tr>
<td>General Information</td>
<td>Work Schedule</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td></td>
</tr>
<tr>
<td>Administrators Conditions of Employment</td>
<td>Advertising on Campus</td>
</tr>
<tr>
<td>Absence and Tardiness</td>
<td>Advisement Policy, Student</td>
</tr>
<tr>
<td>Appointment Terms</td>
<td>Advising Procedure</td>
</tr>
<tr>
<td>Calculation of Part-Time Hours Paid</td>
<td>AIDS/HIV on campus</td>
</tr>
<tr>
<td>Compensat</td>
<td>Airline Reservations</td>
</tr>
<tr>
<td>Contract Period</td>
<td>Alcohol Abuse Policy</td>
</tr>
<tr>
<td>Contract Release</td>
<td>Alcohol On College Property or In Vehicles</td>
</tr>
<tr>
<td>Contract Terms</td>
<td>Applying for Scholarships or Assistance</td>
</tr>
<tr>
<td>Discipline and Termination</td>
<td>Art Gallery, Hendershot</td>
</tr>
<tr>
<td>Early Retirement</td>
<td>Procedure for Use</td>
</tr>
<tr>
<td></td>
<td>Assemblies</td>
</tr>
</tbody>
</table>
B
Background Checks, Criminal
Behavior Policy, Employees
Behavior Policy, Students
Bid Policy
Board of Trustees, Actions
  Conflicts of Interest
  Ethics
  Meetings
  Membership
  Major Responsibilities
  Orientation of
  Purchasing
  Travel Policy
Bomb Threat
Building Keys
C
Canceling Classes
Catalog Policy
Changing Course Grades
Educational Support Staff Conditions of Employment
  Absence and Tardiness
  Notification of Absence
  Calculation of Part-Time Hours Paid
  Compensatory Time
  Compensatory Time Reporting
  Definition of Educational Support Staff
  Discipline and Termination
  Early Retirement Program
  Education Benefit
    Book Loan Program
    Taking Classes During Work Hours
  Evaluation
  Grievance Procedure
  Health & Other Insurance
  Holidays
  Holiday Observance
  Educational Support Staff Conditions of Employment Cont.
    KPERS Retirement
    Military Leave
    Pay Increases
    Pay Period
    Promotion/Transfer/Reassignment
    Sick Leave
    Sick Leave Additional Information
    Sick Leave Bank
    Vacation
    Workers Compensation
    Work Schedule
  Class Time Schedule Procedure
  Classification Procedure
  Classification Appeal/Review Procedure
  Administrative Classification Appeal/Review
  Code of Conduct, Student
  Code of Conduct, Purchasing
  College Keys
  College Property, removal of
    Issuance and Return of School Property
  College Service Area & History
  College Equipment, Use of by Public
  College Vehicles, Use of
  Committees, Faculty Participation
  Committees, Standing
    C & I
    Distance Education & Technology
    Enrollment/Recruitment/Advising
    Financial Aid/Scholarships
    Library
    Outcomes and Assessment
    Public Relations
    Strategic Planning
Committees, Ad Hoc
  Insurance Committee
Committees, Advisory
  External Advisory Committees
  Internal Advisory Committees
Communicable Diseases Policy
Compensatory Time Procedure
Information Technology Responsibilities
  Purchasing Hardware and Software
  Scheduling Computer Labs
  Support, College Hardware & software
  Support, On-line Classes
  Support, College File Servers
  Support, College Website
  Support of Budgeting Process
Conditions of Employment, Administrators
  Professional Staff
  Educational Support Staff
Confidentiality of Student Records
Conflict of Interest
Constituency Groups, Official
Contract Bid Award
Copyright Policy, Library
Core Values, College
Credit for Nontraditional Education
Criminal Background Checks
Curriculum, College
  Curriculum Change
Customized Training and Education Contracts
  CTE Procedure

D
Dating employees or students
  Dating Employees
  Dating Students
Day Class Schedule
Disability, Accommodation of

Discrimination Policy
  Religion
  Sexual
  Distributing Literature/Flyers on Campus
  Drinking-Alcoholic Beverages
  Drug Abuse Policy
  Drug testing
  Drug use in College Vehicles
E
Educational Fees
Emergency Policy
  Bomb Threat
  Fire Emergency
  Health Emergency
  Tornado Threat
Employee Behavior Policy
Employee Exit Procedure
Employee Termination Procedure
Employee Resignation Procedure
Employment Separation
Employee Fund Raising
Enrollment Eligibility Policy
Enrollment Eligibility, Out of State or Transfers
Enrollment Eligibility, Readmissions
Enrollment Eligibility Non-English Speaking Students
Equal Opportunity Policy
Equipment, Use of College Equipment by Public
Evaluation Policy
  Adjunct Faculty Evaluation
  Educational Support Staff Evaluation
  Faculty Evaluation Procedure
  President’s Evaluation
  Professional Staff Evaluation
Exit Procedure
F
Facilities, Use of By Public

Procedure for Use of College Facilities
Use of Hendershot Art Gallery

Faculty Conditions of Employment Policy

Conditions of Employment Cont.
Committees
Compensation

Salary Schedule
Overload Pay
Credentials/Required Documents
Due Process
Early Retirement Plan
Education Benefit
Evaluations
Grievance Procedure
Health & Other Insurance
Leave of Absence
Notification of Absence
Master Agreement
Mileage for Travel
Military Leave
Office Hours
Outside Employment
Pay Day
Payroll Deductions
Pay Policy
Salary Schedule
Overload Pay
Personal Leave
Professional Development Leave
Professional Development Fund
Reduction In Force
Release Time
Rights of Association and Members
Rights Retained by the Board
Resignation

Sick Leave
Sick Leave Bank
Sick Leave with Workers Comp
Supplemental Duties
Supplemental Pay
Syllabus Requirements
Qualifications
Work Load, Full Time

Faculty Senate
Fees, Educational
Fee Payments & Refunds
Fighting or Intimidation
Financial Aid Policy
Financial Aid & Assistance Available
Financial Aid, Applying For
Fire Emergency
FMLA- Family Medical Leave Act
Eligibility
Leave Allowance
Application
Fund Raising by Employees

G

Gallery, Hendershot Art
Procedure for Use
Governance, College
Governance, Basic Procedures
Grade Change Policy
Grant Development Policy
Procedural Guidelines
Grant Writing Compensation

Grievance Procedure Adjunct Faculty

Educational Support Staff
Faculty, Full-time
Professional Staff
Student Conduct

H
Grievance Procedure  
Health & Other Insurance  
Holidays  
Holiday Observance  
KPERS  
Military Leave  
Pay Period/Pay Day  
Pay Increases  
Promotion/Transfers/Reassignment  
Resignations  
Sick Leave  
Sick Leave Additional Information  
Sick Leave Bank  
Professional Staff Conditions of Employment  
Vacation and Personal Days  
Workers Compensation  
Work Schedule  
Property, removal of School  
Issuance and Return of School Property  
Public Relations Policy  
PR Procedures  
Purchasing  
Bid Award  
Bid Policy  
Code of Conduct  
Reporting Sexual or Other Harassment  
Reporting Sexual or Other Harassment of Others  
Residency Policy  
Resignation Procedure  
Resource Development Policy  
Resource Development Procedure  
Return and Issuance of School Property  
Review of Policy & Procedures  
Room Keys  
Safety Policy  
Bomb Threat  
Fire Emergency  
Health Emergency  
Tornado Threat  
Scheduling Computer Labs  
Scholarship Award Decision  
Scholarship and Assistance Goals  
Scholarship Naming Opportunities  
Scholarship Programs Available  
Scholarship Application Process  
Sexual Harassment Policy  
Definition  
No retaliation allowed  
Confidentiality  
Cooperation with investigation  
Filing a Complaint  
Who should report harassment  
Shift Differential Pay, Educational Support Staff  
Sick Leave, Educational Support Staff  
Faculty  
Professional Staff  
Sick Leave Bank, Educational Support Staff  
Faculty  
Professional Staff  
Removal of School Property  
Social/Romantic Relationships at Work
Student-Employee Relationships
Supervisor-Employee Relationships

Soliciting or Selling on Campus
Student Advisement Policy
Advising Procedure
Student Code of Conduct
Student Directory Information Policy
Student Grievance Policy
Student Organizations Policy
Student Privacy
Student Records
Substance Abuse Policy
Substitute Instructors

Computing Pay for Classroom Substitutes
Summer Class Schedule
T
Termination Procedure
Textbooks
Tobacco Use
Tornado Threat
Travel Arrangements
Travel Policy, Board of Trustees
Travel Policy, College Staff
Travel Reimbursement Guidelines
Travel, use of College Vehicles
Travel Policy, President
Tuition & Fee Payment and Refunds
U
Unencumbered Cash Balance
Use of College Equipment, Public
Use of College Facilities, Public

Procedure for Use of College Facilities
Use of Hendershot Art Gallery

V
Vehicles, use of
Viewing College Records
PREFACE

The Board Policy Manual contains policies approved by the Board of Trustees and copies of Kansas Statutes relating to community Colleges. Procedures in support of policies are the responsibility of the President, are approved by the President, and are contained in the Procedures Manual.

The Board Policy Manual is intended to keep employees uniformly and consistently informed about new policies or changes in current policy. It also is intended as a guide for clear and consistent decision making about policy issues.

The Board of Trustees will, to a reasonable and appropriate degree, make the Board Policy Manual accessible to employees, students, and the public. The Board of Trustees intends to update continuously the manual to maintain its currency. The Board has delegated to the President responsibility for maintaining accuracy and currency of the manual with updates being made every two months if necessary. The most current hardcopy of the Board Policy Manual may be viewed in the President’s Office or LCC Library and can be accessed online under Public Folders.

The Table of Contents is divided into sections to facilitate the reader. In addition, an Alphabetical Subject Index is provided for ease in locating specific policies or procedures.

The Procedures Manual contains procedures approved by the President and copies of Kansas Statutes relating to community Colleges.

For the benefit and convenience of employees and Board members, copies of all Board approved policies have been combined with the procedures in the Procedures Manual. Policies are printed on white paper and procedures are printed on brown.

Procedures support the general principles and directions established by Board policies. The Procedures Manual is intended to keep employees uniformly and consistently informed about new procedures or changes to current procedures. It also is intended as a guide for clear and consistent decision making about procedural issues.

The President will, to a reasonable and appropriate degree, make the Procedures Manual accessible to employees, students, and the public. Furthermore, the President will continuously update the manual to ensure its accuracy and currency every two months if necessary. The most current hardcopy of the Procedures Manual may be viewed in the President’s Office or LCC Library and can be accessed online under Public Folders.

The President is responsible for maintenance of the Procedures Manual.

As per the Table of Contents, the manual is divided into sections. There are two types of procedures in the manual:
A. Procedures for which there is a corresponding policy. Both the Board policy and the administrative procedure will have identical numbers.

B. Procedures for which there is not a corresponding policy. There are administrative procedures which have institution-wide significance and have been approved by the President for inclusion in the Procedures Manual, but for which there is no corresponding Board approved policy.

Revised: 4/14/05
POLICY 1.01 VISION/MISSION STATEMENT

Vision Statement

Labette Community College will continue to enhance its standing as an exceptional college by striving for excellence in all its programs, services, and activities.

Mission Statement

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

Core Values

The vision and mission of Labette Community College reflect a set of core values shared by students, faculty, staff, administration, and Board of Trustees. These core values serve as the guiding principles of the college community as we plan for the future.

Student Learning: Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

Education for a Globally Connected World: Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Continuous Improvement: Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

Integrity and Transparency: Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

Sustainability of the Institution: Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

Revised: 5/10/06; 10/8/09; 3/8/12
The Labette Community College governance system is the means by which significant decisions affecting the College are initiated, reviewed, and acted on. The primary purposes of such a system include, but are not limited, to: (1) appropriately disseminate information about significant issues, (2) give individuals (or their representatives), who are most directly affected by a decision, an opportunity to provide advice about issues, (3) involve persons in the development of a proposal, and thus enhance acceptance, and (4) ensure a high level of effectiveness regarding decision making.

The Board of Trustees is responsible for adoption of policies. For purposes of governance at Labette Community College, the definition of a policy is: A general rule of principle, or a statement of intent or direction, that provides guidance to the President in reaching decisions with respect to matters within areas of his/her responsibility. Generally, policies state the nature of an issue and provide reasons or purposes for their intent.

Members of the Board of Trustees must act in accordance with state and federal regulations and/or law relative to their responsibilities as trustees of a Community College. For purposes of governance, these legal and regulatory requirements also are "policy making" actions.

The administration of policy, as opposed to adoption, is the responsibility of the President. Administration of policy normally includes action by the President to approve specific procedures for implementation. "Procedures" may generally be defined as the specific steps or actions taken to administer a policy, including such details regarding how, when, by whom, and under what conditions the policy will be administered. (See Governance Structure Procedure 1.02)

Additionally, the President may delegate to administrators and/or other College staff authority to establish selected "operational" procedures within their respective areas of responsibility. As established within governance procedures, various methods to advise responsible persons about operational effectiveness of the College, and how changes might be proposed, are available to all employees. Regarding effectiveness of administration of Board policies, the President will be evaluated at the discretion of the Board of Trustees.

Adopted: 3/18/93
Revised: 2/12/09
The Labette Community College Board of Trustees is the principal governing body of the College and has statutory power of control over governance, budget, and staffing. It shall be the responsibility of the Board of Trustees to adopt policy for the College.

Relative to governance, the role and activities of the Board of Trustees are defined in state laws and regulations and by the Board itself. State law also establishes the composition of the Board.

For purposes of governance at Labette Community College, the definition of a policy is: a general rule of principle or a statement of intent or direction, that provides guidance to the President in reaching decisions with respect to matters within areas of his/her responsibility. Generally, policies state the nature of an issue and provide reasons or purposes for their intent.

The administration of policy, as opposed to adoption, is the responsibility of the President. Administration of policy normally includes action by the President to approve specific procedures for implementation. “Procedures” may generally be defined as the specific steps or actions taken to administer a policy, including such details regarding how, when, by whom, and under what conditions the policy will be administered.

Additionally, the President may delegate to administrators and/or other College staff authority to establish selected "operational" procedures within their respective areas of responsibility. As established within governance procedures, various methods to advise responsible persons about operational effectiveness of the College, and how changes might be proposed, are available to all employees. Regarding effectiveness of administration of Board policies, the President will be evaluated at the discretion of the Board of Trustees.

Relative to governance, the President is responsible for making recommendations to the Board of Trustees. The President's approval is required for formally adopted procedures that are in direct support of policies established by the Board of Trustees. The President is also responsible for general executive duties as described in his/her approved position description.

The internal constituencies of Labette Community College that shall be accorded a legitimate role in the governance of the institution are: Administration, Faculty, Professional, Educational Support Staff, and Student.

**ADMINISTRATION:** This constituency group is defined as including the President, Vice President’s, Dean’s, and others as deemed necessary to the administration of the institution by the President.

**FACULTY:** This constituency group shall include all exempt, non-classified full-time personnel whose job descriptions are primarily instructional in context and are not identified as administrative or professional in assignment. This group shall have representation through the
Labette Community College Faculty Senate whose purpose is to provide general direction, make recommendations, and conduct meetings of the Faculty Association. The Senate shall meet regularly with the President of the College and serve as communicators between the Board of Trustees, the Administration of the College, and the Faculty Association.

**PROFESSIONAL STAFF:** This constituency group shall include all those exempt, non-classified employees who are primarily mid-management or lower, not instructional in assignment. This group shall have representation through the Labette Community College Professional Staff Association whose purpose is to provide leadership and management of instruction, student development, administrative and financial services, and other college functions which support the mission of the College.

**EDUCATIONAL SUPPORT STAFF:** This constituency group shall include all non-exempt, classified employees. This group shall have representation through the Labette Community College Educational Support Staff Association whose purpose is to synchronize efforts to serve, support, and promote student success by maintaining a supportive environment to achieve educational excellence.

**STUDENT:** This constituency group shall include all individuals who are registered for credit at Labette Community College who are not classified in any other constituency. This group shall have representation through the Labette Community College Student Government Association.

Each full-time employee shall be included as a member of one constituency group as designated in their personnel file. Student constituency membership shall be determined from the current registration list, but may not include regular employees. Labette Community College shall maintain relevant information concerning membership of constituency groups as public information.

Functions common to constituency groups include:

1. Meetings of constituent groups, committees, and administration in which policy decisions and/or recommendations are reached shall be open to members of the College community. The Board of Trustees discussions of personnel or legal matters may be closed.
2. Each constituent group shall be encouraged to solicit participation from resource or part-time personnel and utilize their expertise in areas in which governance action is being considered.
3. Constituent groups shall be encouraged to seek advice from other constituencies having responsibility in any governance action.
4. Meetings of constituent groups and committees shall be recorded and distributed to all full-time employees in a timely manner. Electronic mail (e-mail) shall serve as the clearinghouse while the Director of the Library shall serve as the coordinator of minutes and will file the minutes in a location accessible to the educational community.
In the governance process, the normal role for committees is to provide advice to persons who have been authorized by the College to make recommendations or decisions.

**College Standing Committees:** A Standing Committee by definition is one, which is permanently assigned to the governance structure and holds regular meetings. Assignment of membership in a standing committee is an attempt to contribute broad-based representation and considerable background of experience to the decision-making processes aimed at maintaining or improving the quality of the institution.

To ensure that teaching schedules do not conflict with meeting times, the membership of standing committees normally will be established in the spring (prior to the end of the spring semester). The responsible Vice President, or President as is appropriate, will announce that membership positions for a given committee is open and request volunteers. The responsible Vice President or President may as applicable, assign faculty or staff to serve on a committee. The chair of the standing committee for the next academic year normally will be selected by the appropriate administrator prior to the end of each spring semester. The appropriate administrator will ask members if they wish to change committees or will make changes in committee membership prior to the end of the spring semester for the next academic year.

College Standing Committees, their purpose, and membership composition can be found in the appendices.

**Ad Hoc Committees:** Ad Hoc Committees may be established on an as needed basis to study and act on a specific issue. Others empowered to do so establish Ad Hoc Committees at the direction of a responsible administrator. Once the specific issue has been studied and appropriate actions taken, the ad hoc committee usually is disbanded.

For a listing of current Ad Hoc Committees, their purpose, and membership composition contact the President’s Office.

**Advisory Committees**

LCC recognizes two types of Advisory committees: internal and external. Their purposes are defined as follows:

**Internal Advisory Committees** are formed to assist LCC, LCC students, and the community in general, in recommending cultural, intellectual, and social activities that promote personal enrichment and lifelong learning as well as, the quality of community life.

**External Advisory Committees** are formed to assist each Career Technical Department in its continuous quality improvement efforts, teaching effectiveness, and enrollment/retention strategies.

Each External Advisory Committee is charged with maintaining compliance within the following areas:
• Industry standards
• Workplace competencies
• Technical standards
• Technology and equipment
• Instructor qualifications/performance
• Curricula evaluations

A listing of current Advisory Boards can be found in the appendices.
Appendix A
Standing Committees

1. **Caring Cardinal Committee (C3)**

*Purpose:* The C3 – Caring Cardinal Committee’s purpose is to provide education and support for the evolving needs of LCC students as they arise.

*Membership Composition:*

- Vice President of Student Affairs (Serves as Chair)
- Student Success Center Coordinator
- Enrollment Management Student Life Specialist
- Information Technology (IT) Representative
- Two to three, full-time faculty members
- Professional Staff member

Responsibility of Vice President of Student Affairs

2. **Curriculum and Instruction Committee**

*Purpose:* The Curriculum and Instruction (C&I) Committee’s purpose is to review and recommend approval or disapproval of all curriculum related issues: new courses, programs, degrees, revisions to or deletion of courses, programs, and degrees. The C&I Committee provides assistance in the development of curriculum to faculty and supervisors, reviews catalog revisions, and generally maintains the quality of college programming and strives for continual improvement.

*Membership Composition:* The C&I Committee includes in its membership voting and non-voting members.

**Voting Members:**

- Six or more, full-time faculty members
- Workforce Education, Career Training & Personal Enrichment Director
- Dean Enrollment Management

**Non-Voting Members:**

- Vice President of Academic Affairs (Serves as Chair)
- Dean of Instruction
- Career Technical Education (CTE) Director
- Student Success Center Coordinator
- Online Coordinator/Advisor
3. **Distance Education Committee**

**Purpose:** The purpose of the Distance Education Committee is to provide advice and recommendations to LCC Administration and others as appropriate regarding instructional and institutional issues relating to distance education, such as curriculum issues, online instruction, computer software compatibility, training, and professional development. The Committee participates in the approval process of new online courses as specified in the Master Agreement. The Committee also acts as a resource for faculty who teach video, hybrid, and online courses both by proactively seeking ways to improve distance learning and by finding solutions to new problems as they develop in the ever-changing online environment.

**Membership Composition:**
- Four or more full-time faculty members (Ralph Gouvion serves as Chair)
- Dean of Instruction
- Online Coordinator/Advisor
- One or more Professional Staff member(s)
- One Educational Support Staff member
- One Information Technology representative
- Workforce Education, Career Training & Personal Enrichment Director
- Human Resource Director

Responsibility of Vice President of Academic Affairs

4. **Diversity Committee**

**Purpose:** The purpose of the Diversity Committee is as follows:
- To promote and advocate for diversity within the college;
- To plan and/or sponsor diversity programming for the college community;
- To plan and implement diversity training/assessment for faculty, staff, and students.

**Membership Composition:**
- Director of Library (Serves as Chair)
- Three or more full-time faculty members
- Vice President (s)
- Extension and Concurrent Director
• Enrollment Management Student Life Specialist
• Director of Human Resources
• Representatives from Student Support Services
• Information Technology Representative
• Athletic Representatives
• Professional Staff Member
• Cherokee Center Staff Member

Responsibility of Vice President of Student Affairs

5. **Financial Aid Appeals Committee**

*Purpose:* The purpose of the Financial Aid Appeals Committee is as follows:

- Review documentation relative to students that are requesting an appeal to the federal regulations that prevent them from receiving aid for the current/coming semester
- Evaluates extenuating/mitigating circumstances and the plan the student has to address those circumstances
- Determines the guidelines the student must follow to be eligible for federal financial aid or if aid should be discontinued

*Membership Composition:*
Representative from Information Technology (Serves as Chair) Coleen Carter, Chair

One or more full-time faculty member(s)

Registrar Assistant
Representative from Talent Search
One representative from Library
One representative from Academic Affairs

Responsibility of Vice President of Student Affairs

7. **Retention Committee**

*Purpose:* The purpose of the Retention Committee is as follows:

- Improve retention and graduation rates of all students.
- Promote student success and retention through supportive student services, library and learning resources, and targeted supplemental and developmental education programs
- Ensure that Labette Community College remains the college of choice for LCC students.

*Membership Composition:*
Student Life/Retention Specialist (Serves as Chair)

Two or more full-time faculty members

Vice President of Student Affairs

Dean of Enrollment Management

Representatives from Student Support Services

Representative from Cherokee Center

Representative from Financial Aid

Athletic Representatives

Responsibility of Vice President of Student Affairs

8. **Instructional Outcomes and Assessment**

*Purpose*: The purpose of the Instructional Outcomes and Assessment Committee is to periodically evaluate and update the outcomes and assessment plan including the instruments used for testing.

*Membership Composition*:

- Dean of Instruction (Serves as Chair)
- Six or more full-time faculty members
- Online Coordinator/Advisor
- Extension and Concurrent Director
- One Professional Staff member
- Chief GED Examiner
- Educational Support Staff member

Responsibility of Vice President of Academic Affairs

9. **Library Committee**

*Purpose*: The purpose of the Library Committee is to advise the librarian on matters affecting the library’s ability to meet the needs of students and staff, and to make
recommendations to the Vice President of Academic Affairs regarding methods and procedures for improving library service to the college.

**Membership Composition:**

- Library Director (Serves as Chair)
- Four or more full-time faculty members (Allied Health, Humanities, Science and English)
- Full-time Library Staff
- One representative of the Distance Education Committee
- Extension and Concurrent Director
- One Professional Staff member (may be represented by above named directors)
- One Education Support Staff member (may be represented by above named staff)

Responsibility of Vice President of Academic Affairs

10. **Strategic Operations Advisory Committee**

**Purpose:** Strategic Planning of the college

**Membership Composition:**

- President (Serves as Chair)
- Two Full-time faculty members
- VP of Academic Affairs
- VP of Finance & Operations
- VP of Student Affairs
- One Educational Support Staff member
- One Professional Staff member
- Two Student Members
- One LCC Trustee
- Two Community Members

Responsibility of President of Labette Community College

Revised: 9/8/08, 2/2/09, 8/31/09, 9/13/10, 8/31/11, 9/19/13, 6/23/14, 9/19/16
Appendix B
Advisory Committees

Internal Advisory Committees

- Gallery Committee

External Advisory Committees

1. Allied Health
2. Dental Assisting
3. Diagnostic Medical Sonography
4. Electronics Technology
5. Fire School
6. Graphic Design Technology
7. Computer Support Specialist
8. Nursing
9. Business Administrative Technology
10. Physical Therapist Assistant
11. Radiography
12. Respiratory Therapy
13. Workforce Education
14. Concurrent/Dual Education

Updated: 7/5/05
Revised: 2/2/09
Revised: 6/23/14
Revised: 2/8/17
Appendix B
Ad Hoc Committees

1. Health Insurance Committee

Purpose: The purpose of the Health Insurance Ad Hoc committee is to review the College’s health care insurance coverage and carrier on an as-needed basis. The committee weighs the various coverage options available with an eye to maintaining or improving coverage and affordability. After studying the options, the committee recommends change in health insurance coverage and/or carrier. Once a recommendation has been made, the committee is responsible for educating college employees on the effects of the approved recommendation and the facts behind the recommendation.

Membership Composition: The Health Insurance Committee includes in its membership:

- Vice President (s)
- Dean of Instruction(s)
- Two full-time faculty members
- Two Educational Support Staff members
- Two Professional Staff members
- Human Resource Department Personnel

Reports to: Vice President of Finance and Operations
The Community College district includes the total area of Labette County and the College therein shall be established, organized, and maintained as an educational institution in conformity with the laws relating to the operation of Kansas Community Colleges. The legal name of the College shall be Labette Community College.

Labette Community College became a legal, countywide entity on June 30, 1965, as provided by the Community Junior College Act of 1965, and pursuant to an affirmative vote of the electors of Labette County. The College is the legal successor of Parsons Junior College established in 1923 as a unit of the public school district of Parsons, Kansas, and which was accepted as a member of the Kansas system of Community Junior Colleges, as Labette Community Junior College on May 24, 1965.

Cherokee county is included within the service area, but not within the taxing district of Labette Community College.

The legal name of the governing board is "Board of Trustees of the Labette Community College." The Board possesses the usual powers of corporation for public purposes granted by the statutes of the State of Kansas.

Revised: 6/13/94
A. Election of Members: The Board shall consist of six members to be nominated and elected in conformity with the state laws and regulations applicable thereto. Usually this is accomplished by the qualified voters of the district at the general school election in November of each odd numbered year. Their term of office shall begin on the first day of January following their election. 71-1401-1420

B. Officers: At the regular meeting in July of each year, the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the July regular meeting will be election of officers. The chairperson from the previous fiscal year (or other presiding officer) will conduct the election of a chairperson for the current fiscal year. The newly elected chairperson will assume the office at once and preside over the remainder of the board meeting. A member of the board will not be eligible to serve as chairperson for more than two successive terms. The Board also elects a secretary-clerk for a term of one year and another person, who cannot be a member of the Board, to serve as treasurer. The Board also employs and retains legal counsel. 71-201

C. Vacancies: Vacancies in the Board of Trustees shall be filled by the Board by appointment as stated in 71-201(15).

D. Power to Appoint other Officers and Agents: The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.

E. Authority of Members: No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.

F. Executive Functions: Board policies are executed under the direction of the President.

Revised: 3/12/98
Revised: 3/8/18
POLICY 1.05  DUTIES OF AND ACTION BY THE BOARD OF TRUSTEES

A. The Board of Trustees of the Community College District shall have the power and duties as specified by 71-201 and other appropriate statutes to make plans for, to promote and/or to acquire, construct, own, develop, maintain, and operate within their limits a community College.

B. Action By The Board of Trustees

1. The Board may transact business, which is legally binding on the district only when it is in session with a quorum present and its proceedings recorded in the minutes of the meeting.

2. The chairperson, or in this person's absence the vice-chairperson or chair pro tempore, shall preside at all meetings of the Board, declare all votes and perform such duties as are provided by law including signing all documents, warrant-checks, and contracts ordered by the Board.

3. It shall be the duty of the vice-chairperson or chairperson pro tempore to perform the duties of the chair in case of the chairperson's absence or inability to act.

4. Any committee as named by the chair shall have the responsibility of investigation or seeking information, and shall report to the Board for its consideration and action. Committee action shall be advisory and not executive.

5. Any committee or special committee may be granted power to act in any specific case by vote of the Board of Trustees in session and such committee action shall be reported for confirmation by the Board of Trustees at the next following regular or adjourned meeting.

Revised: 6/13/94
Reviewed: 3/30/15
A. Time and Place

The regular monthly board meeting shall be held at a time and place established annually by resolution of the Board. Additional meetings of both a regular and special nature may be scheduled at the discretion of the Board as a whole, the chairperson, or any two members of the Board so requesting same. All such meetings will be subject to the conditions as defined in the Kansas Statutes.

The Board may adjourn or recess any meeting for specific reasons such as an executive session, etc.

B. Quorum

A majority of all members of the Board shall constitute a quorum (4) for the transaction of business.

Any resolution passed must do so through the use of procedures as is consistent with the Kansas Statutes. At any time the vote of the members of the Board is not unanimous, or a member fails to vote, all votes are to be recorded as "yes" or "no" or "pass" if requested by any members.

C. Special Meetings

A special meeting of the Board of Trustees shall be called by the chair, or any two members, by serving on the other members a notice at least twenty-four (24) hours before the hour of the meeting. No business shall be transacted except that for which the meeting is called.

D. Meeting Open to the Public

All regular meetings of the Board of Trustees shall be open to the public. At any time that a quorum of the Board is present, the meetings will be handled in strict compliance with 75-4317 et seq.

E. Order of Business

At all meetings, the order of business shall follow an agenda. Such agenda shall be subject to adoption and/or amendment by the Board.
F. Call to Order

At each meeting of the Board, the Board shall be called to order by the chairperson, or in this person's absence, by the vice-chairperson, or in the absence of both the chair and the vice-chair, by any member when a chair pro tempore shall be elected. The clerk shall record the names of the members present and absent.

G. Budget

The Board shall, on or before the first regularly scheduled meeting in July of each year as it so directs, receive from the President a full and complete estimate of the needs of the College for the next fiscal year and with these estimates in view, the Board shall prepare a full and complete budget according to the requirements of the laws of the state.

H. Committees

The chairperson of the Board of Trustees shall appoint special committees as are deemed necessary by the Board of Trustees. A special committee shall report recommendations to the Board for appropriate action. A special committee shall be dissolved when its report is complete and accepted by the Board.

I. Payment of Funds

All warrant-checks for payment of funds shall be signed by the chairperson, attested by the secretary and countersigned by the treasurer as provided in 10-803 and 10-805.

J. Agenda

The President in consultation with the chairperson of the Board will prepare the agenda for all meetings of the Board.

Members desiring to have an item placed on the agenda should notify the chairperson or President at least five (5) days in advance of the meeting date.

There shall be one opportunity for Public Comment on each agenda.

K. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: “This is the time when the general public can speak to the Board about items and concerns that pertain to the college and college activities. At this time, the Board does not take anything under consideration for action or guarantee future
attention. Also, please take a minute to silent your cell phones.” The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

L. Distribution of the Agenda

The agenda and supporting material will be delivered to each Board member at least forty-eight (48) hours prior to the meeting time.

M. Executive Sessions

Executive session may be conducted as presented by law.

Revised: 6/14/05
Revised: 6/11/15
POLICY 1.07    TRUSTEE ETHICS

Code of Ethics for members of Community College Board of Trustees:

A. To become knowledgeable so that I can execute my duties and carry out my responsibilities in a creditable manner.

B. To cooperate with my fellow board members and respect their differences of opinion.

C. To vote my honest conviction on all issues based on facts and concern for all persons affected rather than on personal bias or political or other outside pressure.

D. To support all policy votes of the board regardless of how I voted.

E. To remember that the President and the board as a whole are the only official spokespersons for the institution.

F. To support the President as chief administrative officer of the institution.

G. To direct to the President or Chairman of the Board of Trustees all complaints or criticisms brought to me about either the institution or the President.

H. To resist the temptation to use my position for personal gain.

I. To place as high a priority on the educational programs of the institution as I place on the business of College operation.

J. To function as a policy-maker and not an administrator of the institution.

K. To understand and abide by the Open Meetings Law by encouraging attendance of interested citizens, organizations, and the media when current institution operations and future plans are being discussed.

L. To solicit support of county commissioners, legislators and private companies in obtaining funds for the operation and maintenance of the institution.

M. To support the state and national community College trustees associations.

N. To strive constantly toward ideal conditions for the most effective board service.

Adopted 6/13/94
Revised: 5/1/14
A. Authority of Members of the Board of Trustees: The Board members have authority for official Board action only during official meetings. No member of the Board shall have the power to act in the name of the Board unless authorized to do so by the majority of the Board in an official meeting.

B. Opportunities for Development: Members of the Board of Trustees are expected to participate in professional development activities including national, state, and regional programs related to the community College. If authorized by the Board and/or the chairperson of the Board, normal travel expenses incurred in connection with College business will be reimbursed in the same manner as that used for reimbursement of staff expenses.

C. Suspension or Amendment of Policies: The policies of the Board may be suspended at any meeting by a vote of four (4) or more members. They may be amended by a majority of members at a regular, adjourned, or special meeting of the Board.

D. Bonding of Officers and/or Employees: The treasurer, and such other officers or employees as shall handle money on behalf of the Community College, shall first secure a suitable bond by a responsible bonding company. Such bond, or bonds, shall be paid for by the College.

Revised: 6/13/94
It shall be the policy of the Board of Trustees that the Chair or designee shall authorize the annual leave and out-of-state travel and associated expenditures of the President. This shall be accomplished simply through a signature by the Chair or designee and date on the appropriate College forms. (NOTE: Local and in-state travel will be reported in the various reports by the President to the Board and the monthly claims register.)

Adopted: 11-10-98
Reviewed: 6-22-15
A. The Board encourages participation of its members at appropriate conferences, workshops, conventions, seminars and meetings. Board members will work with the President to determine which meetings appear to be most promising in terms of producing benefits to the community College district. When an approved meeting is not attended by the entire Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

B. Each year, at least one member of the Board of Trustees shall endeavor to attend a regional or national meeting at the expense of the community College district, with preference given to the chair unless he/she attended the previous year. Should the chair choose not to attend, or if he/she attended the preceding year, another trustee will be designated by the Board.

C. A maximum number of two members may attend a regional or national convention (i.e., American Association of Community Colleges or American Association of Community College Trustees) in any given year at district expense. The Board may, by majority vote, exceed this guideline.

D. Funds for Board members’ participation at various meetings will be provided for in the budget each year.

Adopted: 12/8/98
Reviewed: 6/22/15
Because of the cyclical nature of the receipt of moneys by Labette Community College, it is essential that the College maintain, at the start of each fiscal year, an unencumbered cash balance that is sufficient to maintain the financial stability of the College throughout the year.

It shall be the policy of the Board of Trustees of Labette Community College to establish a guideline regarding the unencumbered cash balance for the College as a percent of the total annual expenditures from the Colleges Unrestricted Funds as measured by the total annual expenditures of the General Fund, Vocational Fund, Employee Benefit Fund and Adult Education Fund of the College. The measurement of the unencumbered cash for the purpose of this policy shall take place at the start of each fiscal year as of June 30 each year.

Further, it is hereby established that the unencumbered cash balance shall not be less than ten percent (10%) of the annual expenditures.

The unencumbered cash balance as reported in the annual financial audit of the College and the related percentage of the annual expenditures shall be reported to the Board of Trustees, along with comparable figures for the previous nine (9) years, at the conclusion of the financial audit conducted each year.

Revised: 10/12/07
Reviewed: 4/28/14
POLICY 1.12 ORIENTATION FOR NEWLY ELECTED OR APPOINTED TRUSTEES

It shall be the policy of the Board of Trustees of Labette Community College that all newly elected or appointed trustees shall receive a campus tour and a basic orientation regarding the statutory and fiduciary obligations of trustees, higher education governance and finance, Open Meetings Act, state Community College organization, the Community College mission, and local structures, programs, finances, and issues. Further, this orientation shall be provided through the auspices of the Office of the President, preferably before the new trustee(s) assume office.

Adopted: 5/11/99
Reviewed: 6/22/15
POLICY 1.13  BIENNIAL REVIEW OF POLICIES

It shall be the policy of the Board of Trustees to direct the President to conduct a review of Board policies for currency, compliance, and appropriateness at least on a biennial basis. Further, although outside the purview of the Board, the President shall also conduct a review of administrative policies and procedures at least on a biennial basis.

Adopted: 12/12/00
Reviewed: 6-22-15
Strategic Planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it, with a focus on a longer-term future.

Operational Planning is a process to develop specific action plans to achieve desired annual outcomes that are aligned with and support the long-term Strategic Plan.

Created: 8/10/09
Approved: 8/13/09
Reviewed: 4/28/14
The Labette Community College Strategic Operations Advisory Committee will support and promote correspondence between LCC’s Operational and Strategic Plans by providing review, direction and feedback as they are developed and implemented. The Strategic Operations Advisory Committee will:

- Focus limited resources, both human and financial, on real priorities
- Evaluate LCC’s ability to meet those priorities
- Develop adjustments to activities and/or programs in response to changing circumstances

Membership in the Committee will include:

1. College President
2. One LCC Trustee
3. Two Community members
4. Three Administrative Staff members (VP for Academic Affairs, VP for Finance and Operations, VP for Student Affairs)
5. One Educational Support Staff member
6. One Professional Staff member
7. Two Faculty members
8. Two Student members

Committee meetings will be as follows:

- September – Orientation meeting to review Strategic Plan, Visions, and Support
- October – Review all Operational Plans
- March – Discuss and prioritize the next fiscal year Operational Plans

Created: 8/10/09
Approved: 8/10/09
Revised: 4/28/14
POLICY 1.15  CONFLICT OF INTEREST

It shall be the policy of the Board of Trustees to conduct business in a manner that meets or exceeds compliance with K.S.A. 72-8205, K.S.A. 75-4301, and K.S.A. 75-4302 relative to conflict of interest.

Compliance with these statutes shall be incorporated into and become a part of POLICY 5.01 - PURCHASING.

Adopted: 12/12/00
Reviewed: 6-22-15
The Board of Trustees recognizes that continuous coverage of leadership duties is critical to the ongoing operations of Labette Community College and its commitment to the citizens of Labette and Cherokee counties.

The Board of Trustees acknowledges that due diligence in exercising its governance functions requires that an emergency executive succession plan be put in place to insure continuity to facilitate the transition to both interim and longer-term leadership in the event of an unplanned absence of the President.

In order to protect the College and its Board from sudden loss of presidential services, the President shall designate at the July organizational meeting no fewer than two other executive staff members familiar with Board and presidential issues and procedures.

The Labette Community College Board of Trustees approves the Executive Succession Plan for the temporary appointment of an Acting President in the event of an unplanned absence of the President of the College.

Adopted: 7/11/07
Reviewed: 4/28/14
PROCEDURE 1.16  EMERGENCY EXECUTIVE SUCCESSION PLAN

The Board of Trustees of Labette Community College recognizes that this is a plan for contingencies due to the disability, death or departure of the President. If the organization is faced with the unlikely event of an untimely vacancy, Labette Community College has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of Trustees of Labette Community College has reviewed the job description of the President as approved in Policy Governance. The Board has a clear understanding of the President’s role in organizational leadership, program development, program administration, operations, Board of Trustees’ relationships, financial operations, resource development, and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term
A temporary absence is one of 90 calendar days in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Trustees of Labette Community College authorizes the Executive Committee to implement the terms of this emergency plan in the event of the unplanned absence of the President. The Executive Committee is comprised of the Vice President’s and the Director of Public Relations.

In the event of an unplanned absence of the President, the Vice President Finance & Operations is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan is activated, the position of Acting President would be: Vice President of Finance and Operations.

Should the appointee to the position of Acting President be unable to serve, the first and second back-up appointees for the position of Acting President will be: 1) Vice President of Academic Affairs; 2) Vice President of Student Affairs

The Executive Committee, with Trustee approval, may also consider the option of splitting executive duties among the designated appointees.
Authority and Compensation of the Acting President
The person appointed as Acting President shall have the full authority for decision-making and independent action as the regular President.

The Acting President may be offered compensation to be determined by the Trustees.

Board Oversight
The Executive Committee will be responsible for monitoring the work of the Acting President. The committee will be sensitive to the special support needs of the Acting President in this temporary leadership role.

Communications Plan
Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify staff members, members of the Board of Trustees and key volunteers of the delegation of authority.

As soon as possible after the Acting President has begun covering the unplanned absence, the Board Chair shall communicate the temporary leadership structure to key external supporters of Labette Community College. This may include (but not be limited to) the press, government contract officers, Foundation officers, civic leaders, major donors and others.

Completion of Short-Term Emergency Succession Period
The decision about when the absent President returns to lead Labette Community College should be determined by the President and the Board of Trustees. They will decide a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term
A long-term absence is one that is expected to last more than 90 calendar days. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Trustees will give immediate consideration, in consultation with the Acting President and the Executive Committee, to temporarily filling the management position left vacant by the Acting President. This is in recognition of the fact that for a term of more than 90 calendar days, it may not be reasonable to expect the Acting President to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting President needs assistance.

Completion of Long-Term Emergency Succession Period
The decision about when the absent President returns to lead Labette Community College will be determined by the Board Chair and Trustees with input from the President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in President
A permanent change is one in which it is firmly determined that the President will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee in a timely manner to plan and carry out a transition to a new permanent President. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board’s capacity to plan and manage the transition and search. Trustees with input from the Transition and Search Committee will also determine the need for an Interim President, and plan for the recruitment and selection of an Interim President and/or permanent President.

Corresponding documentation:
- Organizational Chart
- College Emergency Response Plan
- College Telephone Network for Emergencies

Adopted: 7/16/07
POLICY 2.01  NONDISCRIMINATION

Labette Community College affirms its commitment to promote the goals of fairness and equity in all aspects of educational enterprise. Applicants for admission and employment, students, employees, visitors, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with LCC are hereby notified that this college is committed to not discriminating on the basis of race, color, ethnic or national origin, sex, gender identity, sexual orientation, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities.

All policies below are subject to resolution using the College’s Grievance Process, as detailed in Procedure 4.082 for students and the Condition of Employment Procedures, Procedures 7.01 and 8.01 for non-instructional staff and in the Master Agreement for faculty. The College reserves the right to act on incidents occurring on-campus or off-campus, when off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Director of Human Resources serves as the employee Title IX Coordinator, and the Vice President of Student Affairs serves as the student Title IX Coordinator. Both positions oversee implementation of the College’s Equal Opportunity plan, disability compliance, and the College’s policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation should be made to the appropriate coordinator promptly, but there is no time limitation on the filing of grievances, as long as the accused individual remains subject to the College’s jurisdiction. All reports are acted upon promptly, while every effort is made by the College to preserve the privacy of reports. Anonymous reports may be filed online, using the reporting form posted under the About LCC tab at www.labette.edu. Reporting is also addressed more specifically below. Reports of discrimination by either Title IX Coordinator should be reported to the College President.

This policy applies to behaviors that take place on campus, at college-sponsored events, and may also apply to off-campus actions and online activity when a Title IX Coordinator(s) determines that the off-campus conduct could impact a College interest. A College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational interests of the College;
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the
College’s control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial or material on-campus disruption.

Inquiries about this policy and procedure may be made internally to

Tammy Fuentez  
Vice President of Student Affairs  
Labette Community College, 200 South 14th St., Parsons, KS 67357  
620-820-1268  
tammyf@labette.edu

Janice Every  
Human Resource Director  
Labette Community College, 200 South 14th St., Parsons, KS 67357  
620-820-1234  
janicec@labette.edu

Inquiries can be made externally to

Equal Employment Opportunity Commission  
400 State Ave., 9th Floor  
Kansas City, KS 66101  
(800) 669-4000  
TTY 1 (800) 669-6820

Or

United States Department of Education  
Office for Civil Rights Kansas City  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
Facsimile: (816) 268-0559  
Email: OCR.KansasCity@ed.gov  
Or

Kansas Human Rights Commission  
900 SW Jackson, Suite 568-S  
Topeka KS 66612-1258  
(785) 296-3206  
Fax (785) 296-0589  
www.khrc.net
Or
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Phone: 785-296-3421

Updated: 2/19/09
Revised: 7/5/05
Revised: 10/21/10
Revised: 11/8/12
Revised: 11/13/14
Revised: 10/12/17
Revised: 10/11/18
Procedure 2.010 Accommodation of Disabilities

Labette Community College seeks to provide students, employees and job applicants with disabilities equal access to College classes, activities, and employment. The College will provide reasonable accommodations upon request under the terms of the Americans with Disabilities Act or Section 504 of The Rehabilitation Act of 1973, unless doing so poses an undue hardship on the College. The Directors of Human Resources and Facilities are jointly responsible for implementation of this procedure for job applicants and employees. Applicants should contact the Human Resource Department for assistance in the hiring process, and qualified employees needing accommodation to perform the essential functions of their position should speak with the Director of Human Resources, Janice Every, janicec@labette.edu or call 620-421-6700 x1234, Rm. SU207 or the Director of Facilities, Kevin Doherty, kevind@labette.edu or call 620-421-6700 x1284, Rm. SU209.

Students should make their needs known to the ADA Coordinator, Megan Hentzen, meganh@labette.edu or call 620-421-6700 x1230, Rm. SU210. The student may also contact the Vice President of Student Affairs, Tammy Fuentez, tammyf@labette.edu or call 620-421-6700x1264, Rm. SU220. It is recommended students contact the ADA Coordinator at least 30 days before the first class meeting. The ADA Coordinator is responsible for implementing procedures for students.

Students
The accommodation process must be interactive. The student applying for the accommodation will be asked to present a written request to the ADA Coordinator for accommodation including medical documents and ideas for workable accommodations. The ADA Coordinator may also suggest other options for accommodation. The ADA Coordinator will complete a Student Accommodations Form for each instructor the student has for the semester and send the form via email to the instructor. The ADA Coordinator will follow up with the instructor regarding special furniture items in the classroom and/or if the student is in need of assistance with note taking to determine how the accommodation will be implemented in each instructor’s classroom. Instructors who have questions regarding any accommodations on the Student Accommodations Form should contact the ADA Coordinator. Because the ADA Coordinator must fully understand both the nature and extent of the disability to be accommodated, the ADA Coordinator may request further information from the student’s healthcare provider or another physician. The ADA Coordinator may also consult with outside agencies with accommodation expertise as appropriate. Through discussion with the instructor and others (including but not limited to Vice Presidents, Dean’s, outside agencies and physicians), the ADA Coordinator will work out a reasonable accommodation that does not pose an undue hardship on the College.

In addition, the ADA Coordinator will present her/his choice of the available effective reasonable accommodations to the student or a written explanation as to why all the available options place an undue burden on the College. If the student accepts the offered accommodation, the ADA Coordinator will implement it as soon as possible. If the offered accommodation is refused or no accommodation that does not impose an undue burden on the College is available, the process ends. The student is informed and will be given a chance to respond. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective.

Students who feel they have been denied accommodation unfairly may use the College’s grievance procedure to seek relief found in the LCC Catalog.
Employees

The accommodation process must be interactive. The employee applying for the accommodation will be asked to present a written request for accommodation including medical documents to the College official. Once received, the College official may suggest other options for accommodation. Because, the College official must fully understand both the nature and extent of the disability to be accommodated, the College official may request further related information from the employee’s healthcare provider or another physician. The College official may also consult with the responsible vice president/dean/director/supervisor, affected faculty or staff, and/or outside agencies with accommodation expertise as appropriate. Through discussion, the College official will try to work out a reasonable accommodation that does not pose an undue hardship on the College.

Once the needs for accommodation and various options have been evaluated, the College official will present her/his choice of the available, effective, reasonable accommodations to the employee or present a written explanation why the available options might place an undue burden on the College. If the employee accepts the offered accommodation, the responsible College official will implement it as soon as possible. If employee refuses the accommodation the College official offers, or there is no workable accommodation that does not impose an undue burden on the College, the process ends. The employee will receive a written notice and will be given the opportunity to respond. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective.

Employees who feel they have been denied accommodation unfairly may use the College’s grievance procedure to seek relief found in Conditions of Employment.

Applicants

The accommodation process must be interactive to be effective. The applicant applying for the accommodation will be asked to present a written request for accommodation including medical documents to the College official. Once received, the College official may suggest other options for accommodation. Because the College official must fully understand both the nature and extent of the disability to be accommodated, the College official may request further related information from the employee’s healthcare provider or another physician. The College official may also consult with the responsible vice president/dean/director/supervisor, affected faculty or staff, and/or outside agencies with accommodation expertise as appropriate. Through discussion, the College official will try to work out a reasonable accommodation that does not pose an undue hardship on the College.

Once the needs for accommodation and various options have been evaluated, the College official will present her/his choice of the available, effective, reasonable accommodations to the applicant or present a written explanation why the available options might place an undue burden on the College. If the applicant accepts the offered accommodation, the responsible College official will implement it as soon as possible. If the applicant refuses the accommodation the College official offers, or there is no workable accommodation that does not impose an undue burden on the College, the process ends. The applicant will receive a written notice and will be given the opportunity to respond. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective.

Revised: 6/30/04, 10/18/10, 11/14/11, 9/26/16
PROCEDURE 2.011  ACCOMMODATION OF RELIGIOUS PRACTICES

Labette Community College, as part of its anti-discrimination efforts, will provide reasonable accommodations when sincerely held religious practices or beliefs interfere with the performance of assigned employee duties unless accommodating the religious practice places an undue business hardship on the College. Responsibility for implementing this procedure lies with the Director of Human Resources, Janice Every, Rm. SU207, janicec@labette.edu or call 620-421-6700 x1234.

Employees experiencing difficulty in performing their job duties because of sincerely held religious practices or beliefs should contact their supervisor and the Director of Human Resources and ask for accommodation. After the need for accommodation has been established, the College will offer the employee’s suggested accommodation or an effective alternate accommodation to the employee unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

Employees who feel they have been denied accommodation unfairly may use the College’s Faculty, Professional Staff, or Educational Support Staff grievance procedure to seek relief found in Conditions of Employment.

Adopted: 12/4/00
Revised: 10/18/10
Reviewed: 8/29/16
PROCEDURE 2.012  RACIAL NONDISCRIMINATION

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual’s race, color, religion, sex, sexual orientation, national origin, age, marital status, ancestry, or disabilities.

All forms of harassment are prohibited on College property, and at all College sponsored activities, programs or events. Racial harassment against individuals associated with the College is prohibited, whether or not the harassment occurs on College grounds. Racial harassment will not be tolerated at the College. Racial harassment of employees or students of the College by Board members, administrators, faculty, professional staff members, educational support staff members, students, vendors, and any others having business or other contact with the College is strictly prohibited. Racial harassment may result from verbal or physical conduct or written or graphic material including electronic harassment.

A. Definition: Racial Harassment is racially motivated conduct which:
   1. Affords an employee or student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee or student to participate in or benefit from the services, activities or programs of the College;
   2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working or academic environment;
   3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual’s work performance and employment opportunities.
   4. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities, or programs of the College.

B. Complaint Resolution Process
The complaint resolution process is available to all students, faculty, administration, professional staff and educational support staff. The College encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment or witnessed an act of alleged racial harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, the employee should discuss the problem with the supervisor’s superior. Employees who do not believe the matter is appropriately resolved through this meeting may file a written formal complaint with the human resource director.

Any student, who believed he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the Vice
President of Student Affairs. Any College employee who receives a complaint of racial harassment from a student should inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the Vice President of Student Affairs. If the Vice President of Student Affairs is the alleged harasser, the complaint shall be reported to the Human Resource Director. The Vice President Student Affairs shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal written complaint with the Human Resource Director.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable employee or student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct and may be enhanced if the conduct is racially motivated.

The formal complaint should be filed within one hundred eighty (180) days from the time the last incident of alleged harassment occurred or within one hundred eighty (180) days from the time the complainant could be expected to know of an action alleged to have been taken as a consequence of a racial harassment act.

Upon receipt of the written complaint, the Human Resource Director will conduct a thorough investigation. The Human Resource Director will notify the person charged with the alleged violation at an appropriate point in the investigation process. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the Human Resource Director.

Oral evidence submitted will be either recorded or retained, or the Human Resource Director will take notes setting out the pertinent portions of the evidence and have the person submitting the oral evidence initial and date the notes to ensure that the notes are accurate to the satisfaction of the person giving the evidence.

To lessen required interaction between the complainant and the accused during the investigation, the Human Resource Director at her/his discretion, may recommend temporary suspension with pay for any employee accused of violation of this policy. The President or Chairperson of the Board of Trustees, as appropriate, will make the final determination on this matter.

When a student is the alleged harasser, the Vice President Student Affairs with the cooperation of the Human Resource Director may recommend that non-punitive steps be taken to minimize contact with the complainant. The Vice President of Student Affairs will make the final determination on this matter.
Within thirty (30) working days of initiating the investigation, barring unusual circumstances, the Human Resource Director will issue a findings and recommendation report, which may provide a basis for administrative action. The summary of the final report will be discussed with the complainant.

The report will be submitted to the Vice President of Student Affairs in the case of an accused student or to the appropriate Vice President/Dean/Director. The President/Dean/Director will recommend appropriate action through the College disciplinary and/or termination procedure. The charged person and the complainant will be notified within fifteen (15) working days after issuance of the findings and recommendation report of the final disposition of the complaint and any disciplinary action.

C. Reporting Harassment directed at others
Administrative and supervisory employees are required to report any and all acts of racial harassment to the Human Resource Director even in cases where they have been asked not to tell anyone.

Administrative and supervisory employees should never promise to keep a complaint of this nature secret. A complaint is a complaint regardless of whether the student or employee says they “just want to talk about it with someone” or asks you to keep the information secret. Failure to act on a complaint, even if it not an “official” complaint, may result in discipline up to or including termination. Administrators and supervisory personnel who fail to report complaints of sexual harassment will be subject to disciplinary action with a minimum of a letter placed in their personnel file and up to and including termination depending on the severity.

All other LCC employees, including faculty, are responsible for helping the College eliminate all forms of harassment and violence at the College. If someone has told you they are being harassed or threatened, the College strongly encourages the employee to report the incident.

All other LCC employees who fail to report complaints or incidents of racial harassment to appropriate persons in authority may face disciplinary action. Persons in authority who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary actions.

D. Cooperation with Investigations
As a condition of employment, Labette Community College requires all of its employees to cooperate with internal investigations authorized by College policy, the President, or the Board of Trustees. Students of the College are also required to cooperate with investigations.

E. Resolution-remedy and Disciplinary Action
When a complaint contains evidence of criminal activity or child abuse, the Human Resource Director shall report such conduct to the appropriate law enforcement authorities.
To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the College’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student’s status or grades.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

F. Appeal Process
If the complainant or the accused determines that the response to the complainant is not satisfactory, either party may appeal to the President and then Board of Trustees.

Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

There shall be no retaliation or adverse action taken by the College against the complainant for filing a racial harassment complaint, regardless of the outcome of that complaint, nor will there be any retaliation or adverse action taken by the College against the person charged in a complaint were the complaint has been determined to be without merit. Further, the confidentiality of the complainant and the person charged will be maintained insofar as it does not interfere with the College’s ability to investigate allegation of racial harassment and to take corrective action when it is found that misconduct has occurred.

G. Notification

Adopted: 2/2/09
Revised: 10/18/10, 3/24/14
Reviewed: 8/29/16
POLICY 2.02  COMMUNICABLE DISEASE

Labette Community College’s primary response to the issue of communicable disease must be the education of students and employees concerning the transmission and risks associated with chronic communicable diseases.

The short-term effect of the communicable disease program will be to reduce risk-taking behaviors by fostering a healthier perspective to a healthier lifestyle.

The long-term effect will be to reduce communicable disease risks by enlightening the community about communicable diseases and their consequences by working with various health agencies.

1. Labette Community College students/employees with life-threatening illnesses, may wish to continue to engage in as many of their normal pursuits as their condition allows. As long as medical evidence indicates that their conditions are not a threat to themselves and/or others, students/employees may continue to attend classes and perform normal work assignments.

2. The Emergency Response Team will investigate/evaluate any health issues that may impose a threat to students/employees. Documentation and recommendations on each individual case will be submitted to the President.

3. The Emergency Response Team will develop procedures as needed to address specific diseases.

Adopted: 2/11/88
Revised: 7/10/14
Reviewed: 8/29/16
WHEREAS, the following written policy of personnel evaluation procedure has been developed by the Board of Trustees (hereinafter referred to as "Board") of Labette Community College (hereinafter referred to as the "College") in cooperation with the instructional and administrative employees of the College, and, to the extent practicable, consideration has been given to comments and suggestions from other community interests;

THEREFORE, the following is declared to be the written policy of personnel evaluation procedure of the College:

A. Instructional and administrative employees who are under contract for services to the College for a term of not less than nine (9) months and whose services to the College are considered their principal employment (hereinafter called "Employees") shall be evaluated in accordance with this written policy of personnel evaluation procedure (hereinafter referred to as "Evaluation Policy").

B. All evaluations shall be in writing and evaluation documents and responses thereto shall be maintained in a personnel file for each employee (with limited availability as set forth in Section L below) for a period of not less than three (3) years from the date each evaluation is made.

C. Every employee in the first two (2) consecutive school years of employment shall be evaluated at least two (2) times per year, and during the third and fourth years of employment, each employee shall be evaluated at least one time each academic year. After the fourth (4th) year of employment, every employee shall be evaluated at least once in every three (3) years. (College evaluation procedures currently exceed this minimum standard. For more information, see Professional Staff Policy 7.01, Educational Support Staff Policy 8.01, Adjunct Faculty Evaluation and Appendix D of Faculty Master Agreement.)

D. Evaluations shall give consideration to the following personal qualities and attributes: Efficiency, personal qualities, professional deportment, ability, results and performance, including in the case of teachers the capacity to maintain control of students.

E. This policy reflects community attitudes toward support for and expectations with regard to educational programs.

F. Evaluations of the President of the College (the chief administrator employed by the Board) shall be made by the Board.

G. Primary responsibility for making evaluations of other employees is placed upon the administrative staff, under the direction of the President, who are authorized and directed to
develop, and update as needed, appropriate evaluation forms and take such other actions as are necessary to implement this policy and to make evaluations of all other employees.

H. Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity for self-evaluation.

I. The contract of any person subject to evaluation shall not be non-renewed on the basis of incompetence unless an evaluation of such person has been made prior to such notice of nonrenewal of the contract and unless the evaluation is in substantial compliance with K.S.A.: 72-9003 and amendments thereof.

J. Whenever any evaluation is made of an employee, the written documents shall be presented to the employee, and the employee shall acknowledge such presentation by his or her signature thereon. At any time not later than two (2) weeks after such presentation, the employee may respond thereto in writing.

K. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, and the appropriate administrative staff designated by the Board from time to time, (it being understood that such staff members presently designated by the Board are the employee's immediate supervisor, appropriate Vice President/Dean, Director of Human Resources and the President), the attorney for the Board upon request of the Board, and other parties as described in K.S.A. 72-7515, the Board and administrative staff of any school to which such employee applied for employment, and other persons specified by the employee in writing to the Board.

Revised: 9/13/06
Reviewed: 8/29/16
Nepotism, defined as "favoritism shown to a relative on the basis of a relationship," is not permitted within the human resource administration practices of Labette Community College. To discourage nepotism, one relative may not directly or indirectly supervise or evaluate another relative.

Relatives (including "step relatives") are defined as any person related to the employee by blood, marriage, or adoption in the following degrees: spouse, parent, child, grandparent, grandchild, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, first cousin.

Because of the dependence on part-time faculty for delivery of instructional programs, they are excluded from this policy.

Regarding relatives of the President, exceptions to the nepotism policy may be made by the Board of Trustees.

Procedures for implementation of this policy will be determined by the President.

Adopted: 12/10/92
Reviewed: 3/30/15
PROCEDURE 2.04  NEPOTISM

A. The Nepotism Policy will be the responsibility of the Director of Human Resources who may propose to the President specific procedures for implementation. The Director of Human Resources will provide interpretations, judgments, and/or clarifications regarding nepotism-related decisions.

B. Regarding relatives of College employees other than the President, exceptions to the nepotism policy (which should be infrequent) may be made by the President.

Adopted 12/10/92
Reviewed: 3/30/15
POLICY 2.05  SUBSTANCE ABUSE POLICY

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee on College property or as part of any College activities is prohibited.

Under Public Law 100-690, Sec. 5151 et. seq., an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

Under Public Law 100-226, the College will maintain a procedure to annually distribute to all employees a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

An employee who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination.

Adopted: 8/9/90
Reviewed: 2/7/17
College personnel are encouraged to seek public or private grants to develop new programs and services consistent with College plans and goals or to improve existing programs and services. Grant proposals require action by the Board of Trustees if: (1) a long-term commitment of institutional funds is required for continuance of the grant, (2) unbudgeted matching, cash funds must be pledged for the grant, or (3) if Board of Trustees' approval is required by the granting agency. Unless one or more of the above three conditions are applicable, reapplications for grants do not require board action.
(See Grant Development and Management Procedure 2.06 for detailed information.)

Adopted: 4/18/94
Reviewed: 8/24/15
The procedures for applying for grant funds require a significant amount of lead-time. Faculty and staff who wish to originate an application for external funds are advised to meticulously review the procedures and their calendars.

NOTE: For grant requests to LCC Foundation, please see the Foundation’s procedures in the Public Folders of the College’s mail server.

For federal grants and contracts, please refer to the Labette Community College Contracts and Grants manual. A copy is located in the Business Office and on Public Folders under Policy and Procedures.

I. Grants and Strategic Planning: Grant-seeking activities are guided by strategic goals, high-priority planning objectives, and/or direct enhancement to existing programs or services.

II. Future Impact on College Budgets: The anticipated impact on College resources (e.g. personnel, equipment, etc.) at the end of the grant will be a primary consideration prior to approving a grant application.

III. President’s Cabinet and other relevant staff will work with a contracted grant writing firm to seek outside grant opportunities. President’s Cabinet will keep in mind the College vision, long term sustainability and necessary resources when applying for grants.

IV. Employee Preliminary Grant Proposals: Faculty or staff who wish to originate an application for external funds will prepare a brief Preliminary Grant Proposal.

A. A preliminary Grant Proposal should not exceed three to five pages plus a budget page and will contain the following:

   1. Introduction: Describes qualifications of Labette Community College.

   2. Problem Statement: Documents the needs to be met, problems to be solved, or enhancements to be achieved by the proposed funding.

   3. Objectives: Establishes the benefits of funding in measurable terms.

   4. Methods: Describes the program activities, staffing, supervisory personnel, and participant selection. Include the Director of Information Technology in any grant containing significant computer commitments. Consult the Director of Human
Resources when including personnel recommendations in the proposal. The involvement of other College personnel will be clearly delineated.

5. Evaluation/Audit Procedure/Requirements: Outlines the goals and objectives to be met and presents a plan for achieving the objectives.

All plans requiring data analyses will be reviewed by the Director of Information Technology who will make recommendations to the appropriate Vice President/Dean on the ability of the Information Technology Department to support the plan.

6. Future Funding: Presents a specific plan stating how future funding will occur, if applicable.

7. Budget: Delineates costs to be met by the funding from the grantor.

8. Grant Funding Source: Describes the grant funding source and the timetable for submission of proposals. If multiple funding sources are to be utilized, each source must be stated.

9. Grant Period: States the span of time from starting date of the funded program through to the ending date of the grant.

B. The Preliminary Grant Proposal will be submitted to the responsible supervisors, including the Vice President/Dean if applicable. The Vice President/Dean are authorized to disapprove at any point further development of a grant proposal.

1. Prior to making a recommendation to the President, the Vice President of Finance and Operations must review the budget and make recommendations regarding the impact of the proposal upon the College.

2. Prior to making a recommendation to President, personnel job descriptions and salary levels must be reviewed and approved by the Director of Human Resources.

3. The appropriate Vice President/Dean will recommend to the President that a full grant proposal be developed and submitted to the funding agent.

IV. Timelines for Review of Grant Applications and Reapplications:

A. For Grants Not Requiring Board Action: A grant proposal or reapplication must be submitted to the appropriate Vice President/Dean for review and action at least ten working days in advance of the date the proposal or reapplication must be postmarked.
The Vice President/Dean must submit the final grant proposal or reapplication to the President for review and action at least five working days in advance of the date the grant must be postmarked.

B. For Grants Requiring Board Action: The grant proposal or reapplication must be submitted to the appropriate Vice President/Dean’s approximately four weeks prior to the Board meeting at which action is requested.

C. Reapplication for grant funds may be prepared and submitted to the responsible supervisors, including the Dean’s if applicable, without a preliminary grant proposal.

1. Prior to making a recommendation to the President for approval of the reapplication, the budget must be reviewed and approved by the Vice President of Finance and Operations.

2. Prior to making a recommendation to the President for approval, any changes in personnel must be reviewed by the Director of Human Resources.

V. Accountability Reports: The appropriate Vice President/Dean of Instruction and the President will be provided with copies of any required grant accountability report(s), including budget and outcomes.

VI. Monitoring: The Grant Administrator and the Vice President of Finance and Operations will be responsible for monitoring grant revenues and expenditures and take appropriate actions to ensure that grant funds are properly expended in a timely fashion and according to the approved grant budget.

These procedures will be the responsibility of the College President who may make judgments, interpretations, or revisions, as deemed appropriate.

Revised 2/7/03, 8/24/15, 12/5/18
Sexual harassment is a form of sex discrimination that violates Title IX, Education Amendments of 1972 or Title VII of the 1964 Civil Rights Act and, in its 1980 guidelines, the Equal Employment Opportunity Commission (EEOC) defines the rights and responsibilities of employers and employees in the workplace. Labette Community College prohibits sexual harassment by all employees and students in accordance with applicable Kansas and Federal laws.

The College is committed to maintaining an environment free of objectionable and disrespectful conduct and will not tolerate behavior of a sexual nature that is unwelcome or unwanted or interferes with an individual’s performance or creates an intimidating, hostile or offensive learning or working environment.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Alleged incidents of sexual harassment will be fully and promptly investigated, and appropriate disciplinary or other corrective action will be taken where the investigation indicates such harassment did occur.

Revised 8/14/08
Revised: 11/14/13
PROCEDURE 2.07 SEXUAL HARASSMENT

College Policy 2.07 commits Labette Community College (LCC) to maintain an environment free of objectionable and disrespectful sexually based conduct and to not tolerate behavior of a sexual nature that is unwelcome or unwanted or interferes with an employee’s or student’s performance or creates an intimidating, hostile or offensive learning or working environment. Procedures to implement this sexual harassment policy will be approved by the President. Implementation of the procedures is the responsibility of the Director of Human Resources.

A. Definition

Sexual harassment exists when any of the following occur:

1. Submission to, or rejection of, unwelcome conduct of a sexual nature which is either explicitly or implicitly a term or condition of instruction, employment, personnel decision, receipt of services or participation in College activities.

2. Unwelcome conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile or offensive learning or working environment.

B. Designated Officers

Three officers, two females and one male, Janice Every (janicec@labette.edu) Leanna Newberry (leannan@labette.edu) and Joe Burke (joeburke@labette.edu) (hereinafter referred to as “Officers”) will be designated by the President annually to assist with sexual harassment complaints. These Officers will be responsible for assisting with the education of employees and students regarding sexual harassment and for assuring timely resolution of complaints according to established administrative procedures. Students will be informed of the Sexual Harassment Policy through its inclusion in the Student Handbook. A copy of the policy will also appear in the Policy Manual and Procedures Manual of the College.

In the event one of the currently designated Officers is personally involved in a sexual harassment allegation or cannot perform his/her role as outlined below due to conflict of interest or prejudice, the President will appoint an interim replacement for the Officer.

In the event the President is personally involved in a sexual harassment allegation or cannot perform his/her role as outlined below due to conflict of interest or prejudice, the Chairperson of the Board of Trustees, or his/her designee, will perform the President’s duty in this matter.

C. Complaint Resolution Process

The complaint resolution process is available to all Students, Faculty, Administrative, Professional, and Educational Support Staff personnel.
A complaint should be filed in writing or communicated to one of the three Officers and should contain the name and address of the complainant and a brief description of the alleged incident. Students also have the option of filing a formal (written) or informal (verbal) complaint with the Vice President of Student Affairs (tammyf@labette.edu).

The complaint should be filed within one hundred eighty (180) days from the time the last incident of alleged harassment occurred or within one hundred eighty (180) days from the time the complainant could be expected to know of an action alleged to have been taken as a consequence of a sexual harassment act.

Upon receipt of the written complaint, the Officer will conduct a thorough investigation. The Officer will notify the person charged with the alleged violation at an appropriate point in the investigation process. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the Officer.

Oral evidence submitted will be either recorded or retained, or the Officer will take notes setting out the pertinent portions of the evidence and have the person submitting the oral evidence initial and date the notes to ensure that the notes are accurate to the satisfaction of the person giving the evidence.

To lessen required interaction between the complainant and the accused during the investigation, the Officer, at her/his discretion, may recommend temporary suspension with pay for any employee accused of violation of this policy. The President or Chairperson of the Board of Trustees, as appropriate, will make the final determination on this matter. When a student is the alleged harasser, the Officer may recommend that non-punitive steps be taken to minimize contact with the complainant. The Vice President of Student Affairs will make the final determination on this matter.

Within thirty (30) working days of initiating the investigation, barring unusual circumstances, the Officer will issue a findings and a recommendation report, which may provide a basis for administrative action. The summary of the final report will be discussed with the complainant. The report will be submitted to the Vice President of Student Affairs in the case of an accused student or to the appropriate Vice President/Dean of Instruction and supervisor of an accused employee. The Vice President of Student Affairs or other appropriate Vice President/Dean’s will recommend appropriate action through the College disciplinary and/or termination procedure. The charged person and the complainant will be notified within fifteen (15) working days after issuance of the findings and recommendation report of the final disposition of the complaint and any disciplinary action.

D. Reporting harassment directed at others.

Administrative and supervisory employees are required to report possible cases of sexual harassment or violence to one of the Officers or the Vice President of Student Affairs, even in cases where they have been asked not to tell anyone.
Administrative and supervisory employees should never promise to keep a complaint of this nature secret. A complaint is a complaint regardless of whether the student or employee says they “just want to talk about it with someone” or asks you to keep the information secret. Failure to act on a complaint, even if it not an “official” complaint, or to investigate a written or oral complaint may result in discipline up to or including termination. Administrators and supervisory personnel who fail to report complaints of sexual harassment will be subject to disciplinary action with a minimum of a letter placed in their personnel file and up to and including termination depending on the severity.

All other LCC employees, including faculty, are responsible for helping the College eliminate all forms of harassment and violence at the College. If someone has told you they are being harassed or threatened, the College strongly encourages the employee to report the incident to the proper College official.

E. Cooperation with Investigations

As a condition of employment, Labette Community College requires all of its employees to cooperate with internal investigations authorized by College policy, the President, or the Board of Trustees. Students of the College are also required to cooperate with investigations.

F. Resolution-remedy and Disciplinary Action

When a complaint contains evidence of criminal activity or child abuse, the Officers shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible, confidentiality will be maintained throughout the investigation. The desire for confidentiality must be balanced with the College’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

G. Appeal Process
If the complainant or the accused determines that the response to the complainant is not satisfactory, either party may appeal to the President and then Board of Trustees.

There shall be no retaliation or adverse action taken by the College against the complainant for filing a sexual harassment complaint, regardless of the outcome of that complaint, nor will there be any retaliation or adverse action taken by the College against the person charged in a complaint where the complaint has been determined to be without merit. Further, the confidentiality of the complainant and the person charged will be maintained insofar as it does not interfere with the College’s ability to investigate allegations of sexual harassment and to take corrective action when it is found that misconduct has occurred.

Revised: 8/11/08, 9/16/13
The professionalism of Labette Community College’s (LCC) employees is vital to the efficient daily operations of the College and the fulfillment of its mission. A key ingredient of professionalism is maintaining an atmosphere of mutual trust and respect in employee-student relationships and employee-employee relationships. Any action of faculty, students, and other employees that damages this atmosphere undermines professionalism and impedes the College’s missions. Additionally, persons in positions of authority who abuse or appear to abuse their power cause the most severe damage to the College and its mission. These persons damage their image as a professional, which in turn decreases the trust and respect accorded them by others. This loss of trust and respect can severely damage the College’s ability to function efficiently and fulfill its mission.

The College, while recognizing the right of free association, cautions its employees, especially administrators, supervisors, coaches and faculty, that establishing close personal or romantic relationships with fellow employees or students can have a negative impact on their career. Once an employee crosses or attempts to cross the line from a collegial professional relationship to a close personal or romantic relationship, it can easily have a negative effect in the workplace or classroom forcing the College to take action that can damage the employee’s career and possibly end his/her employment with the College. This policy has been established to alert employees about possible employment related problems that these relationships can cause and to provide for corrective action once a problem has been identified.

Student Relationships- Many employees of the College exercise various types of control or power over students. This power can be in the form of praise, criticism, disciplinary action, evaluation, financial aid, grades, playing time for athletes, recommendations for employment or further education, or bestowing any other benefit on them. Such relationships, even though apparently consensual, create inherent conflicts of interest, tend to be exploitive in nature, and call into question the judgment and professionalism of the College employee. These relationships greatly increase the chances that the employee in the position of power will abuse that power or appear to abuse it to exploit the student or favor that student, unfairly placing other students at a disadvantage.

Unless otherwise provided herein, faculty or staff are not permitted to offer free room and board to any student unless the student is a relative. Any exceptions to this prohibition will only be allowed in special circumstances and only if approved by the president, vice presidents, or deans. Anyone with power over students such as faculty, coaches or health science directors, are not permitted to rent lodging to a student taking a course, playing on a team, or participating in a program associated with that person. This would apply to a home as well as rental properties.

Close personal or romantic relationships between a student and any College employee who can exercise power or control over that student will be considered unethical, highly suspect and will subject the employee to possible disciplinary action.

Employee Relationships - Labette Community College has long had a Nepotism Policy in place (See Policy 2.04) that states in part, “Nepotism, defined as "favoritism shown to a relative on the basis of a relationship," is not permitted within the human resource administration practices of Labette Community College. To discourage nepotism, one relative may not directly or indirectly supervise or evaluate another relative.” The College has chosen to apply the same standards to close
personal or romantic relationships between superior/subordinate College employees. LCC considers this type of relationship to be unethical and highly suspect. These relationships are also unacceptable for the same basic reasons as are relationships between College employees and students. **Close personal or romantic relationships between superior/subordinate College employees will be considered unethical, highly suspect and will subject the employee to possible disciplinary action.**

Under the best of circumstances, such relationships can easily make fellow employees feel uncomfortable and foster hard feelings within a department or division. In turn, these hard feelings can lead to charges of favoritism, hostile environment, or other unprofessional conduct. In addition, a single ill-considered action, persistent attention, repeated personal comments or date requests to an unwilling fellow employee or student could result in harassment charges and possible serious employment consequences up to termination of employment.

Superior/Subordinate employees involved in close personal or romantic relationships are required to report their relationship to their supervising Vice President, Dean, or the President as appropriate. Failure to report will result in disciplinary action. The College will make a reasonable effort to place the employees in a position where one employee no longer supervises or evaluates the other. If the College is unable to make changes in the workplace necessary to alleviate the conflict of interest, one or both of the employees may be asked to resign.

Even relationships where one employee does not have any real or perceived power over the other can occasionally cause disruptions or other problems at work, and then the College has the responsibility to correct the situation. Employees involved in consensual romantic or close personal relationships with other persons connected to the College should be aware that sometimes even the best of relationships fail. Many times the resulting hurt feelings make it difficult or impossible for the two persons involved to work effectively with one another and occasionally even go so far as to translate into sexual harassment charges.

Labette Community College will make full use of its disciplinary policy or other appropriate measures when personal or romantic relationships interfere with the efficient daily operations of the College and/or charges of unprofessional conduct or violations of College policies/procedures have been alleged and proven to the satisfaction of the College.

The College vigorously enforces its Sexual Harassment policy and, in the event of a complaint, will fairly and fully investigate the charges. Any College employee who enters into a close personal or romantic relationship with a student or subordinate where a professional power differential exists is warned that because of the fundamentally unequal nature of the relationship a substantial burden will be placed upon them to demonstrate mutual consent. A defense based upon mutual consent will require proof beyond a reasonable doubt.

Adopted: 1/27/03  
Reviewed: 9/19/16  
Revised: 8/15/18
LCC is committed to maintaining a positive and safe learning and working environment. LCC students and employees are responsible for assuring that LCC maintains an environment for study and work free from Sexual Misconduct or related retaliation and all members of the LCC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. LCC prohibits Sexual Misconduct, specifically 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 LCC’s educational goals, is unlawful and will not be tolerated. Specifically, 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 Act Against Discrimination and could lead to criminal prosecution.

A. 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:

- 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
- 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 Procedure, Sexual Misconduct includes, but is not limited to, rape, acquaintance rape, sexual assault, dating violence, domestic violence, 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:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 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:

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

B. Designated Officers

Three officers, two females and one male, Janice Every (janicec@labette.edu) Leanna Doherty (leannan@labette.edu) and Joe Burke (joeburke@labette.edu) (hereinafter referred to as “Officers”) will be designated by the President annually to assist with sexual misconduct complaints. These Officers will be responsible for assisting with the education of employees and students regarding sexual misconduct and for assuring timely resolution of complaints according to established administrative procedures. Students will be informed of the Sexual Misconduct Procedure through its inclusion in the College Catalog. A copy of the procedure will also appear in the Policy and Procedures Manual of the College.

In the event one of the currently designated Officers is personally involved in a sexual harassment allegation or cannot perform his/her role as outlined below due to conflict of interest or prejudice, the President will appoint an interim replacement for the Officer.

In the event the President is personally involved in a sexual harassment allegation or cannot perform his/her role as outlined below due to conflict of interest or prejudice, the Chairperson of the Board of Trustees, or his/her designee, will perform the President’s duty in this matter.

C. Complaint Resolution Process
The complaint resolution process is available to all students, faculty, administrative, professional, and educational support staff personnel.

A complaint should be filed in writing or communicated to one of the three Officers and should contain the name and address of the complainant and a brief description of the alleged incident. Students also have the option of filing a formal (written) or informal (verbal) complaint with the Vice President of Student Affairs (tammyf@labette.edu).

The complaint should be filed within one hundred eighty (180) days from the time the last incident of alleged misconduct occurred or within one hundred eighty (180) days from the time the complainant could be expected to know of an action alleged to have been taken as a consequence of a sexual misconduct act.

Upon receipt of the written complaint, the Officer will conduct a thorough investigation. The Officer will notify the person charged with the alleged violation at an appropriate point in the investigation process. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the Officer.

Oral evidence submitted will be either recorded or retained, or the Officer will take notes setting out the pertinent portions of the evidence and have the person submitting the oral evidence initial and date the notes to ensure that the notes are accurate to the satisfaction of the person giving the evidence.

To lessen required interaction between the complainant and the accused during the investigation, the Officer, at her/his discretion, may recommend temporary suspension with pay for any employee accused of violation of this procedure. The President or Chairperson of the Board of Trustees, as appropriate, will make the final determination on this matter. When a student is the alleged harasser, the Officer may recommend that non-punitive steps be taken to minimize contact with the complainant. The Vice President of Student Affairs will make the final determination on this matter.

Within thirty (30) working days of initiating the investigation, barring unusual circumstances, the Officer will issue a findings and a recommendation report, which may provide a basis for administrative action. The summary of the final report will be discussed with the complainant. The report will be submitted to the Vice President of Student Affairs in the case of an accused student or to the appropriate Vice President/Dean/Director and supervisor of an accused employee. The Vice President of Student Affairs or other appropriate Vice President/Dean/Director will recommend appropriate action through the College disciplinary and/or termination procedure. The charged person and the complainant will be notified within fifteen (15) working days after issuance of the findings and recommendation report of the final disposition of the complaint and any disciplinary action.
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 LCC and/or termination of employment, to help ensure that such actions are not repeated.

D. Reporting misconduct directed at others.
Administrative and supervisory employees are required to report possible cases of sexual misconduct or violence to one of the Officers or the Vice President of Student Affairs, even in cases where they have been asked not to tell anyone.

Administrative and supervisory employees should never promise to keep a complaint of this nature secret. A complaint is a complaint regardless of whether the student or employee says they “just want to talk about it with someone” or asks you to keep the information secret. Failure to act on a complaint, even if it not an “official” complaint, or to investigate a written or oral complaint may result in discipline up to or including termination. Administrators and supervisory personnel who fail to report complaints of sexual misconduct will be subject to disciplinary action with a minimum of a letter placed in their personnel file and up to and including termination depending on the severity.

All other LCC employees, including faculty, are responsible for helping the College eliminate all forms of misconduct and violence at the College. If someone has told you they are being harassed or threatened, the College requires the employee to report the incident to the proper College official.

E. Cooperation with Investigations

As a condition of employment, Labette Community College requires all of its employees to cooperate with internal investigations authorized by College procedure, the President, or the Board of Trustees. Students of the College are also required to cooperate with investigations.

F. Resolution-remedy and Disciplinary Action

When a complaint contains evidence of criminal activity or child abuse, the Officers shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible, confidentiality will be maintained throughout the investigation. The desire for confidentiality must be balanced with the College’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual misconduct shall not reflect upon the individual’s status or grades. Any act of retaliation against any person who has filed a
complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual misconduct may result in corrective or disciplinary action against the complainant.

G. Appeal Process

If the complainant or the accused determines that the response to the complainant is not satisfactory, either party may appeal to the President and then Board of Trustees.

There shall be no retaliation or adverse action taken by the College against the complainant for filing a sexual misconduct complaint, regardless of the outcome of that complaint, nor will there be any retaliation or adverse action taken by the College against the person charged in a complaint where the complaint has been determined to be without merit. Further, the confidentiality of the complainant and the person charged will be maintained insofar as it does not interfere with the College’s ability to investigate allegations of sexual misconduct and to take corrective action when it is found that misconduct has occurred.

Approved: 7/28/14
To assist employees of Labette Community College in balancing the demands of the workplace with the needs of families and to comply with the Family and Medical Leave Act of 1993 and as amended in 2009. See also Faculty, Educational Support Staff, and Administration/Professional Staff sick leave policies.

According to the FMLA, Labette Community College is required to provide up to 12 weeks of job protected, unpaid leave to eligible, covered employees during any 12-month rolling period for the following purposes:

1. The birth of a child, or placement of a child with you for adoption or foster care;

2. Your own serious health condition;

3. Because you are needed to care for your spouse; child; parent due to his/her serious health condition;

4. A qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation in the National Guard or Reserves;

5. The spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness – 26 workweeks;

6. A special provision for spouses employed by the same employer.

Adopted: 10/17/95
Revised: 6/9/11
PROCEDURE 2.08  FAMILY AND MEDICAL LEAVE ACT (FMLA)
COMPLIANCE

Administration of the family and medical leave policy and procedures will be the responsibility of the Human Resources Director with the assistance of the Payroll/Benefits Accountant.

Final determination regarding the applicability for the policy/procedure will be made by the President.

A. Reasons for leave
Employers covered by the law must allow eligible employees unpaid, job-protected leave in a 12-month period for any of the reasons listed below. Also, any group health benefits must be maintained during the leave.

1. The birth and care of an employee’s newborn child (12 weeks)
2. The adoption of a child by the employee or placement of a foster child with the employee (12 weeks)
   *Note: The above leave must be taken within 12 months of the birth or placement of the child.
3. The care of an immediate family member (parent, spouse, or child) with a serious health condition (12 weeks)
4. The inability of the employee to work because of a serious health condition (12 weeks)
5. A qualifying exigency caused by a family member’s military duty (12 weeks),
6. The care of a family member seriously injured or made ill in the line of active military duty, or the aggravation of a pre-existing condition as a result of active duty, including such conditions which arise up to five years after the individual leaves the military service (26 weeks).
7. A special provision for spouses employed by the same employer - they may be limited to a combined 12 weeks of leave in the following situations:
   a. The birth and care of a child or placement of an adopted or fostered child
   b. Care of an employee’s parent who has a serious health condition
   c. Qualifying exigencies (see below)
   d. Spouses employed by the same employer may also be limited to a combined total of 26 weeks of leave to care for a service member.

B. Definition of Terms (Sufficient documentation may be required to establish relationship between employee and employee’s family member.)
1. Son or Daughter
   a. Biological, adopted, step or foster child of the employee or
   b. Legal ward of the employee or
   c. A child for whom the employee stands in loco parentis (is a substitute parent) or
   d. Child must be less than 18 years of age or disabled to qualify
2. Spouse
The legal husband or wife of the employee.

3. Parent
   a. Biological father or mother of the employee; or
   b. An individual who stood in loco parentis (as a substitute parent) for the employee when the employee was a minor child.

4. Serious health conditions under the law involve certain illnesses, injuries, impairments, or physical or mental conditions. These include the following:
   a. Any inpatient care in a medical facility;
   b. Any incapacity requiring an absence of more than three consecutive, full calendar days from work or school that also involves treatment by a health care provider;
   c. Any incapacity relating to pregnancy or prenatal care;
   d. Any incapacity due to a chronic serious health condition, such as asthma or epilepsy;
   e. Any incapacity due to a permanent or long-term condition that may not be treatable, such as Alzheimer’s or terminal diseases; or
   f. Absences for the purpose of receiving multiple treatments, or recovery from such treatments, for any condition that would probably result in three or more day’s absence if left untreated, such as chemotherapy or dialysis.

Serious health conditions that require an absence of more than three consecutive, full calendar days must include at least two visits to their health care provider within 30 days of any incapacity. The first visit must be within seven days of the incapacity.

Chronic conditions must include a visit to the health care provider at least twice per year.

5. Year
   For purposes of administering the policy/procedure, a year is defined as a “rolling year.” A “rolling” 12-month period is measured backward from the date an employee uses any FMLA leave.

C. Service Member Care
   Eligible employees may take up to 26 weeks of leave to care for a family member who was seriously injured or made ill in the line of active military duty. Such leave is also available if the injury or illness resulted from the aggravation of an existing or pre-existing condition as a result of active duty. Finally, service member care is also available for family members of veterans when treatment, recuperation, or therapy for a serious injury or illness begin within five years after the member left military service. For example, the family members of a veteran who suffers from Post Traumatic Stress Disorder may be eligible to take such leave.

The 26 weeks is a separate leave year than other types of leave; it does not matter what the employer has identified as the leave year for the other reasons for leave. It runs on a “measured forward” basis and begins at the time the employee first takes leave and runs for 12 months from that date.
Leave taken during the 12-month period for service member care is limited to a combined total of 26 weeks. Therefore, during that separate 12-month period, if an employee takes two weeks off to care for a child, the employee would have 24 weeks remaining to care for a service member. Where the service member care leave year does not overlap with the leave year for other reasons, the total is not combined.

**Qualifying exigencies**

Qualifying exigencies include situations that need immediate attention because of a family member’s covered active duty. Qualifying exigencies include the following:

1. Short-term deployment notice (limited to seven days from notification)
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements (limited to 90 days if after the termination of active duty)
5. Counseling
6. Rest and recuperation (limited to five days for each instance)
7. Post-deployment activities (limited to 90 days after termination of duty)
8. Additional activities agreed upon by the employer and employee

**D. Employee Eligibility**

To be eligible for family and medical leave, employees must have been employed by the College for at least 12 months prior to the requested beginning date for leave and to have completed 1,250 hours of work during that employment period, and are employed at a location where 50 or more employees work at that location or within 75 miles of that location.

If an employee does not qualify for FML when requesting leave for birth of a child or placement of a child for adoption or foster care because the employee has not been employed at Labette Community College for one year, she/he will qualify for 6 weeks maternity leave with pay if the employee has accrued sufficient vacation or sick leave. Such leave is without pay if sufficient days have not been accrued.

FMLA leave will run concurrently with any paid vacation, comp time, or sick leave or workers comp taken as part of the FMLA qualified leave period.

**E. Leave Allowance**

Employees are entitled to the following leave allowances:

1. A maximum of 12 workweeks of leave in any 12-month period, subject to the restrictions in the following paragraph.
2. If the employee and her/his spouse are both employed at Labette Community College, they are collectively entitled to take:
   a. No more than 12 workweeks of leave to care for a newborn, adopted or foster child.
b. No more than 12 workweeks of leave to care for a parent (but not parent-in-law). However, each is entitled to take the full 12 weeks for their own illness or for caring for a sick child or spouse.

F. Paperwork
1. Once the Human Resource office receives notification from the supervisor or employee, paperwork will be sent to the employee.
2. The Leave Application must be signed by the supervising President, Vice President/Dean and submitted to the Human Resources Office at least 30 days prior to the date the leave is to begin. The 30-day period can be shortened at the discretion of the supervising President, Vice President/Dean if the leave is not foreseeable or circumstances which necessitate the leave are beyond the employee’s control.
3. Upon receipt of the completed paperwork and appropriate documentation, the Human Resource Director and Payroll Benefits Accountant will approve or deny the request and inform the employee of the decision.
4. An employee requesting leave for planned medical treatment is obligated to make reasonable efforts to schedule treatment so as to not unduly disrupt the employer’s operations, subject to the health care provider’s approval.
5. The employee must provide the College with the following information if requested to do so:
   a. For leaves necessitated by the employee’s serious health condition or to care for a child, parent, or spouse who has a serious health condition, a written certification from the health care provider of the individual with the serious health condition. (Certification form is available from the Human Resources Office.)
   b. For leaves to care for an adopted or foster child, documentation to evidence the placement of the child with the employee during the 12 months immediately preceding the date of the leave application.
   c. For leaves to care for a newborn child, documentation to evidence the birth of the child during the 12 months preceding the date of the leave application.
   d. Periodic reports from employee on leave regarding employee’s status and intent to return to work.
   e. Other information, which may be requested by the College.

G. Scheduling of Leave Time
Leaves are subject to the following scheduling requirements:
1. A leave to care for a newborn child must be taken during the 12-month period beginning on the date the child is born.
2. A leave to care for an adopted or foster child must be taken during the 12-month period beginning on the date the child is placed with the employee.
3. A leave to care for a newborn, adopted, or foster child must be taken on a continuous basis unless the Human Resources Department and supervising Vice President/Dean/President approves a request by the employee to take the leave on an intermittent basis (noncontinuous) or reduced leave basis (reduction in the employee’s usual number of hours per workweek or hours per workday), in which
case the leave must be taken in accordance with the schedule approved by the employee’s supervisor and the HR Department.

4. A leave necessitated by the employee’s own serious health condition or to care for a child, spouse or parent who has a serious health condition must be taken on a continuous basis unless it is medically necessary to take such leave on an intermittent basis (noncontinuous) or reduced leave basis (reduction in the employee’s usual number of hours per workweek or hours per workday), in which case the leave must be taken in accordance with the schedule recommended by the health care provider of the individual with the serious health condition.

5. If an employee takes a leave on an intermittent or reduced leave schedule basis, the employee’s leave allowance will only be charged for the actual decrease in the employee’s usual number of hours per workweek or hours per workday.

H. Paid Leave
FMLA generally provides for unpaid time off. Employees may request or employers may require that employees substitute accrued paid leave time during an absence qualifying as FMLA. In such situations, FMLA and accrued time off would run concurrently.

I. Continuance of Non-Medical Benefits
Non-medical benefits for an employee who is eligible for FML such as KPERS, vacation and sick leave will accrue at the same rate as if the employee were on-the-job.

J. Health Insurance
1. While on leave, the employee’s health insurance will continue at the same cost to the employee as in effect prior to the leave, subject to any subsequent changes in the cost made by the College for all employees eligible for group coverage.
2. The cost of premiums for health insurance and any other benefits which are the responsibility of the employee must be paid one month in advance. If extenuating circumstances arise where the employee is unable to pay her/his health insurance premium, the College will ensure continued coverage for that employee by paying the premium(s). The College will recoup the cost of those payments from the employee’s pay when she/he returns to work following FML, according to a schedule mutually agreed upon with the employee. Should the employee not return to work at the end of the leave, those payments will be deducted from any final amounts due the employee.
3. Payroll deductions other than health insurance are the responsibility of the employee.

K. Intermittent and Reduced Leave Schedule
Leave may be taken for larger blocks of time, but FMLA also allows for leave to be taken on an intermittent basis. The shortest period of time intermittent leave will be approved is quarter hour increments.

L. Return to Work
Employees who have taken a leave are subject to the following rules:
1. An employee whose leave is necessitated by her/his own serious health condition will not be allowed to return to work unless she/he provides the Human Resources
Department with adequate documentation from her/his health care provider that she/he is able to return to work (with or without restrictions).

2. An employee whose leave is necessitated by her/his own serious health condition and is returning to work without restrictions will be restored to her/his previous job and rate of pay or an equivalent job if she/he returns to work upon expiration of the approved leave period and she/he has not exhausted her/his leave allowance prior to the date she/he returns to work.

3. An employee whose leave is necessitated by her/his own serious health condition and is returned to work with restrictions will be placed in a position according to ADA Guidelines.

4. An employee whose leave is for a reason other than her/his own serious health condition will be restored to her/his previous job and rate of pay or an equivalent job if she/he returns to work upon expiration of the approved leave period and she/he has not exhausted her/his leave allowance prior to the date she/he returns to work.

Employees may be required to provide a fitness-for-duty certification. Employees are responsible for obtaining and paying for any fitness-for-duty certifications.

M. Notices and Communication
Information on employee’s eligibility as well as their rights and responsibilities will be provided within five business days of learning of the need for leave.

The “rights and responsibilities notice” includes information such as the following:
1. That leave may be designated and counted against the employee’s leave allotment
2. Certification requirements in support of the need for leave
3. The amount of leave counted against the FMLA, if known (if it’s not known, the employer must provide the amount of time counted against the FMLA entitlement upon the employee’s request, but no more often than once every 30 days)
4. The right to substitute accrued paid leave
5. The right to benefits continuation during leave
6. Requirements for group healthcare premium payments
7. The employee’s status as a “key” employee

The FMLA has four different certification forms for different situations:
1. Certification of employee’s serious health condition
2. Certification of a family member’s serious health condition
3. Certification of qualifying exigency for military family leave
4. Certification of serious injury or illness of covered service member

Employees must provide certification within 15 calendar days if requested by the employer.

Certifications for medical situations can include diagnosis, medication, and symptoms. Certifications should be used to establish that the employee cannot perform essential
functions of the job, that a family member needs care, or that a qualifying exigency exists.

The employee must provide complete and sufficient certification, meaning nothing is missing, vague, or misleading in the certification. The Human Resource Director/Payroll Benefits Accountant will contact the employee if a certification needs fixing. Employees must fix any certification problems within seven days, or risk denial of their leave. If more information is needed to make a determination, employees are to answer employer questions relating to FMLA qualification.

If leave is foreseeable, the employee must give notice as soon as practicable, preferably at least 30 days in advance. If leave is unforeseeable, the employee must give notice as soon as possible. Employees are to provide sufficient information to allow a determination to be made whether the FMLA applies.

After receiving sufficient information, the employee will be provided with information on whether the leave will or will not be designated as FMLA and counted against the employee’s 12- or 26-week entitlement. A “designation notice” will be provided within five business days of obtaining sufficient information. If a fitness-for-duty certification is required at the end of leave, it will be noted in the designation notice.

Retroactive designation is allowed if it does not cause harm to the employee.

Revised: 10/9/05, 4/25/11, 11/10/15
POLICY 2.09  USE OF TOBACCO PRODUCTS

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become “passive smokers” without choice. In addition, use of smokeless tobacco products creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, KSA 21-4010 July 1, 2010, the campus is a public place and therefore required to be smoke free.

For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-free policy.

Specifically:

1. Tobacco use in any form and/or electronic cigarettes is prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.

2. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.

3. Tobacco use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10, 9/8/11, 11/14/13
PROCEDURE 2.09 USE OF TOBACCO PRODUCTS

The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Labette Community College has implemented the following sanctions in violation of the policy/procedure:

Students

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College’s Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College’s Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her $25 for violating the College’s Tobacco Free Policy. A hold will be placed on the student’s record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Labette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

Employees

When an employee is observed using a tobacco product in violation of the policy, the person who observed the behavior completes the Tobacco Incident Form and submits the form to the Human Resource Director. In addition, the witness is asked to tell the individual of the Tobacco Free Policy at the College.

First Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident. The supervisor will complete an incident form and place it on file in the supervisor’s office.
Second Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident and a Performance Improvement Plan will put in place to correct the behavior.

Third Offense: Reference Policy and Procedure 2.16: **IMMEDIATE TERMINATION**: Employees are to use their common sense and honesty to avoid discipline. The listing below is not intended to be all-inclusive, but is illustrative of conduct which may result in immediate termination.

2.b. Unauthorized use or possession, within the College on its grounds or while driving a College leased or owned vehicle, of narcotics, drugs, alcoholic beverages or substances that alter mental and/or physical condition so as to impair or impede normal function.

2.c. Use of tobacco within the College on its grounds or while driving a College leased or owned vehicle.

**Visitors**

All visitors are held to the same standards as all students and employees while on College property and must abide by the Labette Community College approved policies. When a visitor is observed using a tobacco product in violation of the policy, the person who observed the behavior asks the person in violation to comply with the College’s Tobacco Free Policy. If the person in violation refuses to comply, the individual will be asked to leave campus. If the person in violation refuses to leave campus, the observer of the behavior is to call the local law enforcement authorities.

As a part of all letters sent to individuals that violate the policy, information on tobacco cessation will be provided.

Adopted: 10/17/95
Revised: 7/8/10
Reviewed: 8/29/16
POLICY 2.10  ALCOHOLIC BEVERAGES

To ensure that the College is in compliance with local, state, and federal laws, and judiciously expends public funds, this policy is established. Furthermore, Labette Community College (LCC) is in compliance with the Federal Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

A. Definition of Terms:

1. “College property” means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.

2. “Alcoholic beverages” as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.

3. “College funds” mean any funds managed and controlled within the College’s financial accounting system. Funds of the LCC Foundation are not included in this because they are not directly controlled by the College.

B. General Regulations

1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.

2. As a general operational policy, alcohol may not be purchased with College funds.

3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.

4. College employees or students may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications while on College business or on a College sponsored trip.

5. College employees or students may not be on College owned or leased property while under the influence of alcoholic beverages or illegal drugs.

C. Violations

Employees or students who violate this policy are subject to applicable disciplinary actions. Violation of section B-3 & 4 above will be considered a serious offense and may
be punishable by termination or expulsion for a first offense. Please refer to Policy 2.16 Performance Improvement.

The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

Procedures in support of this policy must be approved by the President.

Revised: 7/5/05  
Approved: 9/13/12
PROCEDURE 2.10 Drug and Alcohol Abuse and Prevention

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Labette Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student or employee on college property or at any college event or activity.

Residence halls, student clubs and organizations may impose additional restrictions.

Student Sanctions

Students who violate this policy are subject to the Labette Community College Student Code of Conduct Policy and Procedure 4.08. Violations of this policy by students will be reported to the Vice President of Student Affairs and to law enforcement officials.

Employee Sanctions

As a condition of employment, employees of Labette Community College who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials. Employees of Labette Community College who violate this policy will be subject to one or more disciplinary actions per Policy and Procedure 2.16 Performance Improvement.

Employees who violate this policy will be afforded a hearing in accordance with current policies relating to employee discipline. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action permitted or authorized by Labette Community College policies or the negotiated agreement. If it is determined that an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee’s responsibility.

Employees convicted of a violation of a criminal drug statute occurring in the workplace are required to notify Labette Community College of the conviction no later than five calendar days of the conviction. After receiving the notification from the employee, Labette Community College must provide notice of the conviction, including position title and affected grants, to the U.S. Department of Education’s Director of Grants and Contracts Service.

Distribution

The following information will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college).

This policy and related procedures will be reviewed and updated biennially by the President’s Council. The Director of Financial Aid may make minor modifications to policy if Federal Regulations warrant such revisions.
Consequences of the Use, Misuse, and Abuse of Drugs and Alcohol

Health Consequences

Students and employees of Labette Community College should be aware that the following health risks have been associated with the use, misuse and abuse of drugs and alcohol:

Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage.

Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.

Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.

Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.

Marijuana: Irritation of the lungs, emphysema, increased heart rate, reduced short term memory, and cancer.

Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.

Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Prescription and Over-the-Counter Medications: Risks associated with the non-medical use, abuse or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above. Students and employees should note that the above listing is not intended as all inclusive.

Workplace Consequences

The negative impact of substance abuse by employees in the workplace can be; increased risk of accidents, lower productivity, increased insurance costs, increased institutional costs, increased absenteeism. Loss of jobs and loss of life may result from substance abuse on the job.

Legal Consequences

Local, state and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse and abuse of controlled substances, pharmaceutical products, prescription and over-the-counter medications and alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years’ imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law. Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to $15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of
up to a year in jail and a fine of $2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of $200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties. For the most recent & complete Federal Trafficking Penalties visit http://www.dea.gov/druginfo/ftp3.shtml

**Counseling, Treatment, and Rehabilitation**
Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator at https://findtreatment.samhsa.gov

Alcohol assessments and personal counseling are available to currently enrolled students and employees through the Labette Center for Mental Health by contacting the Vice President of Student Affairs at 620-820-1268.

**Drug and Alcohol Abuse and Prevention Information**
The following web sites provide additional drug and alcohol abuse and prevention information:

- www.abovetheinfluence.com
- www.ncadd.org
- www.itmattersks.org
- www.drugabuse.gov
- www.niaaa.nih.Agov

Approved: 10/6/15
POLICY 2.11  SOLICITING, DISTRIBUTING LITERATURE AND ADVERTISING ON COLLEGE PROPERTY

It is the intent of LCC to provide a means by which College, non-profit and profit organizations that offer a service or product to students or employees that make a request may visit, provide literature or advertise such services on the campus. It is also the intent of the College to provide opportunities for such functions in a manner that is least disruptive to the academic process.

Profit organizations will be given consideration and approval or disapproval by the College President or the Vice President of Student Affairs. College and non-profit organizations shall be approved or disapproved by the Student Life/Retention Specialist or the Director of Admissions.

Adopted: 12/12/00
Revised: 5/7/15
Reviewed: 8/31/16
PROCEDURE 2.11  SOLICITING, DISTRIBUTING LITERATURE AND
ADVERTISING ON COLLEGE PROPERTY

Labette Community College procedures relative to time, manner and place for the acts of soliciting, distributing and advertising on College property are established to ensure that the educational functions of the institution are not significantly interfered with by individuals or groups while providing reasonable opportunities for persons to exercise their rights of freedom of speech and expressions. Decisions regarding the acts of soliciting, advertising and distributing literature on College property will be made on a content and subject neutral basis.

Only those groups or individuals representing Colleges or non-profit organizations may use College property for the purpose of soliciting, distributing literature and advertising unless the Vice President of Student Affairs makes an exception. The Student Life Specialist is designated to approve or disapprove all materials to be posted. The Director of Admissions is designated to approve campus visits. The Vice President of Student Affairs may be consulted by the Student Life Specialist and/or Director of Admissions as appropriate.

Definitions

A. College “property” means property under the College’s jurisdiction, either owned or leased.

B. “Advertising” means placing or displaying printed, written, drawn materials (such as artistic documents) and/or publications on College property or on vehicles on College property.

C. “Soliciting” means to approach persons with a plea or request, to include sale of merchandise, services, commodities or requests for funds.

D. “Distributing literature” means to hand materials to persons or to make materials available to persons, or to place materials on College property or vehicles on College property.

E. “Authorizing office” means the Student Life Office or Director of Admissions Office.

Advertising
Advertising materials must:

A. Be factual and represent the true nature of the event, activity, service, or commodity advertised;

B. Not claim or imply College endorsement or sponsorship;
C. Be date-stamped by the authorizing office before posting, and be in accord with any other applicable College policies or procedures.

Advertising by individuals and groups
A. Advertising on College property requires approval of the authorizing office and is subject to the procedures herein and other procedures, which may be required to effectively operate the College.

B. On-campus groups and organizations must, when advertising activities not open to the public, confine advertising to the College property on which the activity is to occur.

C. Off-campus groups or organizations wishing to advertise on College property must follow approved operating procedures relative thereto.

D. Individuals may, if authorized, use designated bulletin boards for personal announcements. Such announcements are removed on a regular basis.

Forms of Advertising
A. Posters

B. Posters may be displayed on bulletin boards on College property if:

C. The poster displays the sponsoring organization’s name and the date-stamp of the authorizing office is attached.

D. The poster is no larger than 12 x 18 inches

E. There is only one poster on a bulletin board, which advertises the same activity.

F. Posters may not be placed on utility posts, trees or shrubs, information or directional signs, interior or exterior building walls, doors or windows, or similar locations. Individuals or organizations violating regulations may be held liable for damages caused by posting.

Banners
A. College units and recognized campus organizations may display advertising on one or both sides of a banner on College property:

B. In locations identified by the authorizing office.

C. To display a banner on College property, the unit or organization must request such, in writing, to the appropriate authorizing office at least 7 calendar days before the display date. If the request is approved the unit or organization must:
D. Display the unit or organization’s name in clear, legible letters in a prominent location on
the banner.

E. To acquire approval, take the banner to the authorizing office at least two days before the
display date;

F. Place the banner in the approved location and remove the banner after the approved
posting period.

Soliciting
Individuals and groups are permitted to solicit on College property as follows:

A. Recognized student organizations or specific College units/departments may do so if
approved by the authorizing office.

B. Off-campus companies or groups are prohibited unless the Vice President of Student
Affairs makes an exception.

C. Individuals seeking personal gain are prohibited unless the Vice President of Student
Affairs makes an exception.

Solicitation by recognized student organizations or College units
A. Recognized student organizations wishing to solicit on College property must present a
written request to the authorizing office. Such request must state the date and time for
the activity and must be received at least two days in advance of the requested date. If
the request is approved, the organization may solicit for the time period approved but not
to exceed five calendar days. Extensions require an additional request.

B. Solicitation may be limited to a specific area designated by the authorizing office.

C. The activity must not, due to loud noises or interruptions, disrupt the educational
activities of the College.

D. The individual or group must request from the Facilities Director use of College-owned
furniture.

E. The individual or group may post signs, banners, or other materials at their table.

F. Individual or group must remain in approved areas and not obstruct traffic.

Distribution of Literature
A. Distribution of literature is prohibited in areas associated with educational and
administrative functions of the College, which include, but are not limited to, inside
buildings or external walkways from which individuals enter and exit classrooms. An
inside area which is an exception to this procedure is the first floor of the Student Union. The area will be designated by the authorizing office.

B. Individuals or groups must remain in approved area(s) for the duration of the activity.

C. Not wander to undesignated areas of the College property while distributing literature.

D. Not obstruct pedestrian or vehicular traffic flow, or the free movement of any individual by any means or activities.

E. Ensure that the activity does not, due to loud noises, disrupt the educational activities of the College.

F. In the event there is an allegation of disruption, follow direction of authorized College officials.

G. In addition to the procedures stated above, individuals or groups may distribute literature according to the following procedures:

H. Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization or group.

I. In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, such activity may be halted by College officials.

J. Literature may not be placed on vehicles parked on College property.

K. If individuals or groups wish to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

**Approval/Disapproval of Activities**

A. Individuals or groups may be denied, by the authorizing office, the opportunity to conduct an activity for soliciting, material distribution, and advertising on College property because of scheduling conflicts or space not being available on a particular day. Alternative days/times or places will be offered by the authorizing office.

B. The Vice President of Student Affairs is responsible for administration of these procedures. Any exceptions to such must be authorized by him/her.

Revised: 4/14/05, 8/29/16
POLICY 2.12 DISRUPTIVE ACTS AND WEAPONS ON CAMPUS OR ACTIVITIES

Labette Community College seeks to enhance the safety of its employees, students and the public by maintaining its properties and activities. Disruptive acts on campus or at college sponsored activities will not be tolerated. Persons threatening the safety of students, college personnel, or other persons; to damage college property; or to interfere with class or college activities or the educational process will be asked to leave the premises.

A. Concealed Carry of Firearms Restricted: This policy applies to all Labette Community College ("College") students and employees: i) at the Parsons main campus, the Cherokee Center in Pittsburg, and on and within property owned or leased by the College, or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities, or other programs (collectively, "Off-Campus Activity").

The College prohibits the possession or use of handguns on Campus and at Off-Campus Activities, other than as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the "Act") and other applicable federal/state laws, it is permissible and will not be a violation of this policy for legally qualified individuals to:

i) carry a concealed handgun on Campus, pursuant to Kansas law and in accordance with the Concealed Carry Restrictions set forth below,
ii) lawfully carry a concealed handgun as an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
iii) lawfully possess a handgun within a personal/non-College vehicle,
iv) lawfully possess weapons for:
   a. Law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the President or designee, or
   b. as necessary for the conduct of College approved programs.

Definition:
"Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
Concealed Carry Restrictions:
Concealed Carry: Each student or staff member who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law and this policy. Individuals who carry a handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the handgun in any way, shape, or form. "About their person” means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed handgun while on campus.

Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a handgun under Kansas law and this policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

• An individual in possession of a concealed firearm must be at least 21 years of age;
• A firearm cannot be carried by an individual:
  • under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable
  • to safely operate the firearm [K.S.A. 21-6332],
  • who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
  • who is or has been a mentally ill person subject to involuntary commitment  [K.S.A. 21-6301(a)(13)],
  • with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
  • who has been convicted of a felony crime [K.S.A. 21-6304];
  • An automatic firearm cannot be carried [K.S.A. 21-6301 (a) (S)];
  • A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
  • Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301 (a) (4)]; and,
  • Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present [K.S.A. 21-6308].

Campus locations leased by the College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit handguns from their premises, notwithstanding a lease or use arrangement with College. If handguns are excluded at such locations and would otherwise be permitted by this policy, individuals are expected to comply with the rules imposed by the location.
Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed handgun on Campus (whether on the person or in a carrier), the concealed handgun is to be secured, in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the "on" position. Semiautomatic handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder. LCC employees who plan to conceal carry should let their appropriate Vice President know in writing.

Storage: Handgun storage is not provided by the College. Individuals may store a handgun in the individual's vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a handgun: i) in a vehicle that is unlocked or when the handgun is visible from outside the vehicle, ii) in an individual's office, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Even the lawful carrying of a concealed handgun has its own risks. Any report of weapons on a Campus will be addressed by the local police departments in coordination with LCC administration. The lawful carrying of a concealed handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed handgun has the potential to create confusion and additional risk during police responses.

Main Parsons Campus: Individuals are advised that, pursuant to the Federal Gun Free School Zones Act, it is unlawful for an individual to possess a firearm within 1,000 feet of an elementary or secondary school, and the College’s main Parsons Campus is within such a gun free school zone. Exceptions to this prohibition are made for possession in the case of

- individuals with a Kansas Concealed Carry License;
- where the firearm is unloaded and in a locked container or locked firearms rack in a vehicle;
- where the firearm is possessed for use in a program approved by the elementary or secondary school; or
- where the firearm is possessed or used by a law enforcement officer acting in his or her official capacity.

Possession of firearms on the Parsons Campus not falling into one of these exceptions will be reported to local law enforcement for legal action in accordance with Federal law.

Enforcement: Any individual violating this policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/pressing charges for criminal trespass, or referral to law enforcement for possession in violation of the Federal Gun Free School Zones Act.
B. Open Carry of Firearms Prohibited: No person, unless otherwise provided by law or College policy, may openly carry firearms on any College campus. Individuals openly carrying firearms may be asked to leave the premises immediately, and College students and employees openly carrying a firearm will be subject to disciplinary action up to and including expulsion and termination, respectively.

C. Unless otherwise authorized, the carry of weapons is authorized in College Policy 2.12 for students and employees or federal or state law for third parties. Any employee, student, or third party determined to be in possession of a weapon in any College building or College vehicle, on College grounds, or at any College sponsored activity or event may be subject to removal from College property, legal action and/or the College’s disciplinary process, as applicable.

D. Sanctions up to and including, immediate suspension and subsequent termination upon investigation of the facts of the incident may be imposed on employees. Sanctions for students up to and including immediate eviction from their dorm room and/or suspension or expulsion from school may be imposed. Third parties may be banned from College events and property. Violation of this policy may subject any party in violation to civil or criminal prosecution. Sanctions imposed on students and employees under this policy by the College will be subject to any due process rights accorded the student or employee by state law, College policy, or collective bargaining agreement.

E. For purposes of this policy, the term weapon shall include any object that can reasonably be considered as a weapon, or a facsimile of a weapon.

Many objects are designed as and are commonly understood to be weapons. Examples include firearms; martial arts weapons; metal knuckles; spring or CO2 powered projectile guns; bludgeons or clubs of various types; tear gas; and grenades or other explosive/incendiary devices. The College bans all such previously mentioned weapon types and any facsimile of these weapon types under this policy. Additionally, the College recognizes that many common objects and tools are designed for uses other than as a weapon but may be used or may be modified for use as a weapon. In considering whether a particular common object or tool shall be considered to be a weapon under this policy, College officials will consider the time, place, and other circumstances surrounding the possession of the common object including the explanation for its possession and whether the object has been modified or otherwise altered to make a more effective weapon in making their determination.

F. The provisions of the Weapons Policy do not apply to the possession of weapons in College buildings, on College grounds, or at any College sponsored activity if the possession of weapons is:

1. Connected with a weapons safety course or a weapons education course approved and authorized by the College, or

2. The President has authorized in writing the possession of the weapon,
3. The weapon is in the possession of a full-time law enforcement officer, displaying a badge, who is required to carry a weapon as a condition of his/her employment, or a uniformed, part-time law enforcement officer on active duty conducting official business,

4. The weapon is a concealed firearm which is authorized to be carried under College Policy 2.12 for students and employees or relevant state and/or federal law for third parties.

Adopted: 2/13/01
Revised: 11/14/13; 12/20/16; 6/15/17
PROCEDURE 2.12 DISRUPTIVE ACTS AND WEAPONS ON CAMPUS OR ACTIVITIES

The college administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the President or any Vice President. In the absence of these individuals, the determination shall be made by the staff member designated to be in charge of the facility or activity. The President shall be notified of any serious problem on the campus.

Anyone in violation of this procedure or other College policy or procedure concerning the possession of weapons shall be directed to leave the premises immediately and not return without prior approval from the President. Failure to comply with such order will result in a report to law enforcement.

Reports of Weapon Possession: Any College employee, student or other person with knowledge of someone possessing weapons on College property or at College functions is directed to immediately contact the President, any of the College Vice Presidents/Dean’s/Director of Human Resources or the Director of Facilities. Upon notification, the responsible College official will immediately take steps to assess the danger to College staff and students as well as to the public and by using their discretion and knowledge of the situation, eliminate any danger present through appropriate means.

The following information should be gathered from the person reporting the weapon and/or from other sources if possible.

A. Name and description of the person with the weapon.
B. Type of weapon and its location, if known.
C. Current location of the person and whether there are any other persons in the area.
D. Whether any threats have or are being made and to whom they are directed.
E. Does the person appear to be upset, angry, intoxicated or irrational?

All incidents involving the possession of lethal weapons should be taken seriously, and when the responsible College official reasonably believes that there is a potential for violence or serious injury, the College official should notify local law enforcement personnel and allow them to handle the situation. The College official should also take steps to keep potential victims and third parties away from potentially hazardous areas.

The College official should use their judgment in whether to approach the person reported to have a weapon or to let the police handle the matter. The main responsibility of the College official is to help ensure the safety of students, employees, the general public and their self.

However, before approaching anyone suspected of having a weapon, the official should notify other College officials and inform them of the situation, secure the area to prevent students and
employees from entering, and enlist the aid of other employees before approaching the person if possible.

**Removal of the weapon and the person carrying it from the College property or activity without incident is the primary objective of the College official. Confiscation of the weapon should only be attempted by the police or where there is clearly no present danger.**

Violation of the Weapons on Campus policy will be considered to be a serious offense. The College will make full use of its disciplinary policies and the legal system up to and including termination of employment for employees and expulsion from school for violators. Please refer to Policy 2.16 Performance Improvement and Procedure 4.08 Student Code of Conduct. The College may also initiate or fully participate in legal actions brought against violators.

Adopted: 7/5/05
Revised: 8/27/13; 12/16/16; 6/15/17
Labette Community College seeks to create a campus environment that is free of the threat of violence as well as actual violence. The College makes a sincere effort to prevent violence on its campus and will take action against employees, students, or outside persons, who intimidate, threaten, harass others, commit or threaten to commit a violent act on College property.

For the purposes of this policy, employees and students who are allowed to carry a firearm in accordance with College Policy 2.12 must leave such firearm holstered and concealed on or about their person at all times while on College property or at College events unless reasonably and immediately necessary to protect the carrier. Failure to keep such weapons adequately holstered and concealed on or about their person pursuant to College Policy 2.12 will be deemed to be threatening to commit a violent act and will be subject to disciplinary action, expulsion, or termination, as applicable.

The key to prevention of violence/harassment lies in the willingness of employees and students to report persons who intimidate, threaten or commit acts of violence. Victims of threats or violence are strongly urged to report the incident(s) to the Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Finance and Operations, or the Director of Human Resources.

The College does not condone or encourage acts of violence, even if perpetrated in self-defense.

Complaints will be investigated, and confirmed cases will be addressed through the College’s disciplinary procedures and legal action as appropriate. Employees and students of the College may also use the College’s grievance policy to formally pursue claims of violation of this policy.

Adopted: 2/13/01
Revised: 4/14/11; 12/15/16; 6/15/17
Any student, employee or other person who sees an act of violence in progress should immediately notify the Vice President of Academic Affairs, Dean’s, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. Any student, employee or other person who feels they have been subjected to violence or the threat of violence, harassment, or bullying by one or more students, College staff or any other person connected to the College should:

1. Write a letter or speak to the person or persons you feel are responsible unless you feel you are in immediate danger. Tell them their actions, comments or requests are unwelcome and let them know you will report them to the College if they don’t stop. In many cases, confronting the person/s will stop the offensive actions.

   Note: You do not have to perform the first step in the process if you feel uncomfortable confronting the person/s or fear violence or retaliation if you do so. If you have been subjected to physical violence or threats of serious physical injury, the College encourages you to also report the incident to the proper law enforcement officials.

2. If step 1 above doesn’t stop the problem or you are uncomfortable confronting the person or you feel that you are in immediate danger, file a formal complaint (oral or written) with the Vice President of Academic Affairs, Dean’s, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. If the alleged harassment, bullying, violence, or threat of violence involves any of Vice Presidents, Dean’s or the Director of Human Resources, the complainant may contact the President and file a formal complaint or, if the alleged incident directly involves the President, the complainant may contact a member of the Board of Trustees directly to file a formal complaint.

3. If necessary in his or her opinion, the College official receiving the complaint should take prompt action to lessen the likelihood of further intimidation or violence pending the outcome of the investigation. Examples of appropriate actions the College official, with the approval of the President or appropriate vice president/Dean’s, may use include: notification of law enforcement personnel, reassignment of work duties or class schedules, suspension with pay for employees, temporary suspension from classes and College activities for students, and banning the individual from campus. The purpose of intervention at this stage of the complaint is to prevent escalation of the problem and is not intended as punishment. In addition, the College official may contact the Threat Assessment Team as outlined in Procedure 4.14.

Students may make use of the student grievance policy as outlined in the Procedure 4.081 (also listed in the College Catalog) as an alternate method to file a harassment or violence complaint if they choose. Employees of the College may also use the appropriate College grievance policy as an alternative to pursue formal claims of violation of these policies if they wish.
Labette Community College takes all types of harassment, bullying, threatening, and violent behavior seriously. The College will mediate, if requested by the victim, every informal complaint filed by a student and attempt to resolve the informal complaint to the student’s satisfaction. The College will also fully and impartially investigate every formal complaint (oral or written) involving violence, threat, harassment, or intimidation. In cases where the investigation confirms our policies have been violated, the College will take the appropriate corrective action to end the violence or intimidation including making full use of the disciplinary policies of the College and legal action as appropriate. Please refer to Policy 2.16 Performance Improvement for employees and Policy 4.08 Student Code of Conduct.

Adopted: 7/5/05; 3/10/11
Revised: 12/16/16, 6/15/17
POLICY 2.14  VIEWING OF OFFICIAL RECORDS

It shall be the policy of the Board of Trustees that official records of the College specified by open records statutes shall be made available for inspection by citizens of the District and other interested parties as required by the open records act of the State of Kansas.

A. The request must be made during regular office hours to the appropriate College official who has been designated by the Board of Trustees to handle such requests.

B. The records may be viewed in the office area designated by the said College official.

C. Photographs or photocopies of records may be made within the office area designated by the said College official who may adopt and enforce reasonable rules governing the work.

D. Copies of the Published Budget and Annual Audit shall be made each year for use of the faculty and staff of the College, by citizens of the District, or agencies and organizations that may desire such information and will be on file in library of the College.

Adopted: 6/12/01
PROCEDURE 2.14  VIEWING OF OFFICIAL RECORDS

The Board of Trustees shall designate the College Records Custodian to coordinate responses to requests to view the College’s official records. The Records Custodian shall be the Vice President of Finance and Operations who also serves in the capacity of clerk to the Board of Trustees.

A. When a request to view official College records has been made by a member of the public, the President shall be notified of said request and the identity of the person(s) making the request. Each request for a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date of the request. If access to or production of the requested public record exceeds this limit, reasonable cause must be documented to the person(s) making the request.

B. The records may be viewed in the office areas where they are kept, under the supervision of the person(s) designated as custodian(s) of the record.

C. Photographs or photocopies of records may be made within the offices or work areas where the records are kept, under the supervision of the custodian of the records who may adopt and enforce reasonable rules governing the work. Fees for copying public records shall not exceed the actual cost of document search, duplication and staff time. Payment may be requested prior to the making of copies. The Vice President of Finance and Operations shall offer technical assistance to any record custodian requesting it.

Adopted: 4/30/01
PROCEDURE 2.15  GRANT WRITING COMPENSATION

At the Board of Trustees initiative, the administration is encouraging faculty and staff to engage in grant writing to help develop alternative sources of revenue for the college that can support our current and future efforts. Those faculty and staff whose proposed grants meet the approval of the President’s Council (see attached Grant Approval Form) will receive compensation for their writing efforts. Reimbursement will be according to the following chart:

<table>
<thead>
<tr>
<th>Complexity</th>
<th>Level 1 &lt;10 pp</th>
<th>Level 2 10-50 pp</th>
<th>Level 3 51-99 pp</th>
<th>Level 4 100+ pp</th>
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<tr>
<td>1</td>
<td>$50</td>
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<td>$300</td>
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Faculty and staff must complete and submit the Grant Approval Form to the Development Office for approval by President’s Council BEFORE beginning work on a grant.

Reimbursement will depend upon the complexity of grant. For example, Kansas Health Foundation (KHF) and Southwestern Bell Corporation (SBC) grants, which are one-to-five page applications, would be funded at the low end of Level 1. National Science Foundation (NSF) grants which are often limited to 15-20 pages but require much technical information could be funded at the mid to high end of Level 2. U. S. Department of Education grants frequently fall in the 100-page plus limit and could be funded at the high end of Level 4. (For current Level 4 directors, rewrites at end of grant period will be compensated at $500.)

Note: 1 through 4 above left reflect the complexity of the grant.

**Level 1 < 10 pp**
- Kansas Health Foundation (KHF)
- Southwestern Bell Corporation (SBC)
- Parsons Community Foundation
- Kansas Council for the Humanities (KCH) (single event)

**Level 3 (51-99 pp)**
- Major Private Foundation grants
  - Kemper
  - Hall
  - Carnegie
  - Rockefeller
  - Gates
  - Homeland Security Training

**Level 2 (10-50 pp)**
- National Science Foundation (NSF)
- KCH (series of events)

**Level 4 (100 pp + often multiyear)**
- U.S. Department of Education
  - TRIO – Student Support Services, Talent Search, Upward Bound
  - Title III
  - GEAR UP
- U.S. Department of Health
  - National Institutes of Health
The Development Office is available to assist in the production of the final copy of any grants authored by faculty and staff, and assist in the development of the budget. Therefore, it is imperative that the faculty/staff and the Director of Resource Development meet ahead of time to schedule due dates for materials to allow for timely completion, final proofing, copying and mailing.

Adopted: 7/21/04
Revised: 8/29/16
1. The purpose of this policy is to provide for employee counseling and disciplinary action. This policy is not intended to cover each and every policy or rule violation and is not intended to grant to any employee any contractual rights. Application of these guidelines must be consistent to ensure that all employees receive similar treatment for similar offenses.

2. Open communication between management and employees and the establishment of a comfortable work environment assists in the elimination of serious disciplinary problems. If, however, discipline problems do arise, discipline should be approached through a progressive process in which the employee has knowledge of the specific rule, policy, or performance expectation that is being addressed and that the employee be given every opportunity to correct the problem. Discipline must be based upon correcting the problem and not be abusive to the employee.

Approved: 3/8/05
Reviewed: 8/29/16
PROCEDURE 2.16: PERFORMANCE IMPROVEMENT COUNSELING

1. **IMMEDIATE TERMINATION**: Employees are to use their common sense and honesty to avoid discipline. The listing below is not intended to be all-inclusive, but is illustrative of conduct which may result in immediate termination.

   a. The concealment of a mistake, which could affect the safety of himself/herself or another person.
   b. Unauthorized use or possession, within the College on its grounds or while driving a College leased or owned vehicle, of narcotics, drugs, alcoholic beverages or substances that alter mental and/or physical condition so as to impair or impede normal function.
   c. Use of tobacco within the College on its grounds or while driving a College leased or owned vehicle.
   d. Immoral conduct such as using a position of authority for personal gain within the community or to get sexual favors from students or staff.
   e. Intentional falsification or serious omission of information on any college record.
   f. Unauthorized removal of or conversion to personal use of any college property.
   g. Unauthorized possession of firearms or explosives on premises.
   h. Any willful act injurious to Labette Community College or its reputation such as engaging in libel or slander or otherwise maliciously and publicly ridiculing the Board of Trustees, any College official, department, or program.
   i. Physical abuse or acts of violence on Campus property towards any student, visitor or fellow employee.
   j. Objectionable verbal abuse and disrespectful conduct and behavior of a sexual nature that interferes with an individual’s performance or creates an intimidating, bullying, hostile or offensive learning or working environment for any student, visitor or fellow employee.
   k. Felony conviction.

2. **POSITIVE DISCIPLINE**: Positive discipline means that the Vice President’s/ Dean’s/Director’s efforts shall be directed toward developing the employee and aiding him/her to achieve and maintain the status of a competent employee. It may be in the College’s interest to warn an employee for certain violations of policies and/or work habits.

Activities cited in this provision are not intended to be all-inclusive, and are used here as examples only. The following examples of conduct may result in disciplinary action, ranging from a verbal to a written warning or immediate discharge, depending upon the seriousness of the incident and extent of prior offenses, whether the same type or not:

   a. Tardiness or absenteeism.
   b. Any negligent or careless act which results or might have resulted in property damage or personal injury to himself/herself or another person.
   c. Spending too much time on the telephone, computer or internet conducting personal business during office hours.
   d. Failure to properly and specifically document situations when it is professionally responsible to do so.
   e. Violating a safety rule or safety practice or failure to file an Incident Report.
   f. Marginal or poor job performance due to attitude, physical condition or lack of interest.
   g. The display of traits, actions, or attitudes contrary to the College’s mission and core values.
   h. Failure to work effectively and/or in harmony with supervision and/or co-workers.
i. Posting, altering, or removing any printed or pictorial matter on bulletin boards or Labette Community College’s property unless specifically authorized.
j. Threatening, bullying, intimidating, coercing, or interfering with fellow employees on the premises.
k. Failure to follow job instructions, verbal or written.
l. Leaving the college prior to completion of shift without approval of Vice President/Dean/Director.
m. Failure to report to work and not notifying management (1 time) written warning (2 times or 2 consecutive days) is an assumed resignation without notice.
n. Disorderly conduct, provoking, or instigating a fight, or fighting during working hours on the college’s campus.
o. Reporting for work under the influence of alcohol or drugs.
p. Insubordination.
q. Actions which have the effect of restricting productivity.
r. Verbal abuse or use of inappropriate gestures toward any student, visitor or fellow employee.
s. Fail to detect violations and/or noncompliance with applicable policies and legal requirements, which, with reasonable diligence, should have been discovered; or upon discovery of violations, fail to take corrective action.

3. If disciplinary action is to be effective, it should normally:

   a. Be timely.
   b. Emphasize correcting the problem, if practical, rather than punishing the offender.
   c. Maintain the employee's dignity and self-respect.
   d. Provide for increasingly serious steps if the problem is not resolved.
   e. Result in the employee's changing his/her behavior and becoming a competent employee.

4. It is the college’s desire to allow non-instructional employees every opportunity for improving levels of performance before it becomes necessary to consider termination action. The disciplinary steps that may be utilized are shown below:

   a. Oral Discussion (0 Points) - Oral discussion with employee
   b. Oral Counseling (1 Point) - Oral discussion of the problem or violation with employee and documentation by the Vice President/Dean/Director for future reference.
   c. Written Counseling (3 Points) - Oral presentation and written warning, which may follow with a stated specific disciplinary action for the next same offense.
   d. Written Counseling & Decision-Making Session: (5 Points) - The Final Written Warning and Decision-Making session is a last step approach to dealing with a performance issue. The HR Director and Vice President/Dean must review final Written & Decision Making documentation prior to the session. During this session the employee is provided with a Final Written Warning followed by the decision of the employee whether he/she wants and is able to continue working for the college, which means following all the rules and meeting performance expectations. (NOTE: There are two possible results when an employee is given the Final Written Warning: The employee indicates a decision to continue working for the college and to follow all the rules, or the employee indicates a decision to resign. This should be recorded under the employee’s response.
   e. Probation or Suspension (5 Points) – Probation is a set period of time during which the employee is closely monitored with the understanding that any further disciplinary action could result in discharge. Suspension without pay is at the discretion of the administration and is not a required step of the disciplinary process. The Vice President, Dean and Director of Human Resources must be notified before an employee can be placed on probation or suspended.
   f. Discharge - Immediate and final removal of the employee from the college’s payroll for just cause
with complete loss of benefits. A decision to discharge an employee must be reviewed by the President and the Director of Human Resources. An employee who is discharged is not eligible for rehire and a permanent record is maintained in the personnel file.

5. Note: However, depending upon the severity of the infraction, any step or steps may be eliminated. The employee is not to assume that each step in the positive discipline approach will be applied in order or applied at all.

6. Cumulative Point Discharge – For non-instructional staff, if different offenses are committed within a twelve (12) month period and the accumulation of points equals eight (8) or more, an employee may be subject to discharge. See above information regarding discharge.

7. All disciplinary action shall be documented by using the "Performance Improvement Counseling Form.” If the employee refuses to sign the counseling record, another member of management must sign as a witness in the employee's presence verifying the employee's refusal to sign and should also be noted on the employee signature line. If additional documentation is attached to the Counseling Form then each page must be initialed and dated by the employee and their supervisor.

Approved: 3/8/05
Revised: 6/21/10
Revised: 11/15/10
Reviewed: 8/29/16
POLICY 2.17 CREDIT CARDS

The Board of Trustees of Labette Community College is required to ensure accountability and proper use of all College funds. College employees will not be issued credit cards, but shall be reimbursed for appropriate work related expenses with appropriate documentation.

One College credit card will be kept in the Business Office, issued in the name of the Vice President of Finance and Operations. This credit card will be used for official College business only as listed below:

1. To order items and/or services which cannot be purchased in a timely manner through direct bill or college check.
2. Car rentals, hotel and airline reservations for appropriate College business.

The Vice President of Finance and Operations will be responsible for the reconciliation and payment of the monthly credit card statement.

The Business Office will issue gasoline cards and specific store account cards, such as Wal-Mart, to employees for appropriate College use. Gasoline and specific store account cards are to be returned immediately as directed by the Business Office.

Adopted: 6/14/05
Reviewed: 8/30/16
POLICY 2.18 ANIMALS ON CAMPUS

Pets and/or other animals are prohibited from all College facilities except for assisted service animals or animals. Exceptions maybe granted by the Vice President of Finance and Operations for educational purposes. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

 Adopted: 7/20/09
Reviewed: 9/19/16
Revised: 2/14/19
Labette Community College has the responsibility to provide a safe and healthy learning environment. The uncontrolled or unsupervised presence of animals on campus compromises that environment. This procedure applies to all students, employees and visitors.

A “service animal” is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, and the work or tasks performed by the animal are directly related to the individual’s disability. This definition encompasses all “service animals” as defined by the applicable regulations to the Americans with Disabilities Act, and encompasses all “assistance dogs” as defined by applicable Kansas statutes.

1. All domestic animals on College property, including open space, athletic fields, playing fields and intramural areas, must be leashed and under personal control of the owner at all times. Animals are not to be tied to or secured to trees, posts, shrubs and/or left unattended. Each owner is responsible for his/her animal, including clean-up.

2. To protect public health and safety, animals are not permitted in College buildings or grounds, subject to the following exceptions:
   a. A service animal assisting an individual with a disability;
      i. The service animal must be under the control of its handler. Where it is not readily apparent that an animal is a service animal, the College may ask if the animal is required because of a disability and what work or task the animal has been trained to perform,
      ii. LCC may exclude a service animal if the animal is not housebroken; would pose a direct threat to the health, safety or property of others that cannot be reduced or eliminated by a reasonable accommodation; is out of control and the individual does not take effective action to control it; would fundamentally alter the nature of a program or activity; or is not being cared for by the individual,
      iii. LCC is not responsible for the care or supervision of service animals. Individuals handling a service animal are responsible for the control of their animals at all times and for ensuring the immediate clean-up and proper disposal of all animal waste. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws,
      iv. Although LCC will not charge individuals handling a service animal a service animal surcharge, it may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages to property,
   b. A service animal or professional therapy dog accompanied by a qualified handler or professional trainer in certain areas open to the general public, subject to the restrictions and requirements set forth in the applicable Kansas statutes;
   c. Animals used for authorized research projects or experiments approved by the Vice President of Finance and Operations; or
   d. Animals used as part of an academic program approved by the Vice President of Finance and Operations; or
   e. Other animals approved by the Vice President of Finance and Operations.
3. All animals on a campus must have current vaccinations evidenced by a tag on the animal or a vaccination certificate in the immediate possession of the owner.

4. A control agency will be called to remove and impound disruptive, aggressive, unattended or at-large animals. All animals are subject to the applicable city codes regulating animals.

5. The presence of an animal for comfort, protection or personal defense does not qualify an animal as being trained to mitigate an individual’s disability and therefore does not qualify the animal as an assistance animal allowed under this procedure.

Adopted: 7/20/09
Reviewed: 9/19/16
Revised: 9/7/17
The Instructional Outcomes and Assessment Committee, chaired by the Dean of Instruction, establishes institutional learning outcomes for degrees and certificates referred to as student learning outcomes for programs of study. These are then reviewed by President’s Council and approved by the Board of Trustees. The vision, mission, and core values of the College’s Strategic Plan are at the forefront throughout this process. The student learning outcomes consist of knowledge, critical thinking, communication, and social awareness.

Course outcomes and competencies are established by faculty based on their mastery of their discipline, scholarship, and expertise. These course outcomes and competencies also align with program outcomes. Each course is reviewed annually by the master syllabus author assigned to the course. Any changes are sent to the Dean’s Office for review. The Curriculum and Instruction (C&I) Committee approves changes to course titles, credit hours, course descriptions, course outcomes, and new programs/courses. New programs/courses are recommended to the Board of Trustees for approval. If appropriate, these are then submitted to the Kansas Board of Regents (KBOR).

All programs are reviewed on a five year rotation. The program reviews are presented to the Board of Trustees for their approval. Specific curriculum needs and recommendations from these program reviews are included in the operational plans which are updated annually.

Some courses have been approved by the Kansas Board of Regents to be transfer and articulation courses designed to provide seamless transfer between all Kansas higher learning institutions. Course outcomes and competencies for these courses are determined by annual Kansas Core Outcomes Project meetings with instructors in the disciplines from colleges throughout the state. All LCC transfer and articulation courses include the approved KBOR statement regarding learning outcomes and competencies.

Revised: 6/12/01
Revised: 6/20/13
Revised: 3/10/16
PROCEDURE 3.01 CURRICULUM

All proposals for new curriculum or for substantial changes to existing curriculum (including changes to course title, credit hours, outcomes, or descriptions) are submitted through the Dean of Instruction or CTE Director to the Curriculum and Instruction (C&I) Committee.

The Curriculum and Instruction Committee’s purpose is to review and recommend approval or disapproval of curriculum related issues dealing with new courses or course revisions. The C&I Committee provides assistance in the development of curriculum to faculty and supervisors, reviews catalog revisions, generally maintains the quality of college programming, and strives for continual improvement. The committee also makes recommendations regarding graduation requirements, setting and enforcing prerequisites, grading standards, procedures relative to academic integrity, and other policies/procedures that directly affect the credibility and quality of instructional programs.

The C&I Committee meets regularly. Membership consists of voting members: 6 or more full-time faculty, Workforce Education Director, and Dean of Enrollment Management; and non-voting members: including Vice Presidents of Academic and Student Affairs, Dean of Instruction, CTE Director, Student Success Center Director, a representative from Information Technology, and others. The C&I Committee is the responsibility of the Vice President of Academic Affairs.

Adopted: 4/14/05
Revised: 8/26/08
Revised: 6/13/13
Revised: 9/11/15
POLICY 3.02  ACADEMIC STANDARDS

Academic standards and regulations are essential to ensure high quality in teaching and student learning. The President will be responsible for recommendations made to the Board of Trustees to determine academic standards including any procedures in support thereof. Such academic standards will include, but not be limited to: advanced standing credits, class attendance, class load, grading standards and related practices, examinations, honors designations, course placement tests, academic probation and dismissal, transcript procedures, and repeat of courses. These standards will be reviewed and approved by the Board of Trustees on a bi-yearly basis. To ensure public notice to students, academic standards, such as those stated herein, will be included in the catalog. (See also Academic Honesty Policy)

Adopted: 6/13/94
Revised: 7/10/14
The College regularly publishes a catalog, which contains information including, but not limited to policies, procedures, and programs and services offered. The catalog is approved by all stakeholders prior to publication.

Adopted: 6/13/94
Revised: 2/9/17
Due to the size of the College service area and associated logistics with delivery of instruction, the wide diversity of curriculum interests and demands, and the need for flexibility in staffing with instructional personnel, employment of adjunct faculty is an essential factor for achievement of the College's mission and purposes. Procedures for conditions of employment, development, evaluation, and compensation of adjunct faculty shall be determined by the President. (See Also Adjunct Faculty Procedure)

Revised: 12/12/00
Reviewed: 8/31/16
Reviewed: 1/24/17
PROCEDURE 3.04  ADJUNCT FACULTY

A. A. Employment and Administrative Procedures

1. Appointment and Agreement

   a. Selection of adjunct faculty to teach courses offered through Labette Community College is done on a course-by-course basis. The selection of instructors is the responsibility of the Dean’s or the Vice President of Academic Affairs.

   b. Labette Community College abides by the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. These qualifications are required by all full-time, adjunct, concurrent, dual credit, and temporary faculty who teach for the college. All faculty are required to have appropriate documentation on file.

   c. Adjunct faculty members may be replaced by full-time faculty members if making a full teaching load for a full-time faculty member is in jeopardy. All arrangements for a course prior to actual enrollment and the course "making" are tentative. A contract will be offered only for courses that have sufficient enrollment as determined by the Vice President of Academic Affairs and Dean of Instruction after enrollment has been completed.

      All courses are contingent upon minimum enrollment. The required number of students is set by the Vice President of Academic Affairs. If the course pre-enrollment is below the minimum number of students required, the instructor will be notified five (5) working days before the first class meeting to discuss potential options for offering the course.

   d. With approval of the Vice President of Academic Affairs, instructors may receive prorated pay for small enrollment classes. However, instructors will not be obligated to teach a class on a prorated basis. If prorated pay is indicated, the Dean of Instruction will contact the instructor to determine if this rate of pay is acceptable.

      No payment is made to member faculty if his/her course is cancelled due to insufficient enrollment prior to the first class meeting.

   e. Adjunct faculty members are given a one-semester contract, which is subject to approval of the Vice President of Academic Affairs or Dean of Instruction. Instructors must have a completed credential file in the Human Resources Office. Contents of this file are to include: 1) an LCC application, 2) a W-4 form, 3) an I-9 form {must be signed on or before the first day of employment}, 4) official transcripts, 5) oath or affirmation of employee, 6) appropriate identification for the I-9 form and 7) other paperwork as required by the payroll/benefit specialist.

2. Educational Requirements

   A. Faculty teaching general education (transfer) courses are required to have the following qualifications:
• Master’s degree or higher in the teaching discipline or subfield taught.
• Master’s degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.

B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.

C. Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:
   Bachelor’s degree and or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.

D. Faculty teaching non-transfer courses including developmental of college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.

E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.

F. Any exception due to special circumstances must be approved by the Vice President of Academic Affairs.

The Dean of Instruction/CTE Director as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other supporting documentation. If the potential instructor is not properly credentialed, the Dean of Instruction may approve a Degree/Credentialing plan to ensure full compliance by September 1, 2022, which meets our HLC approved extension to come into compliance. The approved plan must be updated annually.

In addition to meeting the HLC required faculty qualifications, faculty teaching concurrent general education courses must meet the requirements of the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement between the high school and Labette Community College.

3. Reappointment

The College does not recognize a claim that an individual is entitled to continue teaching because he/she has taught before as an adjunct faculty member. Adjunct faculty members are selected semester by semester to teach a particular course.

4. Benefits Extended to Adjunct Faculty Members

All adjunct faculty members currently employed by the College and their immediate families may receive a scholarship for three (3) credit hours per covered individual during the semester of the teaching assignment under the adjunct instructor scholarship plan. Immediate family is defined as the instructor's spouse and dependent children.

The scholarship covers a maximum of the in-state tuition and fees rate per credit hour up to three (3) credit hours. Instructors who live outside the state of Kansas will be charged the difference between the in-state and out-of-state tuition and fees rates. Material and/or lab fees attached to a specific course are not covered under this scholarship policy.
Adjunct faculty members may not enroll in courses that conflict with the faculty member’s teaching assignment for the College. An instructor may not enroll in:

1) a course he/she is teaching; or
2) a course, which meets at the same time as a course he/she teaches.

College identification cards will be issued at no cost by the Student Affairs Office. These cards will entitle adjunct instructors and their immediate family’s admittance to most LCC athletic events, musical events and theatrical productions.

Adjunct faculty members, during the semester of the teaching assignment, are eligible for Workers’ Compensation benefits and are covered by Social Security.

5. **Benefits Not Extended to Adjunct Faculty Members**

Adjunct faculty members are not eligible for the following benefits: 1) group insurance coverage, 2) participation in the State of Kansas retirement system, professional leave (paid sick leave, personal leave, military leave).

6. **Compensation and Workload**

Adjunct faculty members will be compensated based on an amount determined annually within the budget development process for each credit hour taught. The compensation for adjunct faculty members will be based on the current overload base pay for a master’s degree or doctorate degree. Contracts will be issued to each instructor through the Dean’s office. Paychecks may be picked up in the business office on the 20th day of the months specified in the contracts. Should the 20th day fall on a Saturday or Sunday, or any other legal holiday, payment will be made on the last full working day immediately preceding the 20th. However, the final paycheck will be distributed by the Business Office upon receipt of final grade rosters in the Admissions Office and outcomes assessment reports in the Dean’s office.

The credit hour teaching rate will be used to determine compensation for developing online or on ground course curriculum development.

Hybrid course curriculum development will be compensated as follows:

1. Compensation will be based on the amount of the hybrid course that is offered online (distance education) 25%, 50%, or 75%, and the number of credit hours of the course being developed.
2. The originator of the course proposal and the Dean will determine the amount of compensation based on the % taught online prior to Curriculum Instruction Committee Review.
3. A hybrid course being developed from an already approved on-ground course will qualify for compensation.
4. A hybrid course being developed as a new course (no previous online or on-ground course) will qualify for compensation.
5. A hybrid course being developed from an already approved online course will NOT qualify for compensation since the course in its entirety is already available online.
6. If a hybrid course is later developed into an online course, only the portion not already compensated in the hybrid course will be paid to the online developer.
7. Compensation for teaching a hybrid course is the same as compensation for teaching an on-ground course.
8. The person teaching the hybrid course will have completed the LCC online teaching course (or equivalent) prior to teaching the hybrid course. (The Vice President of Academic Affairs may allow the online teaching course to be taken the same semester the hybrid course is taught if extreme circumstances exist and the instructor is an experienced instructor.)
9. The course is expected to be offered within one year of completion of course development.
10. As found in the Intellectual Property Policy 3.23, the College will have non-exclusive, royalty-free use of the hybrid course and the ability to modify the work for its use within the institution, so that the College’s continued use of such material for educational purposes is not jeopardized. See LCC Policy 3.23 for complete details.

Adjunct instructors shall not teach more than twenty-five (25) credit hours in an academic year (August-July). Adjunct instructors shall not teach more than ten (10) credit hours in any one semester, fall, spring, or summer. For example, if an adjunct instructor teaches 9 credit hours in the fall and 9 credit hours in the spring, the adjunct instructor may teach up to 7 credit hours in the summer.

Adjunct concurrent credit instructors are permitted to teach no more than ten (10) credit hours in the fall or spring semester (20 credit hours total preschool year) unless the courses extend through the school year. For example, a concurrent instructor may teach three courses of five credit hours each (15 credit hours total) if two of the courses extend through the spring semester.

7. **Adjunct Faculty Members In-service and Meetings**

   All adjunct faculty members are required to attend in-service meetings scheduled at the beginning of the fall and spring semesters (this includes online instructors). Academic departments may schedule additional meetings with adjunct faculty members.

8. **Duties Required of Faculty Members**

   Attend fall and/or spring in-service if scheduled to teach a course.

   Meet with assigned classes as specified in the current schedule and teach such classes in accordance with master course syllabus (including specified textbooks).

   Do appropriate reading, grading, test design, outline preparation, material preparation, record keeping, registration and attendance verification, and other routine tasks essential to the conduct of the course.

   Promptly submit required academic reports by instructional deadlines.

   Participate in outcomes assessment for each course taught and submit appropriate outcomes assessment reports.

   Post weekly updates on grades and assignments in Red Zone.

9. **Professional and Ethical Behavior of Adjunct Faculty Members**
Faculty members are seen as leaders in the classroom and are expected to be role models for both students and others in the community. Specific guidelines regarding ethical conduct are as follows:

a. Faculty must provide their students with the contractually agreed upon number of classroom contact minutes in each of the courses they teach. Full attention and consideration must be devoted during that classroom time to the promotion of their students’ achievement of the goals, objectives and competencies described in the official Labette Community College master course syllabus.

b. Faculty must treat and grade students as fairly and objectively as possible with neither favoritism nor discrimination shown to any students.

c. Faculty must not require students to reveal personal information that might be used for research data. The collection of such data should be used only to fulfill educational objectives for the student and be given voluntarily by the students.

d. Faculty must distribute to students a copy of the course syllabus prepared in accordance with the master course syllabus. This course syllabus must be provided to each student at the beginning of the first class meeting.

e. Faculty are expected to be cognizant of, and play the appropriate role in, implementing all academic policies and procedures, especially those described in the current issue of the Labette Community College Catalog and the Faculty Handbook.

B. General Instructional Information

1. Office Space

Adjunct faculty members are not normally assigned office space and are encouraged to use the assigned classroom as a place for conferences with students before and after the class session.

2. Office Hours

Adjunct faculty members are not required to keep office hours. However, students may need to meet with faculty prior to or just after a class session. All faculty members should also provide students with a phone number or e-mail address in their syllabus to allow students to contact them.

3. Holidays

Holiday dates for Labette Community College are listed in the College Academic Calendar and Schedule of Courses for each location. Normally, evening classes meet any day that day classes meet. Online courses observe the same holidays as on ground courses.

Off-campus holiday schedules may be altered to coincide with the schedule of the host school or extension location. Instructors should adhere to their particular extension schedule. Any deviation from the holiday schedule must be approved by the Dean of Instruction or Director.

4. Faculty Absences
Instructors have an obligation to the College, to themselves, and to their students to meet classes when they are scheduled. Instructors, who are unable for reasons of illness or emergency to meet scheduled classes or laboratory periods, must inform the Dean of Instruction or Director of the situation in advance, or as soon as possible. The Dean of Instruction or Director will work with the instructor to establish a time and date to make up the class time.

Use of substitute instructors will be permissible under some circumstances providing they are (1) qualified and (2) approved in advance by the Dean of Instruction or Director.

5. Instructor Evaluation and Assistance

In order to maintain the highest quality in teaching and learning, improve teaching effectiveness, and acquire information for future employment decisions, all faculty members are evaluated. Adjunct faculty members will receive feedback regarding his/her evaluation.

Evaluation Schedule:
- First two semesters, adjunct faculty members will receive the full evaluation. The conference portion of the evaluation is at the evaluator’s discretion.
- Third and fourth semesters, student evaluation will be required; the remaining portions of the evaluation will be completed at the evaluator’s discretion.
- Fifth semester will start a rotation where adjunct faculty members will evaluated every third year.

The following will be excluded;
- Independent study courses
- Non-credit courses

6. Publicity

The College provides a news service that prepares all news releases for the media. Instructors should not contact media directly to obtain publicity for College activities or courses unless authorized by the Vice President of Academic Affairs. Instructors should contact the Vice President of Academic Affairs if they are interested in obtaining publicity for their course. All posters or other advertising to be placed off campus require the approval of the Director of Public Relations.

7. Change of Course Location

All classes are to meet in the assigned room/building. Changes in class meeting locations and or meeting times are not to be made without prior approval of the Dean of Instruction or Director. If location changes are approved, advance notice to the affected students of the class is of utmost importance.

8. Mailboxes

There are mailboxes in the print shop for each instructor teaching on the main campus. There are mailboxes in the adjunct faculty work room for each instructor teaching at the Cherokee Center. Instructors are expected to check them regularly.

Other extension instructors and/or instructors teaching "off-campus" will have mail sent to their home address.

9. Change of Address
In as much as official documents are often mailed to adjunct faculty members, it is essential that the College have a correct mailing address. In the event a faculty member's address changes, the Dean of Instruction or Director and the Human Resources office should be notified and the appropriate form completed.

10. Key Request

Typically adjunct employees are not issued keys. If it is necessary for an instructor to have a key to a classroom, lab, or storage area, a key request should be submitted to the Dean of Instruction or Director and approved by the Vice President of Academic Affairs. Keys must be returned to the appropriate office at the end of each semester. Keys are not usually issued to adjunct faculty members for rooms in local public school facilities. If the assigned classroom is locked, instructors should contact the local building coordinator or the custodian on duty.

C. Resolution of Adjunct Faculty Members Complaints

Labette Community College encourages adjunct faculty members who have work related complaints to try to resolve them informally with their supervisor or the person the adjunct feels is responsible for the problem. However, occasionally a situation may arise where an adjunct faculty member may feel an incident is serious enough that she or he feels it needs to be resolved in a formalized setting. Labette Community College has established the following procedure to provide the means for formally resolving adjunct faculty member’s complaints.

No reprisals or retaliation will be taken by the Board of Trustees or administration against any participant in the complaint procedure by reason of such good-faith participation.

Level 1 - The adjunct shall first submit the work related complaint in writing to his/her immediate supervisor (usually a Dean of Instruction or Program Director) within ten (10) working days of the incident in question or when the adjunct should have reasonably learned of the incident. The writing shall include the following: a description of the nature of and circumstances surrounding the incident; the date of occurrence; the specific policy or procedure the adjunct feels has been violated, if any; the names of any persons who can provide relevant information on the incident; what the adjunct feels needs to be done to rectify the situation; and the name of the adjunct’s representative if she/he desires one.

Upon receipt of the written complaint, the supervisor and adjunct shall meet and confer as soon as the supervisor can arrange a mutually convenient time. The supervisor may investigate the complaint as she/he deems necessary and shall respond to the adjunct’s complaint within five (5) working days from the date of the meeting. In the event that a complaint is initiated as a result of an action taken as a disciplinary measure or termination for cause, and the adjunct so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 - If the complaint is not satisfactorily resolved between the adjunct and his/her immediate supervisor, then the adjunct may submit the complaint in writing to the Vice President of Academic Affairs in the format set out in level 1 within five working days of the supervisor’s decision. The supervisor may also submit a written response to the complaint to the Vice President of Academic Affairs. Upon receipt of the written complaint, the Vice President and adjunct shall meet and confer as soon as the Vice President can arrange a mutually convenient time. The Vice President and the adjunct may question persons with relevant information about the complaint at this meeting. Any person brought into the meeting solely to provide information can be present in the meeting only long enough
to provide information and answer questions. The adjunct’s supervisor and the adjunct’s representative may attend all portions of the meeting.

The Vice President shall respond to the adjunct’s complaint in writing within five (5) working days from the date of the meeting.

**Level 3** - If the adjunct’s complaint is not satisfactorily resolved with the Vice President of Academic Affairs, the adjunct may submit her/his complaint in writing to the President. This action must be taken within five (5) working days after the Vice President’s decision to the adjunct under Level 2. The President (or designee) shall review the adjunct’s complaint and make a decision in writing within five (5) working days, which shall be final and binding. The President may choose to conduct an internal investigation into the matter; and/or meet personally with all or part of the parties involved; or he/she may simply choose to decide the issues involved on the basis of written information submitted by both sides in the issue.

D. Rights of Employee Representation

An employee may be represented at all stages of the complaint procedure by himself/herself or, at his/her option, by a representative selected by the adjunct. When it is necessary for a representative that is also an employee to attend a complaint meeting during the school day, she/he will, upon notice to the Vice President of Academic Affairs be released without loss of pay. Any employee whose appearance at such meetings is necessary to provide relevant information will be accorded the same right.

If the adjunct chooses to have representation at any level, he/she must notify the administrator who is currently considering the complaint as soon as possible and no later than (3) three days in advance of any scheduled meeting. The adjunct is responsible for coordination with his/her representative to determine mutually acceptable meeting dates at each level. If the adjunct chooses to use legal counsel as a representative, all time requirements or deadlines mentioned in the above procedure concerning meeting deadlines and response times from College officials, will be waived and will be understood to be changed as soon as reasonably possible. The College reserves the right to have legal counsel present if the adjunct chooses to do so.

All meetings in this process are designed to be private, informal meet and confer sessions. Strict rules of evidence and requirements of substantive and procedural due process will not apply.

E. Miscellaneous

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement or in the event the adjunct chooses to use legal counsel as a representative.

In the event a complaint is filed at such time that it cannot be processed through all the steps in this complaint procedure by the end of the adjunct’s contract, the days for determining deadlines shall be those days during which the College office is open for business.

If at any stage of the complaint procedure, the adjunct does not take the next step within the time allotted, the complaint procedure is ended and the complaint is settled in the manner recommended by the College administrator at the last step. The adjunct may also advise the administration that the complaint is dropped.
If the adjunct has not received a reply to the complaint within the time period stated in the guidelines of this procedure on a complaint in level 1 or level 2 statuses, she/he may assume that the suggested resolution has been denied and the adjunct may proceed to the next level of the procedure immediately.

Decisions rendered at Levels 2 and 3 of the complaint procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties of interest.

All documents, communication, and records dealing with the processing of a formal complaint will be filed in a separate complaint file and will not be kept in the personnel file of any of the participants.

F. Discipline and Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to adjunct instructors they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards to of what is considered unsatisfactory performance of duties. Supervisors are urged to deal with minor infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken, up to and including terminating the employment relationship. When further action becomes necessary, the supervisor will comply with the following procedure as outlined in Policy 2.16 Performance Improvement.

The disciplinary stages below are considered "progressive discipline" with the intent to change unsatisfactory performance to acceptable/satisfactory performance in a developmental fashion. However, depending on the nature of the employee's performance, behavior or misconduct and/or the role of the employee in the College, any step may be implemented as a first disciplinary step. The College retains the authority to invoke any, or a combination of the disciplinary steps, regardless of any previous disciplinary actions imposed or not imposed.

1. Verbal Conference

The supervisor will meet with the employee to issue a verbal warning. A plan of action will be developed for steps to be taken by the employee necessary to remedy the situation as well as a timeline within which the situation is to be corrected. The employee is provided with a copy of the disciplinary procedure. This verbal warning is documented in writing and retained by the supervisor; a copy is given to the employee.

2. Written Plan of Action

a. If the unacceptable behavior continues, the supervisor consults the supervising Vice President, Dean of Instruction, or next highest-ranking supervisor and human resource director. A meeting of the supervisor and the employee is then set up to establish expectations for correcting the behavior and a timeline for the correction to be completed.

b. The supervising Vice President/Dean of Instruction and or Director of Human Resources may also attend this meeting if the situation warrants or if any of these individuals or the employee requests their attendance. This request will be submitted to the Human Resource Office and the name of the individual making the request will remain confidential. Attendance is limited to individuals who are directly or indirectly responsible for supervision of the employee. Any attendee may request the attendance of his/her direct supervisor.
Employees may be represented by legal counsel or any other representative during any phase of this disciplinary procedure.

c. Documentation of the incidents and a written reprimand are presented for the employee's review and signature. If the employee refuses to sign, a notation is made to that effect and all documentation is placed in the employee's personnel file.

d. The employee will be provided information concerning his/her right to appeal through the complaint procedure and given the opportunity to have any written response he/she may have to the reprimand placed in the personnel file.

3. Suspension

The employee may be suspended without pay for a period of up to 60 working days, if such action is deemed appropriate by the employee's supervisor or responsible Vice President. Suspension without pay is at the discretion of the administration and is not a required step of the disciplinary process.

An employee may be suspended indefinitely with pay until circumstances or allegations have been investigated. An employee who is suspended for more than 10 days will receive prior notice of the suspension and will have the opportunity to be heard by the responsible Vice President.

Incidents leading to suspension will be documented in writing by the supervisor(s) and submitted to the supervising Vice president, who acts to approve or disapprove the suspension recommendation. Such written documentation will be filed in the personnel file.

4. Termination

With the approval of the President, an adjunct instructor may be terminated from employment for disciplinary reasons during the course of any adjunct employment agreement.

Because the College hires adjunct instructors on a semester to semester, as needed basis, the College also reserves the right to not offer any further contracts or enter into any further agreements at any time with the adjunct instructor for any lawful reason.

Appropriate supervisors may discipline, suspend (with or without pay), or recommend termination of employees for just cause. Reasons for disciplinary action including termination may include, but are not necessarily limited to, incompetence or dishonesty in professional activities or job duties, neglect of assigned duties, misconduct in professional or occupational activities, insubordination, and/or personal conduct that impairs the individual's fulfillment of properly assigned duties and responsibilities. An employee who is terminated from employment during the course of any adjunct employment agreement will receive prior notice of the termination and will have the opportunity to be heard by the responsible Vice President.

Incacity (physical or mental) to perform properly assigned duties will also be considered as reason to terminate, with due consideration given to the nature and duration of the incapacity. Attempts will be made, with no discrimination, to reasonably accommodate individuals with a handicapping condition.

Nothing in this policy is intended to diminish the right of the College or the employee to take any other action, which is specified, by College policy or applicable state or federal laws.
Instructional Substitutes:

Instructional substitutes are individuals who are asked to take over a class on a temporary basis from the scheduled instructor. The duties will include preparing to teach students: i.e. preparing lesson plans, preparing assignments and tests, grading assignments and tests, figuring midterm and final grades, and any other instructional responsibilities. The hourly rate of pay for instructional substitutes will be calculated by dividing the current base adjunct pay rate by fifteen (15 classroom hours per credit hour).

Classroom Substitutes:

Classrooms substitutes are individuals who meet a class and carry out the lesson plans of the instructor, such as give a test, show a video, or monitor a student activity. Classroom substitutes may be arranged for faculty who are not able to meet with their class. LCC support staff who substitute for faculty will not be compensated for the time they meet a class unless it occurs outside their scheduled work day. The hourly rate of pay will be 50% of the hourly rate for an instructional substitute.

Instructional Replacements:

Instructional replacements are individuals who are asked to take over a class on a permanent basis and become the instructor of record for the course. The duties will include syllabi revisions and all other instructional responsibilities. The instructional replacement will be paid the current base adjunct pay rate, or the full time overload pay rate, as appropriate.

Note: substitutes under this and all other sections of this procedure are temporary employees and not entitled to any College fringe benefits for substitute teaching.

Adopted: 12/4/00
Revised: 6/20/11
Reviewed: 8/31/16
Labette Community College may award credit for knowledge acquired outside the traditional classroom to encourage and assist students to complete degrees. LCC credits must be awarded in subject fields in which LCC offers comparable courses or curricula. Procedures regarding this policy are available in the Admissions Office. (See following Procedure for Details)

Revised: 12/12/00
Revised: 2/9/17
A. Credit for prior Learning (CPL) is learning that has not been transcripted by an institution of higher learning.

A. The Vice President of Academic Affairs is responsible for implementation of these procedures.
B. Credit for Prior Learning may be awarded according to the following conditions:
   1. The student must currently be enrolled in at least 3 credit hours and have a declared major, or have successfully completed at least 3 credit hours at LCC.
   2. All courses for which Credit for Prior Learning are awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
   3. The Dean of Instruction will review, and as is applicable, seek advice from faculty, to approve or disapprove the Application for Credit for Prior Learning Transfer of CPL courses relating to the concentration and/or general education courses.
   4. A maximum of 25 total credit hours of Credit for Prior Learning may be awarded based on the declared major with approval of the Vice President of Academic Affairs.
   5. Students are encouraged to seek advice regarding CPL from the Military-Connected Student Services Coordinator or the Dean of Instruction.
   6. A $45 fee must accompany the required Application for Credit for prior Learning Transfer form to cover administrative costs associated with transferring CPL credit to their LCC transcript. (Note: one $45 fee for all courses included on the application)

**Types of Credit for Prior Learning (CPL) considered for credit:**
- Advanced Placement (AP) Exams - A series of standardized exams developed by the College Board. College credit is awarded based on exam score. The exams usually follow standardized high school courses generally recognized as being equivalent to undergraduate college courses.
- American Council on Education (ACE) and ACE Guides - Major coordinating body for higher education institutions in the U.S., providing third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- Career Pathway – Organized groupings of rigorous academic and career related courses leading from education to employment, that identify each step, skill, educational requirement and aptitude needed to be successful within any specific career.
- College Level Examination Program (CLEP) Exams - Tests of college material offered by the College Board and designed to measure college-level competence achieved outside the college classroom. Course credit is given to students earning a satisfactory score on the CLEP exam indicating successful mastery of course outcomes.
• Council for Adult and Experiential Learning (CAEL) - Expert in the field of prior learning policy and practice. Publish guidelines for quality – 10 Standards for Assessing Learning (Appendix A).

• Crosswalk - A diagram illustrating various learning pathways to degree programs.

• Defense Activity for Non-Traditional Educational Support (DANTES) Subject

• Standardized Tests (DSSTs) - Examinations available for civilian and military personnel that allow a student to demonstrate proficiency of college level knowledge and skills.

• Evaluation of Local Training - Individual colleges’ program evaluations of non-collegiate instructional programs.

• Excelsior College Examination Program (ECE) – Proficiency examinations for college credit (UEXCEL) in select subject areas and programs (ECE) offered by Excelsior College, NY. Formerly known as Regents College Exam or ACT/PEP Exams.

• Credit by Examination - An examination for a particular course that an academic program or department may utilize to give students credit for a course. A student will work directly with the individual program or department to learn about the availability of institutional course examinations. The cost of credit by examination is outlined in the College Catalog.

• International Baccalaureate Programs (IB) - An internationally accepted qualification for entry into institutions of higher education, much like the AP program. It is a demanding two-year curriculum culminating with final examinations. Credits are awarded to students who achieve a minimum score on the exams. Graduates of the IB program must demonstrate competency in languages, social studies, the experimental sciences, and mathematics. In addition, the program includes three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding. To receive a diploma, students must achieve a minimum score of 24 out of a possible 45 points, as well as satisfactorily complete the creativity, action, and service requirements.

• Learning Counts - A resource developed by the Council on Adult and Experiential Learning (CAEL) to guide students in preparing a portfolio to demonstrate their lifelong learning and receive a transcript with college credit recommendations.

• Locally Evaluated Industry and Workplace Credit - Individually evaluated non-collegiate instructional programs, such as those for apprenticeship, certification, professional licensure, and other local workplace training that demonstrate competency required for degree or certificate programs. CPL credit may be awarded based on evaluation by trained faculty in the student’s program, awarded
based on recommendations in the ACE Guide, and/or awarded as part of a student’s portfolio.

- Apprenticeship: Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs may be sponsored by individual employers, joint employer and labor groups, and/or employer associations.

- Certification: Certification (usually by a third party industry group) is a designation that is obtained once the student is qualified to perform a particular task or job. Certification differs from licensure in that certification is an employment qualification and not a legal requirement for practicing a profession.

- Professional Licensure: “Permission to practice” granted by a governmental entity. Licensure is a legal status. Professional licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.

- National College Credit Recommendation Service (NCCRS) – Coordinating services based on teams of college faculty evaluators and subject matter experts who conduct extensive reviews of education and training programs offered outside of the traditional college classroom and translate them into college credit equivalencies. Education and training by corporations, unions, religious organizations, and proprietary schools have been evaluated. Cooperating postsecondary institutions grant college credit based on credit recommendations and in accordance with their own transfer policies.

- Portfolio Review Credit (or portfolio assessment credit) - Credit awarded as a result of review of a portfolio prepared by the student to demonstrate learning acquired outside of the classroom and that is relevant to the student’s educational program. A portfolio may include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, evidence of self-directed learning, and resumes to validate equivalent learning outcomes are met. A portfolio course may be offered by the institution to assist the student in preparing a quality portfolio.

- Prior Learning Assessment (PLA) - See definition of CPL above.

- Prior Military Training Credit - College credit for military training awarded through American Council on Education (ACE) College Credit Recommendation Service or through direct evaluation of the student’s military service school transcripts.

- Right Skills Now - Component of National Association of Manufacturers – Manufacturing Skills Certification System, which includes nationally portable, industry-recognized certifications combined with for-credit education programs. The education pathways are directly aligned to career pathways in manufacturing.
T. Thomas Edison State College Examination Program (TECEP) - Tests for college credit offered by Thomas Edison State College, NJ.

Revised: 6/1/2017
Revised: 12/7/17
To have highly competent and effective employees in the workplace, local, state, or federal public agencies (hereafter referred to as "employer") often request specialized training and education programs. To address these needs and interests, the College may establish customized training and education (CTE) contracts with selected employers who meet the eligibility criteria defined in KSA 10-1101.

These customized training and education programs are considered "partnerships," in that both the employer and the College share responsibilities and resources for the learning activities. The employer may provide facilities, equipment, consumable supplies, and/or other services for the customized program. The College will provide the curriculum, usually the instructor, coordination and administrative support, and may provide other services as necessary to ensure an effective program.

In addition to meeting the training/educational needs and interests of the employers, a secondary objective of the program is to increase the availability of scholarship funds for selected students who wish to attend the College. Selected students, such as non-residents of Labette County, are ineligible for scholarship support from revenues for which the original source was considered “public" revenue, such as state aid. This secondary objective is achieved through the procedures utilized in the operation of the program.

Specific procedures for the customized education and training programs such as employer eligibility, enrollment procedures, contract forms, and billing, shall be determined by the President.

Revised: 12/12/00
Reviewed: 8/31/16
Eligible Employers: Any public or municipal employer as defined by K.S.A. 10-1101, who might enroll in a Customized Training and/or Education (CTE) program, is eligible to enter into a Training and Education agreement with Labette Community College. The public employer will be asked by LCC to provide verification of eligibility.

Employee Eligibility: Employees of eligible employers are covered by a CTE contract when training courses are conducted on-site, on-campus, or at other sites leased by the College as stipulated by the employer.

Enrollment Procedures:

A. Agreements will cover employees who enroll in offerings provided by the College in one of two methods: all offerings of the College or restricted offerings designated by the Employer.

B. Employees will present to the College a completed enrollment form and a Certification of Employment/Permission to Enroll form in the course signed by the authorized official.

C. Provisions of this Agreement will apply to current employees of qualified employers and those certified by employers as participants in pre-employment training programs. (Employee status will be considered valid on the date of enrollment. A later change in employment status will not alter this agreement for that enrollment period).

D. The College will require academic assessment and course placement for students in English and mathematics as it does for all other students.

Transaction:

A. Following a student enrolling in a course, the College will submit an enrollment verification to the employer. The enrollment verification will list all enrolled students from the employer documenting the scholarships granted to employees of the employer.

B. The College agrees to provide scholarships, including normal fees, to employees of the Provider/Employer based on a request for training and verification of employment by the employer. The employer or student will pay material, lab, and other equipment usage fees incurred through enrollment in training.

C. Payments for incidental fees and services will be forwarded to the College.

Program Design
The Dean of Instruction of Instruction, or designee, is responsible for design of CTE programs.

CTE Contracts
Training Education Agreement for purchase of services will be prepared, reviewed by the Dean of Instruction and the Vice President of Academic Affairs, and signed by the President. The Provider/Employer will provide to the College an Exemption Certificate signed by the employer’s attorney documenting eligibility to participate under the cited statute. The employer may designate the individual it deems authorized to sign on behalf of the employer. Such agreements will be kept on file for the duration of the agreement or longer, as may be necessary relative to financial records. CTE contracts will remain in force for a term of one (1) year and renewable unless canceled as per terms of the Agreement for purchase of services.

Requests for customized education or training must include a Transmittal Form for each specific training or educational activity proposed prepared by the employer. The letter of request for training will specify, but is not limited to, name/nature of the activity, the number of students to be enrolled, location, time/dates, responsibilities of the College, and responsibilities of the employer.

Revised: 10/2/02
Reviewed: 8/31/16
PROCEDURE 3.07  ACADEMIC MISCONDUCT

Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:

1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
2. Using, during a test, materials not authorized by the instructor (including when taking tests in the Student Success Center);
3. Collaborating with another person, without authorization, during an examination, clinical, or in preparing academic work;
4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of coursework, an examination or quiz;
5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
6. Bribing another person to obtain an examination or information about an examination;
7. Attempting to bribe any faculty/staff/student to alter a grade.

B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.

C. Any forgery, alteration, or misuse of academic documents, forms or records.

D. Fabrication including the intentional falsification or invention of any information.

E. Collusion including any secret agreement among students who participate in any academically dishonest activity.

F. Violating requirement and/or agreements associated with “academic work” including preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”

G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

PENALTIES FOR ACADEMIC MISCONDUCT

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/activity, or test on which the violation occurred. Sanctions may also be applied to students who
enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses. Students in health care programs, in addition to receiving a zero for the class grade, will be removed from the program, but still allowed to enroll in another college program of their choice.

Should the act of academic misconduct occur while the student is taking an exam in the Student Success Center or at the Cherokee Center, the staff member who witnessed the act will complete a Behavior Misconduct Notification Form and give a copy to the student and then submit it to the instructor, with a copy being sent to the Dean of Instruction and the Vice President of Student Affairs. In addition, the student will not be allowed to complete the remainder of the exam. The instructor will then need to complete the Academic Misconduct Form using the procedure. Please note that students who have been caught cheating in the Student Success Center or at the Cherokee Center will not be allowed to take exams in the Student Success Center or the Cherokee Center for any courses again.

**ACADEMIC CONDUCT PROCEDURE**

**A. Written Notification**

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The Academic Misconduct Notification Form can be found on the RedZone. This form is to be completed by the instructor, including signature. It should be sent to the student’s email or presented in person.

- The student will then have five (5) working days to meet with the instructor to further discuss the allegation of academic misconduct, provide any evidence regarding the situation, and the proposed penalty to provide the student due process.

- Whether the written documentation is provided in person or via email, should the student fail to meet with the instructor within five (5) working days, the penalty will be imposed and the matter considered closed. The instructor should provide a copy to the Dean of Instruction and the Vice President of Student Affairs.

**B. Instructor/Student Meeting**

It is the student’s responsibility to arrange a meeting within five (5) working days of the written notification of the academic misconduct. Either party may choose to have a support person present at the meeting. The support person is not allowed to speak during the meeting.

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor determines that an act of academic misconduct did, in fact, occur, the instructor shall:

- Advise the student of such fact and explain the penalty to be imposed.

- The issue will be considered resolved at this level if both parties’ sign an acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing per the Student Grievance Procedure 4.081 within five (5) working days.

Revised: 8/7/17
Revised: 8/14/18
Revised: 10/25/18
Academic Misconduct Notification Form  
Edited: 6/14/18

Student: _____    Student ID Number: _____    Date of Alleged Misconduct: _____
Course: _____    Semester: _____    Section ID Number: _____
Instructor: _____    Test/Assignment Affected: _____

Please mark the Alleged Misconduct:
☐ Copying from another student’s paper, laboratory report, report, computer files, data, listings, and/or programs
☐ Using, during a test, materials not authorized by the instructor (including taking tests in the Student Success Center)
☐ Collaborating with another person without authorization during an examination, clinical, or in preparing academic work
☐ Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of coursework, an examination, or quiz
☐ Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work
☐ Bribing another person to obtain an examination or information about an examination
☐ Attempting to bribe any faculty/staff/student to alter a grade
☐ Other, please describe: _____

Additional Information (may also attach): _____

Instructor/Staff Signature: ___________________________    Date: ________________

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical assignment, clinical, course trip/activity, or test on which the violation occurred. If a student is a Health Science major, additional penalties may occur as a result of the violation of academic misconduct.

☐ I accept above penalty    ☐ I will appeal above action
☐ I do not accept    ☐ I will not appeal above action

☐ Student did not meet with instructor within the five (5) working days and therefore the penalty stands.

Student Signature: ___________________________    Date: ________________

• Process: The student is given the form by the instructor (in person or via email). The student shall have five (5) working days from the date of notification to arrange a meeting with the instructor/staff in order to
discuss the alleged misconduct. Should the student not elect to meet with the instructor/staff during the prescribed time, the action above shall stand. The purpose of the meeting is to give the student the opportunity to explain any circumstances that might clarify his/her action(s), therefore providing due process. The full Academic Misconduct process is detailed in the student catalog as a part of LCC Procedure 3.07.

- The instructor should provide a copy of this form, after the meeting with the student or five (5) working days have passed, to the Dean of Instruction and the Vice President of Student Affairs.
Copyright is by definition the legally protected right of an author of a work to prevent others from copying or making certain uses of the work. Since January of 1991, legislation has made it possible for state agencies to be sued in federal court for violation of copyright law. As professionals and as educators, the College has both an ethical and legal responsibility to adhere to the laws that protect copyrighted materials.

LCC makes every effort to follow the “fair use” guidelines, given in Section 106 of the Federal Copyright Law (Public Law 94-553), which covers the categories of criticism, scholarship, comment, news reporting, teaching, and research. No charge is made to students beyond the actual cost of photocopying materials.

The following will be the policy of Labette Community College concerning copyright. A notice will be placed at each piece of equipment capable of copying materials concerning this.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.

The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Uses of some databases may also be restricted by license agreement with the data provider. Specific information is posted with some databases, but most are limited to use by the administration, faculty, staff and students of the College.

**LIBRARY SOFTWARE**

A number of books and reference materials now come with software included in a pocket in the book, often duplicating or augmenting material in the book. In keeping with copyright restrictions, the software often may be used for individual purposes only and thus may not be used as library materials. The CDs are removed from the books upon cataloging unless the license agreement states that the material may be used by all individuals.

Adopted: 12/12/00
Revised: 2-18-16
Occasional objections to institutional materials will be made, despite the quality of the selection process. LCC Library supports the principle of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights, the Freedom to Read, the Freedom to View, and the Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights statements of the American Library Association. In the event that materials are challenged, the principles of intellectual freedom, the right of access to materials and the integrity of the program should be defended, rather than the materials.

Persons from the community at large are welcome to use materials in the library, with the understanding that the collection is acquired at the college level, and may contain textual or other forms of information or knowledge not appropriate to persons below the college level.

Adopted: 12/12/00
Revised: 2/18/16
PROCEDURE 3.10  LIBRARY CHALLENGED MATERIALS

If a complaint is made, the following procedure should be followed:

The Library Director or other appropriate staff member will explain to the questioner the school’s selection procedure and criteria and the qualifications of those persons selecting materials. The Library Director or other appropriate staff member will also explain the particular place the questioned material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or the questioner shall be referred to someone who can explain.

If the questioner wishes to file a formal challenge, a copy of the institution’s selection policy and a “Request for Removal of Library Materials” will be given or mailed to the concerned party by the Library Director.

The person challenging the materials must fill out the “Request for Removal of Library Materials.” If an organization or group issues the challenge, any one person representing the group may fill out the form. This form must be completely filled out before the challenge will be considered in subsequent steps. Copies of this form must be obtained from the Library Director.

The completed form must be returned to the Library Director, who will make a photocopy of the form for the person issuing the challenge. If the person issuing the challenge requires extra photocopies, the challenger at his/her own expense must make those copies.

Challenged materials will be kept out of circulation until the reconsideration process is completed. However, access to the Internet, due to its format, will not be restricted.

The Library Director will have ten working days to consider the challenge and consult with the College administration before responding to the challenge. During this time, the Library Director will request a review of the challenged material by an Ad Hoc Review Committee composed of the Library Advisory Committee, the Dean of Instruction, Vice President of Academic Affairs and the President. Other members from the student body or community may be added as deemed necessary by the Library Director or the Ad Hoc Review Committee.

The Ad Hoc Review Committee will:

1. Review the material in its entirety.
2. Check the general acceptance of the material by consulting professionally prepared reviews, bibliographies and recommended lists, and use by other institutions.
3. Determine the extent to which the materials support the curriculum or the stated goals of the institution.
4. Complete the “Checklist for Reconsideration of Library Materials,” judging the material for its strength and value as a whole and not in part.
5. Present written recommendations to the Library Director.

By the twentieth day after the challenge form was received the person challenging the material will receive a response, in writing and via registered mail, from the College stating the decision concerning the status of the material in question.
Material will be retained or withdrawn by the Library Director upon recommendation of the Ad Hoc Committee’s report.

The Library will consider the decision of the Ad Hoc Committee as final. If, however, the person challenging the material wishes to appeal the decision, that person must, within five working days of the receipt of the decision, notify the College in writing. Written appeals must include a copy of the original challenge form, along with a detailed summary of the continuing reasons for the challenge.

GUIDING PRINCIPLES

Any resident of the community or student in the College may raise a question regarding resources used in the College’s educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection and despite the fact that proper procedures and selection policies were followed.

The space available in the library for the use of materials, given the particular requirements involved in the placement of equipment, is often limited. This may create the possibility of others being exposed to materials repugnant to their various beliefs and sensibilities.

No one has the right to determine reading, viewing or listening matter for anyone other than themselves and their minor children.

Labette Community College supports the Library Bill of Rights, the Freedom to Read the Freedom to View and the Access to Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights statements of the American Library Association. When resources are challenged, the principles of freedom to read, see or hear must be defended.

A decision to sustain a challenge will not necessarily be interpreted as a judgment or irresponsibility on the part of those involved in the selection and/or use of the material.

Adopted: 12/4/00
Revised: 8/27/07
Reviewed: 11/18/15
SAMPLE LETTER TO THE COMPLAINANT

Dear :  

We appreciate your concern over the use of ________________________ at Labette Community College. Our college has developed procedures for selecting materials, but we realize that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the LCC Library’s:

1. Materials Selection Policy  
2. Procedures for handling objections  
3. American Library Association’s Library Bill of Rights to which the Library adheres.

If you are still concerned after you review this material, please complete the “Request for Reconsideration of Library Materials” form and return it to me. You may be assured of prompt attention to your request.

If I have not heard from you within two weeks, I will assume you no longer wish to file a formal complaint.

Sincerely,

Scotty Zollars  
Director of Library Services  
Labette Community College  
200 S. 14th  
Parsons, KS 67357
Request for Reconsideration of Library Materials

The Board of Trustees and administration of Labette Community College has delegated the responsibility for selection and evaluation of library resources to the Director of Library Services, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Director of Library Resources, Labette Community College Library, 200 S. 14th, Parsons, KS 67357 or email it to scottz@labette.edu

Name _______________________________________________________________

Date _________________________________________________________________

Address _____________________________________________________________

City _________________________________________________________________

State ________________________________________________________________

Zip _________________________________________________________________

Phone ______________________________________________________________

Email _______________________________________________________________

Are you filing this request on behalf of yourself or an organization?

Resource on which you are commenting:

_____ Book _____ Display _____ Magazine _____ Library Program

_____ Newspaper _____ Electronic information/database (please specify)

_____ Other

Title ________________________________________________________________

Author/Producer ______________________________________________________

What brought this resource to your attention?

Have you examined the entire resource?

What concerns you about the resource? (Feel free to use additional pages, if necessary)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
The undersigned person received this form:

_____________________________________ on ________________________________
Signature of Library staff member

This form has been considered and reviewed by the following:

_____________________________________  on _______________________________
Director of Library Services

_____________________________________  on _______________________________
Library Advisory Committee Member

_____________________________________  on _______________________________
Vice President of Academic Affairs

_____________________________________  on _______________________________
President

_____________________________________  on _______________________________
LCC Board of Trustees President

Decision regarding the challenged material:

______________________________________   ________________________________
College President

Date
Review Committee’s Checklist for Reconsideration of Library Materials at Labette Community College

1. Title of materials to be evaluated

2. Author/Producer

3. Resources on which you are doing an evaluation
   
   _____ Book  _____ Magazine  
   _____ Newspaper  _____ Display  
   _____ Web site  _____ Program  
   _____ Database  _____ Other

4. Use for which this material is intended
   
   _____ Recreational/leisure reading  
   _____ Supplementary learning resource  
   For what subject area _________________________________

5. Evaluation instruments used in judging this material
   
   _____ Bibliography  _____ Professional journal  
   _____ Recommended list  _____ Other _________________________________

6. Please comment on the resource as a whole.

7. Please comment on the resource and its role in the library.

8. What is your recommendation?

Name of evaluator ________________________________________________________

Date ___________________________________________________________________
PROCEDURE 3.11 LIBRARY WEEDING

Weeding is an integral part of the total effort to create and maintain library resources. Labette Community College’s primary educational mission is teaching, with less emphasis upon pure and applied research. The Library collection is weeded to ensure relevance, validity, and currency to this primary mission.

Weeding, a continual activity is the responsibility of the Library Director with the advice and involvement of the teaching faculty. The following criteria will be used in weeding the collection:

1. The item is so worn that it is no longer useable,
2. The item is no longer used often enough to justify keeping it in the collection. A book may be considered for weeding under this criterion if it has not circulated or it has not been used in the library for three or more years. This criterion will not apply to those volumes in the history and literature sections and to volumes that are subject area standards,
3. The information contained in the item is out-of-date,
4. A more recent edition of the item has been acquired,
5. Faculty members have recommended the item’s withdrawal as a part of their examination of the books in their subject area,
6. The item is a duplicate that is no longer needed.

The fact that an item meets one or more of these criteria does not necessarily mean that it will be removed from the collection. For example, some items may be retained for historical interest or an item in poor condition that cannot be easily replaced may be retained until it can no longer be used.

Most areas do not have a time limit on materials. However, nursing materials will be weeded after three years. Sociology materials will be deleted after eight years. The Library Director will work with the LCC staff for each area to determine the time frame for the specific area. Materials on Kansas and Community Colleges will have stricter retention rates enforced.

When a comprehensive weeding of the collection is planned, faculty will be notified and given one month to review their areas. Instructors will be asked to mark items for disposal and for retention. The Library Director will review the items marked for disposal before final disposition. Comprehensive weeding of the collection will be done every three to five years. The weeding is limited to no more than 20% of the total collection.

Items removed from the collection will be withdrawn and sold or discarded. The markets will include used book dealers, other libraries, and direct sales to faculty or students. Any proceeds realized from the sale of these items will be placed in a College fund used for the purchase of supplies, services and materials for the library.

Adopted: 12/4/07
Revised: 8/27/07
Reviewed: 12/3/15
PROCEDURE 3.12  LIBRARY ACCESS

CHILDREN IN THE LIBRARY

The Library at Labette Community College exists first and foremost to serve the students, staff, faculty and administration of the College. Children under twelve years of age must be accompanied by an adult, and may not be left unattended in the Library. In general, permission for children under age 12 to use or be in the Library unattended will not be granted. Unattended children require the attention of an adult, and library staff usually cannot take the time from their other duties to care for children.

STUDY GROUPS

1. Groups of students sent to the library for study purposes tend to become a distraction if left without a proctor. It is not the duty of the Library staff to act as proctor for these groups. The following guidelines should lessen the tendency of study groups to disturb other library users:

2. The instructor will give the Library staff at least 24 hours prior notice.

3. A proctor, who must remain with the class, must accompany groups of five (5) or more.

4. The Library staff reserves the right to ask any individual, sub-group, or the group as a whole to leave the Library because of inappropriate behavior.

DISABLED STUDENTS SERVICES

The Labette Community College Library staff shall make a reasonable effort to provide assistance to disabled students as needed to assure equal access to the library’s resources and services. The students will also be referred to the ADA Coordinator in the Human Resources Office.

Assistance in the Library may take various forms depending on the disabling condition and may include but may not be limited to the following:

1. Help with literature searching.

2. Dedicated library computer with text enlarging software and wheelchair access.

3. Retrieval of materials from the stacks, shelves, files, etc.

4. Staff-assisted copy service at self-service rates for persons unable to use the copy machine.

5. Help with filling out of interlibrary loan forms.

TOURS

Tours of the Labette Community College Library and its resources are available for all LCC faculty members, staff and administration and their students. Advance notice is required to provide the best
experience for the students. The Library staff will schedule the tours as close to the desired date as possible. Tours may be adapted as needed.

**DISPLAYS**

The Library reserves the right to decline the offer of art objects, posters, and other displays. The Library Director will decide what displays will be allowed in the Library.

Adopted: 12/4/00
Revised: 8/27/07
Reviewed: 11/18/15
PROCEDURE 3.13 LIBRARY CONDUCT

Users of the Labette Community College Library have the right to expect a safe and pleasant library environment free of disruptive activity, access to clean and undamaged library materials, surroundings free from food, tobacco, alcohol and drugs. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Library follow the Library’s Conduct Procedures and refrain from the activities listed below:

1. Removing or attempting to remove library material or property without checking them out or without proper authorization.

2. Mutilating library materials by marking, underlining, or removing pages or portions of pages; removing bindings; injuring or defacing library materials or property in any way.

3. Creating a disturbance or behaving in a manner that interferes with normal use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).

4. Harassing or threatening Library staff members or patrons.

5. Consuming food or drink around the computer areas of the Library.

6. Smoking or using smokeless tobacco in the Library.

7. Possession or consumption of alcohol or illegal drugs in the Library.

8. Treating other patrons without respect or dignity, or behaving in an inappropriate or discourteous manner.

9. Loud conversations or laughter that is disturbing to other users.

10. Obscene or abusive language.

11. Blocking or in any way interfering with the free movement of any person or persons.

12. Carrying weapons of any sort by any individual except law enforcement officers.

13. Using radios, tape players, etc. without headphones that prevent transmission of sound to others.

14. Soliciting or selling of any kind, unless approved by the Library Director.

15. Distribution of leaflets or posting of notices not approved of by the Library Director.

16. Rearranging furniture or equipment from one location to another without permission.

The Labette Community College Library and the patrons of the Library need this procedure in order to provide a clean and healthy environment for study and research, to preserve library materials, to protect
library furnishings and equipment, and to prevent the disruption of other patrons’ use of the Library. Taking part in the activities listed in this section may result in loss of library privileges, disbarment from the Library premises, College imposed sanctions and/or criminal prosecution.

INJURY OR SUDDEN ILLNESS

If a patron is injured or becomes suddenly ill and requires medical attention, the Library staff will use the emergency intercom button during the day and follow posted emergency procedures. In the evening, the library staff will assess the situation and determine whether to call 911. A first-aid kit is available, but for more serious injuries, or if there is any doubt of the severity of a person’s injury or illness, an ambulance will be called (911). The Library staff will obtain the name, address, and phone number of the ill or injured patron, of any witnesses, if appropriate, and the names of any College staff who were involved or who might have witnessed the incident. Library staff will notify the administration as soon as possible.

EMERGENCIES

In the event of a fire, a tornado, or another emergency situation, Library staff will alert the patrons to the procedures for evacuation or taking shelter. *Emergency Response Plans* are posted in the Library.

Adopted: 12/4/07
Revised: 8/27/07
Reviewed: 12/3/15
The Labette Community College Library accepts gifts of print or non-print media, provided that the proposed gift items meet all of the following criteria:

1. Clearly support the reference requirement of the curriculum offered by the College’s programs,

2. Not duplicated, out-of-date or damaged copies,

3. Do not require special facilities, control or staffing,

4. Not published by religious or political organizations, except in cases where they are nationally indexed,

5. Have redeeming value, as reflected by professional review and examination by the College’s Library staff.

Members of the College community should contact the Library to discuss possible gifts of books, journals, or other materials before sending them. Prospective donors will be advised that the Library staff will review their gifts to determine whether the materials meet the above criteria. They will also be advised that if the materials fail to satisfy all criteria, the materials will be (1) returned to the donors, if they prefer, (2) sold in the library book sale or (3) donated to another agency.

The Library has the right to determine suitability for inclusion in the Library collection. The Library is not obligated to retain issues of gift periodical subscriptions that are of limited interest or are not indexed in any standard source. The Library has the right to offer to another agency or sell any gifts that duplicate materials already in the collection that are not needed for replacement or duplicate copies.

Once gift materials are accepted into the LCC Library collection, the Library retains the right to classify, house, circulate, and dispose of the materials when they become out-of-date, damaged or otherwise unneeded. The Library cannot make a commitment to keep any collection or group of books on a special shelf apart from other books in the Library. The Library by necessity reserves the right to shelve gifts with other library materials.

The Library is pleased to accept gifts and/or memorial gifts from patrons. Any individual, group, or organization wishing to provide monetary donations or gifts that have significant monetary value for the Library must do so through the Labette Community College Foundation. Gifts may be placed in a restricted category, designed to be used for library materials or equipment.

Gifts are gratefully and willingly accepted as long as no restriction is placed on their use. A special bookplate will be placed in gift materials that is designated as being given “in memory of” or “in honor of” an individual. All donations of books and other library materials will receive a written acknowledgement upon receipt of the items.

Adopted: 12/4/00
Reviewed: 11/18/15
PHILOSOPHY

The basic philosophy guiding selection at the LCC Library is to support the mission statement of the College. The library enhances the learning environment of the College by providing access to information. The primary function of the Library is to facilitate and improve the learning process by providing informational resources and services for the critical thinking needs of students in instructional programs. As much as possible fiscally, the library also seeks to consistently add materials that also serve the cultural and recreational needs of the community it serves.

Although this procedure will set forth guidelines and instances for selection, it remains clear that the procedure is not the final authority, and is by no means permanent. As the College grows and changes, all of its aspects must allow for change and improvement. The Library is no exception. This procedure therefore reflects the general standard that will be used in the selection of library materials.

SELECTION OBJECTIVES

The main objective of selection at the LCC Library is to make available to the LCC community a collection of materials that will enrich and support the curriculum of the College and meet the needs of the patrons served. A secondary selection objective is to provide materials that serve the general information and personal interest needs of the total College population.

SELECTION RESPONSIBILITY

Selection is a joint responsibility of the LCC community and the Library staff. The LCC Library welcomes recommendations and solicits help in building the collection. Faculty should make requests for selection on the forms provided by the Library. It is also often helpful for the patron to discuss the proposed materials with the Library staff. The final decision on purchase rests with the Library Director. While it is the prerogative of every LCC employee and student to participate in the selection process, the final responsibility of selection and collection development for the Library collection – including adequacy and quality of selections – rests with the Library Director.

CRITERIA FOR SELECTION

Intellectual Freedom

Materials will be selected according to the principles of the Library Bill of Rights, the Freedom to Read and the Freedom to View statements as established by the American Library Association (See Appendices) and on a cooperative basis with the faculty and LCC Library staff. Selection will emphasize cooperation between the faculty and the library staff.

General Criteria

1. Permanent or timely significance based on use, need, and importance to the collection and its purpose,
2. Authoritative accuracy, reflecting a valid and reliable viewpoint,
3. Balance and integrity in the presentation of controversial topics,
4. Creativity and imagination combined with literary vitality, to give a true picture of life and the world,
5. Appealing content and style to suit the interest and abilities of users.
6. Format and price of the material.

Selection Considerations

1. Educational goals of the institution,
2. Requirements of accrediting bodies of the College,
3. Curricula needs,
4. Student and faculty needs,
5. Teaching styles,
6. Individual student learning modes,
7. Existing materials,
8. Physical space of the library,

Procedure for Selection

Building the Library collection is not only a continuous process but also a cooperative venture, involving a great deal of coordination. While the Library Director is responsible for seeing that materials are selected and in many instance does the selecting, no one person is capable of selecting materials in all fields. Therefore, the librarian will:

1. Solicit recommendations for acquisitions from administration, faculty, staff and students,
2. Seek reviews in literature of reputable professional organizations and the reviewing sources recognized for their objectivity and wide experience,
3. Consult reputable, professionally prepared selecting aids,
4. Coordinate all selections to make sure diverse interest and needs are represented,
5. Make final recommendation for purchase.

Adopted: 12/4/00
Reviewed: 11/18/15
The Labette Community College Library strives to meet the needs of all faculty, staff and students wherever those individuals are located, on campus, with distance education, or with our extended campus programs, whether in courses attended in person or by means of electronic transmission, or other means of distance education.

**DEFINITION**

Extended academic library services refers to those services providing a facilitating environment in support of College or university courses and programs offered away from the main campus, or in the absence of a traditional campus, and regardless of where credit is given. These courses may be taught in traditional or non-traditional formats or media, may or may not require physical facilities, and may or may not involve live interaction of teachers and students. These programs are inclusive of courses in all post secondary programs designated as off campus, distance learning or distributed education.

**PHILOSOPHY**

Access to library resources is essential for quality in post secondary education, regardless of where students, faculty and programs are located. Students and faculty involved in extended academic programs are entitled to library services equivalent to those provided for students and faculty in traditional campus settings. Traditional on-campus library services are not sufficient in themselves to meet the library needs of most extended academic students and faculty who face distinct and different challenges involving library access and information delivery. Because students and faculty in extended academic programs frequently do not have direct access to a full range of library services and materials, equitable extended academic library services are more personalized than would be expected on campus. The LCC Library recognizes the need for service, management, and technical linkages between the library and other complementary resource bases such as computing facilities, instructional media, and telecommunication centers. The requirements of academic programs will guide the library’s responses to defined needs.

When resources and services of unaffiliated local libraries are to be used to support the information needs of the extended academic community, the LCC Library is responsible for the development and periodic review of formal, documented, written agreements with those local libraries. Such resources are not to be used simply as substitutes for supplying adequate materials by the LCC Library.

**SERVICES**

The library services offered to the extended academic community should be designed to meet effectively a wide range of informational, bibliographic, and user needs. The following will be offered:

1. Reference assistance.
2. Computer-based bibliographic and informational services.
3. Consultation services.
4. Reciprocal or contractual borrowing, or interlibrary loan services in the broadest application of fair use of copyrighted materials.
5. Prompt document delivery such as a courier system or electronic transmission.
6. Access to reserve materials in accordance with copyright fair use policies.
I. Purchasing hardware, software, and peripherals:

A. The Director of Information Technology will determine the suitability, compatibility, and supportability of all hardware, software, and peripherals. Requests from individual departments will be forwarded to the appropriate supervisor. If the supervisor feels the request justifiable, it will be sent on to the Director of Information Technology who will review the request and make recommendations as to the suitability, compatibility, and supportability of the request before it is forwarded to the appropriate Dean of Instruction for approval.

B. Should the appropriate Dean choose to purchase hardware, software, or peripherals against the recommendation of the Director of Information Technology, the Director of Information Technology and the Vice President of Finance and Operations or the President will determine whether the Information Technology Department can provide, or continue to provide, computer support for the items in question.

Because of the tight integration of computer software and hardware, any purchases relating to either will be assumed to be the whole computer and not just a single software item.

C. The Director of Information Technology will maintain standardization of all hardware, software, and peripherals to reduce support and maintenance costs and yet fulfill the needs of the College.

D. The Director of Information Technology will provide assistance to all College employees for the evaluation of new software. This service will include:

1. Installation of an evaluation copy of the software in the Media lab.

2. Appropriate assistance with the evaluation of the software.

3. No software will be installed without the authorization of the software vendor and the Director of IT. The approval of the appropriate Dean or VP may also be required.

4. No evaluation software that has been approved will be installed on office/classroom computers or lab computers before the College has purchased a legal copy or copies of the software.

5. Evaluation software will be made available for a period of time set by the appropriate Dean and the Director of Information Technology and not to exceed the evaluation time allowed by the software vendor.

E. The Director of Information Technology will provide purchasing support to all College departments for all computer hardware, software, and peripherals. This service will be provided for both the regular College budget and grant budgets. Purchasing support will include the following.
1. Providing appropriate computer configurations

2. Providing standard software for the College

3. Providing estimated purchase prices

4. Determining the best support options

5. Providing an estimated cost analysis for maintenance

6. Completes Purchasing Process in most cases

F. The Director of Information Technology will review and make recommendations to the appropriate Dean for all divisional requests for computer hardware, software, and peripheral purchases.

G. The Director of Information Technology is responsible for all technology purchasing. IT will monitor all computer hardware, software, and computer related equipment and devices purchased to insure they are allocated and used for the purposes for which they were budgeted.

H. Should any conflict with purchasing arise, the Director of Information Technology will follow the following order of resolution: 1) the Dean of Instruction/Directors involved, 2), the Vice Presidents, and 3) the President.

II. Providing technical support and maintenance for all College owned computer hardware, software, and peripherals

A. The Director of Information Technology will be responsible for providing technical support and maintenance for all College owned computer hardware, software, and peripherals. The computer hardware, software, and peripherals will include all administrative, faculty, and instructional computers, servers, networking equipment, and cables. Software will be supported only with prior IT approval. Some department unique software will not be supported.

The Director of Information Technology may, with the approval of the Vice President of Finance and Operations, deny computer support for any hardware, software, or peripherals not recommended by the Director of Information Technology.

Because of the tight integration of computer software and hardware, any purchase relating to either will be assumed to be the whole computer and not just a single software item.

B. The Director of Information Technology will be responsible for prioritizing and scheduling all technical support for the College.

C. Only personnel authorized by the Director of Information Technology will be allowed to install, configure, modify, maintain, or move College owned computer hardware, software, and peripherals.

D. College personnel may request the permission of the Director of Information Technology and their Dean of Instruction to provide their own computer support. In the case of areas with multiple items to support, such as computer labs, the request must include all items in that area. Personnel will not
be allowed to selectively choose what they wish to support, nor will they be allowed to selectively schedule when they wish to provide support and when they do not.

It is the responsibility of the Director of Information Technology to determine if the person(s) or division requesting to do their own computer support have the knowledge and skills to do so.

It is the responsibility of the Director of Information Technology and the requesting party’s Dean of Instruction to determine if it is in the best interest of the College to allow the person(s) or division to provide their own computer support.

Should the Director of Information Technology and their Dean of Instruction grant the person(s) or division permission to provide their own support, the Information Technology Department will be relieved of any responsibility for providing computer support. In addition, the person(s) or division requesting to do their own computer support will also be responsible for all costs related to the equipment and software.

E. Should any conflict with technical support and maintenance arise, the Director of Information Technology will follow the following order of resolution: 1) the Dean of Instruction/Directors involved, 2), the Vice Presidents, and 3) the President. No support or maintenance will be provided until a final decision has been made.

III. Providing technical support for the College’s online courses

A. The Director of Information Technology will be responsible for providing all support for Online Courses. This includes technical support for faculty and student, administrative support, training, and course development support.

B. The Director of Information Technology will assist the requesting parties in the purchase and installation of hardware and software suitable for providing and supporting a stable environment in which the College can develop online courses.

C. The Director of Information Technology will provide suitable backups and recovery services to ensure the security of the College’s online courses.

D. Should any conflict with technical support and maintenance arise, the Director of Information Technology will follow the following order of resolution: 1) the Dean of Instruction/Directors involved, 2), the Vice Presidents, and 3) the President.

IV. Providing support for all administrative and instructional servers

A. The Director of Information Technology will provide support for all College owned servers.

B. The Director of Information Technology will provide suitable backups and recovery services to ensure the security of the College’s data and databases.

C. The Director of Information Technology will provide suitable internal and external security to protect the College’s data and database.
D. Should any conflict with technical support and maintenance arise, the Director of Information Technology will follow the following order of resolution: 1) the Dean of Instruction/Directors involved, 2) the Vice Presidents and 3) the President.

V. Providing technical support for the College's website

A. The Director of Information Technology will be responsible for providing technical support for the College’s website.

B. The Director of Information Technology will assist the requesting parties in the purchase and installation of hardware and software suitable for providing and supporting a stable environment in which the College can develop a website suitable for the College’s needs.

C. The Director of Information Technology will provide suitable backups and recovery services to ensure the security of the College’s website.

D. The Director of Information Technology will provide suitable internal and external security to protect the College’s website.

E. Should any conflict with technical support and maintenance arise, the Director of Information Technology will follow the following order of resolution: 1) Dean of Instruction/Directors involved, 2), the Vice Presidents and 3) the President.

VI. Media Lab and Media Services

1. The IT Director will be responsible for coordinating all media services for administrative, instructional, and community support needs.

2. The IT Director will be responsible for maintaining appropriate budgeting for the Media Services department.

3. The IT Director will be responsible for approving training and lab services provided by the Media Services department.

VII. Scheduling the computer labs and publishing the schedule

A. Schedule Labs:

1. All computer labs containing College owned computers that are scheduled for courses, workshops, or presentations will be scheduled in consultation with Information Technology, Facilities, and the Office of Instruction. This scheduling will include, but not be limited to, the labs in the following locations: the Main building, the Music building, the H building, the Zetmeir building, the Student Union, the Student Success Center, and the Cherokee Center.

2. It is the responsibility of the Dean of Instruction, or instructor to submit written scheduling requests to the Office of Instruction in sufficient time to schedule the appropriate labs at the appropriate times and dates.

3. Courses or programs that require computer labs as an integral part of a course will be required to schedule computer lab time by following these same procedures.
4. Instructors who fail to schedule a computer lab in advance cannot assume they will be given access to the desired lab.

5. Should any conflict with scheduling arise, the Director of Information Technology will follow the following order of resolution: 1) the Dean of Instruction/Directors involved, 2) the Vice Presidents, and 3) the President.

VIII. Budgeting support for computer hardware, software, and computer related equipment and devices

A. Providing Budgeting Support:

1. Information Technology will provide budgeting to support maintenance to all College departments for all computer hardware, software, and peripherals unless otherwise stipulated. This service will be provided for both the regular College budget and grant budgets.

   Budgeting support will include:

   a. Providing appropriate computer configurations,

   b. Providing estimated purchase prices,

   c. Determining whether it would be more cost effective and feasible to provide internal maintenance support, to purchase support on a per instance basis, or to purchase a maintenance contract, and

   d. Providing an estimated cost analysis for maintenance.

   e. Maintaining an equipment rotation schedule and budget.

B. Budgeting for new hardware, software, and computer related equipment and devices:

1. The Director of Information Technology will review all budget requests for new computer hardware, software, and peripherals and make recommendations to the appropriate Dean on the feasibility of such purchases.

2. It is the responsibility of each department to generate and prioritize its own budget requests for new computer hardware, software, and peripherals and those budget requests will follow the College’s regular budgeting policies and procedures OUTSIDE of the computer rotation schedule.

3. Should any conflict with budgeting arise, the Director of Information Technology will follow the following order of resolution: 1) Dean of Instruction/Directors involved, 2), the Vice Presidents and 3) the President.

C. Budgeting for maintenance:

1. The Director of Information Technology will determine the cost effectiveness and feasibility of providing internal maintenance support, purchasing support on a per instance basis, or purchasing a maintenance contract.
2. If the Director of Information Technology determines that it is necessary to purchase support on a per instance basis or purchase a maintenance contract, it is the responsibility of the department buying the item to budget for the cost of maintenance.

   a. If the department purchases the item, the Information Technology department will provide only the level of support originally specified by the Director of Information Technology.

   b. If a department purchases any computer hardware, software, or peripherals without first having maintenance support approved by the Director of Information Technology, the Information Technology Department will provide only the level of support that the Director of Information Technology deems cost effective and feasible.

   c. If a department fails to notify the Director of Information Technology of any computer hardware, software, or peripherals needing maintenance support so that maintenance costs are not included in a budget account during the College’s normal budget process, the Information Technology department will provide only the level of support that the Director of Information Technology deems cost effective and feasible.

3. If the Director of Information Technology determines that it is more cost effective to provide internal maintenance, the Director of Information Technology will budget for all internal, College system maintenance costs.

   a. Administrative and faculty computer related maintenance will include all computer hardware, software, and peripherals in administrative offices, faculty offices, administrative servers, and administrative networks which are used for administrative purposes.

   b. Instructional related maintenance will cover all computer hardware, software, and peripherals specific to instruction. Instructional related maintenance will include computers in classrooms, computer in labs, instructional servers, and instructional networks which are primarily for student use or instructor use for teaching students.

4. The Director of Information Technology will monitor the serviceability and usefulness of all computer hardware, software, and peripherals.

5. The Director of Information Technology will notify all necessary personnel of any item that is deemed not worth the cost of repair, that is only repairable if parts are available, that is not repairable, or that is not suitable for its function.

6. The Director of Information Technology will maintain a separate budget account to provide mileage for technical support personnel who travel to extension sites to provide technical support and maintenance.

7. Should any conflict with maintenance arise, the Director of Information Technology will follow the following order of resolution: 1) the Dean of Instruction/Directors involved, 2), the Vice Presidents and 3) the President.

D. Budgeting for technical support training:

   1. The Director of Information Technology will budget adequate funds and will maintain a separate account to provide adequate training for all technical support personnel. Departments with
specialized equipment or software will be responsible for budgeting training for their departmental personnel.

E. Budgeting for the Internet service

1. The Director of Information Technology will budget for all hardware, software, and services necessary to provide the College adequate and reliable Internet services.

2. The Director of Information Technology will maintain a separate budget account to provide the College adequate and reliable Internet services.

F. Budget for Telecom Services

1. The Director of IT will budget for all hardware, software, and services necessary to provide the college adequate and reliable telephone service.

2. The Director if IT will budget, approve, and manage all cellular services for the college.

3. The Director if IT will maintain a separate budget account to provide the college adequate telephone service.

G. Submitting the computer budget

1. During the annual budget process, the Director of Information Technology will review and prioritize a consolidated computer budget and provide comments and recommendations for further consideration.

2. The Director of IT will maintain a computer rotation schedule and budget accordingly.

3. The Director of Information Technology will submit the computer budget, along with comments and recommendations, to the Vice President of Finance and Operations.

4. The Vice President of Finance and Operations, in conjunction with the President’s staff, will review the computer budget and submit to the Director of Information Technology a detailed list of what was and was not approved.

5. The Vice President of Finance and Operations will provide the necessary funds to purchase all items approved by the President’s staff.

6. If the Vice President of Finance and Operations fails to provide the Director of Information Technology with a list of what was or was not approved or fails to provide sufficient funds to purchase all the approved items, it will be the responsibility of the Director of Information Technology to determine what items to purchase.

Revised: 4/14/05, 10/3/11, 11/7/16, 2/27/17
PROCEDURE 3.18  APPEAL OF FINAL GRADE

In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) semester after the date the final course grade was officially recorded.

A. For grade change requests submitted within one (1) semester of the date of having been originally recorded, the following actions will occur:

1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.

2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor’s supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor’s immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction for approval and is then sent to the Registrar, who will officially record the grade change.

3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is sent to the Registrar, who will officially record the grade change.

4. If the student is not satisfied with the Dean of Instruction’s decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.

B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction and a decision will be rendered. Such decision will be considered final.
C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, non-substantive changes or decisions to ensure the procedures are operationally effective.

Revised: 2/2/09; 5/2/11
Reviewed: 9/2/16
PROCEDURE 3.19  CLASS TIME SCHEDULE

The Kansas Board of Regents and Higher Learning Commission require the following minimum time requirements for courses:

- **Lecture courses**: 750 minutes per credit hour, (2,250 for 3 cr. Hrs.) plus final exam. Students should expect to spend a minimum of two hours on out-of-class student work for every hour spent in the classroom.
  - **Night courses and similar three-credit-hour block scheduled courses**: 2,370 minutes, including final, plus the same out-of-class student work expectations as above. (2,250 + 120 min. final = 2,370)
- **Laboratory courses**: 1,125 minutes per credit hour.
- **Clinical experiences in health occupations, Internships, or on-the-job training**: 45 hours per credit hour. (2,700 minutes).
- **P.E. Activity courses**: 1,125 minutes per credit hour

Based on these requirements, the following guidelines are used for scheduling courses at LCC:

**Day Classes** during the fall and spring semester will meet on the following schedule:

- **MWF** 41, 55-minute periods = 2255 minutes, plus 120 minute final, plus out-of-class student work (3cr.hr.courses)
- **TTH** 29, 80-minute periods = 2320 minutes, plus 120 minute final, plus out-of-class student work (3cr.hr.courses)

When practical, a weather day will be added to MWF and TTH day classes each semester.

<table>
<thead>
<tr>
<th>MWF - 55 minute periods</th>
<th>TTH - 80 minute periods</th>
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<tbody>
<tr>
<td>7:45 am - 8:40 am</td>
<td>7:30am – 8:50am</td>
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<tr>
<td>8:50 am – 9:45 am</td>
<td>9:00am – 10:20am</td>
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<tr>
<td>9:55 am-10:50 am</td>
<td>10:30am – 11:50am</td>
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<tr>
<td>11:00 am-11:55 am</td>
<td>12:00pm – 1:20pm</td>
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<tr>
<td>12:05 pm-1:00 pm</td>
<td>1:30pm – 2:50pm</td>
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<tr>
<td>1:10 pm-2:05 pm</td>
<td>3:00pm – 4:20pm</td>
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<tr>
<td>2:15 pm-3:10 pm</td>
<td>4:30pm – 5:50pm</td>
</tr>
</tbody>
</table>

**Two Days a Week Classes other than TTH – 80 minute periods**

- 1:10 pm – 2:30 pm
- 2:15 pm – 3:35 pm
- 3:45 pm – 5:05 pm

- Lab, clinical, internships on-the-job training and P.E. Activity classes are exceptions and must meet time requirements described in previous section.
- All classes must BEGIN or END with one of these established periods.

**One Day a Week Classes**

Fall and Spring semesters
15, 180 minute periods, including 20-minute break each night, plus out-of-class student work
2:30pm – 5:30pm = 2,400 minutes
6-9 p.m. = 2,400 minutes
The final is on the 15th class session.

Modifications can be made as needed to class times to meet required minutes (For example, if semester has additional Monday closings due to holidays, Monday night classes may meet from 6:00 pm – 9:15 pm)

**Summer Classes:** Summer classes meet according to the following schedule:

**Summer Night classes meet twice each week for 15 class sessions.**

**Four-Week Summer Day Classes**
(3 credit hour course)
Meet 4 days per week - 180 minutes each day
Includes a 20-minute break during the period
Fifteen (15) class days, 2400 minutes plus out-of-class student work
8:00 am – 11:00 am
11:15am – 2:15pm
2:30pm – 5:30pm

**Six-Week Summer Day Classes**
(3 credit hour course)
Meet 4 days a week – 110 minutes each day
Includes a 10-minute break during the period
Twenty-four (24) class days, 2400 minutes
9:00 am - 10:50 am
11:15am – 1:05pm
2:30pm – 4:20pm

**Six-Week Summer Day Classes**
(5 credit hour course including lab)
Meet 4 days a week – 220 minutes each day
Includes a 20-minute break during the period
Twenty-four (24) class days, 4800 minutes
8:00 am – 11:40 am
1:50pm – 5:30pm

Students should expect to spend a minimum of two hours on out-of-class student work for every hour spent in the classroom.

**Eight-Week Summer Day Classes**
(3 credit hour course)
Meet twice a week - 180 minutes each day
Includes 20-minute break during the period
Fifteen (15) class days, 2400 minutes
8:00 am – 11:00 am
11:15am–2:15pm
2:30pm – 5:30pm

**Eight-Week Summer Day Classes**
(5 credit hour course including lab)
Meet 4 days a week -180 minutes each day
Includes 20-minute break during the period
30 class days – 4800 minutes
8:00 am – 11:00 am
11:15am–2:15pm
2:30pm – 5:30pm

Students should expect to spend a minimum of two hours on out-of-class student work for every hour spent in the classroom.

Adopted: 12/4/00
Revised: 1/6/14
Revised: 7/26/18
Labette Community College requires applicants to all Health Science Programs and select Workforce Education Allied Health courses to submit to a criminal background check based on, but not limited to:

- The need to enhance safety and well-being of patients, staff, visitors and the general public in the clinical environment;
- To ascertain the ability of health science students to eventually become licensed/certified or maintain current license/certification;
- Consideration of liability issues which may affect Labette Community College or our clinical facilities;
- To comply with mandates from clinical facilities utilized by Labette Community College.

The LCC Permission and Release Form for the background check is included in the application packet for Health Science Programs and must be completed, signed, dated and returned with the program application. The completed form authorizes Labette Community College to forward background check results that show adverse findings that may prevent a student from gaining licensure/certification upon completion of program coursework to potential clinical sites for review prior to any educational clinical experience.

Students enrolling in any Workforce Education Allied Health course that includes a clinical component, for example, Certified Nurse Aide or Certified Medication Aide, must submit to a background check when required by the clinical facility. During the LCC orientation for the course, students must complete a release form approved by the facility administrator that gives the facility permission to conduct and review the background check.

The incurred cost of the background check is the responsibility of the applicant/student. Failure to submit to this requirement may disqualify the applicant from admission into an LCC Health Science Program or enrollment in a Workforce Education Allied Health course due to clinical placement or ability to obtain a state license.

Any applicant with a criminal history (information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and information on a criminal felony conviction, a misdemeanor, a drug offense, or a plea of no contest) who denies that history by answering "no" to the question regarding criminal background on the program application will be automatically and permanently disqualified from the selection process, based on fraudulently presenting her/himself as having a clear criminal record.*

Health Science Program students must notify their program director immediately if any change in their criminal history occurs at any point in time after a Health Science Program application is completed, or while enrolled in a Health Science Program. Workforce Education Allied Health course students must notify the LCC Workforce Education Director immediately if any change in their criminal history occurs while enrolled in a Workforce Education Allied Health course that includes a clinical component.**

Health Science Program students who are unable to complete the clinical component of the program due to a felony criminal conviction, a misdemeanor, a drug offense, or a plea of no contest that occurred after being accepted into the program will be dismissed from the program after an opportunity for a hearing.

Workforce Education Allied Health course students who are unable to complete the clinical component due to a criminal charge that occurred while enrolled in the course will be dropped from the course after an opportunity for a hearing.

It is the responsibility of any individual with a criminal felony conviction, a misdemeanor, a drug offense, and a plea of no contest in his/her lifetime who wishes to pursue a Health Science Profession, to consult the laws governing licensure or certification in the state in which he/she intends to license/certify prior to application to any LCC Health Science Program or Workforce Education Allied Health course. Contact the Health Science Program Director for information and direction to the appropriate agency for questions regarding criminal history and licensure/certification.

*Background check companies typically accumulate criminal history for the past seven years; however, licensing body investigations cover lifetime activity. It is the responsibility of the applicant/potential student to investigate the affect criminal history beyond the seven year check might have on licensure/certification.
Each LCC Health Science Program and Workforce Education Allied Health Course has specific policies/procedures regarding dismissal, completion of non-clinical coursework, financial responsibility of the student, and readmission. Contact the Program Director for information.

Revised: 4/27/04
Revised: 2/10/14, 7/1/17
Revised: 12/7/17
Revised: 8/2/18
PROCEDURE 3.21  CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

General

Occasionally, classes may be cancelled due to inclement weather or various other situations. Students, faculty, and staff should assume that classes would be held on schedule, unless specifically notified otherwise.

Class Cancellation

Classes may be cancelled as follows:

1. Day only at Main Campus and/or Cherokee Center
2. Evening only at Main Campus and Cherokee Center and/or all locations
3. Both Day and Evening at Main Campus, Cherokee Center and/or all locations

Authority to Cancel Classes/Campus Closing

The Vice President of Academic Affairs and Vice President of Finance and Operations will consult regarding road conditions and other situations. If the decision is made to cancel classes and/or closing campus, the Vice President of Academic Affairs will contact the President and Director of Public Relations. The Director of Public Relations will contact radio and TV stations. The Vice President of Finance and Operations will contact IT for the automated emergency alert system designee. The Vice President of Finance and Operations will send e-mails to All LCC and Adjunct global e-mail listings.

Under no circumstances should a student, instructor or other employee assume responsibility for canceling a class due to weather concerns or any other situation. In the event an instructor cannot drive to the class location, her/his supervisor should be informed. The supervisor will determine what actions will be taken.

Cancellation of Classes by Location/Campus Closing

The Campus will cancel classes or close the Main Campus, Cherokee Center and Extension on the basis of location. Location means: (1) Parsons Campus (2) Cherokee Center and/or (3) Extension locations. If an Extension location is closed, all classes at that site are cancelled.

Timelines for Cancellation/Campus Closing

Day Classes: Normally, a decision to cancel day classes starting prior to 5:00 p.m. or closing the Main Campus and/or Cherokee Center will be made no later than 6:00 a.m. Day classes are defined as those starting at 7:00am through 4:55pm.

Evening Classes: A decision to cancel evening classes prior to 4:00 p.m. or later or close the Main Campus or Cherokee Center will be made no later than 3:00 p.m. Evening classes may be held even if day classes were cancelled. Evening classes are those defined as 5:00pm or later.

Extension Classes: If an Extension location is closed, all classes at that site are cancelled.

Notification of News Media, Web posting & e-mails, automated alert

Local radio (normally KLKC, KKOW, KGGF, KSYN, KIND) and TV stations (normally KOAM/FOX, KSN, KODE) will be informed of any class cancellations as soon as possible after the decision has been
made. The Director of Public Relations will be responsible for contacting radio and TV stations. The Webmaster will be responsible for Web posting on the home page at www.labette.edu. The Vice President Finance and Operations will be responsible for contacting automated emergency phone messages and sending e-mail messages to All LCC/Adjunct global addresses.

Regarding Employees
If classes are cancelled, staff will not be required to report to work unless notified by their supervisors.

NOTICES OF CANCELLATION OF CLASSES AND/OR CAMPUS CLOSING
When inclement weather or other situations threaten the normal schedule, listen to local radio and TV stations, see the Website, email or wait for an automated emergency phone message regarding changes. If the radio/TV station, Website, e-mail or automated emergency message does not state that LCC classes have been cancelled or the Campus has been closed, classes will be held on the normal schedule and the Campus Main Campus and Cherokee Center will be open normal business hours.

In the event of class cancellations or Campus closing, you will hear one of the following announcements through local media, the Website, e-mail or the automated emergency phone system:

Include respective day and date on each message below:
A. ‘All classes cancelled day and evening at all locations.”
B. "Day classes, those starting prior to 4:55 p.m. on the Main Campus and Cherokee Center are cancelled. A decision regarding evening classes will be made later.”
C. "Evening classes, those starting at 5:00 p.m. or later, are cancelled at the Main Campus, Cherokee Center and/or all locations."
D. “All Day classes, those starting prior to 4:55 p.m., are cancelled at the (specific Main Campus, Cherokee Center, and/or all locations). ” State others not closed as open “Main Campus, Cherokee Center and/or all locations. A decision regarding evening classes will be made later.”
E. "All Evening classes, those starting at 5:00 p.m. or later, are cancelled at the (specific Main Campus, Cherokee Center, and/or all locations). ” State others not closed as open “Main Campus, Cherokee Center and/or all locations.”

Listen to local radio (KLKC, KKOW, KGGF, KSYN, KIND) and TV stations, (KOAM/FOX, KSN and KODE) beginning at 6:15 a.m., or regarding evening/extension classes, 3:15 p.m.

Revised: 4/14/05, 4/11/11, 9/29/16
PROCEDURE 3.22  PLACEMENT TESTING

The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students who plan to enroll for the first time in a College-level English or Math-course at Labette Community College must take the appropriate ACCUPLACER test or provide appropriate COMPASS, ACT, or SAT scores. Although COMPASS placement tests will no longer be given at LCC after May 2016, COMPASS placement test scores will be accepted until fall 2021.

**English Composition I Course Placement:** The student must have an ACCUPLACER Sentence Skills score of 69 or above, or the appropriate COMPASS writing score of 70 or higher, ACT English score of 18 or higher, or SAT Verbal score of 450 or higher score to enroll in English Comp I. Without a qualifying score, the student needs to complete the Pre-College Writing and Reading course with a C or better prior to enrolling in English Comp I. If a student has taken a college English course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

**A Reading or Writing deficiency must be addressed in the first semester.** The student must enroll in the reading and writing course in which they were placed (Reading & Writing Essentials or Pre-College Reading & Writing) during the first semester of their program of study, and continuous enrollment is required until the reading/writing competency for their program is achieved.

**Math Course Placement:** These courses require minimum ACCUPLACER, COMPASS, ACT, or SAT placement scores prior to enrollment. If the student has taken a math course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process. A student with a math deficiency should enroll in the math course in which they were placed during the first semester of their program of study.

The ACCUPLACER test for each subject/discipline may be taken twice in a three month period. Students who are enrolled in the recommended remedial course, based on their ACCUPLACER score, may retake the test upon completion of the course. If the ACCUPLACER score falls into an appeal score zone, the student must follow the appeal process for that subject/discipline.

**Reading Requirements for Health Science Programs** Some Health Science programs (such as Nursing) have a reading requirement determined by program policy. Students enrolled in any of these programs should check with their advisors to determine if such a requirement exists.

**Additional Information**
College students who apply for Pell Grants and who will be taking Writing & Reading Essentials, Pre-College Writing & Reading, Foundations of Math, Beginning Algebra, Intermediate Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. English and math courses will still require placement testing, or appropriate ACT or SAT scores.
Students enrolled for one credit hour or less, or enrolled in Community Services and Workforce Education courses, are exempt from the above procedure.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the College’s designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ex. 1230, or in person in the Business Office on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147, or by email at testing@labette.edu.

Rev 6/26/12
Revised: 10/17/16
Revised: 11/6/17
Revised: 2/5/18
PROCEDURE 3.221  PLACEMENT TESTING PROCEDURES

Accuplacer tests are given without appointment in the Student Success Center (SSC). Tests have no time limit; however, as each test will take 30-60 minutes on average, students should bear these durations in mind when choosing an appropriate time to test. The SSC is open M-Th from 8:00 a.m. to 6:00 p.m. and from 7:30 a.m. to 4:30 p.m. on Friday from August to May. During the months of June and July, SSC hours are M-Th from 7 a.m. to 4:30 p.m. No Accuplacer tests will be started within one hour of the SSC’s closing. Students may contact the SSC at extension 1147 or by email at testing@labette.edu for further information.

Students wishing to take an Accuplacer placement test must present a photo ID (LCC Student ID, Driver’s License, or State ID Card, or other ID issued by an educational institution or government entity) to SSC personnel before being seated for the test. Students who do not have an LCC ID number assigned will be required to complete a free application for admission available on-line on the RedZone. Students not wishing to complete the free application will be charged a $5.00 fee for each testing session.

Accuplacer Test Administration Procedures

1. The SSC staff member administering the test will verify student’s photo ID and ask the student to sign-in for testing.
2. Students who do not have an LCC ID number will be given the opportunity to complete the free application for admission available on-line at the RedZone.
   a. Once a student has completed the application and is seated for the Accuplacer test, the staff member shall call Admissions at extension 1264 or 1236 to notify them of completed application. This step results in a valid LCC student ID number being assigned to the student. A LCC ID number allows for proper recording of a student’s test results in Jenzabar computer system.
   b. Students who do not complete this step will be referred to the Business Office to pay their $5.00 testing fee. A receipt from the Business Office is REQUIRED before a student is allowed to test.
3. Once a student’s ID has been verified, a proctor will prepare a computer in a private testing room for student testing use. The preparation includes entering the Proctor ID and password, selecting the appropriate sub-test, and ensuring that the room is ready for testing.
4. If a private testing room is not available, the student may choose to wait until a room becomes available or may make an appointment with SSC staff to return to take the test.
5. Students should leave their personal belongings, including purses, book bags, computers, and wireless phones, in the secured cabinets, outside the testing rooms.
   a. Students are allowed the use of pens, pencils, scratch paper, for each test. These materials are provided by the SSC.
   b. Outside calculators are not allowed on the Elementary Algebra sub-test. The Accuplacer test system will automatically provide a calculator within the test for the questions that allow its use.
6. Once seated for the Accuplacer, it is the student’s responsibility to enter all his or her information as completely and accurately as possible.
7. At the conclusion of the test, a score report will print in the SSC.

1 A “session” refers to the tests taken at one particular time, not the number of sub-tests taken. For example, a student who takes the math and reading sub-tests on Monday, but returns on Tuesday to take the writing test has completed two testing sessions.
8. SSC staff members make a copy of the form for the Program Assistant and return the original to the student.
9. The student is responsible for delivering the score report to the appropriate advisor for enrollment.

**Accuplacer Scores Release**
Students wishing to have their scores mailed or faxed to another educational institution must complete the Release of Records request form in order for an official score report to be sent from LCC. This form is available in the SSC. The scores may be mailed, emailed or faxed from LCC to the student’s desired educational institution. The student bears responsibility for ensuring the accuracy of the address or fax number provided to the SSC.

**Accuplacer Score Entry in Jenzabar Computer System**
Primary responsibility for entering Accuplacer sub-test scores falls to the Program Assistant in the Student Success Center. Scores are entered on a daily basis. SSC staff members administering Accuplacer tests to students should stress the importance of accurate data entry, especially in regard to the student’s first and last names and Social Security numbers.
1. Within Jenzabar EX, the Program Assistant selects RE-Test Scores
2. If the student's LCC ID is on the Accuplacer test results, it can be entered in the ID field. Otherwise the student’s name can be entered in the ID field and Jenzabar will search for students with the same name.
3. Use the drop down menu and cross check the last four digits of the student’s Social Security number to the Accuplacer test results sheet. If the student’s name doesn’t appear, right click the ID field and use the Advanced Search option.
4. Once the student is selected, the Test Scores box will be populated with all of the scores for the tests the student has taken. This includes Accuplacer test results as well as ACT test scores, etc.
5. To add a test score, right click anywhere on the Test Scores box and select “Add Row.”
6. Use the drop down menu on the left side to select the score to be entered.
7. Enter the date the test was taken and then double click on the blank under the Total Composite Score heading.
8. A box will pop up prompting to save information, select yes. Type in the score and select yes.
9. At the end of a data entry session, save the last data entered from the File drop down menu in the Common window.

**ACT/SAT Score Entry in Jenzabar Computer System**
Primary responsibility for entering ACT and SAT scores falls to the Student Affairs Assistants in the Student Affairs Office. Scores are entered on a daily basis.

**Placement Scores Based on Transcripts from Other Colleges**

<table>
<thead>
<tr>
<th>In-House Conversion from Other College Transcripts</th>
<th>Placement score entered by LCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has successfully completed at least 12 credit hours of general education college coursework after high school graduation.</td>
<td>COMPASS Reading – 200&lt;br&gt;Accuplacer Reading Comprehension – 200&lt;br&gt;Student may enroll in any general education course EXCEPT English Composition I.</td>
</tr>
<tr>
<td>Student has attempted OR successfully completed English Composition I</td>
<td>COMPASS Writing – 200&lt;br&gt;Accuplacer Sentence Skills – 200</td>
</tr>
<tr>
<td>Student has ATTEMPTED College Algebra</td>
<td>COMPASS Algebra – 100</td>
</tr>
<tr>
<td>Student has successfully COMPLETED College Algebra with a “C” or better.</td>
<td>Accuplacer Elementary Algebra – 200</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>COMPASS College Algebra – 100</td>
<td>Accuplacer College-Level Math – 200</td>
</tr>
</tbody>
</table>

UPDATED: 4/15/13
REVISED: 10/20/16
POLICY 3.23 INTELLECTUAL PROPERTY

Labette Community College fosters an environment conducive to the creation, dissemination, discussion, and exploration of knowledge. To encourage the investment of time, thought, creativity, and energy in the development of academic works, including copyright, books, articles, works of art, musical compositions, and course materials, ownership of academic intellectual property resides with the creator.

This policy applies to all intellectual property related to academic works of faculty and students, except in the following circumstances:

A. Works written or produced for grants or contracts that specify that ownership belong to the funding or contracting party or for College administrative software.

B. Student-created products that are not claimed by students within 30 days of the close of the semester in which those products were created. After this period, these works belong to the institution except as noted in the course syllabus.

C. If intellectual property developed at the College is commercialized by someone other than the College, the institution retains the right to control whether the institution’s name or logo is displayed in association with the work and to require appropriate acknowledgment of institutional support of the creation of the work. The College should be notified of intent to use or affix the LCC logo or other related affiliation prior to any commercial agreements.

D. If the creator was assigned, directed, or specifically funded by the College to develop the material, the institution can recover direct expenses related to the development of intellectual property from revenue subsequently collected by the creator.

E. Unless otherwise agreed in writing prior to the creation of copyrightable material that is developed for College courses or curriculum, the creator may use the material for his/her own purpose after five years. However, the College will continue to have non-exclusive, royalty-free, use of the work and the ability to modify the work for its use within the institution so that the College’s continued use of such material for educational purposes is not jeopardized.

F. Courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of Labette Community College while the creator is employed by this institution, unless that transaction has received the approval of the chief academic officer.

G. This policy does not apply to intellectual property developed before this policy was formally approved.

If the College determines that any of the above exceptions apply, the creator of the intellectual property who disagrees with the determination may appeal the determination through the established grievance procedure outlined in the LCC policy and procedure manual.

Adopted: 6/12/01
Revised: 7/9/09
Revised: 12/8/16
POLICY 3.24  ACADEMIC FREEDOM

Academic freedom in teaching is fundamental for the protection of faculty members’ rights to teach and students’ rights to learn. However, these rights are qualified and selected examples of such qualifications are presented below. The College endorses fully the statement on academic freedom in the 1940 Statement of Principles of the American Association of University Professors, and the following specifically:

The instructors of Labette Community College are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. Research for pecuniary return should be based upon a written agreement with the Chief Academic Officer.

The instructors of Labette Community College are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no subject relevance.

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

For sound androogical reasons, faculty members may decide that it is necessary to use course materials that some students may find offensive. When these materials include explicit representations of human sexual acts or other graphic depictions that could reasonably be expected to be offensive to some students, a faculty member has an obligation to give students, in advance of the presentation, information sufficient to enable individual students to make a knowledgeable choice about whether or not to attend that class period. Where reasonable, the faculty member should provide reasonable accommodation to that student. Nonetheless, students remain responsible for learning class materials and for completing course requirements. If a course makes considerable use of such material throughout the semester, students should receive, no later than on the first day of class, information sufficient to enable each of them to make an informed decision about whether or not to take the course.

Appeals concerning academic freedom can be made through the established grievance procedure outlined in the LCC policy and procedure manual.

Adopted: 6/12/01
Revised: 11/29/07
Revised: 12/8/16
PROCEDURE 3.25  COMPUTER AND INTERNET USAGE

Labette Community College (LCC) makes computer and Internet access available to students, faculty, staff and service area residents for their use in pursuing the educational and administrative goals of the College. Access to LCC’s network, computer systems and Internet connection is granted subject to College policies, procedures and local, state, and federal laws.

Because the College gives priority to its educational mission, has only a limited number of computers, and has an Internet system limited on the amount of data it can efficiently handle, it is important that this resource is used only in ways that are ethical, legal, considerate of others, reflect academic honesty and community standards and are responsible in terms of preservation of the resource for all users at the College. Any action that fails to demonstrate respect for intellectual property, data ownership, or system security mechanisms, any action that violates individuals’ rights to privacy or freedom of speech, any action that violates freedom from intimidation, harassment, and unprovoked annoyance, or any action that otherwise unreasonably interferes with another person's use is prohibited.

The following procedure is intended to serve as a basic outline for the use of computer resources at Labette Community. This procedure is intended to provide reasonable protection of the rights of individual users, fair access, and effective management of LCC computer resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to those resources. The Library also provides access for non-students who live in the College service area.

The College owns or leases the computers, software, Internet access account and auxiliary hardware such as printers, routers, scanners, etc., located on College or extension site property. Computers or hardware of any kind may only be connected to the College computer or Internet system with the permission of the Director of Information Technology.

Persons violating this procedure may be subjected to disciplinary action by the College, including but not limited to the following: service area residents may be banned from College computer labs or buildings and students may be referred to the Vice President of Student Affairs for disciplinary action. Faculty and staff will be subject to the appropriate disciplinary policy and procedures. Please refer to Policy 2.16 Performance Improvement.

Appropriate Use

Appropriate use of the College’s information technology resources includes instruction, independent study, authorized research, independent research, and official work of the offices, departments, and recognized student and campus organizations of the College. While it is not considered to be an appropriate use, the College realizes that service area residents, employees and students will likely indulge in some recreational usage of the College’s information technology resources. The College will tolerate some recreational usage as long as that usage does not violate policy, procedure, or state or federal law, and, in the case of College employees, does not interfere with the performance of the employee’s duties. Viewing or downloading of non-educational or offensive material is strictly prohibited. Email or posting of any material that may be offensive to others such as; profanity, defamation, and harassment are also prohibited.

Authorized users are service area residents, employees and students of the College and others whose access furthers the mission of the College and whose usage does not interfere with other users’ access to resources. In addition, a user must be authorized to use certain computing or network resources by the Director of
Information Technology before accessing the resource. All persons other than employees must have direct supervision.

No employee of Labette Community College shall use their personal small/home based business to profit or advertise during a college function or on the college website or any college publication. They may not use their personal business to gain profit or customers during work hours or at LCC events. Employees may not use college facilities or equipment for gain of profit or customers for their personal business.

Confidentiality and Privacy of Computer Files and E-mail

In a public institution of higher education, employees’ and students’ privacy should be preserved to the maximum extent possible consistent with good business practices. However, privacy or confidentiality of documents and messages stored on LCC’s computer equipment cannot be guaranteed.

Authorized access to data or information contained on College computers involves both privilege and responsibility, not only for the user, but also for Information Technology personnel. LCC will treat information stored on computers as confidential in most cases. However, persons using College computers should have no expectation of privacy or confidentiality for documents and messages stored on College owned equipment. E-mail and files stored on LCC's computers may be accessed by authorized College employees for a number of valid business reasons including, but not limited to, the following purposes:

1. Troubleshooting hardware and software problems,
2. Preventing unauthorized access and system misuse,
3. Retrieving business related information and documents,
4. Investigating reports of violation of policy, procedure or state or federal law,
5. Complying with subpoenas and Open Records Law requests for information,
6. Rerouting or disposing of undeliverable e-mail.

Only personnel authorized by the President, or appropriate VP may monitor usage or access files or records that a College administrator has not otherwise given them appropriate permission or authority to view in order to perform the duties of their position. Supervisors have the authority to access files of employees working for them due to their responsibility to supervise and monitor the work of their staff. Authorized staff, including supervisors, will keep all confidential and personal information learned through their monitoring and file accessing duties confidential and reveal only that information which is necessary to administer the College’s policies and procedures and limit the dissemination of information learned through their duties to those with a business related need to know.

Staff and students must disclose their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College owned computer they use. Additionally staff and students should not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. If any Internet material is downloaded, it should be scanned using the College’s antivirus software before use.

Examples of Prohibited Use

Use of LCC’s network and computer systems is not a right. It is conditioned upon compliance with this and other College procedures and policies as well as all applicable laws. Though not exhaustive, the following list is provided to inform users of the types of activities that are prohibited by this and other policies and
procedures: using facilities, accounts, access codes, privileges or pass words that you are not authorized to use; viewing, copying, altering, or destroying anyone's files without explicit permission from that individual; representing yourself electronically as another user; unlawfully harassing others; creating and/or forwarding chain letters; viewing, posting, printing or mailing obscene materials; game playing that interferes with academic or administrative use by others; making, distributing, or using unauthorized copies of licensed software; unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs or other information formats; obstructing others' work by consuming large amounts of system resources, such as bandwidth, disk space, CPU time; paper, printer toner, etc.; media streaming for personal use such as, but not limited to, Netflix, Hulu, and online movie and programming content, unauthorized testing of systems and/or resources, such as using program loops, intentionally introducing destructive software e.g., "virus" software or attempting system crashes; running or otherwise configuring software or hardware to intentionally allow access by unauthorized users; attempting to circumvent or subvert any system's security measures; advertising for commercial gain; distributing unsolicited commercial advertising; disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to LCC or other users, which includes all work-related files stored on LCC computers; using computing resources for unauthorized monitoring of electronic communications; destroying public records in violation of LCC’s Retention of Records Policy; violating any LCC or Kansas Board of Regents policy or any local, state or federal law.

If there is any doubt whether the user may engage in a specific activity using College equipment, the user has the responsibility to inquire concerning the permissibility of the activity, prior to execution. Such questions should be directed to the Director of Information Technology.

**E-mail**

Users of e-mail should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be kept totally secure 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. All LCC Adjunct and Staff (Full and Part Time) Email Accounts are required to contain an email disclaimer in the signature line. The Disclaimer should read as follows: *This message, its contents and attachments may be confidential and privileged. This email intended for the addressee(s) only and access by anyone else is unauthorized. Unless you are the intended recipient, you may not read, copy, distribute, disclose, print, retain, or use in any way the information in this message. If you have received this message in error, please reply to username@labette.edu and fully delete this message and any copies immediately.*

Other signature guidelines include:

- Logos must be avoided if possible. If a logo is to be used, it should receive prior approval from department Supervisor and Public Relations.
- Email Templates and Themes must be avoided as they require additional server space, and they also require additional ink to be printed. Personal Photos must also be avoided.
- Bold Font must also be limited. Font should typically be the same size or smaller than your message text. Remember you do not want your message lost in the overbearing signature.
- Quotes must be avoided unless it is directly school related and has PR and Supervisor approval.
- Signature lines must contain only required contact information. Signatures will be set to have the signature line appear once. Signatures must be set to not be included on replies and forwards.
- A signature including logo must be under 10k in size.
E-mail users should also know that even if the sender and recipient have “deleted” their copies of an e-mail from their machines, there may be copies of the electronic mail that have been archived by the College’s regular back-up of data on its file servers; therefore, the copies can be retrieved weeks or even months later.

LCC e-mail services may, subject to the previously mentioned restrictions, be used for personal communication purposes provided such use does not interfere with the operation of College information technologies including e-mail services, burden the College with additional costs, or interfere with the user's job duties or other obligations to the College.

Electronic mail may constitute a public record, such as documents subject to disclosure under the Kansas Open 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. In addition, electronic mail may constitute official College records. E-mails of these types may need to be retained for longer than an e-mail system is capable of retaining them. The sender/recipient should consult with the College’s designated Open Records Officer to determine if a particular e-mail message constitutes a College record or document subject to the Kansas Open Records Act.

Violation of these procedures, or the principles upon which they are based, may be considered a violation of College work rules or policy and will be treated as such. Disciplinary action will be taken in accordance with the appropriate College disciplinary policy and may also include removal of computing privileges and possible third-party prosecution in a court of law if the violation involves royalty or copyright infringement or other violation of law. In order to reduce the amount of labor College employees expend handling spam, the College is implementing the following spam blocking procedure:

1. Any College employee wishing to block spam for a specific site will submit to the Information Technology Department a list of the email addresses of the sites they wish to block.
2. Any College employee wishing to allow an email that is currently blocked by filtering should submit the request to the Director of Information Technology.

E-mail Exchange site on Cell Phones

For employees who have Internet access on their cell phone and use the Labette Exchange site, you are required to turn on the default mobile disclaimer and are warned about sending and receiving confidential information. If your cell phone is lost, immediate shut-off is required and reported to your supervisor.

Important Information and Work Rules

A. The Director of Information Technology will maintain a system to selectively block access to websites containing obscene materials (based on community standards) and/or materials that degrade the performance of the College’s computer system by consuming excessive band width, storage space or create other impediments to the intended usage of the College’s computer systems. Students and staff needing access to sites of this nature for valid academic or research purposes may contact the Director of IT to obtain temporary access to the websites necessary to the academic or research purpose. The IT Director may seek additional approval.

1. Complaints concerning obscene websites or websites that are interfering with the operations of the College’s computer systems, should be forwarded to the Vice President of Academic Affairs for review and possible action.
2. If an authorized computer user believes a blocked site is safe and necessary to the Mission of LCC, the user may submit a request to the Information Technology Director to unblock the site. If the Director of IT denies a request, the authorized computer user may petition the Vice President of Academic Affairs to unblock a blocked website if it has appropriate academic application.

3. The petitioner or the Director of Information Technology or the Vice President of Academic Affairs may appeal the decision to the President in writing. The President will review the matter and make a final determination. No further appeal will be permitted.

B. Students and staff should not circumvent, disable, or otherwise try to render ineffective, College instituted website blocks, content access restrictions, or password systems. Violation of this rule will be considered a serious violation of policy and procedure.

C. Staff and students must disclose to their supervisor or instructor their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College-owned computer they use. Additionally, staff and students must not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. When any Internet material is downloaded, it should be scanned using the College’s antivirus software before use.

D. Staff’s on-line Internet use during working hours should be primarily limited to work-related activities. Students and staff are expected to show consideration of and respect for the rights, property (whether intellectual, electronic, or material), and time of others. Following is a partial listing of the types of activities deemed to be in violation of this procedure:

1. Stealing or using another's password or data, using another person's account, or

2. Degrading the performance of the computer system or internet system by excessive personal or College use, such as maintaining a streaming connection to the internet for long periods when not actively using the connection, using excessive Internet bandwidth for activities such as downloading large, non-business related files, using streaming media such as internet radio or video files for extended periods, running instant messaging or other internet software that uses internet resources to the extent that other users are inconvenienced by degraded performance, online streaming services for personal use such as, but not limited to Netflix, Hulu, or other online programming, or

3. Employing abusive or objectionable language in electronic communications such as e-mail or in a computer lab or group work areas, or

4. Using more than one machine except where required for class work; or

5. Altering the configuration or software on any College-owned computer by changing basic computer configuration settings, deleting software or files from College-owned computers, and/or adding new software or updating existing computer software using resources from any source without permission of the Director of Information Technology, or

6. Excessive personal use or accessing Social Media Content.
E. In computer labs during class time, the class work takes precedence over personal use. When a lab is in use for a scheduled class, non-enrolled students and staff are not permitted to use the lab facilities without permission from the instructor.

F. Course work takes priority over personal use even when a scheduled class is not in session. In the event a computer lab is full during non-class hours, students using the computers for personal business such as e-mail, games, etc. are expected to give up their computers to students who need the computer for course work.

G. Computing resources must be used wisely. Do not waste them by printing large files without good reason, sending large amounts of personal email, sending chain mail, or other time or resource wasting actions. Since network disk space is limited, students should keep their files on their own diskettes unless instructed otherwise; staff are expected to make appropriate use of network and computer-based storage and not waste storage space as well.

H. Computing environments should be kept clean and free of hazards to the equipment and free of annoyances to the users:

1. Eating, drinking, and smoking are not allowed in any computer lab. Users are responsible for helping to keep these areas clean. Do not leave scraps of paper, printouts, or other extraneous material behind when leaving the lab.

2. Loud conversations, horseplay and other distracting behavior should not be practiced in computer labs or group work areas. Listening to music in a computer lab should be done only through a headset with the volume set low enough that others couldn’t hear.

I. All use of computer labs must be scheduled for classroom purposes by the Office of Academic Affairs and all other usage by the Facilities Office and authorized by the Director of Information Technology. Unauthorized access to labs outside of posted hours is not permitted.

J. Only authorized software may be used on College-owned computers. The use of personal copies of software on LCC computers without permission of the Director of Information Technology is not allowed. Information Technology personnel may remove non-authorized software or non-licensed software from College computers upon discovery.

K. Piracy or illegal copying of computer software violates copyright law and is a punishable offense. It will not be tolerated at Labette Community College.

L. The security of College computing equipment and data is the responsibility of all College students and staff. Anyone witnessing suspicious activity is encouraged to immediately contact the Director of Information Technology or the Vice President of Finance and Operations. Each College department is expected to pay extra attention to the security of computers and data in its control.

M. When a problem occurs or damage is discovered in a computer lab, the first report should be to the Lab Assistant on duty. The Assistant should then convey the information to his/her supervisor. If the supervisor is unavailable, or if a Student Lab Assistant is not on duty, or if the problem is not in a computer room, please contact the Director of Information Technology.
N. When in doubt, contact the Director of Information Technology or one of the Information Technology staff. Otherwise, do only what specifically you have been given permission to do. If you have been given permission to use a file or piece of software, use it, but do not copy it, even on paper, unless explicit permission has been given.

World Wide Web Pages

Use of the Labette Community College computer network is a privilege provided to employees. As a shared resource of the College, this access is provided as both an educational tool and as a tool for receiving and disseminating information about the College’s educational programs, activities, and services more efficiently. Students and staff who use the College network have the responsibility to use it in an ethical, professional, and legal manner.

Documents prepared for dissemination over the LCC network are considered a part of the College's official public documents and, as such, are considered in the same category as the College's official printed publications. All office and department home pages are expected to contain accurate information, to be written in a clear and concise style and be presented according to approved guidelines.

Equally important, information disseminated publicly by the College's network should represent the College in a manner consistent with printed publications, i.e., all information should be appropriate for a general, worldwide audience. Information distributed by the College network for on-campus audiences only should be appropriate for the intended audience. Department heads are responsible for updating content by sending updates to the webmaster. Final authority regarding the content to be updated Will be approved by Director of Public Relations, webmaster, and if applicable the supervisor.

All current and future policies and procedures of the College are applicable and enforceable in regards to network use. These include, but are not limited to the LCC policy on nondiscrimination (including harassment), the Code of Student Conduct, and all policies printed in the student handbook, the faculty handbook, and the staff handbook. In addition, royalty, copyright and intellectual property laws, and all federal and state laws, including those regarding distribution of obscene materials, are applicable to LCC web pages -- both personal and official office/department pages.

The College prohibits the use of its network in a manner that would result in unnecessary degradation of any network resource. For example, sites that become so popular as to tie up the entire system and prevent shared use by all are prohibited.

The Role of Privacy on the LCC Network

While the College respects and encourages each individual's right to privacy, it reserves the right to view all files for the purposes of administering and maintaining the system or to investigate complaints from other users or law enforcement officials. Users of the LCC network are expected to respect the privacy of other users and are prohibited from breaking into individual, departmental, office, or system files or from using another person's access code in order to obtain or alter information in those files.

Revised: 2/28/07, 6/22/09, 10/4/10, 3/14/11, 8/29/11, 10/10/11, 2/27/17
Labette Community College Laptop/Tablet Device Usage Procedure is a supplement to the Labette Community College Computer and Internet Use Procedure 3.25. This procedure applies to the use of all College owned laptop computers and/or tablet devices (or any other portable device governed by IT). It includes all College owned hardware inside and outside the College premises.

Labette Community College laptops, tablets, iPad and technology devices are to be used inside and outside the College in order to enhance, enrich, and facilitate teaching, learning, and administrative duties as well as College communications. The College’s devices are to be used as a productivity tool for College-related business, curriculum enhancement, research, coursework, and communications. Employees and students shall exercise appropriate professional and ethical judgment when using the College’s laptop computers and devices.

All laptops, devices, related equipment and accessories are College property and are provided to employees and students for College related business and coursework. As a condition of their use of the College’s laptop computers and devices, employees must comply with and agree to all of the following:

1. Prior to being issued or approved to purchase a College laptop computer, employees will sign the Laptop/Tablet Device Usage Acceptance Form and agree to all outlined policies.
2. Employees should NOT attempt to install software or hardware or change the system configuration without prior consultation with IT jodyb@labette.edu.
3. Employees are expected to protect College laptops from damage and theft.
4. Each employee/student is monetarily responsible for any hardware damage that occurs on or off College premises and/or software damage (including labor costs).
5. Employees/students will not be held responsible for computer problems resulting from regular College related use; however, employees will be held personally responsible for any problems caused by their negligence.
6. Employees/students will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the College’s request.

Checking out Laptops/Equipment
1. A minimum of one week notice is required to make sure laptops are available and ready for use.
2. Loan periods should normally be short periods of time. Lengthy loans will prevent other users from access to a laptop.
3. Data from laptops should be backed up to the employee’s/student’s flashdrive before returning the laptop to IT. Confidential Data should NEVER be stored on a portable device.
General Laptop/Equipment Use Rules
1. Data must not be stored on the laptop or equipment. If it is unavoidable you will be responsible for backing up the data.
2. Do not place drinks or food in close proximity to your equipment.
3. Extreme temperatures or sudden changes in temperature can damage equipment. You should NOT leave equipment in an unattended vehicle.
4. When using the laptop, keep it on a flat, solid surface so that air can circulate through it.

How to Potentially Avoid Equipment Theft
Due to size and portability, handheld devices are especially vulnerable to theft. Faculty and students should follow the rules set out below. You will be held personally responsible if the device provided is stolen. Below are some tips on how to protect your device from being stolen.

1. Do not leave the device in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your device in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover the device and lock the doors. (Be aware of the damage extreme temperatures can cause the device.)
2. Carry the assigned device on your person when traveling.
3. Do not leave a meeting, class, or conference room without your device. Take it with you.
4. If a theft does occur while on campus, immediately notify the IT Department. If the theft occurs off campus immediately notify local Police and the IT Department.

Adopted: 6/14/10
Revised: 2/27/17
Laptop/Tablet Device Usage Acceptance Form

Name_______________________________

I understand that all laptop computers, portable devices, equipment, and/or accessories Labette Community College has provided to me are the property of Labette Community College. I agree to all of the terms in the Laptop/Tablet Device Usage Procedure 3.250.

I will return the equipment to Labette Community College in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer, device and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the College within 10 days. Loss or damage should be reported to IT immediately.

I will not install any additional software or change the configuration of the equipment in any way without prior approval from the IT Department.

I will not allow any other individuals to use any laptop computer, device and/or related equipment and accessories that have been provided to me by Labette Community College. I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the College’s laptop computers, devices, equipment, and/or accessories and may result in further disciplinary actions.

Signature_________________________________________ Date____________________

Date:
The iPod Usage Procedure is a supplement to the Labette Community College Computer and Internet Usage Procedure 3.25 and applies to the iPod Touch Devices used in Nursing Curriculum.

The iPod devices are provided to the Nursing faculty and students for use outside the College in order to enhance, enrich, and facilitate teaching and learning. The College’s devices are to be used as a productivity tool for College-related business, curriculum enhancement, research, coursework, and communications. Employees and students shall exercise appropriate professional and ethical judgment when using the College provided devices.

The iPods are College property and are provided to employees and students for College related business and coursework. As a condition of their use of the iPods, employees must comply with and agree to all of the following:

1. Prior to being issued one of the department iPod’s the faculty/student will sign the iPod Usage Acceptance Form.
2. Students and faculty should NOT attempt to install software or hardware or change the system configuration without prior consultation with IT (contact jodyb@labette.edu). This INCLUDES downloading music, video’s, information that is not specifically assigned and aligned with the nursing curriculum.
3. Students and faculty are expected to protect the College’s iPod device from damage and theft.
4. Each employee/student is monetarily responsible for any hardware damage that occurs on/off College premises and/or software damage (including labor costs).
5. Faculty/students will not be held responsible for problems resulting from regular College related use; however, faculty/students will be held personally responsible for any problems caused by their negligence.
6. Faculty/students must provide access to the assigned iPod device upon the College’s request.
7. Faculty/students may be asked to periodically turn in the assigned iPods to be inspected for damage and/or policy enforcement.

Checking out iPod Equipment
1. Select faculty will be provided the devices for as long as the iPods are used in curriculum, as determined necessary by the Director of Nursing. Students will be provided the equipment based upon the term in which the device is required.
2. The devices can be periodically inspected at anytime throughout the load period.

General iPod Use Rules
1. Faculty/students are personally responsible for the device provided.
2. Do not place drinks or food in close proximity to the device.
3. Extreme temperatures or sudden changes in temperature can damage equipment. You should NOT leave equipment in an unattended vehicle.
How to Potentially Avoid Equipment Theft

Due to size and portability, handheld devices are especially vulnerable to theft. Faculty and students should follow the rules set out below. You will be held personally responsible if the device provided is stolen. Below are some tips on how to protect your device from being stolen.

1. Do not leave the iPod in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your iPod in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover the device and lock the doors. (Be aware of the damage extreme temperatures can cause the device.)
2. Carry the assigned device on your person when traveling.
3. Do not leave a meeting, class, or conference room without your iPod. Take it with you.
4. If a theft does occur while on campus, immediately notify the IT Department. If the theft occurs campus immediately notify local Police and the IT Department

jodyb@labette.edu

Adopted: 6/14/10
iPod Usage Acceptance Form

Name___________________________________

I understand that the iPod Touch Labette Community College has provided to me is the property of Labette Community College. I agree to all of the terms in the Computer and iPod Usage Procedure 3.2501.

I will return the equipment to Labette Community College in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of the device. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the College.

I will not install any additional software or change the configuration of the equipment, or download any apps or personal content without prior approval from the IT Department jodyb@labette.edu.

I will not allow any other individuals to use the device, device that has been provided to me by Labette Community College. I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the device and may result in further disciplinary actions.

____________________________________________  Date______________________

Signature___________________
This policy is an amendment to Computer and Internet Usage Procedure 3.25.

Labette Community College recognizes the need for a Social Networking presence. Social Networking can be described as online social interaction. Some examples of social networking outlets include: Facebook, Twitter, My Space, Online Blog’s or Wiki’s, etc. Social media can be a powerful tool to engage and retain students. LCC encourages college-related interaction by staff on social media but is not responsible for comments or postings made by visitors. Visitors’ comments do not reflect the opinions or policies of the college. Improper use of social media at work can damage morale, hurt productivity, and expose LCC to legal action. Social media sites can also contain harmful virus and spyware content.

Personal social media accounts must not be used to conduct official college business. Individuals may not use their Labette e-mail address to establish a personal account. Accounts used for LCC Business must be maintained separately, and staff will be required to use their Labette e-mail address for these sites. For the purposes of this policy, a social media account shall include, but may not be limited to, a website, webpage, blog, or account used as a social networking outlet as described above.

LCC accounts must have the approval of the appropriate supervisor. All account access must be shared and monitored by the department supervisor. It is the responsibility of the supervisor to monitor content. Supervisors must notify the Public Relations (PR) and Information Technology (IT) departments when the account is created. Supervisors will be responsible to recover all media accounts upon employee separation.

If departments choose to maintain an LCC social media account, the designated employee(s) is responsible for maintaining current and appropriate content. It is recommended that social media accounts for professional use be checked two (2) times a day. It is the responsibility of the employee(s) maintaining the account to remove prohibited content from the site within two (2) business days after it is first posted. In the presence of uncivil discourse or violation of LCC policy/procedure, student/employee code of conduct, or state or federal criminal and civil laws, the appropriate reaction is to print the suspect content, remove said content, block offending user, and report immediately to the appropriate supervisor.

LCC has the right to monitor college-related social media accounts and their postings. LCC’s IT or PR departments reserve the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, bullying, spam, wildly off-topic, or that libel, incite, threaten, or make attacks on LCC students, employees, guests, other individuals, and/or the college. It shall be a violation of this procedure for any student, employee, or third party (visitor, vendor, etc.) to discriminate against any student, employee, or other individual associated with the college using social media accounts. Similarly, social networking activity on behalf of an LCC staff member which would constitute a violation of law or LCC policy or which negatively impacts the staff member’s effectiveness in the work place will be cause for disciplinary action.
Violations of this procedure by any employee shall result in disciplinary action, up to and including termination. See Policy 2.01 Nondiscrimination, Procedure 2.012, Racial Nondiscrimination, and Policy/Procedure 2.07 Sexual Harassment.

Departments using social media accounts for professional use shall include the following disclaimer:

“Labette Community College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or other content generated by users and publicly posted on this site and reserves the right to contact the county attorney and forward any postings which violate LCC policy/procedure or state and federal criminal and civil laws to the proper authorities.”

Each social media account maintained for professional use shall place the following statement in a conspicuous manner on the main page:

“To report any concern about the content of this site, please contact the LCC IT Department.” (620.820.1146 or webmaster@labette.edu)

Online communities like Facebook and Twitter help LCC employees and students connect in positive ways, however; there are aspects to remember when communicating through social media.

LCC Social Media Accounts
Appropriate supervisor must approve LCC social media accounts. PR and IT must be notified when they are created.
The account must be monitored by the appropriate supervisor and may be monitored by PR and/or IT.
When conducting official LCC business, personnel shall be identified by name and relevant LCC role.
Information posted to the Web has no expectation of privacy.
The account must not be used to discuss a specific student/employee issue.
Home addresses, local address, phone number(s), birth date, other personal information, and/or student’s/employee’s personal whereabouts or plans must not be disclosed using these accounts.
These accounts may not be used to solicit personal business
LCC does not permit messages on college social media accounts selling products or promoting commercial ventures.
Postings thereon must show respect for fellow users by ensuring the interchange remains civil.
Accounts may not be used for political activity.
Information posted online will stay on the Web even after you erase or delete it.
Any reference to partners or collaborators of LCC should not be used without their consent.
Social media accounts, both public and private, must NOT be used to address specific student or employee related issues/situations. Negative comments regarding LCC events or groups are also unacceptable.
Students/employees must not be the sole administrator of LCC related accounts. It is required that the supervisor be added as an administrator to oversee the usage and content of the account.

All content, including text and pictures posted on official LCC related sites, should be considered the property of LCC, and should be considered copyright released. Comments are subject to the social networking outlet’s terms of use and code of conduct. Names and photos will be seen next to employee users’ comments, visible to the thousands of visitors to the page.

Personal Social Media Accounts
Social media accounts must not be used to address a specific student or employee related issues/situations/events.
Use of college logos on an employee’s personal site could cause your site to be perceived as connected to LCC in an official capacity. College logos are not permitted on personal sites without the consent of the college.
Copyright law applies to personal sites.
Consider all content as public, regardless of privacy settings.
Future schools and employers may use information gathered from online communities when they make decisions in hiring and/or retention.

Excessive Personal Use of Social Media on College Computers
Employees must not access social media sites, excessively, for personal use during work time as determined by the supervisor; as such access interferes with the employee’s performance and/or completion of job duties. This includes access acquired by using any technologies, including, but not limited to, college computers, iPads or other tablets, PDA’s, Cell Phones, SmartPhones, and Apple Watches.
Excessive may include, but is not limited to: overburdening the network, interfering with job performance or any action that otherwise subject LCC to increased cost, risk or litigation.
Excessive personal use may include but is not limited to the following: access via computer workstations, PDA’s, cell phones, iPods, or any other device in which social media is accessible.
Excessive personal or inappropriate use is subject to disciplinary action up to and including expulsion or termination.
Refrain from presenting yourself as a representative of LCC in regards to personal opinions or statements.
Interactions with students of LCC or any affiliates under the age of 18 on personal sites are discouraged. For example, “friending” students or persons under the age of 18 in which the relationship is solely based upon LCC business is not advised. Red Zone and labette.edu e-mail must be used as an alternative.

Use of social media as well as the Internet and e-mail is a privilege, not a right. LCC has the right to monitor LCC social media accounts, and users thereof have no expectation of privacy in their use. Violations of this procedure will follow disciplinary guidelines established in Policy/Procedures 4.08 Student Code of Conduct and 2.16 Performance Improvement Counseling.

Approved: 11/15/10, 8/29/1, 11/16/15
To ensure that the College is in compliance with Kansas statutes, Kansas Board of Regents policies and procedures, and expectations of accrediting organizations, this policy regarding New Course or New Program Approval is established.

This policy is based on K.S.A. 71-601 et seq., K.S.A. 71-1891 et seq., K.S.A. 72-4480 and K.S.A. 72-4482 which requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges. Further, this policy requires compliance with Chapter 71, Article 6 regarding the definition of credit hour level of courses (not to exceed course levels offered in universities at the sophomore level), standards for determining number of credit hours for courses (time-based standard or competency-based standard), and lastly that the local Board of Trustees shall direct the college President to develop a procedure to address quality issues and faculty involvement in the New Course or New Program Approval process.

Adopted: 2/11/03
Revised: 12/8/16
In order to comply with Kansas Board of Regents policies and Kansas Statutes, the procedure for submission and approval of new course or new program proposals shall meet or exceed the following criteria:

1. Courses will meet the intent of KSA 71-601 and 71-1802 © in respect to level of instruction;
2. The amount of credit assigned to each course will be appropriate for the skills, knowledge and competencies included therein;
3. Faculty in the discipline or technical field will have either initiated the course proposal or have been meaningfully involved in its review and recommendation for approval;
4. Learning outcomes and appropriate assessment methods will be clearly defined in the course outline, syllabus, and/or competencies identified; facilities, equipment, and other learning resources will be adequate to support the expected learning outcomes of the course; and
5. A college “curriculum committee” or equivalent group composed of faculty and administration will have reviewed the course proposals and recommended them for approval.

Items 1. and 2. above require additional explanation.

1. “Level of Instruction” means shall not exceed sophomore level of instruction at a four-year university.

2. “Standards for Determining Credit Hours for Courses”
   Credit is the basic unit of collegiate level instruction that is assigned to a course or course equivalent learning. Credit may be awarded according to the following standards.

   A. Time-Based Standard

   - A regular college semester is defined as 15 weeks of instruction and one week allocated for final exams.
   - Lecture courses must meet for a minimum of 750 minutes per credit hour (50-minute hour for 15 weeks), plus time allocated for a final exam.
   - Laboratory courses, including those in vocational-technical programs, must meet for a minimum of 1,125 minutes per credit hour (1.5 x 750 minutes). Laboratory courses are ones in which students predominantly are involved in experimentation or application learning activities.
   - Internship, practicum, and on-the-job training courses must meet for a minimum of 45 hours (60 minute hour) per credit hour.
   - Physical education activity courses must meet for a minimum of 1,125 minutes per credit hour.
Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may be not less than the minimum required for laboratory courses as defined above.

For courses carrying titles other than those above, staff of the Kansas Board of Regents shall be consulted to make a determination of the appropriate amount of credit to be awarded based on information provided by the College.

B. Competency-Based Standards

A competency-based instructional format is a specialized and systematic method of organizing skill-specific instruction. Central to a competency-based technique of instruction is the requirement that the majority of learning activities be centered on and keyed to the development of pre-stated competencies. The core of a competency-based instruction system is that all activity relies on structured learning activities. A certain amount of management on the part of the instructor is required to successfully implement and supervise competency-based instruction.

Competency-based instruction has certain components which must be developed, structured and managed effectively. They are:

- Identified competencies
- Organized learning activities
- Organization of learning resources
- Testing and evaluation of competency attainment
- Competency record keeping

Competency-based course applications must include competencies to be attained by students. Regents’ staff will also review competencies to ensure that they are written in an acceptable format appropriate for competency-based instruction. Competency-based courses will be identified on the course approval application form.

Any course may be taught by competency-based instruction. Delivery methods of instruction commonly utilizing competency-based instruction include, but are not limited to:

- Open-entry/open exit
- Independent study
- Arrangement
- Distance education, such as Internet, video, and audio
- Computer-assisted or computer mediated
Internal Approval Process

Once a new course/program proposal has been developed, it shall be forwarded to the Dean of Instruction – if it is a general education course/program, or to the CTE Director – if it is a Career Technical course/program, for review and approval. Criteria to be utilized in this review are items 1.–5. as specified at the beginning of the procedure. The Dean of Instruction or the CTE Director shall then recommend the new course/program to the Vice President of Academic Affairs for further review using the same criteria. If this review is positive, the Vice President of Academic Affairs shall forward the proposal to the Curriculum and Instruction Committee for its review. Once approved by the Curriculum and Instruction Committee, the Vice President of Academic Affairs shall inform the College President that a new course/program proposal has been approved. The President shall review and, if approved, shall forward the proposal to the Board of Trustees for its approval. Following Board of Trustees approval, the new course/program proposal shall be forwarded to the Kansas Board of Regents for approval. Upon notification of Board of Regents approval, the new course/program shall be listed in the master course list, in the class schedule and the college catalog, and then offered to students for credit.

Note: Criteria and credit hour standards draw heavily on Kansas Board of Regents Policy.

Adopted: 2/11/03
Revised: 10/17/16
POLICY 3.28 LIBRARY USERS CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION

It is the ethical and legal responsibility of the Labette Community College Library staff to protect the privacy of library users. The Library staff recognizes that its circulation records and other records identifying the name of patrons are confidential in nature and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services. The staff also affirms that the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the Library. These records will be kept for reports and student holds. When these reports and holds are completed the records will be destroyed.

The role of the Library as such a resource must not be compromised by an erosion of the privacy rights of library users. The LCC Library upholds the constitutional right to freedom of information.

The Labette Community College Library recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate national security concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Thus, the right of access to this information by individuals, including foreign nationals, must be recognized as part of the library staff’s legal and ethical responsibility to protect the confidentiality of the library user.

The Labette Community College Library also recognizes that law enforcement agencies and officers may occasionally believe that library records contain information, which would be helpful to the investigation of criminal activity. The Library staff will not release any patron library records to any agency of federal, state, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power accompanied by evidence of good cause from a court of competent jurisdiction. When Library staff are themselves Library users, they are entitled to equal protection of their privacy and confidentiality of their records as Library users.

Updated: 12/7/04
Revised: 9/14/07
Revised: 5/1/14
Reviewed: 11/18/15
CONFIDENTIALITY FORM
BASED ON POLICY 3.28 & PROCEDURE 3.280

I ______________________, do hereby agree to follow the policy on Confidentiality of Library Records (Policy 3.28) and realize that if I should breech Confidentiality as outlined in the policy it would result in serious ramifications for me, the college and patrons of the library’s services. I also acknowledge that failure to follow this policy may result in my termination from LCC.

_________________________      ______________________
Employee Signature          Date

_________________________      ______________________
Witness Signature            Date

_________________________      ______________________
Employee Signature          Date

_________________________      ______________________
Witness Signature            Date
The Library staff will avoid creating unnecessary records and only record a user’s personally identifiable information when necessary for the efficient operation of the Library. Records with personally identifiable information will only be retained for as long as they are needed for the efficient operation of the Library. Checkout cards for the materials in the Reserve and Textbook Reserve Collection will have the patrons’ names blacked out with a marker following the gathering of monthly statistics. When a student’s holds are released the paper record will be shredded. All temporary files on the computers available for patron use are cleaned off daily. Interlibrary Loan records will be discarded after one year. Email reference requests will be retained on the Library Director’s computer for one year. Any other item that contains personally identifiable information of a patron will be shredded when no longer needed.

The Library staff will be aware of library practices and procedures that place information on public view, e.g. the use of postcards for overdue notices or requested materials, staff terminals placed so that the screens can be read by the public, and the provision of titles of reserve requests or interlibrary loans provided over the telephone to user’s family members or answering machines. These practices will be avoided.

Law Enforcement Visits
The Library Director will be responsible for handling law enforcement requests, and if considered necessary, the Vice President of Academic Affairs and the College’s legal counsel. The Library staff will immediately ask for identification if they are approached by law enforcement personnel. All Library staff, including work-study students, will refer law enforcement personnel to the Library Director and will not respond immediately to any request.

In the event that the Library Director is not available, the Library staff will refer to the Law Enforcement Visit Folder in the back of the Library Policies and Procedures Notebook filed on the bookcase behind the Library Director’s desk and attempt to call the Director if he/she is on campus or in town. The staff member will also attempt to call the Vice President of Academic Affairs at that time to ask for his/her assistance. When the visit is over, the Library staff member should document the incident, make one copy for the file, and email a copy to the Library Director.

If the agent or officer requesting information does not have a court order compelling the production of confidential records, the Library Director will give the officer a copy of the Library’s Confidentiality of Personally Identifiable Information about Library Users Policy and inform the agent or officer that users’ records are not available except when a proper court order in good form has been presented to the Library. Without a court order, neither the FBI or local law enforcement has authority to compel cooperation with an investigation or require answers to questions other than the name and address of the person speaking to the agent or officer. If the agent or officer persists, the Library Director will explain that the Library staff does not respond to informal requests for confidential information. If the request or issue is not resolved, the Library Director will meet with the law enforcement agent or officer, the Vice President of Academic Affairs, and the College legal counsel.
If the agent or officer presents a court order, the Library Director will immediately refer the court order to the College’s legal counsel for review. If the court order is in the form of a subpoena, the College’s legal counsel will examine the subpoena for any legal defect, including the manner in which it was served on the Library, the breadth of the request, its form, or an insufficient showing of good cause made to a court. If a defect exists, the counsel will advise on the best method to resist the subpoena. Through legal counsel, the Library Director will insist that any defect be cured and a new subpoena in good form and without defects be issued before any records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.

The Library Director, Vice President of Academic Affairs, and the College’s legal counsel will review any information that may be produced in response to the subpoena before releasing the information. The Library staff will follow the subpoena strictly and will not provide any information that is not specifically requested in it. If disclosure is required, the College will ask the court to enter a protective order drafted by the College’s legal counsel keeping the information confidential and limiting its use to the particular case. It will also be asked that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant, the law enforcement personnel may begin a search of library records as soon as the Library Director is served with the court order. The Library Director will ask to have the College’s counsel present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. The Library staff will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other user’s records are viewed or scanned.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA-USA Patriot Act Amendment), the procedures for a regular search warrant will apply. However, a search warrant issued by a FISA court order contains a “gag order.” The Library staff cannot disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library staff MUST comply with this order. No information is to be disclosed to any other party, including the patron whose records are the subject of the search warrant. However, the gag order does not change the right to have College legal counsel present during the search. The Library Director can and will seek legal counsel to review the warrant and to be present during the actual search and execution of the warrant.

After the visit, should a court order require the removal of a computer workstation or other computer storage device from the Library, the Library Director or Library Assistant will contact the Information Technology Director about the possibility of a replacement.

The Library Director will review the court order with the College’s legal counsel to ensure that the Library complies with any remaining requirements, including restrictions on sharing information with others. The Library Director will then review Library policies and procedures and the staff’s response to the situation to make any revisions in light of the experience.

The Library Director will work with the Public Relations Department to prepare a public information statement about the situation with the facts that can be released. The statement should include wording that details the Library’s commitment to confidentiality of records and to
preventing the public access to users’ personally identifiable information. The Library Director will also notify the American Library Association’s Office for Intellectual Freedom.

Adopted: 6/26/04
Revised: 1/26/16
PROCEDURE 3.29  TEXTBOOKS

One area where faculty have an impact on total student costs is textbook selection and adoption. While it is vital that academic integrity not be sacrificed and that text materials are selected for academic and pedagogical reasons, it is nevertheless important that faculty be aware of the total cost when making textbook adoptions for their courses. Faculty need to ensure that required texts are necessary for successful completion of the course and that students will make significant use of the material. Faculty must also be aware of the price of the textbooks and include that information in their textbook adoption decision.

A. Textbook Adoption Considerations:

1. Faculty must balance academic suitability with the lowest possible cost when considering the purchasing of textbooks.

2. Faculty must adopt textbooks as early as is possible within the copyright period.

3. Faculty must be aware of textbook adoption practices that impact the cost of texts: the multiple uses of titles, late orders, bundled materials and frequency of change.

4. Faculty must consider practices which could lower the cost of textbooks to students, such as:

   A. Working with other faculty members within the department to reach consensus on the textbooks to be used in order to avoid using multiple textbooks for the same course.

   B. Putting texts on reserve in the library and at the Cherokee Center

   C. Identifying other (online) sources of materials or Open Educational Resources

B. Textbook Adoption Requests:

Each semester full-time program faculty will submit a textbook adoption through the online bookstore. A due date will be set each semester, which will generally be 8 weeks prior to the opening of the online bookstore for the coming semester.

Revised: 12/14/05, 5/2/11, 10/17/16, 8/1/18
The Labette Community College Library holds that the communication on the Internet deserves the same level of constitutional protection as the other materials in the Library. It is important for the Library to enable individuals to have access to the entire world that is provided by the Internet. Often patrons have no other point of access to this material.

The Labette Community College Library will avoid the use of filtering software. Sites will be blocked on a limited basis. Much of the speech on the Internet is constitutionally protected. The Library Director will only submit sites that violate local, state or federal laws to the Information Technology Department to be blocked.

The Labette Community College Library affirms the American Library Association Library Bill of Rights and all of its interpretations and the Kansas Library Association’s Statement on Filtering Software.

Adopted: 12/4/04
Reviewed: 11/18/15
PROCEDURE 3.30 LIBRARY INTERNET FILTERING AND BLOCKING

When a Labette Community College Library staff member or patron submits a site that he/she feels should be blocked, the Library Director will investigate the site and make a determination of whether to submit the site to the Information Technology Department. The determination will be made based on the local, state and federal laws, and the statements on Internet filtering from the American Library Association and the Kansas Library Association. If the Library Director determines the site should be blocked, he/she will notify the Information Technology Department of the decision by email and request that the department block the site.

If the Library Director determines the site should not be blocked, he/she will notify the staff member or patron in a letter detailing the reasons why the site will not be blocked.

If a complaint about a site being blocked is made, the Library Director will notify the staff member or patron in a letter detailing the reasons why the site was blocked. If the patron wishes to file a formal complaint about either situation, the complaint should be submitted in writing to the Library Director. The Library Director will have ten working days to reconsider the site and to consult with the College administration before responding to the complaint. During this time, the Library Director will request a review of the site by an Ad Hoc Review Committee composed of the Library Advisory Committee, the Director of Information Technology, the Vice President of Academic Affairs and the College President. Other members may be added as deemed necessary by the Library Director or the Ad Hoc Review Committee.

The Ad Hoc Review Committee will:

1. Review the site in its entirety.
2. Determine the extent to which the site supports the curriculum or the stated goals of the institution.
3. Review the site in light of federal, state and local laws.
4. Present a written recommendation to the Library Director about making the site available.

By the twentieth day after the written complaint is received the person challenging the Director’s decision concerning the site will receive a response in writing via registered mail from the college stating the decision concerning the status of the site.

The site will be retained or blocked by the Director of Information Technology upon recommendation of the Ad Hoc Committee’s written recommendation.

The Library will consider the decision of the Ad Hoc Committee as final. If, however, the person challenging the status of the site wishes to appeal the decision, that person must, within five working days of the receipt of the decision, notify the Vice President of Academic Affairs in writing. Written appeals must include a copy of the original written complaint, along with a detailed summary of the continuing reasons to retain or block the site.

GUIDING PRINCIPLES

The Library will do everything within its power to provide an atmosphere free of illegal Internet activity. The space available in the Library for accessing the Internet is often limited. This may
create the possibility of others being exposed to sites with subject matter repugnant to their various beliefs and sensibilities.

Labette Community College supports the Library Bill of Rights, the Freedom to View and the Access to Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights statements of the American Library Association, as well as the statements on Internet filtering from the American Library Association and the Kansas Library Association.

A decision to block or to retain a site will not necessarily be interpreted as a judgment or irresponsibility on the part of those involved in the use of the material.

The Labette Community College Library staff will instruct the patrons whenever the occasion arises on how to evaluate Internet sites. This will include, but will not be limited to, tours, Information Literacy classes, and presentations.

Adopted: 12/7/04
Revised: 8/27/07
Reviewed: 11/18/15
PROCEDURE 3.32  CELL PHONES IN THE CLASSROOM

Purpose

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to remove any distraction, which disrupts the learning process. The instructor is obligated to make students aware of rules for the class and to inform students if they are violating any class rules.

The purpose of this statement is to set forth College procedure with regard to use of cell phones and pagers during class.

Procedure

Labette Community College seeks to promote a teaching and learning environment free from classroom disruptions.

The following standards are intended to define acceptable classroom behavior with regard to cell phones that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. The Academic Affairs’ office restricts the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances such as the use of cell phones as an instructional tool. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

This procedure does not restrict the use of a communication device during an emergency situation.

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the Academic Honesty Procedure 3.07.

Further, the Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

Adopted: 5/23/05
Revised: 9/20/10, 5/2/11, 12/12/16, 12/6/18
PROCEDURE 3.33 GUESTS AND CHILDREN IN THE CLASSROOM

Purpose

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to remove any distraction which disrupts the learning process. The instructor is obligated to make students aware of rules for the class and to inform students if they are violating any class rules.

The purpose of this statement is to set forth College procedure with regard to guests and children in classrooms.

Procedure

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student’s responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

The Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

Adopted: 5/23/05
Revised: 12/12/16
PROCEDURE 3.330  CHILDREN ON CAMPUS IN THE WORKPLACE

The College values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee’s request for flexibility to meet unexpected family needs that may require the employee’s attention during normal working hours. When workloads allow, the College encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation leave.

The College understands that brief and infrequent visits by children of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of children during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the organization. Therefore, College employees and their supervisors are required to follow the principles outlined below regarding the presence of children in the workplace:

1. At all times, children (age 13 and under) remain the sole responsibility of the parent. Parents must accompany their children at all times. The employee will not ask any other employee or student to supervise the child.
2. The brief presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee who brought the child, other employees, or students.
3. The child must not be allowed at a LCC computer.
4. The employee’s supervisor will ask the employee to take the child from the workplace if the supervisor determines that health or safety risks are too great, the visit isn’t brief, visits have been too frequent, or the child’s presence is disruptive.
5. Since visits are required to be infrequent, bringing children to the workplace on a recurrent basis during their school breaks or after school will not be allowed.
6. A child who has an illness that prevents him/her from being accepted by a regular day care provider or from attending school, particularly a child with an infectious disease, cannot be brought to the workplace under any circumstances.
7. Labette Community College employees and staff shall immediately report any violation of this procedure to the office of Human Resources or any available administrative employee of the college.
8. This procedure does not apply to college-sponsored activities or events where children are encouraged to attend or participate.
9. Also see 3.25 Computer & Internet Usage, 3.30 Library Internet Filtering and Blocking, and 3.33 Guests and Children in the Classroom.

Approved: 4/28/14
Updated: 6/23/14
Reviewed: 12/12/16
Revised: 5/5/17
Discontinuance or probation of a program(s) is part of normal administrative operations. Procedures governing the discontinuance or probation are set up and followed whenever reasonably possible in order to protect affected faculty and the integrity of the process. The procedures ensure clear, comprehensive communications among affected faculty, Faculty Association, administration and the Board of Trustees. The Board of Trustees must approve the discontinuance or probation of programs.

Adopted: April 13, 2007
Reviewed: 9/13/16
PROCEDURE 3.34  DISCONTINUANCE OF PROGRAMS

Consideration for discontinuance or probation of a program(s) is part of normal administrative operations. Whenever reasonably possible, the following procedures shall pertain:

1. The Vice President of Academic Affairs and either the Dean of Instruction (DOI) or the Career Technical Education (CTE) Director, whichever is appropriate, shall meet with the faculty directly affected by the proposed closing or probation and share any pertinent data, materials, documentation, and/or information that prompted the review including, at a minimum, the following considerations:
   A. The impact of the program closure on the mission of the college and on other academic/technical areas.
   B. The strength and quality of the program and of its faculty.
   C. Any duplication of work done in the program by work done in other programs or departments.
   D. Student demand and projected enrollment in the program.
   E. The current and predicted comparative cost analysis/effectiveness of the program.
   F. Competition from other institutions.
   G. Employment opportunities for graduates.

2. Following this meeting, the affected faculty will have ten (10) working days to make written comments or request an opportunity to make informational oral presentations to the Vice President and the DOI/CTE Director in a closed session. A representative of the Faculty Association may attend.

3. After due consideration, the Vice President and the DOI or CTE Director shall submit their recommendation, along with the pertinent data, materials, documentation, and information that was shared with the faculty, to the President’s Council.

4. The Council shall carefully review all of the data and make a recommendation to the President.

5. The President shall inform the Faculty Senate and advisors/recruiters of the proposed action recommended by President’s Council prior to the board meeting.

6. The affected faculty and the Faculty Senate will be given ten (10) working days to review materials and respond to the President regarding the Council’s recommendation.

7. If a response to the recommendation is received by the President from the faculty and/or Faculty Senate, the President shall inform the Council and the Council shall conduct a second review, considering all materials and Information provided by all parties concerned. It will either confirm its recommendation to discontinue the program or make a recommendation to place the program on probation with an improvement plan based on a timeline for reconsideration.

8. If the President agrees with the recommendation to place the program on probation, all materials will be forwarded to the Vice President of Academic Affairs for the development of an improvement plan with the affected faculty.
9. If the President agrees with the recommendation to discontinue the program, the President will recommend closure to the Board of Trustees as an agenda item at the next regularly scheduled board meeting, providing all related materials for its consideration.

10. The Board of Trustees will review the materials and vote on the recommendation. If closure is approved, and if the result of closure will result in termination, written termination notices will be sent to all affected faculty and the Faculty Association.

11. Advisors and recruiters will be notified of the decision by the Vice President of Academic Affairs immediately following the board meeting.

12. When an academic/technical program is discontinued, every effort shall be made to phase it out over a period of time, with due notice to students and due regard for the faculty whose appointments will be affected.

Approved: 3/26/07
Revised: 11/16/15
The Academic and Non-Academic Program/Discipline Reviews are a process of reflection and analysis conducted for the purpose of improving program/activity quality and to document progress. Members of the Academic and Non-Academic Review Committees are chosen from across the College and include all faculty/personnel involved in the program/activity being reviewed. The process is comprehensive, focusing on all major aspects of the program/activity and conducted as part of an on-going system for continuous improvement. Completed Program/Discipline Reviews are forwarded to the President and the Board.

Adopted: 7/11/07
Revised: 10/8/15
Academic Program/discipline Review is a process of reflection and analysis conducted for the purpose of improving program/discipline quality and to document program/discipline progress. Members of the Academic Review Committees are chosen from across the College and include all faculty involved in the program/discipline or department being reviewed. The process is comprehensive, focusing on all major aspects of the program and conducted as part of an ongoing system for continuous improvement.

**Program Review Committee Membership**

- All Program Faculty
- 1 Educational Support Staff
- Vice President of Student Affairs or Designate
- Vice President of Finance and Operations or Designate
- Director of Public Relations or Designate
- Director of Information Technology or Designate
- Dean of Instruction or CTE Director

**Program Review Committee Resources:**

Dean of Instruction or CTE Director, other administrators and Instructional Assistants.

The review process is designed to promote better understanding and appreciation of the program/discipline, increase availability of data concerning the program/discipline, identify strengths and weaknesses, evaluate progress, and align program/discipline goals and objectives with College mission and goals.

The Academic/Discipline Program Review is a major link in effective institutional evaluation and is integrally linked to:

**Accreditation:** The Program/Discipline Review process is designed to address standards set by the Higher Learning Commission of the North Central Association of Colleges and Schools.

**Program/Discipline Review and Strategic Process:** The Program/Discipline Review Committee recommends the approved report to the President’s Council. The President’s Council recommends the approved program/discipline to the College President. The College President recommends the approved program/discipline to the College Board.

Once the Board of Trustees approves the program review, it will be placed in the library for public review. The action plan will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process.

**Budget Development:** Resource needs identified through the Program/Discipline Review process are the basis for individual program/discipline Operational Plans and budget proposals which guide the allocation of financial resources to these programs/disciplines.
The following are critical success indicators addressed in the Academic Program/Discipline Review:

I. Program data and evaluation
II. Review of Previous Action Plan
III. Strengths, Weaknesses, Opportunities, Challenges and Recommendations
IV. Program Action Plan

The Dean of Instruction and CTE Director are responsible for scheduling program reviews so that all academic programs are reviewed at least every five years.

Approved: 5/14/07
Revised: 5/2/11
Revised: 6/11/15
A hybrid course is one where a portion of the course meets online, meaning faculty and students are physically separated by place and time, and a portion of the course meets in a classroom. A minimum of 25% and a maximum of 75% of a hybrid course will be taught online. The remaining time will be taught in a classroom. For example, a hybrid course that meets 25% of the time in a classroom will meet 75% of the time online. A hybrid course could also, for example, meet 50% of the time in a classroom and 50% online. These courses are designated in the schedule as hybrid courses so students are aware that there is a required online component. By contrast, an online course is one in which 76% or more of the instruction is provided where faculty and students are physically separated by place and time.

Approved: 11/8/12
Revised: 12/8/16
PROCEDURE 3.37  CLASSROOM COMMUNICATION

When having students participate in group work outside of the classroom, instructors are required to utilize apps and tools that allow students to communicate with others in the group. Instructors cannot require students to give their phone numbers to others in the group, nor should the instructor give student phone numbers to other students. Instructors should discourage any exchange of phone numbers between students for any class project.

Approved: 7/26/18
POLICY 4.01 ENROLLMENT ELIGIBILITY

Any individual who has graduated from an accredited high school or received a high school equivalency diploma may attend Labette Community College as a regular student.

Degree-Seeking students must be a graduate of an accredited high school or have a high school equivalency diploma. Non-Degree-Seeking students must be at least 18 years old; not be a graduate of a state-accredited high school and be determined by LCC to be able to benefit from the courses in which the student will be enrolled. Or, if the student is 16-18 years old and has dropped out of high school, the student may attend in a Non-Degree-Seeking capacity. The student must provide documentation from the high school the student last attended indicating the student has withdrawn from attendance, and LCC advisors must determine the student can benefit from the courses in which the student will enroll.

Students must provide proof of high school graduation or high school equivalency diploma completion in order to graduate from Labette Community College.

A high school student who has attained sophomore standing (successfully completed freshman year), junior standing, or senior standing may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Admissions Office with the “Unified School District Authorization” section completed and signed by the principal. A freshman student who has been designated at “gifted” by the Unified School District being attended may enroll only upon submission of a completed and current (meaning dates must cover period of enrollment) Individualized Education Program (IEP), and that IEP must indicate that the student is recommended for college classes as part of his or her IEP plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

See Procedure 4.01 for information on readmission of students and admission of out-of-state or transfer students. See Procedure 4.010 for admission information for Non-English speaking students.

Adopted: 9/2/09
Revised: 10/12/17
Students must have graduated from an accredited high school or have received a high school equivalency diploma to enroll in a Degree-Seeking capacity. Students who have not met either of these standards can still enroll but must complete one of the standards above to graduate from LCC.

Non-Degree-Seeking students who are 18 years old or older who are not graduates of state-accredited high schools and have been determined by an LCC advisor to be able to benefit from the courses the students will be enrolled must complete an Enrollment Exception form and send it to the Admissions Office.

Students 16-18 years old who have dropped out of high school must provide documentation from the high school the student attended indicating the student has withdrawn from attendance and has been determined by an LCC advisor to be able to benefit from the courses in which the student will enroll. Such students must also complete an Enrollment Exception form and send it to the Admissions Office.

High school students who have successfully completed freshman year will need to complete the High School Enrollment form and have it signed by their principal. Students below Sophomore status who have been designated as “gifted” will need to complete the High School Enrollment form, have it signed by the principal, and submit a completed and current (must cover period of enrollment) Individualized Education Program (IEP) with a list of the college courses that are recommended as part of the program.

Transfer students from other Colleges seeking admission to Labette Community College must complete an application for admission and submit copies of unofficial transcripts before consideration will be given for enrollment.

Revised: 9/2/09, 9/7/17
Labette Community College wants to provide an opportunity for all students to attend College and have a successful experience. Experience indicates that certain criteria should be met to enroll in College courses to have a successful College experience. Since our College courses are taught in the English language, the following process has been established to enhance student success for those students whose primary language is not English.

International Students must:

1. **Complete the International Student Admissions Application.**
   - A non-refundable $100 application fee is required at the time of Application
   - The Application for Admission must be submitted at least three months before the start of the semester in which the student wishes to enroll (unless the student is transferring from another institution from within the United States)

2. **Submit an official copy of High School/Secondary School academic transcripts**
   - An English translation of the grades and grading scale. Translations may be accepted from an official equivalent translation company.
   - If student attended a high school in the United States, an Official copy of the High School transcript must be mailed to the College.

3. **English Proficiency Requirements: Submit evidence of English language proficiency**
   - If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:
     - Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
     - Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
     - International English Language Testing System (IELTS) score of 6 or higher
     - Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)
     - EIKEN scores of Pre-1 and 1
     - Completion of an Intensive English Program at an accredited four year university.
     - Completion of Bridge’s Academic English Level 5

4. **Complete the Statement of Financial Information and Certification of Support forms**
   - Submit with a certified bank statement proving financial ability to the College.
• If the country is paying for the student’s education, a letter from the country must be provided verifying that the student will be receiving a scholarship/funding prior to enrollment.

5. **Submit proof of health insurance**

• Provide a photocopy of the health insurance card
• If the student does not currently have health insurance, the student will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College.

6. **Submit proof of Tuberculosis Testing if needed**

• Students entering Labette Community College who are from the countries listed below must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada.
  - Afghanistan, Bangladesh, Brazil, Cambodia, China, DR Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, Uganda, UR Tanzania, Vietnam, and Zimbabwe.

**Transfer Students** (those who have previously attended another US college)

1. Complete steps 1-5 above
2. Send Official transcript from previous College/University
3. Complete the Transfer Eligibility Form

After the above requirements are met, the applicant will be considered for admission. If the applicant is accepted, an I-20 form will be issued.

**APPEAL**

Records of individuals who have scored below the required level will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and to communicate in English. The review will be completed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Approval for admission may include required participation in English as a Second Language classes or similar preparatory activities. Admission to certain classes or programs may be restricted until English language ability is adequately improved.

Revised: 11/1/10; 3/5/12
Reviewed: 2/2017
Revised: 11/16/18
Tuberculosis Prevention
Tuberculosis continues to be a highly infectious, potentially life-threatening disease. Because of the increase in tuberculosis worldwide, and in response to the Kansas State Statute 28-1-30 as well as the Centers for Disease Control and Prevention’s (CDC) recommendations regarding strategies for TB control, Labette Community College has implemented the following prevention recommendations.

Testing requirements
A TB Skin Test (Mantoux tuberculin skin testing – PPD) or the TB Blood Test (QuantiFERON) is required for the following Labette Community College Students and Staff:

- New and re-entering foreign-born, nonimmigrant students and staff member from high risk countries (see definition) or who have lived in a high-risk country for 3 months or more.
- Any domestic Labette Community College student or staff member who has participated in international travel to a high-risk area and remained in a high-risk area (see definition below). Testing should be done 6-12 weeks after the student's return.
- Any domestic Labette Community College student or staff member who has lived in a high-risk area (see definition) for greater than three months, who has not had subsequent PPD testing.

This testing must be done in the United States or Canada. Test results from outside the United States or Canada will not be accepted.

The cost of the testing is the responsibility of the student or staff member. Tests are available at local county health departments.

Student Enforcement
Students completing the LCC Admissions Application will be asked three questions per Kansas State Statute 28-1-30. If the response is “yes” to any question, the Vice President of Student Affairs will contact the student to determine if the student is “high-risk” and should be tested. A student determined to be a high-risk student shall not attend classes and the hold will remain until one of the following conditions are met:

- Completion of testing requirements for “high-risk” students and a determination by the Vice President of Student Affairs that the student does not have active TB.
- Confirmation with the Vice President of Student Affairs that the student is from or traveled to a “low risk” country
- Proof that the student received a negative TB Test within the last six months. The test must have been completed in the United States or Canada.

If a student does not complete the TB testing when required, the student will not be allowed to attend class. Students who do not complete the TB section on the Admissions Application will be contacted and not allowed to attend class until the information is provided.
In accordance with Kansas State Statute 28-1-30., a student who is not in compliance with this regulation shall not be eligible to enroll for a subsequent semester or to obtain an official academic transcript or diploma until the student is compliant with this regulation.

The Vice President of Student Affairs will maintain data regarding TB testing and compliance of the form provided by the Kansas Department of Health and Environment.

Staff Enforcement
Staff that travel outside the United States to high risk countries for 3 or more months will be required to complete the TB testing. This testing will be confirmed by the appropriate Vice President.

Definition of high-risk/low-risk country*

Students entering Labette Community College who are from the countries listed below must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada.

Afghanistan, Bangladesh, Brazil, Cambodia, China, DR Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, Uganda, UR Tanzania, Vietnam, and Zimbabwe

Revised 3/7/12
Reviewed: 3/13/17
Revised: 2/14/19
Students are charged educational fees, which include tuition and a general fee. Educational fees, in addition to other sources of revenue, provide partial support for various College operations, programs and services. The amount of the educational fees requires approval of the Board of Trustees.

To ensure effective operation of the College and fiscal accountability, students are expected to make prompt payment as accounts become due and payable. Students who fail to pay accounts as directed by the business office may be subject to sanctions.

Under extreme circumstances, students who withdraw from courses may be eligible for a refund of educational fees.

Procedures regarding educational fees, including fees related to specific programs and services, and refunds, will be determined by the President.

Adopted: 6/13/94  
Approved: 9/13/12
PROCEDURE 4.02 PAYMENT OF EDUCATIONAL FEES AND REFUNDS

A. Students are expected to settle all accounts with the College as they become due and payable. Beginning with registration each semester, tuition and fees not covered by financial aid will be due and payable the first week of class. Accounts not paid the third week will incur a $50 service fee. Students enrolling after the first week of classes must pay when they register.

If a student leaves the College with unpaid accounts, his/her academic records will be withheld, and no transcript of record or academic recommendation will be issued until the account is cleared. Students will also not be allowed to enroll in future coursework. Graduating sophomores must clear all outstanding accounts before their diplomas will be issued.

Along with nonpayment of accounts, holds will be placed on student records for non-return of rental textbooks, book loans through the Debbie Groff Book Scholarship Program or the Student Support Services Program, library books, equipment from the Student Support Services program, and athletic items determined by the appropriate coach for student athletes. Holds will also be placed for other financial obligations to the College (i.e. payment due a student organization for travel expenses).

Holds will also be placed on records of students in loan default and for not completing the Financial Aid Exit Counseling.

B. Tuition and fees refunds:

1. Full semester Fall and Spring classes:
   a. Drops during the two weeks of the semester are eligible to have all tuition and fees refunded.
   b. Withdrawals from courses after the first week of the semester will not receive any refund of tuition and fees.

2. Shorter term classes, including Summer, may not be eligible for a refund once the course starts. For refund information on these courses please check with the Business Office.

Students paying by check will have a 30 day waiting period before a refund can be issued.

Adopted: 6/13/94
Reviewed: 6/1/17
Revised: 3/5/19
The College offers, for eligible students, various financial aid programs to assist with the costs of education. Programs, including scholarships, grants, loans and work-related aid, are described in the College catalog and other publications. Procedures relative to application and awarding financial aid programs shall be determined by federal and state regulations and the President or designate.

Revised: 12/12/00
Revised: 9/14/17
POLICY 4.04 SCHOLARSHIP AND ASSISTANCE GOALS

Goals for the Labette Community College Scholarship/Assistance Program

Labette Community College has identified several goals relative to scholarship awards/assistance, which are the means by which the goals may be realized.

A. The College is committed to rewarding excellent academic achievement. To meet this goal, Academic scholarships are awarded.

B. The College is committed to assisting students who have a financial need, which is determined by the College. To meet this goal, a General Assistance is available.

C. The College wishes to promote and encourage student talent in areas other than academic excellence. To meet this goal, Activity scholarships are awarded.

D. The College is committed to assisting students who are returning to education after an extended absence to pursue a degree or certificate or to seek job retraining. These students often face substantial barriers to higher education, including lack of financial ability to attend, lack of employment or “subsistence” employment, responsibility for dependents, psychological impediments, and absence of encouragement or support systems. To meet this goal, a General Assistance Scholarship is available.

E. The College is committed to providing an opportunity for high school students in the area to experience College level courses in an effort to give them the confidence needed to continue their College education upon high school graduation. To meet this goal, Jump Start assistance is offered.

Criteria are established for each scholarship and assistance program.
(See also Scholarship and Assistance Programs Procedure 4.04)

Revised: 12/12/00
Revised: 9/14/17
**PROCEDURE 4.04 SCHOLARSHIP AND ASSISTANCE PROGRAMS**

A. **Availability of Funds**

Students are encouraged to apply early for scholarships. Online applications are available on the College website. Preference will be given to applications received prior to May 1. Grade point average (GPA) and the number of hours enrolled are considerations but not always deciding factors. Scholarship awards are subject to availability of funds.

Students must complete the FAFSA (Free Application for Federal Student Aid) to be eligible for most institutional scholarships.

B. **Academic Scholarships:**

High school seniors may apply for an academic scholarship to be used for the first academic year following high school graduation, with renewal pending performance and availability of funds.

<table>
<thead>
<tr>
<th>Award</th>
<th>Grade Point Average (Based on seven semesters)</th>
<th>Amount (up to 16 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Award</td>
<td>3.75-4.00</td>
<td>Tuition/plus $200 books per semester</td>
</tr>
<tr>
<td>Vice Presidential Award</td>
<td>3.50-3.74</td>
<td>Tuition/plus $100 books per semester</td>
</tr>
<tr>
<td>Merit Award</td>
<td>3.00-3.49</td>
<td>Tuition/plus $50 books per semester</td>
</tr>
</tbody>
</table>

Students must be enrolled full time (12 credit hours or more) by June 15 prior to the fall semester and by December 15 prior to the spring semester to validate acceptance. Students who withdraw to less than 12 credit hours will be ineligible the next renewal period.

Reaplication: (scholarships may be renewed as long as funds are available.)

1. Must submit application by May 1 of freshman year
2. Must be enrolled in 15 hours for fall semester of sophomore year by June 15
3. Must maintain required grade point average (cumulative)

C. **Jump Start Concurrent/Dual Credit Enrollment Assistance:**

High school students who are eligible to enroll may receive assistance with a properly completed Student Financial Assistance/Scholarship Application. *Attendance must be approved by a high school official. Fees and books are not covered by LCC.*
1. Students attending Labette County high schools are eligible to receive full tuition up to 16 hours/semester if they meet the required 2.0 GPA.
2. Cherokee County and Crawford County high school students will receive up to 16 hours paid tuition/semester if they meet the required 2.5 GPA.
3. Students attending high schools in other Kansas counties may receive assistance/scholarship of half tuition for up to six credit hours/semester if they meet the required 2.5 GPA, including online courses.

D. General Assistance:

Students must meet the following characteristics to be considered for aid if funds are available: enrolled and have at least an LCC grade point average of 2.5 and demonstrate financial need via FAFSA application (Full-Time, Part-Time, and Nontraditional Students)

E. Activity Assistance:

Assistance is awarded per semester or academic year for performance (i.e. baseball, basketball, wrestling, volleyball, softball, cheerleading, graphic design, etc). Criteria and length of scholarship are established by the coaches and/or instructors of each activity.

F. GED Scholarships:

Students receiving their GED through the Adult Basic Education program offered by the Student Success Center at Labette Community College are eligible for the GED Scholarship. The students will receive up to 12 credit hours of paid tuition if they enroll within six months of successfully completing their GED, funds permitting.

G. International Assistance:

Awarded to international students (funds permitting) who have maintained a cumulative LCC GPA of 3.0. The scholarship shall not exceed the in-state rate of tuition for 16 hours per semester.

H. Labette County Assistance

Labette County residents who have an accredited high school diploma or GED are eligible to receive full tuition up to 16 credit hours per semester at LCC, regardless of past LCC performance. Reapplication and 2.5 cumulative GPA are necessary for renewal. Some exceptions may apply.

I. Transfer Assistance

A transfer student: (1) must submit official transcripts from all schools previously attended; (2) have completed a minimum of 12 credit hours at one other institution of high education with cumulative 2.5 GPA. (3) Student eligible for tuition assistance, up to 16 credit hours/semester. (4) Renewable if GPA exceeds 2.5 and if funds are available.

J. Foundation Scholarships

Many Foundation scholarships from private and corporate donors are available and awarded according to applicant qualifications and funding availability. Some scholarships
require a thank you note before award is validated. Early application is encouraged. GPA of at least 2.5 is required unless otherwise stated in the award criteria.

Application Procedure

1. Student submits the online Student Financial Assistance/Scholarship application to the Financial Aid Office. Application is available on the College website. Priority deadline is May 1st.

2. For Activity Assistance, Coach and/or Instructor provides scholarship application to the Financial Aid Office indicating on the form

3. The Financial Aid Office will forward the award letter to the student indicating approval and a denial letter will be sent to students with applications not approved.

Revised: 6/26/12
Revised: 1/25/16
For purposes of charging tuition, the College is required by law to determine the residency of each prospective student.

The determination of residency is made in accordance with Kansas Statutes Annotated 71-406 and 71-407. Unless otherwise provided in K.S.A. 71-407, in order to be a resident student for the purposes of enrollment, the student, if 18 years of age or older, or the student’s parent, if the student is under 18 years of age, must have been a resident of the state of Kansas for at least six months prior to enrollment. For students 18 years of age and older, residence means a person’s place of habitation and to which, whenever students are absent, they have the intention of returning. For students under 18 years of age, residence includes the place the student lives if living with a parent or person acting as a parent; if placed there by a district court or by the secretary of the Department for Children and Families; or if homeless.

Significant factors which may be considered as proof of residency include the payment of property taxes, purchase of license tags, driver’s license registration, employment, and voter registration in the state of Kansas. However, none of these factors is necessarily considered conclusive on the issue of proof of residency without support of convincing evidence. Such factors must demonstrate the student, or the student’s parent if the student is a minor, was residing in Kansas at least six months prior to the student’s enrollment or re-enrollment. Some exceptions do apply for:

1. persons in active military service, veterans, and spouses and dependent children thereof;
2. employees of the College;
3. persons having special domestic relations circumstances
4. persons who have graduated from or recently attended high school in Kansas who were previously domiciliary residents;
5. persons who have recently been relocated into the state by an employer;
6. undocumented students; and
7. others as specified in K.S.A. 71-407.

At the beginning of each semester, the Registrar’s Office shall determine the residency status for tuition purposes of each student who enrolls. Students who have not resided in Kansas for six months prior to the first day of classes or whose parent has not, in the case of minor students, are determined to be nonresident students and are charged out-of-state tuition rates. It is the student’s responsibility to enroll under the proper residence classification. If a student enrolls as a Kansas resident and is later determined by the Registrar to be a non-Kansas resident, the student will be charged as a nonresident, and payment will be required for all semesters the student was enrolled incorrectly. However, if a student that is classified as a nonresident upon enrollment disagrees with that classification, the student has the first two weeks of classes to appeal the classification.

All appeals must be made in writing to the Registrar’s Office. If a student does not exercise the right to appeal within the time allotted, the classification or reclassification becomes final. All decisions, charges, and refunds will be in accordance with the state law and KBOR guidelines.
High School students determined to be out-of-state residents enrolled in concurrent courses during the school day according to the state guidelines governing community colleges, will be assessed the in-state tuition rate while enrolled in concurrent courses. The same student will be charged the out-of-state rate for any non-concurrent courses in which he or she is enrolled before school graduation unless the residence status legally changes.

Revises: 9/13/12, 5/31/17, 9/14/17
Under section 438 of the *General Education Provision Act* as amended; part 99, *Privacy Rights of Parents and Students*, subsection 99.37, educational institutions may disclose to the public personally identifiable information about the students, provided it is classified as directory information.

Each student has the right to refuse, in writing, the release of all or part of the directory information concerning him or her. The following is defined as student directory information:

1. Name
2. Address
3. Student ID number
4. Email Address
5. Current Telephone number
6. Date of birth
7. Place of birth
8. Current enrollment status
9. Concentration
10. Dates of attendance
11. Date of graduation
12. Degrees and awards received
13. Previous institution most recently attended
14. Activity/Athletic Program Information
15. Photograph

Procedures regarding student directory information, such as records maintained by the College, shall be determined by the President. (See Procedure 4.06 Student Directory Information)

Revised: 12/12/00
Approved: 4/13/17
Student records maintained by the Admissions Office include: admissions applications, transcripts, and enrollment forms.

Student records maintained in the Student Success Center include: SAT and ACT records, and individual test results.

Applications for admission to programs, transcripts, test results and confidential references are maintained in the program director’s office for each student enrolled.

The Vice President of Student Affairs has control of student VA records, scholarship applications and recommendations, financial aid applications and family financial statements, federally insured loan applications and promissory notes, records of student earnings, and disbursements.

A charge of $10 per copy will be assessed the student for a transcript. (See also Procedure 4.09 Student Records for further information on the release of records)

Revised: 7/5/05
Revised: 2/20/17
POLICY 4.07  STUDENT ORGANIZATIONS

The College supports the establishment and operation of student organizations, including a student government association or a student organization created for similar purposes. Activities of student organizations may develop students’ skills and/or knowledge in areas such as, but not limited to: leadership, organizational, teamwork, interpersonal, social, communication and intellectual. Student organizations may also provide practical experiences regarding principles of democratic and political decision making. Procedures regarding administration of student organizations will be determined by the President.

Adopted: 6/13/94
Reviewed: 2/13/17
Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a manner which is supportive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within five working days of the incident along with any action taken.

Regulations

A. Alcohol. The College will uphold and enforce the Kansas law concerning the possession and consumption of alcoholic liquor and beer.

B. Tobacco. The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.

C. Illegal Drugs. The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.

D. Behavior Misconduct. Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. A student may be directed to desist from behavior, which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.

E. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges.

F. Assault. Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets or putting any person in fear and apprehension of harm will not be tolerated.

G. Fireworks and Other Weapons. Possession of fireworks, explosives and unlawful weapons such as those described below shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks or explosives on the
College property is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action, including suspension/dismissal from school, as well as criminal prosecution. Storage space for firearms or other weapons is not provided on College property. The term weapon is defined in Procedure 4.08.

Revised: 5/12/2011; 6/9/11
Reviewed: 3/10/15
Revised: 6/7/17
Revised: 8/10/17
PROCEDURE 4.08 STUDENT CODE OF CONDUCT

Labette Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters to ensure that the rights of the students, the College community, and the community-at-large are protected. Alleged and/or violations of the Student Code of Conduct must be reported to the Vice President of Student Affairs within five working days of the incident along with any action taken.

The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will address academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Misconduct.

A. Applicability
   This Student Code of Conduct is applicable to every student enrolled at the College, whether part time or full time and whether in residence, by extension, or otherwise and may at times apply to persons off campus when using College facilities or participating in LCC programs or activities, including, but not limited to, off campus outings and clinical practice trips. This code is adopted pursuant to authority granted by the LCC Board of Trustees.

B. Definitions
   1. College: Labette Community College.
   2. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
   3. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus. This includes the Cardinal Villas.
   4. Notice: correspondence (1) sent by mail, including email, addressed to the addressee at the local address, as shown on College computer records in the Office of the Registrar/Admissions; (2) personally delivered to the addressee; or (3) personal contact.
   5. Preponderance of the evidence: that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
   6. Record: all written documents, forms, copies, reports, statements, tape recordings, emails, or tangible evidence in a disciplinary action.
   7. Will and Shall are used in the imperative sense.

C. Awareness of Student Code of Conduct Policies
   Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs’ Office, in the Library, or online at http://www.labette.edu/catalog/policies/Code-of-Conduct-408.pdf. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation.

The student is advised that specific career technical programs (as well as College athletic programs, performing arts programs, and other student organizations) publish student handbooks and program guidelines with policies and procedures associated with their respective programs.
Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. All students in all programs are entitled to the same due process.

D. Conduct Prohibited

Misconduct for which students may be subject to disciplinary actions includes but is not limited to the items listed below.

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Failure to comply with the directives of a College official acting in the performance of his/her duties. This includes the failure to respond to a summons to the office of an administrative officer within the designated time or to present identification upon request of any college official. This summons may be issued by mail or email.
3. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding.
4. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
5. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
6. Unauthorized throwing of any object in/from College facilities.
7. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms, AED’s, or notification equipment).
8. Engaging in conduct that interferes with or disrupts any College teaching, research, administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus, includes collusion.
9. Disruption of the learning environment or any behavior that detracts from the goals or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
11. Unauthorized possession, duplication, or use of keys (including key cards) to any College property, or unauthorized entry to or use of College property.
12. Engaging in or submitting to hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student. Includes but is not limited to:
   a. Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Kansas Statutes, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
   b. Any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.
14. Manufacture, possession, control, sale, transmission of, or use of any controlled substance, alcohol, or other illicit drugs on the College’s property.
15. Unauthorized possession, ignition, or detonation or any explosive device, fireworks,
liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property on College property.

16. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.

17. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.

18. Advocating or recommending orally or in writing conscious or deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and setting in place such actions.

19. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.

20. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.

21. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College property or at College-sponsored activities.

22. Receiving three (3) Academic Misconduct Notification Forms during attendance at LCC. (Refer to Procedure 3.07)

23. Receiving three (3) Tobacco Incident Forms during attendance at LCC. (Refer to Procedure 2.09)

24. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy 3.25)

25. Malfeasance or misuse of elective or appointed office in a student organization or position as a college work study, its members or the welfare of the College community.

26. Tampering with the election of any College-recognized student organization.

27. Failure to have LCC Identification Card when asked to present it on the LCC Campus.

28. Possession of an instructor’s manual or other teaching material for an LCC course.

29. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.

30. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.

31. Violation of Procedure 2.072 – Sexual Misconduct - specifically 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.

32. Discrimination, harassment or retaliation including harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws, including all forms of sexual harassment.

33. Unless otherwise provided in College policy, possession of a weapon, firearm, explosive and/or facsimile of a weapon on the College’s properties, including any weapon designed to fire any projectile as well as the associated paraphernalia is not permitted. These include but are not limited to:

a. A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade
that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;

b. a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;

c. a spring gun; (i.e. paintball guns, bb guns, air rifles, pellet guns, etc.)

d. any facsimile of the above weapons.

The only exceptions will be for military personnel, law enforcement officers, for in-class use by instructors teaching or students enrolled in courses utilizing firearms, and as authorized in College Policy 2.12 with regard to concealed carry of firearms.

34. Failure to comply with a directive of College officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

35. Obstructing or disrupting a police response or the response of the Emergency Response Team.

36. Littering or posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.

37. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside of designated areas.

38. Violation of any other published College policies, procedures, rules, or regulations.

E. Disciplinary Proceedings

College disciplinary proceedings may be initiated against a student charged with a violation of this Student Code of Conduct even if the same factual situation is the basis for pending or potential criminal prosecution and/or civil litigation. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following any such separate civil or criminal proceedings.

When the Vice President of Student Affairs receives information that a student has allegedly violated a published College policy or procedure, she/he shall investigate the alleged violation. The Vice President of Student Affairs may discuss, consult and advise with the individuals involved.

- Faculty and staff must submit a Behavior Misconduct Form to report violations of Procedure 4.08. The forms are available on Public Folders and on the RedZone Faculty Page.
- Full-time and adjunct faculty must submit Academic Misconduct Notification Forms to the Vice President of Student Affairs and the Dean of Instruction. The forms are available on Public Folders and on the RedZone Faculty Page.
- Faculty, staff, and students must submit Tobacco Incident Forms for students to the Vice President of Student Affairs. The forms are available on Public Folders and on the RedZone Faculty Page.
- Faculty, staff, and students may also submit a violation via written correspondence (letter or email) or by contacting the Vice President of Student Affairs via phone call or in person.

The Vice President of Student Affairs or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal
investigation and determination process.

The student shall be given written notice via the student’s Labette Community College email of the complaint and charges against him/her within five (5) College working days of receipt of the complaint. The student shall have five (5) College working days after receipt of the notice to respond in writing or in person at a date scheduled by the Vice President of Student Affairs to the charges.

An initial investigation will be completed by the Vice President of Student Affairs or such other designee of the President regarding the charges. Interviews will be completed with the complaintant and the respondent as a part of the investigation.

The Vice President of Student Affairs or such other designee of the President, shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Written notice of the decision detailing the allegation, the finding, and the sanction imposed or recommended shall be served upon the student in person, by mail and/or by email.

If the Vice President of Student Affairs or such other designee of the President finds that the student has violated College policy, procedure, rules, or regulations, disciplinary action shall be taken. The Vice President of Student Affairs or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense.

Disciplinary actions, all of which become student records, include but are not limited to:

- **Warning**: A written notice to the student that a violation of a published College policy or procedure has occurred and that the continuation of such conduct or action could result in further disciplinary action.
- **Restricted privileges**: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of campus, dining privileges, visitation privileges, restricted privilege to attend classes or events, or participation in athletics or other extracurricular activities. The restriction may be imposed for a definite term or period of time.
- **Discretionary Sanctions**: Work assignments, service to the college, or other related discretionary assignments.
- **Restitution**: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Disciplinary probation**: A finding that the student is not in good standing, and that his continued enrollment is conditioned upon adherence to published College policies. Probation may be imposed only for a definite term but automatically imposes the following:
  - A student on disciplinary probation or additional disciplinary sanctions is ineligible to hold or be elected to an office of any student organization recognized by the College;
  - A student on disciplinary probation or additional disciplinary sanctions may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.
- **Suspension**: Separation from the College for a definite period of time, after which the student is eligible to return. Conditions on readmission may be specified. The Vice President of Student Affairs has the option of requiring the individual to attend a
screening/assessment appointment at the student’s expense prior to permitting readmission.

- **Expulsion:** *Expulsion is the permanent severance from Labette Community College. When a student is expelled, they will be informed in writing, if they are on college property, that the local authorities will be contacted.*

  - **Expelled Student Procedure**
    - A student can be banned from campus when an incident is reported that could be threatening to one or more individuals or considered a threat at the college. The ban is considered a temporary ban and will not exceed ten working days while an investigation is being completed. The student will receive a letter indicating this is the case and will be made aware of the process.
    - When a student is expelled, they will receive a letter from the Vice President of Student Affairs indicating expulsion as well as any time limits and conditions that have been placed on the student. Depending on where the student is at in the Discipline Process, they will have the opportunity to attend a hearing or appeal the decision.
    - At the time of a temporary ban or an expulsion, the Administration Team will be notified of the expulsion, the reason, and will include a picture of the student.
    - The Administration Team then determines which staff members within departments should be notified of the temporary ban or expulsion without giving the reason unless deemed necessary. A statement regarding FERPA and the confidentiality of the issues will be made at this time. In addition, staff will be told that additional communication will occur as warranted, based on where the individual is in the hearing/appeal process. Some of the following staff should be informed:
      - Instructors the student has for the current semester, as well as full-time faculty, will be informed by the Dean of Instruction.
      - Staff sitting on the “front line” of customer service areas, i.e. Admissions Desk, Business Office Desk, Receptionist, Library.
      - Academic Advisor.
      - Director of Facilities.
      - Coach and Student Organization Advisors if appropriate.
    - If a student is cleared to be back on campus, the Vice President of Student Affairs will contact the individuals listed above indicating such as well as any restrictions that have been placed on the student. The Dean of Instruction will then inform the instructors.
    - If a student is expelled from onground classes (Main Campus, Cherokee Center, Extension Sites), the Vice President of Student Affairs will make a recommendation on whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll at LCC.
    - Each disciplinary situation is different so the timeline, persons informed, and process may be modified based on unique circumstances.
    - A listing of all expelled students will be kept on file by the Administration Team with the Vice President of Student Affairs providing updates as needed.
    - Any student who is expelled for one of the following offenses, as terms defined in Appendix A to Part 99 of Title 34 of the Code of Federal Regulations, will have the expulsion noted on the student’s academic transcript as “non-academic
expulsion” at the time the disciplinary decision is made. It will be removed if, after any appeal, the decision is reversed.
- Assault offense;
- Criminal homicide – murder or non-negligent manslaughter;
- Kidnapping; or
- Forcible sex offense.
  o If a student is reinstated after the expulsion, it is only after a complete reconsideration of the case by the Vice President of Student Affairs).

F. **Appeals**
Any decision of the Vice President of Student Affairs or such other person as designated by the President may be appealed by the accused or the complainant. The student should follow Labette Community College Student Grievance Procedure 4.081 to appeal the decision.

Revised: 6/15/17, 7/17/18
It is the policy of Labette Community College to provide students with a fair and efficient process to present and resolve grievances relating to the misapplication of College policy, procedure, or practice, and to have those grievances heard in a fair and impartial manner. This grievance Policy shall be available to any student who wishes to bring forward a misapplication that is not covered through Procedure 4.10, the Student Complaint Procedure. It shall be considered a violation of this Policy for any student to knowingly file a false or malicious grievance. If the College believes that such a false or malicious grievance has been filed, the matter will be addressed in accordance with the College’s Policy and Procedure 4.08, Student Code of Conduct.

Participants in the grievance process should respect the matter as confidential. All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements, organizational responsibilities, and limits necessary for the process to occur.

No employee or student shall retaliate or discriminate against a student because of the student’s filing of or participation in the processing of a grievance. Retaliation includes taking any action which may have a materially adverse impact on the student’s academic success or the learning environment of the student if such action is taken because of the student’s filing of or participation in the processing of a grievance but does not include disciplinary action taken pursuant to a student’s filing of a false or malicious grievance. Any person believing that retaliation has taken or is taking place should immediately report that matter to the Vice President of Student Affairs.

Approved: 3/10/16
The Labette Community College Administration and Board of Trustees recognizes the right of students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy and procedure that might arise between the college and its students. Should a grievant feel, after oral discussion with the College Official (faculty or staff member with whom you have the grievance), that the student’s rights under Labette Community College Policy and Procedure have been violated, the student may file a grievance.

1. The grievant shall, present the facts, in writing, to the proper College Official, within five (5) working days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based. The decision of such official shall be made, in writing to the grievant student’s Labette Community College email, within five (5) working days. If the College Official is an instructor and/or Program Director, the grievance is filed with the College Official’s supervisor.

2. Should the grievant decide that the reply of the College Official is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the appropriate vice president. The vice president will either consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president shall be made, in writing to the grievant student’s Labette Community College email, within five (5) working days.

3. Should the grievant decide the reply of the vice president is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the college president. The decision of the president shall be made, in writing to the grievant student’s Labette Community College email, within five (5) working days.

4. Should the grievant decide that the reply of the college president is unsatisfactory; the matter may be appealed, within ten (10) working days, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

In addition to utilizing the statutorily created political subdivisions of the state complaint process can be found at [http://www.labette.edu/about/consumer-information.html](http://www.labette.edu/about/consumer-information.html).

Approved: 4/4/16
Revised: 6/15/17, 8/2/17
Students have the right to inspect and review any and all official records, files, and data directly related to the student, including all material that is incorporated into each student’s cumulative record folder, and intended for College use or to be available to parties outside the College or school system, and specifically including, but not necessarily limited to identifying data, academic work completed, level of achievement, grades, standardized achievement test scores, attendance data, scores on standardized intelligence test, aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Procedures such as access challenge of content, release, and personally identifiable data within student records will be determined by the President. (See Procedure 4.06 Student Directory Information and Procedure 4.09 Student Records)

Revised: 12/12/00
Reviewed: 9/6/17
Students will be granted access to their personal College records within a period of 15 working days after the request has been made. All records pertaining to the student shall not be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of the student’s College records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student. However, if a parent or guardian can provide documentary evidence that the student is still a dependent of that person, they would then have a right to the student’s educational records without the student’s permission. Such proof would consist of the most recent year’s Federal Income Tax return listing the student as a dependent, which should be presented to the Registrar. The Registrar will then notify the appropriate Dean, who will inform the individual instructors in the change in the student’s privacy status. The College shall provide a form for this purpose.

Dissemination of personally identifiable data specifically authorized by federal law shall not include information, which would permit personal identification of a student (including social security numbers).

Authorized persons, agencies, or organizations desiring access to the records of a student will sign a written form, which shall be kept permanently with the file of the student, but only for inspection by the student. (See also Procedure 4.06 Student Directory Information)

Revised: 8/4/08
Reviewed: 9/6/17
In accordance with the Fair and Accurate Credit Transactions Act of 2003 (FACTA), the college President shall be responsible for developing and maintaining an Identity Theft Prevention Program to establish procedures and/or guidelines on detecting, preventing, and mitigating identity theft. It is the intent of the college to comply with all applicable provisions of this Act.

Employees shall abide by and follow all college policies, procedures, and programs regarding identity theft prevention and shall take all necessary and required measures to identify and report all information and/or activities as required by FACTA.

Approved: 9/23/2010
Reviewed: 6/1/17
The following Identity Theft Prevention Program is enacted in accordance with Board Policy-Identity Theft Prevention.

The Red Flag Procedure is applicable to colleges that collect and maintain personal information for the purpose of allowing their consumer (students) access to goods, services, or credit.

I. PROGRAM ADOPTION
Labette Community College developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003

II. DEFINITIONS AND PROGRAM
A. Red Flags Rule Definitions Used in this Program

- **Identity Theft** - A fraud committed or attempted using the identifying information of another person without authority.
- **Red Flag** - A pattern, practice, or specific activity that indicates the possible existence of identity theft.
- **Covered Account** – Account used mostly for personal, family, or household purposes, and that involves multiple payments or transactions. A covered account is also an account for which there is a foreseeable risk of identity theft.
- **Program Administrator** - The individual designated with primary responsibility for oversight of the program. See Section VI below.
- **Identifying information** - Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, or routing code.

B. Fulfilling Requirements of the Red Flags Rule

Under the Red Flags Rule, the College is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.
2. Detect Red Flags that have been incorporated into the Program.
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from identity theft.
III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. Examples of identifying information include, but are not limited to name, SSN, Date of Birth, official state or government issued drivers license, alien registration, passport, student ID card. The College identifies the following Red Flags in each of the listed categories:

A. Suspicious Documents

**Red Flags**

1. Identification document or card that appears to be forged, altered or unauthentic.
2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document.
3. Other document with information that is not consistent with existing student information.
4. Application for service that appears to have been altered or forged.

B. Suspicious Personal Identifying Information

**Red Flags**

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
2. Identify information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).
3. Identify information presented that is the same as information shown on other applications that were found to be fraudulent.
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).
5. Social security number presented that is the same as one given by another student.
6. An address or phone number presented that is the same as that of another person.
7. A person fails to provide complete personal identifying information on an application when reminded to do so.
8. A person’s identifying information is not consistent with the information that is on file for the student.

C. Suspicious Covered Account Activity or Unusual Use of Account

**Red Flags**

1. Change of address for an account followed by a request to change the student’s name.
2. Payments stop on an otherwise consistently up-to-date account.
3. Account used in a way that is not consistent with prior use.
4. Mail sent to the student is repeatedly returned as undeliverable.
5. Notice to the College that a student is not receiving mail sent by the College.
6. Notice to the College that an account has unauthorized activity.
7. Breach in the College's computer system security.
8. Unauthorized access to or use of student account information.

D. Alerts from Others

Red Flag

1. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

IV. DETECTING RED FLAG

A. Student Enrollment
In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification.

2. Verify the student’s identity at time of issuance of student identification card (review of driver’s license or other government-issued photo identification).

B. Existing Accounts
In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

Detect

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.
4. Verify the identification of a student if they request a name change.

C. Consumer (“Credit”) Report Requests
In order to detect any of the Red Flags identified above for an employment or volunteer position for which a background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

Detect

1. In the event that notice of a social security discrepancy is received, verify that the consumer report pertains to the applicant for whom the requested report was made.
2. Verify the validity of the applicant’s social security number.
V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate – College Employee’s are responsible for safeguarding identifying information in order to prevent identity theft from occurring.

1. Continue to monitor accounts for evidence of Identity Theft.
2. Change any passwords or other security devices that permit access to student / employee account.
3. Provide the student with a new student identification number.
4. Notify the Program Administrator for determination of the appropriate step(s) to take.
5. Notify law enforcement.
6. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information

In order to further prevent the likelihood of identity theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure.
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
3. Ensure that office computers with access to Covered Account information are password protected.
4. Avoid use of social security numbers.
5. Ensure computer virus protection is up to date.
6. Require and keep only the kinds of student information that are necessary for College purposes.
7. It is the employee responsibility to keep passwords private, and keep workstation locked.

VI. PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with the Vice President of Finance and Operations who will serve as the Program Administrator. The Program Administrator will be responsible for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training
College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to effectively implement the Program. An annual training of key staff including all Business Office and Admission personnel will occur during the spring semester to remind key staff of the importance of preventing and detecting identity theft. College employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or of the College’s failure to comply with this Program.

C. Service Provider Arrangements

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College shall take steps to ensure the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft.

Approved: 8/13/10
Reviewed: 6/1/17
Labette Community College welcomes input to improve our processes that affect student success. As a part of this process, LCC has a variety of ways it records and responds to complaints.

If someone has a minor complaint or something that is not a misapplication of a College policy, procedure, or practice, students can fill out a form online through the Virtual Suggestion Box that is located on the homepage at www.labette.edu. Signs are posted on campus and at the Cherokee Center letting students know this is available. When a student submits a form online, the Webmaster forwards the e-mail to the Vice President of Finance and Operations who then reviews the suggestion, contacts the appropriate departments to determine solutions, and if a name is provided, follows up with the person to ensure that they know their concern has been addressed. In addition, the appropriate administrator is asked to send a copy of the solution to the Vice President of Finance and Operations.

If a response is not received, the Vice President of Finance and Operations sends one reminder before alerting the appropriate administrator that an issue has not be addressed. When a response is received, the President of Finance and Operations records the suggestion and notes regarding the solution.

If a student believes there has been a misapplication of College policy, procedure, or practice, which adversely affects him/her, the student can then follow the Student Grievance Procedure outlined in LCC Procedure 4.081, Section M. The Student Grievance Procedure is located in the LCC Policy and Procedure Manual and the College Catalog.

Adopted: 4/26/10
Revised: 11/16/15
Labette Community College provides academic advising for students through faculty and qualified professional staff. Academic advising assists students in making choices about programs of study and coursework, facilitates transfer, and improves student retention and persistence toward an educational objective. To receive financial aid students are required by federal law to have a specific program/major.

All current and potential students will be assigned advisors by the Student Affairs Office. All students, other than students enrolling in personal interest classes, are encouraged to meet with their assigned advisor each semester to select courses that will assist them in meeting their educational objectives. Students may enroll online unless a restriction has been placed on the student due to involvement in athletics, a grade point average issue, not meeting pre-requisite requirements, or other issues. Students may also meet with an advisor to complete enrollment. During times when faculty advisors are not available, qualified professional staff will assist with advising. Spring Enrollment begins November 1st and Summer/Fall Enrollment begins April 1st.

Transfer Students need to contact the other institutions and request that official transcripts are sent to Labette Community College. A student can provide an unofficial copy for the purpose of advising, but an official copy will be required for graduation and financial aid purposes.

Revised: 3/5/12
Revised: 2/20/17
PROCEDURE 4.111 MILITARY DROP/INCOMPLETE

The following guidelines apply only to students whose service in the military has necessitated their sudden withdrawal or prolonged absence from their enrollment at Labette Community College. These students must supply a copy of their orders to the Military-Connected Student Services (MCSS) Coordinator and decide which of the 3 options below will work best for their situation. The student must complete the Add/Drop/Withdrawal Form and any other required paperwork with their major advisor, MCSS Coordinator, and instructors.

1. Courses dropped within the full refund date of the semester will result in a full refund of tuition and fee charges. Courses will not appear on transcript.

2. WM – Withdrawal Military - Courses dropped after the full refund date of the semester will result in a full refund of tuition and fees charges. Courses will appear on the transcript as a WM.

3. IM – Incomplete Military - may be an option to students who would like to complete the course by the following semester. Using this option will need approval of the instructor.

Approved: 10/25/18
PROCEDURE 4.12  ASSEMBLIES

(Includes picketing & demonstrations)

1. The College permits assemblies of LCC groups in the parking lot directly north of the 1227 Building, with prior approval (registration). All such assemblies must be conducted without sound equipment.

2. Any groups desiring to obtain assembly space in any College facility or in open areas, including those referred to in item 1, must submit a written request, to the Director of Facilities, who is responsible for coordinating events and calendaring activities.

3. Such a request must be received at least three weeks in advance and include signed approval by the appropriate facility supervisors. Additional information is given below.

4. Groups affiliated with the College shall have priority in reserving space.

5. Nonaffiliated groups and organizations shall pay the current space rental rate for the time and location approved. The Director of Facilities will maintain a list of all charges and rental rates. The rates, as approved by the President, shall be designed to cover the cost of providing the facility (i.e., labor, utilities, refreshments, security, etc.).

6. Proof of insurance, or a refundable deposit, for damage to property may also be required.

7. Normally facility requests appropriately submitted will be completed at least five days prior to the planned event. It is the responsibility of the requestor to contact the Facilities Department to confirm availability.

8. Any group whose request for College space is denied shall have the right to appeal that denial to the President provided that the appeal is received within 72 hours before the proposed event. The President shall render a decision at least 24 hours before the proposed event.

Approved: 6/11/13
Reviewed: 6/1/17
POLICY 4.13  ATHLETIC DRUG TESTING

Labette Community College strives to provide a safe and healthy playing environment for all participants involved in athletics. As part of our efforts to accomplish this, Labette Community College reserves the right to perform random drug testing, reasonable suspicion drug testing, and pre-participation drug screening deemed necessary. By performing drug testing Labette Community College is better able to provide a safe and fair playing environment, deter the use of NJCAA banned substances, be able to identify individuals who possibly have a substance abuse problem, and help the individual to access professional treatment. Testing is also mandated by the NJCAA and LCC will ensure athletes are in compliance with NJCAA rules. Drug testing will also enhance the role model perceptions of student athletes in the community. LCC drug testing serves as an education tool to help students learn the harmful effects of illegal drugs.

Adopted: 9/13/06
Revised: 4/14/11
Reviewed: 6/1/17
PROCEDURE 4.13  ATHLETIC DRUG TESTING

Testing Methods:
Labette Community College will use three methods of drug testing as hereby defined:

1. Randomized Drug Testing
   Random testing will occur at various times throughout the school year. In randomized testing, a random number of athletes from each athletic team will be selected to participate in the drug screening. A random drawing of names will declare who is going to be tested each for each random testing session. Random testing will consist of testing 10-20% of all LCC athletes. The randomized drawing will be witnessed by two professional staff members of LCC (administrators &/or faculty).

2. Reasonable Suspicion Drug Testing
   Labette Community College also reserves the right to test a student athlete under reasonable suspicion that the participant is using alcohol or drugs. Athletes who appear to be under the influence of drugs or alcohol may fall under this category. Reasonable suspicion may also result from information provided to LCC faculty and staff from credible sources.

3. Pre-participation Drug Screening
   Labette Community College may also require athletes to take a drug screen at the beginning of the school year with the required physical exam. Pre-participation results will assist in identifying individuals who may have drug dependence.

Examiners/Test Procedure
Only Labette Community College Athletic Trainer will receive the initial test results. The Labette Community College Athletic Trainer will receive the initial results and will not share any information with any other personnel if the test is negative. Positive test will require a meeting with athlete, head coach, and athletic director. Athlete will be consulted with and sign a notice of positive test form. Athlete will be counseled as to future participation and consequences of further positive drug tests, including potential referral to the LCC student conduct system. If the student does not attend the counseling session (in which the student is notified of in advance) and leaves school, the student will be removed from the athletic team and lose their scholarship for the remainder of the student’s athletic eligibility at Labette Community College. The test results, meeting notes, paperwork, and other items, including non-attendance, will be documented in the Athletic Trainer’s Office.

Labette Community College personnel will administer the drug screen at Labette Community College and test sample will be sent to a qualified facility for testing. All laboratory procedure for securing sample will be followed, including signatures required by LCC staff and athlete. All specimens will have a document chain of specimen custody to ensure the integrity of all samples collected. Athletes will have a maximum of four hours to comply with the request for the drug screen and are not allowed to leave the testing area once they have been selected to participate. Any noncompliance or failure to participate will be treated with the same penalty as a positive test result. Any specimen found to be altered by the testing facility or examiner will result in an immediate retest.
Penalty for Positive Test Result

First–Positive result
Students who test positive for banned substance will be required to have consultation with the institutions Certified Athletic Trainer and may be subject to further counseling, assessment, testing, and treatment by another health care professional. Failure to receive counseling services may result in suspension from team and a loss of scholarship for the remainder of athlete’s eligibility. Athletes testing positive are also subject to random testing the remainder of their athletic eligibility and may be required to reimburse the institution for these expenses. Student athletes may be required to take an additional test up to once a week once they have had a positive test. The ATC may choose to request a more stringent test in these situations. If the student does not attend the counseling session (in which the student is notified of in advance) and leaves school, the student will be removed from the athletic team and lose their scholarship for the remainder of the student’s athletic eligibility at Labette Community College.

Second–Positive result
Students receiving a second positive result within their eligibility at this institution are subject to suspension for one athletic season and loss of scholarship for the remainder of their athletic eligibility at this institution. Athletes will be allowed to return to the team after missing the remainder of athletic season or the next complete in-season if in-season is complete. The athlete will be required to complete one certified drug and alcohol awareness course before returning to participation as well as complete 50 hours of community service. The athlete will not be eligible for a transfer waiver by this institution under any circumstances.

Third–Positive result
A third positive test result while athlete is competing at Labette Community College will result in immediate and permanent suspension from any type of athletic participation at Labette Community College and loss of scholarship. In addition their situation will then be subject to the student conduct system as coordinated by the Vice President of Student Affairs.

The test results, meeting notes, paperwork, and other items, including non-attendance, will be documented in the Athletic Trainer’s Office.

Banned Substance List:
Labette Community College uses the banned substance list set forth by the NJCAA. Testing at the national level may be for any of the following banned substances. For a complete list, see the NJCAA website at www.njcaa.org

Adopted: 9/25/06, 3/10/11
Revised: 6/1/17
The Labette Community College (LCC) Threat Assessment Team was developed to provide early identification and intervention of students at LCC who may pose a threat of violence to self or others. This team will provide assistance in cases that are not of imminent threat. In the case of an imminent threat, the LCC Emergency Procedures should be followed.

The following process will be followed if the individual of concern does not pose an imminent threat:

1. A student or staff member can report an individual of concern to the Vice President of Student Affairs. A form will be available online as well as in Public Folders.
2. The Vice President of Student Affairs will make an initial determination if there is an imminent threat and follow the LCC Emergency Procedures. If there is not an imminent threat, the Vice President will determine what information is available and if it is enough to make a recommendation for a Threat Management Plan.
3. If enough information is available, the Vice President of Student Affairs will speak with the student of concern and discuss the situation and possible threat management opportunities.
4. If there is not enough information, the Threat Assessment Team will be convened to discuss the case to determine if the individual is in need of help and possibilities for the Threat Assessment Plan.
5. The Threat Assessment Team will complete an investigation on the individual of concern and meet to discuss the findings. The Team will make a recommendation to the Vice President of Student Affairs regarding if the individual is in need of help, and if so, of a Threat Management Plan.
6. The Vice President of Student Affairs will then meet with the individual of concern to discuss the Threat Management Plan.
7. Once a plan is in place, the Vice President of Student Affairs will monitor the plan and visit with the individual on a pre-determined schedule until the case can be closed when the threat level has been reduced for an acceptable period of time.
8. It is understood that an individual may refuse to accept the assistance.
9. The initial make up of the Threat Assessment Team is the President of Student Affairs, Vice President of Finance and Operations, Dean of Instruction, Human Resource Director, Facilities Director, Student Support Services Director, Director of Nursing, and Public Relations Director. Additional faculty or staff may be contacted to provide information regarding a specific student.

* Please note that if a staff member is of concern, please visit with the staff member’s immediate supervisor and/or the Human Resources Director.

Approved: 10/25/10
Reviewed: 2/13/17
THREAT ASSESSMENT TEAM REFERRAL

Student Name: _______  ID Number: _______

What behavior(s) makes you feel the individual may be a threat to self or others: _______

When did this event or incident occur and is it still ongoing?: ______

Where did it occur?: ______

How have you responded or reacted to the behavior(s)?: ______

Do you know other people who have seen, heard, or experienced similar instances with the individual? Was anyone present when the behavior(s) occurred? Did you tell anyone about it? Did anyone correspond with you immediately after episodes of the behavior?: ______

Do you have any written papers, text messages, e-mails, notes, or other documentation regarding the behavior(s)?: □ Yes □ No If yes, please explain: ______

Would you like to add anything else you think is important?: ______

I certify that I have reviewed this information and declare that it is accurate.

Reporting Individual’s Signature: ___________________________ Date: ____________

10/25/10
PROCEDURE 4.15  IDENTIFICATION CARDS

In order to help provide a safer and more secure environment, all Labette Community College (LCC) students, employees, and guests are asked to have identification while on campus. LCC students may be asked to present their identification card when picking up books, checks and at other times to ensure appropriate identity. The college will make every effort to ensure that all individuals on campus are here for appropriate reasons. All Labette Community College students and employees are asked to have an LCC Identification Card.

LCC identification cards must not be tampered with or altered. Doing so could result in disciplinary action by the Vice President of Student Affairs for students and the appropriate supervisor for staff.

The initial identification card is free. Replacement cards, whether lost or stolen, are $5 each. Identification Cards may be obtained from the Admissions Office located on the second floor of the Student Union. The hours of operation for the Admissions Office are:

- Fall and Spring Semesters: Monday-Friday from 8:00 a.m. – 4:30 p.m.
- Summer Sessions: Monday-Thursday from 7:00 a.m. – 4:30 p.m.

Visitors to campus, may be asked to provide photo identification as well as their reason for being on campus, if an issue warrants.

Approved: 11/1/10
Revised: 10/1/12
Reviewed: 2/13/17
Revised: 6/26/18
**Introduction**

It is the policy of Labette Community College that students who enroll in health science programs or Workforce Education allied health courses submit to drug and/or alcohol testing when required by a clinical facility, a specific healthcare program policy, or as directed by a reasonable cause event.

**Purpose**

Students in LCC Health Science Programs and Workforce Education Allied Health Courses must adhere to the standards of conduct required of healthcare professionals. No student will be allowed in the classroom or clinical area while under the influence of drugs or alcohol. This policy is consistent with the “Student Code of Conduct Policy” in the LCC Catalog--[http://www.labette.edu/catalog/Student_Information.pdf](http://www.labette.edu/catalog/Student_Information.pdf). Health Science students found to be involved in any of these activities are subject to disciplinary action up to and including dismissal from their respective health science programs.

Labette Community College Health Science Programs strive to ensure the health and safety of students and patients are not compromised. Education of health science students at Labette Community College requires collaboration between the college and clinical facilities and cannot be complete without a quality clinical education component, generally referred to as a clinical rotation. Clinical facilities are increasingly required by their accrediting agencies, including The Joint Commission (TJC), to provide a drug screen for security purposes on individuals who supervise, care, render treatment, and provide services within the facility. Clinical facilities may require a negative drug screen on each student prior to that student arriving for his/her clinical rotation.

Approved: 6/19/14

Effective: 7/1/17
PROCEDURE 4.16  DRUG TESTING FOR HEALTH SCIENCE STUDENTS

Consent to drug testing
The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to the student. *This signed document is considered written consent for the duration of the program or course.*

Refusal to be tested
The program director shall be notified of any refusal to be tested. In the case of a pre-clinical test or if there is reasonable suspicion of impairment in a clinical situation, refusal to submit to drug testing will result in ineligibility to complete the required clinical rotation and the student will receive a grade of “F” for that clinical rotation. Refusal to submit to any drug screening (classroom, pre-clinical or clinical) will result in disciplinary action up to and including termination from the program.

Pre-Clinical Testing
Students assigned to a site requiring drug screening must submit to testing. Pre-clinical drug testing will be done at Labette Health in Parsons, KS. Labette Health is accredited by HFAP (Health Facility Accreditation Program). Students must complete an “Authorization for Testing and Release of Records” form available in their respective program offices. Before the clinical rotation begins, a copy of the signed consent form must be returned to the program director or clinical coordinator to be maintained in the student’s program file. To be tested, Labette Health requires student identification with current photograph and a copy of the completed form.

The drug screen vendor will perform a specimen validity check, testing, and reporting in accordance with their policies and the policies of Labette Community College Health Science Programs. This policy is available for student review in each LCC health science program student handbook.

*Based on individual program policies, the cost of the pre-clinical drug tests will be paid by the student as part of the course materials fee, or the student may be required to make payment as services are rendered. Only drug tests conducted by labs approved by the program director will be accepted.*

Reasonable Cause Testing
Students may be asked to submit to a drug and/or alcohol test based on a reasonable suspicion that their ability to perform work safely or effectively may be impaired. Factors that individually or in combination could result in reasonable suspicion drug testing include, but are not limited to, the following:

- Direct observation of an individual engaged in drug- and/or alcohol-related activity;
- Unusual, irrational or erratic behavior or a pattern of abnormal conduct;
- Unexplained, increased or excessive absenteeism or tardiness;
- Sudden changes in work or academic performance;
- Repeated failure to follow instructions or operating procedures;
- Violation of LCC or clinical facility safety policies or failure to follow safe work practices;
- Unexplained or excessive negligence or carelessness;
• Discovery or presence of drugs in a student’s possession or near a student’s work area;
• Odor or residual odor peculiar to some drugs;
• Involvement in an accident that results in injury to the student or another person while on campus or at a clinical site;
• Secured drug supply disappearance; or
• Information provided either by reliable or credible sources or independently corroborated.

The student is responsible for the cost of any “reasonable suspicion” drug and/or alcohol test and must make arrangements for payment with the provider prior to testing.

*Verified evidence that a student has tampered with any drug and/or alcohol test will result in disciplinary action up to and including termination from the program.*

If a student is suspected of being impaired by drugs or alcohol in the clinical area, the following procedure will be implemented:

• The clinical instructor from the facility will attempt to notify the program director immediately.
• The clinical instructor and one other professional staff person will complete written documentation describing the impaired behavior observed.
• The student cannot leave the site until a drug screening consistent with the policy of that site has been completed and a program representative, family member, or friend arrives to transport the student.
• Once dismissed, a student cannot return to the clinical site until the results of the drug screen have been verified as “negative” by the program director.
• Results of the drug test will be sent through secure channels to the program director and he/she will inform the student. If the result of the drug screen is negative, the student may continue in the program. If the results are positive, the student will be terminated from the program.

In the event a student is suspected of being impaired while attending clinicals at a facility that does not provide drug testing, the program director will determine the lab, and the clinical instructor (or a designated program representative) will transport the student.

If a student is suspected of being impaired by drugs or alcohol in the classroom, the following procedure will be implemented:

• The classroom instructor will attempt to notify the program director immediately.
• The classroom instructor and one other professional staff person (if possible) will complete written documentation describing the impaired behavior observed.
• The student will be transported to Labette Health by a program representative. Labette Health requires student identification with current photograph and a copy of the completed form.
• The student cannot leave Labette Health until the drug screen is completed and the program representative, a family member, or friend must transport the student.
• The student may not return to the classroom until the results of the drug screen have been verified as “negative” by the program director.
• Results of the drug test will be sent through secure channels to the program director and he/she will inform the student. If the result of the drug screen is negative, the student may
continue in the program. If the results are positive, the student will be terminated from the program. 

In the event a student is suspected of being impaired while attending class at the Cherokee Center, the student will be transported to Via Christi Medical Center in Pittsburg, KS for testing by the classroom instructor or a designated program representative.

Cost of the drug and/or alcohol test for reasonable suspicion is the responsibility of the student. Payment must be made to LCC in the program office prior to testing at Labette Health or before services are rendered at Via Christi Medical Center.

**Failure to pay for a reasonable suspicion drug test is considered a refusal to test and will result in termination from the program.**

**Medical review of positive drug test results**
Specimens are screened by immunoassay. Positive results are confirmed by gas chromatography with mass spectrometry (GC/MS) or liquid chromatography with tandem mass spectrometry (LC/MS/MS). All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. Positive test results collected must be reviewed and interpreted by a third party, licensed physician with knowledge of substance abuse disorders. If the testing facility does not have such a system in place, the student is responsible for securing that service and any additional costs incurred. This must be done by a physician other than the student’s regular physician or the prescribing physician.

The physician shall examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student’s medical history or review of any other relevant biomedical factors.

In addition, the physician will review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the physician shall give the student an opportunity to discuss the results and present additional written documentation from the prescribing physician for any prescription medications he/she is currently taking.

Some facilities may require the student to complete a form listing all legally prescribed medications they are taking prior to testing.

**Reporting of drug test results**
Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information. Written notification indicating either a “NEGATIVE” drug screen or “CONFIRMED POSITIVE” shall be provided by the drug screen vendor to the appropriate program director at Labette Community College as soon as possible following initial testing and a copy will be placed in the student’s secured file. The program director will report the drug testing results to the student as soon as possible after they are received. Students receiving “CONFIRMED POSITIVE” results are responsible for scheduling a physician’s review. Students must contact the program director for additional information about the physician’s review process.

Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives.
They may be provided to a contracted clinical facility upon request. Results of any student’s drug screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

**Readmission**
Substance abuse is a recognized illness for which prompt treatment should be undertaken. Information regarding available resources can be found in the LCC Alcohol/Drug-Free Campus Policy—

http://www.labette.edu/catalog/

Any student, who fails or refuses to submit to a drug test, or admits to the use, possession, or sale of illegal substances, will be immediately dismissed from the respective program, and the dismissal will be considered a clinical failure and/or course failure. If the student is a licensed practitioner, admission of use, possession, or sale of illegal substances and/or a positive drug screen will be reported to the licensing agency, as required by law. Conviction of any criminal drug statute while enrolled in a health science program or allied health course at Labette Community College will be grounds for immediate dismissal from the program or course. The student will not be eligible for readmission.

A student may contest disciplinary action based on a drug test result or refusal to submit to a drug test by following the procedure set forth in the Student Grievance Procedure in the LCC Catalog—

http://www.labette.edu/catalog/Student_Information.pdf

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**COST OF TESTING AT LABETTE HEALTH**—basic drug test required by most clinical sites—$22; 10-panel screen that includes tricyclic antidepressants—$56; breath alcohol test—$27.

**DRUG CATEGORIES TO BE TESTED**—amphetamines, barbiturates, benzodiazepines, cocaine metabolites, phencyclidine, propoxyphene, marijuana metabolites, methadone, opiates, oxycodone, and creatinine—urinary. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.
I have received a copy of and have been given the opportunity to ask questions about the Labette Community College Policy and Procedure for Drug Testing Health Science Students. As a Health Science Program or Workforce Education Allied Health Course student I understand and agree that I am subject to drug and alcohol testing at any time and understand the consequences of a positive drug or alcohol test.

Printed Student Name ___________________________ Date __________

Student Signature ___________________________ Date __________

Program/Course Witness ___________________________ Date __________

Approved: 6/16/14

Effective: 7/1/17
Introduction:

It is the policy of Labette Community College that supplemental instructional activities such as tutoring and other academic supports are essential services for students’ academic success. As such, Labette Community College has established Tutoring Services in order to support and enhance the academic achievement, advancement, and retention of Labette Community College students. The Student Success Center supervises tutoring operations for the main campus and the Cherokee Center. Tutoring Services are available at no cost to currently-enrolled Labette Community College students.

The Student Success Center endeavors to offer meaningful academic supports for a variety of subjects, focusing primarily on math, science, and writing.

Definitions:

DROP-IN TUTORING: Drop-in tutoring services are available to all LCC students and do not require an appointment or contract. Sessions are scheduled at various times of the day and at various campus locations. Students using drop-in tutoring services should have no expectation of one-on-one time with the tutor.

INDIVIDUAL TUTORING: Individual tutoring appointments are available at student request at the discretion of the Academic Coordinator. Preference for individual appointments will be given to students that have demonstrated an academic need. Academic need will be deemed established for the following students, although this list is not exhaustive: SSS (Student Support Services) participants, students receiving ADA (Americans with Disabilities Act) accommodations, students with course grades below a C and/or students who are not available during current drop-in tutoring times. Students using individual tutoring services should have an expectation of one-on-one time with the tutor.

WRITING LABS: Writing labs are open to all LCC students. Students with a writing assignment in any course are encouraged to visit the writing lab for help in writing or reviewing papers. Services include, but are not limited to: brainstorming ideas, constructing a thesis, assistance in understanding citation styles, and grammar/paper review. Students may work on papers in the writing lab, but the tutor will not provide editing services or provide one-on-one help while they construct their paper.

ONLINE WRITING ASSISTANCE: Online writing assistance is provided to all LCC students via a link on the LCC Tutoring webpage. Students must complete the online submission form, upload the assignment requirements and upload their paper. Students must allow 24-48 business hours to receive a response. This “drop box” then notifies all professionals with access to the writing tutor email account.

TEAS EXAM PREPARATION: Due to the prominence of our health science programs, the Student Success Center receives regular requests from the community for assistance in studying...
for the TEAS Exam. In an attempt to meet this need, the Academic Coordinator conducts an online, non-credit bearing TEAS Review course through the RedZone.

TARGETED SKILL REMEDIATION: Certain students with low placement scores may apply for targeted remediation to improve those scores. This remediation can be accommodated via drop-in tutoring when available.

Approved: 2/14/19
PROCEDURE 4.17  COMMUNITY TUTORING

Scope: Tutoring is generally available the 2nd through the 15th weeks of the Fall and Spring semesters unless otherwise authorized by the Academic Coordinator. The scope of tutoring offered includes general education coursework with an emphasis on math, science and writing. Writing assistance is available via the online paper submission portal or via drop-in writing labs staffed by professional tutors. Math, science and other general education tutoring is available via advertised drop-in hours or one-on-one by arrangement.

ELIGIBILITY:
All LCC students are eligible for tutoring in LCC course offerings. Verification of eligibility for tutoring will be determined by the Academic Coordinator.

DROP-IN: LCC students can use drop-in tutoring for specific coursework or to review for standardized tests (i.e. TEAS, Accuplacer, ACT).

INDIVIDUAL: LCC students requesting one-on-one appointments will have their eligibility verified at the time of request by the Academic Coordinator. Students are only eligible for one-on-one appointments for courses in which they are currently enrolled. Students may be deemed ineligible for Individual appointments if they are not currently enrolled in coursework at LCC or have violated the terms of the Individual Appointment Contract. In certain circumstances students declared ineligible for individual appointments may still be eligible to participate in drop-in tutoring. LCC students who are declared ineligible for Individual Appointments will be notified in writing via their student email account.

All students requesting individual appointments must meet with the Academic Coordinator and sign the Individual Appointment contract. The Individual Appointment Contract outlines the student responsibilities and identifies the scope of the tutoring that will be provided. The terms of the contract are as follows:

1. I understand that a reasonable effort will be made to find a tutor. However, I accept that sometimes it is not possible to find a peer tutor for a particular course or during a specifically requested time.
2. I understand that I am encouraged to continue meeting with my instructor about my course progress.
3. I will attend class regularly and will not use peer tutoring as a substitute for attending class.
4. I will commit to attending all scheduled tutoring sessions. If I am unable to attend a tutoring appointment or if I will be late to a tutoring appointment, I will contact my tutor or the Academic Coordinator as soon as possible. I understand that repeated “no shows” or requests to reschedule my appointment may result in me being dropped from the Peer Tutor Program.
5. I understand that the individual tutoring appointments are for specific assignments or review. These hours may be counted toward student athlete study hall requirements, but
all students in individual appointments need to ensure they have an assignment or academic reason for meeting individually with the peer tutor.

6. I will come prepared to tutoring sessions, having done the assigned work and with problems or questions in mind.

7. I will contact the Academic Coordinator by phone or email if I have concerns or need to discuss additional tutoring options.

8. Tutoring hours may be increased, decreased or discontinued at the discretion of the Academic Coordinator or as a result of the violation of the terms of this contract.

9. I give permission to my tutor or the Academic Coordinator to contact my instructor(s) as they deem necessary.

The student and the Academic Coordinator both sign the contract, which is retained in the Student Success Center.

Additional Tutoring Procedures:

CHILDREN: Pursuant to LCC Procedures 3.33, Children and Guests in the Classroom, and 3.330, Children on Campus in the Workplace, a similar standard of conduct is expected of students receiving tutoring services and tutors providing such services. Specifically, children are not allowed to accompany LCC students or tutors to any tutoring session. In the event of an emergency, requests for an exception to this rule must be made to the Academic Coordinator prior to the scheduled tutoring session. If an exception is granted, it is the student’s responsibility to make sure the child(ren) do not disrupt the educational environment. Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

ATHLETE STUDY HALL: LCC student athletes are subject to the same tutoring eligibility requirements as all LCC students. Tutors will not sign Athlete Study Hall sheets for any athlete with whom they have not personally worked during the tutoring session.

Approved: 12/10/18
The staff of the Student Success Center recognize that the services we offer to our students may also be of benefit to the valued members of our community. We are pleased to be able to offer these services at minimal cost to our community members who are not currently enrolled in any credit-bearing or non-credit-bearing courses at Labette Community College. Community members who seek assistance in areas any academic area are welcome to contact the Academic Coordinator at (620) 820-1142 to discuss any services Labette Community College staff or students may be able to provide in the area requested.

With these goals in mind, the staff of the Student Success Center have established the following guidelines for community members who seek assistance.

1. Academic assistance provided by the Academic Coordinators is available to community members at a rate of $10 per hour (60 minutes). This fee is payable PRIOR to your appointment. Payments are taken during regular business hours in the Business Office on the Main Campus in Parsons and at the Reception Desk at the Cherokee Center.

2. Please call (620) 820-1142 to schedule an appointment with the Academic Coordinator. These appointments are generally available from 8 a.m. to 4:30 p.m. Monday through Friday; and on occasional evenings until 6 p.m. Appointments are limited to 60 minutes at a time. The demands on our Coordinator’s time are many, and we must ensure availability for LCC students.

3. Each Coordinator is limited to 5 hours of community assistance time each week, and it will be provided on a first come, first serve basis.

4. Our current LCC students have priority for our Academic Coordinator; however, the Coordinator will endeavor to schedule appointments for community members that are unlikely to be disrupted by LCC student needs.

5. These services are limited to our community members over the age of 18 or those who are not currently enrolled in a public or private elementary or secondary school. Community members who are currently enrolled in a public or private elementary or secondary school who are seeking academic assistance should contact Kathy Johnston, Dean of Enrollment Management for assistance.

These restrictions do not apply to community members’ use of the computers in the Student Success Center.

Approved: 8/29/11
Revised: 7/26/17
Revised: 12/10/18
APPLICATION FOR ACADEMIC ASSISTANCE

The staff of the Student Success Center recognize that the services we offer to our students may also be of benefit to the valued members of our community. We are pleased to be able to offer these services at minimal cost to our community members who are not currently enrolled in any credit-bearing or non-credit-bearing courses at Labette Community College. Please complete the following form and return it to the Student Success Center.

Last Name  First Name  LCC ID# (if applicable)

Mailing Address  City, State, Zip Code

Primary Email Address  Alternate Email

Primary Phone  Alternate Phone

Preferred contact method: (please check only one)

☐ Primary Email  ☐ Primary Phone

I’m seeking assistance at ☐ the Main Campus in Parsons  ☐ the Cherokee Center south of Pittsburg

Please provide a brief description of the academic assistance you are seeking. For example, “writing a paper on [x] subject” or “help improving my algebra skills”.

What are your preferred days/times for assistance? (Appointments are limited to 60 minutes at a time. Additionally, each Coordinator is limited to 5 hours of community assistance time each week.)

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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Academic assistance provided by the Academic Coordinators is available to community members at a rate of $10 per hour (60 minutes). This fee is payable PRIOR to your appointment. Payments are taken during regular business hours in the Business Office on the Main Campus in Parsons and at the Reception Desk at the Cherokee Center.

Signature  Date

SSC USE ONLY

Coordinator Assigned:

1 hour sessions per week  Total number of 1 hour sessions  $

*Total Amount Due (sessions x $10)

*This fee is payable PRIOR to your appointment. Payments are taken during regular business hours in the Business Office on the Main Camp
PROCEDURE 4.18  CLOSED ATHLETIC PRACTICES

Athletic student safety and confidentiality is a priority to Labette Community College administration and staff. All athletic practices, conditioning and workouts including men’s and women’s basketball, volleyball, softball, baseball, wrestling and spirit squad shall be closed to the public.

Any person may request the opportunity to watch practices, conditionings and workouts at least 48 hours in advance of the practice date by contacting the coach at 620-421-6700 or through the LCC website e-mail staff directory. In special circumstances, contact the Athletic Director at 620-421-6700 or through the LCC website e-mail staff directory.

Adopted: 9/4/15
Reviewed: 6/1/17
POLICY 5.01 PURCHASING

The Board of Trustees of Labette Community College will provide faculty, staff and students with necessary and appropriate supplies, equipment and services to complete the educational mission of the College. In carrying out this objective, it is the policy of the Board to purchase such goods and services at the best possible cost within the provisions of the cash-basis law and budget restrictions.

A. Code of Conduct

The following code of conduct is adopted for all College personnel concerning their involvement in the purchasing process:

1. Give first consideration to institutional policies and objectives.
2. Obtain the maximum value for each dollar expended.
3. Demand honesty in sales representation whether offered through oral or written statements, advertising or product samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical and legal trade practices.
5. Use, only by consent, the original ideas and designs devised by one vendor for competitive purchasing purpose.
6. Decline personal gifts or gratuities.
7. Accord a prompt and courteous reception to everyone calling on legitimate business.

It shall be the policy of the Board not to enter into any contract for the purchase of property or services with any person or with any members of the immediate family of any person who is:

1. A member of the Board of Trustees, President, Vice Presidents, Dean of Instruction of the College or with any firm in which any of these persons or their immediate family have a financial interest.
2. An employee of the College involved in the requisitioning or purchasing of the property or service involved, or in the selection of prospective bidders or in the awarding of contracts on behalf of the College or from any firm in which any of the above mentioned classes of persons or any members of their immediate families (spouse, child or a person living in the same household) have a financial interest.

B. Bidding Policy

The Board of Trustees will seek sealed competitive bids for all purchase of supplies, equipment and services for which the estimated cost is in excess of $19,999. Authority to purchase items whose estimated cost is less than $20,000 is delegated to the President or his/her designee.

This bid practice will apply to all purchases of the College except the following circumstances:
1. "Sole source" procurements of unique goods or services available only from a single supplier with no competition.
2. Services supplied by regulated public utilities and transportation companies.
3. Wages, salaries and fringe benefits to College personnel and reimbursements for travel and other work-related expenses.
4. Purchases of goods for resale by the College bookstore or other departments of the College.
5. Educational materials directly related to the curriculum and secured by copyright.
6. Purchases of goods and services by separate student, alumni and other organizations through accounts maintained for them by the College as fiscal agent.
7. Other purchases deemed by the President to not be appropriate for bidding.

C. Board Bidding Procedure

The purchase of all materials, equipment and services subject to this procedure shall be made on the basis of conformity to specifications developed by the administration and reviewed by the Board of Trustees in open session. Such specifications will constitute an adequate basis for defining and evaluating the quality and quantity of the goods or services being procured, and the capability of the vendor to provide the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner which effectively precludes reasonably competitive bids on alternative products or services which adequately meet the needs of the College. Specifications which are brand specific, whether the brand name is mentioned or not, must be accompanied by a written justification.

All bid specifications shall clearly establish the following rights of the Board of Trustees:

1. The right to reject any or all bids or proposals, 2.) to accept a bid or proposal which appears to be in the best interest of the College, 3.) to waive any informalities in any part of any bid or proposal.

D. Bid Opening

Bids will be opened in public session, with at least three individuals from the College present, at the time and place stated in the bid notice, and will be evaluated for conformity with the bid specifications by administrative review. Board action will normally take place at the first regularly scheduled Board meeting after the bid opening.

Any bids received after the formal bid opening will be returned unopened to the vendor. Bidders will not be allowed to modify bids after being opened except as might be required to clarify whether or not a bid is in conformity with specifications. No bid will be considered unless it conforms to specifications.

E. Awarding of Contract

The Board of Trustees will normally award the contract to the low bidder who meets specifications. Exceptions may occur under the following circumstances:
A. The quality, suitability and usability of the goods or services is unacceptable for the purpose intended.

B. Evidence exists to question the vendor’s ability to perform the required services.

C. It is the policy of the Board of Trustees to support bidders domiciled within the taxing district of the College. Therefore, if the low bid is submitted by a bidder domiciled outside the College's taxing district, a bidder domiciled within the College's taxing district may be deemed the preferred bidder and awarded the bid if:

1. The quality, suitability and/or usability of the goods or services are equal and fully comply with the minimum bid specifications, and the vendor has the capability to adequately service the product.
2. The amount of the bid of the bidder domiciled within the College taxing district is not more than 1% greater than the amount of the low bid.

A bidder will be considered to be domiciled within the taxing district if he/she operates a place of business within the taxing district or if it has a sales representative whose residence is within the taxing district.

Revised: 5/11/04
Reviewed: 2/14/17
PROCEDURE 5.01 PURCHASING

The Purchasing Policy will be the responsibility of the Vice President of Finance and Operations who may propose to the President specific procedures for implementation. The Vice President of Finance and Operations will provide interpretations, judgments and/or clarifications regarding purchasing related decisions.

For federal grants and contracts, please refer to the Labette Community College Contracts and Grants manual. A copy is located in the Business Office and on Public Folders under Policy and Procedures.

For purchases costing $10,000 or more but less than $20,000 which are purchased outside of the college taxing district, documentation must be maintained to explain the rationale for the decision to purchase outside of Labette County. This documentation must be attached to the purchase requisition and is subject to the approval of the Vice President of Finance and Operations prior to ordering the item or contracting for the service.

Acceptable documentation may include one of the following:
A quote from at least one other company within Labette County along with a valid reason for not using that quote.  
If other quotes are not sought, a valid explanation of why it is appropriate to purchase outside Labette County must be made clear.

The above purchasing practice will apply to all purchases outside of Labette County costing $10,000 or more but less than $20,000 except under the following circumstances:

1. "Sole source" procurements of unique goods or services available only from a single supplier with no competition.
2. Services supplied by regulated public utilities and transportation companies.
3. Wages, salaries and fringe benefits to College personnel and reimbursements for travel and other work-related expenses.
4. Purchases of goods for resale by the College bookstore or other departments of the College.
5. Educational materials directly related to the curriculum and secured by copyright.
6. Purchases of goods and services by separate student, alumni and other organizations through accounts maintained for them by the College as fiscal agent.
7. Purchases off of the State of Kansas Contract.

Revised: 12/4/00, 8/17/09, 8/24/15
Reviewed: 2/14/17
POLICY 5.02  TRAVEL

Local and distant travel to accomplish the purposes of the College and to enhance the development of the institution, its personnel and students may be supported by College resources. College resources will be used efficiently and effectively for these purposes.

Travel supported with College resources, including use of College vehicles, must occur in compliance with Procedures approved by the President.

College Administration reserves the right to limit travel based on budget, scheduling, health concerns, and other reasonable issues that would not enhance the development of the institution, its personnel, and students.

Students traveling without a sponsor on college business in personal vehicles must have approval in writing from the Vice President of Student Affairs and the Vice President of Academic Affairs.

Reviewed: 2/14/17
For federal grants and contracts, please refer to the Labette Community College Contracts and Grants manual. A copy is located in the Business Office and on Public Folders under Policy and Procedures.

A. The following guidelines are to be observed in reimbursement request for subsistence expenses incurred while traveling in behalf of the College. See also Procedure Travel Voucher.

   1. Only the actual costs incurred for meals and lodging will be claimed for reimbursement. Excessive tips will not be reimbursed. If one employee is submitting for reimbursement expenses of one or more other employees, then the names of all employees concerned are to be listed with the expenses in understandable detail.
   2. The general principle should be followed that charges against College funds for meals should not exceed the cost that an individual would normally pay for a meal from personal funds.
   3. No claim for meals or lodging reimbursement shall be approved if such expenses are incurred within a short distance of the College except in cases specifically authorized by the administration. This means that the first meal claimed on the day the individual leaves home should be explained. The same is true in relationship to the last meal claimed on the day of the return. (See Procedure 5.020 Meal Reimbursements for Local Travel.)
   4. No charge for meals will be made to the College for meals on airplane flights where the airline provides meals.
   5. Lodging costs must be supported by a receipt for the payment of the lodging. Tips for maid service and excessive tips will not be reimbursed.
   6. Trips taken on behalf of the College and expenses incurred for which a stipend reimbursement will be received will be paid upon presentation of receipts just as any other job-related trip. All stipends received are to be deposited to the fund out of which the expenses were paid.
   7. Travel expense for private transportation when traveling on College business will be reimbursed to the employee at the published Internal Revenue Service rate allowable for mileage reimbursement for business expenses. All expenses except tolls and parking incurred in using a private car are included in this rate. Receipts for tolls must be obtained in support of reimbursement.

B. Travel Regulations: When a trip is being planned, the staff member should first confer with his or her supervisor. A request for Leave of Absence form must be approved by the supervisor and then submitted to the Business Office.

Revised: 8/8/05; 1/11/10; 6/16/11, 8/24/15
Reviewed: 2/14/17
Local travel is defined as any College related travel which does not include an overnight stay (IRS Publication 15-B Employer’s Tax Guide to Fringe Benefits). According to IRS regulations, the value of meal reimbursements made to employees must be included as employee income with a few exceptions. It is therefore College procedure to not reimburse employees for meals that would be considered taxable income and require reporting of the value of those meals as income on the employee’s W-2 form. Therefore, the following procedure will be followed:

Meals considered to be taxable income to the employee will not be reimbursed. The only meals that are not considered taxable income fall under one of the exceptions listed below:

- The meal expenses incurred while the employee is traveling away from home on business and the period is sufficiently long enough to require an overnight stay.
- Inservices and various on-campus meetings – De minimis meals are defined by the IRS to include occasional meals provided to employees such as meals provided to allow an employee to work overtime; occasional parties or picnics for employees and their guest(s); and refreshments provided during on-campus meetings.
- Business Entertainment – Meals associated with the conduct of business if there is a clear business reason for incurring the expense. Receipts must have the guest name(s) written on them and the purpose of the meeting must be stated on the reimbursement request. These meals must have a clear business purpose directly relating to Labette Community College and must be furnished in conjunction with LCC business matters, which have been discussed before, during and after the meal. Meals that include only LCC employees will not be reimbursed.
- Coaches and Sponsors of Student Groups – Meals in which the coach or sponsor of a student group hosts the team or students. As an example, a coach who stops with his team to eat on the way to or from a game.

If the meal does not fall under one of the above exceptions or the employee fails to submit proper documentation, the employee will not be reimbursed for the meal. Failure to submit proper documentation within 10 working days will also prevent an employee from being reimbursed. Excessive tips will not be reimbursed.

For federal grants and contracts, please refer to the Labette Community College Contracts and Grants manual. A copy is located in the Business Office and on Public Folders under Policy and Procedures.

Approved: 8/8/05; 1/11/10; 6/16/11, 8/24/15
Reviewed: 2/14/17
PROCEDURE 5.021    TRAVEL VOUCHER

Employees and students will be reimbursed for expenses incurred in the conduct of College business, professional and student activities that have been approved by the College processes and their supervisor. Reimbursement shall include travel, lodging, meals and registration fees. Reimbursement of expenses and or use of College vehicles are not permitted for personal activities.

For federal grants and contracts, please refer to the Labette Community College Contracts and Grants manual. A copy is located in the Business Office and on Public Folders under Policy and Procedures.

Registration
The employee will be responsible for making their own registration either by paying for the registration themselves or by submitting it through Accounts Payable (AP). If through AP, request must be made by online requisition. Any supporting documentation must be sent to AP department. All registrations will be paid on Friday checks. Request for reimbursement should be submitted by online requisition with receipts along with registration confirmation documentation by Wednesday, to be paid by Friday, by College check. If no supporting documentation is received, employee will not be reimbursed.

Airline Travel
The employee will be responsible for making their own airline reservations. Employee can charge tickets to personal credit card or through World Travel (Parsons), (620) 421-3937. If using World Travel, when making reservation, the account number that travel is being charged to will be needed at time of booking. If using personal credit card, to be reimbursed, an online requisition must be completed with supporting documentation sent to the AP department. Payments will be made to employees weekly, if submitted by Wednesday, on Friday, by College check. If no supporting documentation is received, then employee will not be reimbursed.

Hotel Reservations
The employee will be responsible for making their own reservations. Once the reservation is made, employee should complete the short travel voucher with appropriate signatures and submit to payroll/benefits accountant. Payroll/benefits accountant will complete the transaction through College authorization. (If employee is also making airline reservations for the same trip, only one travel voucher will need to be completed). A hotel receipt must be sent to the payroll/benefits accountant within 10 days or the employee will be responsible for reimbursing the College.

Meals
All meals will be reimbursed with receipt only. Excessive tips will not be reimbursed. Request for reimbursement should be submitted through online requisition with appropriate signatures. Reimbursements to employees will be paid weekly, if submitted by Wednesday, on Friday, by College check. If trip is not over night, no reimbursement will be made for meals. Please see Procedure 5.02 Travel and Procedure 5.020 Meals Reimbursements for Local Travel.
Mileage
Request for reimbursement should be submitted through online requisition with appropriate signatures. Reimbursements to employees will be paid weekly, if submitted by Wednesday, on Friday, by College check. Mileage will be reimbursed at the standard IRS rate.

Other
Expenses for other such as early arrivals, stop-overs, traffic/parking tickets, side trips, late departure or other non-College related expenses will not be reimbursed by the College.

Vehicle Only
If requesting a vehicle only, a travel voucher form does not need to be completed. An email needs to be sent to the Facilities Assistant, and to the immediate supervisor. Please include dates, what vehicle needed, what time vehicle will be picked up and dropped off and a list of all that will be going on the trip. The account number that the mileage will be charged to must be included in the email.

Group Club & Student Trips
The payroll/benefits accountant will continue to handle these arrangements with the assistance of the sponsor. See Procedure 5.022.

Approved 1/11/10
Revised: 10/18/10; 5/2/11; 6/16/11, 8/24/15, 2/22/16
PROCEDURE 5.022  STUDENT TRAVEL

Student organizations, athletic teams, and academic departments sponsor local and distant travel to accomplish the purposes of the group. Groups that are sponsoring the student travel will follow the paperwork requirements before student travel can occur.

1. A travel voucher must be completed in detail and sent to the payroll/benefits accountant at least three weeks in advance of the trip date. Signatures from the sponsors and the appropriate supervisors must be on the form. Do not take forms directly to the Business Office without signatures.
2. All registration information must be completed and sent to Accounts Payable Accountant through online requisition.
3. Three suggested flight information dates and times should be submitted with the voucher in order of preference.
4. If the hotel is paid for by the College credit card, receipts must be turned in within ten (10) days after the trip has concluded. Receipts go to the Payroll/Benefit Specialist. If receipts are not turned in within the ten (10) day period, program/group/individual will be personally responsible for the charges.
5. A Student Travel Agreement is required for any trip in which Labette Community College provides financial support for, whether this is through transportation costs, registration costs, etc.
6. The Student Travel Agreement forms should be submitted to the Vice President of Student Affairs with the provided Student Travel List. The sponsor should keep a copy of the Student Travel Agreement Forms.
7. If a student is traveling without a College Sponsor outside of a 60 mile radius of the College and/or the trip requires an overnight stay, written permission must be received from the Vice President of Student Affairs using the Special Student Travel Permission Form. This form must include the details of the supervision that has been arranged by the sponsor. The Student Travel Agreement and the Student Travel List paperwork is also required.
8. If a student is traveling without a College Sponsor within a 60 mile radius of the College, the Student Travel Agreement and the Student Travel List paperwork is required.
9. When students are traveling with or without a sponsor, other students will not be asked or expected to supervise other students on the trip.

If a situation would occur where a student violates the Student Code of Conduct by not following the Student Travel Agreement Form that was signed, sponsors will report the incident within two working days to the Vice President of Student Affairs. All documentation related to the incident (i.e. immediate action taken, student statements, police reports, etc) should be included when the report is made.

Approved: 4/25/16
POLICY 5.03 USE OF COLLEGE FACILITIES

College-related activities will have first priority for use of facilities. To provide general support to the communities in which the College has facilities, the College may permit use of its facilities by non-College individuals or groups. Such usage is subject to procedures approved by the President. (See Procedure 5.03 for details)

Adopted: 6/13/94
Reviewed: 2/14/17
PROCEDURE 5.03  USE OF COLLEGE FACILITIES

1. The Vice President of Finance and Operations will be responsible for granting permission for the use of and scheduling of all College facilities.

2. The Vice President of Finance and Operations will grant final approval for the use of College facilities by community organizations.

3. Off-campus organizations will complete and return the form, “Request for Use of Facilities,” at least two (2) weeks in advance of the event. Forms are available in the Vice President of Finance and Operations Office.

4. Off-campus groups or individuals may use the College facilities for educational, cultural, charitable, religious and nonprofit purposes.

5. All groups/organization must agree to replace damaged or lost property, and to hold Labette Community College safe and harmless from all claims for damages by reason of injury or damage sustained by any person on the premises of the College. The organization must also agree to pick up props, supplies or materials immediately following the activity and return the facility to its original state (includes clean up, etc).

6. College functions and student organizations will be given priority in scheduling of College facilities. However, student organizations will be responsible for observing the three weeks advance notice of event to be scheduled. Community functions scheduled in accordance with these guidelines will not be canceled without adequate notice.

7. The facilities department or vice president of finance and operations office is to be notified immediately of any change in a scheduled event. A custodian and generally an administrative staff member will be on duty during all community and College group meetings to insure that building regulations are observed.

8. Tobacco use is prohibited in all College facilities.

9. Children brought to the campus must remain under the supervision of their parents at all times. Under no circumstances will children be allowed to run free on campus.

10. If using Hendershot Gallery, see Hendershot Usage Gallery requirements at http://www.labette.edu/hendershot/usage/html.

Revised: 12/4/00, 2/14/17
Mission Statement

Hendershot Gallery is a multi-functional area, located in the Main Building on the Parsons campus of Labette Community College which accommodates a wide range of cultural, intellectual, and social activities and events designed to enhance the quality of community life.

Mission: To serve Labette Community College students and residents of Southeast Kansas by providing a place for activities that promotes personal enrichment and lifelong learning.

Guidelines for Use of Hendershot Gallery

1. The Gallery Director and Gallery Committee will be responsible for granting initial permission for the use of Hendershot Gallery.

2. The Vice President of Academic Affairs of the College will grant final approval for the use of the Hendershot Gallery by community organizations.

3. Off-campus organizations will complete and return the form, “Request for Use of Facilities,” at least three (3) weeks in advance of the event. Forms are available in the Vice President of Academic Affairs Office.

4. Off-campus groups or individuals may use the Hendershot Gallery for educational, cultural, social, political, charitable, and non-profit purposes.

5. Any off-campus organization must sign an agreement to replace damaged or lost property, and to hold Labette Community College safe and harmless from all claims for damages by reason of injury or damage sustained by any person on the premises of the College.

6. College functions and student organizations will be given priority in scheduling of Hendershot Gallery. However, student organizations will be responsible for observing the two weeks advance notice of event to be scheduled. Community functions scheduled in accordance with these guidelines may be canceled or rescheduled, with adequate notice of one week prior to start of event.

7. The Gallery Director is to be notified immediately of any change in a scheduled event.

8. A Labette Community College staff member will be on duty during all community and College group meetings to insure that building regulations are observed.

9. The organization must assume responsibility for any damages or injuries to participants that occur during the use of the Hendershot Gallery.
10. The organization will not move, obscure or tamper with any existing exhibits in the Hendershot Gallery.

11. The organization agrees to pick up props or materials immediately following the scheduled activity.

12. Administrative/Utility Charge to Outside Organizations For Hours Scheduled Outside Normal Operating Hours:
   1. Two Hours: $50 usage, $50 administrative charge
   2. Four Hours: $75 usage, $75 administrative charge
   3. Over Four Hours: $100 usage, $100 administrative charge, per day.

Contact: Labette Community College
Vice President of Academic Affairs Office
200 South 14th Street
Parsons, KS 67357
(620) 421-6700
Fax: 620-421-4481

Reviewed: 2/14/17
The College maintains a personnel file on each employee in the Office of Human Resources or their designee. Per College policy/procedure, these files include the employee’s job application, resume, transcripts, job description, change of status forms, policy/procedures acknowledgements, salary/payroll records, employment contracts, leave requests, professional development plans, KPERS related documents, performance appraisals, disciplinary records, pre-screening reference checks, background checks, drug screening records, termination letters and other employment information.

Only the following information concerning active or terminated employees is released by the Office of Human Resources Department upon written receipt of request per the Kansas Open Records Act (K.S.A. 45-215):

1. Name
2. Position (job description and duties)
3. Salary (pay level, wage history)
4. Length of Service (employment dates)
5. How employment ended

Employees who wish to review his/her files at the College and in the presence of a College official should contact the Office of Human Resources during regular business hours.

Written requests for additional information related to credit evaluation, employment references, and mortgage applications, etc. will be provided only if requested in writing and signed by the employee.

Administrators and supervisors only, have access to personnel files on a need to know basis.

Access to or disclosure of personnel records or information may be provided in compelling circumstances affecting the immediate health or safety of the employee or others as determined by the President.

Personnel files do not include the following

1. Medical records
2. Workers compensation claims
3. I-9 form
4. Documents which are determined by Human Resources to contain unsupported opinions
5. Garnishments

Retention of records will comply with federal and state regulations, and college policy/procedure. Old files will be scanned and stored on a secured College server. Outdated or unnecessary documents will be shredded.

Adopted: 4/4/11
A. Use of College Vehicles (including vehicles leased by the College): College vehicles will only be used for College business, including sponsored student activity trips. The travel voucher form, obtainable from the Business Office, is required when a College vehicle or a private car is to be used. This form is completed and should be submitted as early as possible to the Business Office in order to assure the most efficient use of travel funds and of vehicles. Contact is then made by the Facilities Dept. indicating the availability of the vehicle.

Ordinarily, the person scheduling a vehicle first will be awarded its use, but occasions arise when one may be asked to release a vehicle so that someone making a longer trip or having a greater need can use it.

Students should not operate College vehicles, unless they are also employees of the College and are over 18 years of age. Prior approval from the Vice President of Finance and Operations is necessary for anyone other than a College employee to operate a College vehicle, as well as submission of a driver’s license to the Business Office prior to the trip. The driver may obtain the College vehicle keys and credit cards from the Facilities Department Office. Unless otherwise instructed, the driver will obtain the vehicle from the parking lot and immediately return the vehicle there when the trip is over.

When a College vehicle is returned, the interior should be left free of articles belonging to passengers and of refuse, all doors shall be locked, and all windows shall be closed. The keys, credit cards, and mileage report should then be promptly returned to the Facilities Department Office to permit maximum availability to others. The mileage must be recorded at the beginning and the end of the trip on the mileage report.

If a trip is canceled, the Business Office should be notified immediately to allow maximum usage of College vehicles.

The following regulations will apply to the use of the College vehicles (including vehicles leased by the College):

1. All drivers must maintain a valid driver’s license and have a copy of such on file in the Business Office prior to the trip.

2. For group events the sponsor or coach of each group will travel in the vehicle and be responsible for the condition of the vehicle upon return.

3. The College vehicles shall be locked when no one is aboard, at home and away.

4. In the College vehicles there shall be:
   a. No use of tobacco of any kind—this includes chewing tobacco;
   b. No wearing of spikes or cleated shoes;
   c. No alcoholic beverages;
   d. No sunflower seeds;
   e. No illegal drugs or substances;
f. No weapons. This prohibition applies to possession of concealed and/or openly carried weapons in College vehicles. However a College employee may securely store a handgun in the employee’s own locked vehicle on College property so long as such weapon is maintained out of plain sight.

5. The driver of the vehicle is expected to abide by all existing traffic regulations and speed limits.

6. The College employee using the vehicle is responsible for picking up all trash immediately upon return from the trip.

7. The vehicle should be left with at least a half of tank of gas at the end of the trip.

8. Any problem with the vehicle should be reported to the Facilities Department or the Business Office.

9. College employees are responsible for abiding by the College Alcoholic Beverages Policy 2.10 when using College vehicles.

Any violation of this policy or procedure may result in loss of privileges and may include the user being prohibited from future use of the vehicle depending on the severity of the violation.

B. Removal of School Property: No employee of Labette Community College will be allowed to remove school property from the premises without prior approval from the Vice President of Finance and Operations or President. The Vice President of Finance and Operations, with the cooperation of the Facilities Director will maintain records of LCC property so removed. (See also Procedure 5.060 Issuance and Return of College Property)

For federal grants and contracts, please refer to the Labette Community College Contracts and Grants manual. A copy is located in the Business Office and on Public Folders under Policy and Procedures.

Revised: 1/11/10, 8/24/15; 12/16/16; 1/5/17
Employees are responsible for all keys, College property, materials, or written information issued to them or in their possession or control. Employees must return all Labette Community College property immediately upon request or upon termination of employment. (Where permitted by applicable laws, LCC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.) The College may also take all action deemed appropriate to recover or protect its property.

 Supervisors are responsible for ensuring that employees sign a receipt form when they are issued keys, cell phones, laptop computers, and other College equipment with a value in excess of one hundred dollars ($100). These forms will be available in the Facilities department and Computer Services office.

 The Facilities department and/or Computer Services will retain an original copy of the form. When items are returned it will be noted on the form.

 Revised: 9/25/06
 Reviewed: 2/14/17
The Director of Facilities will issue employees appropriate key(s) to the area(s) where they need access within two weeks of receipt of the key request approved by the supervisor and appropriate administrator. Each employee will sign an agreement acknowledging receipt of the key(s) agreeing to the following conditions:

Not to transfer, give possession of, misuse, modify or alter the above key(s);

Not to cause, allow or contribute to the making of any unauthorized copies of the above key(s);

Any lost, stolen, or broken key(s) shall be reported immediately to the Director of Facilities.

Any employee whose key is lost or stolen will be assessed a cost of $25 per key up to a maximum of $75.

The Director of Facilities upon receiving a written request signed by the supervisor and appropriate Dean or Vice President will issue a key to employees who need access to an area on a permanent basis.

Employees leaving LCC shall be required to return key(s) on or before the end of the last scheduled workday.

Typically adjunct employees are not issued keys.

Failure to comply with this procedure may result in disciplinary action.

Revised: 9/25/06; 5/2/11, 2/20/17


PROCEDURE 5.07  SAFETY

**Purpose** - Labette Community College has a long-standing philosophy to ensure the safety, health and well-being of all its employees. This program serves to outline the College’s commitment to this philosophy and to provide guidance to all employees on the standards the College expects its employees to adhere to.

**On-the-Job Injuries and Illnesses** - Any job-related injury or illness, regardless of severity, must be reported to an employee’s supervisor, the human resource payroll and benefits specialist (also see Work Compensation Procedure) and safety coordinator for prompt evaluation and medical attention as necessary. The employee’s supervisor will complete the employee accident and injury incident form found on public folders and then forward it to the Business Office.

**General Safety Rules**

Labette Community College employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to:

- Comply with the rules in this procedure.
- Use common sense in performing duties.
- Report any work injury or illness to a supervisor, the HR payroll and Benefits specialist and safety coordinator.
- Report unsafe conditions to a supervisor or safety coordinator.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment.
- Keep the work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any College or rented vehicle or driving a personal vehicle while on College business.
- Be sure that aisles or exits are kept clear.
- Do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Properly store all sharp objects when not in use.
- Open and close doors cautiously, and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.
- Shoes must be worn at all times.

**Safety Data Sheets**

Required by the Occupational Safety and Health Administration (OSHA), a material safety data sheet (SDS) is a detailed description of each hazardous chemical located in the workplace and includes information regarding potential health risks, symptoms and treatment measures to be taken if exposure occurs. The College will keep SDSs on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the SDS pertains or in the director of
facilities office. Employees should help ensure that SDSs are kept in their respective areas or report missing ones to their supervisor or safety coordinator.

Preventative Measures

The safety coordinator will walk the facilities on a quarterly basis and document issues if any found. For more information, call 620-820-1284 or visit the Facilities office, SU209. Violations will be guided with students per Policy/Procedure 4.08 – Student Code of Conduct and employees per Policy/Procedure 2.16 – Performance Improvement Counseling.

- The facilities office maintains a log on LCC vehicle’s maintenance. For more information, call 620-820-1284 or visit SU209.
- On the Main Campus and Cherokee Center, fire drills are conducted annually in the fall. A testing log is kept in the facilities office, call 620-820-1255 or visit M204.
- On the Main campus and Cherokee Center, tornado drills are conducted annually in the spring. A testing log is kept in the facilities office, call 620-820-1255 or visit M204.
- Walkie-talkie drills are conducted twice yearly. Walkie-talkies are found in various offices on the Main campus. A testing log is kept in the Dean of Instruction office, call 620-820-1255 or visit M204.
- Safety training, ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) is conducted on a yearly basis. For more information, call Human Resources, 620-820-1234 or the Facilities office 620-820-1284 or visit SU 207 or SU209.
- Safety training, department and job specific, and or campus-wide is conducted on a continuous basis. For more information, call Human Resources, 620-820-1234 or the Facilities office 620-820-1284 or visit SU 207 or SU209.
- Red Flag, Identity Theft, training is conducted with all new employees and annually for employees that use the Student Information System (SIS) For more information, call Information Technology, 620-820-1146 or visit M301.
- SchoolMessenger, an emergency phone system is utilized for weather and class cancellations and other emergency situations. For more information, call Information Technology, 620-820-1146 or visit M301.
- The emergency intercom system is utilized for room emergencies. The system is tested monthly. For more information, call Information Technology, 620-820-1146 or visit M301.
- AED’s (Automatic External Defibrillators) are located in the Student Union, 1st floor; Gymnasium, 1st floor and portable; H Building, 1st floor by elevator; Main Building, Main level; Zetmeir, 1st floor; athletic training room in the Gymnasium, and Cherokee Center, north entry door. Testing is done monthly and a log is kept in the facilities office and front office of the Cherokee Center.
- Preventing slips, trips and falls on snow and ice: the facilities office will clear walking surfaces of snow and ice, and spread deicer, as quickly as possible after a winter storm. In addition, the following precautions will help reduce the likelihood if injuries:
  - Wear proper footwear when walking on snow or ice is unavoidable, because it is especially treacherous. A pair of insulated and water resistant boots with good rubber treads is a just for walking during or after a winter storm. Keeping a pair of rubber over-shoes with good treads which fit over your street shoes is a good idea during winter months.
  - Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway.
**Improper Health and Safety Practices**

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers. Infractions of the College’s health and safety practices will be dealt with in accordance with the College’s policies on discipline and will be based on the following factors: severity of the infraction, whether the infraction endangered only the employee or also co-workers and whether the infraction was a first or repeat violation, see below. Employees are to use their common sense and honesty to avoid discipline. (See also procedure 2.16 Performance Improvement Counseling.)

**Violations**

First Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident and the employee will be cautioned orally.

Second Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident and the supervisor will complete an incident form and place it on file in the supervisor’s office.

Third Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident and the supervisor and Human Resources will complete a Performance Improvement Plan to allow the employee to correct the behavior.

Fourth Offense: Reference Policy and Procedure 2.16: Recommendation for immediate termination.

**Also see Procedure 5.070 – Emergency Response Plan**

Revised: 6/22/15, 4/23/18
EMPLOYEE ACCIDENT/INJURY REPORT

2/13/18

Information about the employee

1. Full Name:
2. Full Address:

3. Date of Birth:__/__/____
4. Date Hired:__/__/____
5. ___Male  ___Female

Information about the physician or other health care professional

6. Name of Physician or other health care professional:

7. If treatment was given away from the worksite, where was it given?
   Facility:
   Full Address:

8. Was employee treated in an emergency room?
9. Was employee hospitalized as an in-patient?

Information about the case

10. Date of injury or illness:__/__/____
11. Time employee began work: ________________AM/PM
12. Time of event: ________________AM/PM, please note if time cannot be determined
13. What was the employee doing just before the incident occurred? Describe activity, as well as tools, equipment, or materials. Be specific. What happened? How did the injury occur? What was the injury or illness? Part of the body affected and how it was affected.

14. List any and all witnesses:

Completed by, include title and date:_______________________________________________________

2/13/18
STUDENT ACCIDENT/INJURY FORM

Student Name: ______  Student ID Number: ______

Date of Accident/Incident: ______

Location of Accident/Incident: ______

What was the student doing when accident/incident occurred: ______

Name of substance or object that caused accident/incident: ______

Describe in detail nature and extent of injury: ______

Was student treated at the scene?:  ☐ Yes  ☐ No

Was student admitted to the hospital?:  ☐ Yes  ☐ No

Transported to the hospital by ambulance or college personnel?:  ☐ Yes  ☐ No

Hospital name: ______

Will student be able to return to class?:  ☐ Yes  ☐ No

Additional details: ______

Name(s) of witnesses to the accident/incident: ______

Student Signature: ___________________________  Date: ____________

LCC Employee Signature: ___________________________  Date: ____________

* Copies of this form should be sent to each Vice President and the LCC Safety Coordinator.
PROCEDURE 5.070  EMERGENCY RESPONSE PLAN

When the fire alarm sounds or you are asked to evacuate, leave the building immediately. Explanation, if needed, will be provided later.

Evacuation procedure for fire evacuation.

1. Evacuate the building.
2. Students take belongings with them, if situation permits.
3. Instructors will verify that students are out of the classroom before leaving.
4. Office supervisors are responsible for all employees in their work area.
5. During inclement weather, it may be necessary to move students to an alternate off-campus location. In these cases, the location will be communicated to you at the time of evacuation.
6. All information or news releases to the campus and/or the general public will be through the College President or his designee.
7. Drills will be conducted yearly. See Procedure 5.07-Safety

Upon the discovery of fire or smoke, every person shall vacate the building by the shortest and safest route to the exterior. Once outside, employees and students will be notified by a staff member that it is safe to return to the building.

If the automatic alarm system has not sounded, the person who observed the fire will proceed to the nearest pull station and activate the alarm system, then call 911 or initiate the emergency intercom system.

Evacuation routes are posted in each classroom and office area.

All information or news releases to the campus and/or the general public will be through the College President or his designee.

Drills will be conducted yearly. See Procedure 5.07-Safety

INJURY/ILLNESS/ACCIDENTS

In case of serious injury or illness on campus, the immediate concern is to aid the injured/sick employee or student.

1. In emergency situations call 911 and activate the emergency intercom system if an emergency intercom system is readily available.
2. The president or designee will contact family members.
3. The president or designee will notify the entire staff.
4. All information or news releases to the campus and/or the general public will be through the College President or his designee.
UTILITY EMERGENCIES

The procedures listed below should be used in the event of an emergency or interruption of service involving any of the following utilities:

**Water and Electricity**

Cherokee Center – During normal business hours, contact the desk 620-232-5820. After normal business hours, contact Barry Seal 620-249-1604.

Rural Water #5 - 620-249-8842
Westar Energy 800-383-1183.

Main Campus - During normal business hours, contact the Facilities Department 820-1235/820-1284 or the Business Office 620-820-1231. After normal business hours, contact Robert Harris 620-778-2761.

City of Parsons Water – 620-421-7010 or after hour emergency 620-421-7060
Westar Energy 800-383-1183

**Gas**

All individuals should immediately evacuate the building. While exiting the building, do not use telephones, electrical switches or any device that might trigger an explosion.

Cherokee Center – During normal business hours, contact the desk 620-232-5820. After normal business hours, contact Barry Seal 620-249-1604 or Kansas Gas 888-482-4950.

Main Campus - During normal business hours, promptly contact the Facilities Department at 820-1235/820-1284 or the Business Office 620-820-1231 for assistance. After normal business hours, contact Robert Harris 620-778-2761 or Kansas Gas 888-482-4950.

**WINTER STORM CANCELLATION OF CLASSES**

When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC, KKOW, KSYN, and KGGF and local television stations, especially KODE, KSN, FOX, and KOAM regarding changes in the schedule. The student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from LCC’s Emergency Alert Telephone System. Cancellation of classes is also posted on LCC’s website at www.labette.edu. If the radio, television, or website does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

Announcements regarding day classes will be made after 6:15 a.m. and evening classes after 3:15 p.m. Extension classes will not be held if the facility in which they are meeting is closed that day.
TORNADO
Employees and students will be notified by college employees and/or emergency intercom system of possible approaching tornadoes. Instructors will verify students are out of the classroom before leaving. Students and staff will evacuate to the following locations:

CHEROKEE CENTER
Move to the storm shelter

MAIN BUILDING
First floor hallways

ANNEX
First floor Main Building or A104

STUDENT SUCCESS CENTER
First floor Main Building or A103

Rees H. Hughes Arts & Humanities Building
Classroom H118 or 1st floor restrooms

ZETMEIR HEALTH SCIENCE BUILDING
1st floor restrooms or Main Building, 1st floor

STUDENT UNION
Restrooms or Bird’s Nest (Bookstore)

MUSIC (1225/1229) TALENT SEARCH/FOUNDATION/PR (1227)
Stay in the building away from windows.

GYMNASIUM
Locker rooms

EXERCISE SCIENCE
If time permits, move to the Gymnasium locker rooms

PTA/1401 Main
If time permits, move to the 1st floor of the Main Building, if not, move to the restrooms.

LIBRARY
Restroom or vault
CAMPUS WORKPLACE VIOLENCE

*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 or level of injury to yourself or others.

If you observe a violent act:

1. Call 911, then activate the Emergency Intercom if available.

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

1. If you feel your safety or the safety of others in jeopardy, leave the area.
2. If leaving is not possible:
   1. Listen to what the individual has to say.
   2. Speak to him/her in a clear, quiet voice.
   3. Explain that you are willing to help him/her.
   4. Respect and do not crowd into his/her personal space.
   5. Never argue with an irrational or aggressive individual.
   6. To the extent possible, use logic and reason to calm the individual.

ACTIVE SHOOTER/KILLER

In the event of an Active Shooter/Killer event, all employees and students are authorized to enact ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) survivability methods.

EMERGENCY CLOSING OF CAMPUS

Based on the recommendation of the College President or his designee a decision to close the campus or Cherokee Center will be made in cooperation with Administrative Staff and/or the Emergency Response Team.

All information or news releases to the campus and to the general public will be through the Public Relations Department.

Examples of emergency closing of the campus would be power outages, a bomb threat, or inclement weather.

If you observe violent behavior on campus, or if you hear or see something that makes you suspect violence is occurring, call 911, then activate the emergency intercom procedure and explain to the operator what is occurring in as much detail as possible.

The operator may initiate an emergency lockdown. If this occurs all rooms will be instructed to lock the doors and move everyone away from the windows. If there are windows keep the blinds open. Classroom lights are to be left on. Emergency personnel will tell you when it is safe to leave your room. If you have further updates to report please activate the emergency response system again.
HAZARDOUS MATERIALS
A large, off campus, chemical spill becomes a danger because of toxic fumes. College officials will receive notification from emergency personnel if college evacuation is necessary. If the college is downwind of a hazardous material spill, the following actions should be taken:

1. The president’s office must be notified so that communications may be made with the community.
2. Notify Emergency Response Team or activate Emergency Intercom System.
3. All doors, windows, and ventilation systems should be closed.
4. If necessary, evacuate students and staff to a safe location.

MAIL HANDLING PROCEDURES
Awareness is the best precaution. The information below is offered to answer two of the most frequently asked questions about handling mail.

1. What should I do with a “suspect” letter or parcel?
   a. Call any member of the Emergency Response Team immediately, move away from the item and do not allow anyone to leave or enter the area.

2. What makes a letter or parcel “suspicious”?
   a. From someone unexpected or unknown
   b. To someone who no longer works at LCC
   c. Handwritten and no return address
   d. Return address does not match postmark or is not legitimate
   e. Possibly misspelled words, wrong title, title only
   f. Possibly a foreign postmark
   g. Lopsided, lumpy, bulky or rigid appearance
   h. Excessive tap or string or protruding wire (s)
   i. Unusual odor
   j. Unusual stains, discoloring, crystals or powder

The US Postal Service suggests:

1. Use an uncluttered surface for mail handling.
2. Scan thoroughly for “suspect” indicators before opening.
3. Wash your hand extensively after handling mail.
BOMB THREAT PROCEDURES
A majority of bomb threats are hoaxes and result in nothing more than a disruption of routine. However, there is always a chance a threat may be authentic, and appropriate action must be taken in each case.

1. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
   a. Prolong the conversation as much as possible in order to gather information below.
   b. Identify background noises.
   c. Note distinguishing voice characteristics.
   d. Interrogate the caller as to description of bomb.
   e. Determine the caller’s knowledge of the facility.
   f. **DO NOT HANG UP THE PHONE.** (Use another phone to call authorities.)
   g. **DO NOT USE TWO-WAY RADIOS.** They can trigger explosive devices.
   h. **DO NOT USE CELL PHONES.** They can trigger explosive devices.

2. The person receiving the call will immediately call 911 and any member of the Emergency Response Team. The team member will then notify the President.

3. The President will confirm notification of the police and call the Emergency Response Team.

4. The Emergency Response Team will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.

5. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to a cleverly concealed, perfectly ordinary object like a briefcase, toolbox or piece of pipe. You will be looking for something that doesn’t belong.

6. If what appears to be a bomb is found, **DO NOT TOUCH IT.** The law enforcement authorities will take charge.

7. **If the caller indicates a time the bomb is due to explode and the President determines the threat is valid, the standard fire evacuation procedure with possible modifications will be announced for evacuation of the facility.**

8. Instructors will make sure that all students have left the classroom before leaving.

9. Evacuate personnel from the building to safe location.

10. After all students have been evacuated, Maintenance will lock the doors to the building and will not unlock them until the building is considered safe.

11. All information or news releases to the campus and/or general public will be through the College President or his designee.
BOMB THREAT CHECKLIST

Your Name: Today’s Date/Time:

Exact wording of the threat:

If your telephone has caller ID, where is the call coming from:

Questions you should ask the caller:
    When will the bomb explode?
    Where is the bomb located?
    What does the bomb look like?
    What kind of bomb is it?
    What will cause the bomb to explode?
    Did you place the bomb?
    Why?
    What is your name?
    What is your address?

Facts about the caller’s voice: (circle) Male / Female  Age:
Unique voice characteristics (accent, ethnicity, etc.):

Describe the caller’s voice: calm, angry, excited, slow, rapid, soft, loud, laughing, crying, slurred, nasal, stuttering, lisping, raspy, deep, ragged, disguised, accent, other:

Telephone call background noises: street noises, other voices, music, motor, factory/machinery, other:

Caller’s language: well-spoken/educated, foul, irrational, incoherent, taped, message read from a script, other:

PERSON RECEIVING CALL, IMMEDIATELY NOTIFY A MEMBER OF THE EMERGENCY RESPONSE TEAM AND/OR SUPERVISOR, GIVE ABOVE INFORMATION.
EMERGENCY INTERCOM PROCEDURES

System must remain operational. There must be power and network connectivity for the system to work. PLEASE DO NOT UNPLUG THE UNIT.

Anyone can initiate the call system by pushing the “Push to Talk” Button. (Do not hold it down).

After a brief moment you can begin speaking. You will need to be sure to include your Name, Room Number, and the Emergency. If the Operator does not hear you speak he/she will ask you if there is an emergency.

You will get a response from the Operator that your message was heard and understood, and what action has been taken. The line will remain open and recording until the Instructor gives the all clear, or emergency personnel arrive.

Special Notes - Always Call 911 First.

Please remember that if the system is initiated, and the Operator does not hear a disturbance, the Operator will initiate conversation.

In the case of an Emergency (such as lockdown or evacuation), the Operator may initiate the system.

Tests of the system will be performed monthly.

The Operator will not determine if the situation is an emergency. If the system is initiated, it will be assumed to be an emergency with the need for off-campus assistance. If you do not want that assistance, the operator will discontinue the call and notify an administrator of the situation.

The Operator will only initiate Listen Mode in an Emergency situation. When Listen Mode is activated, a light will come on the unit.

All calls using the Emergency Intercom system will be recorded.

Even if you have called 911 please activate the Emergency Intercom System also. This will allow the Emergency Response Team to go into action.
COLLEGE EMERGENCY RESPONSE TEAM
REPORT EMERGENCY TO ANY MEMBER OF THE RESPONSE TEAM

Cherokee Center
Tarah Cockrell 620-249-1468
Barry Seal 620-249-1604

Daytime Contacts: Cell Phones
Kevin Doherty 620-232-4713
Leanna Doherty 620-238-9226
Joe Burke 620-778-8097
Tammy Fuentez 620-423-1058
Mark Watkins 620-212-8504

Evening Contacts: Cell Phones
Robert Harris 620-778-2761
Kevin Doherty 620-232-4713
Leanna Doherty 620-238-9226
Joe Burke 620-778-8097
Tammy Fuentez 620-423-1058
Mark Watkins 620-212-8504

EMERGENCY DIRECTORY

EMERGENCY SERVICE
Ambulance Service ----------------------------------------- 911
Fire Department ------------------------------------------ 911
Police Department --------------------------------------- 911
Sheriff - Cherokee County ----------------------------- 620-429-3897
Sheriff – Labette County ------------------------------- 620-795-2565
Kansas Highway Patrol – Chanute ------------------------ 620-431-2100

UTILITIES
Kansas Gas Emergency ------------------------------- 888-482-4950
Westar Energy -------------------------------------- 800-383-1183
Cherokee Center Rural Water Dist. #5---------------- 620-249-8842
Parsons Water Emergencies after 5 pm -------------- 620-421-7060

HOSPITALS
Labette Health ------------------- 620-421-4881
Via Christi (Pittsburg) ------- 620-231-6100

Approved 3/23/15
Revised: 9/20/18
PROCEPUDRE 5.071 FIRE MARSHAL INSPECTIONS/REPORTS

The Facilities Director will be the contact person for the Kansas State Fire Marshall inspection personnel when on campus for annual inspections.

The Facilities Director will accompany the Fire Inspector on inspections of the campus and sign the exit review.

All fire and life safety issues found during the State Fire Inspector’s visit and subsequent plan of correction will be the responsibility of the Facilities Department.

Correspondence from the Kansas State Fire Marshall Enforcement section will be with the LCC President’s office and forwarded to the Facilities Department for compliance.

Enforcement of all non-compliant fire and life safety issues will be the responsibility of the Facilities Director, Human Resources Director and the College President.

Adopted: 7/20/09
Reviewed: 2/13/17
PROCEDURE 5.08 COMMUNITY USE OF COLLEGE EQUIPMENT

To provide general support to communities in the College’s service area, the College may permit use of equipment by off-campus individuals or groups if that equipment is not being utilized for College-related activities. Such usage is subject to department approval.

Adopted: 9/17/01
Revised: 2/20/17
The Board of Trustees supports environmental responsibility and recognizes the need to reduce global emission of greenhouse gases in order to avert the worst impacts of global warming. The Board of Trustees also recognizes the importance of the college educating their students on environmental issues as well as providing leadership to the community.

The president shall have authority to develop cost effective and efficient procedures which are necessary to facilitate the implementation of this policy.

Adopted: 2/19/09
Reviewed: 2/14/17
PROCEDURE 5.09  ENERGY STAR PURCHASING

In December 2008, Labette Community College formed a Green Committee charged with providing guidance to substantially reduce the greenhouse gas emissions of the College. The committee recommends that Labette Community College purchase all Energy Star rated appliances. Reducing unnecessary energy use saves money, curtails air and water emissions, improves overall environmental quality, and promotes human health and well-being.

Evaluating equipment purchases in terms of maximizing efficiency can save energy and demonstrates wise resource stewardship. Life cycle energy cost can be substantially reduced with often little or no increased cost in the initial purchase price of the equipment.

Labette Community College commits to purchase Energy Star equipment for both single and mass purchasing actions whenever financially possible. Departments should analyze the short and long-term savings of an Energy Star appliance over a less energy efficient model before every purchase.

Departments not purchasing Energy Star appliances are required to provide backup to these purchases indicating the circumstances for not purchasing an Energy Star product. The documentation should be submitted with the purchase requisition.

Adopted: 1/20/09
Reviewed: 2/14/17
Reviewed: 6/1/17
The Board of Trustees authorizes the creation of the Foundation Office to be responsible for securing charitable contributions (gifts) from private sources in support of College programs. Private sources include, but are not limited to, alumni, faculty, staff, friends, corporations and foundations.

The Board of Trustees authorizes the establishment of the Labette Community College Foundation. The Foundation shall be a Kansas not-for-profit corporation and a 501(C)(3) organization under the U.S. Internal Revenue Code. The Director of Resource Development shall serve as Executive Director of the Foundation. The Foundation shall be governed by an independent, self-perpetuating board of directors.

Private gifts received by the Foundation shall be held, invested, distributed and accounted for by the Foundation separately from the revenues and expenditures of the College as required by federal and state statutes or regulations and in accordance with generally accepted accounting principles.

Adopted: 12/12/00
Revised: 5/3/18
PROCEDURE 6.01  RESOURCE DEVELOPMENT

A. The Executive Director of the Foundation develops and manages programs to promote goodwill and long-term relationships among alumni and friends of the College.

B. The Executive Director of the Foundation develops and manages programs to identify, cultivate, and solicit prospective donors, including but not limited to programs for organizing annual fund drives; capital; estate giving; campaigns; special projects; and develops and manages such gift acceptance guidelines as are appropriate to the functions of the Foundation Office.

C. The Foundation Office nor any of its staff shall accept or pay finder’s fees or commissions for fundraising.

D. The Executive Director of the Foundation may refuse any gift that is not in keeping with the mission of the College.

E. The Executive Director of the Foundation may prepare guidelines for fundraising activities of College groups or activities, employee organizations, student organizations, departments, and divisions, and may recommend to the President the termination of fundraising activities of College groups or individuals that are not in keeping with the mission of the college.

Adopted: 12/4/00
Revised: 4/5/18
The authority to name rooms, buildings and other physical facilities rests solely with the Board of Trustees.

Adopted: 12/12/00
PROCEDURE 6.02  NAMING OF ROOMS, BUILDINGS AND PHYSICAL FACILITIES

Naming of rooms, buildings and other physical facilities shall be accomplished through the following:

A. A written proposal may be presented to the appropriate Vice President of the division or operating unit in which the naming is proposed.
B. The Vice President may present the proposal to the President’s Council for review and recommendation.
C. After review and recommendation by the President’s Council, the President may bring the proposed naming to the Board of Trustees for consideration and action. The decision of the Board of Trustees is final.
D. When establishing the objectives of a capital campaign or the like, the Labette Community College Foundation, as the fundraising arm of the College, in consultation with the College President, will establish a schedule of naming opportunities and the level of donation required for each. The Executive Director of the LCC Foundation will ensure that gift levels are appropriate and consistent throughout the life of the campaign. At the conclusion of the capital campaign, The Foundation will present a list of namings to the LCC Board of Trustees for approval.

General Provisions:

1. New construction or renovation – Naming gifts should provide a substantial portion of the cost of construction (generally one-third to one-half)
2. Existing facilities and programs – Gift amounts will be based on one or more of the following considerations:
   a. Replacement value of the facility (generally one-third to one-half the replacement value)
   b. Visibility of the facility
   c. Amount needed to provide a meaningful level of support; ideally through endowment, for maintenance and enhancement of the facility;
   d. Amount needed to support significant program improvements that will elevate the status of the program or unit to a level of regional or national prominence
3. The gift should be presented to the college prior to the conferring of the name.
4. Facilities and programs may be named for an individual who has provided exemplar, meritorious or philanthropic support or service to the College.
5. Individual names may be suggested at any time for consideration. Suggested names will be reviewed when presented. Suggestions should be sent to the Executive Director of the LCC Foundation and Alumni Association.
6. Naming is considered permanent until or unless a facility is demolished, substantially renovated or expanded, or an academic unit or other program is discontinued.
7. In the event of demolition or major renovation of facilities (intentionally, through accident or act of nature), existing names will not automatically be transferred to a
new facility. In such cases the College reserves the right to assign a name to the new or renovated facility by:

a. Transferring the existing name to the new or renovated facility
b. Asking the previous donor to make a new naming gift. If the donor declines, the College may offer the naming opportunity to a new donor. It may be appropriate to name part of the new facility for the previous donor or to include a plaque to indicate that the new building occupies the site of a building previously known by another name.

8. If a department, program, major, or other named unit is discontinued, the College will consider alternative recognition, especially where the naming is supported by an endowment gift. Appropriate recognition will be determined by the redesigned use of the endowment gift.

9. In matters of corporate names, the college will work with the corporation to ensure that any change to the corporation’s name is considered by the college. Similarly, for individual name changes, LCC will work with the individual to appropriately address changes in name in a manner that is appropriate for the donor and the college.

10. The College reserves the right to remove a previously approved name. The President of the College will bring forth the recommendation for approval by the Board of Trustees. Examples of such situations include, but are not limited to:

a. Donor does not fulfill a commitment upon which the naming was approved.
b. Continuation of the name may compromise the public trust or reputation of the College.

Adopted: 6-25-12
Revised: 12/7/17
Revised: 4/5/18
Foundation scholarships may be named for or by the donor at the discretion of the Executive Director of Foundation and Alumni Association and/or the Foundation Board of Directors.

Naming opportunities that do not involve physical facilities or Foundation scholarships shall be subject to the following:

A. A written proposal may be presented to the Dean of Instruction or appropriate Vice President of the division or operating unit in which the naming is proposed.

B. The Dean of Instruction or Vice President may present the proposal to the President’s Council for consideration and recommendation to the President.

C. The decision of the President is final.

Adopted: 12/4/00
Revised: 7/26/18
Labette Community College welcomes financial donations to enhance the Athletic Department. Athletic personnel/Coaches should work directly with the LCC Foundation Executive Director to plan for gift cultivation. All gifts to athletics need to be approved through the Foundation Office and the Vice President of Student Affairs.

Adopted: 6/25/12
Revised: 10/18/18
PROCEDURE 6.03  FUNDRAISING ACTIVITIES

1. **Purposes**

   The purposes of these procedures are to:

   a. Maximize fundraising results.

   b. Provide a consistent approach to fundraising activities.

   c. Assure there is no significant duplication of fundraising calls to prospective donors, especially to major-donor prospects.

   d. Enable an appropriate level of review, counsel, and training to volunteer fundraisers.

2. **Definitions**

   *Fundraising activity means asking for contributions of cash, products, or services, or selling products or services, for charitable purposes.*

   *Commercial vendor* means a for-profit company providing products or services for sale in a fundraising activity.

   *Employee group* means a College department, division, organization, association, or operating unit comprised solely of College employees.

   *Student Organization* means a group or club of at least 7 students with one advisor, recognized by the Student Government Association per the Student Life Handbook requirements.

   *Athletic Team* means the Athletic Training Department, Baseball Team, Men’s Basketball Team, Women’s Basketball Team, Softball Team, Volleyball Team, and Wrestling Team.

3. **Approval for a Fundraising Activity**

   An employee group, student organization, or athletic team must obtain approval to conduct a fundraising activity in the name of the College or in the name of the group, whether the activity occurs on-campus or off-campus. To request approval, the group must:

   1. Complete the LCC Event Request form and submit it to President’s Council.

   2. Once the event is approved, the group submits a Fundraising Request Form online at [http://www.labette.edu/forms/fundraising.html](http://www.labette.edu/forms/fundraising.html). The form must be submitted to the Vice President of Student Affairs at least ten school days prior to the start of the activity.
3. The Vice President of Student Affairs and the Foundation/Alumni Director will review and email the applicant questions or approval.

4. Printed materials for the activity must be approved by the Director of Public Relations. Facilities requests must be made through the Facilities Department.

4. Participation of a Commercial Vendor

If a commercial vendor will be paying a fee or a percentage of sales to the employee group, student organization, or athletic team, the vendor must be identified in the Fundraising Activity Request, and the amount and method of payment the vendor will make to the group must be listed, even if the amount listed is approximated.

Employee groups, student organizations, and athletic teams hosting fundraising activities by commercial vendors must meet the following additional seven criteria:

a. The hosting employee group, student organization, or athletic team must be easily identified as sponsor at the point of sale or distribution (e.g., a poster or banner stating sponsored by ________ clearly displayed).

b. Generally, the employee group, student organization, or athletic team will be required to have representatives available at the site.

c. The employee group, student organization, or athletic team will note on the Fundraising Request Form the fee and/or percentage being received from the vendor and method of payment.

d. These projects must be conducted in a lawful manner and in compliance with College regulations.

e. Monies must be turned into the Business Office within two working days of the day any funds are collected.

f. Prior to initiating any fundraising request, especially off campus, the organization’s adviser and/or officers are strongly encouraged to contact the Vice President of Student Affairs or the Foundation Representative. Overall, this should facilitate more effective and productive projects for all LCC groups. (Large off-campus fundraising projects are discouraged from March 1 thru May 15.)

g. LCC is not a nonprofit organization; it is a government subdivision. A student organization can receive tax-deductible contributions only if it is a Kansas nonprofit corporation and an IRS 501(c) 3 charitable organization. The LCC Foundation is a nonprofit organization; gifts to the Foundation are tax-deductible to the extent provided by law. The Foundation is a Kansas non-profit corporation and a 501(c)3 non-profit organization as defined by the Internal Revenue Service.

5. Off Campus Fundraisers

For Off-Campus Fundraisers, especially those involving contacting multiple business people or going door-to-door students are required to have on their person signed permission from the Vice President of Student Affairs, on LCC letterhead, which is to include immediate contact information. Organizations holding fundraisers off campus are responsible for furnishing their own furniture and equipment.

6. On Campus Fundraisers

Bake Sales: Only prepared food items can be sold in campus buildings with the
exception of the Student Union. All food and beverages requiring heating or cooking are normally not allowed except in outdoor areas specifically designed to prepare food with prior permission. A limit of two tables can be requested for food sales. One bake sale per building is permitted. The sponsoring organization is responsible for collection/payment of any taxes.

Use of tables and chairs: Tables/chairs in individual campus building lobbies are available on a first come, first-serve basis, when allowed. These must be reserved using the Facilities Request Form. Table locations generally are reserved for no more than a week. Student Affairs and the Facilities Offices reserve the right to restrict the number of tables available at any given location (primarily for safety reasons). Unattended materials are subject to being removed.

7. Financial Records and Deposits

An employee group, student organization, or athletic team must keep accurate records of its approved fundraising activity and, upon request, shall provide to the Vice President of Student Affairs and/or Foundation/Alumni Director a complete accounting of revenues, expenditure, and names of donors.

All fundraising activities are subject to Kansas sales tax. When setting the price of the item or ticket the suitable amount to cover the sales tax should be included. An example is listed below:

Club X sells t-shirts for $15 to raise money. Assuming an 8.55% tax rate the calculation is as follows:

$15.00/1.0855 = $13.81 deposited into Club X’s account
$13.81 * 8.55% = $1.19 sales tax remitted to the state

Donations, when nothing is received in lieu of the contribution, are not taxable and should be clearly labeled as such on the deposit information that is submitted to the Business Office. Revenues must be deposited into the group’s account in the LCC Business Office within two school days after the end of the activity. Business Office personnel will back out the sales tax from the total and remit the tax to the Kansas Department of Revenue in accordance with the legal due dates.

8. Lawful and Compliant Conduct

An employee group, student organization, or athletic team conducting an approved fundraising activity must be responsible for conducting the activity in a lawful manner and in compliance with College policies and procedures.

9. Consequences

If the Fundraising Activity Procedure is not adhered to by an employee group, student organization, or athletic team, the consequences will be determined by the Vice President of Student Affairs, which includes the possibility of the funds raised being deposited in the Foundation’s account rather than the sponsoring group’s account.
Adopted 8/9/10
Revised: 8/29/17
I. Preface

The purpose of the LCC Foundation is to raise money from private sources in support of College programs including scholarships. The Foundation is a Kansas nonprofit corporation and an IRS 501(c)3 charitable organization.

II. Foundation Scholarship Payments to the College

A. The Foundation will pay to the College amounts for scholarship funding as authorized by the Foundation board of directors. Payments may be made at various times throughout the year or in one lump sum as determined by the Foundation board of directors.

B. When paid in one lump sum the amount will be paid prior to the end of fiscal year.

III. List of Available Scholarships

A. The list of Foundation scholarships will be available on the LCC website. The Foundation staff will notify webmaster of any changes or additions to the list in a timely manner. There will be a link to this list on both the Financial Aid page and the Foundation page.

IV. Selecting Scholarship Recipients

General

Each Scholarship will be awarded utilizing the information received from students who complete the online scholarship application. To the greatest extent possible, the process of selecting a recipient for a scholarship will be “blind” (i.e., the people evaluating applications will not know the names of the applicants).

Timeline

Applications will have a Priority Deadline of March 1st annually for awards for the next academic year. New Spring awards will be based on applications completed by the Priority Deadline of November 1st annually. Summer awards will have an application Priority Deadline of May 1st annually. Scholarship recipients will be notified by letter and email.

Applicants

Requirements are determined by the donors of each scholarship. A student may be selected to receive more than one scholarship.

Scholarship Selection Committee (the Committee)

The primary responsibility of the Committee is to evaluate applications for scholarships awarded by the LCC Foundation to select recipients for those awards.
The Committee may also be asked to:
- Help publicize the availability of the scholarships.
- Recommend changes to the scholarship application and/or the policies that govern the overall management/selection process of the scholarships.

Members of the Committee:
- Shall be appointed by the President of the Foundation Board for one-year renewable terms.
- Should have little knowledge of and contact with the current pool of applicants.
- The Committee will have an odd number of voting members, with a minimum of three.
- In addition to the appointed members, the Executive Director will be an ex officio member of the Committee to coordinate and facilitate meetings and the overall management of the scholarship process. The ex officio member will not have a vote on any motion considered by the committee.

The Committee will meet as necessary to accomplish its tasks.
The Committee’s choice of recipient for a scholarship will not be subject to approval by the Foundation Board of Directors.

Screener
The screener will be appointed by the Executive Director of the Foundation and must not be a member of the Committee.
The screener’s primary responsibility is to ensure that the identity of applicants remain unknown to the Committee so that the selection process for each scholarship is blind.

Applications
A listing of all Foundation scholarships and the application for scholarships are available on the LCC website.
At appropriate times, scholarships should be publicized in the local media. Ideally, press releases should be sent annually in January and approximately one month before each priority deadline. Promotional materials will also be provided to LCC Recruiters and Advisors to distribute to prospective and returning students.
When submitted, applications become the property of the College and the LCC Foundation. They will be treated in a confidential manner and will be seen only by the Committee, the screener and possibly by others associated with the Foundation or the LCC Financial Aid Department.

Process
Receipt of applications
- The screener will receive a spreadsheet from the LCC Financial Aid Department containing the applications.
- The screener will compile a spreadsheet sorted by the assigned scholarship codes of each completed application.
- The screener will redact the use of the applicant’s name in the information provided to the committee.
- The screener will provide redacted application information to the Executive Director in electronic form. The Committee will receive applications as a batch after the priority deadline has passed.

Evaluation of Applicants
- After an applications due date has passed, the Committee will meet as necessary to review and evaluate the applications for scholarships
• The Committee will determine the process and methods used to select the recipients of each scholarship but, in all cases, will base its selection on the criteria set forth by the donor who established the scholarship.
• Many awards will be based on students maintaining full time enrollment, which is a minimum of 12 credit hours per semester.

Notification of Financial Aid
• The Executive Director will send Financial Aid a list of recipients with award amounts so they can post the scholarships to the student records.

Notification of recipients
• The Executive Director will notify the recipient of each scholarship in writing and require students to complete and return a scholarship acceptance form by a set deadline.
• If applicable, the scholarship recipients will be given a minimum of two weeks to write a Thank You letter to the living contact person of the scholarship they received and mail or deliver it to the LCC Foundation office. When the Foundation staff receives the thank you letter, they will send it to the living contact and retain a copy for the file. (this condition may not apply to all scholarships)
• The Foundation staff will inform the LCC Financial Aid Department in writing who the recipients are and how much each scholarship will be. Then the Official Financial Aid award letter will be mailed.

Non-award of scholarship
If, in any year, the Committee decides that no applicant meets the requirements for a scholarship, the award will not be made that year.

Adopted: 11/5/03
Revised: 7/26/18
It shall be the policy of the Board of Trustees that the Director of Public Relations, under the direction of the President, shall develop procedures for the development, approval, publication and dissemination of all materials (audio, video, print and electronic) released to the general public, the media, or to special groups which represent the College as a whole or in part. Further, the official spokesperson for the College shall be the President, or in his/her absence, a designee. In matters relating to the President, the chairperson of the Board of Trustees shall be the spokesperson. In matters relating to the Board, the chairperson of the Board of Trustees shall be the spokesperson.

Adopted: 12/12/00
Reviewed: 12/7/17
PROCEDURE 6.05  PUBLIC RELATIONS

A. Press Release- Press releases relating to the College will be produced and disseminated through the Public Relations department. Any pre-written releases must be approved and disseminated through the PR department.

B. Marketing Materials- The public relations department will provide creative design and/or approval for all marketing materials for the college. Marketing materials may be printed in-house or outsourced. The Public Relations department will have final approval on pre-designed material.

C. Logo/Style Manual- The public relations department will provide guidelines for proper use of the college logo and seal found in Public Folders on Outlook.

D. Web Site- The webmaster will create and update the college website. The public relations department will provide suggestions and approval for requested content edits.

E. Speakers Bureau- The public relations department will be a liaison for public groups/individuals requesting a speaker for an event or meeting.

Revised: 7/26/18
PROCEDURE 6.06 OFFICIAL COLLEGE WEB PAGES

“College Web pages” refer to publicly accessible web pages, which represent LCC, its divisions, services, offices, or other units as well as LCC faculty, staff and student organizations. All web pages must comply with LCC Policies as well as federal and state laws regarding nondiscrimination, copyright, offensive material, visual identity, etc. NOTE: a web page may be considered offensive simply by being linked to a page with objectionable material.

The College Website shall be maintained by the Webmaster.

1. Labette Community College Web pages shall have continuity throughout the website as determined by the Public Relations Department and Webmaster.

2. Requested changes, additions, or updates to webpages will be posted promptly after requests are reviewed by Webmaster and/or Public Relations.

3. Departmental web pages content should be informational with the intent of recruiting prospective students.

Adopted: 9/26/05
Revised: 6/22/09
Revised: 4/5/18
Labette Community College (LCC) recognizes the value in photo directories, emails, and online presences. Faculty and staff are encouraged to utilize this feature. To help with the process, LCC will provide all faculty and staff with a professional image to be used in LCC related context. LCC provided professional images should be the only photos used in LCC related directory information, including but not limited to; email, Redzone, and LCC Webpages unless approved by the appropriate Vice President. LCC will be responsible for scheduling regular photo sessions in order to keep photos current and up to date.

Adopted: 10/18/18
PROCEDURE 6.07 PHOTOGRAPHY AND FILM USE

Labette Community College reserves the right to film or take photographs of faculty, staff and students engaged in teaching, research, clinical practices, and other activities, as well as casual and portrait photography or film. These photographs, films, video’s, podcasts will be used in such promotions or publications as catalogs, brochures, posters, advertisements, recruitment and development materials as well as on the national media for promotional purposes serving Labette Community College. They may also be used on LCC maintained social media sites.

Individuals choosing to opt-out or choosing not to have their photos/videos taken and published must have a signed consent form on file in the Public Relations (PR) Department located at 1227 Building, Room D103, phone ext.1280. Digital photo and media files and archives will remain available for use by the college without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this procedure that the college reserves the right to alter photography and film for creative purposes managed through Public Relations. Faculty, students and staff who do not want their photographs used in the manner(s) described in this procedure should contact the Public Relations office.

Students may opt-out by checking the appropriate box on the enrollment form. If no check is made, the college assumes permission is given. Classes will be photographed only with the permission of the faculty member and students. Release agreements will be completed in writing prior to filming. The agreements and signatures will be kept on file by the Public Relations Department. Admissions personnel must send the PR department a copy of the student signature including the opt-out checkmark from the enrollment form as soon as it is received.

Faculty, staff and students are advised that photographs taken in public places do not require signatures or authorization for publication. Labette Community College has no control over the use of photographs or film taken by third parties, including without limitation, the news media covering college activities.

Approved: 11/15/10; 2/7/11
Approved: 12/7/17
The following procedure shall occur in regards to all events sponsored by Labette Community College committees, employee groups, departments, individuals, teams, and organizations. The procedure is an effort to ensure the subject matter is suitable to the community and the college as well as to assess any financial costs or fundraising attached to the event.

A. A written form will be completed and submitted to the President’s Assistant at least ten working days prior to the event.

B. President’s Council will review the event and either approve or not approve the event.

C. After review and recommendation by the President’s Council, the person requesting the event may provide additional documentation and resubmit the Event Approval form for further consideration if not first approved.

D. Once the event is approved, the fundraising request form, facilities form, and public relations forms must be completed.

Approved: 12/10/12
Reviewed: 12/7/17
Per Labette Community College Procedure 6.08, departments, employee groups, student organizations, athletic teams, and individuals must obtain approval to conduct an event in the name of the College or in the name of the group, whether the activity occurs on-campus or off-campus.

To request approval, the group submits a completed LCC Event Request form to the President’s Assistant. The form must be submitted to the President’s Assistant at least ten working days prior to the start of the activity.

Once approval is granted:

- Facility Request forms must be approved by the Facilities Department
- Fundraising Request forms must be approved by the Vice President of Student Affairs and the Alumni/Foundation Director.
- Printed materials for the activity must be approved by the Director of Public Relations.

Date of Request _______ Group _______

☐ Employee Group ☐ Student Organization ☐ Athletic Team
☐ Committee ☐ Department ☐ Individual

Name of LCC Event _______

Date(s) of LCC Event _______

Location(s) of LCC Event _______

Audience for the LCC Event ☐ College Students ☐ Community ☐ Both

Details of the LCC Event including number of students/employee involved, responsibilities of those involved, what participants will be asked to do, etc. ________________________________

______________________________

______________________________
Administrators and professional staff provide leadership and management of instruction, student development, administrative and financial services, and other College functions that support the mission of the College. The President is the chief executive officer and is responsible for general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (F). The chief executive officer will administer the affairs of the institution and may delegate to any officer, employee, student, or committee any part of such authority or such duties, unless prohibited by statutes, or policies of the Board of Trustees.

Whereas "conditions of employment" relate to the acquisition, allocation and/or expenditure of resources (fiscal, human, and/or physical), and contracts/employment confirmation letter for administrators and professional staff require approval of the Board of Trustees. These conditions of employment are considered policy statements which are subject to approval by the Board of Trustees.

Procedures in support of these policy statements may be approved by the President.

A. General: All sections below constitute the conditions of employment under which administrators and professional staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and professional staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is recognition that these conditions of employment are applicable.

B. Employment procedures
Employment of administrators and professional staff will conform to all applicable federal, state, and local laws, ordinances and regulations, as well as policies of the Board. The need for administrators and professional staff will be determined by the President, and recruitment and selection will be consistent with procedures developed by the Human Resource Office. Contracts/employment confirmation letter for administrators and professional staff require approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment and before the contract/employment confirmation letter is presented.

C. Terms of appointment
Administrators and professional staff perform duties and responsibilities as assigned by the President and/or designees.

Appointments which are dependent on funding from a specific source(s) other than College district budgeted funds will so state in the notice of appointment. Appointments,
including compensation or working conditions, dependent on non-College funds may be changed or terminated when the funding has been changed or no longer available.

D. Compensation
Salary ranges for administrators and professional staff are determined by the President, with contracts and employment confirmation letters for new hires after 8/29/11 subject to approval of the Board. Salaries for reappointments will depend upon available funding. Employees hired before 8/29/11 will continue to receive a contract unless otherwise notified by date specified in contract.

E. Employment Evaluation
All administrators and professional staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrators' and professional staffs' performance is reviewed with the respect to his/her position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance.

Evaluation will be conducted in compliance with approved policy and procedures.

F. Promotion, Reassignment and/or Transfers
The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrative, faculty and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

Promotion - A promotion is defined as movement from one position to another that entails a marked increase in: (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.
Promotions will normally be made using the College’s regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote administrators and professional staff by direct appointment when, in his/her best judgment, the best interests of the College will be served by passing regular procedure and directly making such an appointment.

Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment: A salary adjustment is defined as a one-time increase in salary granted to an employee within his/her salary range given to: (1) recognize that employee’s outstanding performance of his/her duties, or (2) to address an inequity between the employee’s pay and similarly situated persons, or (3) to recognize and increase in the employee’s value to the College due to market forces.

Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or creation of a new position must be made by the Vice President of Finance and Operations in collaboration with the Director of Human Resources. The Director of Human Resources (HR) is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the Vice President of Finance and Operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another, Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign administrators and professional staff within the College when, in his/her judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee’s salary may be frozen or lowered in years subsequent to the expiration of the fiscal year(s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee on an employment letter during the fiscal year(s) in which the action takes place. The President may alter or amend assigned duties, change titles or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee’s salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position on a lower salary range, the employee will be placed at approximately the same position on the lower salary range as the employee held on the higher salary range. For example, a director level employee whose salary is at the 25th percentile of the director salary range moving to a coordinator...
salary range position would be placed approximately at the 25th percentile of the coordinator salary range and receive a proportional salary reduction as a result.

G. Work Schedule

Hours: The normal week for administrators and professional staff is thirty seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch period. For seasonal requirements or special work demands, additional hours may be required.

Administrators and exempt professional staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College’s normal workweek. Nonexempt professional staff will be offered overtime or compensatory time off under the terms of the College’s Educational Support Staff Compensatory Time Procedure.

The normal workweek during the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m., Monday through Thursday, with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

H. Absence and Tardiness

Punctuality and regular attendance are an important factor in consideration for job retention and promotion. If an administrator or professional staff is going to be late or absent, the immediate supervisor should be notified. (See notification requirements)

I. Wage and Salary: Pay Periods

Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday or other College recognized holiday, paychecks will be distributed on the preceding working day. Pay checks received are based on wages earned in accordance with the individual administrator's and professional staff's contract/employment confirmation letter provision.

Paychecks: must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full time employees.

J. Payroll Deductions

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, and Kansas Public Employees Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employees.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits accountant, the vice president of finance and operations, or the human resource director and the business office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.
If there is any change in a dependency status it is the individual's responsibility to advise the Human Resource Office to this effect.

K. Pay Increases
Compensation for each administrator and professional staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such revision take effect at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications or recently hired personnel.

L. Health Insurance
Health insurance benefits will be provided for full-time and or part time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract/employment confirmation letter, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part time health insurance benefits at the part time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

M. K.P.E.R.S.
Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.

N. Social Security
Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by law.

O. Workers Compensation
Each employee of the College is covered by workers compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.
Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank or receive work compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. Waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If worker is off for three consecutive weeks, then employer shall pay worker TTD for waiting period. (See also Policy/Procedure Return to Work Program, 10.17, Sick Leave & FMLA policy).

P. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Week of Independence Day
6. Labor Day
7. Veteran's Day
8. Week of Thanksgiving Day
9. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (See also Policy 7.06)

Q. Vacation & Personal Days

Vacation leave is accrued at one day a month for Administrators and Professional Staff hired to work 12 months per year and 20 or more hours per week. For full time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. (See Policy 7.07 for Recording Vacation Time).

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal year that may be used in the same manner as vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal days. Vacation leave or personal days shall be taken in increments of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible.
R. **Sick Leave**

Each Administrator and Professional Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal year.

Employees who have accrued 30 days of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 90 days sick leave. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. In no case shall an employee be allowed to accrue more than 90 days of sick leave. If an employee elects to contribute days to the sick leave bank, his/her sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee). Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life threatening. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing and unusual. The President may approve additional days in unusual circumstances. ([See Policy 7.08 for further important information](#))

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see [Policy 2.08, Family and Medical Leave Act (FMLA) Compliance](#) for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.
S. **Sick Leave Bank**
   Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted his/her sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. *(See Sick Leave Bank Procedure)*

T. **Military Leave**
The College will comply with all military leave laws.

U. **Educational Benefits**
Labette Community College will scholarship tuition, incidental and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition, material and incidental fees for noncredit courses, seminars, and workshops. *(See Policy 7.10 for Book Loans and Policy 7.11 for Taking Classes during Working Hours)*

V. **Cafeteria Plan**
Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

W. **Tax Sheltered Annuity Proposal**
LCC will match contributions of up to $50 per month or $600 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service (from date of hire)</th>
<th>Vesting %</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>25%</td>
</tr>
<tr>
<td>6</td>
<td>40%</td>
</tr>
<tr>
<td>7</td>
<td>55%</td>
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<td>8</td>
<td>70%</td>
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<tr>
<td>9</td>
<td>85%</td>
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<tr>
<td>10</td>
<td>100%</td>
</tr>
</tbody>
</table>

X. **Discipline and Termination**
As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in **Policy 2.16 Performance Improvement** and **Procedure 2.16 Performance Improvement**.
Y. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

Definition

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.

2. The term "working days" shall mean calendar days excluding Saturday, Sunday and College holidays. Interpretation of working days shall be the responsibility of the Director of Human Resources.

3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grieveable action.

Procedures

Level 1 – The employee shall first submit the grievance in writing to his/her immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee’s complaint within five (5) working days from the date he/she receives the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee’s immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee’s next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain
of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee’s grievance is not satisfactorily resolved with her/his Vice President, the employee may submit such grievance in writing on the appropriate grievance form to the office of the President. This step must be taken within five (5) working days after the Vice President’s decision to the employee under Level 2. The President (or designee) will review the employee’s grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

Z. Reduction in Force
   If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

   The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests and length of service shall be considered.

   If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors will be retained.

   Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff he/she seems qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit.

   Assistance for those affected by reduction in force:
   • Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
   • Use of the LCC Student Success Center/Library or computer labs for resume preparation and or job searches up to one year

Revised: 3/9/17
Revised: 7/20/17
Revised: 7/12/18
Definition
"Administrator agreement" refers to the employment contract between the Board of Trustees and personnel hired to fulfill administrative and professional staff positions. These positions include but are not limited to: vice presidents, dean of instruction, associate deans, directors, coordinators, coaches, counselors, specialists, and administrative assistant to the President. The President is hired under a separate contract approved and issued by the Board of Trustees.

Contract/Employment Confirmation Letter Terms
Contracts are offered to the above employees who meet the educational and/or experience qualifications required in the position descriptions for their specific positions. Employment confirmation letters will be presented to designated employees hired after 8/29/11. This is an employment-at-will position and employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

Appointments that are dependent on funding from a specific revenue source(s) other than College district budgeted funds will so state in the contract and may terminate when the funding is no longer available.

An administrator or professional staff member with a contract in place will be offered a new contract for the ensuing fiscal year unless: (1) he/she is otherwise notified in writing by March 15 or the date specified on the contract by the President, or, (2) funding is not available.

An administrator or professional staff member has no expectation of continued employment and will not be entitled to a hearing following or prior to a decision of non-reappointment. The College is not obligated to provide a statement of reasons to the employee whose appointment is not renewed. A non-renewal notice by the President is a non-grievable action.

Contract Period/Employment Confirmation Letter and Pay Day
The normal contractual/employment confirmation letter period extends from July 1 to June 30; grant funded and other selected employees may receive a contract/employment confirmation letter whose starting and ending days reflect the grant year or other time period. However, initial and final employment contracts/employment confirmation letter may be for a shorter period. Payday is the 20th of each month. If the 20th falls on Saturday or Sunday or a holiday, payday is the preceding work day. Funding for all contracts/employment confirmation letters must be approved by the Board.

Contract Issuance
Generally in May of each year, three copies of each administrator agreement are prepared by the Human Resource Office and sent to administrators for their signatures. A deadline is stated within the contract for the signed contract to be returned to the Human Resource Office. If the administrator does not sign and return the contract by the deadline, the agreement is considered
to be null and void. Employment confirmation letters will be presented upon hire. A five (5) day deadline is stated for the signed letter to be returned to the Human Resource office. If the employee does not sign and return the letter by the deadline, the agreement is considered to be null and void.

Board Ratification
Normally in May, June, or July, the Board of Trustees ratifies the administrator agreements and letters, and the Board Chairperson and the Secretary-Clerk of the Board sign the agreement.

Contract/Employment Confirmation Letter Distribution
After all signatures are affixed, the three copies of each agreement/employment confirmation letters are distributed as follows:

1. Personnel file
2. Payroll
3. Administrator/employee

Release From Contract
Administrator agreements are deemed to be binding to both the employee and the Board of Trustees for the contractual period; however, in situations in which an administrator or professional staff wishes to resign his/her position within a contract year, he/she may do so by submitting to the President a letter requesting release from his/her contract. Such letter of resignation should state the reasons for requesting release from the contract. The President will recommend to the Board action to approve or disapprove the request.

Revised: 12/4/00, 10/3/11, 2/17/14
ADMINISTRATOR/PROFESSIONAL STAFF CONTRACT
LABETTE COMMUNITY COLLEGE
Parsons, Kansas

This contract is entered into this ___ day of ______, 20 __, between __________________ and the Board of Trustees of Labette Community College, Labette County, Kansas.

The above named person is employed as an Administrator or Professional Staff member with Labette Community College with the title of ____________ for the period of ______, 20 __, to ______, 20 __, at a salary of $__________, to be paid in twelve (12) equal, monthly installments on the 20th day of each calendar month.

The Administrator or Professional Staff member agrees to perform such services and duties as the Board or its authorized representative may direct, in a diligent and competent manner, and to abide by policies in the Policy Manual, as approved by the Board of Trustees, procedures in the Procedures Manual and other administrative rules and regulations approved by the President.

The primary duties of the Administrator or Professional Staff member shall be as follows:
______________________________.

The Administrator or Professional Staff member shall be entitled to all employee benefits (such as sick leave, holidays, and vacations) provided in the Policy Manual of Labette Community College.

The Administrator or Professional Staff member will be offered a new contract for the ensuing fiscal year unless: (1) he/she is otherwise notified in writing by March 15 by the President, or, (2) funding is not available through grants.

The Administrator or Professional Staff member will accept this contract by signing and returning three (3) copies to the Human Resource Office. When all signatures are affixed, one copy shall be returned to the Administrator or Professional Staff member. If this contract is not signed and returned to the Human Resource Office by ____, 20 __, the offer of employment shall expire and this Contract shall be null and void, and the Administrator or Professional Staff member will have no future claims on Labette Community College relating to this offer of employment.

IN WITNESS WHEREOF, the parties have signed their names effective the date first written above.

LABETTE COMMUNITY COLLEGE
PARSONS, KANSAS

By _________________
Chairperson of the Board

By _____________
Clerk of the Board
This contract approved and accepted by the Administrator or Professional Staff member on___, 20__.

__________________________________
Administrator or Professional Staff member
Holiday Break will be determined annually. In no case, shall non instructional staff be required to work on the day before Christmas day. In cases where the above procedure results in a holiday period containing fewer than nine (9) working days, the holiday period will be extended past the normal work resumption date and/or an earlier start date for the holiday period may be approved so that the holiday period is equal to at least nine working days. Additionally, the College will be closed the weeks of July 4th and Thanksgiving Day observances. Staff will receive additional time off during Spring Break week to be determined by the President.

Observance of Holidays: Additional paid days off may be observed during the Christmas recess or at other times as announced by the President. Nationally recognized paid holidays observed by the College will normally be observed on the date used by the federal government. However, if the day of official observance falls on a non work day at the College, the President will schedule the College’s observance of the holiday on an alternate workday or will otherwise establish the work schedule to provide an alternative day off for employees. The President also may choose to observe the President’s Day and Veteran’s Day holidays on the official date or assign another date. In the event it is assigned to the Christmas recess, it will be in addition to the recess of nine (9) working days.

** Benefits for part-time employees will be paid in accordance with Procedure 10.00, Calculation of Part-time Hours Paid.

Revised 2/12/07, 9/29/11
Payroll Procedure for Reporting Vacation: For reporting and payroll purposes, vacation time will be used according to the FLSA standard as to the exempt or nonexempt status of the position.

For exempt employees vacation can only be taken in full day increments in accordance with FLSA standards for exempt employees. Actual accrual of vacation time however, will be figured to the nearest quarter hour.

For nonexempt (hourly) employees vacation time will be figured to the nearest quarter hour based upon the actual amount of time used or accrued.

** Benefits for part-time employees will be paid in accordance with Procedure 10.00, Calculation of Part-time Hours Paid.

Revised 4/27/04
**PROCEDURE 7.08  ADMINISTRATORS and PROFESSIONAL STAFF SICK LEAVE**

Payroll Procedure for Reporting Sick Leave: For reporting and payroll purposes, sick leave will be used according to the FLSA standard as to the exempt or nonexempt status of the position.

For exempt employees sick leave can only be taken in full day increments in accordance with FLSA standards for exempt employees. Actual accrual of sick leave however, will be calculated to the nearest quarter hour increment.

For nonexempt (hourly) employees sick leave will be figured to the nearest quarter hour based upon the actual amount of time used or accrued.

Sick Leave Usage: For purposes of clarifying Policy 7.01 Conditions of Employment (R) and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: “Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness, birth or a death in the immediate family (husband, wife, father, mother, son, daughter, son-in-law, daughter-in-law or any person who is wholly dependent on the employee. Step, foster and half relationships are considered to be included in the above definition of immediate family). Employees are limited to a total of five days sick leave taken due to the birth of a well child who is not their own. Sick leave will be taken according to the FMLA policy when the employee is eligible for FMLA leave or maternity leave under the FMLA Act.

** Benefits for part-time employees will be paid in accordance with Procedure 10.00, Calculation of Part-time Hours Paid.

Revised 7/5/05
PROCEDURE 7.09  SICK LEAVE BANK

Purpose:

To establish a bank of sick leave days donated by LCC employees in order to provide a benefit to employees who have suffered a catastrophic injury or illness and who do not have sufficient sick leave days.

Criteria:

A. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such injury or illness must be severe, continuing and unusual and force the employee to exhaust all sick leave time earned by the employee and to, therefore, potentially lose compensation.

B. At least ten (10) working days absence are required before an employee may apply for days from the bank. If approved, these ten days would be covered by the plan.

C. Catastrophic illness or injury must require the services of a doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.

D. A maximum of five (5) days may be donated, on a voluntary basis, to the sick leave bank on July 1, February 1, or at any time during the year when the committee notifies employees of a shortage in the bank.

E. Once sick leave has been donated to the sick leave bank, it cannot be restored to the individual.

F. Employees may not designate a particular employee to receive their donated time.

G. Employees who use sick leave days from the bank are not required to pay them back.

H. Full-time employees, including those employees who have contributed to the bank, who have been employed by LCC for more than three (3) months, may apply for sick leave bank days.

I. All applications for sick leave bank time must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work.

J. Prior to making an application, the applicant must have utilized all of his/her accumulated sick leave. However, the applicant is not required to first utilize all of her/his vacation days prior to making application to the sick leave bank.

K. A combination of the employee’s sick leave days and the days drawn from the sick leave bank may not exceed ninety (90) days total in a rolling year to begin the first day utilizing
the sick leave bank. Upon a doctor’s release on the employee’s return to work, unused sick leave bank days would automatically be returned to the sick leave bank.

L. Days in the sick leave bank may be distributed until the bank is exhausted.

M. Guidelines for the committee are: Approved applicants will be granted days from the requested start date until a combination of their sick leave days and the bank days have reached a maximum of 90 days or until the bank is exhausted.

N. The Director of Human Resources shall serve as chairperson of the ad hoc committee.

Committee:

A. An ad hoc sick leave bank committee will make recommendations relative to the distribution of days and will consist of one member from each group that participates in the sick leave bank. The Vice President of Finance and Operations will appoint members to the committee after receiving nominations from each group.

B. The committee shall make recommendations regarding the eligibility of the employee for sick leave bank days, to the Director of Human Resources, based on the information submitted.

Adopted: 6/12/95
Revised: 9/24/07
Statement of Principle

Labette Community College encourages its staff to develop professionally and personally by utilizing the educational opportunities available at the College. To ensure all classified and professional staff are allowed to participate as equally as business circumstances allow, the following procedures are provided to set guidelines for supervisors and those LCC employees who need to attend courses during their regularly scheduled work hours.

Procedure

Implementation of the procedure is the responsibility of the Director of Human Resources.

Employees shall take courses during non-working hours when possible if the course is not required by the supervisor. When taking courses during non-working hours is not possible, supervisors shall make a reasonable effort to accommodate employee requests made under this procedure taking into account the employee’s needs/wants, the employee's normal work load during the period of absence and the availability of work study employees and other staff who are willing to cover for the employee requesting time off to attend class. Employees will work with their supervisor to ensure their course(s) are taken at times which minimize the impact on their department.

In all cases listed below, taking courses during normal working hours must be pre-approved by the supervisor and the next higher supervisor.

Employees are allowed to take courses during their regularly scheduled work hours under the following conditions:

Courses Taken By Employee Request

Employees may take college courses, non-credit courses, workshops, or seminars during their normal workday with the approval of their supervisor and the next higher supervisor. Tuition will be scholar-shipped for courses taken for credit upon approval if the courses are work related or required to obtain a degree or enhance the employee's employment opportunities at LCC. These hours do not have to be made up. If the courses are not job related, as determined by the College, or required to obtain a degree or enhance the employee's employment opportunities at LCC, the employee must make up the hours missed by arrangement with their supervisor and the next higher supervisor and written documentation including signatures on file in the Human Resource office.

Courses Taken At Supervisor's Request
Courses taken by Supervisor's request must be part of an approved performance improvement plan on file with the Human Resources Department or as part of a hiring agreement to allow the employee a reasonable amount of time to meet the minimum education requirement for their current position. For nonexempt employees, all time spent attending courses taken at the request of the employee's supervisor, whether during normal working hours or not, will be considered hours worked under this policy and will be subject to the compensatory time procedure if the total hours worked exceed 37 ½ hours in a week, subject to the College's hourly employee wage policy. Under this provision, tuition and fees will be scholar-shipped for LCC courses taken for credit. Tuition and fees for non-credit courses, workshops and seminars taken at the request of the supervisor shall be paid by funds from that supervisor's budget.

Miscellaneous Information

Educational Support Staff and Professional Staff will be exempt from paying all LCC fees on courses taken for credit. Non-credit courses, workshops and seminars taken at the request of the classified and professional staff must be paid for by the employee, including associated fees.

Appeals

Any employee whose request to take a course during their normal work day that has been denied by their supervisor may appeal in writing to the next higher supervisor within three working days of the denial.

Revised: 8/7/06, 9/21/09
Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College. Whereas "conditions of employment" relate to the acquisition, allocation and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.

Procedures in support of these policy statements shall be approved by the President.

A. Employment Procedures
   Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials are required upon offer of employment.

B. Compensation
   Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. (See Policy 8.12 for Shift Differential pay)

C. Definition of Educational Support Staff
   "Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.

   Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20. All full-time employees are entitled to receive all fringe benefits provided by the College.

   Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.

   Part-time employees may work a maximum of 40 hours per week for a limited period of time.

D. Employment Evaluation
   All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to his or her position description and other performance factors. The evaluation is designed to provide a means of two-way communication between employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individuals'
performance. Evaluation is also used to determine if an employee should be retained or dismissed from employment.

E. Promotion, Reassignment and/or Transfers
The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrator, faculty and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or salary adjustment.

Promotion- A promotion is defined as movement from one position to another that entails a marked increase in: (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College’s regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote Educational Support Staff by direct appointment when, in her/his judgment, the best interests of the College will be served by bypassing regular procedure and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment - A salary adjustment is defined as a one-time increase in salary granted to an employee within her/his salary range given to: (1) recognize that employee’s outstanding performance of his/her duties, or (2) to address an inequity between the employee’s pay and similarly situated persons, or (3) to recognize an increase in the employee’s value to the College due to market forces.

Planned salary adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or creation of a new position must be made in collaboration with the Director of Human Resources (HR). The Director of HR is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the Vice President of Finance and Operations will decide the issue.
**Reassignment** - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign Educational Support Staff within the College when, in her/his judgment, the best interests of the College will be served by such a reassignment. Such action may include freezing or lowering the effected employee’s salary to place the employee appropriately in the salary range of the new position. The President may alter or amend assigned duties, change titles or reassign employees at any time.

**Transfer** - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. Although the College may raise a transferring employee’s salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position on a lower salary range, the employee will be placed at approximately the same position on the lower salary range as the employee held on the higher salary range. For example, an OPSS I level employee whose salary is at the 25th percentile of the that salary range moving to an OPSS II salary range position would be placed approximately at the 25th percentile of the OPSS II salary range and receive a proportional salary reduction as a result.

**F. Work Schedule**

Hours - The normal week for Educational Support Staff personnel is thirty seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch period. For seasonal requirements or special work demands, a Dean of Instruction may alter the official workweek.

The workweek of the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m. Monday through Thursday with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

**G. Absence and Tardiness**

Punctuality and regular attendance are an important factor in consideration for job retention and promotion. If an employee is going to be late or absent, he/she should notify his/her immediate supervisor. (See additional information on notification and recording)

**H. Wage and Salary**

1. **Pay Periods**

   Paychecks for all Educational Support Staff personnel are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday or other College recognized holiday,
Paychecks will be distributed on the preceding workday. Paychecks received are based on wages earned from the 16th of the previous month through the 15th of the current month.

Payroll checks must be picked up by the employee or there must be a signed authorization before another person can receive an employee’s check.

Direct deposit is available for full time employees.

2. **Payroll Deductions**

Payroll deductions are made as required for FICA, Federal Income Tax, Kansas State Income Tax, and Kansas Public Employee Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits accountant, the vice president of finance and operations, or the human resource director and the business office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there are any changes in a dependency status it is the employees' responsibility to advise the Human Resource Office of the change.

3. **Compensatory Time**

**Statement of Principle**

Labette Community College’s practice is to comply with the requirements of all federal and state employment laws. To comply with the provisions of the Fair Labor Standards Act, the following procedure is established to: ensure compliance with the compensatory time provisions of the FLSA, promote equitable treatment of all non-exempt staff and provide for adequate record keeping to administer the compensatory time procedure of Labette Community College.

**Procedure**

The Director of Human Resources shall be responsible for the implementation and administration of this procedure including the maintenance of the master compensatory time file for all non-exempt (hourly) employees. All non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with approval of their supervisor.

For all non-exempt (hourly) staff, all hours worked in excess of the normal workday must be approved in advance by the appropriate supervisor and recorded on forms provided by the Human Resource department. It is understood that all hours in excess of 37 ½ hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Employees who work extra hours without the permission of their supervisor may be subject to disciplinary action.
In the absence of a written work rule on file in the payroll office, it will be assumed that all hours in excess of 37 ½ worked in a regular work week are compensatory time for payroll and leave purposes. With the approval of the appropriate Dean, each department of the College which employs non-exempt staff may establish a specific department wide work rule in consultation with its non-exempt staff concerning whether hours worked in excess of 37 ½ per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received.

Any time worked over 37 ½ hours per week, which is to be handled differently than that department’s usual practice must be agreed to by the appropriate Dean, supervisor and the employee in advance of the work being performed. In the event that mutual agreement cannot be reached and the supervisor requires the non-exempt employee to work the extra hours, the extra hours will be treated per the departmental work rule or this procedure if a departmental rule is not in effect.

Compensatory time will be computed at the rate of 1 and ½ hours of compensatory time for every hour worked over 37 ½ hours per workweek. If an hourly employee works more than 7 ½ hours in a day, the supervisor may elect to give the employee time off during the same week on the basis of one extra hour worked to one hour off in lieu of comp time. (See Policy 8.05 for additional information)

Every eligible employee may accrue up to 75 hours of compensatory time (equivalent to 50 hours worked). In the event that an eligible employee accrues more than 75 hours of compensatory time, the excess over 75 hours will be paid to the employee no later than the next regular pay day following posting of the accrued hours. Payment for compensatory time in excess of 75 hours will be made at the rate currently earned by the employee.

Employees who are transferred to another department or division at the request of the College administration retain their accrued compensatory time and the new department will assume the liability. If a non-exempt employee’s status is changed to being exempt by the College for any reason, the employee will be paid for all accrued compensatory time not later than the next pay day following the status change.

Employees leaving employment for any reason will be paid for all of their remaining accrued compensatory time on their final paycheck. Payment of compensatory time to employees leaving employment will be based on the higher of:

a. the average regular rate of pay for the previous three years of employment, or

b. the final regular rate of pay received by the employee prior to termination.

All compensatory time taken by non-exempt employees will be reported to payroll using College leave forms. (See Policy 8.05)
Under FLSA rules, employers must make compensatory hours readily available for use by their employees and may set reasonable limitations on use. Employees will notify their supervisor of their intent to take compensatory time no less than 2 full working days (a week’s notice is preferred) prior to the start of such leave except in exceptional circumstances. Supervisors will grant the leave requested unless doing so will unreasonably disrupt the operations of the department. (Refusal due to simple inconvenience to the supervisor or department will not be considered an acceptable reason to deny leave.)

Employees who feel they have unreasonably been denied the opportunity to use compensatory time by their supervisor may appeal their supervisor’s decision directly to the Director of Human Resources. The Director of Human Resources will consult with the appropriate Dean or the President, in cases where the supervisor is also the Dean, as soon as it is practical and they will jointly reach a decision on the matter that will be final.

4. **Employment Letter**

   Educational Support Staff employees will receive an employment confirmation letter when hired after 8/29/11. This is an employment-at-will position and your employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

5. **Pay Increases**

   Each employees' compensation shall be reviewed annually by the administration and the Board of Trustees. Recommended increases take effect at the beginning of the fiscal year, July 1st. Wage adjustments may be granted at other times of the year to allow for promotions, job reclassification or recently hired personnel. See Also Procedure 10.03 Classification Appeal/Review and Procedure 10.030 Administrative Classification Appeal/Review

I. **Health Insurance**

   Health insurance benefits will be provided for full-time employees and or part time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee’s pay will be made for the above options.

   Participation in the insurance plan, at least for single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

   Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part time health insurance benefits at the part time rate.
Details concerning this policy and related procedures may be obtained from the Human Resource Office.

J. **K.P.E.R.S.**
Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning this program is available in the Human Resource Office.

K. **Social Security**
Labette Community College participates in the Federal Program of Social Security. A required deduction is made from the employees’ paycheck with a matching contribution made by the College.

L. **Workers Compensation**
Each employee of the College is covered by workers compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee’s immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank or receive work compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. Waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If worker is off for three consecutive weeks, then employer shall pay worker TTD for waiting period. (See also Policy/Procedure, Return to Work Program, 10.17, *Sick Leave & FMLA policy*).

M. **Holidays**
The following holidays will be observed annually:

1. New Year’s Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Week of Independence Day
6. Labor Day
7. Veteran’s Day
8. Week of Thanksgiving Day
9. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (*See Policy 8.06 for further information.*)
N. Vacation
Vacation leave is accrued at one day a month for Educational Support Staff hired to work 12 months per year and 20 or more hours per week. For full time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal or grant year that may be used in the same manner as vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal days. Vacation leave shall consist of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible. (See Policy 8.07 for further details)

O. Sick Leave
Each Educational Support Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal or grant year as appropriate.

At the end of any fiscal year in which 30 days have been accumulated, all accumulating factors are eliminated and 90 days sick leave will be granted. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. If an employee elects to contribute days to the sick leave bank, his/her sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 or more working days.

Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee). Additionally, within
the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life threatening. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing and unusual. The President may approve additional days in unusual circumstances. See Policy 8.08 for further information.

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see Policy 2.08, Family and Medical Leave Act (FMLA) Compliance, for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

P. Sick Leave Bank
Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted her/his sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. (See Policy 8.09 for details)

Q. Military Leave
The College will comply with all military leave laws.

R. Educational Benefits
Labette Community College will scholarship tuition, incidental and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition, material and incidental fees for noncredit courses, seminars, and workshops. (See Policy 8.10 for Book Loans and Policy 8.11 for Taking Classes during Working Hours).

S. Cafeteria Plan
Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

T. Tax Sheltered Annuity Proposal
LCC will match contributions of up to $50 per month or $600 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:
<table>
<thead>
<tr>
<th>Years of Service (from date of hire)</th>
<th>Vesting %</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>25%</td>
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<tr>
<td>6</td>
<td>40%</td>
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<td>9</td>
<td>85%</td>
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<td>10</td>
<td>100%</td>
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U. **Discipline And Termination**

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

V. **Grievance**

*Introduction*

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

*Definition*

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.

2. The term "working days" shall mean calendar days excluding Saturday, Sunday and College holidays. Interpretation of working days shall be the responsibility of the Director of Human Resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grievable action.

**Procedures**

Level 1 – The employee shall first submit the grievance in writing to his/her immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee’s complaint within five (5) working days from the date he/she receives the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee’s immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee’s next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee’s grievance is not satisfactorily resolved with her/his Vice President, the employee may submit such grievance in writing on the appropriate grievance form to the office of the President. This step must be taken within five (5) working days after the Vice President’s decision to the employee under Level 2. The President (or designee) will review the employee’s grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

**W. Reduction in Force**

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors will be retained.
Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff he/she seems qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by reduction in force:
- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and or job searches up to one year

Revised: 3/9/17
Revised: 7/20/17
Revised: 7/12/18
PROCEDURE 8.05 WAGE AND SALARY-COMPENSATORY TIME

Payroll Procedure for Reporting Compensatory Time: For reporting and payroll purposes, compensatory time will be figured to the nearest quarter hour based upon the actual amount of time used or accrued for all Educational Support Staff.

Adopted: 6/1/98
PROCEDURE 8.06  EDUCATIONAL SUPPORT STAFF HOLIDAYS

Holiday Break will be determined annually. In no case, shall non instructional staff be required to work on the day before Christmas day. In cases where the above procedure results in a holiday period containing fewer than nine (9) working days, the holiday period will be extended past the normal work resumption date and/or an earlier start date for the holiday period may be approved so that the holiday period is equal to at least nine working days. Additionally, the College will be closed the weeks of July 4th and Thanksgiving Day observances. Staff will receive additional time off during Spring Break week to be determined by the President.

Observance of Holidays: Additional paid days off may be observed during the Christmas recess or at other times as announced by the President. Nationally recognized paid holidays observed by the College will normally be observed on the date used by the federal government. However, if the day of official observance falls on a non work day at the College, the President will schedule the College’s observance of the holiday on an alternate workday or will otherwise establish the work schedule to provide an alternative day off for employees. The President also may choose to observe the President’s Day and Veteran’s Day holidays on the official date or assign another date. In the event it is assigned to the Christmas recess, it will be in addition to the recess of nine (9) working days.

** Benefits for part-time employees will be paid in accordance with Procedure 10.00, Calculation of Part-time Hours Paid.

Revised: 2/12/07, 9/29/11
Payroll Procedure for Reporting Vacation: For reporting and payroll purposes, vacation time will be figured to the nearest quarter hour based upon the actual amount of time used or accrued for all Educational Support Staff.

** Benefits for part-time employees will be paid in accordance with Procedure 10.00, Calculation of Part-time Hours Paid.

Revised 7/16/03
PROCEDURE 8.08  EDUCATIONAL SUPPORT STAFF SICK LEAVE

Payroll Procedure for Reporting Sick Leave: For reporting and payroll purposes, sick leave time will be figured to the nearest quarter hour based upon the actual amount of time used or accrued for all Educational Support Staff.

Sick Leave Usage: For purposes of clarifying Policy 8.01 (O) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: “Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness, birth or a death in the immediate family (husband, wife, father, mother, son, daughter, son-in-law, daughter-in-law or any person who is wholly dependent on the employee. Step, foster and half relationships are considered to be included in the above definition of immediate family). Employees are limited to a total of five days sick leave taken due to the birth of a well child who is not their own. Sick leave will be taken according to the FMLA policy when the employee is eligible for FMLA leave or maternity leave under the FMLA Act.

** Benefits for part-time employees will be paid in accordance with Procedure 10.00, Calculation of Part-time Hours Paid.

Revised 7/5/05
Purpose:

To establish a bank of sick leave days donated by LCC employees in order to provide a benefit to employees who have suffered a catastrophic injury or illness and who do not have sufficient sick leave days.

Criteria:

A. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such injury or illness must be severe, continuing and unusual and force the employee to exhaust all sick leave time earned by the employee and to therefore potentially lose compensation.

B. At least ten (10) working days absence are required before an employee may apply for days from the bank. If approved, these ten days would be covered by the plan.

C. Catastrophic illness or injury must require the services of a doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.

D. A maximum of five (5) days may be donated, on a voluntary basis, to the sick leave bank on July 1, February 1, or at any time during the year when the committee notifies employees of a shortage in the bank.

E. Once sick leave has been donated to the sick leave bank, it cannot be restored to the individual.

F. Employees may not designate a particular employee to receive their donated time.

G. Employees who use sick leave days from the bank are not required to pay them back.

H. Full-time employees, including those employees who have contributed to the bank, who have been employed by LCC for more than three (3) months may apply for sick leave bank days.

I. All applications for sick leave bank time must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work.

J. Prior to making an application, the applicant must have utilized all of her/his accumulated sick leave. However, the applicant is not required to first utilize all of her/his vacation days prior to making application to the sick leave bank.

K. A combination of the employee’s sick leave days and the days drawn from the sick leave bank may not exceed ninety (90) days total in a rolling year to begin the first day utilizing
the sick leave bank. Upon a doctor’s release on the employee’s return to work, unused sick leave bank days would automatically be returned to the sick leave bank.

L. Days in the sick leave bank may be distributed until the bank is exhausted.

M. Guidelines for the committee are: Approved applicants will be granted days from the requested start date until a combination of their sick leave days and the bank days have reached a maximum of 90 days or until the bank is exhausted.

N. The Director of Human Resources shall serve as chairperson of the ad hoc committee.

Committee:

A. An ad hoc sick leave bank committee will make recommendations relative to the distribution of days and will consist of one member from each group that participates in the sick leave bank. The Vice President of Finance and Operations will appoint members to the committee after receiving nominations from each group.

B. The committee shall make recommendations regarding the eligibility of the employee for sick leave bank days, to the Director of Human Resources, based on the information submitted.

Adopted: 6/12/95
Revised: 9/24/07
PROCEDURE 8.11 TAKING COURSES DURING SCHEDULED WORK HOURS

Statement of Principle

Labette Community College encourages its staff to develop professionally and personally by utilizing the educational opportunities available at the College. To ensure all classified and professional staff are allowed to participate as equally as business circumstances allow, the following procedures are provided to set guidelines for supervisors and those LCC employees who need to attend courses during their regularly scheduled work hours.

Procedure

Implementation of the procedure is the responsibility of the Director of Human Resources.

Employees shall take courses during non-working hours when possible if the course is not required by the supervisor. When taking courses during non-working hours is not possible, supervisors shall make a reasonable effort to accommodate employee requests made under this procedure taking into account the employee's needs/wants, the employee's normal work load during the period of absence and the availability of work study employees and other staff who are willing to cover for the employee requesting time off to attend class. Employees will work with their supervisor to ensure their course(es) are taken at times which minimize the impact on their department.

In all cases listed below, taking courses during normal working hours must be pre-approved by the supervisor and the next higher supervisor.

Employees are allowed to take courses during their regularly scheduled work hours under the following conditions:

Courses Taken By Employee Request

Employees may take college courses, non-credit courses, workshops, or seminars during their normal workday with the approval of their supervisor and the next higher supervisor. Tuition will be scholar-shipped for courses taken for credit upon approval if the courses are work related or required to obtain a degree or enhance the employee's employment opportunities at LCC. These hours do not have to be made up. If the courses are not job related, as determined by the College, or required to obtain a degree or enhance the employee's employment opportunities at LCC, the employee must make up the hours missed by arrangement with their supervisor and the next higher supervisor and written documentation including signatures on file in the Human Resource office.
Courses Taken At Supervisor's Request

Courses taken by Supervisor's request must be part of an approved performance improvement plan on file with the Human Resources Department or as part of a hiring agreement to allow the employee a reasonable amount of time to meet the minimum education requirement for their current position. For nonexempt employees, all time spent attending courses taken at the request of the employee's supervisor, whether during normal working hours or not, will be considered hours worked under this policy and will be subject to the compensatory time procedure if the total hours worked exceed 37 ½ hours in a week, subject to the College's hourly employee wage policy. Under this provision, tuition and fees will be scholar-shipped for LCC courses taken for credit. Tuition and fees for non-credit courses, workshops and seminars taken at the request of the supervisor shall be paid by funds from that supervisor's budget.

Miscellaneous Information

Educational Support Staff and Professional Staff will be exempt from paying all LCC fees on courses taken for credit. Non-credit courses, workshops and seminars taken at the request of the classified and professional staff must be paid for by the employee, including associated fees.

Appeals

Any employee whose request to take a course during their normal work day that has been denied by their supervisor may appeal in writing to the next higher supervisor within three working days of the denial.

Revised: 8/7/06, 9/21/09
To be eligible for shift differential pay, the Educational Support Staff must be assigned to work in a position which has been designated as an evening shift position by the appropriate VP, Dean or Director, and the position itself must require the job holder to work a clear majority of the work week on the evening shift (i.e. after 4:30 PM or normal work day) on a continuing basis. Staff who are required to temporarily work in a designated evening shift position will be entitled to evening shift pay for each week that they work a majority of the work week on the evening shift. Educational Support Staff who occasionally work evenings or Educational Support Staff whose work week regularly includes evening shift work, but for less than 50% of the week, are not eligible for shift differential pay.

Educational Support Staff working in evening shift jobs are responsible for recording the number of hours spent each day working evenings on their time sheet in a manner where they can be tracked by their supervisor. The appropriate supervisor must review and approve the timesheet before the shift differential will be paid.

Approved: 1-24-00
A. General

Each instructor shall perform the duties and services necessary to the position for which employed, shall make and file reports required by the Board or President, shall cooperate with the Administration in the development and execution of the instructional program, and shall perform such other services as may be mutually agreed upon by the Administration and the instructor.

B. Due Process Procedures

An act concerning due process procedures upon termination of non-renewal of teachers' contracts; providing for the disposition of certain costs of hearings thereon; is stated in SB 460, amending KSA 1974 Supp. 72-5436 to 72-5440, 75-5442, 72-5443, and 72-5445.

(Copies of this law may be reviewed in the office of the President or Vice President of Academic Affairs or obtained from the Faculty Senate.)

C. Professional Compensation

Salary for instructors covered by the Master Agreement shall be in accordance with current salary schedule.

(See Master Agreement, Article XVI.)

D. Meetings

See Master Agreement.

E. Office Hours

See Master Agreement.

F. Personnel Policies

Written personnel policies are instrumental in guiding the judgment of all persons concerned with the educational program. Written policies establish definite relationships among participants by setting standards to which all parties accept the responsibility of conforming.

(See Master Agreement)
G. Retirement

(See Master Agreement)

H. Teaching and Evaluation of Instruction

(See Master Agreement, Appendix D)

I. Qualifications

Labette Community College abides by the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. These qualifications are required by all full-time, adjunct, concurrent, dual credit, and temporary faculty who teach for the college. All faculty are required to have appropriate documentation on file.

Faculty teaching general education (transfer) courses are required to have the following qualifications:

- Master’s degree or higher in the teaching discipline or subfield taught
- A Master’s degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.
- Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:

  - Bachelor’s degree and or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.
  - Faculty teaching non-transfer courses including developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.
  - Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
  - Any exception due to special circumstances must be approved by the Vice President of Academic Affairs.

The Dean of Instruction/CTE Director as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other supporting documentation. If the potential instructor is not properly credentialed, the Dean of Instruction may approve a Degree/Credentialing plan to ensure full
compliance by September 1, 2022, which meets our HLC approved extension to come into compliance. The approved plan must be updated annually.

In addition to meeting the HLC required faculty qualifications, faculty teaching concurrent general education courses must meet the requirements of the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement between the high school and Labette Community College.

J. Leave of Absence Policy

Upon request and subject to approval by the Board of Trustees, a faculty member may be allowed to take a leave of absence for up to one year in duration. These leave requests are to be limited to requests for study in an academic area approved by the Board of Trustees. The pertinent items relating to this Leave of Absence are as follows:

A faculty member shall:
1. Be employed for at least two (2) years before being eligible for a leave of absence. Application for leave may be submitted during the second semester of the second year.

2. Receive no remuneration from LCC during this leave period.

3. Be allowed to retain accumulated sick leave credit during the leave period. No credits will accrue during the leave period.

4. Be allowed to remain within the LCC medical health insurance group during this leave period. No portion of the premium will be paid by the Board during this leave period and prior arrangements must be made with the administration for these payments to be made.

5. Be reassigned in a comparable position with the one held prior to the leave period provided a vacancy exists and the request for reassignment to active employment is made on or before February 15 of the school year previous to reinstatement. If the date of return from Leave of Absence is other than the beginning of the contract year, then reinstatement of the faculty member will be subject to a vacancy occurring for which the instructor is qualified to fill as determined by the administration.

K. Reduction-in-Force

When one or more instructors are to be terminated or demoted because of a change in the size or nature of the student population, unavoidable budgetary limitations or similar factors affecting the overall operation of the College, part-time instructors shall be terminated first, provided full-time instructors are qualified replacement.

If after the above procedure has been followed it becomes necessary to reduce the instructional staff, the instructor or instructors to be terminated or transferred shall be determined on a seniority basis, provided that the affected instructor is qualified to perform the work of the instructor who is to be terminated.
Seniority is defined as: (Subject to Kansas continuing contract law)

1. For purposes of reduction-in-force, seniority is defined as continuous years of employment in a full-time instructional position at the College.

2. In the event of equal years of continuous full-time instruction, number of credit hours taught as an adjunct instructor at the College prior to current full-time instruction will be used to make a determination.

3. In the event the above two items are equal, educational qualifications will be used.

4. In the event the above three items are equal, performance evaluations and experience will be considered.

With respect to the application of the above, termination shall be made in inverse order of length of service from the most recent date of employment at the College.

Before terminating a faculty member, the College administration shall make a reasonable effort to place them in another suitable position within the College.

Revised: 6/12/01, 4/25/09, 7/14/11, 5/1/14, 9/12/14, 1/8/15, 4/13/17
Labette Community College employs salaried exempt and hourly non-exempt employees. This procedure has been created to inform our part time employees the expectations of the college on the number of hours they are expected to average, and if they are hourly employees, how the college will calculate holiday, sick leave, and vacation pay. Part-time employees who average working 20 hours or more per week are entitled to benefits. For additional information on benefits refer to the following policies and procedures:

Policy 7.01 Administrators and Professional Staff: Conditions of Employment
Procedure 7.06 Administrators and Professional Staff Holidays
Procedure 7.07 Administrators and Professional Staff Vacation
Procedure 7.08 Administrators and Professional Staff Sick Leave
Policy 8.01 Educational Support Staff: Conditions of Employment
Procedure 8.06 Educational Support Staff Holidays
Procedure 8.07 Educational Support Staff Vacation
Procedure 8.08 Educational Support Staff Sick Leave

Calculation of average hours expected to be worked by all part time employees hired on a percentage of full-time basis

The average weekly number of hours expected of part-time employees is calculated by taking 37.5 times the percent of time the employee is hired to work. This will give you the average of the hours you are expected to work in a workweek. Take this time and divide by 5 to get your daily hours to be paid if you are an hourly employee. The Supervisor and appropriate Dean must approve variable work schedules, in advance. Hours worked must not exceed the part-time average work hours per quarter. For example:

80% time is equal to:
37.5 X .80 = 30 hrs. per week; 30 X 13 weeks per quarter = 390 hrs. average per quarter.

Salaried exempt employees will be paid a monthly salary based upon their contract amount divided by twelve or the number specified in their contract regardless of the number of hours worked per week. The above calculation is provided to salaried part-time employees so they will know the minimum number of hours of work expected of them per week.

Payroll Procedure for Calculating Part Time Hours Paid

Examples:

60% time is equal to:
37.5 x .60 = 22.5 hrs. per week, 22.5 / 5 = 4.5 hours per day, 1 day = 4.5 hrs.

80% time:
37.5 x .80 = 30 hrs. per week; 30 / 5 = 6 hours per day; 1 day = 6 hrs

Vacation, Sick, and Holidays will be paid at your hour per day rate.
Pay example for 60% time

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<th>Non-work hrs. paid</th>
<th>Expected work hrs.</th>
<th>Total hrs. paid</th>
</tr>
</thead>
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<tr>
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Pay example for 80% time

<table>
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<th>Expected work hrs.</th>
<th>Total hrs. paid</th>
</tr>
</thead>
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<tr>
<td>5</td>
<td>30.0</td>
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</tbody>
</table>

Summer days: Part-time employees will have the option to work 4 days at their hour per day rate, which will slightly reduce your weekly pay, or work their weekly hours in the 4 day period. Summer schedules must be approved, in advance, by the Supervisor and appropriate Dean.

Example:

- 60% time = 4 – 4.5 hr days or 22.5 hrs. in the 4 day week.
- 80% time = 4 – 6.0 hr days or 30 hrs. in the 4 day week.

**Compensatory Time and Over-Time:**
Non-exempt part-time employees are entitled to over-time pay or accumulation of compensatory time when they work more then 37.5 hours in a week.

Revised: 7/5/05
PROCEDURE 10.01  JOB DESCRIPTIONS

Labette Community College will create and maintain a job description document containing the job descriptions for all full-time and appropriate part-time positions. The purpose of the job description is to facilitate the evaluation process by clearly communicating the job’s responsibilities to all parties involved, to provide a vehicle for the proper classification of the position and placement on the salary schedule, to give essential functions of the position for ADA and accommodation purposes, to provide a basis for staffing decisions, and other human resource functions such as hiring new or replacement staff. The Director of Human Resources will be responsible for implementing this procedure.

Job descriptions may apply to one or a substantially similar group of College positions. The appropriate Dean using the current official format will create descriptions for new jobs in consultation with the Director of Human Resources. The Director of Human Resources prior to placing the job description into the official job description document will review and approve the format and compliance aspects of the position description.

Job Descriptions and the Hiring Process

All advertisements and position opening announcements will reflect the contents and requirements of the official job description. The qualifications, experience, and education of all persons hired to perform a job will substantially match those described in the job description. Supervisors and/or the appropriate Dean in consultation with the Director of Human Resources should review and make any necessary changes to job descriptions for open positions prior to starting the search.

Job Descriptions and the Evaluation Process

Administrators, professional, and Educational Support Staff will be furnished a copy of their job description at their annual evaluation. The employee and her/his supervisor will review the job description to ensure it accurately reflects the current duties of the position. A space will be provided on the evaluation form for the initials of the employee to verify that he/she has had the opportunity to review their position description with their supervisor and make suggestions for changes.

Changes to the Job Description

The President has the right under College policy to change the duties and titles of all professional and administrative staff. Supervisors with the approval of the appropriate Dean may change the job duties and titles of all Educational Support Staff in consultation with the Director of Human Resources. The President or the Supervisor as appropriate will forward a final draft containing all the proposed changes to the Director of Human Resources for review and approval of the format and compliance aspects of the position description. Following the approval process, the President or the supervisor will inform the affected staff of material changes to their job descriptions or job titles prior to implementing the changes. Whenever possible, staff will be given the opportunity for input into any proposed changes.
The Director of Human Resources will send a copy of the revised job description to the affected staff upon making the revision to the official College job description document.

All College staff and faculty may request a copy of their job description from the Human Resources Office.

Adopted: 12/4/00
PROCEDURE 10.02  NON-INSTRUCTIONAL POSITION CLASSIFICATION SYSTEM

Introduction
This classification system for non-instructional personnel plays a key role in the personnel management of Labette Community College for it establishes a structure providing relative positioning of each job within the institution.

Appropriate administration of this classification system should:

A. Provide a fair and equitable system for the determination of salary rates
B. Provide information vital to the recruitment and retention of personnel, including the establishment of competitive salary ranges and a system to clearly set forth the relative qualifications necessary to successfully perform a job. (See Procedure 10.01 Job Descriptions)
C. Provide the basis on which to develop a total personnel system conducive to positive staff morale and efficient use of human resources
D. Provide a mechanism to reward employees for performance and set forth clearly the opportunities for career and salary progression
E. Provide the administration with a system which facilitates the process of budgeting and rational personnel planning

Structure and Organization
The non-instructional personnel at Labette Community College are divided into three major categories: Administration, Professional Staff, and Educational Support Staff.

Definitions of Major Classifications
Administration: Positions with the authority to allocate resources within major program areas and commit the College to specific courses of action and positions where primary responsibility is management of a function within a major program area. These positions comprise the College’s senior management staff. Typically, these positions require an advanced degree.

Professional Staff: Mid-level management positions and/or positions that entail a recognized body of knowledge in carrying out assigned tasks and controlling the process by which work is performed. These positions typically require a bachelor’s degree or advanced learning within a specific body of knowledge or highly technical field such as computer science or health care.

Educational Support Staff: Positions that provide support services to instructional and non-instructional areas of the institution. These services include technical, secretarial and clerical, and maintenance and custodial.

Composition of Major Categories
Administration
The Administration includes the President, three Vice Presidents, Deans and Associate Deans.

President
Chief executive officer of Labette Community College is responsible to the Board of Trustees. The President is responsible for the general operation of the institution.

**Vice President**
The three Vice Presidents are responsible to the President for the general operation of the institution. They hold a minimum of master’s degrees or certification in the respective field of duties. The three operational divisions include: Finance and Operations, Student Affairs and Academic Affairs. The Vice Presidents are members of the President’s Council.

**Dean**
The Dean is responsible for the general management of an operational subdivision and holds a minimum of a master’s degree. The Dean reports to a Vice President and is a member of the President’s Council.

**Associate Dean**
The Associate Dean is responsible for the general management of an operational subdivision and holds a minimum of a master’s degree. The Associate Dean reports to a Vice President/Dean and is a member of President’s Council.

**Executive Level Personnel - Director of Foundation/Alumni**
The Director is responsible for planning and implementing fundraising, and development efforts. Reporting to the President, he/she normally holds a minimum of a bachelor’s degree and is classified as Professional Staff. The Director of Foundation/Alumni is a member of President’s Council.

**Executive Level Personnel - Director of Public Relations**
The Director of Public Relations is responsible for managing and, where appropriate, coordinating all public relations efforts of the college, including publications, news releases, media relations, promotional advertising, special public events and assistance on website management. Reporting to the President, he/she normally holds a minimum of a bachelor’s degree and is classified as Professional Staff. The Director of Public Relations is a member of President’s Council.

**Professional Staff**
The Professional Staff Group is composed of program directors, highly skilled directors, support directors, highly skilled technical professionals, allied health professionals, technical professionals, coordinators/coaches/counselors, specialists, and the executive assistant to the President.

**Directors**
There are three classifications of directors, each responsible to a Vice President, Dean, or Associate Dean for the supervision of a specific program or department. They are classified as professional staff.

*Program Director’s* primary responsibility is supervision of a program dealing directly with the student in the learning process. Program directors normally have a minimum of a master’s degree. They are classified as professional staff.
Program and Highly Skilled Director’s primary responsibility is supervision of an area or program dealing with students or the support of educational programs. They may possess high level technical skills or expertise in a specific area that is necessary for the operation of a program, department, or division. Directors normally have a minimum of a master’s degree or training in a specialized area. The Directors include such positions as but are not limited to:

- Dental Assistant Program
- Facilities
- Information Technology
- Nursing Education Program
- Physical Therapist Assistant Program
- Radiography Program
- Respiratory Therapy Program
- Medical Diagnostic Sonography Program

Support Director’s primary responsibility is a function that supports educational programs. A minimum of a bachelor’s degree is required. The Support Directors include such positions as but are not limited to:

- Athletics (Part time)
- Case Manager/Advisor
- Financial Aid
- Human Resources
- Library Services
- Office Services
- Student Support Services
- Talent Search
- Workforce Education, Career Training, and Personal Enrichment

Highly Skilled Technical Professionals are responsible to a Vice President, Dean, Associate Dean or Director and possess high level technical skills or expertise in a specific area that is necessary for the operation of a program, department, or division. A minimum of a bachelor’s degree is required except for some positions that require high level computer technical skills or certification in lieu of a degree. The Professionals include such positions as but are not limited to:

- Database Administrator

Health Science Professionals are responsible to a Dean, Associate Dean or Director and possess high level skill or expertise in the Allied Health area that is necessary for the operation of a program, department, or division. A minimum of a bachelor’s degree is required except for some positions that require high level certification in lieu of a degree. The Professionals include such positions as but are not limited to:

- Physical Therapist Asst. Program Clinical Coordinator

Technical Professionals are responsible to a Dean, Associate Dean or Director and possess technical skill or expertise in a specific area that is necessary for the operation of a program, department, or division. A minimum of a bachelor’s degree is required except for some positions that require high level computer technical skill or certification in lieu of a degree. The Professionals include such positions but are not limited to:

- Athletic Trainer
- Computer Support Technician
Coordinator/Coach/Counselors’ are responsible to a Vice President, Dean, Associate Dean, or Director for the management of an activity, sport, project or non-academic program. They are classified as professional staff and have a minimum of a bachelor’s degree except for some technical positions that require high-level skills or certification in lieu of a bachelor’s degree but are not limited to:

**Coordinators** include:
- Accounts Payable
- Adult Education Instructor/Assessment Coordinator
- Cherokee Center
- Extension/Concurrent
- Payroll/Benefits, Accountant
- Student Success Center

**Coaches** include:
- Baseball (Men)
- Basketball (Men and Women)
- Cheerleader Sponsor
- Softball (Women’s)
- Volleyball (Women)
- Wrestling (Men)

**Counselors** include:
- Financial Aid Counselor
- Student Support Services Academic Advisors
- Student Support Services Academic Advisor/Tutoring Coordinator
- Talent Search Educational Advisors

**Specialists** are responsible to a Vice President, Dean, Associate Dean, Director, or Executive Level Personnel and possess high-level technical skills or expertise in a specific area that is necessary for the operation of department or division. A minimum of a bachelor’s degree is required except for some computer/network technical positions that require high-level computer technical skills or certification in lieu of a bachelor’s degree but are not limited to:

Specialists include:
- Assistant Baseball Coach
- Assistant Basketball Coach (Men & Women)
- Assistant Softball Coach
- Assistant Volleyball Coach
- Assistant Wrestling Coach
- CTE Recruiter
- Executive Assistant to the President
- Public Relations/Graphic Design
- Student Life/Retention
Executive Assistant
The Executive Assistant is directly responsible to the President for the office operations in the President’s Office and holds a minimum of an associate degree. The Executive Assistant is classified as professional staff.

Educational Support Staff
Educational Support Staff consists of Institutional Support Staff I, II, and III, Office Professional I and II, and Facilities Support Staff I, II, and III.

Institutional Support Staff (ISS)

Institutional Support Staff I are individuals who perform at a high level of responsibility, performing complex support and/or technical duties. The positions also carry a heavy volume of work that requires considerable initiative and independent judgment. These positions include but are not limited to:
- Bookstore Supervisor
- Food Service Supervisor
- Library Assistant
- Registrar Assistant

Institutional Support Staff II are individuals who perform support and/or technical duties for specific areas or departments within the College. Duties vary greatly from position to position, but all require the ability to work with minimal supervision and set own priorities. These positions include but are not limited to:
- Food Service Worker
- Library Aide
- Office Services Assistant/Operator

Institutional Support Staff III are individuals who provide support services to all employees, students and the general public as the need arises. Included but are not limited to:
- Part-time Library Aide

Office Professional Support Staff (OPSS)

Office Professional I are individuals holding positions at a high level of responsibility, performing complex secretarial duties. The positions also carry a heavy volume of work that requires considerable initiative and independent judgment. Positions include but are not limited to:
- Academic Affairs Assistant
- Athletic Department Assistant
- Cherokee Center Assistant
- Enrollment Management Assistant
- Facilities Assistant
- Finance & Operations Assistant 1
- Finance & Operations Assistant 2
- Foundation/Alumni Assistant
- Health Science Program Assistant
- Instructional Assistant
- Nursing Program Assistant
Office Professional II are individuals who perform secretarial support duties for specific areas or departments within the College. Duties vary greatly from position to position, but all require the ability to work with minimal supervision and to set own priorities. These positions include but are not limited to:

- Financial Aid Assistant
- Talent Search Project Assistant (Part time)

Facilities Support Staff

Facilities Support I are individuals at supervisory positions with duties varying according to assignment. Each supervisor must be proficient within his/her own area of responsibility. These positions are but are not limited to:

- Cherokee Center Custodian Supervisor
- Custodial Supervisor
- Grounds Supervisor

Facilities Support II are individuals required to work with a minimum amount of supervision. He/she will also have knowledge of general maintenance responsibilities including plumbing, carpentry, painting and equipment generally used in school systems and industrial plants. Position(s) include but are not limited to:

- Maintenance

Facilities Support III are individuals at custodial positions. The positions require knowledge of general custodial duties and responsibilities. Persons in these positions must possess the ability to perform the duties necessary to promote and preserve the general cleanliness of the Facilities. Positions include but are not limited to:

- Custodians
- Grounds Worker

Revised: 4/14/05, 8/10/09, 10/9/09, 8/13/10, 8/29/11, 3/10/14, 4/19/16, 12/12/16, 5/3/18
Labette Community College (LCC) has established the Administrative Classification Appeal/Review process as a means for supervisors to appeal their employee’s classification on the College’s salary schedule or review their placement within their classification. This procedure is designed to be part of the College’s budgeting process and supervisors wishing to initiate a review or an appeal are strongly encouraged to do so early in the budget preparation cycle to facilitate finding a source of funding for any recommended increases. Changes to classification or placement authorized under this procedure shall not be implemented until the beginning of the next fiscal year following the decision.

The following process will be used with this procedure:

1. After obtaining permission from the Vice President, appropriate Dean or Director, the supervisor generates a written appeal/review request detailing relevant information in support of the appeal/review request which may include:
   a. Weight and scope of job duties
   b. Years of service
   c. Availability of College funds
   d. Comparable salaries - local and other Kansas community Colleges
   e. Salaries of similarly situated College employees
      (The Director of HR will assist in providing necessary data)

2. The appeal/review request is forwarded to the Director of Human Resources. Appeals will only be accepted from October to December (before the budget process begins.)

3. The Director of Human Resources reviews the appeal/review request and conducts further research as she/he deems necessary.

4. The Director of Human Resources creates a written recommendation based upon the original request and forwards a copy to the supervisor for additional comments and discussion. The recommendation will be based on past practice, the structure of the salary plan and the pay of similarly situated individuals at a minimum.

5. If the Director of Human Resources and the supervisor can agree on a recommendation, a joint recommendation is drafted and sent to the Vice President of Finance and Operations and the responsible Vice President for their consideration and possible inclusion into the budget.
   a. If no consensus can be reached, the Director of Human Resources and the supervisor issues separate recommendations to the Vice President of Finance and Operations and the Vice President, appropriate Dean or Director for their consideration and possible inclusion into the budget.

6. If the appeal is from the Finance and Operations area, the President will make the decision and notify the supervisor and the Director of Human Resources as to the final status of the appeal/review request.

409
7. In cases where the Vice President of Finance and Operations and Vice President, appropriate Dean or Director cannot agree, the President will make the final decision.

8. The Vice President of Finance and Operations will be responsible for notifying the supervisor and the Director of Human Resources as to the final status of the appeal/review request.

In cases where an employee desires to appeal their classification and or salary, the employee must first consult the supervisor. Should the supervisor not agree with the employee, the employee may have recourse through the Grievance process in Policy 7.01 and 8.01 Conditions of Employment.

Adopted: 1/27/03
Revised: 3/25/09, 10/31/16
PROCEDURE 10.04  HIRING

Labette Community College is an equal opportunity employer and strives to uphold the guidelines as set down by the EEOC (Equal Employment Opportunity Commission).

The following hiring procedures will be observed to fill all vacancies which are half-time or more within the College, with the exception of the President, who is hired directly by the Board of Trustees (hereafter Board). Hiring of administration, faculty, and professional staff members, however, is ultimately subject to review and approval by the Board.

The supervising vice president, dean, or director, following Procedure 10.01, will create or review and make necessary modifications to the open position’s job description when a vacancy exists or the President has approved a new position. The vice president, dean, or director then requests the President’s authorization to fill the open position. The request will contain information such as responsibilities, essential and preferred qualifications, salary range, closing date for application, and other significant information about the position sufficient to enable the President to make an informed decision.

The College, recognizing its responsibility as a public employer, will fill most positions using an open application process to enable persons not currently employed by the College equal opportunity to apply. However, when there is a valid overriding business reason, the supervisor may elect to recommend to the President or vice presidents, either an internal transfer or promotion, or to limit the scope of the search to internal applications only. The chain of command shall be followed in all aspects of the hiring procedure.

If the President approves filling the vacancy as proposed or amended, the President informs the supervising vice president and the human resource director who is responsible for preparing advertisement copy and determining advertising methods for the specific position in consultation with the appropriate supervisor. After writing the advertisement, the human resource director places the advertisement in the appropriate media.

The application process consists of requesting applicants to complete an application form and to submit a letter of application, a resume, and transcript copies. All applications are directed to the Human Resource office, where they are processed. Application packets will be saved on a secure LCC server, when possible, to reduce paper usage.

Resumes received by the Human Resource office where no vacancies currently exist will be kept on file for a period of one year for faculty and six months for administrators and staff, however the applicant must express a desire in writing to activate the application for a specific open position to receive consideration.

The supervising vice president or designee, dean, or director, with consultation from the human resource director, appoints a selection committee. Selection committees will consist of at least four members and include the immediate supervisor for the position and three members, including one from each of the other College groups. The President, supervising vice president, dean, or director may expand the number on the committee if deemed necessary. The immediate supervisor serves as the chair for the group. The human resource director who serves on each
committee as an ad hoc non-voting member, supplies procedural services as required, and apprises the committee of Equal Employment Opportunities (EEO) and American with Disabilities Act (ADA) laws.

The committee chair schedules the first committee meeting for a date after the deadline for submitting applications or start of review has passed. He or she then notifies the human resource director and the committee members of the time and place of the initial meeting as soon as possible after the meeting is scheduled.

Before the initial meeting of the committee, the human resource director may review all of the applications submitted and, using the criteria set out in the job description and job opening announcement, screens the applications and recommends removing the applications that do not meet the criteria for the position. In cases where there has been a heavy response to the open position, the human resource director, with the permission of the supervising vice president, dean, or director may conduct a further screening of applicants to screen out marginally qualified candidates. This further review will include input from the selection committee chair if she or he desires to participate.

The human resource director, using the same process mentioned above, will screen applications received after the start of review date, and copies will be forwarded to the committee chair and its members as appropriate. If an application deadline is specified in the opening announcement, applications received after that date may not be considered unless the search is reopened or a committee decision is reached by majority vote.

After the application screening has occurred, the Human Resource department will make up folders for the committee members containing the remaining applications, EEOC materials and written evaluation instruments for use by the committee. The Human Resource department will distribute the folders to the committee as directed by the committee chair. Committee members will be asked to sign a confidentiality statement upon receiving their folder.

After the committee has reviewed all of the applications not screened out of the pool, the chair may allow committee members to read and review any applications that have been screened out of the process if the committee members request to do so. Re-inclusion of any screened out application into the candidate pool shall be decided by majority vote of the committee.

The selection committee meets on the scheduled day and narrows the field of qualified candidates using EEOC guidelines and job-related application evaluation instruments. At that point, generally no more than four candidates will be invited for interviews; the supervising vice president, dean, or director may recommend that fewer than or more than four be invited, as they deem necessary. It is the responsibility of the human resource director to schedule interviews. For all positions for which a contract is acted on by the Board, the President and respective vice president will interview the candidates in addition to the interview by the selection committee. Should the President or vice presidents schedule not permit interviews with all of the applicants, she/he will not interview any of the candidates.

While conducting interviews, each selection committee member completes job-related interview evaluation forms for each candidate interviewed. For those positions that require teaching or extensive public speaking as part of their normal job duties, the selection committee will schedule a short teaching or public speaking presentation, as appropriate, in addition to an
interview. The interview process is documented, and these documents will be returned to the Human Resource office where they remain on file for a period of one year. The committee will make their choice(s) on secret ballot to be opened by the human resource director. If the committee cannot come to a consensus after a second secret ballot vote, a meeting will be held with the supervisor, HR director and the president and the selection committee will be apprised of the results of the meeting and the next step to be taken.

At the conclusion of the interviews, three to four (3-4) professional or previous/current employer references are contacted, if available. Once this is completed, one or two candidates are recommended to the supervising vice president by the committee. The vice president, supervisor and human resource director may meet with the president for consultation on candidates selected.

After the preferred candidate has been selected, and the references conducted, the supervising vice president, dean, or director will review the committee’s choice, and if she or he concurs with the committee’s recommendation an appropriate salary will be determined in consultation with the human resource director. The Vice President, supervisor and Human Resources will schedule an appointment to meet with the President to make the recommendation on the preferred candidate and the starting salary agreed upon. Once this meeting occurs, the President will approve/disapprove of the recommendation. The human resource director is responsible for contacting unsuccessful candidates after interviews are held. Final recommendation for faculty, administration, and professional staff comes from the Board.

With the President’s approval, the human resource director will make a tentative offer of employment. Upon verbal acceptance, the offer of employment is then reduced to contract or employment letter form, which the candidate signs. The signed contract/employment letter (if necessary) is then forwarded to the Board for action at the next regularly scheduled Board meeting.

Should the preferred candidate decline the position, the position is either offered to another qualified candidate or additional candidates may be invited for interview or the search is reopened, as directed by the supervising vice president, dean, or director.

Revised 10/4/06, 11/16/09, 6/28/12, 8/11/14, 12/12/17
PROCEDURE 10.040  NEW EMPLOYEE ORIENTATION

New employees will be required to participate in a New Employee Orientation during their first month of employment. The New Employee Orientation will be provided by the Director of Human Resources and will include information about College Policy and Procedure, FERPA, Sexual Harassment, ADA, and Student Confidentiality.

New faculty members and teaching staff will also be required to participate in a New Instructor Orientation during their first semester of employment. The New Instructor Orientation will be provided by the Dean of Instruction and will include participation in the Introduction to Community College Teaching course.

 Adopted: 6/13/11
PROCEDURE 10.041  CANDIDATE TRAVEL REIMBURSEMENT

The College may budget funds to pay expenses for a limited number of candidates invited to campus from out of town to interview for full time positions who travel a minimum of 400 miles round trip from their current and permanent residence.

Travel reimbursement will be paid to job applicants up to $500 under the following circumstances:

- Candidate has applied for the full time positions of Administration, Faculty, Directors, Head Coaches, and others as directed by College officials, and
- When required, the candidate has participated in the telephone interview screening process, and
- Candidate is not disqualified from consideration due to improper credentials, or other misrepresentation, and
- Candidate submits travel expense receipts to Human Resources.

The College will not pay any interview expenses of a candidate who withdraws from the employment process, declines the offer of the position or submits their request for reimbursement more than 30 days beyond the date of the interview. Bar tabs, hotel movie rentals, Internet charges, personal phone calls, tips and gratuities are not reimbursable by the College.

The College will pay the candidate's eligible travel expenses. Expenses eligible for reimbursement are listed below:

- Mileage
- Cost of candidate's coach airfare for travel
- Lodging – for the day(s) of the interview and one day prior to or following the interview
- Car rental
- Food

Adopted: 4/15/13
All resignations shall be submitted in writing to the employee’s immediate supervisor. Employees working under contract to the College will specify their reason for resignation in their letter. The supervisor will promptly forward the resignation upon receipt to the appropriate administrator, who in turn promptly notifies the President and the Director of Human Resources.

Resignations from non-contract (Educational Support Staff) employees do not require acceptance or approval by any College official. For employees working under contract, resignations may be conditionally accepted by the President and shall be placed on the agenda of the Board of Trustees at its next regular board meeting for their approval or disapproval. Resignations of personnel subject to the so-called “continuing contract act” shall be given in accordance with the time requirements therein specified; all other personnel shall give at least two weeks written notice of resignation.

Employees voluntarily resigning their employment may not use sick leave to satisfy any portion of the notice requirement of this procedure except in cases where the resignation is the result of a documented continuing serious health condition.

The Board of Trustees of Labette Community College reserves the right to refuse the resignation of any contract employee and to take any action necessary to enforce the terms of the employee’s contract.

**Voluntary Resignation Due to Unexcused Absence** - If an employee fails to appear for work for two consecutive workdays without notifying their supervisor or having an appropriate excuse, the College may deem them to have voluntarily resigned and handle the matter as if a written resignation had been received.

Revised: 3/25/08
PROCEDURE 10.06 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of the employment cycle. Many reasons for termination are routine:

RESIGNATION & RETIREMENT - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the College due to funding problems, program cuts, restructuring, disciplinary action, etc.

LCC does not allow any additional leave rights for non instructional staff beyond the sick, vacation, comp time and FML. LCC does offer optional disability but does not offer the ability to request an unpaid leave of absence (for faculty – see Master Agreement). Incapacity (physical or mental) to perform properly assigned duties will also be considered as reason to terminate, with due consideration given to the nature and duration of the incapacity and reasonable accommodations.

LCC requires all employees on leave to provide notice of their intent to return to work. If the supervisor or Human Resource Director does not hear from employee regarding a specific return to work date, it is assumed that the employee will not be returning to work in the foreseeable future. As a result, and in accordance with LCC policies/procedures, administration will consider employee to have abandoned the job. Information regarding employee rights under COBRA will be sent separately. Employee must contact the Human Resource office to arrange a time to drop off or for pick up, (if needed) any LCC equipment, keys, etc. still in employee’s possession, discuss retirement fund and to complete other paperwork.

Employees should call the Human Resources department to schedule exit interviews prior to employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the College, and/or return of LCC-owned property. Suggestions, complaints, and questions can also be voiced. Exit interviews are conducted in confidence.

Adopted: 1/27/03
Revised: 8/29/11
PROCEDURE 10.07  EMPLOYEE EXIT

When an employee resigns, retires or is discharged, the employee’s supervisor is responsible for ensuring that the following steps are taken prior to the last day of employment:

1. Return of all keys, signature stamps, College property such as laptop computers and other indicators of authority.

2. Notification of Information Technology in order to change all relevant computer codes and passwords.

3. Notification of the Director of Facilities in order to change phone access codes and to ensure that all keys that have been issued have been returned.

4. Notification of the Business Office so that all of the employee’s debts are settled prior to the employee leaving (e.g., expense accounts, outstanding loans, travel advances, etc.).

5. Ensuring that the employee visits the Human Resource office for an exit interview and explanation of benefits for departing employees.

Exit Procedure for Employees on Suspension

When an employee is suspended pending the outcome of an investigation or for more than one week as a disciplinary measure, the employee’s supervisor is responsible for ensuring that the following steps are taken before the start of suspension:

1. Temporary return of all keys, signature stamps and expensive College property such as laptop computers to the supervisor.

2. Notification of Information Technology to temporarily disable all relevant computer codes and passwords during the suspension.

The supervisor of an employee suspended pending the outcome of an investigation or for any other non-disciplinary reason will request the return of keys and College property in a private location or office away from other employees in order to minimize public embarrassment of the employee.

Adopted: 1/27/03
LCC values our employees in every stage of their career. This procedure is designed to assure employees receive all benefits available to them and that the transition to other employment or retirement is as smooth as possible.

Employees resigning from employment with LCC are required to submit a written notice of resignation to include the ending date. The resignation letter is given to the immediate supervisor for processing according to procedures below.

Upon separation, the employee will be paid all wages earned, including the employee’s dollar value of their earned vacation time at the time of the normal pay cycle. The definition for a normal pay cycle varies based on the classification of the employee. Educational Support Staff are paid from the 16th of the month through the 15th of the following month, so if an Educational Support Staff member leaves LCC after the 15th of the month, their vacation pay will be distributed on the next monthly check along with any time they worked in that pay period.

Employees who are under contract/employment letter such as the professional and administrative staff are generally paid for the entire month on the 20th. Professional staff and administrators should review the terms of their specific contract. If an employee exits during the month, final compensation will be given at days worked. Employees on contract/employment letter will be compensated for their unused vacation days at their current rate of pay and will be paid the following month after separation.

Professional employees’ personal days will be paid in accordance with the terms of the Master Agreement.

Any outstanding debt to the College and any liquidated damages that may be applicable should also be addressed prior to leaving.

1. It is the responsibility of the employee who plans to resign to submit a written notice of resignation, providing notice as appropriate. Notice for Educational Support Staff/Professional Staff should be at least two weeks. All other staff is subject to their individual contracts and may be subject to liquidated damages. The resignation letter should include any request for use of College property including office space that will be needed after the resignation date. Such request must be approved by the appropriate supervisor.

2. Upon receipt of the notice of resignation, the supervisor will send the letter of resignation to Human Resources and, if a contract employee, to the President for conditional acceptance.

3. Human Resources will send the Separation Checklist to the following individuals as a reminder of processes that will take place: employee’s immediate supervisor, president, vice president finance and operations, director of information technology, dean of enrollment management, accounts payable specialist, director of office services, accounts receivable specialist, director of facilities, and payroll/benefits specialist.
4. If applicable the President will then submit the letter to the Board of Trustees for acceptance of the resignation. The Board may waive liquidated damages in the event of illness or unusual circumstances. Otherwise the liquidated damages will apply towards employees under contract.

5. The supervisor will advise the employee that Human Resources will contact them prior to leaving LCC to complete an exit interview form.

6. Resignation notification will be given to Information Technology (IT) regarding instruction as to when to cancel email privileges and how to transition email during the interim period for high impact positions. As discussed in #1 any request for use of college property after the resignation date should be included in the resignation letter. There also may be I.T. property such as laptops that may need to be recovered. Any special transitioning requires approval of the appropriate supervisor, director/dean/vice-president/president.

7. The Business Office is notified in case there is outstanding debt that may be deducted from the employee’s final check.

8. The supervisor will get with the director of facilities in order to arrange for changes in phone codes and for the collection of any keys the employee may have before they leave the College as well as identifying other College property.

9. The employee will need to meet with the payroll/benefits specialist to address the following:
   a. KPERS information (According to IRS regulations beginning July 2016, no pre-arrangement to return to work prior to KPERS retirement date is allowed.)
   b. Retirement/403b Information
   c. New Address for W2s
   d. Health Insurance/COBRA information
   e. Processing of final paycheck.

10. Upon completion of each step the person responsible for the completion on the checklist will notify Human Resources for purpose of documenting the employee’s separation from LCC.

Adopted: 7/12/04
Revised: 3/31/14, 4/18/16
**EMPLOYEE SEPARATION CHECKLIST**

Date:  
Employee Name:  
Department: (Exit Date):

<table>
<thead>
<tr>
<th>Timing (See Key)</th>
<th>Action Item</th>
<th>Responsible Individual</th>
<th>Completed by</th>
<th>Date</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Staff - Letter of Resignation</td>
<td>Employee</td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Contract Staff-Conditional Acceptance</td>
<td>Supervisor, Administrator &amp; Human Resources</td>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Contract Staff-Acceptance of Resignation</td>
<td>President places on agenda</td>
<td>Board of Trustees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>I.T. copies hard drive of employee’s computer</td>
<td>Supervisor &amp; Human Resources</td>
<td>I.T.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Exit Interview</td>
<td>Supervisor &amp; Human Resources</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communication w/ I.T. with email instruction &amp; possible recovery of I.T. property.</td>
<td>Supervisor &amp; Human Resources</td>
<td>I.T.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Notify Business office-outstanding debts/remove employee discount code for billing</td>
<td>Human Resources</td>
<td>A.R.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Notify accounts payable requisitions tracking</td>
<td>Human Resources</td>
<td>A.P.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communication w/Facilities re: keys &amp; door signage</td>
<td>Supervisor &amp; Human Resources</td>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Computer Password, Social Networking Sites Password if applicable. Recover all media accounts upon employee separation. Computer access to payroll information, 1 month.</td>
<td>Supervisor, Human Resources &amp; IT</td>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>KPERS Information – reference/Distribute exit form KPERS website to employee</td>
<td>Payroll Accountant</td>
<td>Payroll Accountant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Notify Office Services in order to change phone listing, mail</td>
<td>Human Resources</td>
<td>Office Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other college property/ID badge</td>
<td>Supervisor in conjunction w/I.T. &amp; Facilities</td>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Office cleared of trash, clutter, items not needed for future employee</td>
<td>Supervisor/Human Resources</td>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Web directory/Jenzabar permissions/accounts disabled/delete phone code/SchoolReach deletion</td>
<td>Human Resources</td>
<td>Human Resources/IT/Webmaster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Termination processing of final pay</td>
<td>Payroll Accountant</td>
<td>Payroll Accountant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>COBRA Entitlement</td>
<td>Human Resources</td>
<td>Payroll Accountant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1 – Items to be completed upon employee’s decision to resign from LCC
2 – Items to occur prior to the employee’s last day of work
3 – Items to occur on the last day that the employee works
4 – Items to occur after the employee leaves employment with LCC

Revised: 4/15/16
Labette Community College is a publicly supported institution of higher education that has limited funds available for the care and maintenance of its buildings, grounds, classrooms, and office space. These maintenance funds must be used effectively if the facilities of the College are not to deteriorate over time. Funds spent to repair damage to college buildings caused by unauthorized redecorating, vandalism or other forms of abuse takes money away from keeping our facilities in good repair.

The College is also subject to Kansas State Fire Codes and the building codes. These codes contain numerous restrictions on materials that may be used for floor and wall coverings in LCC buildings, where and how electrical appliances may be used, and where furniture and other objects may be placed. Violations of these codes can result in civil fines and even closure of the facility until repairs are made.

1. For the reasons listed above, faculty and staff wishing to initiate the use of new electric/electronic equipment, redecorate, or otherwise permanently or semi-permanently modify any office space, classroom or any interior space belonging to LCC must first obtain approval from their supervisor before forwarding that request to the Vice President of Finance and Operations.

2. This approval procedure applies to any permanent or semi-permanent decorating changes made to the walls, ceilings, floors, or doors of buildings or office space such as painting, wall-papering, murals, carpeting or attaching any items by the use of screws or nails larger than a small finishing nail.

3. Persons who fail to receive appropriate approvals prior to materially altering a College facility as mentioned above or start the use of an electric/electronic appliance may be subject to the college’s disciplinary policy.

4. Additionally, persons found to have caused significant damage to college property by their effort to decorate may be required to personally pay for repairs and restoration of the area to its original condition as a condition of continued employment.

5. This policy does not apply to redecorating such as the hanging of a limited number of pictures or other wall hangings using small finishing nails or other fasteners that do not cause noticeable damage to the walls.

6. Information Technology must be contacted for any movement of computers or computer equipment.

7. Office windows and doors are provided for employees’ safety and should not be covered at anytime.

8. Candles, incense and potpourri pots shall not be burned in offices and live decorations such as a real Christmas tree are not permitted.

9. The blocking of exits is strictly prohibited by Kansas Fire Code because of the safety risk involved. All employees are responsible for seeing that exits are clear of any objects that could interfere with the flow of traffic, this includes but is not limited to plants, tables, chairs and fans.

Approved: 3/28/05
Revised 3/24/08
Reviewed: 2/14/17
GUIDELINES FOR USE OF LCC FACILITIES

1. The Facilities Department will be responsible for granting permission for the use and scheduling of all College facilities. Additional approval is required for Hendershot Gallery use.
   A. Hendershot Gallery will be scheduled in accordance with the Gallery Procedure.
2. All groups/organizations will complete and return the request form to the Facilities Office at least (2) weeks in advance of the event. Forms are available in the Facilities Office, Public Folders and Facilities Link on the LCC website.
3. All groups/organizations may use the College for educational, cultural, charitable, and non-profit purposes. Private individuals are not allowed to rent LCC facilities.
4. All groups/organization must agree to replace damaged or lost property, and to hold Labette Community College safe and harmless from all claims for damages by reason of injury or damage sustained by any person on the premises of the College. The organization must also agree to pick up props, supplies or materials immediately following the activity and return the facility to its original state (includes clean up, etc).
5. College functions and student groups/organizations will be given priority in scheduling of College facilities. Student groups/organizations will be responsible for observing the (2) weeks advance notice of event to be scheduled and submit proper paperwork for approval; no fees will be assessed for use of facility by LCC groups/organizations. Community functions scheduled in accordance with these guidelines will not be canceled without adequate notice.
6. The Facilities Department is to be notified immediately of any change in a scheduled event. A custodian and generally an administrative staff member will be on duty during all community and college group meetings to ensure that building regulations are observed.
7. The Cardinal Café will be used for any on-site food service needs by all groups and organizations holding an event on LCC’s campus. Outside food is not allowed unless approved in advance by the Facilities Department.
8. Eating and drinking will not be allowed in Hendershot Gallery or Thiebaud Theatre. All tobacco products, alcohol and firearms are not allowed on LCC campus, facility or property.
9. Children brought to the campus must remain with their parents. Under no circumstances will children be allowed to run free on campus.
10. Payment must be made to LCC and received by the Facilities Department prior to event.
FEES TO OUTSIDE ORGANIZATIONS:

Fees for non-LCC organizations activities/events scheduled outside normal operating hours:

**FACILITY** (excluding gymnasium)  
4 or Less Hours: $125  
4-8 Hours: $200  
Over 8 Hours: $75 per additional hour

**GYMNASium**  
4 or Less Hours: $250  
4-8 Hours: $400  
Over 8 Hours: $75 per additional hour

Fees are waived for use of facilities during normal operating hours of LCC.

Revised: 2/14/17
Labette Community College

Date Submitted:_____________

Name of Group/Event:_________________________ Date of Event:__________

Responsible Party:_________________________ Phone No:_____________

Second Contact Party:_________________________ Phone No._____________

Proposed Use/Description of Event: __________________________________________

________________________

Set Up Time:__________ Start Up Time:__________ Ending Time:__________

SET-UP REQUIREMENTS: (Include items such as number of participants, arrangement of chairs and/or tables, audio/visual needs. If you are using the Hendershot Gallery please note whether or not you require wall space and the amount of floor space you require). Refreshments can be set up in designated areas.

Eating and drinking will not be permitted in Hendershot Gallery or Thiebaud theatre.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

All organizations must have a designated supervisor responsible for equipment and facility. Tobacco, alcohol and firearms are not allowed on LCC campus, facilities or property. Apparatus or equipment of an unusual nature must be approved prior to use. All equipment, materials and supplies brought in must be removed immediately and facility to be returned to its original state (includes clean up, arrangement of furniture, etc). Payment must be made to LCC and received by the Facilities Department prior to event.

I have read and fully understand the guidelines for the use of LCC facilities. I also understand that I am responsible for any damages to the building/equipment/grounds incurred by my organization. I am responsible for any injuries or accidents, loss of life or limb while renting this facility. I agree to hold Labette Community College safe and harmless from all claims.

________________________
Date of Responsible Party

________________________
Signature of Responsible Party

——— —— —— —— —— —— —— —— —— —— ——

FOR LCC USE ONLY

FACILITY RENTAL FEE: ____________

______APPROVED ________NOT APPROVED

Facilities Department
POLICY 10.11  JURY AND WITNESS DUTY LEAVE

Labette Community College will encourage employees to serve jury duty when called as one way to demonstrate community leadership. Employees assigned to regular positions who are called for jury duty will be protected against loss of pay.

Approved: 10/9/06
PROCEDURE 10.11  JURY AND WITNESS DUTY LEAVE

1. Employees will notify their direct supervisor when they have been called for jury selection or jury duty and keep him/her advised of scheduled duty.
2. Employee will request from the court clerk documentation starting date, beginning and ending times of court duty and location of court duty.
3. Employees will be paid their base rate, up to a full shift, while in court during their regularly assigned shift. The supervisor in collaboration with the Vice President and/or Director of Human Resources may grant jury duty pay for shift employees if the court duty significantly interferes with the assigned shift.
4. Jury duty pay will not be considered “hours worked” in the calculation of overtime.
5. The employee may retain Per Diem court fees and mileage fees paid by the court.
6. Verification from the court clerk for time in court must be presented to the direct supervisor before payment can be approved.
7. Court Clerk documentation must be presented to the direct supervisor before authorization of payment can be approved. The direct supervisor in collaboration with the Director of Human Resources will determine the amount of jury duty pay to be authorized and enter into the time sheet. The direct supervisor will retain the documentation.
8. Labette Community College employees who are subpoenaed to appear in court for organization business or as a result of working in their position at Labette Community College will be paid for time in court including waiting and travel time.
9. The employee will be paid their base rate of pay for time spent in court on organizational business.
10. It will be noted on the time record as time worked.
11. The employee’s work schedule should be accommodated to provide for the subpoenaed court time.

Approved: 10/9/06
POLICY 10.13    LABETTE COMMUNITY COLLEGE CAMPUS WIDE
COPYRIGHT POLICY

Labette Community College recognizes and respects intellectual property rights. Article I of the U.S. Constitution authorizes Congress to pass legislation "to promote the Progress of Science and useful Arts by securing for limited times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the U.S. Code. It is the intent of the College that all members of the College community adhere to the provisions of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code.

As a matter both of moral integrity and of adherence to U.S. copyright law, Labette Community College sets forth these procedures for all employees to demonstrate our respect for intellectual property and compliance with the law.

Adopted: 3/3/08
1. No employee of Labette Community College may reproduce any copyrighted work in print, video, or electronic form in violation of the law or a license or contract the College has with a company providing materials for the College. Copyright laws in the U.S. protect Works even if they are not registered with the U.S Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases, and World Wide Web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media. The licenses and contracts entered into by the College are legal and binding.

2. Labette Community College directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use. Any employee failing to do so will do so at their own risk and assume all liability.

3. It is the policy of Labette Community College to adhere to the doctrine of “fair use” as incorporated in the United States Copyright Law of 1976, Section 107 as amended (Title 17, U.S. Code). The section addresses the needs of scholars, teachers, and researchers, and applies to all media. Fair use is an attempt to balance an author's copyright protection in creating intellectual works against the public interest in the dissemination of those works. To determine whether the use made of a work is fair use, the law defines four factors to consider: 1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes; 2. The nature of the copyrighted work; 3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and 4. The effect of the use upon the potential market for or value of the copyrighted work.

4. Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that: 1. The copying meets the tests of brevity and spontaneity, 2. meets the cumulative effect test and 3. each copy includes a notice of copyright.

5. The copyright law applies to all forms of photocopying and duplicating, whether it is undertaken at the Labette Community College Print Shop, Media Services or at a self-serve photocopy machine. The copyright law provides the basis for potential legal claims against the College with respect to the reproduction of certain printed materials by the Print Shop or Media Services, e.g., chapters, articles, and excerpts from books or journals, compiled into "packets" made available to students for purchase or duplicated audio visual media. Labette Community College policy permits copying for classroom use consistent with copyright law and the fair use Guidelines. Faculty and staff have the ultimate responsibility to adhere to the law and to produce written documentation of permission granted if copying or duplicating exceeds fair use. Each item in a course packet also must include a notice of copyright, if present.

6. The Digital Millennium Copyright Act of 1998, provides certain limitations on the copyright liability of colleges that provide Internet access and other digital network services to faculty, staff, students and other users. To qualify for the protections offered by DMCA, Labette Community College must: 1. Develop, communicate, implement, and enforce the Campuswide Copyright Policy; 2. communicate that repeat copyright infringers are subject to termination of employment or expulsion from the College; 3. communicate and ensure that an agent of the college will remove posted information on the Labette Community College Website upon receipt of a complaint of “takedown” notice, receipt of “actual knowledge” that material is
violating copyright law, or awareness of facts or circumstances from which infringing activity is apparent, and
4. prohibit the circumvention of a technological protection or encryption measure.

7. The Technology Education and Copyright Harmonization Act (TEACH Act) of 2002 expanded the copyright exception to distance education transmissions and online materials into the same context as face-to-face teaching. The exceptions apply to any copyrighted work other than works produced as mediated instructional activities. Works that are an integral part of the class experience under the control of the instructor using digital networking are limited to the type and amount placed on the server for distance education. Works produced for the purpose of digital classroom use that would typically be purchased as a textbook or course packet may not be used. The performance or display must be created at the direction and/or supervision of the instructor as part of the class offered and is directly related and of material assistance to the educational content of the transmission and amounts to what would normally be shown in the classroom. The transmission must be solely for and restricted to the students enrolled in the class and steps are instituted to prevent the unauthorized dissemination of the work. Copyrighted materials that do not fall into the exceptions and limitation category, must receive permission for use from the holder just as one would in the classroom.

8. Photocopies placed on library reserve are intended to supplement other materials assigned for a course. Library reserves function as extensions to classroom readings, therefore the "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals" is relevant in the interpretation of fair use. The Labette Community College Library will accept single photocopies of copyright protected chapters and articles according to the standards of the Guidelines for photocopying. The same item may not be placed on reserve by the same instructor for consecutive terms without copyright clearance being insured. Course packets will be accepted for library reserve only with the indication of copyright clearance or royalty payment. Photocopies are considered the property of the instructor placing them on reserve. Photocopies of copyright protected material must contain a notice of copyright as provided on the original work, if present. Library reserve photocopies must be marked with the warning: "NOTICE: This material may be protected by copyright law (Title 17, U.S. Code)".

9. Interlibrary loan is a cooperative resource sharing service between libraries. Section 108 (g)(2) of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code) addresses the rights of libraries to copy or distribute copyrighted material within interlibrary loan arrangements. The Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines restrict the aggregate quantity of photocopying the Labette Community College Library can request for the College community within a calendar year to no more than five photocopied articles from the most recent five years of a periodical title the Library does not subscribe to.

10. Labette Community College designates the Copyright Committee as the copyright officers to administer the College’s copyright policy. The Copyright Committee will be an ad-hoc committee and typically be comprised of, an Dean of Instruction of Instruction, the Outreach Director, the Office Services Director, Media Tech and the Director of Library Services. The Director of Library Services or the Outreach Director can help determine whether a work is covered under the Doctrine of Fair Use and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the Director of Library Services or the Outreach Director. Resources to assist in determining Fair Use will be housed in the Labette Community College Library. The Copyright Committee maintains appropriate records regarding the approved use of copyright materials by employees.

11. There is both civil and criminal liability for infringement of the rights of a copyright owner. An infringer may be sued for either actual or statutory damages and, in addition, may be prosecuted for criminal violations. These provisions of the law apply to all cases of infringement regardless of the media involved. The court need not find a willful infringement in order to award damages or find guilt.
Labette Community College non-instructional employees are expected to dress in a manner to promote a positive professional image for their respective job assignment to students, visitors, and coworkers. In line with this, the College requires that employees dress appropriately in clothing which:

- is suitable for their job responsibilities and work environment;
- meets the requirements established for safety reasons; and
- complies with the College’s dress code requirements

The supervisor is responsible for communicating the proper guidelines to employees and responsible for monitoring and ensuring compliance in their areas.

Approved: 8/11/11
The College’s year-round dress code is business casual Monday through Thursday. Each Friday is College-wide casual dress day. Additionally, Spirit Days are designated during each semester and employees are encouraged to wear LCC attire on these days. Employees are allowed to wear jeans and t-shirts on Spirit Days and Fridays but are prohibited from wearing them the rest of the week.

The supervisor will inform an employee when their personal appearance does not meet the College’s guidelines and the employee may be sent home to change. Continuing problems will result in an incident form or Performance Improvement Plan, Policy/Procedure 2.16.

If a holiday or College closing occurs on a Friday, the last business day during that week will be designated as a casual dress day. Spirit days are approved through the President’s office and posted on the LCC Website Home Page. The President may also designate specific times for casual dress, and will be announced through e-mail.

The President reserves the right to cancel a casual dress day or Spirit Day based on business necessity.

(Exceptions & Additional Information)

Clothing prohibited: Jeans and t-shirts other than stated above, sweatpants, shorts, and athletic apparel unless prior approval is received from the supervisor.

Department specific job duties may allow the employees of that department to dress accordingly, for example, Information Technology, Cardinal Café, Maintenance, Custodians, and Coaches. The supervisor will monitor usage.

Occasionally the President may advertise an additional casual dress or Spirit day for employees who participate in certain activities, such as in-service.

Approved: 8/29/11
Purpose

The purpose of this employee book loan program is to encourage professional, occupational, and personal development of employees through the utilization of educational opportunities available at the College.

Eligibility

All persons employed by the College, working 19 hours or more, at the time of enrollment in an LCC course will be eligible to participate in the program.

Benefits

The employee book loan program will provide all required textbooks on a loan basis for any LCC course taken by an eligible employee. Books must be returned to the bookstore immediately upon completion of the course.

Procedures

In order to participate in the program, an eligible employee must bring to the bookstore an official computer generated enrollment print out evidencing their enrollment in the course. The required textbooks will be issued to the employee, and the appropriate account will be charged for the full cost of the textbook based upon a billing presented to the business office from the bookstore. All participants will be given a copy of these procedures at that time.

At the conclusion of the course, the employee must return the textbook to the bookstore in good condition. A penalty of 50% of the cost of the textbook will be charged to employees for damaged books and the total cost will be charged for any books not returned. Any such charges collected will be returned to the appropriate account. The normal buy back value of the returned textbooks will be credited to the appropriate account.

Spiral-bound books or other books normally not repurchased by the bookstore must be returned to the bookstore where they will be kept for use by other employees. Workbooks need not be returned.

Administration

The administration of this program is the responsibility of the Vice President of Finance and Operations, who shall have the authority to make judgments and interpretation.

Revised: 8/26/13
Labette Community College acknowledges the worksite accommodation law in the U.S. Patient Protection and Affordable Care Act enacted in March 2010, which amends the Fair Labor Standards Act (FLSA and therefore provides breastfeeding employees the following lactation accommodations:

**Lactation Accommodation Provisions**

**Reasonable Time to Express Milk at Work**
Employees shall be provided reasonable time to express milk while at work for up to three years following the child’s birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

**A Private Area for Milk Expression**
Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room may be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area may be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:
- Be in close proximity to the employee’s work station when possible
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public
- Be well lit
- Ensure privacy by covering any windows with a curtain, blind, or other covering
- Contain at a minimum a chair and a small table, counter, or other flat surface
- Ideally include an electrical outlet and nearby access to clean water

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Any act found to be intentional that invades a nursing mother’s privacy will be subject to disciplinary action. (See also anti-discrimination policies and or procedures for sexual harassment, and disabilities).

**Employer Responsibilities**
Labette Community College will:
- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees returning to work following the birth of a child of their rights under the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act.

**Employee Responsibilities**
Breastfeeding employees utilizing lactation support services will:
• Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.

• Maintain the designated area by wiping surfaces with microbial wipes so the area is clean for the next user.

• Insure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general company refrigerator or in the employee’s personal cooler.

Adopted: 4/28/14
The Return to Work Program for Labette Community College is designed to effectively manage the return to work of injured company employees with minimum time lost. The program is intended to provide our employees with opportunities to continue as valuable members of our team while recovering from work-related injuries.

Labette Community College believes these are the KEYS to a successful Return-to-Work Program:

1. Labette Community College will demonstrate visible commitments to safety and a reduction of lost-time injuries to include a Return to Work Program.

2. Administration shares written and displayed Return-to-Work and Injury Prevention and Management policies with employees.

3. Supervisors are trained and can demonstrate understanding of and commitment to their important role in a successful Return to Work process.

4. Return to Work policy/procedures are consistently followed. Immediate reporting and investigation of accidents occurs. Injured/ill employees, supervisors/management and medical providers know what they are supposed to do when an injury occurs.

The Return to Work Program benefits injured employees by promoting speedy recoveries while assisting to keep work patterns and income as consistent as possible. Labette Community College also benefits by minimizing lost time claims and having its employees retain work skills thus contributing to the overall productivity of our business.

Labette Community College is committed to keeping employees safe and returning injured employees to modified or alternative work whenever possible and as soon as possible after an injury. This may be done by temporarily modifying the employee’s regular job or providing the employee with alternative work assignments. The employee’s medical condition, along with any limitations or restrictions given by an attending physician, will be considered and followed when identifying appropriate modified or alternative positions.

Approved: 4/9/15
A common goal of every organization’s safety program is to prevent workplace injuries. But, when an injury does occur, its ultimate cost can be controlled through injury management tools such as return to work programs and the use of designated or preferred medical providers.

Knowing what to do when an injury is first reported is key to controlling workers’ compensation costs. This program’s structure helps take control during the first 24 to 48 hours of a workers’ compensation claim by:

- Providing initial employee reporting procedures for a work-related injury or illness
- Collecting accurate information on the injury or illness
- Assisting employees in finding prompt, appropriate and quality medical care
- Reporting the injury to claims adjusters in a timely, well-documented manner if applicable
- Using a preferred provider organization (PPO) facility/provider when possible

Increased communication, efficient procedures and prompt delivery of medical care can help injured employees return to work faster. These outcomes can create greater employee satisfaction after a claim and improve the employer-employee relationship.

**Purpose**
The purpose of this program is to ensure that employees of Labette Community College receive prompt, quality medical attention for their work-related injuries and illnesses. This program allows Labette Community College to manage workers’ compensation claims through the use of standardized procedures. This program assures that good reporting, prompt, quality medical care, and excellent communication between the injured employee, the employer, the designated/preferred physician, and the workers’ compensation claims adjuster.

**Scope**
This information applies to all employees at Labette Community College. The Human Resource Director and Payroll Benefits Accountant are responsible for all program management and recordkeeping requirements and will be referred to as program administrators.

**Program Administrators** - The Program Administrators will report directly to upper management and be responsible for the program. The Program Administrators shall:

- Post all related materials on the Human Resource bulletin boards outside the Business office. *(Appendix A)*
- Train all employees regarding their roles and responsibilities under the program, including how and when to properly complete an Employee’s Work Injury Report. *(Appendix C)*.
- Submitting Employee’s Work Injury Report to insurance if applicable.
- Obtain and maintain employee signatures related to the distribution of program materials *(Appendix B)*. All signed materials will be kept in the claims folder in the Human Resource office.
- Train supervisors and employees on the listed items annually or when employees are newly assigned to the role or responsibility. Training will be documented on the Employee Acknowledgement Form. *(Appendix B)*
- Communicate with injured employees, medical providers and the workers’ compensation claims adjuster.
- Work with supervisors and injured employees to review any restriction information received from the medical provider and assign appropriate transitional work, if available, when the employee is released.
Supervisors will:

- Become knowledgeable of the purpose and details of the Program.
- Obtain immediate medical attention for the injured employee. Call 911 if required. If incident is a non-emergency, call the physician or medical facility prior to the employee’s arrival, alert the medical staff of the injury/illness and approximate arrival time.
- Report job-related injuries and illnesses to the Program Administrators.
- Complete the Supervisor’s Investigation Report for every injury. (Appendix D)
- Determine available transitional work assignments.
- Work with the Program Administrators and the injured employee to review information received from the medical provider and determine if appropriate transitional work is available.
- Work with the Program Administrators to monitor the injured employee’s progress to ensure that restrictions are carefully followed and assist to resolve any difficulties.

Employees will:

- Become knowledgeable of the purpose and details of the Program.
- Immediately report an incident to supervisor.
- Complete the Employee’s Work Injury Report. (Appendix C)
- Report any work restrictions prescribed by physician.
- Work with supervisor and the Program Administrators to review information received from the medical provider and determine if appropriate transitional work is available.
- Immediately report any difficulties with performing transitional duties assigned by their supervisor.

Selected Physicians and Medical Facilities

The occupational medical physicians listed below have agreed to become Labette Community College select providers for non-life threatening injuries occurring at work.

In Parsons: Andrea Wilhite, D.O./Amber Walker, A.P.R.N./Ben Cochran, A.P.R.N.
Labette Health
1902 Hwy 59 S, Parsons
620-820-5800

In Pittsburg: Dr. Richard Gellender, D.O.
Gellender Clinic
2724 N Joplin, Pittsburg
620-231-7190

These physicians can provide employees with appropriate and convenient care. They have hours of 8:00 a.m. to 5:00 p.m., Monday- Friday for appointments and fully support our return to work program. They are a member of the company’s already established health care plan’s Preferred Provider Organization (PPO) network.

The hospitals listed below may treat employees for serious and life threatening injuries occurring at work.

Labette Health
1902 Hwy. 59 S, Parsons
620-421-4880

Via Christi
Employees who choose to be treated at medical facilities other than the select providers above may not qualify for any workers’ compensation insurance benefits and may be responsible for all medical costs related to the injury or illness.

**Select Provider Program Steps**

When an injury occurs, Labette Community College will follow the steps below.

1. Ensure the employee gets any necessary medical care.
   If non-emergency medical treatment is necessary, send the employee in Parsons to Andrea Wilhite, D.O./Amber Walker, A.P.R.N./Ben Cochran, A.P.R.N. In Pittsburg to Dr. Richard Gellender, D.O.
   B. If emergency medical treatment is necessary or the injury/illness cannot wait until the clinic’s office hours, send employee to the nearest hospital or emergency care facility.
2. Have the employee fill out the Employee Work Injury Report (*Appendix C*) within 24 hours of the injury.
3. Fax the first report of injury to insurance company.
4. Complete the Supervisor’s Accident Investigation form (*Appendix D*) and return to the Program Administrators within 48 hours of a work-related injury.
5. Keep record of each injury, making sure to maintain copies of all forms.
6. Review the information from physician and find appropriate transitional work for the injured employee if necessary.
7. Keep in contact with the employee and medical provider to monitor the employee’s progress, and make sure that any restrictions are carefully followed.

The Return to Work Program requires a team approach so employees are expected to cooperate with the administration, supervisors and medical staff should they ever become injured and unable to perform their job duties. If an employee refuses to participate in the program or follow the policy and procedures, they may become ineligible for state workers’ compensation benefits and, in some cases, disciplinary action may be enforced through Policy/Procedure 2.16 Performance Improvement Counseling.

**Periodic Program Review**

At least annually, the Program Administrators will conduct a program review to assess the progress and success of the program. (*Appendix G*)

Edited: 3/14/16, 4/1/16
ATTENTION ALL EMPLOYEES

Labette Community College

Workers' Compensation Medical Treatment Change

EFFECTIVE: 04/01/2016

If you are injured at work, you must immediately report the incident to your supervisor.

Labette Community College has designated the following medical clinic to treat all workplace related injuries/illnesses.

Andrea Wilhite, D.O./Amber Walker, A.P.R.N./Ben Cochran, A.P.R.N.
Labette Health
1902 Hwy 59 S, Parsons
620-820-5800

Dr. Richard Gellender, D.O.
Gellender Clinic
2724 N Joplin, Pittsburg
620-231-7190

For a SERIOUS INJURY OR ILLNESS (or any treatment that should not wait until clinic hours the next day), seek immediate treatment at the nearest emergency facility or call 911. Hospitals included (but not limited to):

Labette Health
1902 Hwy. 59 S, Parsons
620-421-4880

Via Christi
1 Mt. Carmel Way, Pittsburg
620-231-6100

PLEASE NOTE

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers’ compensation insurance benefits, and you may be responsible for all medical costs related to this incident. This is in
accordance with Kansas' Workers' Compensation statute.
If you have any questions regarding this procedure, please call LCC Human Resource office at 620-820-1234 or 620-820-1230.
Labette Community College
Workers' Compensation Medical Treatment Change

EFFECTIVE: 02/23/2016

If you are injured at work, you must immediately report the incident to your supervisor.

Labette Community College has designated the following medical clinic to treat all workplace related injuries/illnesses.

Andrea Wilhite, D.O./Amber Walker, A.P.R.N./Ben Cochran, A.P.R.N.
Labette Health
1902 Hwy 59 S, Parsons
620-820-5800

Dr. Richard Gellender, D.O.
Gellender Clinic
2724 N Joplin, Pittsburg
620-231-7190

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Labette Health
1902 Hwy. 59 S, Parsons
620-421-4880

Via Christi
1 Mt. Carmel Way, Pittsburg
620-231-6100

PLEASE NOTE

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Kansas’ workers’ compensation statute.

I am aware of and have read Labette Community College’s Return to Work Policy/Procedure, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize expectations of me during my recovery. I also know that Labette Community College reserves the right to pay less than my full-duty rate during transitional work if it is justified.

I understand that if I choose not to participate in the Return to Work Program or follow this policy’s guidelines, I may become ineligible for state workers’ compensation benefits and, in some cases; my refusal may be grounds for termination.
If you have any questions regarding this procedure, please call LCC Human Resource office at 620-820-1234 or 620-820-1230.

I verify that I have received the Labette Community College Workers’ Compensation Medical Treatment Plan information.

Employee’s Signature (PRINTED)

Employee’s Signature ___________________________ Date ___________________________
## Appendix C

YOU, THE INJURED EMPLOYEE, ARE RESPONSIBLE FOR ANSWERING ALL QUESTIONS ON THE EMPLOYEE’S WORK INJURY REPORT ACCURATELY AND IN DETAIL. THIS COMPLETED REPORT SHOULD BE GIVEN TO THE PROGRAM ADMINISTRATORS WITHIN 24 HOURS OF YOUR WORK-RELATED INJURY.

### EMPLOYEE WORK INJURY REPORT

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>BIRTH DATE</td>
</tr>
<tr>
<td>CITY, STATE</td>
<td>ZIP</td>
</tr>
<tr>
<td>MARRIED □</td>
<td>SINGLE □</td>
</tr>
<tr>
<td>MARITAL STATUS</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td>FAMILY PHYSICIAN</td>
<td>TELEPHONE NUMBER</td>
</tr>
<tr>
<td>ARE YOU CURRENTLY ENTITLED TO MEDICARE BENEFITS? YES □ NO □</td>
<td>MEDICARE # (HICN)</td>
</tr>
<tr>
<td>HAVE YOU APPLIED FOR MEDICARE OR SSDI? YES □ NO □ PENDING □ REJECTED □</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE</td>
</tr>
<tr>
<td>SALARY/HOURLY RATE</td>
</tr>
<tr>
<td>BUILDING LOCATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INJURY/ILLNESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF INJURY</td>
</tr>
<tr>
<td>WHERE IN THE FACILITY/JOB SITE DID THIS INJURY OCCUR?</td>
</tr>
<tr>
<td>WHAT WERE YOU DOING WHEN INJURED?</td>
</tr>
<tr>
<td>HOW DID THE INJURY OCCUR?</td>
</tr>
<tr>
<td>DESCRIBE THE INJURY OR ILLNESS IN DETAIL AND INDICATE THE PART OF THE BODY AFFECTED. (DESIGNATE RIGHT OR LEFT IF APPROPRIATE)</td>
</tr>
</tbody>
</table>

| ANY PREVIOUS SIMILAR INJURY? IF YES, EXPLAIN. |

---

447
WAS THIS INJURY WITNESSED? IF SO, BY WHOM?  

DID YOU LOSE TIME FROM WORK?  

YES □  NO □  DATE(S) MISSED  

HAVE YOU RETURNED?  

YES □  NO □  IF YES, WHAT WAS THE DATE?  

<table>
<thead>
<tr>
<th>TREATMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL FACILITY</td>
</tr>
<tr>
<td>DIAGNOSIS/CARE PRESCRIBED</td>
</tr>
</tbody>
</table>

CONTACT  

WHEN YOU RETURN TO WORK, YOU MUST CALL LCC HUMAN RESOURCE OFFICE AT 620-820-1234 OR 620-820-1230.  

EMPLOYEE NAME (PRINTED)  

DATE  

EMPLOYEE’S SIGNATURE  

DATE
### SUPERVISOR’S ACCIDENT INVESTIGATION REPORT

<table>
<thead>
<tr>
<th>NAME OF INJURED EMPLOYEE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE AND DEPARTMENT:</td>
<td></td>
</tr>
<tr>
<td>DATE AND TIME OF INJURY:</td>
<td>TYPE OF INJURY:</td>
</tr>
<tr>
<td>MEDICAL TREATMENT CENTER:</td>
<td></td>
</tr>
</tbody>
</table>

WHAT WAS THE EMPLOYEE DOING WHEN INJURED? WHERE IN THE FACILITY/JOB SITE DID THE ACCIDENT HAPPEN?

DESCRIBE WHAT HAPPENED:

WHAT CORRECTIVE STEPS WILL BE IMPLEMENTED (OR COULD BE IMPLEMENTED) TO PREVENT RECURRENCE?

<table>
<thead>
<tr>
<th>WAS THE EMPLOYEE WORKING AT DESIGNATED JOB?</th>
<th>YES ☐</th>
<th>NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS THERE MODIFIED DUTY AVAILABLE FOR THE INJURED WORKER?</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>HAS THE INJURED EMPLOYEE RETURNED TO WORK?</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
</tbody>
</table>

SUPERVISOR’S SIGNATURE DATE

REVIEWED BY PROGRAM ADMINISTRATORS DATE
Appendix E

PHYSICIAN AUTHORIZATION FORM
FOR MEDICAL TREATMENT

<table>
<thead>
<tr>
<th>Injured Employee’s Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company Name and Address:</th>
<th>Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labette Community College</td>
<td></td>
</tr>
<tr>
<td>200 S 14 Street</td>
<td></td>
</tr>
<tr>
<td>Parsons, KS  67357</td>
<td></td>
</tr>
</tbody>
</table>

| Do not use your group health membership card if this injury/illness was sustained while working or acting in an official capacity for this company. |

The following facilities are the designated workers’ compensation treatment centers. Taking this form with you will assist the staff in your care and in processing your medical bills correctly. You should call or have someone call for you to let the physician or clinic know you are on your way for medical treatment. Be prepared to describe the nature of the injury or illness.

Andrea Wilhite, D.O./Amber Walker, A.P.R.N./Ben Cochran, A.P.R.N.
Labette Health
1902 Hwy 59 S, Parsons
620-820-5800

Dr. Richard Gellender, D.O.
Gellender Clinic
2724 N Joplin, Pittsburg
620-231-7190

For a SERIOUS INJURY OR ILLNESS (or any injury requiring treatment that should not wait until clinic hours the next day) seek immediate treatment at the nearest emergency facility or call 911. Hospitals included (but not limited to):

Labette Health
1902 Hwy. 59 S, Parsons
620-421-4880

Via Christi
1 Mt. Carmel Way, Pittsburg
620-231-6100
PLEASE NOTE

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers’ compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Kansas’ workers’ compensation statute.

If you have any questions regarding this procedure, please call LCC Human Resource office 620-820-1234 or 620-820-1230.

_________________________________________  __________________________________
Human Resource office personnel                      Date
Appendix F

Physician Work-Related Injury/Illness Report

PLEASE FAX IMMEDIATELY TO:
Labette Community College
Fax: 620-421-0180

Date of Service: ________________________________
Patient Name: ________________________________
Employer: Labette Community College

<table>
<thead>
<tr>
<th>DIAGNOSIS:</th>
<th>IS CONDITION WORK RELATED?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>TREATMENT PLAN:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDICATION(S):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


MONTH/DAY/YEAR

1. □ RECOMMENDED HIS/HER RETURN TO WORK WITH NO LIMITATIONS ON DATE .

2. □ HE/SHE MAY RETURN TO WORK ON DATE WITH THE FOLLOWING LIMITATIONS:

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>LIMITATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEDENTARY WORK. LIFTING 10 POUNDS MAXIMUM AND OCCASIONALLY LIFTING AND/OR CARRYING SUCH ARTICLES AS DOCKETS, LEDGERS AND SMALL TOOLS. ALTHOUGH A SEDENTARY JOB IS DEFINED AS ONE WHICH INVOLVES SITTING, A CERTAIN AMOUNT OF WALKING AND STANDING IS OFTEN NECESSARY IN CARRYING OUT JOB DUTIES. JOBS ARE SEDENTARY IF WALKING AND STANDING ARE REQUIRED ONLY OCCASIONALLY AND OTHER SEDENTARY CRITERIA ARE MET.</td>
<td>1. IN AN 8 HOUR WORK DAY, PATIENT MAY:</td>
</tr>
<tr>
<td>LIGHT WORK. LIFTING 20 POUNDS MAXIMUM WITH FREQUENT LIFTING AND/OR CARRYING OF OBJECTS WEIGHING UP TO 10 POUNDS. EVEN THOUGH THE WEIGHT LIFTED MAY BE ONLY A NEGligible AMOUNT, A JOB IS IN THIS CATEGORY WHEN IT REQUIRES WALKING OR STANDING TO A SIGNIFICANT DEGREE OR WHEN IT INVOLVES SITTING MOST OF THE TIME WITH A DEGREE OF PUSHING AND PULLING OF ARM AND/OR LEG CONTROLS.</td>
<td>A. STAND/WALK</td>
</tr>
<tr>
<td></td>
<td>NONE</td>
</tr>
<tr>
<td></td>
<td>1-4 HOURS</td>
</tr>
<tr>
<td></td>
<td>6-8 HOURS</td>
</tr>
<tr>
<td></td>
<td>B. SIT</td>
</tr>
<tr>
<td></td>
<td>1-3 HOURS</td>
</tr>
<tr>
<td></td>
<td>3-5 HOURS</td>
</tr>
<tr>
<td></td>
<td>5-8 HOURS</td>
</tr>
<tr>
<td></td>
<td>C. DRIVE</td>
</tr>
<tr>
<td></td>
<td>1-3 HOURS</td>
</tr>
<tr>
<td></td>
<td>3-5 HOURS</td>
</tr>
<tr>
<td></td>
<td>5-8 HOURS</td>
</tr>
<tr>
<td></td>
<td>2. PATIENT MAY USE HANDS FOR REPETITIVE:</td>
</tr>
<tr>
<td></td>
<td>SINGLE GRASPING</td>
</tr>
<tr>
<td></td>
<td>PUSHING AND PULLING</td>
</tr>
<tr>
<td></td>
<td>FINE MANIPULATION</td>
</tr>
<tr>
<td></td>
<td>3. PATIENT MAY USE FEET FOR REPETITIVE MOVEMENT AS IN OPERATING FOOT CONTROLS:</td>
</tr>
<tr>
<td></td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>4. PATIENT IS ABLE TO:</td>
</tr>
<tr>
<td></td>
<td>FREQUENTLY</td>
</tr>
<tr>
<td></td>
<td>OCCASIONALLY</td>
</tr>
<tr>
<td></td>
<td>NOT AT ALL</td>
</tr>
</tbody>
</table>
**Medium Work.** Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**Heavy Work.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

**Very Heavy Work.** Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.

<table>
<thead>
<tr>
<th>A. Bend</th>
<th>B. Squat</th>
<th>C. Climb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

**Other Instructions and/or Limitations:**

3. [ ] These restrictions are in effect until [ ] or until patient is reevaluated.

   [ ]

4. [ ] He/she is totally incapacitated at this time. Patient will be reevaluated on [ ].

   [ ]

   **This treatment has been discussed with the employee**

<table>
<thead>
<tr>
<th>Treating Facility Name</th>
</tr>
</thead>
<tbody>
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</table>

   [ ]

   **Please print**

<table>
<thead>
<tr>
<th>Physician’s Signature:</th>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MASTER AGREEMENT

LABETTE COMMUNITY COLLEGE

2018-2019
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Preamble</td>
<td>3</td>
</tr>
<tr>
<td>Article I - Savings Clause</td>
<td>4</td>
</tr>
<tr>
<td>Article II - Recognition</td>
<td>4</td>
</tr>
<tr>
<td>Article III - Retained Rights of the Board</td>
<td>4-5</td>
</tr>
<tr>
<td>Article IV - Association and Member Rights</td>
<td>5-6</td>
</tr>
<tr>
<td>Article V - Conditions of Employment</td>
<td>6-13</td>
</tr>
<tr>
<td>Article VI - Personnel Policies</td>
<td>13-16</td>
</tr>
<tr>
<td>Article VII – Personnel Files</td>
<td>16-17</td>
</tr>
<tr>
<td>Article VIII – Professional Employee Discipline</td>
<td>17-19</td>
</tr>
<tr>
<td>Article IX – Resolving Grievances</td>
<td>19-23</td>
</tr>
<tr>
<td>Article X - Due Process for Contract Termination or Non-renewal</td>
<td>23</td>
</tr>
<tr>
<td>Article XI - Pay Day</td>
<td>23</td>
</tr>
<tr>
<td>Article XII - Payroll Deductions</td>
<td>23</td>
</tr>
<tr>
<td>Article XIII - Fringe Benefits</td>
<td>24-27</td>
</tr>
<tr>
<td>Article XIV - Resignation</td>
<td>27</td>
</tr>
<tr>
<td>Article XV - Early Retirement Plan</td>
<td>27-28</td>
</tr>
<tr>
<td>Article XVI - Professional Compensation</td>
<td>28-33</td>
</tr>
<tr>
<td>Article XVII - Duration of Agreement</td>
<td>34</td>
</tr>
<tr>
<td>Faculty Titles</td>
<td>35</td>
</tr>
<tr>
<td>Appendix A: Instruction Salary Schedule</td>
<td>36-37</td>
</tr>
<tr>
<td>Appendix B: Overload Salary Schedule</td>
<td>38-39</td>
</tr>
<tr>
<td>Appendix C: Sick Leave Bank Procedure and Committee</td>
<td>40-41</td>
</tr>
<tr>
<td>Appendix D: Evaluation</td>
<td></td>
</tr>
<tr>
<td>1. Faculty Evaluation Procedures</td>
<td>42</td>
</tr>
<tr>
<td>2. Evaluation Schedule</td>
<td>43</td>
</tr>
<tr>
<td>3. Self-Assessment</td>
<td>44</td>
</tr>
<tr>
<td>4. Class Visitation and Documentation</td>
<td>45-49</td>
</tr>
<tr>
<td>4. Health Science Laboratory and Clinical Evaluation Forms</td>
<td>50-51</td>
</tr>
<tr>
<td>5. Student Evaluation Form</td>
<td>52-53</td>
</tr>
<tr>
<td>Appendix E: Online Flow Chart and Development Process</td>
<td>54-55</td>
</tr>
<tr>
<td>Certification Roster</td>
<td>56</td>
</tr>
<tr>
<td>1. Online Evaluation Form</td>
<td>57-63</td>
</tr>
<tr>
<td>2. Hybrid Evaluation Forms</td>
<td>64-67</td>
</tr>
</tbody>
</table>
PREAMBLE

This agreement is between the Board of Trustees of Labette Community College (hereinafter referred to as the "Board") and the Labette Community College Faculty Association (hereinafter referred to as the "Association") as the representative of the Professional Employees (as defined in K.S.A. 72-5413), and hereinafter referred to as "Professional Employees" of the Labette Community College (hereinafter referred to as the "College").
ARTICLE I
Savings Clause
If any provision of this agreement or any application of this agreement to any Professional Employee is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE II
Recognition
The Board recognizes the Labette Community College Faculty Association as the exclusive negotiating representative of the professional personnel who are covered by the general salary schedule including all Professional Employees of Labette Community College, except administrative employees, part-time instructors and adjunct faculty, in accordance with the provisions of the statutes of the State of Kansas.

ARTICLE III
Retained Rights of the Board
The Board shall operate and manage the College. It is understood that the rights of Professional Employees are set forth throughout the balance of the Agreement. Such rights shall not be abridged by this Retained Rights clause. However, subject only to the expressed limitations set forth elsewhere in this Agreement, the Board shall hire and transfer Professional Employees; discipline, reprimand, suspend or discharge Professional Employees for just cause; lay off and recall Professional Employees; make administrative evaluation of Professional Employees; extend contracts; determine the number of Professional Employees to be used in any classification or activity; prepare, enter into and execute principal employment contracts between Professional Employees and the Board and such contracts shall include by reference this Agreement; prepare, enter into, and execute separate supplemental contracts; determine the period, curriculum and content of any school activity, the period, curriculum and content of any course with due regard for academic freedom of Professional Employees; establish or change rules, regulations and practices concerning operating and managing the College but which shall not set aside other terms of this Agreement; close down or move the College or any part thereof or curtail operations; establish new departments or operations and discontinue existing departments or operations, in whole or in part; determine the number and location of operations, services and courses; and otherwise, generally manage the College and direct the Professional Employees. The above rights are not all-inclusive, but enumerate by way of illustration the type of rights, which belong to the Board. All other rights, powers, or authority which the Board had prior
to the signing of the Agreement are retained by it, except those which have been specifically abridged, delegated, or modified by this Agreement; it being understood and agreed that nothing in this Agreement shall restrict or modify the rights and duties of the Board as provided by law.

ARTICLE IV
Association and Member Rights

A. Every Professional Employee shall have the right to form, join, or assist Professional Employees' organizations (the LCC Faculty Association), to participate in professional negotiations with the Board of Trustees through representatives of their own choosing for the purpose of establishing, maintaining, protecting, or improving terms and conditions of professional service. Professional Employees shall also have the right to refrain from any or all the foregoing activities. The Board undertakes and agrees that it will not directly or indirectly deprive, discourage, coerce, or harass any Professional Employee in the enjoyment of any right conferred by the laws of the State of Kansas or the Constitution of the State of Kansas and the United States.

B. The President of the College, upon request, shall provide the Association with public documents within his/her possession, which will assist the Association in developing intelligent, accurate, informed and constructive proposals. The President of the College, within legal limits, shall also furnish upon request available information which may be necessary to process grievances under this Master Agreement.

C. All personnel files pertaining to an individual Professional Employee, except material which the College receives from confidential sources such as college or non-college placement centers, shall be made available to the individual for inspection and to the Association upon prior written request and release signed by the individual Professional Employee. The information may be reproduced upon request of the Professional Employee.

D. The Faculty Senate, consisting of six (6) Professional Employees elected by members of the Association and serving as the Executive Committee of the Association shall serve as the regular channel of communication between the Association, the Administration, and the Board. Furthermore, the Faculty Senate shall advise the President of the College and/or the Board on any matter of concern to the Association or the College. Such advice shall be given when the President or the Board requests it, but it may also be offered on the initiative of the Faculty Senate.

E. The Faculty Senate, or any member of the Association duly designated by the Senate, shall be entitled to appear on the agenda of all Board meetings in a listing separate
from all other listings. The Board may place any reasonable time limit it so desires on such appearances of the Faculty Senate or the duly designated representatives of the Association. Nothing in this section shall be construed to prevent Professional Employees, individually or in concert or through a representative (as stated above) they may choose, collectively or individually, from presenting or making known their positions and/or proposals to the Board of Trustees or chief executive officer employed by the Board of Trustees.

ARTICLE V
Conditions of Employment
The Master Agreement reflects a working year of not more than 170 days. Professional Employees will be aware of the next academic schedule by the conclusion of the spring semester. Classes will satisfy the time-based or competency-based standards of the Kansas Board of Regents and of LCC accreditation agencies.

A. Each Professional Employee shall perform the duties and services necessary to the position for which employed, shall file reports required by the Board or President, shall cooperate with the Administration in the development and execution of the instructional program, and shall perform such other services as may be mutually agreed upon by the Administration and the Professional Employee.

B. Each Professional Employee shall endeavor to preserve in good condition and order the school buildings, grounds; furniture, apparatus, and such other property as may come under his/her immediate supervision.

C. Each Professional Employee shall attend faculty meetings called by the President or the Vice President of Academic Affairs unless excused by the Dean.

D. Full Time Work Load - A full time workload shall be established for each Professional Employee and non-teaching Professional Employee for each semester. Full time workload is defined as 30 credit hours per contract year and typically balanced between the fall and spring semesters. This workload shall be determined by the Administration after consultation with the advice from the Professional Employee and chief academic officer. Recommendations for a workload will take into consideration the following:

1. Contact Hours
2. Number of Preparations
3. New Course Assignments and Curriculum Development
4. Number of Students
5. Night Courses
6. Courses outside of Parsons (mileage, travel, time, etc.)

Courses within the specified four-semester plan/degree programs of the College catalog in the concentration requirement and concentration elective areas shall not be prorated in terms of load or pay.

E. Committees
1. Assignments of Professional Employees to committees shall be the responsibility of the Administration.
2. Assignments should be equalized as nearly as possible.

F. Each Professional Employee shall make available official transcripts of all his/her academic records before contract is issued.

G. Each Professional Employee shall make available:
1. Application and/or placement records where applicable.
2. Copies of any reports and recommendations concerning Professional Employee's professional competence.
3. Personal data sheet.

H. Each Professional Employee shall notify the appropriate administrator or his or her designee as far in advance as possible in case of his/her absence. If a substitute is required, the Professional Employee will confer with the substitute concerning class work to be assigned during the absence.

I. Each Professional Employee must have an up-to-date syllabus for each course taught by that Professional Employee. The syllabus shall at a minimum contain elements required by the State of Kansas and by accreditation agencies. These elements are described in the Labette Community College Master Course Syllabus, which is approved by the appropriate administrator after consultation with the Faculty Association President and the Curriculum and Instruction Committee. A copy of the syllabus should be given to each student at the beginning of the course. Also, an up-to-date copy shall be on file electronically (see section II Documentation, full time faculty evaluation and full time faculty online evaluation) in the Vice President of Academic Affairs’ office.

J. Each Professional Employee must have an up-to-date grade book in Red Zone for each course taught by that Professional Employee.

K. Outside Employment
1. Full time Professional Employees are expected to render full time and attention to the assignment for which they are employed by the College.
2. Outside employment which would make such satisfactory performance of the assignment impossible is highly discouraged and must be approved by the President in advance.

3. Such request and subsequent approval/disapproval shall be in writing.

L. Health-Related Issues

1. All Professional Employees will comply with local, state, and federal immunization requirements.

2. The cost of such immunizations will be the responsibility of the college.

M. Faculty Office Hours

It is required that Professional Employees schedule a minimum of 10 hours each week to be available to advisees or other students seeking help and an additional un-posted 5 hours on campus for the same purpose. For Professional Employees teaching online, a maximum of three of the posted office hours may be scheduled online per semester.

N. Dress Code

Professional employees are expected to dress business casual during all classroom sessions Monday through Thursday. Each Friday is College-wide casual dress day and Spirit Days are designated during each semester. Professional employees are encouraged to wear LCC attire on these days. Professional employees are allowed to wear t-shirts on Spirit Days and Fridays but should not wear them during class sessions the rest of the week.

The supervisor will inform a professional employee if their personal appearance does not meet the College’s guidelines.

If a holiday or College closing occurs on a Friday, the last business day during that week will be designated as a casual dress day. Spirit days are approved through the President’s office and posted on the LCC Website Home Page. The President may also designate specific times for casual dress, and will be announced through e-mail.

The President reserves the right to cancel a casual dress day or Spirit Day based on business necessity.

Exceptions & Additional Information

Clothing prohibited: T-shirts (other than as stated above), sweatpants, shorts, and athletic clothing unless prior approval is received from the supervisor.

Professional employees are allowed to wear athletic shoes.

Department specific job duties may allow the professional employee to dress
accordingly. The supervisor will make these exceptions when appropriate.

O. Any provision in this Agreement may be changed during the term of this Agreement if both parties agree to open the Agreement and make such changes.

P. Faculty members who, during the course of their work, are required to drive personal vehicles, will be reimbursed for mileage at the published Internal Revenue Service rate allowable for mileage reimbursement for business expenses.

Q. Supplemental/Extra-curricular Duties: A supplemental duty is a non-teaching activity for the college not specifically included in the criteria for establishing a full-time workload.

1. Club Sponsorship
   Individuals who wish to receive a contract to sponsor a club for the following year should submit a proposal to the Vice President of Academic Affairs by March 1. The Vice President of Academic Affairs will determine the level of payment based on this proposal. The proposal should address the criteria listed below.
   a. Criteria for determining payment tier
      1a. Club must be recognized by SGA
      1b. Maintain annual SGA registration requirements
      1c. Sponsor and officers attend student organization orientation meeting
      1d. Maintain business office account
      1e. Participation in SGA major activities (such as Homecoming, Fall Festival, Spring Fling etc.)
      1f. Frequency of meetings (minutes and attendance sheets)
      1g. Number of active members
      1h. Community service activities (weekly, monthly, per semester, per year)
      1i. Budget and fund raising activities
      1j. Competition
      1k. Sponsor travel with students on field trips, to state, regional, and/or national meetings/competitions
      1l. Club certification on a state or national level.
      1m. Club sponsors will be required to submit the SGA Club/Student Organization Annual Report and Service Award Application detailing the activities of the club during the year.

2. Directing an Activity
   Individuals who wish to receive a contract to direct an activity for the following year should submit a proposal to the Vice President of Academic Affairs by March 1. The Vice President of Academic Affairs will determine the level of
payment based on this proposal. The proposal should address the criteria listed below.

a. length of activity,

b. duties and tasks,

c. length of participation time, and

d. completion of task

The activities covered by this provision include but are not limited to: Hendershot Art Gallery Director, English Lectureship Director, High School Art Competition Director, Science Fair Director, Math/Science Day Director, Southeast Kansas Community College Art Competition Director, mentoring and advising outside of discipline.

3. Grant writing

Faculty and staff are encouraged to develop grant applications as alternative sources of revenue. Reimbursement will depend on the complexity of the grant, the estimated time involved in the completion of the grant, and the estimated value to the college. Compensation for writing and submitting the grant shall be set pursuant to the Supplemental Duties Tier Compensation Schedule. After consulting with the faculty member and considering the factors listed herein, the administration will determine the compensation (tier assignment) to be provided for writing and submitting the grant application. Compensation is not contingent on the grant being funded.

After consulting with the faculty member, the administration may authorize a grant project that does not meet Tier 1 criteria; however, the compensation will be a fractional amount of Tier 1.

4. Compensation

Compensation for supplemental duties will occur based upon a tier system. A payment schedule will be established at the time the supplemental duties are agreed upon. In the event that the supplemental duty will occur in only one semester, the tier will apply to that semester and the payment will be made during the semester.

The Professional Employee will meet with the Vice President of Academic Affairs to determine which tier will be used. The Professional Employee and the Vice President of Academic Affairs shall jointly decide the time and effort reasonably anticipated to perform the desired duties and use the following schedule to guide compensation.
### Supplemental Duties Tier Compensation Table

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>$600</td>
</tr>
<tr>
<td>3</td>
<td>$900</td>
</tr>
<tr>
<td>4</td>
<td>$1,200</td>
</tr>
<tr>
<td>5</td>
<td>$1,500</td>
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<td>6</td>
<td>$1,800</td>
</tr>
<tr>
<td>7</td>
<td>$2,100</td>
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<tr>
<td>8</td>
<td>$2,400</td>
</tr>
<tr>
<td>9</td>
<td>$2,700</td>
</tr>
<tr>
<td>10</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

a. A contract detailing the supplemental duty and the compensation tier will be issued by the Director of Human Resources and signed by the Vice President of Academic Affairs and the Professional Employee.

b. The contract, if offered and accepted, is for the completion of the task. If the task takes more time than predicted, the task shall be completed and any adjustments for the successive years discussed at an appropriate time. If the Board adds additional responsibilities before the duty is completed and a change in Tier Level is appropriate, such change shall be made and the compensation adjusted accordingly.

c. Supplemental duties (1-3) may be contracted to multiple employees and the compensation divided among the contracted employees.

5. Overload Instruction

As defined in Article V.D. Full Time Workload, the work load is 30 credit hours per contract year, typically balanced between the fall and spring semesters. Overload credit hours will be calculated based upon credit hours over a 15 credit hour load per semester. However, for example, should a professional employee schedule 14 credit hours only (no overload) in the fall semester and more than 16 credit hours in the spring semester, then any overload in the spring would be calculated over the 16 credit hour mark. Overload contracts in the fall semester are based upon a 15 credit hour load.

Full time faculty shall be given first right of refusal for mid-semester courses. Adjunct faculty teaching mid-semester course will not be offered a written contract until the end of the first week of full semester courses for the end of the
add/drop period for full semester courses to allow full-time faculty to determine teaching load and decide if they would like to teach any of the mid-semester courses (up to 10 credit hours of overload per semester as set forth in the negotiated agreement.) Full time faculty will only have seniority over adjunct within the discipline(s) for which they were hired to teach.

Overload Contracts
The pay per credit hour is included after the Salary Schedule as Appendix B. The remuneration for the course may be prorated based upon Article XVI – Professional Compensation (A-E).

Overload Contracts will be issued as follows:
1. Before in-service week, the Dean of Instruction will inform the Human Resource Director which professional employees are scheduled to teach overload hours. The Human Resource Director will inform the Dean as to the overload pay rate for each such employee.

2. During in-service week, the Dean of Instruction and the professional employee will meet to determine load and courses to be considered overload. Should agreement not be reached, administration can determine load. (See Article V.D.).

3. A tentative overload contract is issued by the Dean of Instruction’s office to the professional employee by the last day of in-service week.

4. By the last day of the week for students to enroll the Dean of Instruction’s office will issue the final overload contract to the professional employee. The professional employee shall print and sign four copies and return them to the Dean of Instruction’s office within three days to ensure the contract can be paid in four installments.

The certification roster date will be used to determine extra enrollment numbers for online courses (from 23-29 students). These contracts will be paid in three installments due to the use of the later certification roster date in issuing said contracts.

Special circumstances classes (such as 8 week and mini courses) taught as overload will have due dates and schedules for payments established on a case by case basis.
R. Seniority

Subject to Kansas continuing contract law:

5. For purposes of reduction-in-force, seniority is defined as continuous years of employment in a full-time instructional position at the College.

6. In the event of equal years of continuous full-time instruction, number of credit hours taught as an adjunct instructor at the College prior to current full-time instruction will be used to make a determination.

7. In the event the above two items are equal, educational qualifications will be used.

8. In the event the above three items are equal, performance evaluations and experience will be considered.

ARTICLE VI
Personnel Policies

A. Leave for Attending Professional Meetings

State colleges and universities often conduct one-or-two-day workshops or training sessions in various subject matter fields. Leave for attending these meetings may be granted to the Professional Employee upon prior arrangement with the Vice President of Academic Affairs and appropriate administrator.

1. Professional meetings attended should be related to individual subject matter areas. Such meetings are important:
   a. To keep up with current trends in the individual teaching fields in areas of new materials and new ideas.
   b. To ensure better correlation between community college transfer credits and state college and university requirements.
   c. To find possible solutions to common teaching problems.
   d. To provide opportunities to hear authorities in the individual teaching field.

2. Days allowed for such meetings shall not exceed five days per year -- not to accumulate. Should the administration ask a faculty member to attend a specific professional development activity or other meeting, these day(s) will not count against the faculty member’s professional days.

3. Arrangements will be made with the Vice President of Academic Affairs and appropriate administrator for reimbursement for mileage and expenses incurred in attending such professional meetings. Should the administration ask a faculty member to attend a specific professional development activity or other meeting, these day(s) will not count against the faculty member’s professional days.
B. Release Time for Curriculum Development - Time shall be set aside for departmental use in developing and planning the department's curriculum. Professional Employees may request release time for professional meetings, visitation of other schools, and other professional reasons, and the same may be given upon recommendation of the Vice President of Academic Affairs and the appropriate administrator with discretion.

C. Personal Leave - Leaves of absence will be granted for personal business, impassable roads, community affairs, and court summons upon approval of the Vice President of Academic Affairs. A Professional Employee may be absent five days each year, without any salary deductions, for personal leave upon consent of the Vice President of Academic Affairs and the appropriate administrator. Request for such leave should be made in writing at least one day in advance if possible. Upon the termination of employment at the completion of the contract the Professional Employee will be compensated at his or her current rate of pay for earned but unused personal days, up to a maximum of five days. Personal days do not accumulate from year to year.

D. Military Leave - Both parties agree to abide by all valid applicable laws related to military service.

E. Sick Leave - Sick leave benefits are extended to all Professional Employees covered by this Master Agreement. Sick leave is defined as days of absence for illness or injury of the Professional Employee, including the time during which the Professional Employee is physically unable to perform normal work assignments because of child-bearing. Payment for sick leave shall be subject, when requested by the Board, to medical certification from the Professional Employee's medical or osteopathic physician (or the medical or osteopathic physician of the Board, at its option) for any absence of three or more consecutive days.

Professional Employees who are absent because of illness or injury covered by Workmen's Compensation shall receive an amount equal to the combination of Workmen's Compensation disability benefits and sick leave benefits which equal a regular day's pay. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee’s immediate supervisor within 24 hours and complete paperwork per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office. Employees not eligible for the Return to Work Program may elect to use sick leave time or apply to the Labette Community College Sick Leave Bank.
Each regularly employed Professional Employee shall start each school year with 10 full days of sick leave credit with full pay, and days not used shall accumulate to 30 days. After 30 days have been accumulated at the end of a contract year, all accumulating factors are eliminated, and 90 days sick leave will be granted in each succeeding contract year. Up to fifteen (15) days of accumulated sick leave may be used in each contract year for an illness or a death in the immediate family (husband, wife, father, mother, son, or daughter or any person who is wholly dependent on the employee). Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather, for an illness which is catastrophic or life threatening. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The president of the college may approve additional days in unusual circumstances. Information regarding benefits under the Family Medical Leave Act, with which the College will comply, is available in the Human Resource office.

Employees who find that they are unable to be present to discharge their assigned duties will contact the office of the Vice President of Academic Affairs or appropriate administrator as far in advance as possible.

In all cases, unused accumulated sick leave will be canceled when employment with the College is terminated and will not be compensated for in terminal pay. Persons injured on the job should file Workmen's Compensation forms where this applies.

In unusual circumstances, the final decisions shall be made by the President of the College and the Board of Trustees.

F. Early Retirement Plan

Full-time faculty members may retire from employment with the College at the end of the spring or the end of the fall semester in which he or she meets the eligibility requirements for early retirement. Early retirement is strictly voluntary, and no faculty member shall be required to take early retirement. Furthermore, Labette Community College's Early Retirement Plan is a specific and individual agreement with the College. Any LCC employee is advised to consult with an attorney before applying for Early Retirement. Application for Early Retirement should follow the procedure as set forth in Article XV – Early Retirement. The employee will read and sign a copy of the Age Discrimination and Employment Act and Older Workers Benefit Protection Act. By signing this agreement for Early Retirement, the employee gives up his/her right to file suit against LCC relating to A.D.E.A. and O.W.B.P.A. to the date of the waiver.
However, this waiver in no way precludes the employee's rights to file suit against LCC on matters that might arise after that date. The Early Retirement Plan details are outlined in Article XV of this Agreement.

G. Faculty Evaluation

Faculty evaluation shall be conducted pursuant to the criteria and procedures as set forth in Appendix D. The Board reserves the right to set criteria. The parties recognize that evaluation procedures are mandatorily negotiable.

ARTICLE VII

Personnel Files

A. Examination of Files

1. Each Professional Employee shall have the right to examine the contents of his/her personnel file during regular business hours upon request to the Director of Human Resources.

2. A representative of the Faculty Association, at the Professional Employee’s written request, may accompany the Professional Employee for the examination.

3. With a Professional Employee’s written request a representative of the Faculty Association may view the Professional Employee’s personnel file or the portions specified in the request without the Professional Employee being present.

B. Review Derogatory Material

1. No material derogatory to the Professional Employee’s conduct, service, character, or personality shall be placed in the Professional Employee’s personnel file unless the Professional Employee is given the opportunity to review the material.

2. No unsubstantiated anonymous material will be included in the Professional Employee’s personnel file.

3. The Professional Employee shall have the right to answer any such material prior to placing it in the file. The Professional Employee’s answer shall be affixed to the material and placed with it in the Professional Employee’s personnel file.

C. Employee Additions

1. Each Professional Employee shall have the right to place additional materials related to his/her professional employment at Labette Community College in their file should this information be evidence of competence, professionalism, or outstanding service to the college. This material must have approval of the Director of Human Resources before placement into the file.

D. Copies of Files
1. Each Professional Employee shall receive a copy of all data placed into the file at the time the material is added to the personnel file.

2. Each year the Professional Employee can request reproductions of the contents of his/her file at no charge to the Professional Employee.

**ARTICLE VIII**

**Professional Employee Discipline**

A. General Provisions

1. The Association recognizes the right of the Board to discipline its professional employees.

2. No professional employee will be formally disciplined without just cause.

3. Discipline will be progressive unless circumstances require the imposition of more severe penalties.

4. Professional employees are entitled to bring a representative of their choice to any formal discipline meeting.

5. Information concerning proposed disciplinary actions is privileged information. The professional employee may divulge such information for the purpose of consulting with or obtaining representation from the Association.

6. No disciplinary action is to be taken in front of students and/or co-workers.

7. Measures such as assignment to nonprofessional tasks or disapproval of leave requests will not be used as disciplinary measures.

B. Just cause shall be generally defined as reasonable grounds regulated by mutual good faith. Just cause shall also include the following components:

1. Any violation of Labette Community College’s policies or procedures may result in discipline. Any alleged incident will be documented on the incident form found in the Public Folders.

2. Management must, except under extreme circumstances, investigate before taking action against the employee.

3. Any administrative or board investigation must be fair and objective.

4. The investigation must produce evidence to support the management's case. Anonymous information shall not be the basis for any discipline unless it has been substantiated.

5. Rules, regulations, and penalties must be applied without discrimination.

6. Management should regard discipline as corrective - not punitive.

7. Management must avoid arbitrary and hasty action.
C. Any complaints regarding a professional employee reflecting concern about his/her performance in or out of the classroom made by any person that is deemed serious enough to be reduced to writing and either placed in the professional employee’s file and/or used in an evaluation, reprimand, or any other action, shall be promptly called to the professional employee’s attention and the professional employee shall receive a copy of said complaint.

D. It is agreed by both parties that informal disciplinary actions are generally the first steps taken in constructive discipline; and, are to be taken by administrators in situations of a minor nature involving violation of a rule, regulation, or safety practice. Situations of a minor nature shall be handled through the informal process. Situations of a serious nature shall be handled through the formal process.

1. **Informal**: Oral admonitions and warnings or written letters of warning, caution or requirements may be taken by administrators on their own initiative. Written statements included in this category will not be included in a professional employee’s personnel file.

2. **Formal**: Formal disciplinary actions, such as plans of assistance, written reprimands or suspension, may be used only for more serious offenses or when informal disciplinary actions have not corrected unacceptable patterns of behavior as determined by the administrator. Within a 10 contract day period following the administrator’s awareness of a professional employee’s actions that warrant formal discipline, one of the following actions may be taken:
   a. The administrator will hold a conference with the professional employee. Notes of the conference will be prepared and all parties attending the conference will sign the prepared notes. The professional employee will be provided with a copy of the signed notes. A copy will be included in the professional employee’s personnel file.
   b. The administrator will hold a conference with the professional employee and inform the professional employee of the proposed discipline. If a letter of reprimand is included, the professional employee shall have ten (10) contract days from receipt of the administrator’s formal letter of reprimand to file a written response.
   c. The President may suspend the professional employee with pay until such time as the Board has reviewed the matter and determined to continue the suspension with pay, remove the suspension and return the professional employee to duty, or give notice of the Board’s intent to terminate or non-renew the professional employee’s contract.
d. The professional employee may bring representation to any formal meeting.

e. Formal disciplinary action shall be documented by using the Performance Improvement Counseling Form found in the Public Folders. If the employee refuses to sign the counseling record, another member of management must sign, as a witness in the employee’s presence verifying the employee’s refusal to sign and this should also be noted on the employee signature line. If additional documentation is attached to the Counseling Form, then each page must be initialed and dated by the employee and their supervisor.

ARTICLE IX
Resolving Grievances

A. Declaration of Purpose

Every school system has grievances. If allowed to go unresolved they have a damaging effect on teaching efficiency. They normally arise from misunderstanding rather than from bad intention. A good procedure for resolving them is of extreme value to the College and to the community it serves.

B. Definitions

1. A "Grievance" is a complaint by a Professional Employee or a group of Professional Employees based on an alleged violation, misrepresentation or misapplication by the College of this Agreement or any Board Policy or Administrative Regulations affecting the terms and conditions of professional service of the Professional Employees which are required to be negotiated under Kansas State law. For the purpose of this master agreement an "administrative regulation" is a procedure that is included in the Procedures Manual and has been approved by the College President.

2. The term "Professional Employee" may include a group of Professional Employees who are similarly affected by a grievance.

3. An "aggrieved person" shall mean the person or persons making the complaint.

4. A "party in interest" shall mean the person or persons making the complaint and/or any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

5. The term "days" except when otherwise indicated, shall mean working days.

C. Procedures

1. Level One

The aggrieved person should request an informal conference with the appropriate director or the appropriate administrator within 10 days after he/she becomes aware
of the grievance. At this conference the aggrieved person may be accompanied by a representative of the Association's Grievance Committee. Such representative may serve as spokesperson for the aggrieved person. The purpose of these informal meetings is to give the appropriate director or administrator the opportunity to resolve the grievance in an informal way.

2. **Level Two**
   
   If the aggrieved person has been unable to get a conference with the director or the appropriate administrator within 10 days of the request, or having had the conference, has not found a solution to the grievance, he/she shall ask the assistance of a representative of the Association's Grievance Committee, and prepare a written statement of the grievance within 10 days after failure to find a satisfactory informal solution in the appropriate director’s or Dean’s office. One copy shall be delivered to the Vice President of Academic Affairs’ office, one to the Association's Grievance Committee Chairperson, and one should be kept by the aggrieved person. Within 10 days after delivery of the formal grievance to the appropriate Vice President, the appropriate Vice President or his/her representative shall deliver to the Professional Employee in writing, the decision of the College with respect to the grievance, deliver a copy to the Association's Grievance Committee Chairperson, the College President (see Level three, line 2, President receiving decision) and retain one copy for his/her own file. Such decision shall include appropriate supporting evidence and reasons for the decision. Failure of the appropriate Vice President to make delivery of the decision of the College within 10 days shall constitute admission of the correctness of the claims made in grievance, and assurance that appropriate corrections will be made within 10 more days.

3. **Level Three**
   
   If no written notice of appeal of this decision from the appropriate Vice President has been received by the President within 10 days after receipt of the appropriate Vice President’s decision in Level Two, then no further consideration of the matter will be made by the Administration. If the decision of the College as expressed by the appropriate Vice President in Level Two is not satisfactory to the aggrieved Professional Employee, the Association's Grievance Committee shall cause to be made objective findings of fact relating to the grievance. The Association's Grievance Committee, which serves in the role of advocate, shall make careful evaluation of the grievance in the light of the findings. Based on the findings, the Association's Grievance Committee will counsel the aggrieved Professional Employee either to accept the decision of the College as indicated by the
appropriate Vice President, or to appeal that decision to the President. If the appeal to the President is chosen, such aggrieved person or a representative of the Association's Grievance Committee shall file a written notice of appeal of the decision at Level Two with the President within 10 days after receipt of the decision from the appropriate Vice President. The President shall review the grievance. The President may request a meeting with the grievee in order to resolve the grievance on an informal basis. The decision of the President will be issued to the Board, the Association's Grievance Committee and to the aggrieved person within 10 days after receipt of the appeal to the President's level. The Grievance Committee at this time will decide upon whether or not to appeal the grievance to the Board.

4. **Level Four**

If the appeal to the Board is chosen, such appeal shall be filed with the Board within 10 days of receipt of the decision of the College from the President. Such aggrieved person or a representative of the Association's Grievance Committee shall file a written notice of appeal of the decision at Level Two and Three with the Board Chairperson. Within 10 days after receipt of the appeal, the Board shall set a date for a hearing and notify the aggrieved person and the Association's Grievance Committee and all other parties in interest of said date. Hearing on said grievance shall be held within 15 days of the issuance of said notice by the Board. The Board shall render a decision in writing to the aggrieved person and the Association's Grievance Committee within 10 days after the conclusion of the hearing. The decision by the Board shall conclude the internal process of the grievance. If the aggrieved person or the Faculty Association disagrees with the decision of the Board, review of the decision may be sought in district court under the provisions of K.S.A. 60-2101(d).

**D. General Rules**

1. It is the policy of the Board to assure to every Professional Employee the opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or prejudice in any manner.

2. The purpose of these proceedings is to secure equitable solutions to grievances of Professional Employees and non-teaching faculty.

3. If any person is a party in interest to any grievance, such person is disqualified from exercising the judicial function in attempts to resolve the grievance.

4. Since the resolving of grievances should be expedited as much as possible, the time limit at each level shall be regarded as maximum and every effort should be made to use fewer than the maximum number of days. Time limits, however,
may be extended by mutual agreement when circumstances justify doing so.

5. All documents, communications and records dealing with the processing of grievances shall be filed by the College separately from the personnel files of the parties in interest.

6. Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other documents which are necessary, shall be provided by the Association.

7. No Professional Employee shall be required to discuss any grievance when the Association representative is not present.

8. The Board will cooperate with the Association in the investigation of a grievance and furnish such information within legal limits as is requested for the processing of any grievance.

9. Should the investigation or processing of any grievance require that a Professional Employee or Association representative be absent from his regular assignment, he shall be released without loss of pay or benefits.

10. Grievances filed toward the close of the school year shall be expedited insofar as is reasonably possible, with the intention to complete the processing before the close of the school year. If completion cannot be accomplished, the processing will be re-established at the beginning of the new school year.

11. Any grievance hearing before the Board shall be conducted with both parties present. The hearing may be in open or closed session as determined by the grievant. The hearing procedure will include:
   a. The Board Chair or designee will preside at the hearing;
   b. The grievant may personally present the grievance; or
   c. The grievant may choose to be represented by a member of the Faculty Association Grievance Committee or other representative. The name of the representative will be provided to the Board prior to the hearing;
   d. The College President or designee will be present for the administration. The President may choose to use legal counsel and will inform the grievant prior to the hearing;
   e. The grievant and the administration may each present their information and evidence to the Board. Each will have an opportunity for rebuttal;
   f. The grievant and the administration may call witnesses;
   g. The Board shall deliberate in executive session with only the Board members and the Board’s attorney, if any, present;

12. To reflect the Board’s commitment to fair due process, the Board decision will be
based upon substantial evidence presented at the grievance hearing by the grievant and the administration.

13. Any written communication involving the grievance between either side with the Board of Trustees will be shared by both parties.

**ARTICLE X**

**Due Process for Contract Termination or Non-renewal**

The Board shall comply with the Kansas due process laws for those professional employees subject to the Kansas Due Process Act.

**ARTICLE XI**

**Pay Day**

Pay Day is the 20th of each month. If the 20th falls on Saturday, Sunday, or a holiday; then payday will be the preceding workday.

**ARTICLE XII**

**Payroll Deductions**

Payroll deductions are to be made for federal and state income tax, retirement, social security, tax-sheltered annuities, group health insurance, and KNEA/KHEA Association dues; provided, the Professional Employee presents appropriate signed authorizations for such deductions to the Business Office when required by the College.

*Professional Dues Deduction:* If requested in writing by a faculty member, the payroll clerk shall deduct association dues. Authorization for KNEA dues shall typically be returned to the payroll clerk on or before September 10 and shall continue until revoked in writing by the faculty member. The dues shall be deducted in 9 or 12 equal monthly installments (at the faculty member’s preference) beginning in September. The association shall notify the payroll clerk of the amount of monthly dues to be deducted on or before September 1. A faculty member may be allowed to join the association and start payroll deductions in midyear. In this case, the administration and association will present signed authorization for prorated deductions to the payroll clerk. The Board shall promptly transmit the dues to the association and shall include a listing of the members and the dues deducted. The association shall indemnify and hold harmless the Board from any and all claims, demands, suits or other forms of liability (including specifically costs and attorney fees) that may arise out of or by reason of any action taken or not taken by the Administration for the purpose of complying with this provision.
ARTICLE XIII
Fringe Benefits

A. Health Insurance

Group health insurance will be provided through an insurance carrier selected by the College. Prior to any change in insurance carrier, representatives of employee groups will be given the opportunity to advise Administration concerning the selection of the insurance carrier. The Board shall pay 90% of the cost of a single premium for each Professional Employee whose contract is signed by the Chairperson of the Board of Trustees. All Professional Employees will be required to participate in single coverage unless they can provide evidence of group coverage elsewhere.

If the College receives a cash payment divisible surplus from a group health insurance carrier, the amount paid in cash shall be distributed to the participating employees (including any employees not subject to this Agreement) and to the Board in proportion to the premium contributions of each, consistent with the provisions of the insurance contract. Any payroll deduction or salary reduction for health insurance premium purposes shall be considered employee contribution. Employees entitled to participate in the distribution shall be those employees participating in the College’s group health insurance plan during the year covered by the divisible surplus. This language will not impact upon any grievance filed prior to signing this contract.

B. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted her/his sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the College President. See Appendix C

C. Professional Development Funds

The use of professional development funds is for Professional Employees to augment expertise and keep current in their field(s) of instruction. A fund for professional development of Professional Employees will be established in an amount equal to $600 per full time faculty member per year.

i. Funds may be rolled over for four (4) years to an accumulated total of $2,400.
   a. Four-year rollover of individual fund allotment is acceptable for conference or workshop registration and travel expenses only. The educational limit is $600 per year — with no rollover. To receive reimbursement for educational expenses an official transcript showing a grade of “C” or better must accompany the receipt.
b. All requests for payment for activities during the current fiscal year should be submitted to the Business Office by April 30.

ii. Each faculty member may use the accumulated amount according to the formulas above.

iii. If a faculty member leaves LCC, professional development funds will be transferred to the new faculty member hired as a replacement.
   a. If the new faculty member is hired in another department, the funds will be transferred to the new faculty member.
   b. If a new program is started and a new faculty member is hired, the Master Agreement would require that the faculty member be provided with $600 for professional development.
   c. If a program or position is eliminated and the faculty position is not transferred to another department, the accumulated funds will go into a general pool for professional development.

iv. Funds per individual faculty member will accumulate to a $2,400 maximum. The next year’s accumulation that would put the faculty member’s total over $2,400 will go into a general pool. The faculty member’s accumulated total will stay at $2,400 until used.

v. Faculty members seeking additional funding for a professional development activity beyond the amount in their individual account may request funds from the general pool when making their request for use of professional development funds. A Professional Development Committee will meet once each semester or as needed to review request for funds from the general pool. The Professional Development Committee will allocate the funds in the general pool with the highest priority to support travel and expenses to conferences/seminars, with other permitted uses of the funds taking a lower priority. The Professional Development Committee will consist of the Vice President of Academic Affairs, Dean of Instruction, Faculty Association President or designee, and two other faculty members who will rotate annually.

vi. All terms of this agreement shall apply to all faculty members.

vii. Administration retains its right to use other institutional funds and grant funds for travel and professional development to fulfill grant obligations or operational initiatives.

viii. Registration, hotel and airline will be paid for by the college when direct billing is not available. See Travel Voucher Procedure 5.021 in the Policy/Procedure Manual.

ix. Professional development funds may be used by Professional Employees for, but
not limited to, payment of the following:

a. Tuition and fees for classes and workshops limited to $600 a year
b. Fees and expenses for attending conferences and other meetings of professional organizations
c. Professional journals and books
d. Membership to professional and service organizations
e. Personal hardware and software to assist in completion of job duties when away from campus; limited to $600 per year. If a Professional Employee terminates employment with LCC within three years of the purchase of hardware using professional development funds and wishes to keep the hardware, he or she will pay back to the professional development fund the amount of the purchase that was paid with professional development funds. Three years after the purchase of hardware using professional development funds, the hardware will be depreciated out and become the property of the professional employee.

D. **Tax Sheltered Annuity Proposal**

LCC will match contributions of up to $50 per month or $600 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service (from date of hire)</th>
<th>Vesting %</th>
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<tbody>
<tr>
<td>5</td>
<td>25%</td>
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<td>6</td>
<td>40%</td>
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<td>7</td>
<td>55%</td>
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<td>8</td>
<td>70%</td>
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<td>9</td>
<td>85%</td>
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<tr>
<td>10</td>
<td>100%</td>
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E. **LCC Educational Benefits**

Labette Community College will provide, as scholarship, tuition, incidental and material fees for the employee, spouse, and all dependent children of the Professional Employee for courses taken for credit at the College. The enrollee shall pay for tuition, material, and incidental fees for non-credit courses, seminars, and workshops.

F. **Cafeteria Plan**

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes
medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

ARTICLE XIV
Resignation
A Professional Employee not planning to return in the fall will notify the President's Office, preferably in writing, no later than the Friday two weeks after the third Friday in May. However, if a Professional Employee knows he/she will not return in the fall, it would be helpful if he/she would notify the President's Office in advance of the notice date in order to allow time to secure a suitable replacement.

ARTICLE XV
Early Retirement Plan
Early retirement is defined as retirement prior to age 65. KPERS allows full-time faculty members to retire from employment with the College at the end of the academic year in which he or she meets the eligibility requirements for early retirement. In the event of illness or unusual circumstances KPERS may allow an employee to retire at a different time. Early retirement is strictly voluntary, and no faculty member shall be required to take early retirement.

Eligibility
An employee is eligible for early retirement if such employee:
- is currently a full-time faculty of the College
- meets the KPERS eligibility requirements for early retirement

Application
A full-time faculty member desiring to take early retirement must submit his or her request in writing to the President’s office prior to the notice date, which is the Friday two weeks after the third Friday in May. In the event of illness or other unusual circumstances the Board of Trustees may choose to accept a request at a later date. The Professional Employee should consult with the Human Resource office and/or KPERS for retirement application and timeline. The Professional Employee shall complete a health insurance retirement form which is available in the Human Resource office.

Benefits
The full-time faculty member taking early retirement will be eligible to stay in the group health insurance plan until Medicare eligible, but there will be no college contributions for premiums.

Withdrawal of Application
In the event of unusual circumstances the early retirement agreement may be withdrawn at
ARTICLE XVI
Professional Compensation
Salary for Professional Employees covered by this Master Agreement shall be in accordance with the salary schedule as set forth in Appendix A, attached. In order to qualify for salary increase, the Professional Employee must present a transcript to the chief academic officer at any time prior to the beginning of each contract year. In order to count hours above the MS degree, they must be in the field of the academic major or with the approval of the administration.

A. Credentialing/Licensing/Certification – Master’s Degree and above

To qualify for horizontal salary schedule movement above the Master’s degree with, credentialing/licensing/certification must:

1. Be in the Professional Employee’s major assigned field of teaching,
2. Be approved through a state or national accrediting body,
3. Stay within educational columns, and
4. Move no further than M+54 without PhD degree.

Employee Requirements:
Prior to February 1, the Professional Employee must submit to the Dean of Instruction, the Vice President Academic Affairs and Human Resources a proposal that includes:

1. Awarding agency name
2. Title of credential/license/certificate
3. Hours required for initial completion, renewal, and maintenance
4. Expected date of completion
5. Any other relevant details

Upon completion of the requirements, the Professional Employee must present an original certificate, license, credential copy or official transcript to Human Resources prior to the beginning of each contract year.

If the Professional Employee’s credential/license/certification expires, he/she will no longer be eligible for additional compensation.
Salary Scale Movement for Credentialing/Licensing/Certification Disciplines

Accounting
Certified Public Accountant credential (CPA) = +12

Communications
Accredited in Public Relations credential (APR) = +12

Nursing
Registered Nurse (RN) = +12
Clinical Nurse Specialist (CNS) NOT CERTIFIED = +12
Clinical Nurse Specialist (CNS) CERTIFIED = +18
Advanced Practice Registered Nurse (APRN) NOT CERTIFIED = +12
Advanced Practice Registered Nurse (APRN) CERTIFIED = +18
Certified Nurse Educator (CNE) = +18

Office Technology
Certified Administrative Professional (CAP) = +6

Psychology
Behavioral Board licensing for Clinical Social Work = +12

* If the credentialing/licensing/certification is not listed above, consult the current Faculty Association president for future consideration by December 1 of the contract year. The Faculty Association should present accumulative requests to HR by December 15. New credentialing and licensing proposals will be incorporated into the next contract negotiations under Article V, Section O.

B. Credentialing/Licensing/Certification – Qualified Vocational Column

To qualify for vertical salary schedule movement above the Qualified Vocational column degree with credentialing/licensing/certification you must:

1. Be in the Professional Employee’s major assigned field of teaching,
2. Be approved through a state or national accrediting body,
3. Stay within educational columns

Employee Requirements:
Prior to February 1, the Professional Employee must submit to the Dean of Instruction, the Vice President Academic Affairs and Human Resources a proposal that includes:

1. Awarding agency name
2. Title of credential/license/certificate
3. Hours required for initial completion, renewal, and maintenance
4. Expected date of completion
5. Any other relevant details

Upon completion of the requirements, the Professional Employee must present an original certificate, license, credential copy or official transcript to Human Resources prior to the beginning of each contract year.

If the Professional Employee’s credential/license/certification expires, he/she will no longer be eligible for additional compensation.

Salary Vertical Steps Movement for Credentialing/Licensing/Certification Disciplines

**Respiratory Therapy**
- Adult Critical Care Specialty (RRT-ACCS) = +2 vertical steps
- Neonatal/Pediatric Respiratory Care Specialist (RRT-NPS) = +2 vertical steps
- Registered Pulmonary Function Technologist (RPFT) = +2 vertical steps
- Registered Respiratory Therapist (RRT) = +3 vertical steps
- Sleep Disorders Testing and Therapeutic Intervention Respiratory Care Specialist (RRT-SDS) = +3 vertical steps

**Diagnostic Medical Sonography**
- RDMS=Registered Diagnostic Medical Sonographer
  - Breast (RDMS-BR) = +1 vertical step
  - Fetal Echocardiography (RDMS-FE) = +1 vertical step (Could also be (RDCS-FE) but allowed only 1, not both)
  - Pediatric Sonography (RDMS-PS) = +1 vertical step
- RDCS=Registered Diagnostic Sonographer
  - Adult Echocardiography (RDCS-AE) = +1 vertical step
  - Fetal Echocardiography (RDCS-FE) = +1 vertical step (Could also be RDMS-FE but allowed only 1, not both)
  - Pediatric Echocardiography (RDCS-PE) = +1 vertical step
- RMSK=Registered in Musculoskeletal
  - Musculoskeletal Sonography Exam (MSK) = +2 vertical steps

* If the credentialing/licensing/certification is not listed above, consult the current Faculty Association president for future consideration by December 1 of the contract year. The Faculty Association should present accumulative requests to HR by December 15. New credentialing and licensing proposals will be incorporated into the next contract negotiations under Article V, Section O.
C. **Overload**

If a Professional Employee, who has a full-time workload (see Article V.D), accepts a request to teach an overload, his/her remuneration shall be determined by one of the following:

1. If the course that is offered for College credit meets institutional requirements then the Professional Employee shall receive remuneration as per credit hour taught as indicated in the current salary schedule as set forth in Appendix B.
2. If the course that is offered for College credit does not meet institutional requirements then the Professional Employee shall receive prorated remuneration per credit hour taught as indicated in the current salary schedule as set forth in Appendix B.
3. The Vice Presidents will determine the minimum criteria necessary to meet institutional requirements annually as part of the budget process and will inform college staff of their decision at the earliest date possible no later than the in-service packet mailing.
4. If the course is offered for non-college credit, then the Professional Employee may negotiate the amount of the remuneration to be received for each contract hour taught.
5. With respect to numbers one (1) and two (2) above, if the course is not canceled due to low enrollment prior to the first scheduled meeting, the Professional Employee shall meet the course and be paid 1/15th of the overload rate per hour for the initial meeting(s) whether the course makes or not.
6. The Professional Employee shall be paid the regular overload rate for developing an online course. The Professional Employee will be paid 1.4 times the regular overload rate for teaching an online course. When calculating faculty load or overload, online courses will be counted based on the number of credit hours of the course. For example, a three credit hour online course will count as three hours toward calculating load or overload, and counted at 4.2 credit hours when determining compensation. Compensation relative to online course size will be as follows: the Professional Employee will be paid the 1.4 times the overload rate for up to 22 students. Courses can be limited to fewer than 22 students with the approval of the appropriate administrator. The Professional Employee has the option to permit enrollment up to a maximum of 30 students. Compensation would be an additional 1/20th of the 1.4 overload pay. If more than 30 students wish to enroll in the course, an additional section may be added.
D. Other

1. If the course is a remedial course and required for a student to be able to take any other college course, the Dean of Instruction may recommend to the Vice President of Academic Affairs that the Professional Employee be paid an additional 20% to teach a course with fewer than five (5) students. For example, a course with two (2) students that would normally pay 40% (20% per student) would instead pay 60%.

2. Arrangement classes must be approved in advance by the Dean of Instruction. They must meet outside of the Professional Employee’s regularly scheduled class times. Students taking arrangement classes must use the approved “Arrangement Class/Student Log” found in public folders. Professional Employees teaching arrangement classes must collect these logs and turn them in to Admissions along with the grade rosters. The Professional Employee will be paid 20% of the overload pay per student for an approved arrangement class. Arrangement contracts will also require written justification on the contract stating why the arrangement class is approved.

3. Professional Employees teaching Private Music lessons are paid 1/3 of one credit hour per student based on the current salary schedule as set forth in Appendix B. Private music lessons consist of 15, ½ hour lessons per semester. Private music students must keep a time log, approved by the music department, listing practice times. Private-music Professional Employees must turn these logs in to Admissions along with the grade rosters.

4. Professional Employees teaching group music lessons – such as piano class – are paid a full one credit hour contract with a minimum of 3 students enrolled. The Professional Employee is paid 2/3 of a one credit hour contract for 2 students. If only one student is enrolled, the class will be changed to a private lesson. Group music lessons are capped at 10 students. Group music lessons meet for 50 minutes, 15 times per semester.

5. Internships/Practicum courses are paid 20% per student. These courses typically require the Professional Employee to set up the internship with the business, and collect and assess the evaluations of the students done by the business.

6. Hybrid courses are paid the same as on-ground courses.

7. KBOR minimum time requirements for a lab class is 1,125 minutes per credit hour. LCC’s typical lab class is 2 credit hours, therefore compensation for lab classes are paid at 2 credit hours.
E. Hybrid Course Curriculum Development Compensation

11. Compensation for faculty will be based on the amount of the hybrid course that is offered online (distance education) 25%, 50%, or 75%, and the number of credit hours of the course being developed.

12. The originator of the course proposal and the Dean of Instruction will determine the amount of compensation based on the % taught online prior to Curriculum Instruction Committee Review.

13. A hybrid course being developed from an already approved on-ground course will qualify for compensation.

14. A hybrid course being developed as a new course (no previous online or on-ground course) will qualify for compensation.

15. A hybrid course being developed from an already approved online course will NOT qualify for compensation since the course in its entirety is already available online.

16. If a hybrid course is later developed into an online course, only the portion not already compensated in the hybrid course will be paid to the online developer.

17. Compensation for teaching a hybrid course is the same as compensation for teaching an on-ground course.

18. The person teaching the hybrid course will have completed the LCC online teaching course (or equivalent) prior to teaching the hybrid course. (The Vice President of Academic Affairs may allow the online teaching course to be taken the same semester the hybrid course is taught if extreme circumstances exist and the instructor is an experienced instructor.)

19. The course is expected to be offered within one year of completion of course development.

20. As found in the Intellectual Property Policy 3.23, the College will have non-exclusive, royalty-free use of the hybrid course and the ability to modify the work for its use within the institution, so that the College’s continued use of such material for educational purposes is not jeopardized. See Policy 3.23 for complete details.
ARTICLE XVII

DURATION OF AGREEMENT

This Master Agreement shall become effective on the first day of the 2018-2019 school years, shall not be subject to negotiations during this period of time, and shall remain in effect throughout the 2018-2019 school years.

IN WITNESS WHEREOF, the parties have executed this Master Agreement this _____ day of ________, 2018.

BOARD OF TRUSTEES

Chairperson

Clerk

FACULTY ASSOCIATION

President

Secretary
* Faculty Titles:

For the purpose of title only, faculty will be designated by the following titles based on the parameters below:

- Doctorate - Full Professor when offered a contract for the 4th year
- Masters - Full Professor when offered a contract for the 8th year
- Doctorate, non-tenured - Associate Professor
- Masters, Tenured - Associate Professor
- Masters, non-tenured - Assistant Professor
- all others, Instructor

The above titles in no way affect the contract or any monetary compensation. The salary schedule shown above (Appendix A) will be followed according to the guidelines in the schedule. Within the contract, all faculty, regardless of title, are referred to as Professional Employee or faculty.
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Bachelor
Gen. Ed.
$34,210
$34,890
$35,570
$36,250
$36,930

2%
$680
Qualified
Vocational
$35,230
$35,910
$36,590
$37,270
$37,950
$38,630
$39,310
$39,990
$40,670
$41,350
$42,030
$42,710
$43,390
$44,070
$44,750
$45,430
$46,110
$46,790
$47,470
$48,150
$48,830
$49,510
$50,190
$50,870
$51,550
$52,230
$52,910
$53,590
$54,270
$54,950

Vertical
3%
$1,020
Masters
$36,250
$36,930
$37,610
$38,290
$38,970
$39,650
$40,330
$41,010
$41,690
$42,370
$43,050
$43,730
$44,410
$45,090
$45,770
$46,450
$47,130
$47,810
$48,490
$49,170
$49,850
$50,530
$51,210
$51,890
$52,570
$53,250
$53,930
$54,610
$55,290
$55,970

Horizontal Base
$36,250

M+6
$37,270
$37,950
$38,630
$39,310
$39,990
$40,670
$41,350
$42,030
$42,710
$43,390
$44,070
$44,750
$45,430
$46,110
$46,790
$47,470
$48,150
$48,830
$49,510
$50,190
$50,870
$51,550
$52,230
$52,910
$53,590
$54,270
$54,950
$55,630
$56,310
$56,990

M + 12
$38,290
$38,970
$39,650
$40,330
$41,010
$41,690
$42,370
$43,050
$43,730
$44,410
$45,090
$45,770
$46,450
$47,130
$47,810
$48,490
$49,170
$49,850
$50,530
$51,210
$51,890
$52,570
$53,250
$53,930
$54,610
$55,290
$55,970
$56,650
$57,330
$58,010

M + 18
$39,310
$39,990
$40,670
$41,350
$42,030
$42,710
$43,390
$44,070
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$45,430
$46,110
$46,790
$47,470
$48,150
$48,830
$49,510
$50,190
$50,870
$51,550
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$52,910
$53,590
$54,270
$54,950
$55,630
$56,310
$56,990
$57,670
$58,350
$59,030

M + 24
$40,330
$41,010
$41,690
$42,370
$43,050
$43,730
$44,410
$45,090
$45,770
$46,450
$47,130
$47,810
$48,490
$49,170
$49,850
$50,530
$51,210
$51,890
$52,570
$53,250
$53,930
$54,610
$55,290
$55,970
$56,650
$57,330
$58,010
$58,690
$59,370
$60,050
489

M + 30
$41,350
$42,030
$42,710
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APPENDIX B

Overload and Curriculum/Course Development Salary Schedule
(see Faculty Salary Schedule, pg. 37 & 38).

When not counted as a part of a professional employee’s load, compensation for curriculum/course development shall be based upon the same rate as the rate of pay for overload courses.

Ten credit hours of overload per semester will be considered maximum. This does not include curriculum course development. The Vice President of Academic Affairs or appropriate administrator may consult with a faculty member to teach additional overload due to emergency or special circumstances.
APPENDIX C

SICK LEAVE BANK PROCEDURE

PURPOSE:
To establish a bank of sick leave days donated by LCC employees in order to provide a benefit to employees who have suffered a catastrophic injury or illness and who do not have sufficient sick leave days.

CRITERIA:

A. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such injury or illness must be severe, continuing, and unusual and force the employee to exhaust all sick leave time earned by the employee and to therefore potentially lose compensation.

B. At least ten (10) working days absence are required before an employee may apply for days from the bank. If approved, these ten days would be covered by the plan.

C. Catastrophic illness or injury must require the services of a doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.

D. A maximum of five (5) days may be donated, on a voluntary basis, to the sick leave bank on July 1, February 1, or at any time during the year when the committee notifies employees of a shortage in the bank.

E. Once sick leave has been donated to the sick leave bank, it cannot be restored to the individual.

F. Employees may not designate a particular employee to receive their donated time.

G. Employees who use sick leave days from the bank are not required to pay them back.

H. Full-time employees, including those employees who have contributed to the bank, who have been employed by LCC for more than three (3) months may apply for sick leave bank days.

I. All applications for sick leave bank time must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work.

J. Prior to making an application, the applicant must have utilized all of his/her accumulated sick leave. However, the applicant is not required to first utilize all of her/his vacation days prior to making application to the sick leave bank.

K. A combination of the employee's sick leave days and the days drawn from the sick leave...
bank may not exceed ninety (90) days total.

L. Days in the sick leave bank may be distributed until the bank is exhausted.

M. Guidelines for the committee are: approved applicants will be granted days from the requested start date until a combination of their sick leave days and the bank days have reached a maximum of 90 days or until the bank is exhausted.

N. The Director of Human Resources shall serve as chairperson of the ad hoc committee.

COMMITTEE:

A. An ad hoc sick leave bank committee will make recommendations relative to the distribution of days and will consist of one member from each group that participates in the sick leave bank. The chief administrative services officer will appoint members to the committee after receiving nominations from each group.

B. The committee shall make recommendations regarding the eligibility of the employee for sick leave bank days, to the Director of Human Resources, based on the information submitted.

NOTE: THIS PROCEDURE IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT A PART OF THE MASTER AGREEMENT.
APPENDIX D

D. 1. Evaluation Procedures
The evaluation will be comprised of a Class Visitation by the Vice President of Academic Affairs, appropriate administrator or Director, a student evaluation, and a conference. During the first three years of employment, the Vice President of Academic Affairs will be responsible for the evaluation. The direct supervisor will be invited to attend the classroom presentation and required to attend the evaluation meeting. After the first three years the direct supervisor will be responsible for the evaluation and post evaluation meeting with the Professional Employee.

Class Visitation
1. The Vice President of Academic Affairs, appropriate administrator or appropriate Director will contact the faculty member to schedule a class visitation.
2. A Faculty Self-Assessment document will be filled out by the faculty member (Appendix D.3.). One week or more prior to the class visitation, the instructor will provide to the Vice President of Academic Affairs, appropriate administrator or appropriate Director the following documentation:
   a. A syllabus matching the course for the class visitation
   b. An ungraded copy of an exam or other assessment
   c. Copy of attendance record through certification roster due date
   d. Faculty self-assessment
3. At the scheduled class visitation, the Vice President of Academic Affairs, appropriate administrator or appropriate Director at the beginning of the visitation will administer student evaluation forms. The faculty member will not be present when the student evaluations are distributed or collected. If the faculty member prefers, the student evaluation and the evaluator’s class observation can be conducted at subsequent class periods.

Conference
1. A conference will be scheduled within 15 days of the class visitation with the Vice President of Academic Affairs, appropriate administrator or appropriate Director and the faculty member to review the Class Visitation and Documentation and tabulated Student Evaluation materials.
2. One week or more prior to the conference, the Vice President of Academic Affairs, appropriate administrator or appropriate Director will provide the material outlined on the classroom visitation form.
3. After the conference, the instructor and the evaluator will sign the Classroom Visitation and Documentation form. The forms will be reviewed by the Vice President of Academic Affairs, appropriate administrator and or the appropriate administrator, or appropriate Director, and will be submitted to the Human Resource office to be placed in the instructor’s permanent file.
4. The instructor may attach comments in response to the evaluation and those comments will be included with the evaluation in the employee’s permanent file. The comments must be submitted to the evaluator within 10 days of the conference.
D.2.
Evaluation Schedule
Instructors will be evaluated according to the following schedule:

1. First and second year instructors will be evaluated at least once in both the fall and spring semesters prior to the twelfth week of classes.
2. Third and fourth year instructors will be evaluated at least once in an academic year prior to Feb. 15
3. Instructors with more than four years of tenure will be evaluated at least once every three years, prior to Feb. 15.

The Faculty Evaluation Schedule will be distributed to faculty at least annually at Fall In-service.

Course Evaluations
Through the Center for Innovative Instruction, faculty and staff will develop course evaluation instruments, such as short form student evaluation, that faculty can utilize at their discretion outside of the formal faculty evaluation process. These instruments will not be used for formal faculty evaluations, nor will they replace formal faculty evaluation instruments.
1. Describe the teaching and learning strategies I utilize.

2. How do I keep current on the latest development in my field of study?
   a. Have taken a course relevant to teaching area within the last two years (list course or courses)
   b. Have participated in professional development activity that is relevant to teaching area
   c. Subscribe and read relevant journals and/or periodicals
   d. Other

3. What constraints/limitations (i.e. institutional, professional, personal) do I feel prevent me from doing the best job possible.

4. List of committee assignments.

5. Other pertinent information I wish to include in my self-evaluation.
D.4.

FULL-TIME FACULTY EVALUATION
CLASSROOM VISITATION AND DOCUMENTATION
Revised Fall 2018

Faculty Member _______________________________________

Semester ____________________________________________

Name of Course _______________________________________

Location _____________________________________________

Day/Time ________ Time Class Observed: ________

The following materials are contained within this packet: Copies provided by instructor:
(Provided to evaluator one week prior to classroom visitation)

_____ Syllabus
_____ An ungraded copy of an exam or other assessment
_____ Faculty self-assessment

Copies provided by administrator:
(Provided to instructor one week prior to conference)

_____ Student Reactions to Classroom Climate and Instruction

Optional materials:
(Provided to evaluator one week prior to classroom visitation.)

This section is designed to highlight the instructor’s strengths and provide opportunity for self-evaluation. It can include, but is not limited to, the following: (The expectation is not for all blanks to be checked.)

_____ Sample handouts that elaborate or supplement course content.
_____ Samples of student work, perhaps including graded work from best and worst students.
_____ Examples of teaching innovation.
_____ Examples of use of technology in classroom.
_____ Examples of major curriculum development or revision.
_____ List of community service and involvement.
_____ List outlining participation in local, regional, state, and/or national organizations, especially those relating to the discipline.
_____ Supplementary reading lists.
_____ Sample study questions / review material.
_____ Sample or list of audiovisual materials used in course (if appropriate).
_____ Other

_______________________________________________
Faculty Member

_______________________________________________
Administrator

_______________________________________________
Date

_______________________________________________
Date

The faculty member’s signature above indicates that he/she has read this evaluation.
It does not necessarily indicate that he/she agrees with its contents.

The faculty member has chosen to attach comments in response to this evaluation: ___Yes ___No
Section I
CLASSROOM VISITATION

Key:

- **S** - Satisfactory
- **NI** – Needs Improvement
- **NO** – Not Observed

1. What evidence is there that the faculty member is prepared for this class or lab?
   - Begins class on time in an orderly, organized fashion
   - **Previews lecture/discussion content**
   - **Clearly states the goal or objectives for the period**
   - **Reviews prior class material to prepare students for the content to be covered**
   - **Provides internal summaries and transitions**
   - **Does not digress often from the main topic**
   - **Summarizes and distills main points at the end of class**
   - **Appears well prepared for class with lecture, projects, discussion, audiovisual, etc.**
   - **Other:** _____________________________________________________

   **Comments:**

2. What evidence is there that the faculty member uses appropriate teaching techniques?
   - Responds to distractions effectively yet constructively
   - **Incorporates various instructional techniques in presenting information**
   - **Presents information clearly**
   - **Incorporates appropriate enrichment materials**
   - **Connects information with real-world applications**
   - **Utilizes active learning techniques**
   - **Answers student’s questions clearly**
   - **Other:** _____________________________________________________

   **Comments:**

3. What evidence is there that the instructor creates a positive learning environment?
   - Responds constructively to student opinions
   - Knows and uses student names
   - **Does not overreact to student’s lack of knowledge or misunderstanding**
   - Treats class members equitably
   - **Recognizes when students do not understand**
   - **Encourages mutual respect between students**
   - **Class atmosphere is relaxed and open**
   - **Instructor uses humor effectively**
   - **Solicits student feedback**
   - **Listens carefully to student comments and questions**
   - **Other:** _____________________________________________________

   **Comments:**

**SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:**
SECTION II
DOCUMENTATION

1. What evidence is there that the course syllabus is current and will be completed as required?
   ___ Copies of the current syllabi are on file electronically in the Vice President of Academic Affairs’ office.
   ___ Syllabus contains all required components defined in Master Course Syllabus
   ___ Syllabus contains schedule for material covered and tested
   ___ Presentation observed is consistent with course outline / timeline
   ___ Other: ____________________________________________________________________________

Comments:

2. How does the faculty member evaluate student progress on a regular basis?
   ___ Instructor uses multiple methods of evaluation
   ___ Instructor is evaluating progress multiple times
   ___ Assessments reflect not only knowledge, but also application and synthesis of knowledge
   ___ Evaluation procedures are clearly related to the content and objectives of the course
   ___ Other: ____________________________________________________________________________

Comments:

SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:
Section III
OTHER PROFESSIONAL RESPONSIBILITIES

1. Does the faculty member maintain appropriate attendance records?
   ____ Sign in rosters for first two class periods returned promptly
   ____ Certification roster returned on time
   ____ Other: _____________________________________________________
   Comments:

2. Is the faculty member available to students outside of class time?
   ____ Evidence that a contact phone number and email address has been provided to the students
   ____ Faculty member posts office hours in office and classroom
   ____ Faculty member maintains office hours
   (If not, are all students informed of how to reach them? ____ Yes ____ No)
   Comments:

3. Has the faculty member participated in professional development activities that are relevant to teaching area?
   ____ Has taken a course relevant to teaching area within last year
   ____ Has attended professional conferences or seminars
   ____ Subscribes to and/or reads relevant journals and/or periodicals
   ____ Other: _____________________________________________________
   Comments:

4. Does the faculty member exhibit a professional relationship with colleagues and other LCC employees?
   ____ Confers with other faculty members within the department as appropriate. (Department meetings, adjunct meetings, mentoring, etc.
   ____ Demonstrates a willingness to work effectively with others at LCC in a positive manner to help cultivate a culture in which personnel support learning is a major priority
   ____ Other: __________________________________________________________________________
   Comments:

5. Does the faculty member exhibit a professional relationship with the administration?
   ____ Communicates with the administration in a productive manner.
   ____ All required paperwork is completed accurately and returned on time.
   ____ Other: __________________________________________________________________________
   Comments:

6. The instructor meets other professional responsibilities.
   ____ Faculty Meetings
   ____ Division Meetings
   ____ Committees
   ____ Advisement
   ____ Other: __________________________________________________________________________
   Comments:
SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:
LABORATORY COURSES ONLY

1. What evidence is there that the laboratory instruction is relevant to the curriculum?
   ____ The instructor is knowledgeable of the laboratory subject matter and laboratory procedures.
   ____ The laboratory instruction is related to the classroom instruction.
   ____ The laboratory materials (textbook, manual, or handouts) are related to the classroom and laboratory instruction.
   ____ Other ________________________________

Comments:

2. What evidence is there that the laboratory instruction is well organized?
   ____ The laboratory is orderly and uncluttered.
   ____ The instructor’s lesson(s) is organized.
   ____ The laboratory directions and assignments are clear.
   ____ The instructor encourages student problem solving.
   ____ Other ________________________________

Comments:

3. What evidence is there that the instructor relates well to the students?
   ____ The instructor is professional and courteous.
   ____ The instructor is a good communicator.
   ____ The instructor is available to answer questions during the laboratory class.
   ____ The instructor takes time to assist students when they have difficulty with understanding the laboratory assignment/project.
   ____ Other ________________________________

Comments:
1. What evidence is there that the faculty exhibits professionalism?
   - Dresses appropriately for clinical setting
   - Promotes cooperative working relationships between the clinical facility staff and LCC students and faculty
   - Maintains confidentiality regarding student, patient, and facility issues
   - Other

   Comments:

2. How does the faculty demonstrate knowledge of clinical skills and procedures?
   - Reviews and demonstrates clinical skills, based upon Standards of Practice, with the students
   - Organizes and plans clinical activities for the students
   - Evaluates student progress and answers questions regarding clinical procedures
   - Other

   Comments:

3. How does the faculty demonstrate good communication skills in the clinical setting?
   - Maintains open communication with clinical facility staff
   - Demonstrates effective interpersonal skills with the students
   - Enforces school policies when necessary and in an appropriate manner
   - Other

   Comments:
1. The class begins and ends at the stated times.
2. The instructor has a well-developed plan for each class session.
3. Students know exactly what has to be done in this class.
4. The instructor is following his/her stated course outline.
5. The instructor presents information clearly.
6. The instructor uses students’ names.
7. The instructor treats all students equitably.
8. The instructor recognizes when students do not understand what is being presented.
9. The instructor maintains a classroom environment that encourages learning.
10. The instructor encourages students to ask questions, seek help, and express their own ideas.
11. The instructor answers questions clearly.
12. The instructor allows students adequate time to form a response to questions.
13. The instructor demonstrates the importance and significance of the subject matter.
14. The instructor encourages students to use multiple resources (e.g. data banks, library holdings, outside experts) to improve understanding.
15. The instructor presents information, such as examples or applications, beyond what is in the text.
16. The instructor relates course material to real life situations.
17. As a student, you are aware of your progress.
18. I believe my final grade will accurately reflect my overall learning in this course.
19. The instructor is willing to discuss and explain student grades.
20. Your grade is based on objective criteria that are clearly outlined in the syllabus.
21. Assessments adequately match the material covered in the course.
22. The instructor gives projects, tests, or assignments that require original or creative thinking.
23. Do the grading procedures in the course match the policy stated in the syllabus?
24. The instructor is available outside class for additional assistance.
25. The instructor is available during posted office hours.
26. The instructor is concerned about your progress in this course.
27. The instructor seems to enjoy teaching and is enthusiastic when presenting course material.
28. The instructor holds the attention of the students.
29. The instructor inspires students to seek and achieve goals which really challenge them.
30. The instructor provides timely and frequent feedback.
31. The instructor has high achievement standards in this class.
32. The length and difficulty of assigned readings were reasonable.
33. The amount of work in other (non-reading) assignments was reasonable.
34. The difficulty of the subject matter was reasonable.
35. I worked harder on this course than on most courses I have taken.
36. As a result of taking this course, I have more positive feelings toward this field of study.
37. The instructor expects students to take their share of responsibility for learning.

**Laboratory Classes Only**
38. Is the classroom instruction and textbook relevant to the labs?
39. Are the lab assignments clear?
40. Is the lab well organized?
41. Is the instructor available to answer your questions during lab?
42. Does the lab help develop your understanding and/or skill in the subject?
43. Does the instructor clearly explain how to use lab equipment?
44. Are the lab sessions well-coordinated with the lectures?
45. I had sufficient access to equipment and supplies needed for experiments.

**Other Comments**
Please use pencil only to write your responses to the following questions on the lined section (side 2) of the Scantron sheet. Please label your comments with an A, B, or C to help us match your response to the correct question.

A. What do you like best about this class?

B. What do you like least about this class?

Please provide any comments you have regarding this instructor’s classroom management, learning environment, characteristics and responsibilities.
On Ground Curriculum Development Process

1. Faculty, Dean or CTE Director proposes course to Vice President of Academic Affairs to be offered within one (1) year.
2. Faculty develops new course proposal, syllabus, general education chart, and other required materials, and submits the packet to the appropriate dean or director.
3. The new course proposal packet is submitted to the C & I Committee.
4. The C & I Committee considers the proposal.
5. If acceptable, the course is approved.
6. If the proposal is not acceptable as submitted, a member of the C & I Committee may ask for changes or additional components prior to approval.
7. Changes or additional components are submitted to the C & I Committee as requested.
8. The C & I Committee approves the new course. Human Resources issues the contract for course development after receiving the appropriate paperwork.

Online Curriculum Development Process

Faculty, Dean or CTE Director proposes course to Vice President of Academic Affairs to be offered within 1 year.

New Online Instructor and New Online course
*Numbers 1 & 2 applies to new courses only. Numbers 3-9 apply to all currently approved courses. (See flowchart, next page.)

1. C & I committee approves syllabus.
2. C & I may ask for changes or additional components prior to approval. (A mentor may be assigned to the instructor by the Vice President of Academic Affairs for course development process if this is a new online instructor, if it is requested, and if finances allow.)
3. Developed course goes to Distance Ed Committee with first half of course complete containing all essential components.
4. Distance Ed Committee may ask for changes or additional components prior to approval.
5. Distance Ed Committee evaluates and recommends approval of course for online instruction. Distance Ed Committee chair alerts Dean of Instruction of course approval and the first 50% of course development pay is released at this time.
6. Distance Ed Committee Chair approves completion of second 50% of course, alerts Dean of Instruction of course approval, and the second 50% of course development pay is released at this time.
7. Course goes to Academic Affairs for scheduling.
8. HR issues contract to instructor to teach the course.
APPENDIX E  
Online Curriculum Development

Faculty/Program Director proposes online course to Dean of Instruction

Distance Ed Committee approves course. Committee chair alerts Dean of Instruction on approval. Course must be 50% complete; all essential components in place for 50% development pay released.

Dean of Instruction final approval

Course Outcomes linked to Student Learning Outcomes if needed. 2\textsuperscript{nd} 50% of development pay released by Dean of Instruction after notification from Distance Ed Chair.

Academic Affairs schedules new course
Certification Rosters

Online certification rosters are due at the same time on-ground certification rosters are due.
LABETTE COMMUNITY COLLEGE
FULL-TIME FACULTY ONLINE EVALUATION – FALL 2018

Faculty Member __________________________________________
Semester ________________________________________________
Name of Course __________________________________________
Dates of Evaluation _______________________________________

The following materials are contained within this packet:

Copies provided by instructor:
(Provided in the course or to the evaluator one week before visitation)
  ____ Syllabus
  ____ An ungraded copy of an online exam or other assessment.
  ____ Faculty self-assessment

Copies provided by administrator:
(Provided to instructor one week prior to conference)
  ____ Student Reactions to Online Climate and Instruction.

Optional materials:
(Provided to evaluator one week prior to classroom visitation.)

This section is designed to highlight the instructor’s strengths and provide opportunity for self-evaluation. It can include, but is not limited to, the following:

  ____ Sample handouts that elaborate or supplement course content.
  ____ Samples of student work, perhaps including graded work from best and worst students.
  ____ Examples of teaching innovation.
  ____ Examples of use of technology in classroom.
  ____ Examples of major curriculum development or revision.
  ____ List of community service and involvement.
  ____ List outlining participation in local, regional, state, and/or national organizations, especially those relating to the discipline.
  ____ Supplementary reading lists.
  ____ Sample study questions / review material.
  ____ Sample or list of audiovisual materials used in course (if appropriate).
  ____ Other_____________________

-------------------
Faculty Member

-------------------
Administrator

-------------------
Date

-------------------
Date

The faculty member’s signature above indicates that he/she has read this evaluation. It does not necessarily indicate that he/she agrees with its contents.

The faculty member has chosen to attach comments in response to this evaluation: ___Yes  ___No
SECTION I
ONLINE COURSE VISITATION

Key:  S - Satisfactory
      NI – Needs Improvement
      NO – Not Observed

1. What evidence is there that the faculty member is prepared for this class or lab?
   _____ Posts assignments in a timely fashion.
   _____ Clearly states the goal or objectives for the lesson or topic.
   _____ Course materials are posted and available when needed by students
   _____ Course materials use the online technology appropriately.
   _____ Other

   Comments:

2. What evidence is there that the faculty member uses appropriate teaching?
   _____ Responds to distractions effectively yet constructively.
   _____ Presents information clearly.
   _____ Provides appropriate methods of instruction (i.e. discussion forum, research papers, online lectures)
   _____ Encourages students to find, interpret, and evaluate information available on the Internet
   _____ Presents materials in the course in a variety of formats (discussion sessions, online readings, projects, audio visual files, applets, etc.)
   _____ Creates assignments that foster and require student to student interaction.
   _____ Student participation in discussion boards or virtual chat is a significant portion of the grade.
   _____ Answers student’s questions clearly
   _____ Connects information with real-world applications
   _____ Other

   Comments:

3. What evidence is there that the instructor is providing a positive learning environment?
   _____ Responds constructively to student opinions.
   _____ Does not overreact to student’s lack of knowledge or misunderstanding.
   _____ Treats class members equitably.
   _____ Recognizes when students do not understand.
   _____ Encourages mutual respect between students.
   _____ Solicits student feedback.
   _____ Responds to student comments and questions in a timely manner.
   _____ Other

   Comments:

SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:
SECTION II
DOCUMENTATION

1. What evidence is there that the course syllabus is current and will be completed as required?
   ___ Copies of the current syllabi are on file electronically in the Vice President of Academic Affairs’ office.
   ___ Syllabus contains all required components defined in the master course syllabus.
   ___ Syllabus contains schedule for material covered and tested.
   ___ Observation is consistent with course outline / timeline.
   ___ Syllabus is posted as part of the course materials.
   ___ Other

   Comments:

2. How does the faculty member evaluate student progress?
   ___ Instructor uses multiple methods of evaluation.
   ___ Instructor is evaluating progress multiple times.
   ___ Assessments reflect not only knowledge, but also application and synthesis of knowledge.
   ___ Evaluation procedures are clearly related to the content and objectives of the course.
   ___ Other

   Comments:

SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:
SECTION III
OTHER PROFESSIONAL RESPONSIBILITIES

1. Does the faculty member maintain appropriate attendance records?
   ___ Certification roster returned on time.
   ___ Other
   Comments:

2. Has the faculty member participated in professional development activities that are relevant to teaching area?
   ___ Has taken a course relevant to teaching area within last year.
   ___ Has attended professional conferences or seminars.
   ___ Subscribes to and/or reads relevant journals and/or periodicals
   ___ Other
   Comments:

3. Does the faculty member exhibit a professional relationship with colleagues and other LCC employees?
   ___ Confers with other faculty members within the department as appropriate. (Department meetings, adjunct meetings, mentoring, etc.
   ___ Demonstrates a willingness to work effectively with others at LCC in a positive manner to help cultivate a culture in which personnel support learning is a major priority
   ___ Other: __________________________
   Comments:

4. Does the faculty member exhibit a professional relationship with the administration?
   ___ Communicates with the administration in a productive manner.
   ___ All required paperwork is completed accurately and returned on time.
   ___ Other: __________________________
   Comments:

5. The instructor meets other professional responsibilities.
   ___ Launching Pad Page contains all critical information
   ___ Faculty Meetings
   ___ Division Meetings
   ___ Committees
   ___ Red Zone gradebook is updated weekly
   ___ Advisement
   ___ Other
   Comments:

SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:
LABETTE COMMUNITY COLLEGE
Student Reactions to Online Climate and Instruction

Instructor ____________________________ Date ________________
Course ________________________________ Semester ____________

I. Classroom Management:

1. The instructor has a well-developed plan for the course. _______ _______ _______ _______ _______ _______
2. Students know exactly what has to be done in this course. _______ _______ _______ _______ _______ _______
3. The assignments were well organized and easy to follow. _______ _______ _______ _______ _______ _______
4. The instructor is following his/her stated course outline. _______ _______ _______ _______ _______ _______
5. How do you know the instructor is organized and prepared for class?

Below, please write comments about this instructor’s Classroom Management.

II. Learning Environment

1. The instructor presents information clearly. _______ _______ _______ _______ _______ _______
2. This course required me to analyze and interpret data/information. _______ _______ _______ _______ _______ _______
3. The course promotes openness in discussion of issues and a sense of community. _______ _______ _______ _______ _______ _______
4. Student-to-student interaction occurs. _______ _______ _______ _______ _______ _______
5. Teacher-to-student interaction occurs. _______ _______ _______ _______ _______ _______
6. The instructor maintains a classroom environment that encourages learning. _______ _______ _______ _______ _______ _______
7. The instructor encourages student questions. _______ _______ _______ _______ _______ _______
8. The instructor answered your questions clearly. _______ _______ _______ _______ _______ _______
9. The instructor demonstrates the importance and significance of the subject matter. _______ _______ _______ _______ _______ _______
10. The instructor encourages students to use multiple resources (e.g. data banks, library holdings, outside experts) to improve understanding. _______ _______ _______ _______ _______ _______
11. The instructor presents information, such as examples or applications, beyond what is in the text. _______ _______ _______ _______ _______ _______
12. The instructor relates course material to real life situations. _______ _______ _______ _______ _______ _______
13. Give examples of how the instructor encourages student participation in this course.

14. Which of the following teaching techniques did your instructor use? (Mark all that apply)
15. Of the above techniques, which ones do you feel enhanced your learning?

**Below, please write comments about the Learning Environment for this course.**

### III. Assessment Practices

<table>
<thead>
<tr>
<th></th>
<th>Almost Always</th>
<th>Frequently</th>
<th>Occasionally</th>
<th>Hardly Ever</th>
<th>Unable to rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>As a student, you are aware of your progress.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>I believe my final grade will accurately reflect my overall learning in this course.</td>
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<tr>
<td>3.</td>
<td>The instructor is willing to discuss and explain student grades.</td>
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<td>4.</td>
<td>Your grade is based on objective criteria that is clearly outlined in the syllabus.</td>
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<tr>
<td>5.</td>
<td>Assessment adequately match the material covered in the course.</td>
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<tr>
<td>6.</td>
<td>The instructor gives projects, tests, or assignments that require original or creative thinking.</td>
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<tr>
<td>7.</td>
<td>Do the grading procedures in the course match the policy stated in the syllabus?</td>
<td>Y</td>
<td></td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Below, please write comments about this instructor’s Assessment practices.**

### IV. Instructor Characteristics & Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>Almost Always</th>
<th>Frequently</th>
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<th>Hardly Ever</th>
<th>Unable to rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The instructor is available for additional assistance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The instructor is available during posted office hours.</td>
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<tr>
<td>3.</td>
<td>The instructor is concerned about your progress in this course.</td>
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<tr>
<td>4.</td>
<td>The instructor seems to enjoy teaching and is enthusiastic when presenting course material.</td>
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</tr>
<tr>
<td>5.</td>
<td>The instructor inspires students to seek and achieve goals which really challenge them.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The instructor provides timely and frequent feedback.</td>
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<tr>
<td>7.</td>
<td>The instructor has high achievement standards in this class.</td>
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<td></td>
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</tbody>
</table>

**Below, please write comments about this instructor’s Instructor Characteristics & Responsibilities.**

### V. Student Characteristics & Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>Almost Always</th>
<th>Frequently</th>
<th>Occasionally</th>
<th>Hardly Ever</th>
<th>Unable to rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The length and difficulty of assigned readings were reasonable.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

514
2. The amount of work in other (non-reading) assignments was reasonable. ___ ___ ___ ___ ___

3. The difficulty of the subject matter was reasonable. ___ ___ ___ ___ ___

4. I worked harder on this course than on most courses I have taken. ___ ___ ___ ___ ___

5. As a result of taking this course, I have more positive feelings toward this field of study. ___ ___ ___ ___ ___

6. The instructor expects students to take our share of responsibility for learning. ___ ___ ___ ___ ___

Below, please write comments about this instructor’s Student Characteristics & Responsibilities.

VI. Laboratory Classes Only

1. Is the classroom instruction and textbook relevant to the labs? ___ ___ ___ ___ ___

2. Are the lab assignments clear? ___ ___ ___ ___ ___

3. Is the lab well organized? ___ ___ ___ ___ ___

4. Is the instructor available to answer your questions? ___ ___ ___ ___ ___

5. Does the lab help develop your understanding and/or skill in the subject? ___ ___ ___ ___ ___

6. Are the lab sessions well-coordinated with the lecture? ___ ___ ___ ___ ___

Below, please write comments about the Laboratory Component of this class.

VI. Other Comments

What do you like best about this class?

What do you like least about this class?

General comments:
Faculty Hybrid Evaluation – Fall 2018
Classroom Visitation and Documentation

Faculty Member: ____________________________
Semester: ____________________________
Name of Course: ________________ ________________
Percent of course online: ____________________________
Date of Face to Face Observation: ____________________________
Date of Online Observation: ____________________________

The following materials are contained within this packet:
Copies provided by instructor:
(Provided to evaluator one week prior to classroom visitation)

- Syllabus
- An ungraded copy of an exam or other assessment
- Faculty Self-Assessment

Copies provided by administrator:

- Student Reactions to Classroom Climate and Instruction

Optional materials:
(Provided to evaluator one week prior to classroom visitation.)
This section is designed to highlight the instructor’s strengths and provide opportunity for self-evaluation. It can include, but is not limited to, the following: (The expectation is not for all blanks to be checked.)

- Sample handouts that elaborate or supplement course content.
- Samples of student work, perhaps including graded work from best and worst students.
- Examples of teaching innovation.
- Examples of use of technology in classroom.
- Examples of major curriculum development or revision
- List of community service and involvement.
- List outlining participation in local, regional, state, and/or national organizations, especially those relating to the discipline.
- Supplementary reading lists.
- Sample study questions / review material.
- Sample or list of audiovisual materials used in course (if appropriate).
- Other

________________________________________   ____________________________
Faculty Member   Administrator

________________________________________   ____________________________
Date   Date

The faculty member’s signature above indicates that he/she has read this evaluation.
It does not necessarily indicate that he/she agrees with its contents.
The faculty member has chosen to attach comments in response to this evaluation: ___Yes    ___No
Section I
CLASSROOM VISITATION

Key:  
S - Satisfactory
NI – Needs Improvement
NO – Not Observed

1. What evidence is there that the faculty member is prepared for this hybrid class or lab?
   ___ Begins class on time in an orderly, organized fashion and online information is posted in a timely manner
   ___ Reviews lecture/discussion content during face to face meetings
   ___ Clearly states/posts the goal or objectives for the period
   ___ Reviews of prior class material is available online
   ___ Course materials are posted and available when needed by students
   ___ Course materials use the online technology appropriately
   ___ Other: _____________________________________________________

Comments: _____________________________________________________

2. What evidence is there that the faculty member uses appropriate teaching techniques?
   ___ Responds to distractions effectively yet constructively
   ___ Provides appropriate methods of instruction (i.e. discussion forum, research papers, online lectures and hands on activities)
   ___ Presents information clearly
   ___ Incorporates appropriate enrichment materials within course shell
   ___ Connects information with real-world applications
   ___ Utilizes active learning techniques
   ___ Creates assignments that foster and require student-to-student interactions
   ___ Student participation in discussion boards or virtual chat is a significant portion of the grade
   ___ Answers students questions clearly
   ___ Encourages students to find, interpret, and evaluate information available on the Internet
   ___ Presents information in a variety of formats (discussion sessions, online readings, projects, audio-visual files, etc.)
   ___ Other: _____________________________________________________

Comments: _____________________________________________________

3. What evidence is there that the instructor creates a positive learning environment?
   ___ Responds constructively to student opinions
   ___ Knows and uses student names
   ___ Does not overreact to student’s lack of knowledge or misunderstanding
   ___ Treats class members equitably
   ___ Recognizes when students do not understand
   ___ Encourages mutual respect between students
   ___ Solicits student feedback
   ___ Responds to student comments and questions in a timely manner
   ___ Other: _____________________________________________________

Comments: _____________________________________________________
SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:

SECTION II
DOCUMENTATION

1. What evidence is there that the course syllabus is current and will be completed as required?
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SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:

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SUMMARY EVALUATION STATEMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:

Master Agreement: 2018-2019