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PREFACE

The Policy and Procedures Manual contains policies approved by the Board of Trustees and copies of Kansas Statutes relating to community Colleges. The manual also includes procedures written to administer policy. Procedures are approved by, and are the responsibility of the President.

The Policies and Procedures Manual is intended to inform employees about new and altered policies and procedures. The manual can be used as a guide for clear and consistent decision making about policy and procedure issues.

The Policy and Procedures Manual will remain accessible to employees, students, and the public. The President is responsible for the maintenance of the manual when changes are made. The manual may be viewed online on the LCC website or can be made available upon request.

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.

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.

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 Policy and Procedures Manual, but for which there is no corresponding Board approved policy.

Revised: 4/14/05, 03/11/21

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
Reviewed: 6/22/15, 3/11/21

POLICY 1.02 GOVERNANCE STRUCTURE

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 their 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
Reviewed: 6/22/15, 3/11/21

PROCEDURE 1.02 GOVERNANCE STRUCTURE

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 a 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 their responsibility. Generally, policies state the nature of an issue and provide reasons or purposes for their intent.

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 their 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, Staff, and Students.

ADMINISTRATION: This constituency group is defined as including the President, Vice Presidents, Deans, 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 the 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.

STAFF: This constituency group shall include all those exempt and non-exempt employees who are not instructional in assignment.

STUDENT: This constituency group shall include all individuals who are registered for credit at Labette Community College and who are not classified in any other constituency. This group shall have representation through the Labette Community College Student Government Association. 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 of 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 during the week of fall in-service. The responsible Vice President, or President as is appropriate, will announce that membership positions for a given committee are open and request volunteers. The responsible Vice President or President may as applicable, assign faculty or staff to serve on a committee.

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 under the direction of a responsible administrator. Once the specific issue has been studied and appropriate actions are 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 Committees can be found in the appendices.

Committee Purpose and Membership Composition

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:

Chair (selected by members each year)
Vice President of Student Affairs
Two full-time faculty representatives
Three staff representatives

Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

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 curriculum-related issues associated with new or existing courses or course revisions. This includes course titles, credit hours, course descriptions, and course outcomes. The C&I Committee also recommends approval or disapproval of curriculum for new or existing programs and reviews catalog revisions to or deletion of courses, programs, or degrees. New courses/programs are recommended to the Board of Trustees for approval. It is not the committee's job to determine if a program should be offered. Rather, our job is to ensure the curriculum in that program meets LCC's requirements, that appropriate learning strategies are being applied, and that academic content is aligned with academic standards.

Membership Composition:

Voting Members:
Five full-time faculty members
Dean of Career Technical Education & Workforce
Dean of Enrollment Management
Dean of Instruction & Distance Learning

Non-Voting Members:
Vice President of Academic Affairs (Serves as Chair)
Academic Affairs Specialist
Enrollment Management Associate
Director of Advising
Director of Student Support Services
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

Responsibility of Vice President of Academic Affairs

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:
Voting members:
Full-time faculty representative (Chair)
Three or more full-time faculty members
Dean of Instruction & Distance Learning
Two staff representatives
One IT representative
One adjunct faculty representative
Director of Human Resources & Organizational Development
Non-Voting Members:
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

Responsibility of Vice President of Academic Affairs

4. Belonging Committee

Purpose: The purpose of the Belonging Committee is as follows:

- To promote and advocate for belonging within the college;
- To plan and/or sponsor belonging programming for the college community;
- To recommend belonging training and resources for faculty, staff, and students.

Membership Composition:
Chair is selected from the membership each fall.
Two full-time faculty representatives
Vice Presidents (VPFA, VPSA, VPAA)
Director of Human Resources & Organizational Development
Three staff representatives
Student Life Associate
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

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, appointed by the Director of Financial Aid:
Voting Members:
Representative from Information Technology (Serves as Chair)
Two full-time faculty representatives
Four staff representatives

Responsibility of Vice President of Student Affairs

6. Institutional Assessment

Purpose: The purpose of the Institutional Assessment Committee is to establish institutional learning outcomes that determine the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experience with any aspect of LCC, including courses, programs, and student services. Their duties include:

- To establish the process and procedures for conducting assessments on campus. This includes establishing timelines for plans and reports and creating the templates degree programs use to submit assessment information.

- To act as a resource to academic and non-academic departments, individual faculty, academic programs, and committees for the purpose of assessing student academic outcomes and program evaluation.
- To help each area formulate a plan for assessment.
- To receive and approve comprehensive reviews from departments and programs, as well as the annual Student Learning Report.
- To verify the implementation of approved assessment plans.
- To help conduct general education assessment.
- To propose recommendations facilitating ongoing assessment practices which enhance institutional effectiveness.
- To provide training and educational opportunities for faculty and staff to facilitate awareness of assessment issues and practices.
- To remain current and knowledgeable about the latest assessment tools, practices, and guidelines.
- Report of student learning cocurricular annual report

Membership Composition:
Voting Members:
Dean of Instruction & Distance Learning (Serves as Chair)
Vice President of Student Affairs
Four full-time faculty representatives
Student Life Associate

Director of Athletics
Director of Student Support Services
Assessment, AE, ADA Coordinator
Staff representative
Non-Voting Members:
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

Responsibility of Vice President of Academic Affairs

7. 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:
Voting Members:
Library Director (Serves as Chair)
Four faculty representatives
One full-time Library staff representative
One representative of the Distance Education Committee
Two staff representatives
One community member
One student
Non-Voting Members:
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

Responsibility of Vice President of Academic Affairs

8. Strategic Enrollment Management Steering Committee (SEM)

Purpose: The purpose of the Strategic Enrollment Committee is to make clearer choices about growth, define clear lines of responsibility for different aspects of the growth process, have a more precise and clear budgeting process, connect the budget, scheduling, staffing, and marketing processes, develop long-range planning for programs, space, etc., and put all resources to work.

Membership Composition:
Voting Members:
Vice President of Student Affairs (Serves as Chair)
Dean of Enrollment Management
Director of Admissions
Director of Advising
Dean of Instruction & Distance Learning

Director of Workforce Education & Career Training
One faculty representative
Director of Public Relations
One IT Representative
Executive Assistant to the President
Non-Voting Members:
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

Responsibility of Vice President of Student Affairs

9. Recruitment Committee (a subcommittee of SEM)

Purpose: The Recruitment Subcommittee addresses the first stage of a student's lifecycle at Labette Community College. The committee will address activities to assist the college in meeting goals related to increasing initial enrollment by potential students.

Membership Composition: membership is limited to three steering committee members and 12-15 LCC faculty and staff. The VPSA will attend meetings as the Steering Committee Chair if needed.

Director of Admissions (Serves as chair)
One Steering Committee representative
One full-time faculty representative member
Two staff representatives
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

10. Onboarding Committee (a subcommittee of SEM)

Purpose: The Onboarding Subcommittee addresses the second stage of a student's lifecycle at Labette Community College. Within this committee, activities that impact a student's progression from admission to the college until enrollment are addressed to assist with impacting the goals of the overall Strategic Enrollment Management Plan.

Membership Composition: membership is limited to three steering committee members and 12-15 LCC faculty and staff. The VPSA will attend meetings as the Steering Committee Chair if needed.

Director of Advising Director (Serves as chair)
Director of Admissions Director
One Steering Committee representative
One full-time faculty representative
Two Staff representatives
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above.

11. Retention Committee (a subcommittee of SEM)

Purpose: The Retention Subcommittee addresses the third stage of a student's lifecycle at Labette Community College. The committee will address activities to assist the college in meeting goals related to increasing retention from fall to spring and from fall to fall. These activities include supportive student services, library, and learning resources, military- connected services, and targeted supplemental and developmental education programs.

Membership Composition: membership is limited to three steering committee members and 12-15 LCC faculty and staff. The VPSA will attend meetings as the Steering Committee Chair if needed.

Dean of Instruction & Distance Learning (Serves as chair)
One Steering Committee representative
One full-time faculty representative
Two staff representatives

12. Completion Committee (a subcommittee of SEM)

Purpose: The Completion Subcommittee addresses the fourth stage of a student's lifecycle at Labette Community College. The committee will address activities to assist the college in meeting goals related to increasing completion rates for the college.

Membership Composition: membership is limited to three steering committee members and 12-15 LCC faculty and staff. The VPSA will attend meetings as the Steering Committee Chair if needed.

Dean of Enrollment Management (Serves as chair)
Two Steering Committee representative
Full-time faculty representatives
Two staff representatives

13. Calendar Committee

Purpose: The Calendar Committee's purpose is to create the academic calendars for each semester prior to the President's Council's approval of the calendars.

Membership Composition:

Vice President of Student Affairs (non-voting)
Two Full-time Faculty representatives (voting)

14. Hendershot Gallery Committee

Purpose: To ensure the mission of the gallery, to serve LCC students and residents of Southeast Kansas by providing a place for activities that promotes personal enrichment and lifelong learning and is fulfilled by accommodating a wide range of cultural, intellectual, and social activities and events designed to enhance the quality of community life.

Membership Composition:
Voting Members:
Chair
One community representative
Two faculty representatives
Three staff representatives
Non-voting Members:
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above.
Responsibility of Vice President of Academic Affairs

15. Strategic Operations Advisory Committee

Purpose: 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. Strategic planning at Labette Community College is a process by which the college provides a framework for operational planning. This ensures that the college can fulfill its mission, vision, and the needs of its stakeholders.

Membership Composition: Terms of service for administrative committee members will be continuous. Terms of service for non-administrative committee members will be set for a predetermined length of time
President (Serves as Chair)
Vice President of Academic Affairs (Serves as Vice Chair)
Two full-time faculty members
Two full-time staff representatives
Vice President of Finance & Operations
Vice President of Student Affairs
Student Government President or designee
One LCC trustee
Two community representatives
Any additional LCC employee who wanted to participate but is not considered to have filled the membership above

Responsibility of President of Labette Community College

16. Institutional Effectiveness Committee

Purpose: To support continuous improvement by using relevant and data-driven information to support all areas of institutional assessment and accreditation. Continuous improvement efforts occur through ongoing, comprehensive, and integrated planning related to the direction and expected outcomes of our academic programs and support services, and communication these efforts throughout the institution.

Membership Composition:

Vice President of Academic Affairs (Co-Chair)
Director of IT / Accreditation Liaison Officer (ALO) (Co-Chair)
Vice President of Finance & Operations
Strategic Enrollment Management Committee Chair
Two Strategic Operations Advisory Committee representatives
Instructional Assessment Committee Chair
Two Faculty Association representatives
President
One student representative appointed by the president

Responsibility of President

Revised: 8/11/22, 2/02/23, 7/20/23, 11/06/2024

POLICY 1.03 ORGANIZATION, HISTORY, AND LEGAL DESIGNATION OF THE COLLEGE

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
Reviewed: 6/13/94, 6/22/15, 4/15/21

POLICY 1.04 MEMBERSHIP OF BOARD

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 second Monday in January following their election. 71-1401 et seq.

B. Officers: At the regular meeting on or after the second Monday in January of each year (K.S.A. 72-1133 and K.S.A. 72-1138), the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the regular meeting on or after the second Monday in January will be election of officers. The chairperson from the previous calendar year (or other presiding officer) will conduct the election of a chairperson for the current calendar 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.

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, 3/8/18, 5/2/19, 3/5/20
Reviewed: 3/12/98, 3/8/18, 5/2/19, 3/5/20, 4/15/21

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 K.S.A. 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. A majority of the full membership of the Board shall constitute a quorum for the purpose of conducting any business and the vote of the majority of the full membership of the Board shall be required for the passage of any motion or resolution. K.S.A. 72-1138

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. The Board Chair and Vice Chair are equal members of the Board and as such, have the right to vote on an issue.

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
Revised: 6/10/21
Reviewed: 6/13/94, 3/30/15, 6/22/15

POLICY 1.06 MEETING OF THE BOARD OF TRUSTEES

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 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, 6/11/15, 6/12/21
Reviewed: 3/11/19

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
Reviewed: 6/22/15, 5/13/21

POLICY 1.08 GENERAL

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
Reviewed: 6/22/15, 5/13/21

POLICY 1.09	ANNUAL LEAVE AND OUT-OF-STATE TRAVEL APPROVAL FOR THE COLLEGE PRESIDENT

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, 5/13/21

POLICY 1.10 BOARD OF TRUSTEES TRAVEL POLICY

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 they attended the previous year. Should the chair choose not to attend, or if they 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, 5/13/21

POLICY 1.11 COLLEGE UNENCUMBERED CASH BALANCE

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 per cent (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, 6/22/15, 5/13/21

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, 5/27/21

POLICY 1.13 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 an ongoing basis. Further, although outside the purview of the Board, the President shall also conduct a review of administrative policies and procedures at least on an ongoing basis.

Adopted: 12/12/00
Revised: 7/15/21
Reviewed: 6/22/15

POLICY 1.14 STRATEGIC PLANNING

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. Strategic planning at Labette Community College is a process by which the college provides a framework for operational planning. This ensures that the college can fulfill its mission, vision, and the needs of its stakeholders.

The strategic planning process at LCC will include the following:

- Development and oversight of all appropriate planning documents (Vision Statement, Strategic Plan, Implementation Plan, etc.)
- A 3-year cycle for implementation of the plan
- A regularized annual cycle of implementation and assessment through operational plans
- Institution-level and department-level components

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
Revised: 9/09/2021

PROCEDURE 1.14 STRATEGIC OPERATIONS ADVISORY COMMITTEE

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 –
- October – Orientation meeting to review Strategic Plan, Visions, and Support, and review all Operational Plans

- March – Discuss and prioritize the next fiscal year Operational Plans

Created: 8/10/09
Adopted: 8/10/09
Revised: 4/28/14
Reviewed: 4/28/14, 6/22/15

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. 72-1138, K.S.A. 75-4301a, and K.S.A. 75-4302a 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
Revised: 5/2/19
Reviewed: 6/22/15, 5/2/19, 5/27/21

POLICY 1.16 EMERGENCY EXECUTIVE SUCCESSION PLAN

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 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
Revised: 4/9/20
Reviewed: 4/28/14, 4/9/20, 5/27/21

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 their 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.

Adopted: 7/16/07
Reviewed: 6/22/15
Revised 5/27/21

POLICY 2.01 NONDISCRIMINATION, EQUAL OPPORTUNITY, AND HARASSMENT

Labette Community College affirms its commitment to promoting the goals of fairness and equity in all aspects of the 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 nondiscrimination on the basis of race, color, ethnic or national origin, sex, gender identity, sexual orientation, marital status, religion, age, ancestry, genetic information, disability, military status, or veteran status in the 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 the 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 a 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 disruption.

Inquiries about this policy and procedure may be made internally to

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

Haley Walker
Human Resource Director
Labette Community College, 200 South 14th St., Parsons, KS 67357
620-820-1234
haleyw@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

Revised: 7/5/05, 2/19/09, 10/21/10, 11/8/12, 11/13/14, 10/12/17, 10/11/18, 9/3/2020, 2/9/23, 5/22/23
Reviewed: 7/5/05, 2/19/09, 10/21/10, 11/8/12, 11/13/14, 10/12/17, 10/11/18

PROCEDURE 2.01 NONDISCRIMINATION, EQUAL OPPORTUNITY, AND HARASSMENT

1. Labette Community College Procedure on Nondiscrimination

   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, genetic information, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual misconduct) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to contact the person identified below who has been designated to coordinate the College's efforts to comply with the regulations implementing these laws.

   The Director of Human Resources shall serve as the Section 504/ADA Compliance Officer. The Director of Human Resources may be reached at (620-820-1234) or by mail at hr@labette.edu.

   The Vice President of Student Affairs shall serve as the Title IX Compliance Officer for students and the Director of Human Resources as the Title IX Compliance Officer for employees. They may be reached at 620-820-1268 for students and 620-820-1234 for employees or at titleix@labette.edu.

   It shall be a violation for any individual associated with the College to discourage an individual from filing a complaint, to fail to investigate if charged with doing so, to fail to refer for investigation any complaint lodged under the provisions of this policy and procedures, or to retaliate or discriminate against an individual for filing a complaint or testifying, assisting, or participating in any investigation, proceeding, or hearing involving a 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.

   Filing a false or malicious complaint under this procedure may result in corrective or disciplinary action against the complainant.

   If discrimination or harassment has occurred as prohibited by this procedure, the College will take prompt, remedial action to prevent its reoccurrence.

2. Labette Community College Procedure on 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 the implementation of this procedure for job applicants and employees. Applicants should contact the Human Resources 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, Haley Walker, haleyw@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, Karen Barger, karenb@labette.edu or call 620-421-6700 x1182, Student Success Center. The student may also contact the Vice President of Student Affairs, Kelly Kirkpatrick, kellyk@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.

A. 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, if available, 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, deans, directors, outside agencies, and physicians), the ADA Coordinator will offer a reasonable accommodation that does not pose an undue hardship on the College.

In addition, the ADA Coordinator will present their 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 unfairly denied accommodation may use the College's grievance procedure.

B. 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, if available, 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 offer a reasonable accommodation that does not pose an undue hardship on the College.

Once the need for accommodations and various options have been evaluated, the College official will present their 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 unfairly denied accommodation may use the College's grievance procedure to seek relief found in Conditions of Employment 7.01 and 8.01 and the Faculty Master Agreement.

C. Applicants

The accommodation process must be interactive. The applicant applying for the accommodation will be asked to present a written request for accommodation to the College official. Once received, the College official may suggest other options for accommodation. The College official may also consult with outside agencies with accommodation expertise as appropriate. Through discussion, the College official will try to offer a reasonable accommodation that does not pose an undue hardship on the College.

Once the need for accommodations and various options have been evaluated, the College official will present their 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.

3. Labette Community College Procedure on Accommodations for 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 student's work, performance of assigned employee duties, or the applicant process, unless accommodating the religious practice places an undue business hardship on the College.

Students experiencing difficulty in their course work because of sincerely held religious practices or beliefs should contact their instructor and the Director of Human Resources and ask for accommodation. After the need for accommodation has been established, the College will offer the student's suggested accommodation or an effective alternate accommodation unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

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 an accommodation. After the need for accommodation has been established, the College will offer the employee's suggested accommodation or an effective alternate accommodation unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

Applicants experiencing difficulty in applying or interviewing because of sincerely held religious practices or beliefs should contact the Director of Human Resources and ask for an accommodation. After the need for accommodation has been established, the College will offer the applicant's suggested accommodation or an effective alternate accommodation unless the religious practice or belief cannot be accommodated without creating an undue business hardship.

4. Labette Community College Procedure for Transgender Individuals

This procedure sets forth guidelines to address the needs of transgender and gender non-conforming students, employees, and applicants. Labette Community College is committed to creating a safe campus environment for transgender and gender non-conforming individuals. This procedure cannot anticipate every situation that might occur with respect to transgender or

gender non-conforming students, employees, and applicants as the needs of each transgender or gender non-conforming individual must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-confirming individuals while maximizing integration and minimizing stigmatization of the individual. Students, employees, and applicants who are considering or are in the process of transitioning to the gender they identify with, must inform the Vice President of Student Affairs or Director of Human Resources for guidance and assistance with their transition in the campus environment. Likewise, any transgender or gender non-conforming student, employee, and applicant who believes they have been discriminated or retaliated against, for any reason, should contact the Vice President of Student Affairs or Director of Human Resources for assistance.

Transgender students, employee, and applicant have the right to discuss their gender identity openly, or to keep that information private. College employees should not disclose information that may reveal an individual's transgender status or gender non-conforming presentation to others unless or until the transgendered individual requests or consents to such disclosure.

A transgender student, employees, and applicants has the right to be addressed by the name and pronoun corresponding to their gender identity. A preferred name can be entered into the Labette Community College database. Labette Community College will, consistent with any applicable legal requirements, change an individual's official record to reflect a change in name and gender with official documentation per requirements in the LCC Catalog under Change of Information.

As noted above, a student, employee, and applicant has the right to be addressed by the name and pronoun that correspond to the individual's gender identity. A court-ordered name or formal surgical or medical gender change is not required. Additionally, transgender students, employees, and applicants have the right to dress in a manner consistent with their gender identity.

5. Labette Community College Procedure on Discriminatory Harassment

Students, staff, administrators, faculty and applicants are entitled to a working environment and educational environment free of discriminatory harassment. Labette Community College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom or in hiring processes that include relevant and controversial or sensitive subject matters protected by academic freedom, or the first amendment. The sections below describe the specific forms of legally prohibited harassment that are prohibited under College policy.

A. Racial Harassment

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, students or applicants of the College by Board members, administrators, faculty, professional staff members, educational support

staff members, students, vendors, applicants 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.

Definition: Racial Harassment is racially motivated conduct which:

1. Affords a student, employee or applicant different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student, employee, applicant 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 and/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. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. Labette Community College will seek to remedy all forms of harassment when reported or known, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may, to the extent we have the authority to do so, impose sanctions on the harasser. Labette Community College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, activities, employment access, benefits, and/or opportunities.

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under College policy, but may be addressed through civil confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Human Resource Director and students should contact the Vice President of Student Affairs.

Labette Community College condemns and will not tolerate discriminatory harassment against any employee, student, applicant, visitor or guest on the basis of any status protected by College policy or law.

C. Sexual Harassment/Misconduct

Both the Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment and sexual misconduct as forms of sex/gender discrimination and, therefore, as unlawful discriminatory practices. Please see Procedure 2.010.

6. Labette Community College Procedure Expectations with Respect to Consensual Relationships

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 their 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, the President, or the Board of Trustees Chair 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 based a preponderance of the evidence.

7. Other Civil Rights Offenses, When the Act Is Based Upon the Status of a Protected Class

The following are also offenses that may lead to disciplinary action.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing is illegal under Kansas State law, K.S.A. 21-5418, Formerly cited as KS ST 21-3434, 21-5418. Hazing, Currentness. (a) Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted. (b) Hazing is a class B nonperson misdemeanor. Credits Laws 2010, ch. 136, § 53, eff. July 1, 2011; Laws 2011, ch. 30, § 22, eff. July 1, 2011. Kan. Stat. Ann. § 21-5418 (West)
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (which includes romantic relationships, dating, domestic, and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear

- When a complaint contains evidence of criminal activity or child abuse, the Title IX Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and procedure

Sanctions for the above-listed "Other Civil Rights Behaviors" behaviors range from reprimand up through and including expulsion (students) or termination of employment.

8. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, for supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the appropriate Title IX Coordinator and will be promptly investigated. Labette Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

9. Remedial Action

Labette Community College will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or remedial services, academic support, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

Labette Community College will take additional prompt remedial and/or disciplinary action with respect to any applicant, member of the community, guest, or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

10. Confidentiality and Reporting of Offenses

Labette Community College will, to the extent that it can, act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by a Title IX Coordinator, their deputies (if/when applicable), or a responsible Labette Community College employee.

Labette Community College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources are required to take action when you report victimization to them. Some resources on campus fall in the middle of these two extremes; neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances but yet must share general, non-identifiable information with designated officials.

The LCC Student Grievance Procedure 4.081 can be found in the LCC Policy and Procedure Manual and Policies 7.01 and 8.01 Conditions of Employment for staff and the Master Agreement for faculty.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the reporting party.

If Labette Community College honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a reporting party's request in order to provide a safe, non-discriminatory environment for all individuals.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the complainant.

11. Federal Statistical Reporting and Timely Warning Obligations

Certain campus officials have a duty to report crimes for federal statistical purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be shared with the Vice President of Student Affairs regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College's Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater

community safety. Mandated federal reporters include student/conduct affairs, local police, coaches, athletic directors, residence life staff, student activities staff, human resource staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Approved: 10/4/18
Revised: 10/19/2021; 12/15/2022, 5/22/23
Reviewed: 8/14/20

PROCEDURE 2.010 SEXUAL HARASSMENT, Including Sexual Assault, Dating Violence, Stalking, and Retaliation

1. Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

- *Complainant* means an individual who is alleged to be the victim of conduct that could sexual harassment based on a protected class; or retaliation for engaging in a protected activity.

- *Complaint (formal)* means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the Labette Community College investigate the allegation.

- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).

- *Day* means a business day when Labette Community College is in normal operation.

- *Education program or activity* means locations, events, or circumstances where Labette Community College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the Labette Community College.

- *Final Determination:* A conclusion by the preponderance of the evidence that the alleged conduct did or did not violate policy.

- *Finding:* A conclusion by the preponderance of the evidence that the conduct did or did not occur as alleged (as in a "finding of fact").

- *Formal Grievance Process* means "Process A," a method of formal resolution designated by the Labette Community College to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).

- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

- *Hearing Decision-maker or Panel* refers to those who have decision-making and sanctioning authority within the Labette Community College's Formal Grievance process.

- *Investigator* means the person or persons charged by Labette Community College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related

evidence.

- *Mandated Reporter* means an employee of the Labette Community College who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator.

- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

- *Official with Authority* (OWA) means an employee of the Labette Community College explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the Labette Community College.

- *Parties* include the Complainant(s) and Respondent(s), collectively.

- *Process A* means the Formal Grievance Process detailed below and defined above.

- *Process B* means any process designated by the Labette Community College to apply only when Process A does not, as determined by the Title IX Coordinator.

- *Recipient* means a postsecondary education program that is a Labette Community College of federal funding.

- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the Labette Community College's educational program.

- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.

- *Resolution* means the result of an informal or Formal Grievance Process.

- *Sanction* means a consequence imposed by the Labette Community College on a Respondent who is found to have violated this policy.

- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 17.b., for greater detail.

- *Student* is any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with the Labette Community College.

- *Title IX Coordinator* is at least one official designated by the Labette Community College to ensure compliance with Title IX and the Labette Community College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

- *Title IX Team* refers to the Title IX Coordinator and any member of the Grievance Process Pool.

2. Rationale for Procedure

Labette Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

Labette Community College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. Labette Community College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

3. Applicable Scope

The core purpose of this procedure is the prohibition of sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using Labette Community College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Labette Community College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Labette Community College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

4. Title IX Coordinator

The Vice President of Student Affairs, Kelly Kirkpatrick, serves as the Student Title IX Coordinator and the Human Resource Director, Haley Walker, serves as the Employee Title IX Coordinator. The Title IX Coordinators have the primary responsibility for coordinating Labette Community College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this policy.

5. Independence and Conflict-of-Interest

The Title IX Coordinators act with independence and authority free from bias and conflicts of interest. The Title IX Coordinators oversee all resolutions under this policy and these procedures.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinators, contact the Labette Community College President, Dr. Mark Watkins, at 620-820-1223 or markw@labette.edu. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Employee Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinators should be reported to the Labette Community College President, Dr. Mark Watkins, at 620-820-1223 or markw@labette.edu. Reports of misconduct committed by any other Title IX Team member should be reported to the Employee Title IX Coordinator.

6. Administrative Contact Information

Complaints or notice of alleged policy or procedure violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Kelly Kirkpatrick
Student Title IX Coordinator
Vice President of Student Affairs
Student Union 220 (200 South 14th Street, Parsons, KS 67357)
620-820-1268
kellyk@labette.edu

Haley Walker
Employee Title IX Coordinator
Human Resource Director
Student Union 207 (200 South 14th Street, Parsons, KS 67357)
620-820-1234
haleyw@labette.edu

Title IX Team Members:

Leanna Doherty
Vice President of Finance and Operations
Student Union 208 (200 South 14th Street, Parsons, KS 67357)
620-820-1229
leannan@labette.edu

Theresa Hundley
Dean of Enrollment Management
Student Union 219 (200 South 14th Street, Parsons, KS 67357)
620-820-1274
theresah@labette.edu

Jason Sharp
Vice President of Academic Affairs
Main Building 203 (200 South 14th Street, Parsons, KS 67357)
620-820-1255
jasons@labette.edu

Labette Community College has also classified most employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

For complaints involving employees: Equal Employment Opportunity Commission (EEOC)

7. Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the appropriate Title IX Coordinator or Team Member through contact information listed in 6. Administrative Contact Information. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Report online, using the reporting form posted at www.labette.edu/forms/ir.html. Anonymous reports are accepted but can give rise to a need to investigate. The Labette Community College tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the Labette Community College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the Labette Community College to discuss and/or provide supportive measures.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the appropriate Title IX Coordinator alleging a policy violation by a Respondent and requesting that the Labette Community College investigate the allegation(s).

A complaint may be filed with the appropriate Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic

submission (such as by electronic mail or through an online portal provided for this purpose by the Labette Community College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the Labette Community College investigate the allegations.

If notice is submitted in a form that does not meet this standard, the appropriate Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

8. Supportive Measures

Labette Community College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.
Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Labette Community College's education program or activity, including measures designed to protect the safety of all parties or the Labette Community College's educational environment, and/or deter sexual harassment and/or retaliation.
The appropriate Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Labette Community College will inform the Complainant, in writing, that they may file a formal complaint with the Labette Community College either at that time or in the future, if they have not done so already.

The appropriate Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The Labette Community College will maintain the privacy of the supportive measures, provided that privacy does not impair the Labette Community College's ability to provide the supportive measures. Labette Community College will act to ensure as minimal an academic/occupational impact on the parties as possible.
The Labette Community College will implement measures in a way that does not unreasonably burden the other party.
These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings (see Procedure 5.07)

- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the appropriate Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

9. Emergency Removal

Labette Community College can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Student Title IX Coordinator in conjunction with the Emergency Response Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Student Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Student Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Student Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Student Title IX Coordinator has sole discretion under this procedure to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this procedure will be grounds for discipline, which may include expulsion.

Labette Community College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the appropriate Title IX Coordinator, these actions could include, but are not limited to: formal report to the Cardinal Villas Manager if student resides in the off-campus housing, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without

financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate athletics.

At the discretion of the appropriate Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

10. Promptness

All allegations are acted upon promptly by Labette Community College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Labette Community College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Labette Community College procedures will be delayed, Labette Community College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

11. Privacy

Every effort is made by Labette Community College to preserve the privacy of reports.

For the purpose of this policy, privacy and confidentiality have distinct meanings. Privacy means that information related to a complaint will be shared with a limited number of Labette Community College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the Recipient's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the Recipient's Student Records Policy. The privacy of employee records will be protected in accordance with Human Resources policies. Confidentiality exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. The Recipient has designated individuals who have the ability to have privileged communications as Confidential Resources. For more information about Confidential Resources, see page 26. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

Labette Community College will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Labette Community College reserves the right to determine which Labette Community College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The Labette Community College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically below.

12. Jurisdiction of Labette Community College

This procedure applies to the education program and activities of Labette Community College, to conduct that takes place on the campus or on property owned or controlled by Labette Community College, at Labette Community College-sponsored events, or in buildings owned or controlled by Labette Community College's recognized student organizations. The Respondent must be a member of Labette Community College's community in order for its policies and procedures to apply.
This procedure can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Labette Community College's educational program. Labette Community College may also extend jurisdiction to off-campus and/or to online conduct when the appropriate Title IX Coordinator determines that the conduct affects a substantial Labette Community College interest. Regardless of where the conduct occurred, Labette Community College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Labette Community College interest includes:

a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;

b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;

c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or

d. Any situation that is detrimental to the educational interests or mission of Labette Community College.

If the Respondent is unknown or is not a member of the Labette Community College community, the appropriate Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of Labette Community College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the appropriate Title IX Coordinator.

In addition, Labette Community College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Labette Community College property and/or events.

All vendors serving Labette Community College through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the appropriate Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the appropriate Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to Labette Community College where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

13. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the appropriate Title IX Coordinator. However, if the Respondent is no longer subject to Labette Community College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the appropriate Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Labette Community College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the time of the alleged misconduct.

14. Online Sexual Harassment and/or Retaliation

The policies of Labette Community College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Labette Community College's education program and activities or use Labette Community College networks, technology, or equipment.

Although Labette Community College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Labette Community College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Labette Community College community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Labette Community College's control (e.g., not on Labette Community College networks, websites, or between Labette Community College email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.
Off-campus harassing speech by employees, whether online or in person, may be regulated by Labette Community College only when such speech is made in an employee's official or work-related capacity.

15. Policy on Nondiscrimination

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. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual misconduct) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to contact the person identified below who has been designated to coordinate the College's efforts to comply with the regulations implementing these laws. For the more information, see Policy and Procedure 2.01.

16. Definition of Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Kansas regard Sexual Harassment as an unlawful discriminatory practice.
Labette Community College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.
Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.
Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

1) Quid Pro Quo:
    a. an employee of Labette Community College,
    b. conditions (implicitly or explicitly) the provision of an aid, benefit, or service of Labette Community College,
    c. on an individual's participation in unwelcome sexual conduct.

2) Sexual Harassment:
    a. unwelcome conduct,
        i. Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
    b. determined by a reasonable person,
    c. to be so severe, and
    d. pervasive, and,
    e. objectively offensive,
    f. that it effectively denies a person equal access to Labette Community College's education program or activity.

3) Sexual assault, defined as:
    a) Sex Offenses, Forcible:
        - Any sexual act directed against another person (This would include having another person touch you sexually, forcibly, or without their consent),
        - without the consent of the Complainant,
        - including instances in which the Complainant is incapable of giving consent.
        - Sexual acts include:
            1) Forcible Rape:
                (a) Penetration,
                (b) no matter how slight,
                (c) of the vagina or anus with any body part or object, or
                (d) oral penetration by a sex organ of another person,
                (e) without the consent of the Complainant.
            2) Forcible Sodomy:
                (a) Oral or anal sexual intercourse with another person,
                (b) forcibly,
                (c) and/or against that person's will (non-consensually), or
                (d) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
            3) Sexual Assault with an Object:
                (a) The use of an object or instrument to penetrate,
                (b) however slightly,

(c) the genital or anal opening of the body of another person,
(d) forcibly,
(e) and/or against that person's will (non-consensually),
(f) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

4) Forcible Fondling:
(a) The touching of the private body parts of another person (buttocks, groin, breasts),
(b) for the purpose of sexual gratification,
(c) forcibly,
(d) and/or against that person's will (non-consensually),
(e) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

b) Sex Offenses, Non-forcible:
- Incest:
  1) Non-forcible sexual intercourse,
  2) between persons who are related to each other,
  3) within the degrees wherein marriage is prohibited by Kansas law.
- Statutory Rape:
  1) Non-forcible sexual intercourse,
  2) with a person who is under the statutory age of consent of Kansas.

4) Dating Violence, defined as:
a. violence,
b. on the basis of sex,
c. committed by a person,
d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
   i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
   ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   iii. Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence*, defined as:
a. violence,
b. on the basis of sex,
c. committed by a current or former spouse or intimate partner of the Complainant,
d. by a person with whom the Complainant shares a child in common, or

e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas or
g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Kansas.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:
   a. engaging in a course of conduct,
   b. on the basis of sex,
   c. directed at a specific person, that
      i. would cause a reasonable person to fear for the person's safety, or
      ii. the safety of others; or
      iii. Suffer substantial emotional distress.

      For the purposes of this definition—

      (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

      (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

      (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Refer to Procedure 2.01, Section 6, for Labette Community College's procedure on Consensual Relationships.

Labette Community College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this procedure.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Labette Community College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM (Bondage, discipline/dominance, submission/sadism, and masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Labette Community College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As

stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

17. Retaliation

Protected activity under this procedure includes reporting an incident that may implicate this procedure, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this procedure.

Acts of alleged retaliation should be reported immediately to the appropriate Title IX Coordinator and will be promptly investigated. Labette Community College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Labette Community College and any member of Labette Community College's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Labette Community College vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

18. Mandated Reporting

Most Labette Community College employees (faculty, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, though there are some limited exceptions.
In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.
If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the appropriate Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.
The following sections describe the reporting options at Labette Community College for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Case Manager/Advisor (Regina Williams-Decker, SU201, reginad@labette.edu, 620-820-1254)
- Athletic Trainer (Brittany Haley, Gym, brittanyh@labette.edu, 620-820-1027)
- Director of Nursing (Dee Bohnenblust, Z212, delynab@labette.edu, 620-820-1217)
- Sociology Professor (Robert Perez, M314, robertp@labette.edu, 620-820-1138)
- Dean of CTE/Workforce (Ross Harper, M203A, rossharper@labette.edu, 620-820-1278)
- Off-campus (non-employees):
    - Licensed professional counselors and other medical providers
    - Local rape crisis counselors
    - Domestic violence resources
    - Local or state assistance agencies
    - Clergy/Chaplains
    - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Employees who are confidential and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the complainant.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the appropriate Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the appropriate Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Labette Community College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Labette Community College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the appropriate Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

c. Mandated Reporters and Formal Notice/Complaints

All employees of Labette Community College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the appropriate Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this procedure that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the appropriate Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at special events do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Labette Community College.

Supportive measures may be offered as the result of such disclosures without formal Labette Community College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of Labette Community College policy and procedures and can be subject to disciplinary action for failure to comply.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this procedure is not required to report their own experience, though they are, of course, encouraged to do so.

19. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the appropriate Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The appropriate Title IX Coordinator has ultimate discretion over whether Labette Community College proceeds when the Complainant does not wish to do so, and the appropriate Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The appropriate Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the Labette Community College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Labette Community Colleges may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The appropriate Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Labette Community College's ability to pursue a Formal Grievance Process fairly and effectively.

When the appropriate Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Labette Community College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this procedure irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Labette Community College's ability to remedy and respond to notice may be limited if the Complainant does not want Labette Community College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Labette Community College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Labette Community College to honor that request, Labette Community College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Labette Community College, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

20. Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Labette Community College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Labette Community College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

21. False Allegations and Evidence

Deliberately false and/or malicious accusations under this procedure are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a procedure violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Labette Community College policy and procedure.

22. Amnesty for Complainants and Witnesses

Labette Community College encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Labette Community College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Labette Community College community that Complainants choose to report misconduct to Labette Community College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Labette Community College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the [Campus Police]).

Labette Community College maintains a policy and procedure of amnesty for students who offer help to others in need. Although policy and procedure violations cannot be overlooked, Labette Community College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

23. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

a) All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
b) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
c) VAWA-based crimes (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.), which include sexual assault, domestic violence, dating violence, and stalking; and
d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with the Vice President of Student Affairs regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include:

- President
- Vice President of Finance and Operations
- Vice President of Academics Affairs
- Vice President of Student Affairs
- Dean of Instruction
- Dean of Enrollment Management
- Director of Admissions
- Director of Financial Aid

- Director of Human Resources
- Director of Facilities
- Director of Student Success Center
- Director of Library Services
- Director of Workforce Education
- Director of Information Technology
- Director of Athletics
- Head Baseball Coach
- Head Softball Coach
- Head Men's Basketball Coach
- Head Women's Basketball Coach
- Head Volleyball Coach
- Head Wrestling Coach
- Cherokee Center Coordinator
- Student Life Specialist
- All Maintenance Staff and Custodians

INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE PROCEDURE ON SEXUAL HARASSMENT (KNOWN AS PROCESS "A")

1. Overview

Labette Community College will act on any formal or informal notice/complaint of violation of the Policy that is received by a Title IX Coordinator or any other Official with Authority by applying these procedures, known as "Process A."

The procedures below apply to all allegations of sexual harassment or retaliation involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. Although the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the procedure will be addressed through procedures described in the Labette Community College Policy and Procedure Manual.

2. Notice/Complaint

Upon receipt of a complaint or notice to the appropriate Title IX Coordinator of an alleged violation of the Policy, the appropriate Title IX Coordinator initiates a prompt initial assessment to determine the next steps Labette Community College needs to take.

The appropriate Title IX Coordinator will initiate at least one of three responses:
1) Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
2) An informal resolution (upon submission of a formal complaint); and/or

3) A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).
Labette Community College uses the Formal Grievance Process to determine whether or not the procedure has been violated. If so, Labette Community College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, or their effects.

3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the appropriate Title IX Coordinator engages in an initial assessment, typically within one to five business days. If circumstances require, the President or appropriate Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties. The steps in an initial assessment can include:

- If notice is given, the appropriate Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
    - If they do not wish to do so, the appropriate Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the appropriate Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The appropriate Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The appropriate Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The appropriate Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
    - If a supportive and remedial response is preferred, the appropriate Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
    - If an informal resolution option is preferred, the appropriate Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available, and may seek to determine if the Respondent is also willing to engage in informal resolution.
    - If a Formal Grievance Process is preferred, the appropriate Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
        - If it does, the appropriate Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
            - an incident, and/or
            - a pattern of alleged misconduct, and/or
            - a culture/climate concern, based on the nature of the complaint.
        - If it does not, the appropriate Title IX Coordinator determines that Title IX does not apply (and will "dismiss" that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is

solely a procedural requirement under Title IX and does not limit Labette Community College's authority to address a complaint with an appropriate process and remedies.

a. Violence Risk Assessment

In many cases, the appropriate Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Emergency Response Team (ERT) as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the appropriate Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to communicate with a transfer Labette Community College about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

A VRA authorized by the appropriate Title IX Coordinator should occur in collaboration with the Emergency Response Team. Where a VRA is required by the appropriate Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

b. Dismissal (Mandatory and Discretionary)

These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR §106.45.

Labette Community College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or

2) The conduct did not occur in an educational program or activity controlled by Labette Community College (including buildings or property controlled by recognized student organizations), and/or Labette Community College does not have control of the Respondent; and/or

3) The conduct did not occur against a person in the United States; and/or

4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Labette Community College. Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable.

Labette Community College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1) A Complainant notifies the appropriate Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or

2) The Respondent is no longer enrolled in or employed by the Labette Community College; or

3) Specific circumstances prevent Labette Community College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Labette Community College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

4. Counterclaims

Labette Community College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Labette Community College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.
Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.
Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the appropriate Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

5. Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally).

The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Labette Community College community.

The appropriate Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Labette Community College, the Advisor will be trained by Labette Community College and be familiar with Labette Community College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Labette Community College, the Advisor may not have been trained by Labette Community College and may not be familiar with Labette Community College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisor's Role in Meetings and Interviews

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Labette Community College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Labette Community College is not obligated to provide an attorney.

Advisors should not address Labette Community College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

c. Advisors in Hearings/Labette Community College-Appointed Advisor

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Labette

Community College will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, Labette Community College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Labette Community College's policies and procedures.

e. Advisor Violations of Labette Community College Policy

All Advisors are subject to the same Labette Community College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Labette Community College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this procedure will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the appropriate Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f. Sharing Information with the Advisor

Labette Community College expects that the parties may wish to have Labette Community College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Labette Community College also provides a consent form that authorizes Labette Community College to share such information directly with their Advisor. The parties must either complete and submit this form to the appropriate Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Labette Community College is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, the Labette Community College will comply with that request at the discretion of the appropriate Title IX Coordinator.

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Labette Community College. Labette Community College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the Labette Community College's privacy expectations.

h. Expectations of an Advisor

Labette Community College generally expects an Advisor to adjust their schedule to allow them to attend Labette Community College meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Labette Community College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the appropriate Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

As a public entity, Labette Community College fully respects and accords the Weingarten rights of employees. For parties who are entitled to union representation, Labette Community College will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are/are not permitted to have union representation or Advisors in grievance process interviews or meetings. In this case, both the Complainant and Respondent would be allowed to have two Advisors.

j. Assistance in Securing an Advisor

For representation, Respondents may wish to contact organizations such as:

- FACE (http://www.facecampusequality.org)
- SAVE (http://www.saveservices.org).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (http://www.victimrights.org),
- The National Center for Victims of Crime (http://www.victimsofcrime.org), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: https://nwlc.org/times-up-legal-defense-fund/

6. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Labette Community College policy and procedure. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Labette Community College encourages parties to discuss any sharing of information with their Advisors before doing so.

a. Informal Resolution

Informal Resolution can include three different approaches:

- When the appropriate Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the appropriate Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Labette Community College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Labette Community College.

Labette Community College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

b. Alternate Resolution Mechanism

Alternate Resolution is an informal mechanism, including mediation or restorative practices, etc., by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The appropriate Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the appropriate Title IX Coordinator. The appropriate Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the appropriate Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the appropriate Title IX Coordinator will determine whether all parties and Labette Community College are able to agree on responsibility, sanctions, and/or remedies. If so, the appropriate Title IX Coordinator implements the accepted finding that the Respondent is in violation of Labette Community College policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Negotiated Resolution

The appropriate Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Labette Community College. Negotiated Resolutions are not appealable.

7. Grievance Process Pool

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

The list of Pool members and a description of the Pool can be found at www.labette.edu/GrievancePool.

a. Pool Member Roles

Members of the Pool are trained annually, and can serve in in the following roles, at the direction of the Title IX Coordinators:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in Informal Resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices]
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint, if needed
- To serve as an Appeal Decision-maker, if needed

b. Pool Member Appointment

The Title IX Coordinators, in consultation with the President, appoints the Pool, which acts with independence and impartiality.

c. Pool Member Training

The Pool members receive annual training. This training includes, but is not limited to:

- The scope of the Labette Community College's Sexual Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process

- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the Labette Community College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment and/or retaliation allegations
- Recordkeeping

Specific training is also provided for Appeal Decision-makers, intake personnel, Advisors (who are Labette Community College employees), and Chairs. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here: www.labette.edu/GrievancePool.

d. Pool Membership

The Pool includes:

- Four Co-chairs who are *ex officio* members and serve as the Chair of the grievance panel hearing: Vice President of Academic Affairs, Vice President of Finance and Operations, Dean of Instruction, and Dean of Enrollment Management.
- At least two members of the Faculty
- At least two members of the Professional Staff Group (not in the same division)
- At least two members of the Educational Support Staff Group (not in the same division)

Pool members are usually appointed to two-year terms. Individuals who are interested in serving in the Pool are encouraged to contact one of the Title IX Coordinator.

8. Formal Grievance Process: Notice of Investigation and Allegations

The appropriate Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),

- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Labette Community College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Labette Community College's policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Labette Community College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to Labette Community College's VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the appropriate Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local address of the parties as indicated in the official Labette Community College records, or emailed to the parties' Labette Community College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

9. Resolution Timeline

Labette Community College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the appropriate Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

10. Appointment of Investigators

Once the decision to commence a formal investigation is made, the appropriate Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

11. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The appropriate Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the appropriate Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the appropriate Title IX Coordinator, concerns should be raised with the College President.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Labette Community College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

12. Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Labette Community College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

13. Delays in the Investigation Process and Interactions with Law Enforcement

Labette Community College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Labette Community College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Labette Community College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Labette Community College will implement supportive measures as deemed appropriate.

Labette Community College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

14. Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the appropriate Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
    - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included

- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which Labette Community College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. *Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).*
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

15. Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Labette Community College are expected to cooperate with and participate in Labette Community College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Labette Community College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

16. Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording. Consent of the interviewer and interviewee is required in

"dual-party recording" states.

17. Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

18. Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the appropriate Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline.

The appropriate Title IX Coordinator will select an appropriate Decision-maker(s) from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees in the context of their employment will be directed to the appropriate Decision-maker depending on the context and nature of the alleged misconduct.

19. Hearing Decision-maker Composition

Labette Community College, at the discretion of the appropriate Title IX Coordinator, will designate a single Decision-maker from the Pool or the Kansas Association of School Board representatives or a three-member panel from the Pool. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the appropriate Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The appropriate Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The appropriate Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

20. Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Labette Community College uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

21. Notice of Hearing

No less than ten (10) business days prior to the hearing, the appropriate Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the appropriate Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the appropriate Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.

- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the appropriate Title IX Coordinator if they do not have an Advisor, and the Labette Community College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already. The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the appropriate Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- A statement that mobile phones/devices cannot be brought into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Labette Community College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this procedure is not in good standing to graduate.

22. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the appropriate Title IX Coordinator at least five (5) business days prior to the hearing.

The appropriate Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the appropriate Title IX Coordinator know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

23. Pre-Hearing Preparation

The Chair or hearing facilitator after any necessary consultation with the parties, Investigator(s) and/or appropriate Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to

the admission of evidence newly offered at the hearing, the Chair may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the appropriate Title IX Coordinator as soon as possible and no later than two days prior to the hearing. Decision-makers will only be removed if the appropriate Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The appropriate Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the appropriate Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

24. Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant.

The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will be recorded.

25. Hearing Procedures

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the appropriate Title IX Coordinator, and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

26. Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the appropriate Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

27. The Order of the Hearing – Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the appropriate Title IX Coordinator will review and decide the challenge.

The Chair then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the appropriate Title IX Coordinator. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

28. Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the

parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

29. Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors ("cross-examination").

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the appropriate Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

30. Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission.

The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with Labette Community College's established rules of decorum for the hearing, Labette Community College may require the party to use a different Advisor. If a Labette Community College-provided Advisor refuses to comply with the rules of decorum, Labette Community College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

31. Recording Hearings

Hearings (but not deliberations) are recorded by Labette Community College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of Labette Community College will be permitted to listen to the recording in a controlled environment determined by the appropriate Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the appropriate Title IX Coordinator.

32. Deliberation, Decision-making, and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s). The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.
The Decision-maker(s) will review the statements and any pertinent conduct history provided by either the Vice President of Student Affairs or Human Resource Director and will recommend the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Chair will then prepare a written deliberation statement and deliver it to the appropriate Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, any sanctions, and/or recommendations.

This report is typically three (3) to five (5) pages in length and must be submitted to the appropriate Title IX Coordinator within two (2) business days of the end of deliberations, unless the appropriate Title IX Coordinator grants an extension. If an extension is granted, the appropriate Title IX Coordinator will notify the parties.

33. Notice of Outcome

Using the deliberation statement, the appropriate Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel. The appropriate Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five (5) business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Labette Community College records, or emailed to the parties' Labette Community College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Labette Community College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the Labette Community College is permitted to share such information under state or federal law; any sanctions issued which Labette Community College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Labette Community College's educational or employment program or activity, to the extent Labette Community College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Labette Community College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

34. Statement of the Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to Labette Community College officials.

- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.

- The right to be treated with respect by Labette Community College officials.

- The right to have Labette Community College policies and procedures followed without material deviation.

- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

- The right not to be discouraged by Labette Community College officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.

- The right to be informed by Labette Community College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Labette Community College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.

- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Labette Community College law enforcement and/or other Labette Community College officials.

- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.

- The right to a Labette Community College-implemented no-contact order [or a no-trespass order against a non-affiliated third party] when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.

- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are

reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:

- Assistance with working with the Cardinal Villas if currently a resident
- Assistance from Labette Community College staff in completing the relocation
- Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
- Transportation accommodations
- Visa/immigration assistance
- Arranging to dissolve a housing contract and a pro-rated refund
- Exam, paper, and/or assignment rescheduling or adjustment
- Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
- Transferring class sections
- Temporary withdrawal/leave of absence (may be retroactive)
- Campus safety escorts
- Alternative course completion options.

- The right to have Labette Community College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Labette Community College's ability to provide the supportive measures.

- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.

- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.

- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.

- The right not to have irrelevant prior sexual history or character admitted as evidence.

- The right to know the relevant and directly related evidence obtained and to respond to that evidence.

- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.

- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy and Procedure violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Labette Community College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to have the Labette Community College compel the participation of faculty and staff witnesses.
- The right to the use of the preponderance of the evidence to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by Labette Community College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Labette Community College.
- The right to a fundamentally fair resolution as defined in these procedures.

35. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history

- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual Harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any Labette Community College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either Labette Community College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Labette Community College.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Labette Community College-sponsored events.
- *Withholding Diploma*: Labette Community College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree:* Labette Community College reserves the right to revoke a degree previously awarded from the Labette Community College for fraud, misrepresentation, and/or other violation of Labette Community College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including Labette Community College registration) for a specified period of time.

- *Other Actions:* In addition to or in place of the above sanctions, the Labette Community College may assign any other sanctions as deemed appropriate.

b. Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement Plan*
- *Enhanced supervision, observation, or review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Reassignment*
- *Delay of tenure track progress*
- *Assignment to new supervisor*
- *Restriction of stipends and/or professional development resources*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, Labette Community College may assign any other responsive actions as deemed appropriate.

36. Withdrawal or Resignation While Charges Pending

a. Students: If a student has an allegation pending for violation of the procedure, Labette Community College may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Labette Community College, the resolution process ends, as Labette Community College no longer has disciplinary jurisdiction over the withdrawn student.

However, Labette Community College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Labette Community College. Such exclusion applies to all campuses of Labette Community College. A hold will be placed on their ability to be readmitted. They may also be barred from Labette Community College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Labette Community College unless and until all sanctions have been satisfied.

b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Labette Community College no longer has disciplinary jurisdiction over the resigned employee.

However, Labette Community College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Labette Community College, and the records retained by the appropriate Title IX Coordinator will reflect that status.

All Labette Community College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

37. Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome.
A three-member appeal panel chosen from the Pool will be designated by the appropriate Title IX Coordinator. No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.
The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).
This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The appropriate Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this procedure, that request will be denied by the Appeal Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this procedure, then the Appeal Chair will notify the other party(ies) and their Advisors, the appropriate Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the appropriate Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five (5) business days to

submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in five (5) business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with the Appeal Panel, and the Panel will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence standard.
A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Labette Community College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Labette Community College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Labette Community College-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.
If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.
Labette Community College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Decision-maker(s) may consult with the appropriate Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such

consultation will be maintained.

- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the appropriate Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- When appeals result in no change to the finding or sanction, that decision is final.
- When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.
- In rare cases where a procedural [or substantive] error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to Labette Community College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

38. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinators may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinators, certain long-term support or measures may also be provided to the parties even if no policy violation is found.
When no policy violation is found, the Title IX Coordinators will address any remedies owed by Labette Community College to the Respondent to ensure no effective denial of educational access.
Labette Community College will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Labette Community College's ability to provide these services.

39. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal

Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Labette Community College.

A suspension will only be lifted when compliance is achieved to the satisfaction of the appropriate Title IX Coordinator.

40. Recordkeeping

Labette Community College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to Labette Community College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Labette Community College will make these training materials publicly available on Labette Community College's website.
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
    a. The basis for all conclusions that the response was not deliberately indifferent;
    b. Any measures designed to restore or preserve equal access to Labette Community College's education program or activity; and
    c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Labette Community College will also maintain any and all records in accordance with state and federal laws.

41. Disabilities Accommodations in the Resolution Process

Labette Community College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Labette Community College's resolution process.

Anyone needing such accommodations or support should contact the appropriate Title IX Coordinator, who will review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full participation in the process.

42. Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinators. Labette Community College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinators may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinators may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.
This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective on August 14, 2020.

ATIXA 2020 INTERIM MODEL SEXUAL HARASSMENT POLICIES AND PROCEDURES
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED
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Adopted: 8/14/2020
Revised: 04/04/2022, 5/22/23
Reviewed:

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 life style.

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: 7/10/14; 8/29/16; 10/07/21

POLICY 2.03 EVALUATION

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 K 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.72-2409, and amendments thereto.

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 their 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.72-258, 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, 5/2/19
Reviewed: 9/13/06, 8/29/16, 5/2/19, 10/7/21

POLICY 2.04 NEPOTISM

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; 10/7/21

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; 10/7/21

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 or student on College property, as part of any College activities, or while operating and traveling in a college owned or leased vehicle is prohibited. College employees and students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages, illegal drugs or while impaired by the use of prescription medications.

Alcohol can be served at select events in accordance with the provisions of Policy and Procedure 2.10 Alcohol Exemptions.

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 as outlined in Policy and Procedure 2.16 Performance Improvement.

Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to sanctions outlined in the Student Code of Conduct Policy and Procedure 4.08.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

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" 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 controlled by the College and are not included in this definition.

Adopted: 8/9/90
Reviewed: 2/7/17
Revised: 6/7/22

PROCEDURE 2.05 Drug and Alcohol Abuse /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 alcohol (as defined in these Acts and Kansas law) 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. Student's subject to thee penalties will be afforded due process. IN addition to those sanctions, a student may be required to meet with the Case Manager or complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

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 any or all 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 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 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 information listed in Policy 2.05 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.

Health Risks

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease, distorted senses, unconsciousness leading to coma; and permanent damage of the liver, heart and central nervous system leading to death. For more information, consult your physician, or your local or Collage library.

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 employment, injury and other negative consequences may result from substance abuse on the job.

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:

Employee assistance program - contact LCC Human Resource office, 620-820-1234, Rm. SU207
www.abovetheinfluence.com
www.ncadd.org
www.itmattersks.org
www.drugabuse.gov
www.niaaa.nih.gov

Approved: 10/6/15
Revised: 11/21/19, 3/31/22
Reviewed: 11/21/19

POLICY 2.06 GRANTS DEVELOPMENT AND MANAGEMENT

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: 11/04/2021

PROCEDURE 2.06: GRANTS DEVELOPMENT AND MANAGEMENT

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, see the Foundation Director in the LCC Event Center on the Main Campus.

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 In Redzone 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; 11/4/21
Reviewed: 2/7/03, 8/24/15, 12/5/18;

POLICY 2.08 FAMILY AND MEDICAL LEAVE ACT (FMLA) COMPLIANCE

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 their 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
Reviewed: 11/04/21

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 Coordinator.

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 rolling 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 is discharged from 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 within the first year
   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 18 years of age with a disability.

2. Spouse
   a. The legal husband or wife of the employee.
3. Parent
   a. Biological, adoptive, step, or foster 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 is discharged from 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, they 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 their 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 Coordinator 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 their 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 they return 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 their own serious health condition will not be allowed to return to work unless they provide the Human Resources Department with adequate documentation from their health care provider that they is able to return to work (with or without restrictions).
2. An employee whose leave is necessitated by their own serious health condition and is returning to work without restrictions will be restored to their previous job and rate of pay or an equivalent job if they return to work upon expiration of the approved leave period and they have not exhausted their leave allowance prior to the date they return to work.
3. An employee whose leave is necessitated by their 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 their own serious health condition will be restored to their previous job and rate of pay or an equivalent job if they return to work upon expiration of the approved leave period and they have not exhausted their leave allowance prior to the date they return 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 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 when requesting leave to care for a family member who is a current service member with a serious injury or illness
5. Certification when requesting leave to care for a family member who is a covered veteran with a serious injury or illness

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 Coordinator 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.

Reviewed: 10/9/05, 4/25/11, 11/10/15
Revised: 10/9/05, 4/25/11, 11/10/15; 11/4/21

POLICY 2.09 USE OF TOBACCO/NICOTINE/VAPING PRODUCTS

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco/nicotine/vaping 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 is known to be harmful and creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, K.S.A. 21-6109 and 21-6116, 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/nicotine/vaping free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco/nicotine/vaping free policy.

Specifically:

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

2. Tobacco and vaping products are 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.

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

Adopted: 7/8/10, 9/8/11, 11/14/13
Revised: 5/2/19, 1/9/20, 6/7/22
Reviewed: 5/2/19, 1/9/20

PROCEDURE 2.09 USE OF TOBACCO/NICOTINE/VAPING PRODUCTS

The College expects that every student, employee, and visitor will respect the Tobacco/Nicotine/Vaping 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/nicotine/ vaping product in violation of the policy, the person who observed the behavior tells the student that they 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, they are 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 them of the College's Tobacco/Nicotine/Vaping Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining them $25 for violating the College's Tobacco/Nicotine/Vaping 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 them 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/nicotine/vaping product in violation of the policy, the person who observed the behavior completes the Tobacco/Nicotine/Vaping Incident Form and submits the form to the Human Resource Director. In addition, the witness is asked to tell the individual of the Tobacco/Nicotine/Vaping Free Policy at the College.

First Offense: The Human Resource Director contacts the employee's supervisor regarding the incident. The supervisor has an oral discussion with the employee about the college's policy and keeps Tobacco/Nicotine/Vaping Incident Form on file in their office.

Second Offense: The Human Resource Director contacts the employee's supervisor regarding the incident and confirms if it is a second offense. The supervisor will complete an incident form, meet with the employee and place both forms on file I the supervisor's office.

Third Offense: The Human Resource Director contacts the employee's supervisor regarding the incident and an Incident Form will be completed as well as putting the employee on a Performance Improvement Plan to correct the behavior.

Fourth 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.

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

Use of tobacco/nicotine/vaping products 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/Nicotine/Vaping 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: 11/21/19; 5/19/22
Reviewed: 8/29/16, 11/21/19

POLICY 2.10 ALCOHOL EXEMPTION

Pursuant to K.S.A. 41-719, the Board of Trustees of a community college may exempt from the prohibition against consumption of alcoholic liquor on public property, specified property which is under the control of said Board and which is not used for classroom instruction, in accordance with a written policy adopted by such Board. The Board of Trustees of Labette Community College hereby determines and declares the Cardinal Event Center should be and is now exempt from said statutory prohibition.

The written policy as hereinafter set forth shall be complied with in regard to the consumption of alcoholic beverages in and on said properties of Labette Community College, to-wit:

1. Any event or activity pursuant to this policy shall be in full compliance with the Kansas Liquor Control Act. Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any event.

2. No alcohol may be served or used on the campus of Labette Community College except in the Cardinal Event Center.

3. The request to serve alcohol at an event must be made in writing to the College President at least two weeks in advance. Alcohol may be served at select events in the Cardinal Event Center with written permission from President's Council.

4. The alcoholic beverages to be served shall be provided by the sponsoring organization, shall be the property of the sponsoring organization, and shall be removed from Labette Community College property immediately upon conclusion of the event.

5. All applicable ordinances of the City of Parsons shall be complied with.

6. In all cases, obtaining any required liquor permit shall be the responsibility of the sponsor.

Approved: 9/13/12
Reviewed: 7/5/05, 12/12/19
Revised: 7/5/05, 12/12/19, 6/7/22

PROCEDURE 2.10 ALCOHOL EXEMPTION

Under approved circumstances permissible by all federal, state, and local laws and regulations, including the Kansas Liquor Control Act, alcoholic beverages may be served at approved special events in the Cardinal Event Center of the Labette Community College Campus. The service of alcoholic beverages shall be in compliance with Policy 2.10 and the procedures listed below.

1. In this procedure, reference to alcoholic beverages shall be limited to beer or wine.

2. Under no circumstances shall any individual under the age of 21, and without proper identification, be served or be allowed to possess or consume alcoholic beverages at any time in the Cardinal Event Center on the Labette Community College Campus.

3. Under no circumstances shall the General Fund Revenue, including the Labette County taxing revenue, be allowed to fund the purchase of alcoholic beverages.

4. In the event a Labette Community College employee is sponsoring a special event at which alcoholic beverages will be served, then said employee, or the employee's designee, shall assume responsibility to supervise said special event. In the event the Foundation is sponsoring a special event at which alcoholic beverages are served, then the Foundation shall appoint an individual who shall assume responsibility to supervise the special event. The name of the individual who has assumed responsibility to supervise said special event shall be provided to LCC's President's Council. Said individual shall be in attendance for the duration of the special event to ensure that the activities of the special event are consistent with the policy. Any rules and regulations related to activities on the Labette Community College Campus should be followed. Said individual shall not consume any alcoholic beverages for the duration of the special event.

5. Alcoholic beverages may only be served in the Cardinal Event Center.

6. Guests attending a special event may not bring alcoholic beverages onto the Labette Community College campus or property.

7. At all special events where alcoholic beverages are served,
    a. non-alcoholic beverages shall also be offered to guests.
    b. some type of food shall be offered to guests.
    c. an effective method of checking identification to identify which guests may legally consume alcohol shall be used.

8. No alcoholic beverages may be carried to areas outside of the Cardinal Event Center.

9. The sale of alcoholic beverages is prohibited, e.g. cash bar.

10. All applicable ordinances of the City of Parsons will be followed.

11. LCC must be included in the event sponsor's Certificate of Liability Insurance Policy before the special event

ADOPTED: 12/15/2022

ALCOHOL RELEASE AND INDEMNIFICATION AGREEMENT

AGREEMENT this __ day of _____, 20___ by and between Labette Community College (hereinafter referred to as "LCC"), and _____ (hereinafter referred to as "Indemnitor").

LCC has agreed to provide for Indemnitor's use of the Cardinal Event Center for the following purpose or event to be sponsored by, given, held, or conducted solely by Indemnitor or its agents or representatives:

Date of Event	
Location of Event	Cardinal Event Center
Time of Event	
Alcohol Served	Beer or Wine

Indemnitor acknowledges and agrees that the above-described event is sponsored, given, held, and/or conducted solely by Indemnitor and that LCC will provide the Cardinal Event Center only. Indemnitor further agrees that its actions with respect to all service or provision of beer or wine shall be in accordance with all applicable laws and as required in Procedure 2.10 Alcohol Exemption.

Indemnitor, intending to be legally bound hereby, does forever remise, release, and discharge LCC, its agents, officers, directors, trustees, servants, and affiliates, and their respective heirs, executors, administrators, successors and assigns, of and from all, and all manner of, actions, and causes of action, liability, suits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, claims and demands whatsoever in law or equity, which are caused by, arise from, are related to or are the result of, in whole or in part, the above described event or the attendance or participation in the above described event, whether caused by the negligence of LCC, its officers, directors, trustees, agents, servants, employees, affiliates or otherwise;

Indemnitor agrees and warrants that it will indemnify, save, hold harmless and defend LCC, its agents, officers, directors, trustees, servants, employees and affiliates, and their respective heirs, executors, administrators, successors and assigns, from any and all actions, causes of action, liability, claims and demands whatsoever, suits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments in law or equity, losses, costs of defense and reasonable attorneys' fees incurred therein, upon or by reason of any illness, injury, damage or loss which may be sustained by LCC or any of LCC's agents, officers, directors, trustees, servants, employees, or affiliates, which are caused by, arise from, are related to or are the result of, in whole or in part, the above described event or the attendance or participation in the above described event and that Indemnitor shall promptly notify LCC in writing via certified mail, return receipt, of any claims, demands, suits, actions or the like within three (3) business days from the receipt thereof by Indemnitor.

Indemnitor acknowledges receipt of and agrees to, LCC Procedure 2.10: Alcohol Exemption.

Indemnitor Signature _____ Date _____

LCC Staff Signature _____ Date _____

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 Specialist or the Director of Advising.

Adopted: 12/12/00
Revised: 5/7/15; 12/8/22
Reviewed: 5/7/15, 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 or 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 Advising is designated to approve campus visits. The Vice President of Student Affairs may be consulted by the Student Life Specialist and/or Director of Advising 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, or 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, including the 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 place materials on College property or vehicles on College property.

E. "Authorizing office" means the Student Life Office or Director of Advising 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.

Posters

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

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

- The poster is no larger than 12 x 18 inches

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

C. 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 in locations identified by the authorizing office.

B. 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.

C. The banner should display the unit or organization's name in clear, legible letters in a prominent location on the banner.

D. The unit or organization must 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 or President makes an exception.

C. Individuals seeking personal gain are prohibited unless the Vice President of Student Affairs or President 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. The 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 that 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 the 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 the administration of these procedures. Any exceptions to such must be authorized by them.

Revised: 4/14/05, 8/29/16, 11/10/22
Reviewed: 4/14/05, 8/29/16

POLICY 2.12 WEAPONS ON CAMPUS OR AT COLLEGE 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 and any further legal or policy violations will be acted on as appropriate.

Beginning July 1, 2017, any individual who is 21 years of age or older, and beginning on July 1, 2021, any licensed individual who is 18-21 years of age, and who is not prohibited or disqualified by law and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on college campuses, including all facilities owned or leased by the college, except in buildings and public areas of buildings for which adequate security measures are provided.

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 the policy and procedure to conceal carry on campus.

Adopted: 9/14/23

PROCEDURE 2.12 WEAPONS ON CAMPUS OR AT COLLEGE 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.

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 to conceal carry.

The policy and procedure will apply to all Labette Community College students and employees: i) at the Parsons main campus, the Cherokee Center in Pittsburg, Workforce Training Center 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.
Main Campus: 200 S. 14th Street Parsons, KS 67357 (includes the following buildings: Ted Hill, Cardinal Event Center, Zetmeir Health Science, Annex, Main, Student Success Center, Reese H. Hughes, Student Union, Library, Music, TRIO, Pantry, Athletic Complex).

Cherokee Center: 7186 NE Hwy 171, Pittsburg, KS 66762

Workforce Training Center: 1520 Flynn Drive, Parsons, KS 67357

For college activities that are conducted out of state, the student or employee shall follow all state law requirements for which state they are traveling.

Federal Gun-Free School Zone Act Prohibition:

If you are traveling through a Kansas school zone and you have a Kansas CCHL, you are exempt from the federal Gun Free School Zone Act. All of main campus buildings are within 1,000 feet of an elementary school; therefore, if you are not traveling through the area you would be in violation of the federal prohibition while remaining on the main campus.

Conceal Carry Notification:

LCC employees who plan to conceal carry should let their appropriate Vice President know in writing. LCC students who plan to conceal carry should let the Vice President of Student Affairs know in writing. The employee or student will then be provided with information pertaining to

Kansas's concealed carry laws (example Kansas Personal and Family Protection Act and Kansas Attorney General website information) and sign an acknowledgement.

Open Carry Prohibited

Except as otherwise specifically provided in the policy, open carry of any firearm anywhere on any of the college campuses or at activities is prohibited. Each entrance to each building and facility on each campus shall be conspicuously posted with appropriate signs indicating that openly carrying a firearm into that building or facility is prohibited. Additional signs may be posted as appropriate.

Individuals openly carrying firearms may be asked to leave the premises immediately, and college students or employees openly carrying a firearm will be subject to disciplinary action up to and including expulsion and termination, respectively.

Safety Restrictions and Storage

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.

Storage for handguns or weapons is not provided by the college.

Exemption of weapons on campus

If a weapon is connected with a weapons safety course or education course and has been authorized by the Vice President of Academic Affairs or President the weapon(s) shall not be a violation of this policy when authorized and used in the educational setting.

Violations of Weapons on Campus or at College Activities

Any college employee, student or other person with knowledge of someone possessing weapon(s) on college property or at college activities should immediately contact any of the college's Vice President's/Dean's/Director of Human Resources or the Director of Facilities. 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 and allow them to handle the situation.

If possible, the employee should provide the following information:

1. Name of the individual if known,
2. Type of weapon or description of the weapon,
3. Current location of the individual and how many others were in close proximity,
4. Whether threats were being made and to whom they may have been directed,
5. The behavior of the individual with the weapon.

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. The authorized carry of weapons is outlined in this procedure for students and employees or federal or state law for third parties.

Any individual violating this policy or procedure will be subject to appropriate disciplinary action, including but not limited to suspension / expulsion, termination of employment, immediate removal, charges of criminal trespass, or referral to law enforcement for violation(s) of law.

Please refer to Policy and Procedures 2.13 Disruptive Acts or Violence on Campus, 2.16 Performance Improvement Plan and Procedure, 4.08 Student Code of Conduct for additional policies and procedures information.

Adopted: 7/5/05
Revised: 8/27/13; 12/16/16; 6/15/17; 9/21/23
Reviewed: 8/27/13; 12/16/16; 6/15/17

POLICY 2.13 DISRUPTIVE ACTS OR VIOLENCE ON CAMPUS

Labette Community College seeks to create a campus environment that is free of disruptive acts or violence. The College makes a sincere effort to prevent disruptive acts and violence on its campus and will take appropriate action against employees, students, or outside persons, who intimidate, disrupt, or threaten to commit these types of acts on College property.

The key to prevention lies in the willingness of employees and students to report persons who commit these types of behaviors. Victims of disruptive acts or violence are strongly urged to report the incident(s) to the appropriate Vice Presidents or the Director of Human Resources.

Reports will be investigated, and confirmed cases will be addressed through the College's disciplinary procedures, legal action or both 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; 9/14/23
Reviewed: 4/14/11; 12/15/16; 6/15/17

PROCEDURE 2.13 DISRUPTIVE ACTS OR VIOLENCE ON CAMPUS

Labette Community College is committed in providing a safe learning, operating, and working environment for its students, faculty, staff, affiliates and visitors. In this regard, the college will take reasonable action to provide an environment free from violence, threats of violence, intimidation, or other disruptive behaviors whether it occurs on campus or at off-campus locations under the control of the college.

Prohibited acts include, but are not limited to disruptive or disturbing behaviors, threats, intimidation, physical attack, property damage and domestic/relationship violence which occur either on campus, or which may potentially affect a member of the campus community while they are on campus. Violent or threatening behavior may consist of: physical acts, oral or written statements, gestures or behaviors that are threatening to either the physical or psychological well-being of an individual.

All acts of violence or situations of concern due to disturbing or disruptive behavior should be reported so that preventative or appropriate action may be taken by the college. Disruptive act means an act that may disturb the peace, prevent the orderly operation, or interference with or threaten the security of the facility or the community.

For purposes of this procedure, the following definitions apply:

1. **Threats:** A "threat" is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action caused a reasonable apprehension of harm, the college will consider the totality of the circumstances on a case-by-case basis.

2. **Intimidation:** "Intimidation" includes, but is not limited to stalking or engaging in actions, either verbal or physical, which are intended to frighten or coerce.

3. **Physical Attack:** A "physical attack" is, without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.

4. **Property Damage:** "Property damage" is intentional damage to or destruction of property owned or used by the college or its students, employees, vendors or visitors.

5. **Domestic or Relationship Violence:** "Domestic or Relationship Violence" is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship. This could include people who are, or were, married, live together or dating.

6. **Disturbing Behavior:** "Disturbing Behavior" is behavior that causes the observer to feel concerned, afraid or alarmed.
    - Examples would be overhearing a person joking about killing a themselves or person who states that FBI agents are following them on campus.

7. **Disruptive Behavior:** "Disruptive Behavior" is behavior which interferes with the workplace or educational process and the ability of others to get their work done.
    - Examples would be a person who acts out towards college property by breaking windows or a person who takes over an educational lecture process**.**

* While disturbing or disruptive behaviors may not be a violation of the college policy, it is requested that such behavior be reported so that action can be taken to prevent future disruption or violence.

REPORTING RESPONSIBILITIES

All members of the campus community and visitors are encouraged to be alert to the possibility of disruptive acts or violence by anyone on campus. They should place safety as a basic concern, and should report all acts of violence, threats of violence and disruptive acts to the Parsons Police Department at 911 or Labette Community College administrators, as appropriate.

There are blue towers throughout the campus that are accessible for individuals to contact law enforcement.

Employees on or off campus should notify local police departments by dialing "911". The college will institute disciplinary action as appropriate and will follow up with victims and any witnesses to an incident of campus violence, preserving, to the extent required by law or policy, the privacy interests of those involved.

Information to be Reported

The information to be reported should include the following information, if known:

- Name of the individual who is demonstrating disruptive acts or violence and their relationship to the department or victim
- Name(s) of the victim(s) or potential victim(s)

- When and where the incident occurred
- What happened immediately prior to the incident
- What past events may have triggered the incident
- The language contained in the disruptive act or threat
- Any physical conduct that would substantiate an intention to follow through with the disruptive act or threat
- How the individual who is demonstrating disruptive acts or violence appeared or acted physically and emotionally
- Name(s) of others involved and any action(s) that were taken
- How the incident ended or was resolved
- Name(s) of witnesses not directly involved
- What happened to the individual who is demonstrating disruptive acts or violence after the incident
- Name(s) of supervisory staff involved and how they responded before, during, and after the incident
- Any preliminary steps which have been taken to ensure that the threat will not be carried out
- Suggestions from staff involved on how this specific incident could be prevented in the future

See Disruptive Acts or Violence on Campus Reporting Form

Responsibilities:

Faculty/Staff Rights and Responsibilities:

- Faculty/Staff have the right to tell any disruptive or violent individual that they need to leave the classroom/space immediately.
- Faculty/Staff have the right to enlist the support of campus administrators at any time to remove and/or support them in resolving a disruptive or violent situation.
- Faculty/Staff have the right to ask for support from their supervisor in addressing disruptive or violent behavior.
- Faculty/Staff have the right to be informed if the student will be allowed to return to the class/academic environment after a disruptive or violent incident
- Faculty/Staff have the right to a fair and impartial hearing as outlined in the College Grievance Policy.
- Faculty/Staff have the responsibility to address disruptive or violent behavior as soon as possible.
- Faculty/Staff have the responsibility to document the incident in the manner outlined above as soon as possible.

Student Rights and Responsibilities

- Students have the right to attend classes and utilize campus environments free from disruption and violence.
- Students have the right to report a disruptive or violent act to the Vice President of Student Affairs or Dean of Instruction without going through the relevant faculty or staff member.
- Students have the right to enlist support from campus administrators at anytime to support them in addressing disruptive or violent behaviors.
- Students have the right to a fair and impartial hearing process as outlined in the Student Grievance Process.
- Students have the responsibility to engage with peers and educators in a respectful and manner that is appropriate to the professional learning environment.
- Students have the responsibility to modify their behavior in an appropriate fashion in response to reasonable requests.

This procedure is meant to supplement the Code of Student Conduct, Code of Employee Conduct and grievance processes found the college's policy and procedures manual.

Adopted: 7/5/05; 3/10/11
Revised: 12/16/16, 6/15/17, 9/14/23
Reviewed: 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 offices 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
Reviewed: 7/21/22

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.

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
Reviewed:
Revised: 7/21/22

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:

Complexity	*Level 1 <10 pp*	*Level 2 10-50 pp*	*Level 3 51-99 pp*	*Level 4 100+ pp*
1	$50	$150	$300	$400
2	$75	$300	$400	$500
3	$100	$400	$500	$600
4		$500	$600	$700 – 1,000

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 2 (10-50 pp)

National Science Foundation (NSF)
KCH (series of events)

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

Homeland Security Training

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
Reviewed: 8/29/16,

POLICY 2.16 PERFORMANCE IMPROVEMENT COUNSELING

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, 3/10/2022

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 them 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 them 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 them 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 their 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. 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.
e. 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, 11/15/10
Reviewed: 8/29/16, 3/10/2022

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; 5/18/22

POLICY 2.18 ANIMALS ON CAMPUS

Pets and/or other animals are prohibited from all College facilities except for service animals or animals used as part of a College academic program. Exceptions may be granted by the Vice President of Student Affairs. 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
Revised: 2/14/19; 5/16/24
Reviewed: 9/19/16; 5/19/22

PROCEDURE 2.18 ANIMALS ON CAMPUS

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 their 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 the 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,
        v. Service animals used by students must be register with the ADA Coordinator before being present in any college building.
    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 Academic Affairs; or

d. Animals used as part of an academic program approved by the Vice President of Academic Affairs; or
e. Other animals approved by the Vice President of Student Affairs.

3. All animals on 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
Revised: 9/7/17; 4/14/24
Reviewed: 9/19/16; 5/19/22

POLICY 3.01 CURRICULUM

The Institutional Assessment Committee will establish institutional learning outcomes that determine the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experience with any aspect of LCC, including courses, programs, and student services. 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 institutional learning outcomes consist of:

- Communication
- Global Understanding and Civic Engagement
- Quantitative/Analytic Methods of Scientific Literacy
- Information and Digital Literacy
- Personal and Professional Behavior

Course outcomes and competencies are established by faculty and Program Directors based on their mastery of their discipline, scholarship, and expertise. These course outcomes and competencies also align with program outcomes. Assessment of program and course outcomes will occur through program 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) and the Higher Learning Commission (HLC).

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, 6/20/13, 3/10/16, 12/09/21, 3/09/23

PROCEDURE 3.01 CURRICULUM

All proposals for a new curriculum or for substantial changes to the existing curriculum (including changes to course title, credit hours, outcomes, or descriptions) are submitted through the Dean of Instruction 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 associated with new courses or course revisions. This includes course titles, credit hours, course descriptions, and course outcomes. The C&I Committee also recommends approval or disapproval of curriculum for new or existing programs and reviews catalog revisions to or deletion of courses, programs, or degrees. New courses/programs are recommended to the Board of Trustees for approval. It is not the committee's role to determine if a program should be offered. Rather, the committee's role is to ensure the curriculum in that program meets LCC's requirements, that appropriate learning strategies are being applied, and that academic content is aligned with academic standards.

Please see Procedure 1.02—Governance Structure for membership composition.

Adopted: 4/14/05

Revised: 8/26/08, 6/13/13, 9/11/15, 2/9/23

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 policy recommendations made to the Board of Trustees to determine academic standards. Such academic standards may include, but not be limited to: catalog, adjunct faculty, credit for prior learning, intellectual property, academic freedom, and program review. These policies will be reviewed according to the schedule outlined in Policy 1.13—Review of Policies.

Adopted:
6/13/94
Revised:
7/10/14,
3/9/23

POLICY 3.03 CATALOG

The College regularly publishes a catalog. At the time of printing, the Catalog represents current policies, procedures, curriculum, educational plans, offerings, tuition, rates, fees, and requirements. However, the information may be altered to carry out the purposes and objectives of the College. Labette Community College retains the right to cancel programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis. The catalog content may be reviewed by all faculty and staff before publication. The final publication is approved by the Curriculum and Instruction Committee.

Adopted: 6/13/94
Revised: 2/9/17; 10/14/21; 12/8/22

POLICY 3.04 ADJUNCT FACULTY

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 Procedure 3.04 - Adjunct Faculty)

Revised: 12/12/00, 3/9/23
Reviewed: 8/31/16, 1/24/17

PROCEDURE 3.04 ADJUNCT INSTRUCTOR

A. Employment and Administrative Procedures

1. Appointment and Agreement
   a. Selection of adjunct instructor 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 Academic Dean or the Vice President of Academic Affairs.
   b. Labette Community College follows the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining instructor qualifications. These qualifications are required by all full-time, adjunct, and temporary instructors who teach for the College. All instructors are required to have appropriate documentation on file.
   c. Adjunct instructors may be replaced by full-time faculty if making a full teaching load for a full-time faculty member is required. 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 Academic Dean(s).
      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 Academic Dean or designee will contact the instructor to determine if this rate of pay is acceptable.
   e. No payment is made to instructors if their course is cancelled due to insufficient enrollment prior to the first-class meeting.
   f. Adjunct instructors are given a one-semester contract, which is subject to approval of the Vice President of Academic Affairs or Academic Dean. New adjunct instructors must have completed all hiring packet paperwork a week prior to the first day of classes for that semester. Emergency situations are exempted and authorized only by the Vice President of Academic Affairs or designee with collaboration with Human Resources and Payroll.

2. Educational Requirements
   Labette Community college follows the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining instructor qualifications. These qualifications are required by all fulltime and part-time instructors who teach academic courses for the College. All instructors are required to have appropriate documentation on file. See Procedure 9.010 for the faculty credentialing process.

3. Reappointment
   The College does not recognize a claim that an individual is entitled to continue teaching because they have taught before as an adjunct instructor. Adjunct instructors are selected semester-by-semester to teach particular courses.

4. Benefits Extended to Adjunct Instructor

   All adjunct instructors 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 instructors may not enroll in courses that conflict with the instructor's teaching assignment for the college. An instructor may not enroll in:

   1) A course they are teaching; or
   2) A course which meets at the same time as a course they teach.

   College identification cards will be offered 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.

   Adjunct instructors, 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 Instructor

   Adjunct instructors are not eligible for the following benefits:

   1) group insurance coverage,
   2) participation in the State of Kansas retirement system, or
   3) professional leave (paid sick leave, personal leave, military leave).

6. Compensation and Workload

   Adjunct instructors will be compensated for each credit hour taught based on an amount determined annually within the budget development process. Contracts will be issued to each instructor by the Academic Dean's office. Payment will be direct deposited 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.

   Adjunct instructors who develop curriculum for online or on ground courses may be compensated based on an amount determined annually within the budget development process for each course as established and approved by the Vice President of Academic Affairs.

   Adjunct instructors are considered temporary part-time employees, so they are allowed to teach no more than twenty-five (25) credit hours in an academic year (August-July).

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 instructors should not teach more than ten (10) credit hours in any one semester, fall, spring, or summer unless it is a yearlong course or a waiver is completed and has been approved by an Academic Dean.

7. Adjunct Instructor In-service and Meetings
   All adjunct instructors 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 instructors.

8. Ethical Behavior of Adjunct Instructor
   Adjunct instructors are seen as leaders in the classroom and are expected to be role models for both students and others in the community. Adjunct instructors are expected to follow the code of conduct and ethical conduct standards set forth in LCC's Policies and Procedures.

   a. Adjunct Instructors 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. Adjunct Instructors must treat and grade students as fairly and objectively as possible with neither favoritism nor discrimination shown to any students.
   c. Adjunct Instructors 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. Adjunct Instructors 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. Adjunct Instructors 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 Policy and Procedures Manual.

B. General Instructional Information

1. Office Space
   Adjunct instructors are not normally assigned individual office space and are encouraged to use the designated adjunct office(s) or classrooms as a place for conferences with students before and after the class session.
2. Office Hours
   Adjunct instructors are not required to keep office hours. However, students may need to meet with instructors prior to or just after a class session. All instructors should also provide students with an 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. Online courses observe the same holidays as on ground courses. Any deviation from the holiday schedule must be approved by the Academic Dean or Vice President of Academic Affairs.

4. Adjunct Instructor 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 Academic Office of the situation in advance, or as soon as possible using the *Class Absence email distribution list. The Academic Dean or Director will work with the instructor to establish a time and date to make up the class time or how the time will be made up. Use of substitute instructors will be permissible under some circumstances providing they are (1) qualified and (2) approved in advance by the Academic Dean or Director.
5. Adjunct 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 adjunct instructors are evaluated. Adjunct instructors will receive feedback regarding their evaluation.

   Evaluation Schedule:
   - First and second year instructors will be evaluated at least once in both fall and spring semesters prior to the 12th week of class. The conference portion of the evaluation is at the adjunct instructor and evaluator's discretion.
   - Third and fourth year instructors will be evaluated at least once in the academic year prior to February 15. The conference portion of the evaluation is at the adjunct instructor and evaluator's discretion.
   - Instructors with more than four years of teaching will be evaluated at least once every three years, prior to February 15, unless concerns or complaints warrant an evaluation in which the Vice President of Academic Affairs or Academic Dean may initiate an evaluation.
   - If an adjunct instructor has gone more than four semesters of not teaching for the College, their evaluation schedule will restart.

Some evaluation schedules may be different in order to meet certain state or accrediting regulations.

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

6. Publicity
   Adjunct instructors should not contact media directly to obtain publicity for College activities or courses unless authorized by the Vice President of Academic Affairs. Adjunct 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 Public Relations Department.

7. Change of Course Location

All classes are to meet in the assigned building and room. Changes in class meeting locations and or meeting times are not to be made without prior approval of the Academic Dean 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 adjunct instructor teaching on the main campus. There are mailboxes in the adjunct instructor 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 and Phone Number
   Official documents are often mailed to adjunct instructors and alerts/reminders are sent via text message or phone calls, it is essential that the College have a correct mailing address and phone number on file. In the event a faculty member's address or phone number changes, the Academic Dean 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 Academic Dean 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.

C. Resolution of Adjunct Instructor Complaints

Labette Community College encourages adjunct instructors 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 instructor may feel an incident is serious enough that they feel it needs to be resolved in a formal setting. Labette Community College has established procedures to provide the means for formally resolving adjunct instructor'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.

D. 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 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 and Procedure 2.16 Performance Improvement Counseling.

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.

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.

Revised: 7/5/05, 3/23/09, 11/09/09, 1/11/11, 5/2/11, 8/26/13, 3/24/14, 8/11/14, 4/13/15, 7/11/16, 2/13/2017, 4/2/2020, 8/21/2024

PROCEDURE 3.040	COMPUTING PAY RATE OF CLASSROOM AND INSTRUCTIONAL SUBSTITUTES

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, 3/9/23, 7/20/23

POLICY 3.05 CREDIT FOR PRIOR LEARNING

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 Procedure 3.05 for details)

Revised: 12/12/00, 2/9/17; 12/8/22
Reviewed: 12/12/00, 2/9/17

PROCEDURE 3.05 CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) is learning that has not been transcripted by an institution of higher learning. CPL will be evaluated based on the different types below and may be awarded according to the following conditions:

1. The student must currently be enrolled at LCC and have a declared major.
2. All courses for which Credit for Prior Learning is awarded must have equivalent courses in the LCC curriculum. Partial credit will not be awarded.
3. All earned credit will receive a grade of "P" for passing and will not be calculated into the cumulative grade point average.
4. Credit for prior learning will be counted toward graduation and may be used to fulfill curriculum requirements.
5. Credit for prior learning cannot be used to meet the enrollment requirement for federal or institutional aid.
6. Credit for prior learning cannot be used to repeat classroom credit in which a grade was received.
7. A maximum of 45 total credit hours of Credit for Prior Learning may be awarded based on the declared major.

Multiple types of CPL can be considered for credit:

Portfolio Evaluation

In some instances, college credit may be awarded by means of a portfolio evaluation. A portfolio is a narrative document that details experiences, training, formal education, and work background. The narrative along with documentation will be turned in to the Registrar's office. Evaluation to determine if the objectives of a college class are met will be determined by the Academic Affairs office.

Certificate Evaluation

In some instances, students may show a certificate of successful completion of training in order to get college credit for a class covering the same material. Certificates must be turned in to the Registrar's office, and evaluation to determine if college credit can be awarded will be determined by the Academic Affairs office.

Advanced Placement (AP) Exam

Advanced Placement tests (AP) are administered to high school students at the end of college-level courses that are taught in high school. To request test scores contact AP Services at https://apscore.collegeboard.org/scores/#/ and have scores sent to the Registrar's office. The Registrar's office will determine if college credit can be awarded based on the following list which shows the AP tests approved and the minimum score required for credit:

CEEB-AP Examination	Minimum Score Accepted	Labette Course Equivalency and Credit Hours
ARTS		
2-D Art & Design	3	ART107: Two Dimensional Design (3 cr.)
Drawing	3	ART103: Drawing I (3 cr.)
English		

English Language and Composition	3	ENGL101: English Comp I (3 cr.)
English Language and Composition**	4	ENGL101 English Comp I (3 cr.) AND ENGL102: English Comp II (3 cr.)
English Literature and Composition	3	ENGL 206: General Literature (3 cr.)
History and Social Sciences		
Human Geography	3	GEOG101: World Regional Geography (3 cr.)
Macroeconomics	3	ECON203: Macroeconomics (3 cr.)
Microeconomics	3	ECON204: Microeconomics (3 cr.)
Psychology	3	PSYC101: General Psychology (3 cr.)
United States Government and Politics	3	POLS105: American Government (3 cr.)
United State History	3	HIST101: American History to 1877 (3 cr.)AND HIST102: American History Since 1877 (3 cr.)
World History: Modern	3	HIST104: World History Since 1500 (3 cr.)
Math and Computer Science		
Calculus AB	3	MATH130: Calculus I (5 cr.)
Calculus AB subscore on Calculus BC exam	3	MATH130: Calculus I (5 cr.)
Calculus BC	3	MATH130: Calculus I (5 cr.) AND MATH131: Calculus II (5 cr.)
Computer Science Principles	3	COMP110: Computer Concepts and Applications (3 cr.)
Statistics	3	MAT120: Elementary Statistics (3 cr.)
Sciences		
Biology	3	BIOL128: Principles of Biology I (5 cr.)
Biology	5	BIOL128: Principles of Biology I (5 cr.) AND BIOL129: Principles of Biology II (5 cr.)
Chemistry	3	CHEM124: College Chemistry I (5 cr.)
Chemistry	5	CHEM124: College Chemistry I (5 cr.) AND

		CHEM126: College Chemistry II (5 cr.)
Environmental Science	3	BIOL122: Environmental Life Science (5 cr.)
World Languages and Cultures		
French Language and Culture	3	LANG104: French I (5 cr.) AND LANG105: French II (5 cr.)
Spanish Language and Culture	3	LANG127: Spanish I (5 cr.) AND LANG128: Spanish II (5 cr.)

** May receive both ENGL 101 & 102 with a score of 4 or higher.

College Level Examination Program (CLEP) Exams

College Level Examination Program (CLEP) The CLEP is a national system of credit by examination, offering five general examinations assessing college-level general education, as well as a number of subject examinations relating to specific college courses.
LCC is an approved CLEP Testing Center. Both general and subject examinations are administered in the Student Success Center. Results should be sent to the Registrar's office to determine if college credit can be awarded based on the scores below. A score of 50 or above is required to apply the credits toward a degree.

CLEP Test	Minimum Score Accepted	Labette Course Equivalency and Credit Hours
American Government	50	POLS 105: American Government (3 cr.)
American Literature	50	ENGL 209: American Literature I (3 cr.)
Analyzing and Interpreting Literature	50	ENGL 206: General Literature (3 cr.)
Biology	50	BIOL 120: General Biology (5 cr.)
Calculus	50	MATH 130: Calculus I (5 cr.)
Chemistry	50	CHEM 120: Introduction to Chemistry (5 cr.)
College Algebra	50	MATH 115: College Algebra (3 cr.)
College Composition	50	ENGL 101: English Comp I (3 cr.)
College Comp Modular	50	ENGL 101: English Comp I (3 cr.) AND ENGL 102: English Comp II (3 cr.)
College Mathematics	50	MATH 100: Intermediate Algebra AND MATH 115: College Algebra (3 cr.)
English Literature	50	ENGL 207: British Literature I (3 cr.)
Financial Accounting	50	ACCT 112: Financial Accounting (3 cr.)
French Language	50	LANG 104: French I (5 cr.)
French Language	59	LANG 104: French I (5 cr.) AND LANG 105: French II (5 cr.)
History of the U.S. I	50	HIST 101: American History to 1877 (3 cr.)

History of the U.S. II	50	HIST 102: American History Since 1877 (3 cr.)
Human Growth & Development	50	PSYC 201: Developmental Psychology (3 cr.)
Info. Systems and Computer Applications	50	COMP 120: Computer Information Systems (3 cr.)
Introduction Psychology	50	PSYC 101: General Psychology (3 cr.)
Introduction Sociology	50	SOCI 101: General Sociology (3 cr.)
Principles of Macroeconomics	50	ECON 203: Macroeconomics (3 cr.)
Principles of Microeconomics	50	ECON 204: Microeconomics (3 cr.)
Spanish Language	50	LANG 127: Spanish I (5 cr.)
Spanish Language	63	LANG 127: Spanish I (5 cr.) AND LANG 128: Spanish II (5 cr.)
Western Civilization I (Ancient Near East to 1648)	50	HIS 103: World History to 1500 (3 cr.)
Western Civilization II (1648 to Present)	50	HIS 104: World History Since 1500 (3 cr.)

Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests (DSSTs)

DSST exams allow students to earn college credit for knowledge obtained outside the traditional classroom. For more information about the DSST exams go to http://getcollegecredit.com/test_takers. The results of this test should be sent to the Registrar's office for evaluation.

The following list shows the DSST tests approved at LCC and the minimum score required for credit:

DSST Exam List:	Minimum Score:	Labette Course:
A History of the Vietnam War	**	**No Equivalent Course
Art of the Western World	**	**No Equivalent Course
Astronomy	400	PHSC 103: Introduction to Astronomy
Business Ethics in Society	**	**No Equivalent Course
Business Mathematics	400	OTEC 119: Business Math
Computing and Information Technology	400	COMP 120: Computer Information Systems
Criminal Justice	400	CRIM 101: Intro to Administration of Justice
Environmental Science	400	BIOL 122: Environmental Life Science
Ethics in America	400	PHIL 106: Ethics
Ethics in Technology	**	**No Equivalent Course
Foundations of Education	400	EDUC 140: Introduction to Teaching
Fundamentals of College Algebra	400	MATH 115: College Algebra
Fundamentals of Counseling	**	**No Equivalent Course
Fundamentals of Cybersecurity	**	**No Equivalent Course

General Anthropology	400	SOCI 207: Anthropology
Health and Human Development	400	PED 105: Personal and Community Health
History of the Soviet Union	**	**No Equivalent Course
Human Resource Management	**	**No Equivalent Course
Human/Cultural Geography	400	GEOG 101: World Regional Geography
Introduction to Business	400	BUAD 101: Introduction to Business
Introduction to Geography	400	GEOG 101: World Regional Geography
Introduction to Geology	400	PHSC 101: Physical Geology
Introduction to Law Enforcement	400	CRIM 101: Intro to Administration of Justice
Introduction to the Modern Middle East	**	**No Equivalent Course
Introduction to World Religions	400	RELI 101: Comparative World Religions
Lifespan Development Psychology	400	PSYC 201: Developmental Psychology
Management Information Systems	**	**No Equivalent Course
Math for Liberal Arts	**	**No Equivalent Course
Money and Banking	**	**No Equivalent Course
Organizational Behavior	**	**No Equivalent Course
Personal Finance	400	BUAD 205: Personal Finance
Personnel/Human Resource Management	**	**No Equivalent Course
Principles of Advanced English Composition	400	ENGL 101: English Comp I
Principles of Finance	**	**No Equivalent Course
Principles of Financial Accounting	400	ACCT 112: Financial Accounting
Principles of Physical Science I	**	**No Equivalent Course
Principles of Public Speaking	400	COMM 101: Public Speaking
Principles of Statistics	400	MATH 120: Elementary Statistics
Principles of Supervision	**	**No Equivalent Course
Substance Abuse	400	CRIM 118: Drugs in Society
Technical Writing	**	**No Equivalent Course
The Civil War and Reconstruction	**	**No Equivalent Course

American Council on Education (ACE) and ACE Guides:

ACE is a 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).

Individuals seeking advanced standing credit should refer to the ACE website. Transcripts should be sent to the Registrar's office for evaluation in consultation with the Academic Affairs office.

Cambridge International Exam

In alignment with Kansas Board of Regents guidelines, Labette Community College will award credit for Cambridge International examination scores of E or above on Advanced Levels (A Levels) exams and e or above on Advanced Subsidiary Level (AS Levels) exams when evaluated for the equivalent course or courses at Labette Community College. These exams are usually

taken in the first two years of high school. A grade of P is issued for credit earned through Cambridge International. P grades do not factor into GPA calculation. Students who have completed these exams should request their official transcripts be sent to the Labette Community College Registrar's Office for evaluation.

Registrar's Office
201 S. 14th Street
Parsons, KS 67357

Other:

Multiple options can be used to assess CPL. If one of the above options does not match a student's needs, the student must request a review of CPL by the Registrar's office. The Registrar will work with Academic Affairs to review the request and determine what further action will take place.

Revised: 10/21/2021, 11/08/2022, 8/21/24

POLICY 3.06 CUSTOMIZED TRAINING AND EDUCATION CONTRACTS

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

PROCEDURE 3.06 CUSTOMIZED TRAINING AND EDUCATION CONTRACTS

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 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, 5/5/20
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.

For the first violation of plagiarism, the instructor can refer the student to the Academic Misconduct Intervention Seminar offered through the Student Success Center. If a student completes this seminar, they will still receive the zero grade, but the violation will not be noted on their academic record unless a second violation occurs. If a second violation occurs, the original violation along with the second violation will both be placed on the student's academic record.

<u>ACADEMIC CONDUCT PROCEDURE</u>

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 instructor will determine if referral to the Academic Misconduct Intervention Seminar should occur.
- 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, 8/14/18, 10/25/18, 8/11/22

ACADEMIC MISCONDUCT NOTIFICATION FORM

Edited: 11/21/19

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

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

☐ 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.

POLICY 3.09 LIBRARY COPYRIGHT

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 educators, the College has 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 on 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 a violation of copyright law.

Uses of some databases may also be restricted by a 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/access codes included with the book, often duplicating or augmenting material in the book. In keeping with copyright restrictions, the software/access codes often may be used for individual purposes only, and thus may not be used as library materials. The software and/or access codes are removed from the books upon cataloging unless the license agreement for the particular material states that the material may be used by all individuals.

Adopted: 12/12/00
Revised: 2/18/16, 3/9/23

POLICY 3.10 LIBRARY CHALLENGED MATERIALS

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
Reviewed 2/02/23

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 their 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 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, 2/02/23
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 *Date*

This form has been considered and reviewed by the following:

_____ *on* _____
Director of Library Services *Date*

_____ *on* _____
Library Advisory Committee Member *Date*

_____ *on* _____
Vice President of Academic Affairs *Date*

_____ *on* _____
President *Date*

_____ *on* _____
LCC Board of Trustees President *Date*

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. Business materials will be deleted after ten 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, Southeast Kansas history and culture, ZaSu Pitts, 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 Activity fund used for the purchase of supplies, services and materials for the library.

Adopted: 12/4/07
Revised: 8/27/07, 2/02/23
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.

GROUPS

The following guidelines will assist the Library staff in assisting employees with offering this service.

1. The employee in charge of the group, will give the Library as much notice as possible of when the group will be coming, the number of students, and the class/group to which the students belong to prepare for the visit and to avoid overbooking timeframes.

2. It is recommended that the employee remain with the students while they are in the Library. However, if that is not possible, when giving the Library staff notice of the students' arrival, the employee will provide the Library staff with a roster of students to have them sign in and sign out, and with any directions or assignments the Library staff member is to tell the students while they are in the Library.

The Library staff members reserve the right to ask any individual, sub-group, or the entire group to leave the Library because they are engaging in 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, 2/16/23
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 tobacco, vaping, 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, vaping, 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 or the downloading and/or printing of such objects on the public computers.

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 by the College's procedures.

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, 2/02/23
Reviewed: 12/3/15

PROCEDURE 3.14 LIBRARY GIFTS

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) submitted to book resellers, 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 donated materials as above that duplicate materials already in the collection that are not needed for replacement or duplicate copies, or that do not fit the selection criteria of the library.

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 be acknowledged upon receipt of the items.

Adopted: 12/4/00
Reviewed: 11/18/15
Revised: 2/02/23

PROCEDURE 3.15 LIBRARY SELECTION

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,
9. Networking arrangements.

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, 2/02/23

PROCEDURE 3.16 LIBRARY EXTENDED ACADEMIC SERVICES

The Labette Community College Library strives to meet the needs of all employees 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 refer 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 programs designated as off campus, distance learning or distributed education.

PHILOSOPHY

Access to library resources is essential for quality in 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 schools or public 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 by a courier system or electronic transmission.
6. Access to reserve materials in accordance with copyright fair use policies.

Adopted: 12/4/07
Revised: 8/27/07, 2/02/23
Reviewed: 11/18/15

PROCEDURE 3.17 INFORMATION TECHNOLOGY PROCUREMENT PROCEDURE

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 Vice President for approval and/or budgeting.

B. 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.

C. 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 or office computer.
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.

D. 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

E. The Director of Information Technology will review and make recommendations to the appropriate Vice President for all divisional requests for computer hardware, software, and peripheral purchases.

F. 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.

G. 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.
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.

III. 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 Vice President 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.
   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.
   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.

Revised: 4/14/05, 10/3/11, 11/7/16, 2/27/17, 2/16/23

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 they 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 they 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 they 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 they 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, they 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 they 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, 3/9/23

PROCEDURE 3.20 CRIMINAL BACKGROUND CHECK

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 themself 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 their lifetime who wishes to pursue a Health Science Profession, to consult the laws governing licensure or certification in the state in which they 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, 2/10/14, 7/1/17, 12/7/17, 8/2/18
Reviewed: 1/4/24

PROCEDURE 3.21 CAMPUS CLOSING DUE TO INCLEMENT WEATHER

General

Occasionally, the campus will close 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.

Campus closing may occur in the following manners:

1. Day only at specified location(s) Main, Cherokee, Workforce Training Center
2. Evening only at specified location(s) Main, Cherokee, Workforce Training Center
3. Both Day and Evening at specified location(s) Main, Cherokee, Workforce Training Center

Authority to Close Campus

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 close campus, the Vice President of Academic Affairs will contact the President and the Director of Public Relations. The Vice President of Finance and Operations will contact the IT Director.

Timelines for Campus Closing

Day: Normally, a decision to close campus for day operations will be made no later than 6:00 a.m. Day operations are those defined as starting at 7:00 a.m. through 4:55 p.m.

Evening: Normally, a decision to close campus for evening operations will be made no later than 3:00 p.m. Evening operations may be held even if day operations were closed. Evening operations are those defined as 5:00 p.m. or later.

Extension: 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, and the Media Specialist for making media posts. The Vice President of Finance and Operations will send an e-mail to All LCC and Adjunct global e-mail listings. The IT Director will use the automated alert system to send a message of the campus closing. The Webmaster will be responsible for Web posting on the home page at www.labette.edu.

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 the campus has been closed, college operations will be held on the normal schedule and will be open normal business hours.

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.

Classes during campus closing:

If the campus should close under the above, the instructor should immediately post in their course shell the expectation for the student's class(es) for that day. The instructor is responsible for working with students on the conditions of their class due to the campus closure.

Revised: 4/14/05, 4/11/11, 9/29/16, 2/02/23

PROCEDURE 3.22 PLACEMENT TESTING

It is recommended that all degree-seeking students who plan to enroll for the first time in a College-level English or Math course at Labette Community College to provide placement scores from either a standardized test approved by the college (ACT, SAT, ACCUPLACER, ALEKS) taken within the last 3 years, or a copy of a high school transcript within 3 years of graduation, or GED scores within 3 years of enrollment taken on the 2014 version. Students that choose not to take a placement test will be placed into a with Review section for English or Math courses. The ACCUPLACER test for each subject/discipline may be taken twice in a three-month period.

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. To be placed into English or Math courses students must meet one or more of the criteria in the tables below.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the College's designated ADA coordinator at least four business days prior to their desired testing date. Students may contact the Student Success Center by phone at (620) 421-6700, ex. 1147, or in person in the Student Success Center 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 completing the LCC Testing Request.

Composition Courses	ACT Score (Reading and English)	SAT Score (Evidence Based Reading and Writing)	ACCUPLACER (Reading and Writing)	H.S. Transcript	GED Score (Reasoning Through Language Arts
English Composition I with Review* (ENGL 103)	Up to 17	Up to 499	Next-Gen: Up to 254		≥150 average score

English Composition I (ENGL 101)	18 or higher	500 or higher	Next-Gen: 255 or higher	3.00+ unweighted Cumulative GPA after 5 or more semesters **Or** 16+ ACT Reading AND ACT English AND B or higher (not B-) in most recent high school English course **Or** 2.7+ high school cumulative unweighted GPA after 5 or more semesters AND B or higher (not B-) in most recent high school English course	≥165 avg. score or ≥160 avg. score & ≥160 content
*This course will be considered college-level Comp 1 with additional review.					

Mathematic Courses	ACT Score (Math)	SAT Score (Math)	ACCUPLACER (QAS)	H.S. Transcript (within 3 years of graduation)	GED Score (within 3 years of enrollment using 2014 version)	ALEKS (PPL)
College Algebra with Review* (MATH 114)	Up to 21	Up to 539	Next-Gen: Up to 262			Up to 45
College Algebra (MATH 115)	22 or higher	540 or higher	Next-Gen: 263 or higher	3.25 cumulative GPA (unweighted) **And** B- or higher in Second semester Algebra 2 or Integrated Math 3	≥160 avg. score + ≥160 content score	46 or higher
Elementary Statistics with Review (MATH 119)* **Or** Quantitative Reasoning with Review* (MATH 126)	Up to 18	Up to 509	Next-Gen: Up to 254			Up to 29
Elementary Statistics (MATH 120) **Or** Quantitative Reasoning (MATH 129)	19 or higher	510 or higher	Next-Gen: 255 or higher	3.0 cumulative GPA (unweighted) **And** C- or higher in Second Semester Algebra 2 or Integrated Math 3		30 or higher

Trigonometry (MATH 125) **Or** Matrix Algebra (MATH 121)	24 or higher	580 or higher	N/A	≥3.5 Cum GPA + ≥ Final grade of B in Algebra II	N/A	
Calculus I (MATH 130)	27 or higher	640 or higher	N/A	≥3.75 Cum GPA + ≥ Finale grade of C in Trig or Pre-Calc	N/A	
Allied Health Courses	**ACT Score**	**SAT Score**	**ACCUPLACER**	**H.S. Transcript** (within 3 years of graduation)	**GED Score** (within 3 years of enrollment using 2014 version)	**Prerequisite**
EMT (HEAL 142)	Reading: 13 or higher and Math: 14 or higher	Verbal: 360 or higher and Math: 340 or higher	Next-Gen Reading or Writing: 240 or higher **And** Classic Math: 50 or higher Next-Gen Math: 237 or higher	≥2.5 Cum GPA	≥150 average score	High School Diploma or GED or Senior in H.S.
Health Science Programs	**ACT Score**	**SAT Score**	**ACCUPLACER**	**H.S. Transcript** (within 3 years of graduation)	**GED Score** (within 3 years of enrollment using 2014 version)	**Prerequisite**
Nursing	Reading: 17 or higher	N/A	Next-Gen Writing: 263 or higher	N/A	N/A	N/A

Revised: 6/26/12, 10/17/16, 11/6/17, 2/5/18, 3/4/21, 9/24/21; 3/20/23; 4/16/25

PROCEDURE 3.221 PLACEMENT TESTING PROCEDURES

Accuplacer tests are given by appointment only and are administered at the Student Success Center (SSC) on the main campus, at the Cherokee Center, and remotely by Zoom. Tests have no time limit; however, as each test will take 60-90 minutes on average, students should bear these durations in mind when choosing an appropriate time to test. Students may contact the SSC at extension 1147 or by email at testing@labette.edu for further information. Accuplacer testing may also be available at local high schools.

Students wishing to take an Accuplacer placement test must present a photo ID (LCC Student ID, Driver's License, 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 online on RedZone

Accuplacer Scores Release

Students wishing to have their scores sent to another educational institution will have $10.00 fee and 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 or by emailing testing@labette.edu. 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

1. Primary responsibility for entering Accuplacer sub-test scores falls to the Student Support Services Associate in the Student Success Center. Scores are entered on a daily basis when they are received by the Student Success Center.

ACT/SAT Score Entry in Jenzabar Computer System.

Primary responsibility for entering ACT and SAT scores fall to the Enrollment Management Associate in the Registrar's Office. Scores are entered on a daily basis.

High School/GED Evaluation Placement	Jenzabar Placement Name	Jenzabar Placement Number
Math		
MATH 119 Elementary Statistics with Review **Or** MATH 126 Quantitative Reasoning with Review	HSTR	STQR: Elem Stats/Quan Reasoning =**50** STQR: Elem Stats/Quan Reasoning=**50**
MATH 120 Elementary Statistics (HS MATH 120) **Or** MATH 129 Quantitative Reasoning (HS MATH 129)	HSTR	STQR: Elem Stats/Quan Reasoning=**890** STQR: Elem Stats/Quan Reasoning=**890**
MATH 114 College Algebra with Review	HSTR	COLAL: College Algebra=**55**
MATH 115 College Algebra	HSTR	COLAL: College Algebra=**900**
MATH 125 Trigonometry	HSTR	TRIG: Trigonometry=**910**
MATH 130 Calculus I	HSTR	CALC: Calculus I= **920**
English		
ENGL 103 English Composition I with Review	HSTR	ENGLI: English Composition I=**55**
ENGL 101 English Comp I	HSTR	ENGLI: English Composition I=**900**

Placement Scores Based on Transcripts from Other Colleges

Courses from other Institutions	Jenzabar Placement Name	Jenzabar Placement Number
English		
The student has attempted OR successfully completed ENGL 101 English Composition I	COLTR	ENGLI: Attempt/Completed ENGL 101=**200**
The student has ATTEMPTED or COMPLETED remedial college level course (example: Pre-College Reading and Writing or English Composition I with Review)	COLTR	ENGLI: English Composition I with Review=**55**
Math		
The student has ATTEMPTED MATH 120 Statistics **or** successfully completed MATH 120 Statistics	COLTR	STAQR: Attempt/Completed MATH120/129=**100**
The student has ATTEMPTED MATH 129 Quantitative Reasoning **or** successfully completed MATH 129 Quantitative	COLTR	STAQR: Attempt/Completed MATH120/129=**100**
The student has ATTEMPTED MATH 115 College Algebra **or** successfully completed MATH 115 College Algebra	COLTR	COALG: Attempt/Completed MATH 115=**100**
The student has ATTEMPTED or COMPLETED remedial college level course (example: Intermediate Algebra, Beginning Algebra)	COLTR	COLAL: College Algebra with Review=**55** STQR: Elem Stats/Quan Reasoning with Review=**50**

Revised: 10/02/20, 03/04/21, 4/15/21; 12/15/22; 9/07/23; 4/16//25

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 their 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, 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 their 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 their 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 androgogical 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, 12/8/16
Reviewed: 3/30/23

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 or tax the resources of the college network. 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 is 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.

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; connecting ANY device to the college wired network without IT approval; 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.
- Signatures should not be imaged for accessibility. The contact information in the signature must be text.
- 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, immediately report to IT for the disconnect process.

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 appropriate Vice President 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 appropriate Vice President 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. 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 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 excessively accessing personal 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 that are not necessary, 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 devices unless instructed otherwise; staff are expected to make appropriate use of network and computer-based storage and not waste storage space as well. Record retention guidelines should be followed.

H. Computing environments should be kept clean and free of hazards to the equipment and free of annoyances to the users:

1. 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. 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 appropriate Vice President. 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 IT department. IT should then convey the information to their supervisor. If the supervisor is unavailable,
the report should go to the appropriate VP.

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.

Internet

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 departmental pages are expected to contain

accurate information, to be written in a clear and concise style; follow accessibility guidelines, 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 Policy and Procedure Manual. 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; 6/20/19; 2/16/23

PROCEDURE 3.250 DEVICE USAGE

Labette Community College 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, tablets 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, iPads 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 a College laptop computer or device, employees will sign the 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 the IT Department. 3. 3.
3. Employees are expected to protect College laptops from damage and theft.
4. Each employee/student could be 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 moved to the employee's/student's flash drive 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 to avoid damage.

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. Leaving devices in vehicles should be avoided. Never leave it in plain sight. If you must leave your device in a vehicle, never leave it in plain sight. 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, 2/16/23

PROCEDURE 3.251 SOCIAL NETWORKING

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, Instagram, SnapChat, online blogs 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.

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 when possible:

"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 when possible:
"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 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.
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, Cell Phones, SmartPhones, and SmartWatches.
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, cell phones, iPads, 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.

Revised: 11/15/10, 8/29/16, 11/16/15, 2/16/23
Reviewed: 6/20/19

POLICY 3.26 NEW COURSE OR NEW PROGRAM APPROVAL

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. 71-1801 et seq., K.S.A. 74-32,468 and K.S.A. 74-32,402which 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, 5/2/19
Reviewed: 1/4/24

PROCEDURE 3.26 NEW COURSE OR NEW PROGRAM APPROVAL

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

- Time-based standard is outlined in Procedure 3.36 Class Time Designation and Classification.
- For courses carrying titles other than those outlined in Procedure 3.36, the 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 the 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 that 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 appropriate Academic Dean for review and approval.

Criteria to be utilized in this review are items 1. – 5. as specified at the beginning of the procedure. The Academic Dean 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 (KBOR), if applicable, for approval. Additionally, the new program shall be forwarded to the Higher Learning Commission (HLC) after Kansas Board of Regents approval or concurrently upon request of KBOR and HLC for approval, as applicable.

Upon appropriate approval notifications from the Kansas Board of Regents and the Higher Learning Commission, 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 the Kansas Board of Regents Policy and Department of Education.

Adopted: 2/11/03
Revised: 10/17/16; 1/4/24

POLICY 3.28 LIBRARY USERS CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION

It is the ethical and legal responsibility of the Labette Community College (LCC) 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. Although the LCC Library upholds the constitutional right to freedom of information, the 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 LCC 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 investigative 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, 5/1/14; 5/4/23
Reviewed: 11/18/15

PROCEDURE 3.29 TEXTBOOKS

One area where faculty and Program Directors 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 and Program Directors be aware of the total cost when making textbook adoptions for their courses. Faculty and Program Directors 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 and Program Directors must also be aware of the price of the textbooks and include that information in their textbook adoption decision.

A. Textbook Adoption Considerations:

1. Balance academic suitability with the lowest possible cost when considering the purchasing of textbooks.

2. Balance using the latest copyright period with the impact of changes on the discipline in the new versus older editions.

3. 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. 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

D. Working with high schools offering concurrent credit on textbooks to be used, and potentially allowing older versions of current textbooks to try and keep costs down for books bought by the high school.

B. Textbook Adoption Requests:

1. Each semester full-time program faculty or Program Directors will submit a textbook adoption through the online bookstore for their own classes and for all adjuncts within their discipline. If a full-time faculty member or Program Director does not exist for a particular discipline, the Dean over that area will submit the textbook adoptions. 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.

2. For new textbooks adoptions, the full-time faculty or Program Director will work with the bookstore to ensure all instructors teaching that course receive an updated teacher's edition and updated resources from the textbook company.

Revised: 12/14/05, 5/2/11, 10/17/16, 8/1/18, 4/27/23

POLICY 3.30 LIBRARY INTERNET FILTERING AND BLOCKING

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, 2/02/23

PROCEDURE 3.30 LIBRARY INTERNET FILTERING AND BLOCKING

When a Labette Community College Library staff member or patron submits a site that they feel 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, they will notify the Information Technology Department of the decision by email and request that the department block the offending site.

If the Library Director determines the site should not be blocked, they 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 to block the site.

GUIDING PRINCIPLES

The Library staff members will do everything within their 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 Library 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 members 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, 2/02/23
Reviewed: 11/18/15

PROCEDURE 3.32 CELL PHONES IN THE CLASSROOM

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.

Adopted: 5/23/05
Revised: 9/20/10, 5/2/11, 12/12/16, 12/6/18, 7/20/23

PROCEDURE 3.33 GUESTS AND CHILDREN IN THE CLASSROOM

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 first to the instructor, then if necessary to 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.

Adopted: 5/23/05

Revised: 12/12/16, 7/20/23

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 them 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
Revised: : 6/23/14, 5/5/17
Reviewed: 12/12/16

POLICY 3.34 DISCONTINUANCE OF PROGRAMS

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: 4/13/07
Reviewed: 9/13/16; 1/4/24

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 Academic Dean(s), 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 other academic/technical areas.
    B. The strength and quality of the program and 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 Academic Dean(s) in a closed session. A representative of the Faculty Association may attend.

3. After due consideration, the Vice President and the Academic Dean(s) 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 original recommendation to discontinue the program or make an alternate recommendation to place the program on probation with an improvement plan based on a timeline for reconsideration.
8. If the President agrees with the original 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.

If the President agrees with the President's Council's alternate 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.

9. 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.

   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.

10. Advisors and recruiters will be notified of the Board of Trustee's decision by the Vice President of Academic Affairs immediately following the board meeting.

11. After the Board of Trustee's decision the Vice Present of Academic Affairs will notify the Higher Learning Commission of the discontinuance along with appropriate information as required. The Vice President or Academic Dean will ensure appropriate updates are made within the KHEDS system.

Approved: 3/26/07
Revised: 11/16/15; 1/4/24

POLICY 3.35 PROGRAM, DEPARTMENT, AND CO-CURRICULAR REVIEW

The Academic Program, Department, and Co-Curricular Reviews are a process of reflection and analysis conducted for the purpose of improving program/department/activity quality and to document progress. The Institutional Assessment Committee work with the employees within the program, department, or activity being reviewed to complete the review. The process is comprehensive, focusing on all major aspects of the program/department/activity and conducted as part of an on-going system for continuous improvement. Completed Program, Department, and Co-Curricular Reviews are forwarded to President's Council and the Board of Trustees for their approval.

Adopted: 7/11/07
Revised: 10/8/15; 12/09/21; 9/14/23

PROCEDURE 3.35 PROGRAM, DEPARTMENT, AND CO-CURRICULAR REVIEW

The Program, Department, and Co-Curricular ~~/discipline~~ Review Processes have been established to evaluate and improve programs, departments, and activities at Labette Community College.

At Labette Community College, both the Academic Program and Departmental Review, Planning and Development allow administrative staff to lead a purposeful and continuous cycle of improvement through two related processes: *Comprehensive Academic Program/Departmental Review* and *Annual Planning and Development*. Both the comprehensive and annual processes are integral parts of an overall institutional evaluation, planning and development process with the following goals to:

1. Ensure academic programs and departments remain focused on student success and serving the needs of the community;
2. Increase coherence of academic programs and department development and apply continuous quality improvement;
3. Enhance the quality of academic programs and departments by assessing program or department strengths and challenges;
4. Align academic programs and department needs and campus priorities with the planning and budget process; and
5. Ensure academic programs and department priorities are consistent with the college's mission and strategic plan.

In addition, the Co-Curricular Assessment is a continuous process to assess knowledge, communication, critical thinking, and social awareness across services and activity that occur outside the classroom. The goals of co-curricular learning and assessment include:

1. Co-curricular experiences and events are planned, offered, assessed, and improved in accordance with the LCC mission, vision, core values, student learning outcomes, and co-curricular programs and services outcomes.
2. Student organizations and athletic teams reinforce LCC's mission, vision, core values, student learning outcomes, and co-curricular programs and services and outcomes.

There are handbooks for each of these processes that are reviewed and updated by the Institutional Assessment Committee. Please see these handbooks for additional procedural information.

Approved: 5/14/07
Revised: 5/2/11, 6/11/15, 8/3/23

POLICY 3.36 ACADEMIC COURSE DEFINITIONS AND CLASSIFICATIONS

Labette Community College understands the importance of providing clarity for academic course offerings. Labette Community College will use definitions from the Department of Education, State of Kansas and our accreditors in establishing definitions and classifications for academic courses. In addition, academic courses will be internally coded in alignment with Kansas Board of Regents requirements for state reporting purposes.

Approved: 11/8/12
Reviewed: 10/29/20
Revised: 12/8/16; 10/14/21

PROCEDURE 3.36 CLASS TIME DESIGNATION AND CLASSIFICATION

This procedure provides general guidelines for faculty and administrators concerning:

- Credit and contact hours,
- Course section formats/instruction types
- Course section technology utilization and
- Instructional activity equivalencies for distance delivered teaching.

Labette Community College awards credit hours for coursework according to Federal Definitions set forth by Department of Education and State definitions set forth by Kansas Board of Regents.
Kansas Board of Regents (KBOR) requires the following minute requirements for each type of modality plus a final:
Lecture: 750 minutes per credit hour
Laboratory: 1,125 minutes per credit hour
Clinical experiences in health occupations, internships or on-the-job training: 2700 minutes per credit hour
P.E. Activity: 1,125 minutes per credit hour.

Furthermore, Labette Community College uses KBOR's course classification for reporting purposes as the primary guide in classification of courses offered:

Course Format	KBOR Code	Definition	Contact/Credit Hour Ration (based on a 15-week term)
Lecture	LEC	A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline by an expert or qualified representative of the field or discipline.	1 credit hour = 750 minutes
Lecture/Laboratory	LCLB	Lecture course that includes a lab component as part of the same course registration.	Contact hours should be an aggregate of the contact hours for a lecture and lab based on the existing lecture and lab contact hour guidelines.
Laboratory	LAB	Credit-bearing or zero credit lab that requires a registration separate from the lecture component of the lab.	1 credit hour = 1,125 minutes
Discussion	DIS	Credit-bearing or zero credit discussion course generally associated with another course (lab or lecture), but which requires a registration separate from that other course.	

Studio	STUD	Course is instructor-facilitated, student-centered, and hands-on. Focus is on the student "learning by doing" with significant one-on-one student/instructor interaction.	1 credit hour = 1,125 minutes
Individualized Instruction	IND	Course designed to meet the needs of an individual student. Includes independent study, individual research, directed readings, special projects, thesis/dissertation hours, and one-on-one instruction.	Contact hours should be an aggregate of the contact hours for a course based on the existing contact hour guidelines for which the is designed to meet.
Clinical	CLIN	A course requiring medical or healthcare focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.	Credit and contact hours vary depending on the requirement for clinical experiences, but the minimum standard of 2700 minutes per semester, per credit applies.
Internship/Cooperative Education	INT	Practical, supervised, on-the-job training designed to supplement formal study. Students learn practical applications of classroom material and gain skills and knowledge relevant to their course of study.	1 credit hour = 2,700 minutes (45 hours)
Telecommunications - Lecture	TLEC	Lecture delivered over a distance. Technology Type field (next field) must be completed if this value is used. A "distance education course" is one in which faculty and students are physically separated in place or time and in which seventy-five percent or more of the instruction is provided via some form of mediated delivery system (i.e., 11.25 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CD-ROM, the internet, etc.)	1 credit hour = 750 minutes

Telecommunications - Other	TOTH	Any non-lecture communication delivered over a distance. Technology Type field (next field) must be completed if this value is used. A "distance education course" is one in which faculty and students are physically separated in place or time and in which seventy-five percent or more of the instruction is provided via some form of mediated delivery system (i.e., 11.25 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CD-ROM, the internet, etc.)	Contact hours should be an aggregate of the contact hours for the time requirement required
Other	OTH	A delivery method other than the choices listed.	
Unknown	UNK	Delivery method is unknown.	

For each course offered via telecommunications (delivered over distance) in the Course Delivery Method field (previous field), indicate the primary type of technology used that best describes the delivery.
If the previous field shows one of these values (TLEC or TOTH), then this field must be populated:

Technology Type	KBOR Code	Definition
One Way Real-Time	ONE	Instructional activity is one-way in that it is seen or heard as it is being broadcast. It is also one way from instructor to students, and students generally do not use the technology to communicate with the faculty member. Includes: • Video broadcast TV (over air, satellite, cable) • Radio (FM/AM, IP, satellite) • Multicasting Video (IP or satellite) • Audio broadcasting
Two Way Real-Time Communications	TWO	Students use technology to communicate with the instructor or other students; however, all members must be present at one time to interact. Includes: • Video conferencing (desktop, point-to-point, full-mesh, scheduled video, direct dial video call, web based, satellite, and ISDN) • Audio conferencing (IP based, or traditional telephone based) • Online chat or instant messaging • Real-time E-mail chat

Web	WEB	Course is primarily taught via Internet-based or Intranet-based web sites. Includes web boards such as WebCT and Blackboard.
Other Telecommunications methods	OTH	Students and instructor primarily communicate using technology at different times. Large amounts of information can be stored and used as needed by the student. Can contain elements of real time communication methods (chat function, for example), but the primary method is not real-time. Includes: • Virtual Reality (Second Life, etc.) or video game-based learning • Video or Audio Tape, CD-ROM, or DVD-ROM • Wiki, Blog, RSS Feeds, Podcasts, or Vodcasts • Listserv • Electronic Discussion Board • Mobile Device (PDA, Smartphone, MP3 Player)

LCC Course Codes based on definitions:

LCC course codes will be determined using the table above and internal capabilities. For example, online is coded as "ON".

Technology Infused Activities in On-ground Courses:

If you are replacing any instructional hours in a traditional on-ground course with technology components to make it a blended or fully distance delivered course, consult the list of examples in the distance education handbook to design and gauge hours of instruction.

Correspondence education course (Federal definition): A course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interaction between instructors and students in a correspondence course is limited, not regular and substantive, and is primarily initiated by the students. If a course is part correspondence and part residential training, it is considered a correspondence education course. A correspondence education course is not distance education.

Distance education (Federal definition): Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction (defined below) between the students and the instructor or instructors, either synchronously or asynchronously.

The technologies that may be used to offer distance education include:

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices;
3. Audio conference; or
4. Other media used in a course in conjunction with any of the technologies listed in items 1–3 above.

Regular and substantive interaction (Federal definition): Institutions are expected to ensure regular and substantive interaction between students and instructors in their distance education and competency-based education offerings. An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency:

1. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
2. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Substantive interaction (HLC): Engaging students in teaching, learning and assessment, consistent with the content under discussion, and also includes at least two of the following:

1. Providing direct instruction;
2. Assessing or providing feedback on a student's coursework;
3. Providing information or responding to questions about the content of a course or competency;
4. Facilitating a group discussion regarding the content of a course or competency; or
5. Other instructional activities approved by HLC or the program's accrediting agency.

Distance education course (HLC): A course in which at least 75% of the instruction and interaction occurs using one or more of the technologies listed in the definition of distance education, with the faculty and students physically separated from each other.

(KBOR): A "distance education course" is one in which faculty and students are physically separated in place or time and in which at least seventy-five percent of the instruction and interaction are provided synchronously or asynchronously via some form of mediated delivery

system (i.e., 11.25 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CD-ROM, the Internet or World Wide Web, etc.).

Distance education program (HLC): An academic program offered in whole or in part through distance education, regardless of whether a face-to-face, on-ground or residential option is also available.

(KBOR): A “distance education program” is one in which fifty percent or more of the required courses for the program are delivered via distance education courses.

Adopted: 6/16/2022

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
Reviewed: 7/20/23

POLICY 4.01 ADMISSION/ENROLLMENT ELIGIBILITY

Labette Community College has an open admission policy. A student will need to complete the free admissions application and to be eligible for enrollment based on the criteria in Procedure 4.01

It is important to note the difference between degree-seeking and non-degree seeking at Labette Community College. A degree-seeking student must have a declared major on file with the Registrar's Office and must be enrolled in courses for credit that fulfill the requirements of the student's listed degree or certificate program offered by LCC. A non-degree seeking student does not have a declared major at LCC and is not working toward completing a degree or certificate. Non-degree seeking students are not eligible for Federal Student Aid (FSA).

Adopted: 9/2/09
Revised: 10/12/17, 11/09/23

PROCEDURE 4.01 ADMISSIONS/ENROLLMENT ELIGIBILITY

Labette Community College has an open admission policy. The following applicants may be admitted to Labette Community College in order to enroll in courses.

- Any graduate from an accredited high school.
- Any person who has successfully completed the General Education Development (GED) or high school equivalency examination.
- Students transferring from an accredited college or university.
- Any home school graduate who can provide an official transcript and credentials, if required, by the state in which the student has graduated.
- High school students who have attained sophomore (successful completion of freshman year), junior, or senior standing. These students must be authorized by high school counselor/coordinator to enroll in LCC courses.
- Gifted students maintained by a school district who have demonstrated the ability to benefit from enrollment in college-level curriculum. These gifted students must have an Individualized Education Program (IEP) that indicates that the student is recommended for college classes as a part of their IEP plan. Submission of the IEP must accompany the enrollment form.
- Any person who would benefit from college-level instruction can enroll as a special interest student.

All degree seeking students applying for admission/enrollment must:

1. Complete the free admissions application from the LCC website.
2. Submit an official high school transcript, with a gradation date, to the Registrar's Office if they have graduated from high school. An Official GED or High School Equivalency Exam may be filed in place of a high school transcript
3. Submit official college transcripts from each college attended (if student has attended any prior institutions).
4. Submit ACT, SAT, or ACCUPLACER scores that are 3 years recent or request a GED/high school transcript evaluation by the Admissions Department, if the student has graduated from high school within the last 3 years. See Procedure 3.22

Degree Seeking students must submit their official high school transcript, GED, or High School Equivalency Exam and official college transcripts from each college attended by the end of the first semester attended at LCC. A warning will be put on the student's account if all transcripts have not been received.

Admissions as Special interest students are not eligible to receive a degree or certificate at LCC and will be considered a non-degree seeking student. Special interest students will not be required to provide an official high school transcript or GED. Special interest students are not eligible to receive Federal Financial Aid. If a special interest student chooses to pursue a degree with LCC, they will be required to provide all official college transcripts and an official high school transcript or high school diploma equivalent with proof of high school completion to be eligible to graduate from LCC.

Revised: 9/2/09, 9/7/17, 10/5/20, 9/07/23

PROCEDURE 4.010 ADMISSION OF INTERNATIONAL APPLICANTS

Students wishing to gain admission to Labette Community College who are not U.S. citizens or Resident Aliens must satisfy the following requirements to be fully admitted as International Students.

1. Submit the International Student Admissions Application.
    - The application must be submitted at least three months before the start of the semester in which the student wishes to enroll
    - Students transferring from another institution from within the United States must submit the application at least one month before the start of the semester in which the student wishes to enroll

2. Submit an official copy of High School/Secondary School academic transcripts
    - An English translation of the grades and grading scale is required. Translations may be accepted from an official equivalent translation company. Contact the LCC Registrar's Office for a list of approved transcript evaluation companies.
    - If student attended a high school in the United States, an official copy of the high school transcript must be mailed to LCC or sent through an electronic exchange such as National Student Clearinghouse or Parchment.

3. Submit evidence of English language proficiency
    - If English is not the primary language of the applicant's country of origin, 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
        - Duolingo English Test Score of 100 or higher
        - EIKEN scores of Pre-1 and 1
        - Completion of Bridge's Academic English Level 5
        - Completion of ELS Language Centers level 112
        - Completion of an Intensive English Program at an accredited four-year university.
        - Pearson PTE Academic score of 48 or higher
    - Applicants who are unable to demonstrate English language proficiency by one of the means listed above may follow the appeal procedure as described below

4. Submit the Financial Support form with all required proof of funds
    - If the student's country of origin 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 LCC

6. Submit proof of negative TB test
    - Students entering LCC who are from countries listed in the World Health Organization's most recent Global Tuberculosis Report as having a high TB burden must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the U.S. or Canada

7. Transfer International Students (those who have previously attended another US college) must also
    - Submit official transcripts from all previous colleges and universities attended
    - Submit the Transfer Request 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 of English Language Proficiency

Records of applicants who have scored below the required level as described in step three above will be reviewed only upon written request from the applicant. The applicant should include in the request any evidence that demonstrates their 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, 11/16/18, 2/17/22, 5/7/25

Reviewed: 2/20/17

PROCEDURE 4.011 TUBERCULOSIS PREVENTION

Tuberculosis Prevention

Tuberculosis (TB) 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 TB 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, non-immigrant students and staff members from high-risk* countries or who have lived in a high-risk country for three months or more.
- Any domestic Labette Community College student or staff member who has participated in international travel to a high-risk* country and remained in a high-risk* country for any length of time. Testing should be done 6-12 weeks after the student or staff member's return to the U.S.
- Any domestic Labette Community College student or staff member who has lived in a high-risk* country for three months or more, 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 shall have a hold placed on the student's records until one of the following conditions is 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 country not considered high-risk*.
- 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.

*Definition of high-risk country

Countries appearing on the World Health Organization's most recent Global Tuberculosis Report as having a high TB burden are considered to be high-risk countries for the purposes of requiring PPD testing.

Revised 3/7/12, 2/14/19, 5/7/25

Reviewed: 3/13/17

POLICY 4.02 EDUCATIONAL FEES

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
Revised: 9/13/12
Reviewed 11/20/24

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, their 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 students must clear all outstanding accounts before their diplomas/certificates 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.

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 second 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: 9/24/21, 1/15/25

PROCEDURE 4.021 RETURN OF UNEARNED TUITION ASSISTANCE FUNDS

In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, this procedure sets forth the stipulations by which Labette Community College will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student's last day of attendance is on or before the 60% attendance date.

100% of the tuition assistance will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. Calculation of these dates includes weekends during the course period, but not scheduled breaks of five consecutive days or more (Thanksgiving Break, Spring Break, etc.). A student's official withdrawal date is determined when a student requests to be dropped from a course or no longer meets the attendance requirements to remain eligible to TA funding. The Last Date of Attendance (LDA) is
provided by the course instructor when a student officially withdraws from the class or receives
a "W" grade for the class.

The standard formula for determining the amount of TA earned by the institution is calculated on a percentage basis, as follows:

4-week course withdrawal submitted and LDA confirmed:

Before week 1	100% return
During week 1	75% return
During week 2	50% return
During weeks 3-4	0% return (more than 60% of course is completed)

8-week course withdrawal submitted and LDA confirmed:

Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return
During weeks 6-8	0% return (more than 60% of course is completed)

16-week course Withdraw submitted and LDA confirmed:

Before or during weeks 1-2	100% return
During weeks 3-4	75% return
During weeks 5-8	50% return
During weeks 9-10	40% return
During weeks 11-16	0% return (more than 60% of course is completed)

This calculation, if less than the 60% completion rate, determines how much TA the student has earned and for how much the military branch may be invoiced. Should there be any remaining TA funds prior to the 60% period of a course, these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student.

LCC will begin the Return of TA Funds calculation process when a TA recipient withdraws from a course. In some cases, this process may result in a student owing the school for unpaid tuition and fees. Though a student may withdraw from the college at any time with an advisor, it is highly recommended that the student speaks with the Vice President of Student Affairs and with Financial Aid prior to withdrawing.

If a service member stops attending due to a military service obligation, LCC will work with the affected service member to identify solutions that will mitigate any student debt the student might have had through the Return of TA Funds process.

Questions relating to this procedure may be directed to the Vice President of Student Affairs, Student Union, 200 S 14th Street, Parsons, KS, 67357; (620) 820-1268.

Approved: 8/8/19
Revised: 1/15/25

POLICY 4.03 FINANCIAL AID

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.

Reviewed: 3/5/25
Revised: 12/12/00, 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, 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 LCC website. Preference will be given to applications received prior to March 1 for the upcoming school year. Grade point average (GPA) and the number of hours enrolled are considerations, but are not always deciding factors.

All scholarship awards are subject to availability of funds. (Although some students may qualify for a specific type of assistance, funds may not be available.) Some courses may qualify for financial assistance. Students are encouraged to apply by March 1 for the coming academic year and November 15 for Spring-only preference, as most scholarships are first-come-first-serve.

Note: Fees may be covered by 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. High school students must provide an official six-semester high school transcript directly to the LCC Financial Aid office, along with completing the scholarship application online, in order to be considered for academic scholarships.

Award	Grade Point Average* (Based on six semesters)	Amount (up to 16 credit hours)
Presidential Award	3.75-4.00	**Tuition/plus $200 books per semester
Vice Presidential Award	3.50-3.74	**Tuition/plus $100 books per semester
Merit Award	3.00-3.49	**Tuition/plus $50 books per semester

*GPA is based on six-semester transcript. High school students must provide their official six-semester transcript to the Financial Aid office in order to be considered for an academic scholarship.

**Tuition amount will cover up to 16 credit hours per semester
Student must be enrolled in 12 or more credit hours by June 15 prior to fall semester and December 15 for spring semester to validate acceptance.

Healthcare students should check with their appropriate Director. Students who withdraw to less than 12 credit hours will be ineligible the next renewal period.
Students must maintain the required cumulative GPA.
Reapplication: (scholarships may be renewed as long as funds are available.)

1. Must submit application by March 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. 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. Nontraditional refers to students 25 years or older.)

D. Activity Assistance:

Assistance is awarded per semester or academic year for performance (i.e. baseball, basketball, wrestling, volleyball, softball, graphic design, etc). Criteria and length of scholarship are established by the coaches and/or instructors of each activity.

E. 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.

F. Labette County Assistance

Labette County residents must complete the scholarship application by stated deadline to be 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. Fall, spring, and summer scholarship applications are due by the end of the semester or the student's last day of attendance. If an application is submitted after the student stops attending, then an appeal may be submitted in order to be considered for the scholarship. The appeal should be requested from and submitted to the Vice President of Finance and Operations.

G. Foundation Scholarships

Many Foundation scholarships from private and corporate donors are available and awarded according to applicant qualifications and funding availability. Students who are awarded Foundation scholarships must submit a completed scholarship acceptance form in order to validate their award. Written thank you letters ~~are~~ may also be required before award is validated. Early application is encouraged. Maintaining enrollment of at least six credit hours and a GPA of at least 2.5 is required unless otherwise stated in the award criteria.

H. BOOK SCHOLARSHIPS

Book Scholarships are available for students to apply for sponsored by campus organizations and employee groups.

I. DEBBIE GROFF MEMORIAL BOOK SCHOLARSHIP

The Debbie Groff Memorial Book Scholarship is sponsored by faculty, professional staff, and educational support staff and requires the completion of a separate scholarship

application, which may be found on our LCC website. Students who are not already receiving textbook aid will be given first priority. Debbie Groff Memorial Book Scholarship application and deadline dates do apply for fall, spring, and summer semesters and may be found on our LCC website.

Application Process

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 March 1.

2. For Activity Assistance, Coach and/or Instructor will provide authorization of scholarships to the Financial Aid Office.

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, 1/25/16, 10/2/20

POLICY 4.05 RESIDENCY

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. indigenous American Students according to Section 116(f) of 2024 SB 28
7. undocumented students according to K.S.A. 76-731a; and
8. 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 they are enrolled before school graduation unless the residence status legally changes.

Revised: 9/13/12, 5/31/17, 9/14/17; 8/8/24

Procedure 4.05 Professional Licensure Disclosure: Student Location

To ensure Labette Community College is in compliance with the U.S. Code of Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), which require disclosures for programs that lead to a professional licensure or certification necessary for employment, regardless of the program's modality.

Labette Community College seeks to determine the location of its students for a variety of reasons including, but not limited to, compliance with federal regulations and supplying relevant consumer protection information to prospective and admitted students. The following procedure is also used to determine the location of a student for purposes of compliance with state authorization requirements, tracking of out-of-state learning placements (such as internships, clinical experiences, and practica), and professional licensure disclosures. This procedure is not intended to apply to determinations of eligibility for in-state residency for tuition purposes.

Definitions

Prospective student: A student who has applied for admission to Labette Community College but has not yet enrolled, therefore does not yet have a financial commitment to the college.

Current student: A student who is currently enrolled and actively taking classes in a Labette Community College educational program.

Student: "Student" includes current students and prospective students.

Initial time of enrollment: The point at which students have been admitted to a program of study that requires an application, but have not yet registered for courses in that program.

Enrollment: Registered for coursework.

- Students located in "does not meet" or "not determined locations" cannot be enrolled into the educational program unless a written attestation is completed by the student.

Professional licensure program: An academic program designed for, or marketed as, fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification. Optional certifications administered through the private sector fall outside the scope of this policy.

Professional Licensure Disclosures

General public disclosures

Federal Regulation 34 CFR 668.43(a)(5)(v) requires an institution to make readily available to students' information about whether programs leading to professional licensure or certification meet educational requirements. Labette Community College's public professional licensure disclosures can be found at Professional Licensure | Labette Community College.

If an educational program offered by the college is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether

completing that program would be sufficient to meet licensure requirements in a state for that occupation is required, including, a list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification.

Direct Professional Licensure Disclosures:

A direct disclosure is required by 34 CFR 668.43(c) by the institution to the student in writing (email or letter) if the program leading to professional licensure or certification does not meet, or if it is not determined if it meets, requirements for the state in which a student is located.

Prospective students – A direct disclosure will be sent to prospective students before a financial obligation is made if a student is located in a state that does not meet, or it is not determined to meet, the state's professional licensure requirements for employment.

Current students – If a student is enrolled in a program and the institution makes a later determination that the program does not meet, or it is not determined as meeting, educational requirements for licensure or certification in the state where the student is located, the institution will provide a direct disclosure to the student within 14 calendar days of making that determination.

Determining Student Location for Campus Based Programs

Students in programs delivered on campus (i.e. "face-to-face" or "on-ground") are located in Kansas by default. For purposes of professional licensure disclosures, a prospective student making an inquiry about a program delivered on campus, or a student enrolling for the first time in a program based on campus who has not yet physically relocated to Kansas, is still treated as though they are located in Kansas by virtue of their program choice.

Students in programs delivered on campus who elect to pursue a credit-bearing internship or clinical experience outside of Kansas are expected to disclose the state in which the experience is taking place to facilitate college disclosures to the National Council for State Authorization Reciprocity Agreements (NC-SARA). Enrollment in these experiences does not alter the determination of location for the purposes of professional licensure disclosures.

Determining Student Location for Distance Education (Online) Program

Students in distance education (e.g.: online) programs are located in the state provided as their permanent home address at the time of the inquiry or application. The student's location may change if the student's address changes during the recruitment and enrollment process or subsequent to their initial matriculation at the college. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Kansas.

Change of Student Declared Major

College staff who work with students who change their major to a program of study that leads to a professional licensure will determine the student location at the time of completing the college's declared major change request form. If the student's location is "does not meet," the student can complete a written attestation or not be able to change their major.

Change of Student Location

Student location designations will remain in effect unless, and until, a student officially notifies the college that their permanent address has changed. Once a student notifies the college, the date of entry will be used as the effective date of a student's revised location for the purposes of this policy. If a student does not notify the College of a change of address and their permanent address has been end dated in the student record system because mail was returned as undeliverable, their location will be considered the state of Kansas.

Responsibility

Student

- Student will follow the proper procedure to officially notify the college of a change in their permanent address, when applicable and as soon as possible.
- If a student is considering relocating, they will contact their academic advisor to discuss potential specific state requirements for their program's applicable licensure board(s) in the state where they intend to obtain a license.

College

- The College will comply with federal regulation by maintaining a list of general public disclosures.
- The College will comply with federal regulations by sending direct disclosures (via mail or email) to students when applicable.
- The College will comply with federal regulations by keeping a record of disclosures that are sent.

Created 10/16/2024

POLICY 4.06 STUDENT DIRECTORY INFORMATION

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 them. 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.

Reviewed: 3/5/25
Revised: 12/12/00, 4/13/17

PROCEDURE 4.06 STUDENT DIRECTORY INFORMATION

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. 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, 3/5/25

POLICY 4.08 STUDENT CODE OF CONDUCT

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: 5/12/11; 6/9/11, 6/7/17, 8/10/17
Reviewed: 3/10/15, 3/5/2025

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 violations of the Student Code of Conduct, along with any action taken, must be reported to the Vice President of Student Affairs within five working days of the incident.

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 and Distance Learning, 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 attending online or on ground at any and all locations 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 forms, copies, reports, written statements, emails, video and/or audio recordings, or any other 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 their duties. This includes the failure to identify oneself or to present identification upon request of any college official or to respond to a summons to the office of an administrative officer within the designated time. This summons may be issued by mail or email.
3. Furnishing false information to the College, and/or giving false testimony or other false 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 with anyone the login information, including passwords or PINs, to any College-related account, including RedZone, Canvas, and email.
6. Unauthorized throwing of any object in/from College facilities.
7. Misuse, abuse, or unauthorized use of a fire extinguisher or other safety equipment (such as alarms, AEDs, or notification equipment).
8. Engaging in conduct that interferes with or disrupts any College teaching, research, administrative, disciplinary, public service, or any other authorized activity, or the peace and welfare of any person, whether on or off the campus. This interference or disruption includes collusion.
9. Disruption of the learning environment or any behavior that detracts from the goals of other students on campus or diminishes their dignity, respect, or worth.. 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. Hazing includes but is not limited to the following:
    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 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.

13. Any gambling-related activity that is a violation of the law that takes place on College property.
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.
17. Knowingly receiving or possessing stolen property.
18. Any forgery or fraud, including but not limited to alteration or misuse of College documents, forms, records, meal cards, or identification cards.
19. 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.
20. Unauthorized entry into or use of LCC buildings, facilities, equipment, or resources.
21. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid, or fictitious address.
22. 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.
23. Receiving three (3) Academic Misconduct Notification Forms during attendance at LCC. (Refer to Procedure 3.07)
24. Receiving three (3) Tobacco Incident Forms during attendance at LCC. (Refer to Procedure 2.09)
25. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy 3.25)
26. 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.
27. Tampering with the election of any College-recognized student organization.
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, regardless of whether the threat or danger is perceived or real.
30. Oral or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, 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 of such weapon, is not permitted. These include but are not limited to:
    a. a bludgeon, sand club, metal knuckles, 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 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, or 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. Obstructing or disrupting a police response or the response of the Emergency Response Team.
35. Littering
36. Posting of notices in non-designated spaces or without approval from the appropriate College personnel
37. Unauthorized distribution or sale of goods on campus.
38. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside of designated areas.
39. Violation of any other published College policy, procedure, rule, or regulation.

E. <u>Disciplinary Proceedings</u>

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, they 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 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 and Distance Learning. The forms are available 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 the RedZone Faculty Page.
- Faculty, staff, and students may also submit a violation via the Reporting form available at https://www.labette.edu/forms/report.html, 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 them 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 complainant 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 any College policy, procedure, rule, or regulation, disciplinary action shall be taken. The Vice President of Student Affairs or other designee shall impose such discipline as they determine 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 restrictions may be, but are not limited to, the following: access to specific areas of campus, dining privileges, visitation privileges, the 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 their 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. Phi Theta Kappa conferences, 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 an external 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 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 and the reason, and the notification 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. These notices are the responsibility of the Vice President of Student Affairs or their designee. 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 and Distance Learning.

        - Staff sitting on the “front line” of customer service areas, e.g. Student Affairs desk, Business Office desk, Student Success Center desk, Library.
        - The student's academic advisors.
        - 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 and Distance Learning will then inform the instructors.
    - If a student is expelled from on-ground 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 they 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.
    - 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, 5/12/21, 9/4/24

POLICY 4.081 STUDENT GRIEVANCE

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.

Adopted: 3/10/16
Reviewed: 6/18/25

PROCEDURE 4.081 STUDENT GRIEVANCE-GENERAL

* If you have a grievance in relation to Procedure 2.010, Sexual Harassment, follow the process within that procedure.

The Labette Community College Administration and Board of Trustees recognize the right of students to express their grievances and to seek a solution concerning disagreements of practices or differences in interpretation of policy and procedure that might arise between the college and its students.

Should a student 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's Policy and Procedure Manual have been violated, the student may file a grievance.

***The student must contact the Vice President of Student Affairs for information regarding the process and the appropriate College Officials within the process.

Within all steps of the Grievance Process, the decision will be based on a preponderance of the evidence (i.e. whether it is more likely than not that a violation did or did not occur; 50% plus a feather).

1. The grievant shall present the facts, in writing, to the proper College Official, within five (5) working days after the grievant has had the oral discussion with the College Official. The decision of such official shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.

2. Should the grievant decide that the reply of the College Official is unsatisfactory, the grievant shall, within five (5) working days after receipt of the College Official's decision, submit an appeal to the College Official's direct supervisor. The decision of the direct supervisor shall be made in writing to the grievant student's Labette Community College email, within five (5) working days.

3. Should the grievant decide that the reply of the direct supervisor is unsatisfactory, the grievant shall, within five (5) working days of receipt of the direct supervisor's decision, submit an appeal to the appropriate vice president or dean if this level has not been reached. The vice president or dean will either consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president or dean shall be made in writing to the grievant student's Labette Community College email, within five (5) working days.

4. Should the grievant decide the reply of the vice president or dean is unsatisfactory, the grievant shall, within five (5) working days of receipt of the vice president's decision, submit an appeal to the Grievance Panel through either the Vice President of Student Affairs or the Human Resource Director. The decision of the Grievance Panel shall be made in writing to the grievant student's Labette Community College email, within ten (10) working days.

5. Should the grievant decide the reply of the Grievance Panel is unsatisfactory, the grievant shall, within five (5) working days of receipt of the Grievance Panel's decision, 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. The decision of the President, 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 Consumer Information.

Approved: 4/4/16
Revised: 6/15/17, 8/2/17, 4/16/18, 10/4/18, 8/14/20, 9/23/21
Reviewed: 6/18/25

POLICY 4.09 STUDENT RECORDS

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: 12/12/00, 9/6/17, 6/18/25

PROCEDURE 4.09 STUDENT RECORDS

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: 8/4/08, 9/6/17

POLICY 4.091 IDENTITY THEFT PREVENTION-RED FLAG POLICY

In accordance with the Fair and Accurate Credit Transactions Act of 2003 (FACTA), the college President shall be responsible for developing and maintaining and 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.

Adopted: 9/23/10
Reviewed: 6/1/17, 6/18/25

PROCEDURE 4.091 IDENTITY THEFT PREVENTION-RED FLAG PROCEDURE

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 Employees 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.

Adopted: 8/13/10

Revised: 6/20/19
Reviewed: 6/1/17, 6/20/19, 6/18/2025

POLICY 4.10 COMMENTS, COMPLIMENTS AND COMPLAINTS

Labette Community College's (LCC) mission is to provide quality learning opportunities in a supportive environment for success in a changing world. This is done through the college's core values shared by students, faculty, staff, administration, and the Board of Trustees.

Comments and compliments are valuable, welcome, and important when they are received, either verbally or in writing. Comments and compliments enable the college to understand that services are being provided satisfactorily, provide positive feedback to staff, or influence organizational and service development.

The college welcomes every opportunity to monitor and improve services, and having a "comments, compliments, and complaints" policy with a clear procedure for resolving complaints is one way of addressing concerns.

The college recognizes that there will be times when employees make mistakes, or get things wrong. To learn from mistakes, the college must know about them and encourage people to provide that information. Such comments or complaints will always be taken seriously, recorded, and responded to as detailed in the procedure for resolving complaints that accompany this policy statement.

Adopted: 5/4/23
Reviewed: 6/18/25

PROCEDURE 4.10 COMMENTS, COMPLIMENTS, AND COMPLAINTS

1. The College Approach

Labette Community College views comments, compliments and complaints as a valuable source of feedback from its customers and an opportunity to respond to complaints by reviewing practices and processes. Where appropriate this may involve change and improvement. The practice at the college is to distinguish between a comment, compliment, informal and formal complaint.

2. Definitions:

Comment

A comment is a positive or negative feedback about a service which requires no formal response.

Compliment

The college is happy to receive any compliments to be acknowledged. Compliments are unsolicited expressions of thanks or praise for a member of staff, a service, or the college as an organization.

Informal Complaints

Informal complaints are those raised, usually verbally and directly with a staff member involved in delivering the service. The majority of complaints are informal, responded to and usually resolved promptly and effectively. No formal records are kept of these complaints; however, they are logged as an official communication to the college. The person complaining may not perceive the matter as a complaint, but rather, an inquiry, suggestion or expression of a concern.

Formal Complaints

A formal complaint is a written expression of the complainant's dissatisfaction with the outcome of the informal complaint process. A formal complaint may also be the initial complaint filed when the complainant believes the issue is of a more serious nature that cannot be resolved at the informal complaint level. Any formal complaint will be appropriately documented.

3. Scope of the Complaints Procedure

The complaint procedure covers complaints from students, employees, customers who purchase a service provided by the College, visitors, or members of the local community.

With regards to complaints specifically relating to any complaint regarding a staff member, will be reviewed by the Human Resource Director to determine the most appropriate method

of addressing the matter depending on which college policies and procedures will control the review and resolution of the complaint.

Complaints must be filed within 15 business days of the event or issue which is the basis for the complaint.

This procedure does not include areas that are specifically covered by other college policies and procedures such as:

- Non-Discrimination, Equal Opportunity, and Harassment Police 2.01
- Sexual Harassment Policy 2.010
- Academic Misconduct Procedure 3.07
- Appeal of Final Grade Procedure 3.18
- Student Code of Conduct Policy and Procedure 4.08
- Working Conditions (Policy 7.01, 8.01, 9.01)
- Payment of Educational Fees and Refunds Procedure 4.02

Please see these specific policies and procedures for the appropriate process to file a complaint or grievance related to those issues.

4. Any complaints against the President should be referred to the Board of Trustees Chair, via e-mail to the Board Clerk at boardclerk@labette.edu.

5. Confidentiality

Anonymous complaints will only be accepted in exceptional circumstances and at the discretion of the college president. The president's decision whether an anonymous complaint is investigated will be final.

6. Advice and Guidance

Written guidance on the complaint procedure is available on the college's website. The complaint policy and procedure is managed by President's Council. Complainants can seek advice and support regarding the operation of the complaint process from the any of the college's Vice Presidents.

7. Fair Treatment

No individual filing a complaint under this process, whether successfully or otherwise, will be treated less favorably by any member of staff than if the complaint had not been submitted. All staff involved in handling any stage of a complaint have a duty to ensure that any decision made regarding assessment of evidence, or the treatment of a student, is not influenced a complaint is filed. If evidence to the contrary is found, the staff member may be subject to action under the Performance Improvement Policy and Procedure.

Compliments and comments

A number of systems are in place to assist with filing a compliment or comment:

- A suggestion system is in place in the following locations on campus: Student Union, Second Floor of the Main Building
- Via email to comments@labette.edu
- Via feedback questionnaires or focus groups
- LCC Website

Complaint Process

Stage 1: Informal complaint

The complainant should normally identify their dissatisfaction informally to an appropriate member of staff (e.g. faculty, financial aid advisor, finance assistant, coach, custodian, etc.). The complaint must be made as soon as possible and, in any case, not later than 15 business days after the reason for the complaint. A complaint can be raised in person, via telephone or in writing.

If the staff member with whom the informal complaint is filed is unable to resolve the issue, it will be referred to a supervisor.

If the complaint is about a particular staff member, it is a requirement that the staff member be made fully aware of the complaint and the complainant's identity as soon as possible.

Complaints made directly to the President will also follow this initial procedure.

The staff member investigating the complaint will document the outcome as follows:

- The complaint is not substantiated
- The parties reached an acceptable solution
- The complaint is substantiated and an appropriate resolution is implemented
- The complaint is not resolved at the informal level but is sufficiently serious to warrant direct referral to the formal stage

A record will be kept of the outcome.

Stage 2: Formal stage

Formal complaints must be in writing and filed with the Executive Assistant to the President. If the complaint is against the President it must be with the Clerk of the Board of Trustees.

Complainants must identify themselves in order for a complaint to be investigated. Anonymous complaints will only be investigated in exceptional circumstances as determined

by the President.

Complainants may be asked to provide further details if the written complaint does not clarify the reasons for the complaint.

The appropriate Vice President will appoint an appropriate senior manager to investigate the complaint. When the results of the investigation are known, the Vice Presidents or designee will make one of the following decisions:

- Dismiss the complaint if it is not substantiated
- Uphold the complaint in whole or part and implement the appropriate resolution

A record of the outcome will be maintained.

Response times to complaints:

All complaints, whether informal or formal, will be addressed as quickly as possible The complainant will receive an initial response in writing within 15 days of being filing the complaint, followed by a more detailed response within a reasonable time frame, if appropriate.

Appeal

If the complainant is dissatisfied with the decision, an appeal may be filed with the Clerk of the Board of Trustees within five (5) days of receiving the final resolution at the Stage 2 Formal level. The Board of Trustees will conduct the appeal or appoint a panel of three independent staff members to hear the complainant's appeal. If a panel is selected to heat the appeal, it will conduct a hearing, prepare a decision, and submit it to the Board of Trustees for a final decision.

The Complainant has the right to be represented by a friend or advocate at any level of the complaint procedure.

Complainant will be provided with not less than five (5) days' notice of the hearing.

Each party is given the right to make a statement and ask questions. The decision of the Board of Trustees is binding on all parties. The complainant shall be notified in writing of the Board of Trustees' decision not later than 15 days from the date of the hearing.

Responsibilities for implementing the policy

All staff have a responsibility for receiving comments, compliments or complaints, treating them seriously and making sure they inform their supervisors. Staff should deal with comments, compliments, or complaints promptly and appropriately.

Supervisors have a responsibility to contribute towards an investigation into a complaint when it is considered appropriate.

Administrators are responsible for dealing with complaints which have reached the formal stage and might become involved informally in dealing with other complaints. The Executive

Assistant to the President has a responsibility to keep a record of all formal complaints, Labette Community College's response, and to report annually to the President of the College.

The President is responsible for ensuring that the complaint policy and procedures operate effectively. Board of Trustees will for complaints is against the President of the College.

Documentation of Complaints:

The Executive Assistant to the President shall maintain a log of all informal and formal complaints. The log will include the following information:

- Complainant name
- Complainant status (student, community member, etc.)
- Date
- Brief summary of complaint
- Outcome

Sample:

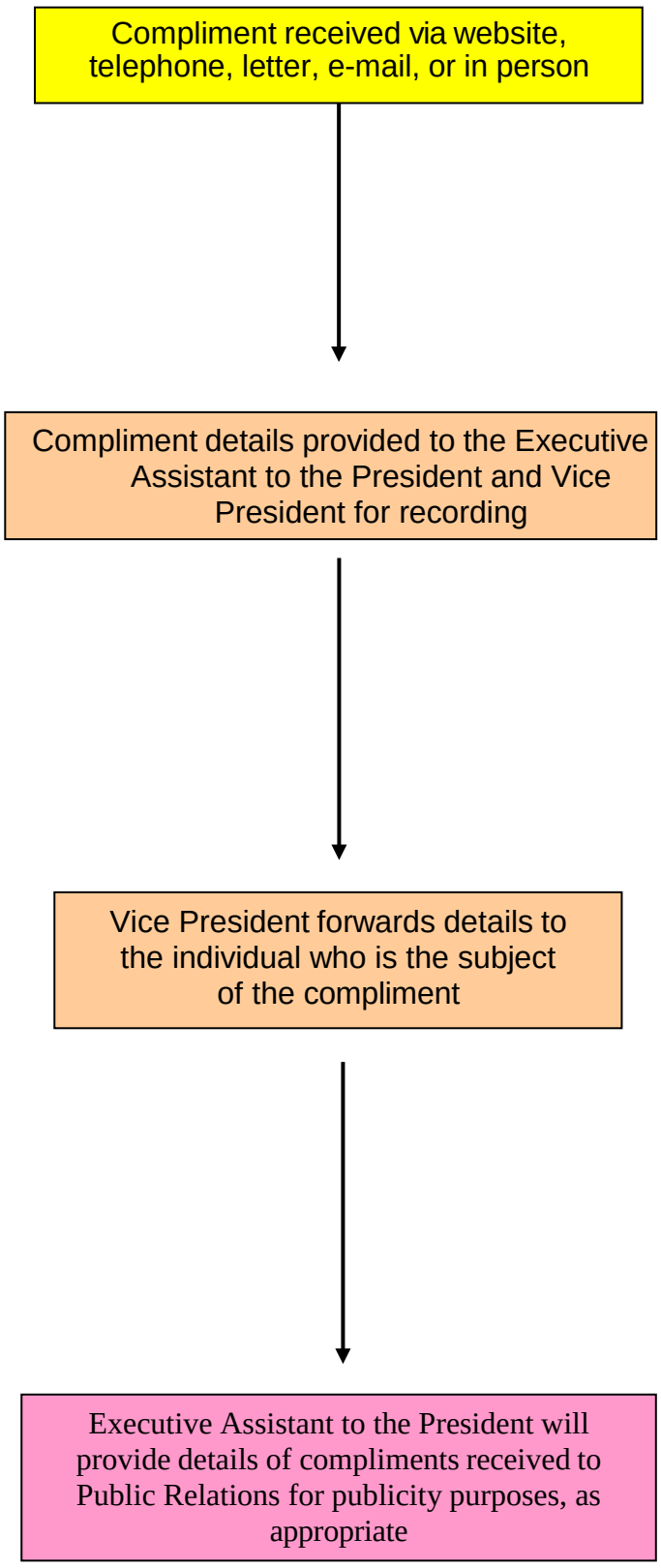
Date	Name	Status	Brief	Outcome
4/1/2000	Joe Cardinal	Student	Sidewalk slippery	XXXXX
4/2/2001	Joe Cardinal	Community	No signage for Thiebaud Theatre	XXXXX

The log of all Formal Complaints will also include the following documentation:

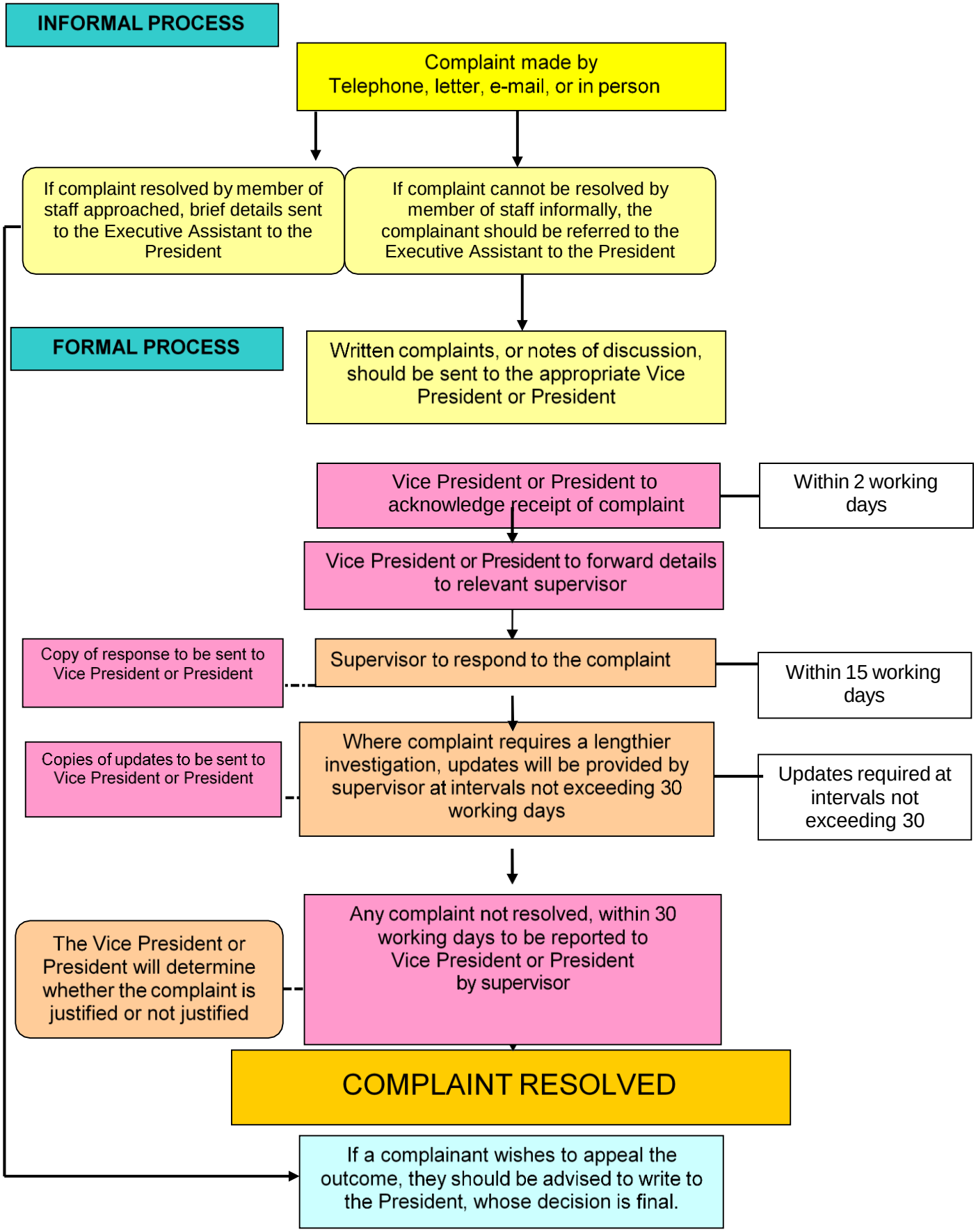
- Complainant's written documentation of complaint
- College's written responses

Adopted: 4/26/10
Revised: 11/16/15; 4/27/23
Reviewed: 11/16/15

COMPLIMENTS – FLOWCHART OF PROCESS



COMPLAINTS – FLOWCHART OF PROCESS



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PROCEDURE 4.11 ACADEMIC ADVISEMENT

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 beings 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, 2/20/17
Reviewed: 3/5/12, 2/20/17

PROCEDURE 4.111 MILITARY DROP/INCOMPLETE

Labette Community College supports students who are members of the United States Armed Forces and Reserve Units. To assist them, as well as protect and safeguard their status as LCC students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Procedure.

Authorization for Student Military Leave of Absence

A student requesting leave for either short periods or extended periods of military service must give advance written notice by completing a Labette Community College *Student Military Leave of Absence Form (MLOA).*

The student must also submit a copy of military orders as soon as they are available. If the student is required by the military to leave immediately, a family member or other designated party may submit a copy of the orders and complete the *Student Military Leave of Absence Form (MLOA)* on the student's behalf.

Military Leave of Absence Forms is available online from the Military-Connected Student Services. The completed authorization form must be submitted to the Military-Connected Student Services, Student Success Center, L107B, or online to military@labette.edu.

To be readmitted, the student must give written or email notice of the intent to reenroll to military@labette.edu as soon as reasonably possible after the completion of the period of their service. If the student is recovering from a service-related injury or illness, they must notify military@labette.edu.

A student who does not submit a timely notification of intent may not be eligible for the benefits outlined herein.

Short Periods of Military Duty (up to 2 weeks)

Students may be called to fulfill their duties for training or short-term deployment, which cause students to be absent from classes for a short period of time. These absences qualify as "excused absences" which means that the absence, with an approved MLOA, is not subject to penalty and course work may be satisfied through agreement between individual instructors and students.

The following guidelines apply to students whose military services has necessitated their absence in courses for a short period of time. These students must complete the Military Leave of Absence form and supply a copy of their orders to the Military-Connected Student Services Coordinator.

a. A student who will be absent for up to two weeks will be allowed to make up any missed work within a reasonable time frame (generally up to 30 days) without a grade penalty. In addition to completing the MLOA, it is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made. Students are also strongly encouraged to complete coursework in advance, whenever possible.
b. Faculty members are expected to make reasonable academic accommodations or opportunities for students to complete course assignments and/or exams (see c. below) without penalty to the course grade for class absence(s) or missed deadlines due to military training or obligations. Students will provide faculty members with a copy of their approved MLOA with as much advance notification as possible for absences that will result from temporary responsibilities of their military obligations. For time-sensitive state or federal emergencies/activations where written documentation may not be available until the end of the obligation, the student is responsible for securing the orders to provide to the Military-Connected Student Services Coordinator upon return to the College.
c. Military students have the option of contacting LCC Testing services for make-up exams at no charge.

Extended Periods of Military Duty (more than 2 weeks)

A student who will be absent for more than two weeks after classes begin should request a complete withdrawal from the current term in addition to filing the MLOA form.

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 complete the Military Leave of Absence form, supply a copy of their orders to the Military-Connected Student Services (MCSS) Coordinator, complete the Add/Drop/Withdraw Form and any other required paperwork with their major advisor, MCSS Coordinator, and instructor.

1. If the MLOA is filed within the full refund date of the semester, Courses dropped will result in a full refund of tuition and fee charges. Courses will not appear on transcript. (Usually two weeks into the semester).
2. If the MLOA is received *after* the full refund date of the semester, the student has the following options:
    a. 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.
    b. 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. (This is similar to what is available to non-military LCC students, but is typically only used if a student is near the end of a semester. IM could be applied any time during a semester, with instructor approval.)

Adopted: 10/25/18
Revised: 3/21/19
Reviewed: 3/21/19

PROCEDURE 4.112 MILITARY CONNECTED IN-STATE TUITION BENEFIT

Per the Choice Act of 2014 and the State House Bill 2154 and 2567, Labette Community College will offer the in-state tuition rate to qualified individuals.

Qualified individuals include:

- Current members of the armed forces* of the United States
- Spouses and dependent children of current members of the armed forces* of the United States
- Veterans and their spouse4 and dependent children who were permanently stationed in Kansas during their service in the armed forces**
- Veterans and their spouse and dependent children who had established residency in Kansas prior to service in the armed forces**
- Veterans eligible for VA educational benefits (Post 9/11, Montgomery, Chapter 1606/1607 reserves)**
- Spouses and dependent children of veterans with entitlement to a VA educational benefit (Post 9/11, Fry Scholarship, Chapter 35 DEA)**

*The term “armed forces” include the Army, Navy, Marine Corps, Air Force, Coast Guard, Kansas Army or Air National Guard or any branch of the military reserves of the United States.

**Requirements: Must live in Kansas while attending school.

Note: It is not a requirement to use the VA educational benefit to receive the in-state rate. In-state rate continues even after benefit has been exhausted with continuous enrollment.

Questions or inquiries regarding instate tuition are handled through the Military Connected Coordinator or the Admissions Office.

Adopted: 12/12/19
Reviewed:

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 within72 hours before the proposed event. The President shall render a decision at least 24 hours before the proposed event.

Adopted: 6/11/13
Reviewed: 6/1/17, 6/18/25

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: 4/14/11, 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: 3/10/11, 6/1/17
Reviewed: 3/10/11, 6/1/17

PROCEDURE 4.14 THREAT ASSESSMENT TEAM

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 In Redzone.
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.

Adopted: 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.

Visitors to campus, may be asked to provide photo identification as well as their reason for being on campus, if an issue warrants.

Adopted: 11/1/10
Revised: 10/1/12, 2/13/17, 6/26/18
Reviewed: 10/1/12, 2/13/17, 6/26/18, 9/21/23

POLICY 4.16	DRUG TESTING FOR HEALTH SCIENCE AND WORKFORCE EDUCATION ALLIED HEALTH STUDENTS

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. 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 their clinical rotation.

Adopted: 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 they 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 they 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 Mercy Hospital 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 Mercy Hospital.

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 they 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

For confidential information regarding treatment for drug abuse contact:

Kelly Kirkpatrick
Vice-President of Student Affairs
kellyk@labette.edu or 620-820-1268
(Office--Student Union Building, SU220)

*COST OF TESTING AT LABETTE HEALTH--basic drug test required by most clinical sites--$20; 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

Adopted: 6/16/14
Effective: 7/1/17
Revised: 7/21/22

POLICY 4.17 TUTORING SERVICES

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.

Adopted: 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.

Adopted: 12/10/18

PROCEDURE 4.171 COMMUNITY TUTORING

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 any academic areas are welcome to contact the Academic Coordinator at (620) 820-1147 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
2. Please call (620) 820-1147 to schedule an appointment with the Academic Coordinator. 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 Dean of Enrollment Management for assistance.

These restrictions do not apply to community members' use of the computers in the Student Success Center.

Adopted: 8/29/11
Revised: 7/26/17, 12/10/18, 9/21/23
Reviewed: 7/26/17, 12/10/18

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

PROCEDURE 4.19 MISSING PERSON

Labette Community College is committed to maintaining a positive and safe learning and working environment. The purpose of this procedure is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008 and the Annual Campus Security Report. This procedure applies to students who reside in the Cardinal Villas.

For purposes of this procedure, a student may be considered to be a "missing person" if the person's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student's welfare.

Designation of Emergency Contact information

- Students age 18 and above and emancipated minors will be given the opportunity each semester to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- If a student under the age of 18 is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- Student emergency contacts will be kept confidential by the institution. It will only be disclosed to law enforcement to further a missing person investigation. 34 CFR 668(h)(1)(iv)

Official Notification for Missing Persons

Any individual on campus who has information that a Cardinal Villas student may be a missing person must notify the Cardinal Villas Manager and the Vice President of Student Affairs (Student Union 220, 620-820-1268, kellyk@labette.edu) as soon as possible. The Cardinal Villas Manager and Vice President of Student Affairs will contact local law enforcement.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Vice President of Student Affairs will assist external authorities with these investigations as requested.

The Cardinal Villas Manager and/or the Vice President of Student Affairs will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

Initial Search

- Verify student is not in the assigned Cardinal Villas room, in an academic class, and/or with an athletic or activity group
- If the student has a registered vehicle at the Cardinal Villas, check all parking lots to determine if the vehicle is on campus
- Attempt to contact the student by both phone call and text

- If the student is an athletic or activity student, contact the coach or activity sponsor to identify last contact with the student
- Contact roommates to determine last contact with the student
- Contact instructors to determine last contact with the student
- Check any known social media accounts to look for the last update or use
- Conduct a quick but thorough campus search
- If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Cardinal Villas Manager and/or the Vice President of Student Affairs will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation
- No later than 24 hours after determining that a Cardinal Villas student is missing, the Cardinal Villas Manager and/or the Vice President of Student Affairs will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Communications

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Administration. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Vice President of Student Affairs, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the Labette community with any information about a missing student, the Vice President of Student Affairs shall consult with the local law enforcement authorities to ensure that communications do not hinder the investigation.

Approved: 6/20/19
Reviewed: 6/18/25

POLICY 4.20 FAIRNESS IN WOMEN'S SPORTS ACT

Interscholastic, intercollegiate, intramural or club athletic teams or sports that are sponsored by Labette Community College shall be expressly designated as one of the following based on biological sex:

(1) Males, men or boys;
(2) females, women or girls; or
(3) coed or mixed.

Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.

Colleges shall use information collected when individuals elect to participate on a team or in a sport to determine which gender team is appropriate for respective students. Should a dispute arise, colleges shall refer to the original birth or adoption certificate completed at or near the time of birth. If the original birth or adoption certificate is not available, documentation provided by a licensed physician indicating biological sex at birth may be utilized. If biological sex at birth is unable to be determined by the above means, the student shall be eligible to participate in male, men's, boys, coed, or mixed athletic activities only.

Adopted: 9/14/23

POLICY 5.01 PURCHASING

The Board of Trustees of Labette Community College will provide faculty, staff, and students with the 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 purposes.
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, 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 purchases of supplies, equipment, and services for which the estimated cost is in excess of $19,999. The authority to purchase items whose estimated cost is less than $20,000 is delegated to the President or their designee.

This bid practice will apply to all purchases of the College except under the following circumstances:

1. "Sole source" procurements of unique goods or services available only from a single supplier with no competition. The Board will act on “sole source” purchases after reviewing the information.
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 a separate student, alumni, and other organizations through accounts maintained for them by the College as fiscal agents.
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 an 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 that effectively precludes reasonably competitive bids on alternative products or services which adequately meet the needs of the College. Specifications that 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 are 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 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 it 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, 6/10/21, 10/20/22
Reviewed: 5/11/04, 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 In Redzone under Policy and Procedures.

For purchases costing $10,000 or more but less then $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 then $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, 6/10/21
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.

Adopted: 6/13/94
Revised: 6/9/11
Reviewed: 6/9/11, 2/14/17

PROCEDURE 5.02 TRAVEL

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 5.021 Travel Voucher.

1. Only the actual costs incurred for meals and lodging will be claimed for reimbursement. Tips in excess of 20% 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.
4. Lodging costs must be supported by a receipt for the payment of the lodging. Tips for maid service will not be reimbursed.
5. 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.
6. 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.

C. Travel Regulations: When a trip is being planned, the staff member should first confer with their supervisor. A request for Leave of Absence form should be approved by the supervisor.

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

Revised: 8/8/05; 1/11/10; 6/16/11, 8/24/15, 7/20/23
Reviewed: 2/14/17

PROCEDURE 5.020 MEAL REIMBURSEMENTS FOR LOCAL TRAVEL

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 the 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 in a timely fashion upon trip completion will also prevent an employee from being reimbursed. Tips in excess of 20% 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.

Approved: 8/8/05;
Revised: 1/11/10, 6/16/11, 8/24/15, 7/20/23
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. Travel Voucher must be turned in prior to the trip taking place, with a minimum notice of 1 week when possible.

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. Request for reimbursement should be submitted by online requisition with receipts and registration confirmation documentation within 5 business days. 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 visit the Business Office to book airline reservations with the college credit card. If using personal credit card, to be reimbursed, an online requisition must be completed with supporting documentation sent to the AP department. Reimbursements will be made to employees by College check, if submitted within 5 business days. 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 Employee Travel Voucher with appropriate signatures and submit to Payroll Benefits Coordinator. Payroll Benefits Coordinator will complete the transaction through College authorization. A hotel receipt must be sent to the Payroll Benefits Coordinator upon returning to work or the employee will be responsible for reimbursing the College.

Meals

All meals will be reimbursed with receipt only. Tips in excess of 20% will not be reimbursed. Request for reimbursement should be submitted through online requisition with appropriate approvals. Reimbursements will be made to employees by College check, if submitted within 5 business days. If trip is not over night, no reimbursement will be made for meals. Please see Procedure 5.02 Travel and Procedure 5.020 Meal Reimbursement for Local Travel.

Mileage

Request for reimbursement should be submitted though online requisition with appropriate approvals. Reimbursements will be made to employees by College check, if submitted within 5 business days. Employees who travel frequently doing recruiting, clinicals or weekly travel can submit their mileage monthly. Mileage will be reimbursed at the published Internal Revenue Service 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 Director, and to the immediate supervisor. Please include dates, what vehicle requested, what time vehicle will be picked up and dropped off, and a list of all who 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 Coordinator will continue to handle these arrangements with the assistance of the sponsor. See Procedure 5.022 Student Travel.

Exceptions to the procedure may be made by the VP of Finance and Operations.

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

Approved: 1/11/10
Revised: 10/18/10; 5/2/11; 6/16/11, 8/24/15, 2/22/16, 8/3/23

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 Coordinator at least two weeks in advance of the trip date, when possible. Signatures from the sponsors and the appropriate supervisors must be on the form. Do not take forms directly to the Business Office without approval signatures.
2. All registration information must be completed and sent to Accounts Payable through online requisition.
3. If the hotel is paid for by the College credit card, receipts must be turned in at the completion of the trip. Receipts go to the Payroll Benefits Coordinator. If receipts are not turned in at the completion of the trip, program/group/individual will be personally responsible for the charges.
4. If an advance check is requested for the trip, provide supporting documentation for the advance with the Travel Voucher. Provide date requested by, who payable to, and account number. Return receipts and remaining funds to the Payroll Benefits Coordinator at the completion of the trip.
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. 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 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 is required.

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
Revised: 7/20/23

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 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; 11/21/19

PROCEDURE 5.04 HENDERSHOT GALLERY

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

PROCEDURE 5.05 CONFIDENTIALITY OF PERSONNEL RECORDS

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 their 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

PROCEDURE 5.06 SCHOOL PROPERTY

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 In Redzone under Policy and Procedures.

Revised: 1/11/10, 8/24/15; 12/16/16; 1/5/17

PROCEDURE 5.060 ISSUANCE AND RETURN OF COLLEGE PROPERTY

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

PROCEDURE 5.061 COLLEGE KEY

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, EMERGENCY NOTIFICATION, AND TIMELY WARNING ISSUANCE

Purpose - Labette Community College (LCC) has a long-standing philosophy to ensure the safety, health and well-being of all its employees, students, and visitors and is committed to maintaining a safe, secure and positive learning environment. As such, in the event of a substantiated serious safety concern on or near the campuses, we have established policies and procedures to notify the campus community. Information on situations that are crime-related or potentially threatening will be carefully disseminated in a timely manner to the campus community through the issuance of an Emergency Notifications (EN) or a Timely Warning Notice (TWN). 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.

Emergency Notification

In the event of an emergency, LCC's Emergency Response Team will assess the significance, level of danger, and immediate threat to the health, safety, and security of the college community. Directly thereafter, an Emergency Notification (EN) will be issued. The Emergency Response Team will determine the content of the message and will utilize the appropriate systems (stated below) to communicate the threat to the LCC community or to the appropriate segment of the community if the threat is limited to a particular population, campus location, or building. Taking into account the safety of the college community, the Team will initiate the notification system. This communication may include School Messenger (LCC's emergency notification system which includes e-mail to all LCC email accounts, text and voice messaging), public address system, College website, posted notices in buildings, and/or local media. Students, employees, and visitors will be directed to a location of safety and the building(s) will be secured. Depending on the nature and severity of the incident the Emergency Response Team may need to confer with local, state and federal agencies, who will then determine if notification to the larger community is required.

As required by the Higher Education Opportunity Act (Public Law 110-315), LCC's Emergency Response Team will promptly determine the details of the situation and initiate the notification system. Taking the safety of the community into consideration, the notification will be implemented unless the Team determines that it would compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency. In such a circumstance, the notification may be delayed.

The Emergency Response Team consists of the President, Vice President of Finance and Operations, Vice President of Student Affairs, Vice President of Academic Affairs, Human Resource Director, Public Relations Director, Athletic Director, Facilities Director, and the Director of Information Technology.

Procedure 5.070 details the Emergency Response Plan for Labette Community College.

Timely Warning Notice

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act of 1998, LCC will issue Timely Warning Notices whenever a serious criminal incident is reported and deemed to pose an ongoing threat to the campus community. These efforts help keep the campus community safe and empowered to protect itself from harm. The Clery Act defines specific crimes that require the issuance of Timely Warning Notices when crimes are reported to Campus Security Authorities (individuals with significant responsibility for student and campus activities), Campus Security, or local law enforcement and for crimes that are believed to have occurred on campus property, public property immediately adjacent to campus property, or in/on non-campus buildings or property. Clery crime classifications include criminal offenses: aggravated

assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offences, and stalking ; hate crimes: any of the aforementioned crimes and any incident of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that is motivated by bias.

The College's Emergency Response Team or member thereof will review all reports to determine if there is an ongoing threat to the community and if a Timely Warning Notice is warranted. The Emergency Response Team will determine the content of the message and Timely Warnings will be communicated to students, faculty, and staff through a "blast e-mail" to all Labette email accounts. At times other methods of communicating the Timely Warning may be used in conjunction with the "blast e-mail" and may include any of the following: School Reach (voice and text messaging), public address system, College website, posted notices in buildings, and/or local media.

Criteria for Issuance of a Timely Warning Notice

The intent of a Timely Warning Notice is to alert the campus community of ongoing threats and enable individuals to protect themselves. It is also considered a tool to use in the prevention of similar crimes.

The decision to issue a Timely Warning Notice will be decided on a case-by-case basis. Issues taken into consideration are details surrounding a crime, the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. While the Clery Act does not specifically state what information should be included in a Timely Warning Notice, the information should include all information about the crime that would promote personal awareness and safety. Generally, the Warning will specify the type of reported crime, the time and location that the reported crime occurred, a clear description of what occurred, and information to the campus community regarding the steps to take to protect oneself and avoid becoming a victim. The Timely Warning Notice WILL NOT include any information that would identify the victim.

How Timely Warning Notices are issued:

1. Upon receipt of pertinent information that a criminal incident or dangerous situation has occurred that would impact the campus community and/or the surrounding area the Emergency Response Team will promptly convene and/or communicate to determine if the incident occurred on campus defined geography, was reported to a CSA, meets the Clery Crime definitions, and if there is an ongoing threat to the campus community.

2. The Emergency Response Team will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system.
3. The Timely Warning Notice will be disseminated to the campus community through a "blast e-mail" to all Labette email accounts. LCC may also use one or more of the following means to distribute the Timely Warning notice:

- School Messenger - LCC's Emergency Alert System which includes e-mail to all Labette accounts, text and voice messaging.
- Posting on LCC's website (www.labette.edu)
- Posting on college buildings
- Through local media

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 in Redzone 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 620-820-1239 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 620-820-1239 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 620-820-1239 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 M100.
- 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 M100.
- 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 M100.
- AED's (Automatic External Defibrillators) are located in the Student Union, 1st floor; Gymnasium, 1st floor and portable; H Building, 2nd 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 of 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 must 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, 8/6/20

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

Labette Community College

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 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 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 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 in jeopardy, leave the area.

If leaving is not possible:

1. Listen to what the individual has to say.
2. Speak to them in a clear, quiet voice.
3. Explain that you are willing to help them.
4. Respect and do not crowd into their personal space.
5. Never argue with an irrational or aggressive individual.
6. To the extent possible, use logic and reason to calm the individual.
7. If necessary, contact Facilities – 620-820-1284, 620-232-4713, 620-778-2761.

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 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 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 they 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
Cherokee Center Front Desk 620-232-5820

Daytime Contacts: Cell Phones

Jason Sharp	620-423-2584
Kevin Doherty	620-232-4713
Leanna Doherty	620-238-9226
Kelly Kirkpatrick	620-423-1058
Mark Watkins	620-212-8504

Evening Contacts: Cell Phones

Robert Harris	620-778-2761
Jason Sharp	620-423-2584
Kevin Doherty	620-232-4713
Leanna Doherty	620-238-9226
Kelly Kirkpatrick	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
Evergy ---------- 800-383-1183
City of Parsons, Water ---------- 620-421-7010
Emergencies after 5 pm ---------- 620-421-7060
Cherokee Center Rural Water Dist. #5 ---------- 620-249-8842

HOSPITALS

Labette Health	620-421-4881
Mercy Hospital (Pittsburg)	620-231-6100

Approved 3/23/15
Revised: 9/20/18, 11/8/19
Reviews: 8/28/2020

PROCEDURE 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 subsequence 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
Reviewed: 9/27/19

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

POLICY 5.09 GREEN POLICY

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 green house 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

POLICY 6.01 FOUNDATION

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

POLICY 6.02 NAMING OF ROOMS, BUILDINGS AND PHYSICAL FACILITIES

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

PROCEDURE 6.020 OTHER NAMING OPPORTUNITIES

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

PROCEDURE 6.021 FINANCIAL DONATIONS- ATHLETICS

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. 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

PROCEDURE 6.04	FUNDING AND ACCOUNTING OF PRIVATE SCHOLARSHIPS BETWEEN THE COLLEGE AND LCC FOUNDATION

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

POLICY 6.05 PUBLIC RELATIONS

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 their 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 In Redzone 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

PROCEDURE 6.061 WEB PICTURES

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
Reviewed: 6/20/19

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, pod casts 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. 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; 6/20/19

PROCEDURE 6.08 EVENT APPROVAL

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. _____

_____

_____

Requestor's signature Requestor's position Date

_____

President's Signature *Date*

Revised: 12/7/12
Revised: 12/7/17

POLICY 7.01 ADMINISTRATORS AND STAFF: CONDITIONS OF EMPLOYMENT

Administrators and non-instructional staff provide leadership and management of instruction, student development, administration, a supportive environment, financial services, and other College functions that support the mission of the College. The president is the chief executive officer and is responsible for the 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 president will administer the affairs of the College 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), contracts/employment confirmation letters for administrators and staff require approval of the Board of Trustees. These conditions of employment are considered policy statements that 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 staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is a recognition that these conditions of employment are applicable.

B. Employment procedures

The employment of administrators and staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as the policies of the Board. The need for administrators and staff will be determined by the president, and recruitment and selection will be consistent with procedures developed by the Human Resources Office.

Contracts/employment confirmation letters for administrators and staff require the approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment when appropriate.

C. Terms of appointment

Administrators and staff perform duties and responsibilities as assigned by the president and/or designees. Administrators and staff will receive either a contract or an employment confirmation letter as defined in Procedure 7.05 Administrator and Staff Agreement Contracts and Employment Letters. Employment contracts and letters are approved by the Board of Trustees as listed in the meeting agenda. See Procedure 7.05 Administrator and Staff Contract Agreement and Employment.

D. Employment Evaluation

All administrators and 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 administrator’s and staff’s performance is reviewed with respect to their 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. Evaluations will be conducted in compliance with approved policies and procedures.

E. Promotion, Reassignment, and/or Transfers

The mission of Labette Community College (LCC) 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, 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 administrative, faculty, and 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, 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 the complexity of duties and/or the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that qualifies the employee 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 staff by direct appointment when, in their best judgment, the best interests of the College will be served by passing over regular procedures and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including professional 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 their salary range given to (1) recognize that employee's outstanding performance of their 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, more complex job duties, or the 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 and 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 staff within the College when, in their 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 not under a contract but 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.

F. Work Schedule

Hours:

The normal week for full-time administrators and staff is thirty-six (36) hours per week with working times approved by the supervisor. The operating hours of Monday through Thursday, 8:00 am to 4:30 pm must be staffed for public access. Part-time employees' hours are set by the supervisor to fulfill departmental need. The president can set required Fridays to work each year, typically based on school need such as graduation day.

Administrators and exempt staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Nonexempt employees are eligible for compensatory time and/or overtime for qualified positions when the hours-worked threshold is met. Part-time employees may work a maximum of 36 hours per week for a limited period of time with approval from the Human Resources Office which takes into consideration the maintaining benefits thresholds.

G. Absence and Tardiness

Punctuality and regular attendance are important factors in being considered for job retention and promotion. If an administrator or staff is going to be late or absent, the immediate supervisor should be notified. Excessive absenteeism will be subject to positive discipline by the supervisor or reviewed for ADA or FMLA criteria.

H. Compensation

Compensation for each administrator and staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such review take effect no earlier than 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, recently hired personnel, or other adjustment occurrences necessary for business needs

An administrator or staff must be employed with LCC for 4 full months by the month prior to the increase effective date in order to receive an annual increase.

Compensatory time will be earned by eligible non-exempt staff when the hours-worked threshold is met. (See procedure 7.10.)

Pay Periods:

The pay period for non-exempt full-time employees is one of two period times; the 16th of the month to the 15th of the following month, or the 1st to the end of the month.
The pay periods for exempt employees is the 1st of the month to the end of the month.
The pay periods for nonexempt part-time employees is the 10th of the month to the 9th of the following month.

Payroll Deductions:

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, Social Security, and Kansas Public Employees Retirement System (KPERS). If authorized by the employee in writing and approved by the Human Resources Office, other deductions will be made as desired by the employee. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good-faith commitment to future compliance.

I. Health Insurance and Retirement Benefits

Health insurance benefits will be available for eligible full-time and part-time employees working 20 or more hours a week, as per the position description. The College will pay 90 percent of a single membership, except

when notated differently through an employee's contract terms. In addition to single membership, if an employee desires employee and spouse, employee and child, or employee and family coverage, payroll deductions from the employee's pay will be made for the above options. Employees who work a minimum of 1,000 hours per year but less than 1,560 hours per year are eligible for part-time health insurance benefits at the part-time rate. Adjunct-only employees on contracts are not eligible for benefits.

KPERS:
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. Employees are required to automatically contribute to KPERS through payroll deduction. Information concerning the program is available in the Human Resources Office.

Staff may elect to participate in an optional "cafeteria plan" Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and cancer insurance.

Tax Sheltered Annuity Proposal—403(b) and KPERS457:

LCC will match contributions at an amount set annually to a tax-sheltered annuity, also known as a 403(b) or KPERS457. Employer contributions will vest with a 403(b) according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERS457 retirement plan instead of the 403(b), resulting in full vesting at that time.

Note: Regardless of the previous years of service, the vesting years will be based the most recent benefit eligible hire date.

J. 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 employee is 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 the 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 workers' compensation lost wage payments currently paid at 66%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is

off work. If a worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure 10.17 Return to Work Program).

K. K. Vacation and Sick Leave

Vacation and Sick leave time allow employees to balance work and life needs while maintaining their income. Leave allowances improve morale, employer-employee relationships, and retention rates. For reporting and payroll purposes, vacation and sick time will be used according the FLSA standard in regard to the exempt or nonexempt status of the positions. Employees will accrue time monthly for vacation and sick leave. Further information can be found in Procedure 7.07 Administrators and Staff Vacation, Procedure 7.08 Administrators and Staff Sick Leave.

L. Military Leave

The College will comply with all military leave laws.

M. Educational Benefits

Labette Community College will waive tuition, fees, 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 all fees associated with workshops and seminars.

See Procedure 7.11 Taking Courses During Scheduled Work Hours and Procedure 10.15 Employee Book Loan Program.

N. 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 a satisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, conferences and written communication. 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 and Procedure 2.16 Performance Improvement Counseling.

O. 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 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 closed Fridays, 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 grieve able action.

Procedures: Level 1 – The employee shall first submit the grievance in writing to their 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 they receive 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 their 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 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.

P. Reduction in Force

If the Board and administration decide that the size of non-instructional staff must be reduced (not to include involuntary termination for cause), the following guidelines 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 qualifies. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider the reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by the reduction in force:

- Extension of the employee education benefit policy for a period of one academic year for employees/end of the same semester for dependents
- Use of the LCC Student Success Center or computer labs for resume preparation and job searches for up to one year

Revised: 3/9/17, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022; 7/13/2023, 10/10/2024

Definition

"Administrator agreement or contract" refers to the employment contract between the Board of Trustees and personnel hired to fulfill administrative and staff positions.

Contract/Employment Confirmation Letter Terms

Contracts are offered to the administration governance group of presidents and deans, and to staff who were hired before 08/29/2011 (grandfathered-in employees) that met previous terms of the contract agreement procedure. An administrator or staff member with a contract in place will be offered a new contract for the ensuing fiscal year unless: (1) they are 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 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-grieve able action. The normal contractual period extends from July 1 to June 30; grant-funded and other selected employees may receive a contract whose starting and ending days reflect the grant year or other time period. However, initial and final employment contracts may be for a shorter period.

Employment confirmation letters will be presented to designated staff hired after 8/29/11, not to include the Administration governance group or faculty.

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. Funding for all contracts and employment confirmation letters must be approved by the Board.

Appointments that are dependent on funding from a specific revenue source(s) other than College district budgeted funds may terminate or change when the funding is no longer available or when funding changes.

The President is hired under a separate contract approved and issued by the Board of Trustees.

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 a closed business day, payday is the preceding work day.

Issuance

Generally, in May of each year, three copies of each contract are prepared by the Human Resource Office and sent to the employee for their signatures. A deadline is stated within the contract for the signed contract to be returned to the Human Resource Office. If the employee does not sign and return the contract by the deadline, the agreement is considered

to be null and void. In typical practice, in May, June, or July, the Board of Trustees ratifies the contracts and the Board Chairperson and the Secretary-Clerk of the Board sign the agreement.

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.

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. Employee

Release From Contract

Contracts 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 staff wishes to resign their position within a contract year, they may do so by submitting to the President a letter requesting release from their 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, 1/15/25
Reviewed: 6/20/19

Holiday Break: will be determined annually. In no case, shall non-instructional staff be required to work on the day before Christmas day. The winter holiday break shall consist of no fewer than 14 calendar 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. Part-time employees who are not benefit-eligible will not receive holiday pay.

Observance of Holidays:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Juneteenth
5. Week of Independence Day
6. Labor Day
7. Week of Thanksgiving Day
8. Christmas Day

Additional paid days off/holiday time may be observed during the holiday recesses 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 alternative time off for employees. The president may choose to observe additional holidays as merited. These additions can be observed on the official date or will otherwise be included in the work schedule to provide alternative time off for employees. If any holiday time is assigned to the Christmas holiday/Winter break, it will be in addition to the already-established Winter holiday break of 14 calendar days.

If an employee is to work over the holiday break due to business need not being able to be postponed, they must have approval from their supervisor and vice president and the hours will be counted as straight time (until they reach 36 hours worked, then compensatory/overtime would accrue) and would be in addition to the holiday time pay. Holiday time is not considered time worked for compensatory/overtime purposes.

Campus Closure hours paid:
There may be instances of inclement weather, safety precautions or other incidents where the campus is forced to close. When this occurs, campus closure hours are paid to benefit eligible employees. Supervisors may ask the employee to work if the work tasks cannot be postponed. Campus closure hours are not considered time worked for compensatory/overtime purposes.

Employees who work on a campus closure day will receive less paid closure hours and instead receive regular time-worked pay. If more than 36 worked hours occur in the week, the compensatory/overtime accruals will apply to the hours worked above 36.
Each work week is equal to 36 hours. The work week is Sunday 12am to Saturday 11:59pm. If the employee has an approved vacation or sick day, it will be changed to campus closure pay.

Employees being on campus on a campus closure day is discouraged. If it is necessary to be on campus, they must have prior approval from their Vice President or President.

Hazard pay for hourly employees may be designated by the President, or designee, in occurrences of campus closures when employees are needed to be present for work duties caused by hazardous incidents. Examples are snow removal, facilities emergencies, IT emergencies, or other weather-related emergencies, this list is not all inclusive. Pay granted during hazard designated incidents will be paid as straight time and be in addition to the already designated campus closure pay. If the employee has over 36 hours of worked time, compensatory/overtime rules would apply. The employee will need to complete the Hazard Pay timesheet to be compensated correctly.

Revised 2/12/07, 9/29/11, 8/3/23, 12/07/23, 03/05/25
Reviewed: 6/20/19

Vacation Accrual: Vacation leave is accrued at 7.5 hours a month for staff hired to work full-time at 12 months per year, until the fifth year of employment is reached then vacation shall accrue at the rate of 12.53 hours per month based upon the anniversary date of employment. For part-time benefit eligible employees, hired to work 20 hours or more, vacation will accrue at 4.00 hours per month.
Initial employment subsequent to the fifteenth (15^{th}) of any month shall not be considered a month of employment for vacation leave credit. 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.

Staff hired to work full-time for nine to eleven months per year will be granted 36 vacation hours per fiscal year, which will be prorated if the employee enters employment at a partial year. For example, a typical 9-month employment that starts mid-year would be granted 4 hours for each month of the initial year hired.
These hours will not accrue or accumulate year to year and will reset to 36 hours at the start of the fiscal year.

Vacation leave may be accumulated to a maximum of 225 hours. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal leave. Annual vacation requests should be submitted as far in advance as possible, preferably at least thirty (30) days ahead.

Payroll Procedure for Reporting Vacation: All leave requests are subject to supervisor approvals. For exempt employees vacation can only be taken in full-day increments. For nonexempt (hourly) employees vacation time will be figured to the nearest quarter hour based upon the actual amount of time used or accrued.

Due to the flexible schedule program, if an hourly employee desires to work additional hours throughout the work week to make up missed hours from that week, they may do so with Supervisor approval. Otherwise, time unworked must be counted towards the vacation amount needed on a leave form. For example: Joe works a 36-hour work week, 9 hours each day Monday to Thursday. He wants to take the day off on Thursday, so he works an additional 2 hours Monday to Wednesday. This puts his total hours worked at 33 hours, meaning he will need to request 3 hours of vacation time on the leave form. **Any change of schedule is subject to supervisor approval and work tasks needed.

Each work week is equal to 36 hours. The work week is Sunday 12am to Saturday 11:59pm.

If no vacation is accrued, a non-exempt employee may take the time off without pay. If no vacation is accrued, an exempt employee must be absent for 1 full day before receiving time off without pay.
Vacation time is not considered time worked for compensatory/overtime purposes.

Revised 4/27/04,6/20/19, 03/05/25

Sick Leave Accrual:
Sick leave is accrued at 7.5 hours a month for staff hired to work full-time at 12 months per year. For part-time benefit eligible employees, hired to work 20 hours or more, sick will accrue at 4.00 hours per month. Initial employment subsequent to the fifteenth (15^{th}) of any month shall not be considered a month of employment for sick leave credit.

Staff hired to work full-time nine to eleven months per year will be granted 72 hours of sick leave per fiscal, which will be prorated if the employee enters employment at a partial year. For example, a typical 9-month employment that starts mid-year would be granted 8 hours for each month of the initial year hired. These hours will accumulate and follow the 225/675 rule below.

Staff who have accrued 225 hours of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 675 hours of sick leave. If fewer than 225 hours are accrued, accumulating factors go back into place until 225 hours are accrued. In no case shall an employee be allowed to accrue more than 675 hours of sick leave. If an employee elects to contribute hours to the sick leave bank, their sick leave hours will be decreased by that number of hours, up to a maximum of 36 hours 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.

Payroll Procedure for Reporting Sick Leave: For exempt employees sick leave can only be taken in full day increments. For non-exempt employees, sick time will be figured to the nearest quarter hour based upon the actual amount of time used or accrued.

Due to the flexible schedule program, if an hourly employee desires to work additional hours throughout the work week to make up missed hours from that week, they may do so with Supervisor approval. Otherwise, time unworked must be counted towards the sick amount needed on a leave form. For example: Joe works a 36-hour work week, 9 hours each day Monday to Thursday. He has to take the day off on Monday, so he works an additional 2 hours Tuesday to Thursday. This puts his total hours worked at 33 hours, meaning he will need to request 3 hours of sick time on the leave form. **Any change of schedule is subject to supervisor approval and work tasks needed.

Each work week is equal to 36 hours. The work week is Sunday 12am to Saturday 11:59pm.

If no sick is accrued, a non-exempt employee may take the time off without pay, use vacation, or apply to the sick bank. If no sick is accrued, an exempt employee must be absent for 1 full day before receiving time off without pay, use vacation, or apply to the sickbank.

Sick time is not considered time worked for compensatory/overtime purposes for hourly employees.

Sick Leave Usage: Sick leave usage is defined for the employee as needing time off while absent for an illness and/or to attend doctor appointments. Employees who find they are unable to be present for the

completion of their assigned duties will call their immediate supervisor as far in advance as possible. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

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). Step, foster and half relationships are considered to be included in the definition of immediate family.

Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of an illness which is catastrophic or life threatening and/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, grandmother-in-law, grandfather or grandfather-in-law. Step, foster and half relationships are considered to be included in the definition of immediate family.

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.

Employees are able to use up to five days of sick leave due to the birth of a well grandchild, to be used within 90 days of the birth and do not have to be used consecutively. These hours must be noted on the Request for Leave form. Step, foster and adopted relationships are to be included.

Sick leave will be taken according to the Family Medical Leave Act (FMLA) policy when the employee is eligible for FMLA leave.

The Sick leave bank is available to employees who qualify and need additional time, found in Procedure 7.09 Sick Bank Leave.

Revised 7/5/05, 6/20/19, 03/05/25

PROCEDURE 7.09 SICK LEAVE BANK

Purpose:

To establish a bank of sick leave days through donations by LCC employees. This bank will provide a benefit to employees, who have themselves suffered a catastrophic injury/illness, common illness, or need of parental leave; or their family members who have suffered a catastrophic injury/illness, common illness, or death and the employee does not have sufficient accumulated sick leave days in their banks, causing them to exhaust all of their sick time and potentially lose compensation.

Criteria:

A. Family members include spouse, partner, parent, child, grandparent, sibling, sibling-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or any person who is wholly dependent on the employee.
B. Up to fifteen (15) days of combination accumulated sick leave and bank days may be used in each calendar year for an illness that may not require hospital admittance or prolonged care of the employee or to care for their family. Examples could be a common cold, flu, COVID, and other illnesses treated at home.
C. Up to fifteen (15) days combination of accumulated sick leave and bank days may be used due to the death of a family member.
D. Up to ninety (90) days combination of accumulated sick leave and bank days may be used due to a catastrophic illness or injury of the employee or to care for their family.
    - Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or their family member. Such injury or illness must be severe or prolonged. Giving birth is considered a catastrophic injury until the employee is released from doctor restriction. Leave must require the services of a doctor of medicine who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.
E. Up to four (4) weeks, at 36 hours per week, of bank days, may be used for parental leave due to the birth, adoption, or foster of a newly placed child.
F. Full-time employees who have been employed by LCC for more than three (3) months may apply for bank days.
G. The employee must utilize all of their accumulated sick leave before using the bank days. They are not required to utilize all of their vacation days.
H. Employees needing to be absent for extended periods will need to complete the FMLA process. Typically, more than 2 weeks.
I. The President may approve additional days if they deem appropriate.

Requesting Use:

A. To request use of the Sick leave bank, the employee would write a letter to the Director of Human Resources and include:
    - If the need for sick leave is due to death, the employee needs only to include the reason, time frame with dates, and copy of the obituary.
    - If the need for sick leave is due to an illness not requiring prolonged care, the employee needs only to include the reason, timeframe with dates, and doctor's note if applicable.
    - If the need for bank days is due to a catastrophic injury/illness, the employee needs to include; a physician's statement for themselves or their family member. The physician's statement should also include the beginning date of the condition, a description of the

illness or injury, the reason for leave, and either the anticipated date the employee will be able to return to work or when they will be absent from work, such as the length of time or intermittent.

- If the need for bank days is due to parental leave for the birth, adoption, or foster of a newly placed child, the employee needs only to include the reasons and timeframe with dates.

B. Approved requesting employees can be granted bank days from the requested start date on the initial request.
C. A new request must be completed for any additional bank days needed and not stated on the initial request or in the instance of a new event.
D. If the requesting employee carries Short Term Disability, the bank days could run concurrently to supplement their compensation to reach 36 hours of pay weekly for the amount of time the employee requests and the committee approves.

Donation:

A. A maximum of 36 hours may be donated, voluntarily, to the sick leave bank at any time during the year when the committee notifies employees or up to 72 hours when an employee is leaving employment.
B. Once an employee's sick leave has been donated to the bank it cannot be restored to the individual.
C. Employees may not designate a particular employee to receive their donated time.
D. Employees who use bank days are not required to pay them back.
E. Unused bank days will be returned to the bank if an employee returns to work before expected.
F. Days in the sick leave bank may be distributed until the bank is exhausted.

Committee Guidelines:

A. The Director of Human Resources shall serve as chairperson of the ad hoc committee.
B. Committee members will be appointed and serve as long as employed, until they excuse themselves, or until the Vice President of Finance & Operations excuses them in instances of complaints or concern.
C. The Vice President of Finance and Operations will appoint members to the committee after receiving nominations from each group.
D. The committee will consist of one member from each governance group.
E. Committee members that request use from the bank for themselves, will excuse themselves as a committee member for their own case. They will rejoin the committee after the process is complete and can continue to serve.
F. The committee will abide by all policies and procedures when making decisions, including guidance from this procedure.
G. The committee will be provided with an accrued sick time total that has been used by the requesting employee.
H. A combination of the employee's sick leave days and the bank days drawn may not exceed the set days maximum and will be tracked in a rolling year to begin the first day the employee utilizes the sick leave bank for the first time.
I. The committee shall make a recommendation to the Director of Human Resources for the number of sick leave days and the timeframe they wish to grant the requesting employee.

Adopted: 6/12/95
Revised: 9/24/07, 11/16/23
Reviewed: 6/20/19

PROCEDURE 7.10 WAGE AND SALARY-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 (FLSA), 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 Human Resources department shall be responsible for the implementation and administration of this procedure including the maintenance of the master compensatory time file for non-exempt (hourly) employees. Most non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with the approval of their supervisor.

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 Office. It is understood that all hours in excess of 36 hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Compensatory time will be computed at the rate of 1 and ½ hours of compensatory time for every hour physically worked over 36 hours per workweek. 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 36 worked in a regular work week are compensatory time for payroll and leave purposes. With the approval of the appropriate administrator, each department of the College that 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 36 per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with the payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received.

Any time worked over 36 hours per week, which is to be handled differently than that department's usual practice must be agreed to by the appropriate administrator, supervisor, and employee in advance of the work being performed. In the event that a 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.

Every eligible employee may accrue up to 75 hours of compensatory time. 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 payday following the posting of the accrued hours. Payment for the 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 no later than the next payday following the status change at the rate currently earned by the employee.

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.

Payroll Procedure: 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 non-exempt employees. All compensatory time taken by non-exempt employees will be reported to payroll using College leave forms.

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 vice-president, or the president in cases where the supervisor is also the vice-president, as soon as it is practical and they will jointly reach a decision on the matter that will be final.

Adopted: 6/1/98
Revised: 6/20/19, 7/20/23, 04/16/2025

PROCEDURE 7.11 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 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 scholarship credited 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 36 hours in a week, subject to the College's hourly employee wage policy. Under this provision, tuition and fees will be scholarship credited 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

Employees 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 employee 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, 6/20/19, 03/05/25

POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT

Educational Support Staff have been combined with Professional Staff to become “staff”. Chapter 8 contents have been relocated to Chapter 7.

Revised: 3/9/17, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022, 7/13/2023, 10/10/24

POLICY 9.01 PROFESSIONAL EMPLOYEES: CONDITIONS OF EMPLOYMENT

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 K.S.A. 72-2252 to 72-2258. (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 implementing. (See Master Agreement)

A. Retirement (See Master Agreement)

B. Teaching and Evaluation of Instruction (See Master Agreement, Appendix D)

I. Qualifications

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

The Vice President of Academic Affairs or Dean of Instruction as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other supporting documentation.

In addition to meeting the HLC required faculty qualifications, faculty may need special credentialing requirement per program accreditation, the Kansas Board of Regents (KBOR), or Concurrent Enrollment Partnership (CEP) agreements between high schools and Labette Community College.

C. 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 to a similar 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 and Seniority (See Master Agreement)

Reviewed: 6/12/01, 4/25/09, 7/14/11, 5/1/14, 9/12/14, 1/8/15, 4/13/17
Revised: 5/2/19, 1/13/22, 7/11/24

PROCEDURE 9.010 DETERMINING QUALIFIED FACULTY

The following procedure applies to all faculty members whose primary responsibility is teaching.

In Alignment with HLC Criteria for Accreditation and Assumed Practices B.2.a.

"Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach."

Faculty credentials refer to the degrees that faculty members have earned that establish their credibility as content experts and thus their competence to teach that content in the classroom. Common expectations for faculty credentials in higher education include
the following:

- Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield (as applicable) in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed. Completion of a degree in a specific field enhances an instructor's depth of subject matter knowledge and is easily identifiable.

- With the exception noted in the bullet immediately following, faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If a faculty member holds a master's degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.

  If an individual faculty member has not achieved 18 graduate credit hours in the discipline in which he or she teaches, the institution should be able to explain and justify its decision to assign the individual to the courses taught. These decisions should be supported by procedure. See the following subsection for more information about how experience may be considered in determining faculty qualifications.

- Faculty teaching in career and technical education, college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.

What is Tested Experience?

Instructors not holding a relevant degree can be deemed qualified by tested experience by the Dean of Instruction or Vice President of Academic Affairs. The Higher Learning Commission, LCC's accrediting agency, defines tested experience as "experience the institution determines is equivalent to the degree it would otherwise require for a faculty position" (HLC, 2016). Tested experience must include a breadth and depth of experience outside the classroom in applied settings relevant to the discipline being taught.

At a minimum, when LCC chooses to make hiring decisions based on tested experience we must adhere to the following criteria:

- The college will have well-defined procedures and documentation for determining that the tested experience is sufficient for ensuring the faculty member has the necessary expertise to teach in the discipline.

- The minimal faculty qualifications through tested experience should be relevant for the degree level(s) being taught and the specific content of course(s) assigned to the faculty member.

- Tested experience qualifications should be established for disciplines and programs and can include skill sets, certifications or additional credentials, and relevant experience. These might include substantial graduate level coursework and/or methodological training in a discipline appropriate to the field of instruction; a record of research, creative activity, scholarship or achievement appropriate to the field of instruction; related research experience in industry; practical experience in the art, business, legal, or political sector; relevant clinical experience; relevant certifications or credentials; and demonstrated competency in a relevant skill set.

- Procedures for evaluating tested experience should be consistent and transparent, and easily explained to our accreditors.

- Procedures for determining faculty qualifications through tested experience should be reviewed and approved through appropriate faculty governance processes.

In considering alternative qualifications, the College considers competence, effectiveness, and capacity to contribute to effective teaching and student learning outcomes in the teaching discipline.

Alternative qualification factors in determining criterion are categorized in the following areas:

- Research and publications
- Professional Licensure or certification
- Specialized Training
- Artistic Performance
- Related work experience (minimum 4,000 hours)
- Documented teaching excellence in the discipline

- Honors, awards, or special recognition
- Other competencies or achievements.

Documentation and Certification of Faculty Credentials

To document and establish the expertise of each instructor who will be teaching courses at LCC, LCC will use this evaluation.

- Does this instructor hold a degree in a discipline that is appropriately matched to the courses they teach?
    - *If yes*... document degree and discipline.
    - *If no…*
        - Does this instructor have a minimum of 18 graduate credit hours in the discipline or subfield in which they teach, OR
        - Does this instructor have a combination of education, testable/measurable experience, significant research, training, industry certification, or professional licenses in the field in which they teach that the department can demonstrate qualifies them to teach in this field? If so, how will you document this?

The Dean of Instruction or Vice President of Academic Affairs is responsible for completing the credentials documentation. Guidelines for the documentation of faculty credentials are outlined below.

Each applicant/faculty member shall submit or have submitted to the DOI or VPAA the relevant credentials documentation, prior to beginning their service as an instructor.

The following documents are needed, at minimum, to complete the credentials documentation of an instructor:

- official transcript(s) of the highest degree earned and/or transcript(s) pertinent for credentialing the faculty member in the teaching discipline(s),
- Labette Community College Qualified Faculty Documentation Form and
- accompanying documentation and/or current curriculum vitae, if applicable.

Once the credentials have been determined and documented, the forms will be sent to the Human Resource Department to be added to the employee's personnel file.

The Dean of Instruction or Vice President of Academic Affairs is responsible for completing the credentials documentation using the faculty qualification guide.

Approved 11/04/2021

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 their 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 they 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 Reviewed: 9/17/20

PROCEDURE 10.030 ADMINISTRATIVE CLASSIFICATION APPEAL/REVIEW

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 they 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.

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
Reviewed: 9/17/20

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 that 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 the primary responsibility is the 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, food service, maintenance, and custodial.

Composition of Major Categories

Administration

The Administration includes the President, three Vice Presidents, and two Deans.

President

The 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 certifications 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 two Deans are responsible for the general management of an operational subdivision and hold a minimum of a master's degree. The Dean reports to a Vice President. The titles are: Dean of Instruction and Dean of Enrollment Management and are members of the 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, they normally hold a minimum of a bachelor's degree and are classified as Professional Staff. The Director of the Foundation/Alumni is a member of the 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 with website management. Reporting to the President, they normally hold a minimum of a bachelor's degree and are classified as Professional Staff. The Director of Public Relations is a member of the 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 or Dean for the supervision of a specific program or department. They are classified as professional staff.

Program Directors' primary responsibility is the 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. The directors include such positions as but are not limited to:

- Nursing Education Program
- Radiography Program
- Respiratory Therapy Program
- Medical Diagnostic Sonography Program

Highly Skilled Directors' primary responsibility is the 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:

- Facilities
- Information Technology

Support Directors' 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:

Admissions
Advising
Athletics
Case Manager
Financial Aid
Human Resources
Library Services
Student Success Center (part-time)
Student Support Services
Talent Search

Highly Skilled Technical Professionals are responsible to a Vice President, 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
Workforce Education and Career Training Director

Health Science Professionals are responsible to a Dean or Director and possess high-level skills 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:

Athletic Trainer

Technical Professionals are responsible to a 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 skills or certification in lieu of a degree. The Professionals include such positions as but are not limited to:

Computer Support Technician
Network Administrator
Training Coordinator

Coordinators/Coaches/Counselors' are responsible to a Vice President, 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. The Coordinator/Coach/Counselor include such position as but are not limited to:

Coordinators include:

Accounts Payable
Assessment Coordinator/ESL, Literacy, and Technology

Concurrent/Dual Credit
Payroll/Benefits
Workforce Allied Health Coordinator

Coaches include:
Baseball (Men)
Basketball (Men and Women)
Cheerleader Sponsor
Softball (Women)
Volleyball (Women)
Wrestling (Men)

Counselor/Advisor include:
Career Technical Education (CTE) Recruiter
Financial Aid Counselor
Student Support Services Academic Advisor (Health Science/General Education Emp)
Student Support Services Academic Coordinator
Talent Search Educational Advisors (2)

Specialists are responsible to a Vice President, Dean, Director, Executive Level Personnel, or Support Director and possess high-level technical skills or expertise in a specific area that is necessary for the operation of the 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. The Specialists include such positions as but are not limited to:

Specialists include:
Academic Advisors (2)
Accounts Receivable
Admissions Recruiter
Assistant Baseball Coach
Assistant Basketball Coaches (Men & Women)
Assistant Softball Coach
Assistant Volleyball Coach
Assistant Wrestling Coach
Diagnostic Medical Sonography Navigator
Digital Media
Financial Aid
Print & Graphic Services
Student Life
Student Support Services Advisor (Health Science Emphasis)

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 a bachelor's degree. The Executive Assistant is classified as professional staff under the Specialist classification.

Educational Support Staff

Educational Support Staff consists of Institutional Support Staff I, II, and III, Office Professionals 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:

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 their own priorities. These positions include but are not limited to:

Bookstore Assistant/Switchboard Operator
Food Service Worker
Library Aide

Office Professional Support Staff (OPSS)

Office Professionals 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. These positions include but are not limited to:

Academic Affairs Assistant
Admissions Assistant
Athletic Department Assistant
Enrollment Management Assistant
Finance & Operations Assistant
Foundation/Alumni Assistant
Health Sciences Program Assistant
Instructional Assistant
Nursing Program Assistant
Student Support Services 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 their own priorities. These positions include but are not limited to:

Talent Search Project Assistant (Part-time)

Facilities Support Staff (PPS)

Facilities Support I are individuals in supervisory positions with duties varying according to the assignment. Each supervisor must be proficient within his/her own area of responsibility. These positions include but are not limited to:

Cherokee Center/Maintenance Custodian Supervisor
Custodian 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. These positions 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. These positions include but are not limited to:

Custodians
Part-Time Evening Custodian
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, 5/2/19, 10/15/2020, 8/26/2021, 9/2/2021, 11/8/2022

POLICY 10.04 HIRING

The Board of Trustees will appoint, upon nomination/recommendation by the president, members of the administrative and teaching staffs. KSA 71-201 (5). Upon recommendation of the chief administrative officer, the Board of Trustees will appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of the law. KSA 71-201 (6).

For clarification, the members of the administrative and teaching staffs listed above are administration, professional employees (faculty), and the professional staff. (Procedure 1.02 Governance Structure)

Procedures for hiring shall be determined by the President. (See Procedure 10.04 Hiring)

Adopted: 6/10/21

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. They then notified 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 they desire 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, they 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 180 days. 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 they concur 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, 7/15/2021
Reviewed: 9/17/20

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 Vice President of Academic Affairs, Dean of Instruction, and/or appropriate Director through in-services, one-on-one meetings, and/or group trainings.

Adopted: 6/13/11
Revised: 10/15/2020

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
Reviewed: 9/17/20

PROCEDURE 10.05 RESIGNATION

All non-instructional 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, 9/17/20

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
Reviewed: 9/17/20

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 to Information Technology 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
Revised: 9/17/2020

PROCEDURE 10.08 SEPARATION OF EMPLOYMENT GUIDELINE

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 Education Support Staff employee will be paid all wages earned, including the employee's dollar value of their earned vacation time at the time of their normal pay cycle.

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 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/Administration should be at least two weeks. All other staff is subject to their individual contracts and employment letters. 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, vice president finance and operations, dean of enrollment management, information technology staff, director of public relations, accounts payable coordinator, director of office services, office services assistant/operator, director of facilities, facilities assistant, payroll/benefits coordinator and webmaster.

4. If applicable the President will submit the letter to the Board of Trustees for acceptance of the resignation.

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 IT 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 coordinator 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, 10/2/20, 5/27/21

PROCEDURE 10.10 CARE OF COLLEGE OFFICES AND FACILITIES

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.
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 and procedure.
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 procedure 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 any time unless authorized by the supervisor and facilities department.
8. Candles, incense and 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, 10/02/20
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. 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, In Redzone 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/organizations 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 or property 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). LCC is not responsible for clean up or left behind props, supplies, materials, etc.
5. A $100 deposit for non-LCC groups will be collected prior to booking the **Cardinal Event Center**. The deposit is refundable after the event if there are no damages to the facility. The deposit is refundable if the event is canceled at least one week in advance. The deposit is non-refundable if the event is canceled less than one week prior to the event.
6. College functions and student groups/organizations will be given priority in scheduling of College facilities. Student groups/organizations will be responsible for observing the two 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.
7. The Facilities Department is to be notified immediately of any change in a scheduled event. A custodian and/or an administrative staff member will be on duty during all community and college group meetings to ensure that building regulations are observed.
9. 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.
10. Eating and drinking will not be allowed in Hendershot Gallery.
11. All tobacco products are not allowed on LCC campus, facility or property.
12. The open carry of firearms is not allowed on the Parsons campus in accordance with Policy 2.12.
13. Alcohol is not allowed on campus in accordance with Policy 2.10. Exceptions may be made for select events in the **Cardinal Event Center** with written permission. The group/organization must make the request to the President at least two weeks in advance of the event.
14. Children brought to the campus must remain with their parents. Under no circumstances will children be allowed to run free on campus.
15. Payment must be made to LCC and received by the Facilities Department prior to event.
16. Groups/organizations using the **Cardinal Event Center** are responsible for bagging their trash and placing it in the dumpster.
17. The **Cardinal Event Center** cannot be reserved more than two months in advance by outside groups/organizations to allow the scheduling of college activities first.

Revised: 9/25/2020

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

Above fees are waived for use of facilities during normal operating hours of LCC.

Additional Fees for the Cardinal Event Center:

In addition to the above fees a $200 fee will be charged for the use of the Cardinal Event Center regardless of when it is used. An additional $100 deposit is also charged. The deposit is refundable if there are no damages and/or if the event is canceled at least one week in advance.

Revised: 9/25/2020

REQUEST FOR USE OF FACILITIES
Labette Community College

Date Submitted: _____ Room Requested: _____

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). Please do not hang items on the walls, no confetti or glitter, and no popcorn in the Thiebaud Theatre. Refreshments can be set up in designated areas.
Eating and drinking will not be permitted in Hendershot Gallery.

_____

All organizations must have a designated supervisor responsible for equipment and facility. Tobacco is not allowed on LCC campus, facilities or property. Alcohol is not allowed unless approved in advance by the College President. The open carry of firearms is not allowed on the Parsons Campus. 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 Signature of Responsible Party

FOR LCC USE ONLY

FACILITY RENTAL FEE: _____

_____APPROVED _____NOT APPROVED _____
Facilities Department

Revised: 9/25/2020

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
Reviewed: 9/17/20

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 them 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
Reviewed: 9/17/20

POLICY 10.13 LABETTE COMMUNITY COLLEGE CAMPUS WIDE COPYRIGHT

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
Reviewed: 10/1/20

PROCEDURE 10.13 LABETTE COMMUNITY COLLEGE CAMPUS WIDE COPYRIGHT

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: a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes; b. the nature of the copyrighted work; c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and d. 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: a. The copying meets the tests of brevity and spontaneity, b. meets the cumulative effect test and c. 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: a. Develop, communicate, implement, and enforce the Campus-wide Copyright Policy; b. communicate that repeat copyright infringers are subject to termination of employment or expulsion from the College; c.

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 d. 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, Dean of Instruction, the Office Services Director and the Director of Library Services. The Director of Library Services 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. 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.

Adopted: 3/3/08
Revised: 10/2/20

POLICY 10.14 DRESS CODE FOR EMPLOYEES

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
Reviewed: 9/17/2020

PROCEDURE 10.14 DRESS CODE FOR EMPLOYEES

The College's year-round dress code is business casual Monday through Wednesday. Each Thursday 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 , Thursdays and the scheduled required 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 Thursday , 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
Reviewed: 9/17/20; 9/21/23

PROCEDURE 10.15 EMPLOYEE BOOK LOAN PROGRAM

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 email the bookstore the classes they are enrolled in. Proof of enrollment may be requested. The textbooks will be ordered by the bookstore. The cost of the textbooks will be billed to the business office and the appropriate account charged. The bookstore will notify the participant when the books are available for pick up. A contract will be signed by the participant at the time of pick up. All participants will receive a copy of these procedures when picking up their textbooks.

Within two week of the conclusion of the course, the employee must return ALL textbooks to the bookstore in good condition. The bookstore assistant will sign the contract verifying the books are returned and a copy of the contract will be given to the employee. Any damage to the books will be notated on the contract at this time. A penalty equal to 50% of the cost of the textbook will be charged to the employee for any damaged books and the total cost of the textbook will be charged for any books not returned. Any such charges collected will be returned to the appropriate account.

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, 10/2/20

PROCEDURE 10.16 WORKSITE LACTATION

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
Reviewed: 10/15/2020

POLICY 10.17 RETURN TO WORK PROGRAM

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
Reviewed: 11/12/2020

PROCEDURE 10.17 RETURN TO WORK PROGRAM

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:

Kristin Morgan, APRN-C
Labette Health
1902 Hwy 59 S, Bldg. E, 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- Thursday, 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

Mercy Hospital
1 Mt. Carmel Way, Pittsburg

620-231-6100

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 Kristin Morgan, APRN-C. In Pittsburg to Dr. Richard Gellender, D.O.
   A. Labette Health, 1902 Hwy 59 S, Parsons, 620-820-5800, or Gellender Clinic, 2724 N Joplin, Pittsburg, 620-231-7190 with the Physician Work-Related Injury/Illness Report *(Appendix F)* and the completed Physician Authorization Form for Medical Treatment. *(Appendix E).*
   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, 11/12/2020

Appendix A – Program Poster

ATTENTION ALL EMPLOYEES

Labette Community College

Workers' Compensation Medical Treatment Change

EFFECTIVE: 11/12/2020

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.

Kristin Morgan, APRN-C
Labette Health
1902 Hwy 59 S, Bldg. E, 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

Mercy Hospital
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: 11/12/2020

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.

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1902 Hwy 59 S, Bldg. E, Parsons
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2724 N Joplin, Pittsburg
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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

Mercy Hospital
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

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

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____ BIRTH DATE _____ SEX M ☐ F ☐

CITY, STATE _____ ZIP _____ TELEPHONE _____

FAMILY PHYSICIAN _____ TELEPHONE NUMBER _____

ARE YOU CURRENTLY ENTITLED TO MEDICARE BENEFITS? YES ☐ NO ☐ MEDICARE #(HICN)

HAVE YOU APPLIED FOR MEDICARE OR SSDI? YES ☐ NO ☐ PENDING ☐ REJECTED ☐

EMPLOYMENT INFORMATION

JOB TITLE _____ EMPLOYMENT DATE _____

SALARY/HOURLY RATE _____ HOURS WORKED PER DAY _____

BUILDING LOCATION TIME WORK DAY BEGINS

INJURY/ILLNESS

DATE OF INJURY _____ TIME OF ACCIDENT _____

WHERE IN THE FACILITY/JOB SITE DID THIS INJURY OCCUR? _____

WHAT WERE YOU DOING WHEN INJURED? _____

HOW DID THE INJURY OCCUR? _____

DESCRIBE THE INJURY OR ILLNESS IN DETAIL AND INDICATE THE PART OF THE BODY AFFECTED. (DESIGNATE RIGHT OR LEFT IF APPROPRIATE)

ANY PREVIOUS SIMILAR INJURY? IF YES, EXPLAIN.

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?

TREATMENT

MEDICAL FACILITY

DIAGNOSIS/CARE PRESCRIBED

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

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

NAME OF INJURED EMPLOYEE:	DATE:
JOB TITLE AND DEPARTMENT:	
DATE AND TIME OF INJURY:	TYPE OF INJURY:
MEDICAL TREATMENT CENTER:	

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?

WAS THE EMPLOYEE WORKING AT DESIGNATED JOB? YES ☐ NO ☐

IS THERE MODIFIED DUTY AVAILABLE FOR THE INJURED WORKER? YES ☐ NO ☐

HAS THE INJURED EMPLOYEE RETURNED TO WORK? YES ☐ NO ☐

SUPERVISOR'S SIGNATURE DATE

REVIEWED BY PROGRAM ADMINISTRATORS DATE

PHYSICIAN AUTHORIZATION FORM
FOR MEDICAL TREATMENT

Injured Employee's Name:	Date:
Company Name and Address: Labette Community College 200 S 14 Street Parsons, KS 67357	Supervisor:
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.	

HUMAN RESOURCES
SIGNATURE _____ DATE _____

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.

Kristin Morgan, APRN-C
Labette Health
1902 Hwy 59 S, Bldg. E, 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
Mercy Hospital
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.

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

DIAGNOSIS:		IS CONDITION WORK RELATED? ☐ YES NO
TREATMENT PLAN:		
MEDICATION(S):		

DATE OF MOST RECENT EXAMINATION BY THIS OFFICE: __/__/__. THE NEXT SCHEDULED VISIT IS: ☐ AS NEEDED OR __/__/__.
MONTH/DAY/YEAR

1. ☐ RECOMMENDED HIS/HER RETURN TO WORK WITH NO LIMITATIONS ON _____.
DATE

2. ☐ HE/SHE MAY RETURN TO WORK ON _____ WITH THE FOLLOWING LIMITATIONS:
DATE

DEGREE

☐ **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.

☐ **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.

☐ **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.

LIMITATIONS

1. IN AN 8 HOUR WORK DAY, PATIENT MAY:

A. STAND/WALK	☐ NONE	☐ 4-6 HOURS	
	☐ 1-4 HOURS	☐ 6-8 HOURS	
B. SIT	☐ 1-3 HOURS	☐ 3-5 HOURS	☐ 5-8 HOURS
C. DRIVE	☐ 1-3 HOURS	☐ 3-5 HOURS	☐ 5-8 HOURS

2. PATIENT MAY USE HANDS FOR REPETITIVE:
- ☐ SINGLE GRASPING
- ☐ PUSHING AND PULLING
- ☐ FINE MANIPULATION

3. PATIENT MAY USE FEET FOR REPETITIVE MOVEMENT AS IN OPERATING FOOT CONTROLS:

☐ YES ☐ NO

4. PATIENT IS ABLE TO:

	FREQUENTLY	OCCASIONALLY	NOT AT ALL
A. BEND	❑	❑	❑
B. SQUAT	❑	❑	❑
C. CLIMB	❑	❑	❑

OTHER INSTRUCTIONS AND/OR LIMITATIONS:
3. ☐ THESE RESTRICTIONS ARE IN EFFECT UNTIL ☐ OR UNTIL PATIENT IS REEVALUATED.
DATE
4. ☐ HE/SHE IS TOTALLY INCAPACITATED AT THIS TIME. PATIENT WILL BE REEVALUATED ON .
DATE
THIS TREATMENT HAS BEEN DISCUSSED WITH THE EMPLOYEE

TREATING FACILITY NAME	
PLEASE PRINT	

PHYSICIAN'S SIGNATURE:		PHONE NO:	

PROCEDURE 10.18 First Amendment Audit Procedure

A First Amendment Audit is a loosely organized social media campaign to "audit" government spaces for alleged First Amendment violations by individuals and groups who claim a right to film in any space accessible to the public. The argument is that they are entitled to do so as taxpayers and citizen journalists. Based on their output, their goal is to create videos of their encounters with public employees that document a claimed violation of the camera person's First Amendment rights. The video is then posted to social media and used as evidence for a legal claim against the targeted institution and/or its employees. While some "audits" are unobtrusive and do not interfere with the activities of employees or students, many times the behavior of some First Amendment auditors often rise to the level of harassment, up to and including a claimed right to interrogate and demand answers from any individual inside the building or invading the privacy of employees and/or students by filming and recording their activities. In these situations, the Library staff members must balance the auditor's right to film and the privacy and safety of other library patrons. The goal of Free Speech auditors is to see Library staff members make a mistake or overreact.

The law distinguishes between a traditional public forum and facilities opened to the public for a particular use or purpose, like a college campus. These types of facilities are limited public forums or non-public forums for purposes of the First Amendment. In these facilities, the agency administering the space is only obligated to allow those First Amendment activities that are consistent with the nature of the forum, even if the facility is open to the public.

The American Library Association's position on Free Speech audits is that libraries are legally considered limited or nonpublic forums when it comes to First Amendment rights. Thus the Labette Community College Library staff members are only obligated to allow activities that do not violate Labette Community College policy and procedures and that do not interfere with library functions or operations. Labette Community College has policies and procedures that regulate the acts of soliciting on College property, the safety of people on campus, the confidentiality of records, and the use of computer equipment on campus. These procedures are established to ensure that Labette Community College students, staff, administrators, and faculty experience an educational environment free of discriminatory harassment. This is not meant to inhibit or prohibit activities the first amendment rights of other entities, but to allow such activities within the confines of these parameters.

The safety of the students and employees of Labette Community College is the top priority of the institution. A First Amendment Audit is a threat to the students'' and employees'' rights to privacy and a potential threat of harassment caused by the auditor. It is therefore reasonable for the college to regulate this type of behavior in a manner that preserves an individual's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights, using policies and procedures developed in accordance with the American Library Association's Intellectual Freedom Committee's *Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage,* the American Library Association's *Library Bill of Rights,* and the *American Library Association Code of Ethics;* federal, state, and local laws protecting the privacy and confidentiality of students' and employees' records and information; and those policies and procedures already adopted and in place by the Board of Trustees of Labette Community College for all properties possessed by the College. Examples of such policies and procedures are the following: Policy 2.01 and Procedure 2.01 Nondiscrimination, Equal Opportunity, and Harassment; Procedure 2.010 Sexual Harassment, Including

Sexual Assault, Dating Violence, Stalking, and Retaliation; Policy and Procedure 2.11 Soliciting, Distributing Literature, and Advertising on College Property; Policy and Procedure 2.12 Disruptive Acts and Weapons on Campus or Activities; Policy and Procedure 2.13 Violence on Campus; Policy and Procedure 2.14 Viewing of Official Records; Procedure 3.07 Academic Misconduct; Procedure 3.13 Library Conduct; Policy 3.28 Library Users Confidentiality of Personally Identifiable Information; Procedure 3.280 Library Records Confidentiality; Policy and Procedure 4.06 Student Directory Information; Policy and Procedure 4.08 Student Code of Conduct; Policy and Procedure 4.09 Student Records; Procedure 4.14 Threat Assessment Team; Procedure 5.05 Confidentiality of Personnel Records; Policy and Procedure 6.05 Public Relations; and Procedure 6.07 Photography and Film Use.

The decision to allow certain First Amendment activities on College property will be made on a content and subject neutral basis. The students and employees of the Labette Community College have the right to expect a safe and pleasant campus environment, free of disruptive activity. Ensuring a safe, pleasant and productive environment for all users requires that everyone follows the College's policies and procedures, and refrain from any of the following activities that might occur during a First Amendment Audit: creating a disturbance or behaving in a manner that interferes with normal activities of the College's students or employees; harassing or threatening students or employees; activity that reveals a student's or an employee's identity, location, or protected information without their consent; treating other students or employees without respect or dignity; behaving in an inappropriate or discourteous manner; engaging in loud conversations that are disturbing to other students or employees; using obscene or abusive language; or blocking, or in any way interfering with, the free movement of any person or persons.

Activities associated with First Amendment Audits shall not include those photography or filming activities that are approved and sanctioned by the Public Relations Department of Labette Community College and other activities of this sort that do not invade the privacy of students and employees of the College, including, but not limited to, pictures taken of campus architecture, pictures of historic documents or artifacts from the College Library's microfilm and archive collections, or a casual photographic souvenir of a person's visit to the Labette Community College campus. Any photography or filming beyond these instances that has not been authorized by the Labette Community College Public Relations Office is prohibited on the Labette Community College Campus.

Labette Community College employees, at any property connected with the College, are asked to not approach nor engage with First Amendment auditors. It is very important that if a First Amendment Audit occurs, that the employee(s) involved remain calm and act in a noncommittal manner. It is advisable for Staff members to be knowledgeable about the locations of available security cameras and to attempt to position themselves so that their actions can be covered for further documentation. The safety of the College's students and employees is the first priority of College employees. When a First Amendment Audit is observed, the employee will contact the Public Relations Director, Janice Reese (620-820-1280) immediately by phone, if during regular hours, or by email (janicer@labette.edu after hours, to inform them of the activity occurring. If the Public Relations Director cannot be reached, the employee will contact either the Vice President of Student Affairs, Kelly Kirkpatrick (620-820-1268, Rm SU220) or the Human Resources Director, Haley Walker (620-820-1234, Rm SU207). The staff member will then contact their supervisor, if they are not already involved in the situation. In the phone calls and/or emails the staff member will advise the other Labette Community College employees of the situation. If no other employees are on campus to contact, law enforcement may be contacted to request a "standby" while the individuals are asked to leave, or an off-duty employee can be contacted.

This procedure will be taken through the established approval process after review by the College's legal counsel. The procedure, once enacted, will be in force for all properties connected with the Labette Community College.

Approved: 12/3/20

POLICY 10.19 RECORDS RETENTION

In accordance with K.S.A. 72-5369. (1975 HB 2390 -1), the Labette Community College Board of Trustees provides for and authorizes any officer, official, or employee charged with or having custody of the College records, documents, or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted in Procedure 10.19): to authorize the destruction of a student, financial, and employment records according to the schedule.

Initiated: 10/20/2022

PROCEDURE 10.19 RECORDS RETENTION

The following procedures will be followed for records retention at Labette Community College (LCC):

1. Accrediting bodies approvals – permanently.

2. Bookkeeping, payroll, and accounting records which are original books of entry, claims, vouchers, purchase orders, contracts, withholdings, timesheets, etc. - five (5) years.

3. Formal financial audit reports, permanently.

4. Financial papers of any type relating to programs supported by federal funds, five (5) years (3 yrs. completed and 2 working yrs.) or such longer time as may be required by applicable federal law, including student financial aid records and financial aid participation records, as defined in the Federal Student Aid Handbook.

5. All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate office for a period of twelve (12) months, and this provision shall apply to the following: warrants, warrant checks, receipts, canceled checks, and requisitions.

6. Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.

7. Insurance policies, five (5) years after the expiration of the term thereof.

8. Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school.

9. Official transcripts including transfer transcripts from other institutions and high school transcripts, five (5) years after the students last date of attendance.

10. Student records including Admissions Application, Credit for Prior Learning, Affidavit of Residency, Course Substitution Forms, Enrollment Verifications, and Certificate/Degree Check Requests for non-graduates will be kept for three years.

11. Graduate files will be kept for 4 years (3yrs. completed and current year)

12. Student records including Change or Major and Catalog Year, Student Record Change/Correction forms, Personal Information Update, and Transcript Requests will be kept for one year.

13. Student records including Enrollment Forms, Add/Drop/Withdrawal Forms, Catalogs, and Commencement programs will be kept permanently.

14. All Health Science programs hold departmental Retention Policies based on the requirements set forth by the appropriate accreditation agency.

15. In the absence of statute stating otherwise, it shall be the policy of Labette Community College to retain no record longer than five (5) years beyond the date of last activity, with the following exceptions:

    - LCC Student Transcripts – Permanently
    - Catalogs – Permanently
    - Document retention as per FERPA requirements – Permanently
    - Board of Trustees Minutes – Permanently
    - W-2's – IRS – 5 year minimum

    A. Nothing listed shall be deemed to apply to records, documents, or papers not specifically mentioned nor to authorize the destruction of records, documents, or papers which in their nature should be preserved permanently (such as student transcripts), nor to prohibit destruction of records, documents, or papers obviously of only temporary value after a reasonable time.

    B. FERPA also applies to the destruction of any personally identifiable student information. Schools must destroy personally identifiable student information in a way that prevents disclosure.

Records Related to Federal Awards

Financial records, supporting documents, statistical records, and all other College records pertinent to a Federal award:

1. Must be retained for a period of three years from the date of submission on the final expenditure report or;

2. For Federal awards that are renewed quarterly or annually, from the date of submission of the quarterly or annual financial report, respectively.

3. The only exceptions are the following:

    - If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims or audit findings involving the records have been resolved and financial action taken.
    - When the College is notified in writing by the Federal award agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
    - Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition.
    - When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
    - Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

- Indirect cost rate proposals and cost allocations plans, including the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (composite fringe benefit rates).
- If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
- If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal government (or to the pass through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

Federal/State Grant Programs

All Federal and State Grant Programs, including but not limited to Trio, Student Success, and Perkins, will follow the Retention Procedures set forth by the grant authority.

Employment Records

Employee records, applications, evaluations, etc. will be kept a long as the employee works for the college and five years after they leave or retire.

Student employment records (applications, I-9's, and other documents) must be retained as long as the student employee is working. Once the employment ends, must be retained for either three years after the date of hire or one year after the date employment ended, whichever is later.

Employee applicant (not hired) and hiring committee records are kept for one year.

Workers Compensation

Documentation pertaining to worker compensation insurance should be kept seven years after completion of claim. Incident forms pertaining to illness or injury must also be kept seven years.

Family Medical Leave Act (FMLA)

Documentation pertaining to FMLA should be kept five years.

Investigations, Complaints, and Other Litigation (not pertaining to federal awards)

Documentation pertaining to investigations, complaints, counseling, disciplinary actions, and other litigation will be kept for five years past the date the student or employee separates from the College.

Garnishments

Documentation pertaining to garnishment of wages, per court order, will be kept for five years.

International Student Records

According to SEVP regulations, schools must keep a student's records for at least three years after the student is no longer pursuing a full course of study. These records are in addition to the information found in an F-1 or M-1 student's Student and Exchange Visitor Information System record.

Records related to Academic coursework

All supporting records must be kept for three years following the completion of the term in which the academic work was completed. Records to be maintained include, but are not limited to, the following: gradebooks, LMS course shells, add/drop/withdraw forms, repeat course approval forms, waiver forms, academic integrity violations, degree/graduation audits.

Syllabi are housed with Simple Software and archived in their data base for five years.

Athletic Records

National Jayhawk College Athletic Association (NJCAA) records must be kept for three years after the student attended LCC. Medical records related to a student athlete must be kept for 10 years.

Donor and Alumni Records

Donor and Alumni Records should be kept permanently with the following exceptions;
All banking and PII documentation will be deleted or destroyed once the information is entered into the Donor/Alumni Database. Should any banking information need to be kept, it will be kept in a secured location. It should also be immediately deleted as soon as the gift is fulfilled. Only information pertaining to Alumni attendance and participation or Donor Giving should be kept permanently. All other data will adhere to the data retention standards set forth in this procedure.

Records related to the Clery Act and Title IX

All supporting records must be kept for three years following the publication of the last annual campus security report to which they apply. Thus, the records retention period is seven years after the date an incident was reported because each annual report includes data from the past three years. Records to be maintained include, but are not limited to, the following: copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Safety authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report.

Records related to electronic materials, including but not limited to email, document types and data

Any electronic materials, regardless of format, produced by Labette Community College employees or affiliates in the transition of institutional business that is stored on institutional servers and/or computers whether on premises or cloud, is retained via backup copies according to Procedures 3.11, 3.25, and 5.05. Local retention of all electronic data should follow the guidelines in which a record is retained based upon its **subject matter**. This includes electronic documentation and email. No electronic data should be permanently stored on non-LCC computers or devices. All electronic data will follow the same procedures outlined previously. Email accounts including email will be suspended immediately unless otherwise requested by the supervisor. Computer and Email accounts will be permanently deleted within sixty (60) days of employee separation for any reason.

Personal Data

Personal Confidential Data should not be stored on LCC Systems. Should personal data be stored, LCC will not be liable for any personal data stored on LCC Systems.

References

K.S.A. 72-5369. Destruction of records by school districts and community junior colleges

K.S.A. 72-5370. Application

§§ 200.333 Retention Requirements for Records – personal services and 200.431 Compensation – fringe benefits (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

SEVP. Student and Exchange Visitor Program, Record Keeping Requirements

Adopted: 4/06/23

LABETTE COMMUNITY COLLEGE

MASTER AGREEMENT

2024-2025

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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 Faculty (as defined in K.S.A. 72-2218), and hereinafter referred to as "Faculty" 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 faculty 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 Faculty 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 faculty 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 faculty; discipline, reprimand, suspend or discharge Faculty for just cause; lay off and recall faculty; make administrative evaluation of faculty; extend contracts; determine the number of faculty to be used in any classification or activity; prepare, enter into and execute principal employment contracts between faculty 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 faculty; 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 faculty. 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 faculty member shall have the right to form, join, or assist faculty 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. Faculty 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 faculty 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 faculty, 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 faculty. The information may be reproduced upon request of the faculty member.

D. The Faculty Senate, consisting of six (6) faculty 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 faculty, 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 president/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. Faculty 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 faculty 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 faculty
B. Each faculty 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 faculty shall attend faculty meetings called by the President or the Vice President of Academic Affairs unless excused by the appropriate academic dean. Faculty in the Career Technical Education field teaching in the school district setting are expected to make adjustments to office hours to participate in department meetings, required school meetings, advising and individual student conferences when possible to meet both the LCC and school district calendars under which they are teaching.
D. Full Time Work Load/Faculty Office Hours - A full time workload shall be established for each faculty and non-teaching faculty for each semester. This workload for faculty on campus and faculty in the school district setting shall be determined by the Administration after consultation with the advice from the faculty member and vice president of academic affairs. Recommendations for a workload will take into consideration the following:
    a. Contact Hours
    b. Number of Preparations
    c. New Course Assignments and Curriculum Development
    d. Number of Students
    e. Night Courses
    f. Courses outside of Parsons (mileage, travel, time, etc.)

For workload determination purposes, the faculty will fall under one of the following classifications.

1. <u>On campus faculty</u>
   Full time workload is defined as 30 credit hours per contract year, typically balanced between the fall and spring semesters.

   On campus full time faculty are required to schedule a minimum of 10 posted hours each week to be available to advisees or other students seeking help and an additional un-posted five (5) hours on campus for the same purpose.
   Faculty may post a maximum of three (3) virtual office hours.

2. <u>CTE Faculty teaching in a school district setting</u>

Full time workload will have a schedule and workload determined by the class schedule and district calendar of the district in which they are teaching, which includes office hours and duty free lunch, typically balanced between the fall and spring semesters. The full-time workload must be approved by the Vice President of Academic Affairs or designee.

Faculty in the school district setting are required to schedule a minimum of five (5) office hours each week to be available to advisees or other students seeking help.

Faculty in the school district setting who work a greater number of days on the district calendar as compared to the LCC Academic Calendar will be paid prorated per diem for the extra days worked.

For example, if:

College work days	164
School district work days	179
Faculty	15 days of pay per diem

Due to differing needs and times at which distance delivered students choose to log in and do their coursework, these distance delivered office hours may be offered in the evening, on the weekends, or at times in which the College may be closed. The faculty member will not be required to physically be on campus to deliver these office hour services to students.

E. Committees
   1. Assignments of faculty to committees shall be the responsibility of the Administration.
   2. Assignments should be equalized as nearly as possible.

F. Each faculty member shall make available official transcripts of all his/her academic records before contract is issued.

G. Each faculty shall make available:
   1. Application and/or placement records where applicable.
   2. Copies of any reports and recommendations concerning faculty's professional competence.
   3. Personal data sheet.

H. Each faculty 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 faculty member will confer with the substitute concerning class work to be assigned during the absence.

I. Each faculty must have an up-to-date syllabus for each course taught by that faculty member. 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 available 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 distance delivered evaluation) in the Vice President of Academic Affairs' office.

J. Each faculty must have an up-to-date grade book in Red Zone for each course taught by that faculty.

K. Outside Employment

Full time faculty are expected to render full time and attention to the duties required by this Master Agreement and the Conditions of Employment. Should the faculty member find it necessary to undertake additional employment, it is expected that the duties of the College, under this Master Agreement, take precedence. The faculty member will notify the president, vice president of Academic Affairs, and Human Resource Director in writing of any such outside employment. This notification will occur upon hire of outside employment y or whenever changes occur in the outside employment status. Such changes will be included in the faculty's file located in the Human Resource office.

L. Health-Related Issues

1. All faculty will comply with local, state, and federal immunization requirements.
2. The cost of such immunizations will be the responsibility of the College.

M. Dress Code

Faculty are expected to dress business casual during all classroom sessions Monday through Wednesday. Each Thursday is College-wide casual dress day and Spirit Days are designated during each semester. Faculty are encouraged to wear LCC attire on these days. Faculty are allowed to wear t-shirts on Spirit Days and Thursdays but should not wear them during class sessions the rest of the week.

The supervisor will inform a faculty if their personal appearance does not meet the College's guidelines.

If a holiday or College closing occurs on a Thursday, 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.

Faculty are allowed to wear athletic shoes.

Department specific job duties may allow the faculty to dress accordingly. The supervisor will

make these exceptions when appropriate.

N. 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.

O. 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.

P. Supplemental/Extra-curricular Duties: A supplemental duty is a contract for services other than those services covered in the principal or primary contract of employment of such employee 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/Coordinating 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. Miscellaneous activities
   Conducting performance advising, evaluations, mentoring, etc.

4. 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.

5. 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 faculty member will meet with the Vice President of Academic Affairs to determine which tier will be used. The faculty member 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

Tier Level	**Amount Paid**

1	$500
2	$1,000
3	$1,500
4	$2,000
5	$2,500
6	$3,000

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 faculty member.
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.
d. Partial tier payment may be appropriate for some supplemental duties. For example, adjunct course evaluators are paid 1/5 Tier 1 ($100) per evaluation.

6. 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 faculty member 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.

For Career Technical Education faculty working in the school district setting, overload is considered anything outside the district calendar designated work days.
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 semesters 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.

Compensation for overload instruction is covered in Article XVI, Section C, Item 3.

Q. Seniority

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.
   In the event the above three items are equal, performance evaluations and experience will be considered.

R. Reduction in Force

Before reducing force of a tenured faculty member, the College shall make a reasonable effort to place them in another suitable position within the College. This policy does not apply to concurrent high school instructors.

When one or more instructors are to be reduced 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, with in the discipline (not concurrent), 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 reduced 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 separated.

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 faculty 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. Faculty 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 upon approval of the Vice President of Academic Affairs or appropriate administrator. A faculty 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 two days in advance if possible.

Upon the termination of employment at the completion of the contract the faculty 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 faculty covered by this Master Agreement. Sick leave is defined as days of absence for illness or injury of the faculty, including the time during which the faculty 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 faculty'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.

Faculty 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 faculty 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, grandfather, grandmother-in-law, grandfather-in-law 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. Jury and Witness Duty Leave

Labette Community College will encourage employees to serve jury duty when called as one way to demonstrate community leadership. Faculty who are called for jury duty will be protected against loss of pay.

1. The faculty member will notify their direct supervisor when they have been called for jury selection or jury duty and keep him/her advised off scheduled duty.
2. The faculty member will request the court clerk documentation including starting date, beginning and ending times of court duty and location of court duty.
3. The faculty member will fill out the leave form by checking other and indicating jury duty. Personal days will not be reduced due to jury duty service.

4. The faculty employee may retain Per Diem court fees and mileage fees paid by the court.
5. The faculty member work schedule will be accommodated to provide for the subpoenaed court time.
6. Substitutes will be found according to existing policy/procedure and the pay computed in accordance with Procedure 3.040, Computing Pay Rate of Classroom and Instructional Substitutes.

G. 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 they meet 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.

H. 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 faculty 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 faculty's written request, may accompany the faculty for the examination.
   3. With a faculty member's written request a representative of the Faculty Association may view the faculty's personnel file or the portions specified in the request without the faculty member being present.

B. Review Derogatory Material
   1. No material derogatory to the faculty's conduct, service, character, or personality shall be placed in the faculty personnel file unless the faculty is given the opportunity to review the material.
   2. No unsubstantiated anonymous material will be included in the faculty personnel file.

3. The faculty shall have the right to answer any such material prior to placing it in the file. The faculty answer shall be affixed to the material and placed with it in the faculty personnel file.

C. Faculty Additions
   1. Each faculty 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 faculty 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 faculty can request reproductions of the contents of his/her file at no charge to the faculty.

ARTICLE VIII

Faculty Discipline

A. General Provisions
   1. The Association recognizes the right of the Board to discipline its faculty members.
   2. No faculty will be formally disciplined without just cause.
   3. Discipline will be progressive unless circumstances require the imposition of more severe penalties.
   4. Faculty are entitled to bring a representative of their choice to any formal discipline meeting.
   5. Information concerning proposed disciplinary actions is privileged information. The faculty member 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 on Redzone.
   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 faculty member 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 faculty member's file and/or used in an evaluation, reprimand, or any other action, shall be promptly called to the faculty member's attention and the faculty member 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 faculty member 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 faculty member's actions that warrant formal discipline, one of the following actions may be taken:
   a. The administrator will hold a conference with the faculty member. Notes of the conference will be prepared and all parties attending the conference will sign the prepared notes. The faculty member will be provided with a copy of the signed notes. A copy will be included in the faculty member's personnel file.
   b. The administrator will hold a conference with the faculty member and inform the faculty member of the proposed discipline. If a letter of reprimand is included, the faculty member 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 faculty member 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 faculty member to duty, or give notice of the Board's intent to terminate or non-renew the faculty member's contract.
   d. The faculty member may bring representation to any formal meeting.
   e. Formal disciplinary action shall be documented by using the Performance Improvement Counseling Form found on Redzone. 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.

E. When performing a Title IX investigation, the College will use the preponderance of evidence standard.

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 faculty member or a group of faculty 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 faculty 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 "faculty" may include a group of faculty members 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 they become 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, they 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 the appropriate academic 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 faculty member 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 faculty member, 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 faculty member 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 faculty member 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 faculty 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 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 faculty member 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 faculty member 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 faculty 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 faculty member 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 faculty member whose contract is signed by the Chairperson of the Board of Trustees. All faculty 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 use additional sick bank leave days from the bank and 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 faculty to augment expertise and keep current in their field(s) of instruction. A fund for professional development of faculty will be established in an amount equal to $600 per full time faculty member per year.

1. 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 $1,200 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. 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.

b. All requests for payment for activities during the current fiscal year should be submitted to the Business Office by April 30.

2. Each faculty member may use the accumulated amount according to the formulas above.
3. 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.
4. 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.
5. 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, appropriate academic dean, Faculty Association president or designee, and two other faculty members who will rotate annually.
6. All terms of this agreement shall apply to all faculty members.
7. Administration retains its right to use other institutional funds and grant funds for travel and professional development to fulfill grant obligations or operational initiatives.
8. 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.
9. Professional development funds may be used by faculty for, but not limited to, payment of the following:
   a. Tuition and fees for classes and workshops limited to $1,200 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 $1,200 per year. If a faculty member terminates employment with LCC within three years of the purchase of hardware using professional development funds and wishes to keep the hardware, they 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 faculty member.

f. Peer mentoring program with compensation of $500. A committee will be formed in FY24 to establish guidelines for the program.

D. Tax Sheltered Annuity Proposal

LCC will match contributions of up to $70 per month or $840 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Faculty who have been employed at LCC for 10 years or more may elect to use this match in KPERS 457 retirement plan instead of the 403(b).

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 faculty member 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

Faculty members 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 faculty member 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 faculty knows they will not return in the fall, it would be helpful if they would notify the President's Office in advance of the

notice date in order to allow time to secure a suitable replacement. An early notice incentive compensation of $300 will be paid if resignation is received by February 1. Incentive payment will be made at the end of the contract period.

ARTICLE XV

Retirement/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 they meet 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.

A. At retirement or early retirement, as defined above, a faculty member will receive pay for any unused personal days and for five (5) unused sick days.
B. An early notice incentive compensation of $300 will be paid if resignation is received by February 1. Incentive payment will be made at the end of the contract period.

Early Retirement Plan

A. 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

B. 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 faculty member should consult with the Human Resource office and/or KPERS for retirement application and timeline. The faculty member shall complete a health insurance retirement form which is available in the Human Resource office.

C. 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.

D. Withdrawal of Application

   In the event of unusual circumstances, the early retirement agreement may be withdrawn at any point preceding the retirement if there is mutual consent of both parties.

ARTICLE XVI

Professional Compensation

Salary for faculty 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 faculty must present a transcript to the vice president of academic affairs 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 faculty'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 faculty member must submit to the appropriate academic dean, 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 faculty member must present an original certificate, license, credential copy or official transcript to Human Resources prior to the beginning of each contract year.

If the faculty member's credential/license/certification expires, they will no longer be eligible for additional compensation.

Salary Scale Horizontal 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

Welding
Certified Welding Inspector = +18 (American Welding Society)

* 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 faculty member'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 faculty member must submit to the appropriate academic dean , 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 faculty member must present an original certificate, license, credential copy or official transcript to Human Resources prior to the beginning of each contract year.

If the faculty member's credential/license/certification expires, they 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. Compensation for Overload Courses

1. Overload Course Definition: Any course where the credit hours or portion of the credit hours for that course will bring the total load for the faculty member above regular load as defined in Article V. D.

2. Compensation for Overload Courses

   If a faculty member, who has a full-time workload (see Article V.D), requests an overload course or accepts a request to teach an overload, the remuneration shall be determined by one of the following:

   a. If the course that is offered for College credit meets institutional requirements then the faculty member shall receive remuneration as per credit hour taught as indicated in the current salary schedule as set forth in Appendix B.

Overload Contracts

The pay per credit hour is included after the Salary Schedule as Appendix B.

Overload Contracts will be issued as follows:

1. During in-service week, the appropriate academic dean and the faculty will meet to determine load and courses to be considered overload. Should agreement not be reached, administration can determine load. (See Article V.D.).

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.

3. Compensation Relative to Course Size
   a. Compensation relative to course size will be as follows: the faculty member will be paid 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 faculty member has the option to permit enrollment up to a maximum of 30 students. Compensation would be an additional 1/20th of the overload pay per student. If more than 30 students wish to enroll in the course, an additional section may be added. Extra pay for course size will not apply to Health Science programs.

   The certification roster date will be used to determine extra enrollment numbers for overload courses (from 23-30 students). These contracts will be paid in three installments due to the use of the later certification roster date in issuing said contracts.

4. Compensation for Course Development
   a. When not counted as a part of a faculty member's load, compensation for curriculum/course development of a new course shall be based upon the same rate as the rate of pay for overload courses.
   b. For on ground courses being re-developed for distance delivery, compensation for faculty will be calculated as one of four categories on the amount of the course that is offered distance delivered (25%, 50%, 75%, or 100%), and the number of credit hours of the course being developed based on the same rate as the rate of pay for overload courses.

      1. The originator of the course proposal and the appropriate academic dean will determine the amount of compensation based on the percentage taught distance delivered.
      2. A distance delivered course being developed from an already approved on-ground course will qualify for compensation.
      3. A distance delivered course being developed as a new course (no previous distance delivered or on-ground course) will qualify for compensation.
      4. A distance delivered course being developed from an already approved distance delivered course will NOT qualify for compensation since the course in its entirety is already available distance delivered.
      5. If a distance education course is later developed into an on ground course, there will be no additional compensation paid.
      6. The person teaching the distance delivered course will have completed the LCC distance delivered teaching course (or equivalent) prior to teaching the distance

delivered course. (The Vice President of Academic Affairs may allow the distance delivered teaching course to be taken the same semester the course is taught if extreme circumstances exist and the instructor is an experienced instructor.)

7. The course is expected to be offered within one year of completion of course development.
8. As found in the Intellectual Property Policy 3.23, the College will have non-exclusive, royalty-free use of the distance delivered 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.

5. Compensation for Emergency Switch to Distance Delivered/Alternate Delivery

In the event that an emergency situation such as global pandemic, tornado, or natural and man-made catastrophes create a situation where the College must switch from on ground delivery of courses to alternate delivery methods such as hybrid or full distance delivery, compensation for the switch in delivery method will be as follows:

a. For courses already established in the schedule as distance or hybrid delivery, compensation and load determination will continue as established in Article XVI.
b. On ground classes – recognizing the need to limit costs should the entirety of the College's curriculum not already set up for distance delivery or alternative delivery need to be revised for such delivery due to the emergency situation, normal compensation for curriculum delivery and development (see Article XVI) will be replaced with the following:

   When such emergency situation requires that the curriculum be shifted to alternative/distance delivery from on ground delivery, the faculty member will receive $40.00 per week, per person, for the duration for which courses must be delivered by alternative/distance delivery, for a maximum duration of 16 weeks, payable at the end of the semester.

This provision will apply for any semester for which the curriculum for a course or courses needs to be developed or redeveloped for alternative delivery.

6. Other

1. Arrangement classes must be approved in advance by the appropriate academic dean. They must meet outside of the faculty's regularly scheduled class times. Students taking arrangement classes must use the approved "Arrangement Class/Student Log" found on Redzone. Faculty member's teaching arrangement classes must collect these logs and turn them in to Admissions along with the grade rosters. 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.

ARTICLE XVII

DURATION OF AGREEMENT

This Master Agreement shall become effective on the first day of the 2024-2025 school years, shall not be subject to negotiations during this period of time, and shall remain in effect throughout the 2024-2025 school years.

IN WITNESS WHEREOF, the parties have executed this Master Agreement this _____day of _____, 2024.

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, probationary - Associate Professor
- Masters, non-probationary - Associate Professor
- Masters, probationary - Assistant Professor
- all others, Instructor

Probationary status means the faculty is not working under continuing contract.

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, instructor or faculty member.

		Vert. Step	Horiz. Step	Base									
				$47,408									
		$ 680	$ 1,020					Overload	$600.00	Per Credit Hr			
	Bachelor	Qualified											
Step	Gen. Ed.	Vocational	Masters	M + 6	M + 12	M + 18	M + 24	M + 30	M + 36	M + 42	M + 48	M + 54	PhD
1	$45,368	$46,388	**$47,408**	$48,428	$49,448	$50,468	$51,488	$52,508	$53,528	$54,548	$55,568	$56,588	$57,608
2	$46,048	$47,068	$48,088	$49,108	$50,128	$51,148	$52,168	$53,188	$54,208	$55,228	$56,248	$57,268	$58,288
3	$46,728	$47,748	$48,768	$49,788	$50,808	$51,828	$52,848	$53,868	$54,888	$55,908	$56,928	$57,948	$58,968
4	$47,408	$48,428	$49,448	$50,468	$51,488	$52,508	$53,528	$54,548	$55,568	$56,588	$57,608	$58,628	$59,648
5	$48,088	$49,108	$50,128	$51,148	$52,168	$53,188	$54,208	$55,228	$56,248	$57,268	$58,288	$59,308	$60,328
6		$49,788	$50,808	$51,828	$52,848	$53,868	$54,888	$55,908	$56,928	$57,948	$58,968	$59,988	$61,008
7		$50,468	$51,488	$52,508	$53,528	$54,548	$55,568	$56,588	$57,608	$58,628	$59,648	$60,668	$61,688
8		$51,148	$52,168	$53,188	$54,208	$55,228	$56,248	$57,268	$58,288	$59,308	$60,328	$61,348	$62,368
9		$51,828	$52,848	$53,868	$54,888	$55,908	$56,928	$57,948	$58,968	$59,988	$61,008	$62,028	$63,048
10		$52,508	$53,528	$54,548	$55,568	$56,588	$57,608	$58,628	$59,648	$60,668	$61,688	$62,708	$63,728
11		$53,188	$54,208	$55,228	$56,248	$57,268	$58,288	$59,308	$60,328	$61,348	$62,368	$63,388	$64,408
12		$53,868	$54,888	$55,908	$56,928	$57,948	$58,968	$59,988	$61,008	$62,028	$63,048	$64,068	$65,088
13		$54,548	$55,568	$56,588	$57,608	$58,628	$59,648	$60,668	$61,688	$62,708	$63,728	$64,748	$65,768
14		$55,228	$56,248	$57,268	$58,288	$59,308	$60,328	$61,348	$62,368	$63,388	$64,408	$65,428	$66,448
15		$55,908	$56,928	$57,948	$58,968	$59,988	$61,008	$62,028	$63,048	$64,068	$65,088	$66,108	$67,128
16		$56,588	$57,608	$58,628	$59,648	$60,668	$61,688	$62,708	$63,728	$64,748	$65,768	$66,788	$67,808
17		$57,268	$58,288	$59,308	$60,328	$61,348	$62,368	$63,388	$64,408	$65,428	$66,448	$67,468	$68,488
18		$57,948	$58,968	$59,988	$61,008	$62,028	$63,048	$64,068	$65,088	$66,108	$67,128	$68,148	$69,168
19		$58,628	$59,648	$60,668	$61,688	$62,708	$63,728	$64,748	$65,768	$66,788	$67,808	$68,828	$69,848
20		$59,308	$60,328	$61,348	$62,368	$63,388	$64,408	$65,428	$66,448	$67,468	$68,488	$69,508	$70,528
21		$59,988	$61,008	$62,028	$63,048	$64,068	$65,088	$66,108	$67,128	$68,148	$69,168	$70,188	$71,208
22		$60,668	$61,688	$62,708	$63,728	$64,748	$65,768	$66,788	$67,808	$68,828	$69,848	$70,868	$71,888
23		$61,348	$62,368	$63,388	$64,408	$65,428	$66,448	$67,468	$68,488	$69,508	$70,528	$71,548	$72,568
24		$62,028	$63,048	$64,068	$65,088	$66,108	$67,128	$68,148	$69,168	$70,188	$71,208	$72,228	$73,248
25		$62,708	$63,728	$64,748	$65,768	$66,788	$67,808	$68,828	$69,848	$70,868	$71,888	$72,908	$73,928
26		$63,388	$64,408	$65,428	$66,448	$67,468	$68,488	$69,508	$70,528	$71,548	$72,568	$73,588	$74,608
27		$64,068	$65,088	$66,108	$67,128	$68,148	$69,168	$70,188	$71,208	$72,228	$73,248	$74,268	$75,288
28		$64,748	$65,768	$66,788	$67,808	$68,828	$69,848	$70,868	$71,888	$72,908	$73,928	$74,948	$75,968
29		$65,428	$66,448	$67,468	$68,488	$69,508	$70,528	$71,548	$72,568	$73,588	$74,608	$75,628	$76,648

30		$66,108	$67,128	$68,148	$69,168	$70,188	$71,208	$72,228	$73,248	$74,268	$75,288	$76,308	$77,328

APPENDIX B

Overload and Curriculum/Course Development Salary Schedule

(See Faculty Salary Schedule, pg. 36)

When not counted as a part of a faculty member'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 through donations by LCC employees. This bank will provide a benefit to employees, who have themselves suffered a catastrophic injury/illness, common illness, or need of parental leave; or their family members who have suffered a catastrophic injury/illness, common illness, or death and the employee does not have sufficient accumulated sick leave days in their banks, causing them to exhaust all of their sick time and potentially lose compensation.

Criteria:

A. Family members include spouse, partner, parent, child, grandparent, sibling, sibling-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or any person who is wholly dependent on the employee.
B. Up to fifteen (15) days of combination accumulated sick leave and bank days may be used in each calendar year for an illness that may not require hospital admittance or prolonged care of the employee or to care for their family. Examples could be a common cold, flu, covid, and other illnesses treated at home.
C. Up to fifteen (15) days combination of accumulated sick leave and bank days may be used due to the death of a family member.
D. Up to ninety (90) days combination of accumulated sick leave and bank days may be used due to a catastrophic illness or injury of the employee or to care for their family.
    - Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or their family member. Such injury or illness must be severe or prolonged. Giving birth is considered a catastrophic injury until the employee is released from doctor restriction. Leave must require the services of a doctor of medicine who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.
E. Up to four (4) weeks of bank days, may be used for parental leave due to the birth, adoption, or foster of a newly placed child.
F. Full-time employees who have been employed by LCC for more than three (3) months may apply for bank days.
G. The employee must utilize all of their accumulated sick leave before using the bank days. They are not required to utilize all of their vacation days.
H. Employees needing to be absent for extended periods will need to complete the FMLA process. Typically, more than 2 weeks.

I. The President may approve additional days if they deem appropriate.

Requesting Use:

A. To request use of the Sick leave bank, the employee would write a letter to the Director of Human Resources and include:
    - If the need for sick leave is due to death, the employee needs only to include the reason, time frame with dates, and copy of the obituary.
    - If the need for sick leave is due to an illness not requiring prolonged care, the employee needs only to include the reason, timeframe with dates, and doctor's note if applicable.
    - If the need for bank days is due to a catastrophic injury/illness, the employee needs to include; a physician's statement for themselves or their family member. The physician's statement should also include the beginning date of the condition, a description of the illness or injury, the reason for leave, and either the anticipated date the employee will be able to return to work or when they will be absent from work, such as the length of time or intermittent.
    - If the need for bank days is due to parental leave for the birth, adoption, or foster of a newly placed child, the employee needs only to include the reasons and timeframe with dates.
B. Approved requesting employees can be granted bank days from the requested start date on the initial request.
C. A new request must be completed for any additional bank days needed and not stated on the initial request or in the instance of a new event.
D. If the requesting employee carries Short Term Disability, the bank days could run concurrently to supplement their compensation to reach their weekly pay for the amount of time the employee requests and the committee approves.

Donation:

A. A maximum of 1 week may be donated, voluntarily, to the sick leave bank at any time during the year when the committee notifies employees or up to 2 weeks when an employee is leaving employment.
B. Once an employee's sick leave has been donated to the bank it cannot be restored to the individual.
C. Employees may not designate a particular employee to receive their donated time.
D. Employees who use bank days are not required to pay them back.
E. Unused bank days will be returned to the bank if an employee returns to work before expected.

F. Days in the sick leave bank may be distributed until the bank is exhausted.

Committee Guidelines:

A. The Director of Human Resources shall serve as chairperson of the ad hoc committee.
B. Committee members will be appointed and serve as long as employed, until they excuse themselves, or until the Vice President of Finance & Operations excuses them in instances of complaints or concern.
C. The Vice President of Finance and Operations will appoint members to the committee after receiving nominations from each group.
D. The committee will consist of one member from each governance group.
E. Committee members that request use from the bank for themselves, will excuse themselves as a committee member for their own case. They will rejoin the committee after the process is complete and can continue to serve.
F. The committee will abide by all policies and procedures when making decisions, including guidance from this procedure.
G. The committee will be provided with an accrued sick time total that has been used by the requesting employee.
H. A combination of the employee's sick leave days and the bank days drawn may not exceed the set days maximum and will be tracked in a rolling year to begin the first day the employee utilizes the sick leave bank for the first time.
I. The committee shall make a recommendation to the Director of Human Resources for the number of sick leave days and the timeframe they wish to grant the requesting employee.

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 faculty member.

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 by no later than the 60th school day of the semester.
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.

D.3.

LABETTE COMMUNITY COLLEGE
SELF-ASSESSMENT
Full-time Faculty
AY: _____

Instructor _____ Date _____

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

AY:_____

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 they have read this evaluation.
It does not necessarily indicate that they agree 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:

HEALTH SCIENCE CLINICAL EVALUATION

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:

D.5.

LABETTE COMMUNITY COLLEGE

Student Reactions to Classroom Climate and Instruction

Please use <u>pencil only</u> to record answers on Scantron sheet using the following key:
A = Almost Always B = Frequently C = Occasionally D = Hardly Ever E = Unable to Rate

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?

C. Please provide any comments you have regarding this instructor's classroom management, learning environment, characteristics and responsibilities.

On Ground Curriculum Development Process

1. Faculty, appropriate academic 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.

Distance Delivered Curriculum Development Process

Faculty, Dean or CTE Director proposes course to Vice President of Academic Affairs to be offered within 1 year.

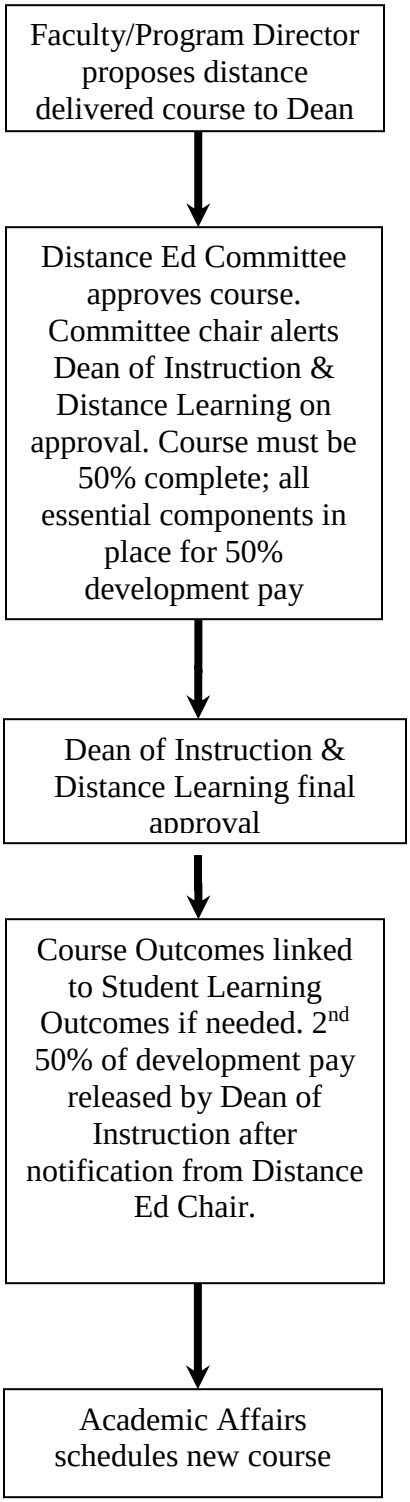
New Distance Delivered Instructor and New Distance Delivered course

*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 distance delivered 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 distance delivered instruction. Distance Ed Committee chair alerts the dean of instruction & distance learning 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

Distance Delivered Curriculum Development



Certification Rosters

Distance delivered certification rosters are due at the same time on-ground certification rosters are due.

LABETTE COMMUNITY COLLEGE

Full-time Faculty Distance Delivered Evaluation AY:_____

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 a distance delivered exam or other assessment.
_____ Faculty self-assessment

Copies provided by administrator:
(Provided to instructor one week prior to conference)

____ Student Reactions to Distance Delivered 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 they have has read this evaluation.
It does not necessarily indicate that they agree with its contents.

The faculty member has chosen to attach comments in response to this evaluation: ___Yes ___No

SECTION I

DISTANCE DELIVERED 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 distance delivered 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, distance delivered 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, distance delivered 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 AY: _____

Student Reactions to Distance Delivered Climate and Instruction

Instructor _____ Date _____

Course _____ Semester_____

I. Classroom Management:

		Almost Always	Frequently	Occasionally	Hardly Ever	Unable to rate
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 <u>Classroom Management.</u>

II. Learning Environment

		Almost Always	Frequently	Occasionally	Hardly Ever	Unable to rate
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)

☐ Lectures/Presentation	☐ Discussion Forums	☐ Small group work	☐ Hands-on practice
☐ Projects	☐ Demonstrations	☐ Links to information	☐ Virtual Classroom
☐ Email	☐ Internet Research	☐ Testing	☐ Other: (describe below)

15. Of the above techniques, which ones do you feel enhanced your learning?

Below, please write comments about the <u>Learning Environment</u> for this course.

III. Assessment Practices

		Almost Always	Frequently	Occasionally	Hardly Ever	Unable to rate
1.	As a student, you are aware of your progress.	_____	_____	_____	_____	_____
2.	I believe my final grade will accurately reflect my overall learning in this course.	_____	_____	_____	_____	_____
3.	The instructor is willing to discuss and explain student grades.	_____	_____	_____	_____	_____
4.	Your grade is based on objective criteria that is clearly outlined in the syllabus.	_____	_____	_____	_____	_____
5.	Assessment adequately match the material covered in the course.	_____	_____	_____	_____	_____
6.	The instructor gives projects, tests, or assignments that require original or creative thinking.	_____	_____	_____	_____	_____

7. Do the grading procedures in the course match the policy stated in the syllabus?_____ Y _____ N

Below, please write comments about this instructor's <u>Assessment practices</u>.

IV. Instructor Characteristics & Responsibilities

		Almost Always	Frequently	Occasionally	Hardly Ever	Unable to rate
1.	The instructor is available for additional assistance.	_____	_____	_____	_____	_____
2.	The instructor is available during posted office hours.	_____	_____	_____	_____	_____
3.	The instructor is concerned about your progress in this course.	_____	_____	_____	_____	_____
4.	The instructor seems to enjoy teaching and is enthusiastic when presenting course material.	_____	_____	_____	_____	_____
5.	The instructor inspires students to seek and achieve goals which really challenge them..	_____	_____	_____	_____	_____
6.	The instructor provides timely and frequent feedback.	_____	_____	_____	_____	_____
7.	The instructor has high achievement standards in this class.	_____	_____	_____	_____	_____

Below, please write comments about this instructor's <u>Instructor Characteristics & Responsibilities.</u>

V. Student Characteristics & Responsibilities

		Almost Always	Frequently	Occasionally	Hardly Ever	Unable to rate
1.	The length and difficulty of assigned readings were reasonable.	_____	_____	_____	_____	_____
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

		Almost Always	Frequently	Occasionally	Hardly Ever	Unable to rate
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 AY:_____

CLASSROOM VISITATION AND DOCUMENTATION

Faculty Member _____

Semester _____

Name of Course _____

Percent of course distance delivered_____

Date of Face to Face Observation_____

Date of Distance Delivered 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 they have read this evaluation.
It does not necessarily indicate that they agree 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 distance delivered 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 distance delivered
____ Course materials are posted and available when needed by students
____ Course materials use the distance delivered 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, distance delivered 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, distance delivered 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?

___ 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
____ 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 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?
   ____ 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 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

Appendix F – Overload Contract Master Documents

Name:

Overload Contract

ID:

Fall

This agreement is made by and between Labette Community College, first part, herinafter referred to as the College, and _____, second part, herinafter referred to as the instructor. The College does by this presence engage the instructor to teach the following course(s).

Course Code & Session	Course Title	Credit Hours	Begin Date	End Date	Students Enrolled	Minimum Enrollment	Overload Pay Rate	Extra Student Pay (above 22)	Overload Pay (total)
Regular Load									
Overload									

Total Load	0
Regular Load	15
Overload	-15

Total Overload Pay $ -

Account Number 00-000-0000-000 $ -

00-000-0000-000 $ -

This contract is being issued based on enrollment numbers after the last day of the week for students to enroll and will be null and void if not signed by both instructor and college administrator. Signed contracts are due in the Office of Instruction within three (3) working days of receipt. This overload contract is for a supplementary duty under the Master Agreement. Overload payment shall be made in one of two ways as designated below. Winter Intercession classes will be paid January of that semester.

Payment Options (check one) _____ 1 payment in December _____ 3 equal payments in October, November & December

In witness whereof, the parties have hereto signed their names.

Instructor Signature
Date _____

Program Director (if applicable)
Date _____

Appropriate Academic Dean
Date _____

Name:

Overload Contract

ID:

Fall - Midsemester

This agreement is made by and between Labette Community College, first part, herinafter referred to as the College, and _____, second part, herinafter referred to as the instructor. The College does by this presence engage the instructor to teach the following course(s).

Course Code & Session	Course Title	Credit Hours	Begin Date	End Date	Students Enrolled	Minimum Enrollment	Overload Pay Rate	Extra Student Pay (above 22)	Overload Pay (total)
Regular Load									
Overload									

Total Load	0
Regular Load	15
Overload	-15

Total Overload Pay $ -

Account Number 00-000-0000-000 $ -

00-000-0000-000 $ -

This contract is being issued based on enrollment numbers after the last day of the week for students to enroll and will be null and void if not signed by both instructor and college administrator. Signed contracts are due in the Office of Instruction within three (3) working days of receipt. This overload contract is for a supplementary duty under the Master Agreement. Overload payment shall be made in one of two ways as designated below.

Payment Options (check one) _____ 1 payment in December _____ 2 equal payments in November & December

In witness whereof, the parties have hereto signed their names.

Instructor Signature	Program Director (if applicable)	Appropriate Academic Dean
Date	Date	Date

Name:

ID:

Overload Contract

Fall - Winter Intercession

This agreement is made by and between Labette Community College, first part, herinafter referred to as the College, and _____, second part, herinafter referred to as the instructor. The College does by this presence engage the instructor to teach the following course(s).

Course Code & Session	Course Title	Credit Hours	Begin Date	End Date	Students Enrolled	Minimum Enrollment	Overload Pay Rate	Extra Student Pay (above 22)	Overload Pay (total)
Regular Load									
Overload									

Total Load	0
Regular Load	15
Overload	-15

Total Overload Pay $ -

Account Number	00-000-0000-000	$ -
	00-000-0000-000	$ -

This contract is being issued based on enrollment numbers after the last day of the week for students to enroll and will be null and void if not signed by both instructor and college administrator. Signed contracts are due in the Office of Instruction within three (3) working days of receipt. This overload contract is for a supplementary duty under the Master Agreement. Overload payment shall be made in one of two ways as designated below. Winter Intercession classes will be paid in January of that semester.

Payment Information 1 payment in January of Intercession

In witness whereof, the parties have hereto signed their names.

Instructor Signature
Date _____

Program Director (if applicable)
Date _____

Appropriate Academic Dean
Date _____

Name:

Overload Contract

ID:

Spring

This agreement is made by and between Labette Community College, first part, herinafter referred to as the College, and _____, second part, herinafter referred to as the instructor. The College does by this presence engage the instructor to teach the following course(s).

Course Code & Session	Course Title	Credit Hours	Begin Date	End Date	Students Enrolled	Minimum Enrollment	Overload Pay Rate	Extra Student Pay (above 22)	Overload Pay (total)
Regular Load									
Overload									

Total Load 0 Fall Overload 0

Regular Load	15	Spring Overload	0
Overload	-15	Total Overload	0

Total Overload Pay $ -

Account Number 00-000-0000-000 $ -

00-000-0000-000 $ -

This contract is being issued based on enrollment numbers after the last day of the week for students to enroll and will be null and void if not signed by both instructor and college administrator. Signed contracts are due in the Office of Instruction within three (3) working days of receipt. This overload contract is for a supplementary duty under the Master Agreement. Overload payment shall be made in one of two ways as designated below. Winter Intercession classes will be paid in January of that semester.

Payment Options (check one) 1 payment in May _____ 3 equal payments in March, April & May

In witness whereof, the parties have hereto signed their names.

Instructor Signature
Date _____

Program Director (if applicable)
Date _____

Appropriate Academic Dean
Date _____

Name:

ID:

Overload Contract

Spring - Midsemester

This agreement is made by and between Labette Community College, first part, herinafter referred to as the College, and _____, second part, herinafter referred to as the instructor. The College does by this presence engage the instructor to teach the following course(s).

Course Code & Session	Course Title	Credit Hours	Begin Date	End Date	Students Enrolled	Minimum Enrollment	Overload Pay Rate	Extra Student Pay (above 22)	Overload Pay (total)
Regular Load									
Overload									

Total Load	0	Fall Overload	0
Regular Load	15	Spring Overload	0
Overload	-15	Total Overload	0

Total Overload Pay $ -

Account Number 00-000-0000-000 $ -

00-000-0000-000 $ -

This contract is being issued based on enrollment numbers after the last day of the week for students to enroll and will be null and void if not signed by both instructor and college administrator. Signed contracts are due in the Office of Instruction within three (3) working days of receipt. This overload contract is for a supplementary duty under the Master Agreement. Overload payment shall be made in one of two ways as designated below. Winter Intercession classes will be paid in January of that semester.

Payment Options (check one) _____ 1 payment in May _____ 2 equal payments in April & May

In witness whereof, the parties have hereto signed their names.

Instructor Signature	Program Director (if applicable)	Appropriate Academic Dean
Date _____	Date _____	Date _____