

DODGE CITY COMMUNITY COLLEGE

2501 North Fourteenth Avenue
Dodge City, Ford County, Kansas



POLICY MANUAL

**Dodge City Community College
Dodge City, Kansas
Ford County**

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Title: Philosophy, Mission and Goals

Educational Philosophy

Philosophy
Dodge City Community College

Dodge City Community College is a comprehensive community college, operating with an open door admissions policy within Ford County, Kansas and an eight-county service region. The College is governed by a locally elected Board of Trustees and is responsible to the community it serves and to the State of Kansas.

Dodge City Community College recognizes the existence of individual learning styles and is committed to providing quality instructional programs, student support services, and affordable life-long learning opportunities. The College challenges students to initiate and maintain academic, vocational-technical, physical, spiritual, social, and personal growth.

The provision of higher education is a public responsibility. Therefore, Dodge City Community College recognizes the need to maintain a viable relationship with the community it serves. Furthermore, Dodge City Community College recognizes that all persons have a fundamental right to seek self-fulfillment through responsible participation in the learning environment.

Date of Adoption: November, 1984 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987
December 15, 1993
August 10, 1994

Related Administrative Rules and Regulations: _____

Title: Philosophy, Mission and Goals

Educational Mission

MISSION

Dodge City Community College, as a public institution of higher learning, will provide a non-discriminatory environment for quality education and lifelong learning opportunities. The spectrum of learning opportunities included the following areas:

Academic Transfer:

Associate of Arts or Sciences Degree programs designed to prepare students to transfer to the upper division of baccalaureate degree programs of four-year colleges and universities;

Associate of Science in Nursing Degree programs designed to prepare students for direct entry into the work force or to transfer to a baccalaureate program;

Vocational-Technical

Associate of Applied Science Degree programs and related Certificate programs designed to prepare students for direct entry into the work force, to develop capacities for continued learning in new technologies, and to train students for further career advancement;

Programs and courses through the Area Vocational Center designed to provide high school students with the technical preparation necessary for making a successful transition between school and work;

General Studies:

Associate of General Studies Degree program designed to encourage the personal advancement and educational enrichment of students;

Transitional Education:

Developmental courses and tutorial assistance designed to enable a diverse population of students to advance academically;

Title: Philosophy, Mission and Goals

Educational Mission

Student Development:

Involvement of students in curricular and co-curricular experiences designed to foster personal and social development;

Business and Industry:

Educational and support services for regional business and industry; and

Community Enrichment:

Cultural experiences and service activities designed to improve the quality of life within the service region.

Date of Adoption: November, 1981

Legal Reference: K.S.A.

Review Date (s): December, 1985

April, 1987

December 15, 1993

August 10, 1995

Related Administrative Rules and Regulations: _____

Title: Philosophy, Mission and Goals

Goal Statements

The following are the goals which have been established for the college:

1. To provide for, as completely as possible, the academic needs for the first two years of the baccalaureate degree.
2. To offer career educational programs that will facilitate the development of the necessary skills, knowledge, and attitudes for successful employment.
3. To offer developmental courses to those in the community who desire basic skills or competencies for individual needs.
4. To offer specialized courses or activities that will provide the individual with an opportunity for cultural enrichment, continuing education, acquiring specific skills, or involvement.
5. To utilize campus and faculty resources for community activities, recreation and other area events.
6. To provide professional guidance and supportive services to enable students to achieve their educational goals.
7. To extend itself beyond the campus into the community and the general area with programs that will provide high quality learning experiences to the non-traditional learner by using radio, television and extension courses.
8. To meet the college's financial and physical needs through more effective planning, resource development and deployment.
9. To generate an orderly flow of pertinent information of use as the basis for decision making in specified areas of responsibility.
10. To improve communications externally and internally.
11. To provide people or our communities with information on the educational programs and services available to them and assess current enrollment patterns.
12. To enhance academic quality.
13. To play an integral role in the on-going and dynamic process on the development and learning of the total person.

Title: Philosophy, Mission and Goals

Goal Statements

14. To establish a comprehensive human resources program.
15. To meet the college's facility and transportation needs.
16. To facilitate decision making within the college areas.
17. To increase the college's responsibilities to community needs.
18. To provide equal accessibility for disabled individuals for employment and advancement, participation in benefits, programs and services of the College.

Date of Adoption: June, 1985 Legal Reference: K.S.A.

Review Date (s): December, 1985 N/A
April, 1987
January 20, 1993

Related Administrative Rules and Regulations: _____

SERIES NUMBER: 201

TITLE: Board of Trustees

Policy Function

(Policy repealed on May 24, 2006.)

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

TITLE: Board of Trustees

Name and Legal Status

Legal Name: Dodge City Community College

The Board of Trustees derives its legal status from the Constitution of the State of Kansas and the statutory provisions enacted by the Kansas Legislature. The Board of Trustees, in accordance with the provisions of law and the rules and regulations of the Kansas Board of Regents, shall have custody of and shall be responsible for the operation, management and control of the College.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
May, 2006
June, 2017

K.S.A. 71-201

TITLE: Board of Trustees

Board Members - Terms of Office

The Board of Trustees is the governing body of Dodge City Community College and is composed of seven members. Members are elected in accordance with the Kansas Community College Election Act (K.S.A. 71-1401 *et seq.*).

Each member of the Board shall be elected for a four-year term commencing on the second Monday in January following election. Members shall serve until their successors are elected or appointed and qualified. The terms of all current Board members shall be extended from July 1 to the following second Monday in January pursuant to K.S.A. 71-1412.

The Board shall appoint a member to fill any vacancy on the Board for the balance of the unexpired term. When a vacancy occurs, the Board shall publish a notice one time in a newspaper having general circulation in the College district stating that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than 15 days after the publication.

No member of the Board shall be an employee of Dodge City Community College.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
May, 2006
June, 2017

K.S.A. 71-201
K.S.A. 71-1401 thru 71-1420

TITLE: Board of Trustees

Legal Basis and Powers of the Board of Trustees

The Board of Trustees of Dodge City Community College operates under and draws its authority from various statutes of the State of Kansas, one of the most important being K.S.A. 71-201 and following.

The powers of the Board are specified in K.S.A. 71-201 (*et seq.*) and other pertinent statutes such as, but not limited to, K.S.A. 71-1401 (*et seq.*).

A copy of K.S.A. 71-201 and following, and other pertinent statutes, is on file in the office of the President of the College.

DATE OF ADOPTION: September, 1975

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
May, 2006
June, 2017

K.S.A.

TITLE: Board of Trustees

Committees

Whenever it is deemed advisable, standing committees or special committees may be appointed by the Chairperson or by a majority vote of the Board. Special committees and standing committees shall report to the Board and any action shall be by the Board at a regular or special meeting. The Board Chairperson will serve as an ex officio member of each committee.

The Chairperson or a majority vote of the Board may dissolve a standing committee or special committee, if the function or purpose of the committee is no longer deemed needed.

DATE OF ADOPTION: September, 1975

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
May, 2006
June, 2017
December, 2018
January, 2020

(K.S.A.)

SERIES NUMBER: 206

TITLE: Board of Trustees

Membership in State and National Associations

The Board of Trustees shall maintain active memberships in state and national associations committed to the purposes and responsibilities of the Board. In order to be well informed it is the responsibility of Board members to attend association and other professional meetings.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

71-210

TITLE: Board of Trustees

Legal Counsel

The Board of Trustees, in consultation with the President shall appoint an attorney licensed to practice law in the State of Kansas to serve as legal counsel to represent the College and to advise the Board. Legal counsel shall attend regular and special meetings of the Board when requested and be available for consultation as needed. Legal counsel shall be paid on a "time" or "retainer" basis as determined by the Board. Legal counsel shall be appointed at the annual organizational meeting in January.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
December, 1991
May, 2006
July, 2017

K.S.A. 71-201

TITLE: Board of Trustees

Formulation and Review of Policies

Members of the Board of Trustees are to recognize and maintain the distinction between those activities which are appropriate to the Board as the legislative, governing body of Dodge City Community College and those administrative activities which are to be performed by the President and his staff in the exercise of delegated administrative authority.

The Board is responsible for developing the policies that govern the conduct of the affairs of Dodge City Community College. In developing policies, the Board must exercise critical judgment and must, to the best of its members' abilities, keep paramount the educational needs of this community and an environment of academic freedom for the administration and staff of the College. Believing in the democratic principle, the Board pledges itself to this principle in its policies, practices and procedures.

The President shall be responsible for proposing and developing policies, as needed, or as directed by the Board. Initiation of a proposed policy or the revision of an existing policy is encouraged in order to meet the needs of the community, students and College personnel.

Policies may be initiated, revised or amended at a regular meeting of the Board by a majority vote of all sitting members. Final action on proposals for new or amended policies shall be taken no earlier than the next meeting following the one at which the proposal is initially presented. There shall be a continuing review of Board policies by the administration and the Board.

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): November, 1985
December, 1985
April, 1987
January, 1992
May, 2006

71-201

SERIES NUMBER: 209

TITLE: Board of Trustees
Orientation of New Members

It shall be the responsibility of the President and the Chairperson of the Board of Trustees to orient new Board members.

The purpose of the orientation shall be to acquaint new Board members with the policies, duties and responsibilities of members of the Dodge City Community College Board of Trustees.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

TITLE: Board of Trustees

Code of Ethics

The Board of Trustees commits all members to ethical, lawful, and professional conduct, including proper use of authority and appropriate decorum at all times when acting as board members. In order for the trustees to function better as a board, it is important that ethical standards for trustee behavior are clear and have defined expectations in standards for good practice. These standards are clearly defined and adopted as follows:

As a Dodge City Community College Trustee member, I am responsible:

- To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during professional debates or points of issue.
- To devote time, thought and study to the duties and responsibilities of a community college board member, so that I may render effective and creditable service.
- To base my personal decision upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision of the board.
- To remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the community college staff, college students, citizens, and all media on the basis of this fact.
- To respect the confidentiality appropriate to issues of a sensitive nature at all times.
- To resist every temptation and outside pressure to use my position as a community college board member to benefit myself, my business or any other individual or agency apart from the total interest of Dodge City Community College.

- To avoid using board positions to obtain employment in the college or business for themselves, family members, or close associates. Should a board member seek employment at the college, he or she should first resign from the board.
- To recognize that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operations.
- To welcome and encourage active cooperation by citizens, organizations, and the media by communicating with respect to policy on current college operations and proposed future developments.
- To speak with one voice as a board member once a board decision or policy is made.
- To strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public higher education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
 April, 1987
 January 27, 1999
 April, 23, 2019

SERIES NUMBER: 211

TITLE: Board of Trustees
Compensation for Expenses

Members of the Board of Trustees shall serve without compensation for any work or duties performed by them. Board members shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.

DATE OF ADOPTION: April, 1989

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): September, 1997
May, 2006

71-201

TITLE: Board of Trustees

Conflict of Interest

1. General Principles:

The Dodge City Community College Conflict of Interest Policy is intended to identify and address potential, apparent and actual conflicts of interest. Each member of the Board of Trustees shall serve the greater good of the College and all decisions are to be made with the goal of advancing the best interest of the College. This policy statement is adopted to provide guidance in achieving this objective.

A potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer to reasonably question whether the individual's actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

2. Definitions:

The following definitions are provided to assist members of the Board of Trustees in determining whether a conflict or potential conflict should be disclosed.

The College: Shall mean Dodge City Community College and any affiliated organizations it controls.

Substantial Interest: Shall mean any of the following:

a. If a member of the Board of Trustees or a member's spouse, either individually or collectively, has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5% of any business, whichever is less, the member has a substantial interest in that business.

b. If a member of the Board of Trustees or a member's spouse, either individually or collectively, has received during the preceding calendar year compensation which is or will be required to be included as taxable income on federal income tax returns of the member and spouse in an aggregate amount of \$2,000 from any business or combination of businesses, the member has a substantial interest in that business or combination of business.

c. If a member of the Board of Trustees or a member's spouse, either individually or collectively, has received the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more from a business or combination of businesses, the member has substantial interest in that business or combination of businesses.

d. If a member of the Board of Trustees or a member's spouse holds the position of officer, director, associate, partner or proprietor of any business, other than an organization exempt from federal taxation of corporations under section 501(c)(3), (4), (6), (7), (8), (10) or (19) of chapter 26 of the United States code, the member has a substantial interest in that business, irrespective of the amount of compensation received by the member or member's spouse.

e. If a member of the Board of Trustees or a member's spouse receives compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the member has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the member or the member's spouse, either individually or collectively, received an aggregate of \$2,000 or more in the preceding calendar year.

Business: Shall mean any corporation, association, partnership, proprietorship, trust, joint venture and every other business interest, including ownership or use of land for income.

Compensation: Shall mean any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another, but shall not mean nor include reimbursement of reasonable expenses if the reimbursement does not exceed the amount actually expended for the expenses and it is substantiated by an itemization of expenses.

3. Disclosure and Restraint in Participation:

If a member of the Board of Trustees has a Substantial Interest in any transaction involving the College or being considered by the College such member shall, as soon as he or she has knowledge of the transaction, take the following actions:

- a. Fully disclose, in writing, the nature of his or her interest in the transaction(s) to the Chairperson of the Board of Trustees.
- b. The member of the Board or the Chairperson of the Board may request an opinion as to the existence of a conflict from the College's attorney.

- c. After having disclosed the conflict, the member of the Board may decide to decline to participate in discussion of the matter as to which a conflict exists. In such instances, the meeting minutes shall reflect the member's decision of recusal or abstention. Notwithstanding the member's decision to participate in discussion of the matter as to which a conflict exists, the member shall not vote on the issue.
- d. If a member of the Board does not decline to participate in discussion of the matter as to which a conflict exists, the Board Chairperson shall, prior to consideration of the matter, identify the conflict in open session. The member with a conflict may participate in discussion of the matter if a majority of the Board members authorize such participation by majority vote. If authorization is given, the member shall, nonetheless, abstain from voting on the matter.
- e. A member of the Board of Trustees who recuses himself or herself from participation in discussion of and voting upon a matter due to a conflict of interest shall not be counted toward a quorum for that vote.
- f. If a conflict involves the Chairperson, the Vice Chairperson shall assume the role of Chairperson in addressing the issue in conflict.

4. Additional Required Disclosures:

Upon commencement of service on the Board of Trustees each individual member shall complete and file with the Board Secretary the Conflict of Interest Disclosure Form. The form shall be completed annually at the time of the Board's organizational meeting in January.

5. Compliance:

All persons subject to this policy are expected to fully and promptly comply with its terms and provisions. Failure to comply with this policy may subject members of the Board of Trustees to legal action as provided by state statutes.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
 April, 1987
 May, 2006
 February, 2010
 February, 2019

K.S.A. 75-4301a thru 75-4306

SERIES NUMBER: 213

TITLE: Board of Trustees

Chairperson and Vice-Chairperson - Duties

The Chairperson of the Board of Trustees shall preside at all Board meetings; sign warrants and drafts, and all orders drawn upon the Treasurer as provided by law; sign all contracts approved by the Board; and appear on behalf of Dodge City Community College in all actions brought by or against it, unless individually a party, in which case this duty shall be performed by the Secretary.

The Vice-Chairperson shall perform such duties as may be assigned by the Chairperson of the Board and shall serve as acting chairperson in the absence of the Chairperson.

DATE OF ADOPTION: September, 1975

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

71-201

TITLE: Board of Trustees

Secretary - Duties

The duties of the Secretary will be:

1. Assure the filing and preservation of copies of official reports made to the State Department and papers transmitted to the Secretary pertaining to the business of the corporation.
2. Assure the maintenance of records of all proceedings of the meetings of the Board.
3. Authorized to countersign all warrants and drafts upon the county treasurer. Draw warrants for claims allowed by the Board, countersign and keep a record of them.
4. Report to the State Department, county auditors, and the county treasurer the names of the Chairperson, the Secretary, and the Treasurer of the Board as soon as practicable after each officer has qualified.
5. Call to the attention of the Board legal requirements in those matters for which the Secretary is responsible.
6. Supervise the functions of the Deputy Secretary of the Board.
7. Assure appropriate legal notices to the public regarding College matters.
8. Perform such other duties as may be required by the Board of Trustees, President, or by law.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1992
May, 2006

TITLE: Board of Trustees
Deputy Secretary - Duties

The duties of the Deputy Secretary will be:

1. Responsible to the Board of Trustees and to the Secretary of the Board to provide necessary administrative and secretarial services to assist the Board in conducting the business of the College.
2. Coordinate all preparations for the Board of Trustees Regular, Special and Annual meetings.
3. Record, prepare and distribute official minutes and maintain official minute book.
4. Maintain and schedule the use of the Board Room.
5. Coordinate revision and maintenance of Board of Trustees Policy Manual.
6. Perform such other duties as may be requested by the Board of Trustees or the Secretary of the Board.
7. Serve as local Freedom of Information Officer for the College as required by the Kansas Open Records Act.

DATE OF ADOPTION: September, 1975

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1992
September, 2000
May, 2006

45-215 *et al.*

TITLE: Board of Trustees

Treasurer - Duties

The duties of the Treasurer will be:

1. Receive all monies belonging to the College.
2. Pay warrants as designated by the Board.
3. Keep an accurate record of all receipts and expenditures of funds.
4. Register all orders drawn and reported to him by the Secretary showing the number, date, to whom drawn, fund upon which drawn, the purpose and amount.
5. Keep an accurate separate account of all funds.
6. Keep an accurate account of all bills and present them to the Board for audit and approval for payment.
7. Make and file with the Board monthly financial statements, showing receipts, disbursements, and the remaining balance in each fund.
8. Prepare annual financial statements for the College.
9. Render a financial statement whenever required and keep books open for inspection at all times.
10. Deposit funds in the banks designated by the Board as the official depositories and file with the county treasurer and the state treasurer, a list of such depositories with any changes authorized by the Board.
11. Keep a record of bond buyers.
12. Receive apportionment of funds and payment of taxes from the county treasurer.
13. Keep a record indicating to whom interest bearing bonds are sold.
14. Perform such other duties as may be required by the Board of Trustees, President or by law.

SERIES NUMBER: 216

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1992
May, 2006

SERIES NUMBER: 217

TITLE: Board of Trustees
Absence of Officers

In the event the Chairperson and Vice-Chairperson are both absent, the Secretary shall serve as temporary chairperson while the Board selects a chairperson pro tempore.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

TITLE: Board of Trustees

Meetings

Regular Meetings

The regular monthly meetings of the Board are generally scheduled for the fourth Tuesday of each month at 6:00 P.M. The date and time of regular meetings of the Board may be changed by majority vote of the Board. All meetings of the Board will be on the College campus unless a different location is designated by Board action. All Board meetings will be held in a facility accessible to disabled individuals in accordance with the Americans with Disabilities Act.

Special Meetings

Special meetings of the Board may be scheduled (1) by Board action at a scheduled meeting, (2) upon the call of the Chairperson, or (3) upon the call of the Secretary made at the written request of a majority of the members of the Board. Unless otherwise provided by law, notice of special meetings shall be given to Board members in writing or by electronic communications by the Secretary at least 48 hours in advance of the special meeting. The 48 hours advance notice of a special meeting may be waived in writing by all sitting Board members. Notice of special meetings shall specify the time, place and purpose of the meeting. Attendance at a special meeting shall constitute a waiver of notice or any defect in the notice actually given. No business other than the purpose of the meeting as stated in the notice shall be transacted at the special meeting.

Cancellation of a Meeting

A regular meeting of the Board may be cancelled upon the request of a majority of the members of the Board.

Open Meetings

All meetings of the Board shall be held in accordance with the Kansas Open Meetings Act (K.S.A. 75-4317 *et seq.*). Notice of the date, time and place of any regular or special meeting of the Board shall be furnished to any person requesting such notice in accordance with K.S.A. 75-4318, as amended.

DATE OF ADOPTION:	September, 1977	LEGAL REFERENCE:	(K.S.A.)
REVIEW DATE(S):	December, 1985		71-201
	April, 1987		
	July, 1990		75-4317 thru 75-4320c
	December, 1990		
	January, 1993		
	May, 1996		
	May, 2006		
	February, 2010		

**TITLE: Board of Trustees
Executive Sessions**

The Board may recess for a closed or executive session upon formal motion made, seconded and carried by a majority vote of the Board members present. Any motion to recess for a closed or executive session shall include: (1) A statement describing the subjects to be discussed during the closed or executive meeting; (2) the justification listed in subsection (b) of K.S.A. 75-4319 for closing the meeting; and (3) the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meeting and shall be maintained as part of the permanent records of the Board. Discussions during the closed or executive meeting shall be limited to those subject stated in the motion.

No binding action shall be taken during a closed or executive session.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
May, 2006
January, 2018

K.S.A. 75-4319

TITLE: Board of Trustees

Annual Organizational Meeting

The annual organizational meeting of the Board shall be at the regular Board meeting in January.

The Chairperson will present the gavel to the Board Secretary to conduct the elections of a Chairperson from among the members of the Board of Trustees. The election will be conducted by first obtaining nominations from the Trustees. The nominees shall be declared the candidates and the election shall be by oral or show of hands vote. Upon the election of the Chairperson, the Secretary shall turn the meeting over to the duly elected Chairperson for continuation of the organizational meeting.

The Board shall elect a Vice-Chairperson from among the members of the Board of Trustees and a Secretary who may or may not be a member of the Board. Each officer shall be elected by a majority of the Trustees present and voting and shall serve a term of one year.

The Board shall also appoint from its membership the following:

- a. Parliamentarian
- b. Alternate Parliamentarian
- c. KACCT Representative
- d. Alternate KACCT Representative
- e. Foundation Representative
- f. Alternate Foundation Representative
- g. RSVP Board Representative
- h. DCCC Endowment Representative

The Board shall also appoint the following:

- a. Deputy Secretary
- b. Freedom of Information Officer
- c. Treasurer
- d. Legal Counsel

DATE OF ADOPTION: December, 1991

LEGAL REFERENCE:

REVIEW DATE(S): May, 2006

K.S.A. 71-201

July, 2017

TITLE: Board of Trustees
Conduct of Meetings

Quorum

A quorum of the Board shall be a majority of all sitting members of the Board and shall be required for the transaction of business. Except as otherwise required by Board policy or law, a majority vote of those members present and voting shall govern. However, a minimum of three (3) affirmative votes shall be required for the passage of any motion or resolution. An abstention by a member to a vote shall not be considered in determining the number of votes cast.

Rules of Order

The Code of Procedure for the Board of Trustees of Dodge City Community College shall govern the Board in its deliberations, except when in conflict with Board policy or a state or federal law.

Agenda

Prior to each regular and special meeting, the Secretary of the Board shall distribute an agenda and supporting information to each Board member. The agenda shall be made available to the public at that time.

The Chairperson of the Board, in consultation with the President, shall set the agenda. Any Board member, Board appointee or member of the College administration may request to have an item placed on the agenda. Members of the public may not place an item on the agenda, but may have a Board member sponsor such an item.

Items may be added to or removed from the agenda at the regular meeting by motion approved by a majority of those Board members present and voting. No items may be added to the agenda of a special meeting.

Order of Business - Regular Meetings

The following shall be the usual order of business for regular meetings of the Board of Trustees.

- I. Call to Order
- II. Approval of Minutes
- III. Completion of Agenda
- IV. Public Comments
- V. Reports of/to the Board of Trustees
- VI. Unfinished Business
- VII. New Business
- VIII. Consent Agenda
- IX. Executive Session
- X. Reconvene Into Open Public Session
- XI. Adjournment

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
June, 1992
March, 1994
November, 1998
May, 2006

75-4318

SERIES NUMBER: 223

TITLE: Board of Trustees

Minutes

Records of all official actions of the Board shall be set forth in the official minutes of the Board. The minutes shall be kept on file as the permanent official records of the College.

Minutes of a Board meeting shall be prepared by the Secretary and mailed or delivered to the Board members at least forty-eight (48) hours before the time of the next regular meeting. The minutes of the preceding meeting(s) shall be approved by the Board and signed by the Secretary. The official minutes shall be indexed and kept in the office of the President of the College. Approved minutes shall be available to the public for examination during regular office hours.

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

TITLE: Board of Trustees

Claims

The Treasurer shall prepare and make available to each Trustee a detailed tabulated list of claims made to Dodge City Community College prior to the meeting of the Board of Trustees to ensure action of the Board thereon at the meeting. The list of claims is to be certified by the Treasurer of the Board as a true and correct statement of the vouchers received, and carry the approval of the President. All unpaid vouchers shall be available for inspection by the Board at each meeting.

DATE OF ADOPTION: September, 1985

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1992
May, 2006

12-105a

TITLE: Board of Trustees

Voting

All votes by the Board of Trustees shall be by voice vote or, in the alternative, the presiding officer may request that a vote be by "show of hands". No vote shall be by secret ballot. The presiding officer or any Board member may request a formal division (recording) of a vote. At the discretion of the presiding officer, division may be either a poll of each member or a show of hands.

Members of the governing body have a duty to vote unless a member choosing to abstain has a conflict of interest or other conflict that appears to make voting on an issue improper. Any member who abstains must state, for the purpose of its inclusion in the minutes, the reason for the abstention.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1993
May, 2006

TITLE: Board of Trustees

Transaction of Business

The Board of Trustees shall transact all business at a regular or special meeting of the Board. No individual Board member shall have the power to act in the name of the Board outside a Board meeting, unless specifically authorized to do so by Board action.

Except as otherwise provided herein, requests by Board members for documents, research and other resource information shall be made to the Board Chairperson, in writing. The Board Chairperson shall determine whether the requested information or any part thereof is reasonably necessary for the Board member to fulfill his or her duties, responsibilities or obligations as a member of the Board. If the requested information or any part thereof is determined to be reasonably necessary, the Board Chairperson shall forward the request to the President for response.

The Board may by majority vote at a regular or special meeting direct the President provide documents, research or other resource information to assist members of the Board in considering pending matters.

Nothing herein shall limit or restrict a Board member from obtaining public records pursuant to the Kansas Open Records Act. (K.S.A. 45-216 *et seq.*)

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1999
May, 2006

45-216 *et seq.*

SERIES NUMBER: 227

**TITLE: Board of Trustees
Revision of Policies**

(Policy repealed on May 24, 2006.)

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

SERIES NUMBER: 228

TITLE: Board of Trustees

Fiscal Year

The fiscal year of Dodge City Community College shall close on the last day of June. The Board shall appoint a licensed municipal public accountant or certified public accountant to examine and audit the accounts of the College annually as required by and in accordance with K.S.A. 75-1122 thru 75-1130.

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
May, 2006

75-1122 thru 75-1130

**TITLE: Board of Trustees
Budget**

The President shall annually prepare and submit to the Board a proposed budget in accordance with a schedule to be approved by the Board. The Board shall study and revise or accept the proposed budget and schedule a public hearing as required by K.S.A. 79-2929. The Board shall give at least 10 days notice of the time and place of the budget hearing by publication in the official newspaper designated by the Board. Following the annual budget hearing, the budget shall be finalized and adopted by the Board. The Board shall certify to the county clerk, on or before August 25th, the amount of ad valorem tax to be levied.

DATE OF ADOPTION:	October, 1977	LEGAL REFERENCE: (K.S.A.)
REVIEW DATE(S):	December, 1985 April, 1987 May, 2006	79-1801 79-2925 thru 2937

TITLE: Board of Trustees

Appearances by Individuals or Groups

It is the policy of the Board to provide an opportunity for individuals or groups to appear before the Board for the purpose of presenting a request or concern for the Board's consideration. An individual desiring to comment shall provide his or her name and address for the purpose of putting both in the minutes of the meeting. The Chairperson of the Board may limit the time of each individual to comment based upon the number of people wishing to speak and the amount of time available for the public comment portion of the meeting.

No action will be taken by the Board on non-agenda items presented during the public comment portion of the meeting. Non-agenda items will be referred to the appropriate administrator for further research and reported back to the Board at a later meeting. Personalities or behavior of employees are not to be presented during the public comment portion of the meeting but are to be reported to the employee's immediate supervisor.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
January, 1992
May, 2006

**TITLE: Board of Trustees
Obligations**

Any items, responsibilities, duties, or obligations not specifically covered by these policies of the Board of Trustees will be considered and determined by the Board at a regular or special meeting of the Board.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): October, 1977
December, 1985
April, 1987
May, 2006

TITLE: Board of Trustees

Transaction of Business (General Fund)

It is the policy of the Board of Trustees that the duly elected Chairperson and Treasurer of the Board shall be authorized to sign all checks, drafts, warrants or orders drawn against the General Fund checking account. Checks must be countersigned by the Chairperson and Treasurer. Facsimile signatures may be used in accordance with the Uniform Facsimile Signature of Public Officials Act (K.S.A. 75-4001 *et seq.*)

DATE OF ADOPTION: January 22, 2003

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S):

71-201
75-4001 *et seq.*

TITLE: Board of Trustees

Policy for Naming Opportunities and Donor Recognition

1. Purpose

The purpose of this policy is to provide guidelines for naming opportunities and recognition of donors to Dodge City Community College. Private gifts to the College are important and provide an opportunity to give appropriate recognition to the donor(s). Such recognition may include naming a building, room, facility, event or program in the donor's name. Naming recognition may be for distinguished acts and/or significant financial support.

2. Naming Criteria

a. Recognition of Distinction

The College may honor individuals or entities for extraordinary or distinguished contributions to humanity, country, community and/or the College by naming recognition in honor of the individual or entity. As a general rule, there will be at least a three year lapse between an individual's service to the College and naming recognition.

b. Recognition of Financial Support

The College may recognize individuals or entities for substantial financial contributions made to College sponsored projects or programs. "Substantial financial contributions" shall mean either a majority of the cost (more than one-half) of a project or program or a contribution which would not have been available from another source and was integral to the completion of a project or the initiation or continuation of a program. When defining fundraising campaign objectives for a project or program, the Board of Trustees may establish a schedule of naming opportunities with the level of donation required for naming recognition.

3. General Provisions

a. Naming recognition should lend a positive image for the College and its community. The credentials, character and reputation of each individual or entity for whom naming recognition is considered shall be carefully evaluated. Any nominations or recommendations to the Board of Trustees for naming recognition should be supported by appropriate background information.

b. Individuals soliciting donations on behalf of the College shall advise potential contributors of naming recognition opportunities and this policy. Further, potential contributors should be advised the final determination concerning naming recognition is made in the sole discretion of the Board of Trustees.

c. Any agreement for naming recognition based upon financial support shall be documented in a memorandum of agreement between the College and the donor. The memorandum of agreement shall detail the terms of the financial support and the naming recognition commitment by the College.

In the case of pledged or deferred financial support, the memorandum of agreement shall detail the financial commitment of the donor and the College's commitment for naming recognition. If the donor fails to satisfy the financial commitment, the Board of Trustees may withdraw its commitment for naming recognition. The Board of Trustees shall notify the donor of its intention to withdraw the naming recognition opportunity in advance of any final action to afford the donor an opportunity to satisfy the financial commitment and maintain the naming recognition.

In the event the Board withdraws a naming recognition opportunity for failure by a donor to satisfy a financial commitment, any funds received by the College prior to the withdrawal shall remain the property of the College.

d. A uniform system of signage shall be adopted by location. Plaques and signage shall be appropriate and consistent with other campus signage. Names of buildings and facilities shall include the primary function of the building or facility (e.g. Lewis Technology Center). Corporate logos will not be included in signage or plaques.

4. Approval of Naming Recognition

All proposals for naming recognition shall be submitted to the Board of Trustees by the College President. Prior to submission, the President shall determine the proposal is in conformance with this policy. Any commitments approved by the Board of Trustees prior to the adoption of this policy shall be honored.

5. Termination of Naming Recognition

A naming recognition may be terminated by the Board of Trustees, in its sole discretion, in the event of one of the following:

- a. A building, room or facility is transferred to a third party, demolished or otherwise no longer in use.
- b. An event or program is significantly modified or discontinued.
- c. The function or use of a building, room or facility changes to the extent the original purpose for the naming recognition no longer exists or relevant.
- d. An individual or entity with naming recognition engages in an act or activities which are contrary to the College's mission or is involved in disreputable or criminal conduct that may bring dishonor and/or embarrassment to the College.

DATE OF ADOPTION: June 25, 2013

LEGAL REFERENCE:

REVIEW DATE(S):

None

**CODE OF PROCEDURE
FOR THE BOARD OF TRUSTEES OF
DODGE CITY COMMUNITY COLLEGE**

Definitions

Section 1. Governing Body. Governing body shall mean the Board of Trustees of Dodge City Community College.

Section 2. Presiding Officer. Presiding officer shall mean the Chairperson of the Board of Trustees or the Vice-Chairperson of the Board in the absence of the Chairperson. In the event the Chairperson and Vice-Chairperson are both absent, the Secretary of the Board shall serve as the presiding officer.

Section 3. Quorum. A quorum of the Board shall be a majority of all sitting members of the Board and shall be required for the transaction of business. **When a quorum is present, a majority of affirmative votes cast, ignoring abstentions, is sufficient for the adoption of any motion or resolution.**

Meetings

Section 4. Regular Meetings. Regular meetings of the Board are generally scheduled for the fourth Tuesday of each month at 6:00 P.M. The date and time of regular meetings of the Board may be changed by majority vote of the governing body. All meetings of the Board will be on the College campus unless a different location is designated by Board action. All Board meetings will be held in a facility accessible to disabled individuals in accordance with the Americans with Disabilities Act.

Section 5. Special Meetings. Special meetings of the Board may be scheduled (1) by Board action at a scheduled meeting, (2) upon the call of the Chairperson, or (3) upon the call of the Secretary made at the written request of a majority of the members of the Board. Unless otherwise provided by law, notice of special meetings shall be given to Board members in writing or by electronic communication by the Secretary at least 48 hours in advance of the special meeting.

Notice of special meetings shall specify the time, place and purpose of the meeting. Attendance at a special meeting shall constitute a waiver of notice or any defect in the notice actually given. No business other than the purpose of the meeting as stated in the notice shall be transacted at the special meeting.

Section 6. Work Sessions. No agenda is required for a work session and no binding action may be taken during a work session.

Section 7. Quorum. A quorum is required at all meetings during which binding action will be taken by the governing body.

Section 8. Public Comment. If public comment is allowed during the meeting, the individual desiring to comment shall provide his or her name and address for the purpose of putting both in the minutes of the meeting. The presiding officer may limit the time of each individual to comment based upon the number of people wishing to speak and the amount of time available for the public comment portion of the meeting.

Agendas

Section 9. Agenda. Prior to each regular and special meeting, the Secretary of the Board will distribute an agenda to each Board member and it will be made available to the public at that time.

Section 10. Setting Agenda. The Chairperson of the Board, in consultation with the President, shall set the agenda.

Section 11. Agenda Items. Any Board member, Board appointee or member of the College administration may request to have an item placed on the agenda. Members of the public may not place an item on the agenda, but may have a Board member sponsor such an item.

Section 12. Additions to Agenda. Items may be added to or removed from the agenda at a regular meeting by motion approved by a majority of those Board members present and voting. No items may be added to the agenda of a special meeting.

Section 13. Order of Business. At the hour appointed for the meeting, the presiding officer shall call the meeting to order. Upon having a quorum present, the governing body shall proceed to business, which shall be conducted in an order set by the body.

Section 14. Consent Agenda. Upon the request of a Board member, any item may be removed from the consent agenda and considered separately.

Section 15. Order of Business, Suspended or Amended. By a majority vote of the Board members present, the order of business may be amended to add or delete sections as appropriate or may be suspended in its entirety to consider other matters. Executive sessions may be held at any time in the order of business.

Motions

Section 16. Motions; Second. All motions require a second before such motion may be considered.

Section 17. Debate. All motions are debatable unless otherwise noted in the section governing that motion.

Section 18. Substantive Motion. Only one main substantive motion may be pending on the floor at any one time. It must be withdrawn or advanced to a vote before another substantive motion is introduced.

Section 19. Substitute Motion. Substitute motions are prohibited. Substantive motions must be withdrawn or advanced before another substantive motion is introduced.

Section 20. Motion to Amend. A motion to amend is in order when the proposal is to change, add or delete words from the main substantive motion. If the motion is to amend a document before voting on its adoption, it is advisable to reduce the change to writing, but it is not required if all members of the governing body understand the amendment. A vote on an amendment is not a final vote on the underlying substantive motion. To pass the underlying substantive motion requires a vote.

Section 21. Motion to Refer. If the governing body deems it appropriate, it may refer any resolution, contract or other matter back to staff, committee, board or other appropriate location for further review and consideration. Such motion may or may not contain a time certain for the item to be returned to the governing body.

Section 22. Motion to Reconsider; Prohibited. Motions to reconsider are prohibited. Any Board member may make a new substantive motion on a matter previously considered by the governing body.

Section 23. Motion to Call the Previous Question. This motion is not debatable and, if passed by a majority of the governing body, calls for an immediate vote on the substantive motion. This motion requires a second and a vote.

Section 24. Motion to go into Closed or Executive Session. The motion to go into closed or executive session shall be substantially as follows: "I move the Board recess into executive session to discuss (subjects to be discussed) pursuant to the (justification for executive session by state statute). The open meeting to resume in this location at (time to resume)." The motion shall also state who is to be present in the executive session. The motion must be made, seconded and carried by a majority vote of the Board members present. Such motion shall be recorded in the minutes of the meeting. The meeting may not reconvene until the time stated in the motion.

Section 25. Motion to Adjourn to a Later Date and Time. If the Board is unable to complete its agenda during the time allotted for the meeting, the meeting may be adjourned to a time and date certain to continue the regular or special meeting. The motion shall state the time, place, and date for the meeting to reconvene. If the motion is adopted, the meeting is adjourned to the specified time, place, and date.

Section 26. Motion to Adjourn. At the conclusion of the agenda, a motion to adjourn is in order and requires a majority vote.

Voting

Section 27. Form of Vote. All votes shall be by voice vote or, in the alternative, the presiding officer may request that a vote be by "show of hands". No vote shall be by secret ballot.

Section 28. Division. The presiding officer or any Board member may request a formal division (recording) of a vote. At the discretion of the presiding officer, division may be by either a poll of each member or a show of hands.

Section 29. Duty to Vote. Members of the governing body have a duty to vote unless a member choosing to abstain has a conflict of interest or other conflict that appears to make voting on an issue improper. Any member who abstains must state, for the purpose of its inclusion in the minutes, the reason for the abstention.

Section 30. Recording. Upon final passage of a matter, the vote shall be recorded in the minutes.

Section 31. Votes; Motions. Unless otherwise specifically required by law, the adoption or rejection of resolutions and other motions shall be by a majority of those present. An abstention shall be counted with the prevailing side.

Application & Amendment

Section 32. Rules. For those matters not covered by these rules, the procedure shall be as decided by a majority vote of the governing body. These rules may be amended after adoption by a subsequent resolution. Such action amends the resolution originally adopting the rules. The rules may not be suspended by the governing body during any meeting.

DATE OF ADOPTION: May, 2006

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): February, 2010
February, 2018

Title: Administrative Function

Appointment of the President

The Board of Trustees at such time as they deem expedient shall appoint a President of the College. The President shall not be a member of the Board of Trustees. The Board shall review the performance of the President annually. The Board may enter into a multiple year contract with the appointed President, if approved by a majority vote of all members.

Date of Adoption: October, 1977

Legal Reference: K.S.A.

71-201 (b) (4)

Review Date (s): December, 1985

April, 1987

October, 1992

Related Administrative Rules and Regulations: _____

Title: Administrative Function

Duties of President

It shall be the policy of the Board of Trustees of the College that the Executive Officer of the Board of Trustees is the Chief Administrative Officer whose title is "President." The President is accountable directly to the Board of Trustees and is responsible to them for guiding and directing all operations and activities of the college.

It is the policy of the Board that the President shall:

1. Be in all respects the Chief Executive Officer of the Board, having the power to make rules not in conflict with the law or with the policies of the Boards, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the college.
2. Exercise leadership in initiating new procedures for accomplishing goals of the college.
3. Be directly responsible to the Board. The President shall be expected to initiate and develop policies for the approval of the Board, and to delegate such responsibility to associates and subordinates as appropriate.
4. Be present for all deliberations of the Board, except those concerned with the President's contract status, and be granted the privilege of taking part in the deliberation, but shall not vote.
5. Have the power to recommend the appointment, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board. All appointments, promotions, demotions, discharges, and/or suspensions shall be reported to the Board for approval and confirmation. The President shall have the authority to assign and transfer employees of the college.
6. Direct the professional staff of the college. The President, through the staff, shall direct, assign, and control the promotion of student; and perform such other duties as the board determines. The President shall make such reports to the Board, including a comprehensive annual report, as are necessary to keep the members properly informed.
7. Direct the work of the professional staff in the evaluation of the educational programs, and upon the basis of the findings shall recommend revision, if needed, to the Board for consideration and judgment.

Title: Administrative Function

Duties of President

8. Direct the preparation of an annual budget showing the estimated financial needs for the ensuing fiscal year, and the anticipated income from all sources and submit the budget to the Board in accordance with the requirements of law.

9. Direct the formulation of salary recommendations for presentation to the Board for its approval.

10. Exercise leadership in directing necessary studies of sites and building's taking into consideration population trend and educational and cultural needs for the merged area to assure timely decisions by the Board and electorate regarding construction and renovation projects.

11. Represent the college as its President in all dealings with other colleges, social institutions, business firms, agencies of government and the general public.

12. Keep the public informed about modern educational practices, educational trends, and the practices and problems of the college.

13. Initiate and conduct research that will lead toward a more effective operation of Dodge City Community College.

14. The President shall have the authority to close the College once during the calendar year for a period not to exceed four business hours, if the President deems such closure appropriate to further the best interests of the college.

SPECIFIC ENUMERATION OF THE DUTIES OF THE PRESIDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BROAD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF THE PRESIDENT.

Date of Adoption: November, 1985 Legal Reference: K.S.A.
71-2001

Review Date (s): December, 1985
April, 1987
February 26, 1997

Related Administrative Rules and Regulations: _____

Title: Administrative Function

Line of Responsibility

The lines of responsibility and communications shall be designated by the president and shall be reviewed periodically with the Board of Trustees.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Administrative Function

Review of Administrative Decisions

In order that the President shall be fully informed, decisions made by administrative personnel, and major publications such as handbooks, catalogs, etc. developed by the administrative personnel, shall be subject to approval by the President. Any proposed major changes in procedures of the college shall be submitted to the President in writing for approval.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Administrative Function

Emergency Closing of the College

The President or his or her designee shall have the authority to discontinue instructional sessions because of extreme weather or other emergency conditions for the length of time the emergency exists. He shall make provisions to publicly announce such closings via available mass communication media.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

TITLE: Administrative Function

Administrative Officers

In addition to the President, the Board shall appoint such other administrative officers as the Board deems necessary and in the best interest of the College. Appointments of other administrative officers shall be made for a term of one (1) year beginning July 1 and ending June 30. Appointments shall be made upon the recommendation of the President. Appointments may be made for less than one year in the event of a vacancy.

Administrative officers should have at least a master's degree from an accredited institution or appropriate experience. Such administrative officers shall be responsible for performing those duties and responsibilities assigned by the Board and/or President.

Administrative officers shall be responsible for observance and enforcement of the operating policies of the Board and shall keep the President completely informed as to the condition of the College.

DATE OF ADOPTION: October, 1977

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): December, 1985
April, 1987
September, 2009

N/A

Title: Student Attendance

Attendance Requirements

Regular attendance and prompt completion of class work are necessary for maximum success in college. Each student is expected to be present at all classes in which he/she is enrolled. In the event of an absence, the student is responsible for making up the course work.

Absences for college-sponsored activities will be recorded as excused if the following steps are completed: 1) the activity sponsor notifies each instructor at least three school days prior to the day(s) the student will be absent (or as soon as possible if the event is rescheduled.) 2) The student contacts the instructor and makes definite arrangements for all work at least three school days prior to the absence. 3) The instructor designates assignments and issues a timeline for make-up work. 4) The student completes all assignments as required by the instructor. (College-sponsored activities include academic competition, music and drama events, official athletic events, field trips, convocations and other college-sponsored events as approved by the Dean of Instruction.)

For all absences other than those for college-sponsored activities, each instructor shall establish the attendance requirements for his/her class. Commonly, a student is allowed the same number of absences as the credit hour value of the course. For example, a student would be allowed three absences during the semester for a one-hour day class which meets three times a week. For a three-hour night course, the number of allowable absences would be one class session during the semester. The individual instructor may allow additional absences at his/her discretion. It is recommended that if a student misses more than the credit hour value of the class, the instructor would contact the student directly and discuss his/her standing in the course. The instructor would also inform the registrar's office as to the student's status in the course.

No statement in this policy shall preclude attendance policies that would meet the requirements of an accrediting or governmental agency.

Date of Adoption: September, 1975 Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

July, 2006

Related Administrative Rules and Regulations: _____

Title: Student Attendance

Entrance Requirements

The broad program of the college is intended to offer quality educational opportunities to all people. The college is committed to the concept and practice of affirmative action and does not discriminate on the basis of age, disability, national origin, race, religion or sex. A course, and/or a program, may require that a student meet qualifying standards in order to assure that the student is capable of completing the course.

Date of Adoption: November, 1985 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987
January 20, 1993

Related Administrative Rules and Regulations: _____

Title: Student Affairs

International Students

Dodge City Community College is fully accredited by the North Central Association of Colleges and Secondary Schools and is therefore approved as a school for non-immigrant students. Foreign students are advised that the college does not provide special language training, scholarships, or employment opportunities for foreign students. Students in foreign countries who wish to attend Dodge City Community College should follow the procedures outlined in the college catalog.

Date of Adoption: September, 1985 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Attendance

Attendance Records

The college will maintain adequate attendance records as required by law or special needs.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Discipline

Student Regulations

1. Student discipline is a joint responsibility shared by the students, faculty, and administration.
2. Students are expected to behave in a manner conducive to the mission of the college and in accordance with the Code of Student Conduct outlined in the Student Handbook as prepared and amended by the college.
3. Disciplinary cases will be handled by the Dean of Student Services as outlined in the Student Handbook.
4. The possession or consumption of alcoholic beverages or drugs on the premises of Dodge City Community College is prohibited. Violation may result in immediate disciplinary action up to and including dismissal from the college.
5. Students' actions on campus that violate both the law and campus regulations give rise to the possibility of dual jurisdiction and may subject the student to sanctions imposed by civil authority as well as by campus authority. In such cases, the college shall not be required to postpone a disciplinary hearing pending the outcome of legal proceedings unless so duly ordered by a court of law.
6. Students have the right to assemble and make recommendations so long as it does not interfere with protected rights and freedoms of other persons or the daily processes of the college.
7. When the sanction against a student is likely to include suspension or expulsion from the college, the student shall have the right to be notified in writing of the hearing; to have a fundamentally fair hearing; to be notified of the outcome of the hearing which shall be based on substantial evidence; and, to appeal the decision to a higher authority.
8. In cases where a person is judged by the Dean of Student Services to be a danger to him/herself or others or where the educational environment could be disrupted, the Dean of Student Services may take such disciplinary action as deemed necessary prior to a hearing to protect the safety and rights of the academic community.

Date of Adoption: November, 1985 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987
September, 1990

Related Administrative Rules and Regulations: _____

Title: Student Activities

Student Senate

Student Senate is an organization of students for the students. Student Senate has as its main objectives the promotion of students' opinions and ideas in the revision and formulation of policies of the college and the development of student activities. Student Senate also plays a role in the overall maintenance and development of the college as a result of the numerous positions it maintains on institutional committees.

Student Senate is an experience in leadership development, decision making processes, planning and coordination of activities and the development of cooperation between all segments of the college. Student Senate is open to any student wishing to take an active role in Dodge City Community College.

Date of Adoption: September, 1975 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987
September, 1990

Related Administrative Rules and Regulations: _____

Title: Student Activities

Interscholastic Program

Students may participate in interscholastic contests or events sponsored by the college and directed or guided by professional personnel according to rules established by the college administrators in concert with conferences and associations in which the college holds memberships.

1. Participation

Participation shall be limited to those contests and activities that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular program. Participation shall be voluntary. No otherwise qualified contestant shall be excluded because of race, color, creed, disability, or payment of an entry fee.

2. Approval

The President or his/her designee shall review and approve or reject all applicants for participation in contests in the area, state, region, nation, or of an international nature. The application shall contain information about the nature of the event, the purpose, the number of students involved, the time required, the means of financing the event, and other pertinent information.

In addition to the above policy, the Board of Trustees, shall follow the regulations established for two-year intercollegiate athletic programs in Kansas.

These regulations will be on file in the Athletic Director's Office.

Date of Adoption: September, 1975 Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

September, 1990

January 20, 1993

Related Administrative Rules and Regulations: _____

Title: Student Activities

Approved Clubs and Travel

The following guidelines shall govern the recognition and activities of clubs and organizations at Dodge City Community College.

1. At the beginning of each academic year and no later than September 15th, Dodge City Community College clubs and organizations must apply and qualify for formal recognition through the Student Senate. Late applications may be considered by the Senate at a regularly scheduled meeting.
2. Each club and organization must submit a slate of elected officers and a budget for the upcoming year.
3. Each club and organization must have an approved advisor associated with Dodge City Community College.
4. The Student Senate may adopt other rules, but the rules in this policy will take precedent.
5. Final approval of clubs and organizations and their official activities shall rest with the Dean of Student Services. The clubs and organizations will have the right of appeal to the College President.
6. Each recognized club and organization will adopt a Mission Statement supportive of the mission of the College.
7. Each club and organization must demonstrate an academic value. Failure to do so could result in withdrawal of approval.
8. All use of College funds by students must have prior approval.
9. All college students, when on trips approved by the college, will be held responsible for their behavior and will be expected to conduct themselves in a manner consistent with the Code of Student Conduct. All such trips are subject to the approval of the Dean of Student Services and the President.

Date of Adoption: September, 1975 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987
August, 1991

Related Administrative Rules and Regulations: _____

Title: Student Health Regulations

A student wanting to participate in interscholastic athletics or enter the Nursing Program, shall offer documentary evidence of having had a physical examination within ninety (90) days prior to the first day of participation. Upon recommendation of a physician, a student may be denied participation in those areas. Proper forms for such a physical examination are available from the respective departments.

Measles Vaccination. Commencing with the Spring Semester of 1991, Dodge City Community College will require proof of measles vaccination for all students born after 1957 as part of its admission procedure. One of the following will be required:

1. Documentation of two doses of live measles containing vaccines.
2. Documentation of prior physician-diagnosed measles disease.
3. Laboratory evidence of measles immunity.

Students who have no documentation of live measles vaccination or other evidence of measles immunity at the time of school entry will be given nine weeks to receive the two doses needed. Final semester grades will not be released from the records office without appropriate proof of vaccination.

The Dean of Student Services may take appropriate actions as deemed necessary to protect the health and safety of the academic community.

Date of Adoption: September, 1975 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987
September, 1990

Related Administrative Rules and Regulations: _____

Title: Student Personnel – Related Matters

Gifts to the College from Student Groups

Student groups may make expenditures for gifts to the college upon securing approval from the President. Gifts may be accepted and acknowledged by the President as a representative of the Board of Trustees.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel – Related Matters

Interviews with Students

No person shall interview students at college facilities without the approval of the administrative head of the college or one of its divisions.

Date of Adoption: December, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel – Related Matters

College Calendar

The college calendar will be adopted upon the recommendation of the President and published at regular intervals in the college catalog. The procedure of the adoption of the college calendar is outlined in Board Policy #833.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel – Related Matters

Tuition

Tuition will be charged as set by the State Authority. Fees will be charged as recommended by the President and adopted by the Board and published in the official catalog. Tuition and fees are subject to change without notice. Other charges may be made upon recommendation of the President and adopted by the Board and printed in the catalog.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

73-301, 71-302

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel – Related Matters

Other Policies

Other policies dealing with student personnel e.g., housing regulation, financial aids, work-study program and other student employment, loans and scholarships, admission and enrollment procedures, residence requirements, admission requirements, probation and dismissal regulations and other rules and regulations concerning students are published regularly in the college catalog. They are adopted upon recommendation of the President and acceptance of the Board.

Date of Adoption: September, 1975 Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel – Related Matters

Warning Systems – Evacuation Procedures

Appropriate warning systems, evacuation procedures and shelter areas have been established for all facilities and include procedures to alert and evacuate disabled individuals. Regular practice evacuations and/or shelter drills will be held at appropriate times.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

January 20, 1993

Related Administrative Rules and Regulations: _____

Title: Student Personnel

Student Records

All student personnel records are considered as confidential and private records. No student personnel record of any sort will be released to anyone without prior written approval of the student involved. A student's personnel record is open to the particular student involved at the student's request. All student records will be handled in compliance with the Family Educational Rights and Privacy Act of 1974.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

72-6214

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Family Educational Rights and Privacy Act of 1974

Title: Student Personnel - Related Matters

List of Students and Instructors

Lists of students or instructors are not to be made available to any individual, agency, or establishment for commercial purposes or other purposes contrary to the best interests of the college and the students.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel - Related Matters

Fraternities

Social fraternities and secret organizations are prohibited and any student who violates this status or becomes a member of such an organization while a student is subject to immediate expulsion.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel - Related Matters

Advertising

It is generally understood that the college cannot be used as an agency through which commercial advertising can be permitted. Free materials, supplies, services, and equipment may, however, be accepted for classrooms and college purposes under criteria as follows:

- A. The initiative for securing the materials, supplies, or equipment should come from the college.
- B. The material should fulfill a legitimate purpose of the school and its curriculum and activities.
- C. The selfish or private purpose of the sponsor should not be prominent or dominant in the material.

Date of Adoption: September, 1975 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel - Related Matters

Photographs

Official student photographs are required at first time enrollment of all students. A bid basis for this service may be established if in the opinion of the college official as that is wise.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Personnel - Related Matters

Solicitation of Funds

No solicitation of funds for any purpose except as permitted by the Board of Trustees shall be permitted.

Date of Adoption: September, 1975

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Communicable Diseases Including AIDS and ARC

Dodge City Community College (DCCC) is committed to maintaining and promoting a healthy environment for all college students and employees. Because Communicable Diseases, Acquired Immune Deficiency Syndrome (AIDS) and Aids Related Complex (ARC) may affect such an environment, the DCCC Board of Trustees is committed to a program to protect and maintain the health of its employees and the students who attend the institution.

The DCCC Board of Trustees will institute and maintain an education program for employees and students in regard to communicable diseases including AIDS and ARC. This program will include workshops or seminars as well as other educational information, both written and video.

In the event that a student or employee contracts a communicable disease such as AIDS or ARC, a "health-assessment" team shall be designated by the president to evaluate each documented case on an individual basis. The team shall be composed of, but not limited to, the individual's physician, student health personnel, the dean of students, an appropriate instructional dean, and when applicable, the parents or spouse. Each documented case shall be submitted to the president of the college with recommendations from the "health-assessment" team or administrative and Board of Trustees action. Further, the "team" shall make periodic reassessment and reports to the president or Board of Trustees. Strict confidentiality shall be maintained by the college to protect the rights of the individual.

Students

A student with (or a carrier of) an infectious contagious communicable disease, the Board of Trustees may reserve the right to make a final decision regarding placement and education of the student after the recommendations of the "health-assessment" team and the risks and benefits to the student and to others in the educational setting have been considered.

Date of Adoption: March, 1988 Legal Reference: K.S.A.
N/A

Review Date (s): _____

Related Administrative Rules and Regulations: _____

Title: Student Personnel

Tobacco Free Campus

As an educational community concerned for the health of its members, Dodge City Community College supports a tobacco-free environment.

- (a) Use of tobacco products in any building owned or operated by Dodge City Community College is prohibited except as outlined in this policy.
- (b) Use of tobacco products in any vehicle owned or leased by Dodge City Community College is prohibited.
- (c) Use of tobacco products at any college sponsored event or activity held in any building on or off campus is prohibited except in designated areas.
- (d) Smoking is strictly prohibited in all areas of the residence halls, including student rooms. Smoking is only permitted in designated areas outside the residence halls.
- (e) "Tobacco products" include cigarettes, cigars, pipes, or any other lighted smoking equipment, chewing tobacco, or snuff.
- (f) Disposal of tobacco products shall be in designated receptacles located outside the buildings of the Dodge City Community College campus.

Date of Adoption: June 24, 1992 Legal Reference: K.S.A.
N/A

Review Date (s): August 11, 2004

Related Administrative Rules and Regulations: _____

TITLE: Students

Student Conduct - Sexual Misconduct Policy

Purpose

Dodge City Community College is committed to providing a productive living and learning community in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational goals. Therefore, Dodge City Community College will not tolerate nor condone any form of sexual misconduct, whether physical, mental, or emotional in nature.

Where there is sufficient information/evidence to believe that the College's policies prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action through its own student conduct system. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the College may still pursue the incident as a student misconduct matter. Where it is determined that sexual misconduct is more likely than not to have occurred based upon a preponderance of the evidence, College disciplinary sanctions may include suspension, expulsion or any other sanction noted in the Student Code of Conduct.

Definitions

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples:

Sexual Misconduct includes any sexual act that occurs without the effective consent of the other party and includes the following:

1. **Sexual intercourse** (vaginal, anal or oral penetration)
 - however slight
 - with any object
 - by a male or female whether an acquaintance or a stranger
 - without effective consent

2. **Other sexual contact**
 - attempted or actual touching
 - of the genitalia, buttocks, breast, or clothing covering same
 - without effective consent

3. **Effective Consent is:**
 - informed;
 - freely and actively given;
 - mutually understandable words or actions;
 - which indicate a willingness to participate in mutually agreed upon sexual activity.

Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:

- a mental, developmental or physical disability; or
- she or he is under the legal age to give consent; or
- she or he is intoxicated by alcohol, beer or under the influence of other drugs.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

4. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
 - a. submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any College activity.
 - b. submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
 - c. such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and College environment.

To Report Incidents of Sexual Misconduct or Sexual Harassment

To report an incident of sexual misconduct or sexual harassment, a student should contact the Dean of Student Services, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu).

Sexual Misconduct Special Concerns

Dodge City Community College encourages the reporting of instances of sexual misconduct. To assure a proper balance between the rights and interests of the alleged victim of sexual misconduct and the alleged perpetrator of an act of sexual misconduct, and to encourage and foster a positive atmosphere for the prompt reporting and handling of all cases of alleged sexual misconduct, including encouraging alleged victims to testify and otherwise actively participate in the discipline process, the following measures are adopted by the College for application to hearings regarding alleged instances of sexual misconduct:

1. Special Mandatory Rights in Cases Involving Alleged Sexual Misconduct
 - The alleged victim ("student") may have an attorney or advisor present. The role of the attorney or advisor is limited to advising the student. The attorney or advisor may not directly question witnesses or the Judicial Hearing Board. Should the attorney or advisor interfere with the procedure of the Conduct Review Hearing, the College reserves the right to exclude them from the hearing. Students who wish to have an attorney or advisor present must notify the Judicial Hearing Board in writing at least 24 hours in advance. Such notice shall include the name, address and telephone number of the attorney or advisor as well as an authorization for the College to release information to the attorney or advisor.
 - The alleged victim shall be permitted to be present during the entire disciplinary hearing (except during deliberations of the Judicial Hearing Board);
 - The alleged victim shall have the right to be informed of the outcome of the hearing upon its conclusion by the Judicial Hearing Board; and,
 - The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth in this section.

2. Discretionary Procedures

Additionally, in the discretion of the Judicial Hearing Board reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. The Judicial Hearing Board shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodations:

- The Judicial Hearing Board may, in its discretion, exclude evidence regarding the past sexual history of the alleged victim from discussion during the hearing. The past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant; and
- The alleged victim may be given the opportunity to make a statement to the Judicial Hearing Board regarding the impact that the alleged actions have had in his/her life and educational relationship with the College, if the alleged perpetrator is found to have engaged in sexual misconduct.

DATE OF ADOPTION: February 24, 1993

REVIEW DATE(S): April 23, 2013

TITLE: Student Personnel

Missing Student Notification Policy and Procedure

In accordance with Section 488 of the Higher Education Opportunity Act (HEOA), this establishes:

- a. a missing student notification policy for students who reside in on-campus housing; and
- b. official notification procedures for a missing student who resides in on-campus housing.

At the beginning of each academic year, the Office of Residence Life shall inform each student residing in on-campus housing that they have the option of identifying an individual to be contacted by college officials no later than 24 hours after the time the student has been determined to be missing in accordance with the notification procedure outlined herein. Students may register confidential contact information by completing and confirming their emergency contact information on their housing contract. The contact information shall be accessible only to authorized campus officials and will not be disclosed to anyone, except law enforcement personnel in the furtherance of a missing person investigation.

College officials shall notify campus security as soon as possible, but no later than 24 hours after said officials determine or reasonably believe there is justification to investigate the welfare or missing status of a student in accordance with this policy. If campus security has been notified and a determination is made that a student has not returned to campus and is missing, college officials will initiate the emergency contact procedures in accordance with the student's designation.

However, if a student is under 18 years of age and not emancipated, college officials are required to notify a custodial parent or guardian in addition to any other designated contact person no later than 24 hours after the time the student is determined to be missing.

Any report that a student has been missing for 24 hours, from whatever source, shall be immediately communicated to campus security. College officials shall notify campus security immediately but no later than 24 hours after the college official reasonably believes or determines a student is missing or there is justification to investigate the welfare or missing status of a student.

If campus security determines a student has been missing for 24 hours, college officials will contact the individual designated by the student, the custodial parent or

legal guardian if the student is under 18 years of age and not emancipated and/or the appropriate law enforcement agency. Notification of the student's contact person shall be made as soon as possible but no later than 24 hours after making the determination the student is missing. Campus security shall also contact the Dean or Associate Dean of Students Service immediately.

Additionally, if a college official or campus security officer reasonably believes or determines a student is missing, local law enforcement shall be contacted for assistance immediately but no later than 24 hours.

In the event a college official reasonably believes or determines there is justification to investigate the welfare or missing status of a student, the following resources may be used in locating the student in any order and/or combination:

- a. Authorized college staff, in cooperation with the Residence Life staff and the terms and conditions of the residence life contract, may enter and search the student's assigned room and common living area.
- b. Authorized college staff may talk with known associates.
- c. Authorized college staff may issue an ID picture to assist in identifying/locating the missing student.
- d. Authorized college staff may access card access logs/history data to determine last use of the card and track the card for future uses.
- e. Authorized college staff may search any and all on-campus public locations such as, but not limited to, the LRC (library), Student Union, classrooms, cafeteria, etc.
- f. Authorized college staff may try to contact known friends, family or faculty members for last sighting or for additional contact information.
- g. Authorized college staff may contact any or all departments to seek information on last sighting or other contact information.
- h. Authorized staff may access vehicle registration information for vehicle location and distribution to appropriate authorities.
- i. Information Technology staff may be asked to review email logs or other access for last communication with campus systems.

DATE OF ADOPTION: August, 2010

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S):

TITLE: Student Personnel

Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy for Students and Members of the Public

Illegal discrimination, harassment and retaliation are prohibited. As such, Dodge City Community College has established both formal and informal procedures to report complaints of illegal discrimination, harassment or retaliation.

Notice of Nondiscrimination

Dodge City Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff, students and members of the community, in age, education and physical ability. In a diverse environment, it is each persons responsibility to respect these individual differences and to refrain from imposing personal viewpoints on others.

All personnel/student policies of the Dodge City Community College shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws.

Dodge City Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its non-discrimination policies may be referred to the Federal Compliance Administrator, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu) or the Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 (compliance@dc3.edu).

College's Response to Notice of Complaint or Grievance related to Harassment, Discrimination and Anti-Retaliation Policy

Immediately upon being placed on notice of any allegation of harassment, discrimination, or retaliation as specified in this policy, the College will respond with the following steps:

- 1) Take action to prevent any recurrence of the harassment, discrimination or retaliation.
- 2) If appropriate, provide remedy(ies) to correct any discriminatory effects on others.
- 3) Conduct a timely, full investigation of the complaint or grievance of harassment, discrimination or retaliation as outlined in this policy.

Prohibited Activity

The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the "respondent" throughout this procedure. The person to whom the alleged unlawful harassment, discrimination or retaliation is directed shall be considered the "complainant" throughout this procedure.

The Board of Trustees of Dodge City Community College is committed to providing an environment free from harassment, discrimination and retaliation. Specifically, the College, its employees, students and members of the public on the campus of the College or participating in College activities shall not participate in any harassment, discrimination or retaliation based on any legally protected class of individuals as described in the Notice of Non-Discrimination above.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment, defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual unwelcome conduct of a sexual nature.
- Harassment or discrimination based on race, gender, national origin, or other legally protected class, defined to include verbal, physical or other conduct of a nature, which is offensive to a person.
- Retaliation against any person for filing a charge or complaint of prohibited conduct.
- Retaliation against the respondent and/or witnesses.

Prohibited harassment or discrimination includes any conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment and/or academic standing or access to college programs or activities; or

- Submission to or rejection of the conduct which is used, threatened or suggested to be used as a basis of employment-related or academic/activity related decisions, including but not limited to promotion, pay, discipline, work assignments or which affects other terms and conditions of employment; the academic standing or grades or access to college academic programs and activities by students and/or members of the public.
- Such conduct has the purpose or effect of substantially interfering with the work/academic performance or experience, or creating a hostile, intimidating or offensive atmosphere for employees, students or members of the public.

Persons violating this policy will face strict discipline and/or sanctions up to and including termination, restriction of privileges and/or suspension or expulsion from the College or other appropriate sanctions.

Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in this policy shall utilize the Complaint Procedure as set forth below.

Prompt Reporting

Discrimination, harassment or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within 180 days of the time the alleged conduct took place unless good cause is shown for the delay.

Duty to Report

If an employee, student or member of the public believes that he/she has been subjected to illegal discrimination, harassment or retaliation, it shall be the duty of that person to report such conduct as provided herein. In addition, all employees of the College holding a designated supervisory position (as determined by the listing maintained in Human Resources for Supervisor Evaluation purposes) shall have a duty to report any conduct of which they become aware. All other persons with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment or retaliation. The procedure for reporting is described below.

Reporting Procedure

An employee, student or member of the public who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the employee, student or member of the public (complainant) does not feel comfortable addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then the employee, student or member of the public should make a complaint as provided by this procedure.

Except as required in Duty to Report above, a witness who directly observes illegal discrimination, harassment or retaliation may address it directly with the respondent through verbal or written communication stating that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

An employee, student, member of the public or a supervisor or witness may make the report under this procedure to the Office of Human Resources, to any Dean or Vice President, to the Federal Compliance Administrator or to any Department Director. A listing of the persons designated to receive the reports will be maintained in the Office of Human Resources and the Office of Federal Compliance Administrator.

The initial complaint can be either written or verbal, directed to Dave Wetmore, Director of Human Resources who may be reached at (620) 227-9201, 2501 N. 14th Avenue, Dodge City, Kansas 67801, dwetmore@dc3.edu—or directed to Beverly Tema, Federal Compliance Administrator at (620) 227-9119 or bgtemaat@dc3.edu or emailed to compliance@dc3.edu. If a written complaint is submitted to the Office of Human Resources, it must include a specific description of the conduct complained of, identify the party or parties involved, and specify the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred. The complaint must also include an explanation of why the complainant believes the alleged actions constitute discrimination, harassment or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy. If the complaint is submitted via email, it shall be in accordance with the rules established for such reporting.

Any supervisor receiving an anonymous complaint, either verbally or in writing, shall immediately send notice of the complaint to the Director of Human Resources and/or the Federal Compliance Administrator.

If the complaint is against the College President or anyone reporting directly to the President, the reporting party should make the report under this procedure directly to the Chair of the Board of Trustees or the College Attorney. If the complaint is against any member of the Board of Trustees, the reporting party should make the report directly to either the College President, College Attorney or any other member of the Board who is not the subject of the complaint.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

Once a report is received by the Director of Human Resources or the Federal Compliance Administrator, it shall be processed in accordance with the rules for such reporting.

Deadlines

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation or discipline. During the pendency of a complaint, the College may delay or suspend other employment actions or impose temporary remedies or sanctions, as appropriate until final determination of the complaint has been made.

Retaliation

The College's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have impact on the terms or conditions of employment including, but not limited to, increasing discipline or assignment, demotion, changes in pay or hours, material changes in job duties or functioning, adverse action impacting academic work, participation or privileges impacted in college academic or activity participation or experiences, if such conduct is taken because of the individual's filing of a complaint. Persons violating this policy will face strict discipline and/or sanctions up to and including termination, restriction of privileges and/or suspension or expulsion from the college or other appropriate sanctions, under this procedure, whether or not such complaint is determined to be valid.

Complainants are assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by College policy and shall lead to discipline up to and including termination, suspension, expulsion or other appropriate sanctions. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated under the Formal Procedure review process of this procedure.

Complaint Resolution Procedure

Dodge City Community College has established both formal and informal procedures to resolve prohibited discrimination, harassment or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. An employee, student or member of the public who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the complainant does not feel comfortable addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then a complaint should be filed.

After the complainant has filed a complaint in compliance with the Reporting Procedure section of this policy, the written complaint will be submitted to the Director of Human Resources, the Federal Compliance Administrator or the College Attorney, whichever is appropriate. A designated officer will meet with the complainant to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed. Based on this interview, or at any other time while the Informal Procedure is being pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation, and they are not to knowingly impede, obstruct or delay the progress of the review. In particular, both the complainant and the respondent have the responsibility to provide all relevant information and facts to the matter under review.

Informal Procedure

If the Informal Procedure is elected, the officer will contact the appropriate administrator who supervises the respondent, if applicable. The officer and designated administrator will meet with the complainant to review the complaint; they will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) calendar days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the administrator shall make contact with the complainant and the respondent to determine the status of the resolution. The administrator will report the results of these follow-up inquiries to Human Resources in writing.

During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the Director of Human Resources Federal Compliance Administrator and supervisory administrator shall each serve as a neutral procedural facilitator in the process and shall not act in an advocate role for the complainant or the respondent. The role of the reviewing officers will be to communicate the issues and identify potential solutions. The College Attorney may be consulted by the reviewers as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

During the duration of the Informal and Formal Procedure review process, any attempts to informally or voluntarily resolve the complaint or grievance will not delay the commencement (upon receiving notice of the harassment, discrimination or retaliation) of the College's obligation and procedure for a full investigation.

Formal Procedure

Under the Formal Procedure, the Director of Human Resources and/or the Federal Compliance Administrator should proceed under the following guidelines:

Upon receipt of a complaint the Director of Human Resources, Federal Compliance Administrator or a designee, shall review the allegations provided in the complaint and may consult with the College Attorney to determine the appropriate action required. If it is determined the complaint has sufficient probable cause to be investigated under the College's Anti-Discrimination, Anti-Harassment or Anti-Retaliation Complaint Procedure, the Director of Human Resources and/or the Federal Compliance Administrator shall appoint an investigator to investigate the complaint. The appointed investigator may be a College employee or a third party retained by the College to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The respondent shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation shall be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent shall be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

During the investigation process, the College will ensure that both the complainant and the respondent (the person with alleged violations of this college policy) have the opportunity to present witnesses and provide evidence. In addition, the investigator will evaluate all relevant information and documentation related to the complaint of discrimination, harassment, or retaliation.

The investigator shall summarize the findings in a report to the Director of Human Resources and/or the Federal Compliance Administrator within ninety (90) days from receipt of the complaint or from the closure of the Informal Procedure review, whichever is later. When it is not reasonably possible to complete the investigation within that time, the investigation period may be extended by up to an additional sixty (60) days upon approval of the Director of Human Resources and/or the Federal Compliance Administrator. If the extension is granted, the parties to the complaint will be so notified.

The Director of Human Resources and/or the Federal Compliance Administrator shall review the investigator's report and shall, if warranted, make a written recommendation to the College President regarding any corrective action, discipline or other action to be taken. The President makes the final decision regarding any action to be taken. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment or retaliation has occurred, the respondent will be subject to strict discipline up to and including termination, restriction of privileges, suspension or expulsion as appropriate.

During the Formal Procedure review process, the investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator will be to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. The College Attorney may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigator's report, the Director of Human Resources and/or Federal Compliance Administrator shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee other than the President, a direct report to the President, or a Board member, the request for review shall be submitted to the President. Upon receipt of the request for review, the President shall designate an employee of the College who has received policy enforcement training to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review will be delayed, and indicate the reasons for the delay. The reviewer of the investigator's report shall provide a report to the President with his/her findings. The President shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the President will be final.

If the complaint was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the College Attorney instead of the President. Upon receipt of the request for review, the College Attorney shall appoint an external third party who shall serve as an investigator to conduct a review pursuant to the Formal Procedure set forth herein. At the conclusion of this review, the College Attorney shall provide the Board of Trustees a report and an accompanying recommendation from the reviewer for the Board's consideration. Following completion of the review of this report, the Board of Trustees shall take any necessary and appropriate action. The action of the Board of Trustees will be final.

Disciplinary actions, sanctions and/or loss of privileges resulting from this complaint procedure finding, or remedies determined, may be appealed by the student, member of the public or (respondent) in accordance with Dodge City Community College policies.

Confidentiality

Employees, students and members of the public seeking general information or guidance about sexual harassment may be concerned about whether the information they share will be confidential. While the College desires to create an environment in which individuals can discuss concerns and make complaints, legal obligations may require the College to take action once it is informed that illegal discrimination, harassment or retaliation may be occurring. Therefore, although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be protected to as great an extent as possible while still allowing for appropriate and necessary investigation of the matter to occur. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the respondent to be informed concerning the charge.

Policy Enforcement Training

Dodge City Community College shall train all staff who are selected as an investigator in the Formal Procedure review process. These staff, and all other administrators identified in the Reporting Procedures section as officials authorized to receive a complaint, shall be provided appropriate training. The College shall determine the appropriate training required of these College employees and shall provide for periodic, required training and updates. An investigator selected from outside the College shall have demonstrated expertise in conducting such investigations.

All other supervisors, as designated in the Duty to Report section of this procedure, shall receive periodic training through the Office of Human Resources or the Office of Federal Compliance.

DATE OF ADOPTION: January 27, 2015

REVIEW DATE(S):

TITLE: Student Personnel

Student Consumer Complaint Policy and Procedure (State of Kansas)

Purpose

Dodge City Community College is committed to providing quality services for its students/stakeholders in an open and accountable manner that builds mutual trust and respect. One of the ways in which the College can continuously improve our services is by first listening and responding to the views, concerns and complaints of our students/stakeholders and, in particular, by responding positively to complaints, seeking resolution and correcting errors. In addition, this policy is intended to comply fully with the "Student Consumer Complaint Process Integrity Rule" issued by the U.S. Department of Education and in accordance with State of Kansas requirements for community colleges.

Therefore the College aims to ensure that we:

- Handle a complaint in as prompt manner as possible and informally, when appropriate;
- Treat a complaint as a clear expression of dissatisfaction with our services which calls for an immediate response;
- Deal with it politely and professionally;
- Respond in an appropriate way - for example, with an explanation or apology when the College acknowledges errors and by providing to the complainant relevant information on any action taken; and
- Learn from complaints, use them to improve services and review them periodically.

Informal Complaints

The College recognizes concerns may be raised informally and dealt with quickly. In these cases, the aim is to:

- Resolve informal complaints promptly;
- Keep matters low-key; and
- Enable mediation between the complainant and the individual to whom the complaint is referred.

Resolution of an informal complaint with a low-key approach is appropriate when it can be achieved. If concerns cannot be satisfactorily resolved informally, this formal complaint policy and procedure shall be followed.

Definition:

Dodge City Community College defines a formal complaint as "any written, detailed expression of dissatisfaction which relates to Dodge City Community College and requires a formal response." The formal complaint procedure is intended to ensure all complaints are handled fairly, consistently and, whenever possible, resolved to the complainant's satisfaction.

Dodge City Community College's Responsibilities:

- Acknowledge receipt of a formal complaint in writing within ten (10) business days of receiving the complaint;
- Respond in a reasonable and sensitive manner with complainant; and
- Take action when appropriate.

Complainant Responsibilities:

- Raise the complaint, in writing, to the Dean of Students within thirty (30) days of the event which is the basis of the complaint;
- Allow the College a reasonable amount of time to investigate the circumstances leading to the complaint; and
- Recognize that some circumstances may be beyond the control of the College.

Responsibility for Actionable Resolution: The College administration, staff, faculty and board of trustees are responsible for actionable resolution of a complaint.

Confidentiality: Except in rare circumstances, every attempt will be made to ensure that both the complainant and College personnel maintain confidentiality. In some cases the circumstances leading to the complaint may be of such a public nature that confidentiality is not possible. Each complaint will be considered on its own merits and the complainant will be informed if it is not possible to maintain confidentiality.

Monitoring and Reporting: The Dodge City Community College Board of Trustees will receive, at least annually, a report with appropriate redactions of identifiable persons and related to formal complaints and attendant resolutions. The annual report shall be presented no later than July 31st for the immediate past academic year.

Formal Complaint Procedure:

Dodge City Community College student/stakeholders are provided with three (3) institutional levels of review in the formal complaint process:

Level One:

- If a complainant is unable to resolve a concern informally, he/she may write (either email or letter) to the Dean of Students.
- Level One complaints can be sent to: Dean of Students, Dodge City Community College, 2501 North 14th Avenue, Dodge City, Kansas 67801 or complaints@dc3.edu
- The email or letter should include the following:
 1. Name of the complainant.
 2. Contact information, including the complainant's current mailing address, phone number and email address.
 3. The date of the event leading to the complaint and the enrollment dates of the complainant.
 4. The location of the event leading to the complaint.

5. The title of the College policy, process or procedure, or College employee named in the complaint.
 6. A description of the complaint and the resulting consequences experienced by the complainant should be stated in detail and any supporting documentation should be included.
 7. A description of what steps the complainant has taken informally to resolve the complaint.
 8. The complainant's proposed resolution or expected outcome for the complaint.
- If the complaint involves a trustee member, the written communication should be sent to the Chairperson of the Board of Trustees:

Dodge City Community College Board Chair
c/o Carla Patee, Deputy Secretary of the Board
2501 North 14th Avenue
Dodge City, Kansas 67801

or

cpatee@dc3.edu

- The written complainant will be acknowledged within ten (10) working days of receipt.
- The complaint will receive a written response and an explanation of findings within ten (10) working days of receipt of the complaint.

Level Two:

- If the complainant is not satisfied with the initial response to the complaint, he/she may write (email or letter) to the Executive Vice President/Chief Academic Officer requesting a review of the complaint.
- The Executive Vice President/Chief Academic Officer will acknowledge receipt of the complaint within five (5) working days.

- The Executive Vice President/Chief Academic Officer will provide a written response to the complaint within fifteen (15) working days of receipt of the complaint.
- Level Two Complaints can be sent to: Executive Vice President/Chief Academic Officer, Dodge City Community College, 2501 North 14th Avenue, Dodge City, Kansas 67801 or complaints@dc3.edu

Final Level:

- If the complainant is not satisfied with the response from the Executive Vice President/Chief Academic Officer, he/she may write (email or letter) to the Dodge City Community College Board of Trustees stating the reasons for the dissatisfaction with the response.
- The email or letter to the Board of Trustees should be sent to:

Dodge City Community College Board Chair
 c/o Carla Patee, Deputy Secretary of the Board
 2501 North 14th Avenue
 Dodge City, Kansas 67801

or

cpatee@dc3.edu

- This action must be taken within ten (10) days of receipt of the Executive Vice President/Chief Academic Officer's response.
- The Dodge City Community College Board of Trustees Chair or designee will acknowledge receipt of the complaint within five (5) working days.
- The Dodge City Community College Board of Trustees Chair or designee will provide a written response to the complaint within thirty (30) working days of receipt of the complaint.
- The decision of the Dodge City Community College Board of Trustees is final.

Special Note:

Complaints regarding gender based discrimination, sexual harassment, sexual misconduct, sexual assault, stalking or domestic or relationship violence or retaliation for such complaints should be directed to the Dodge City Community College Title IX Compliance office: compliance@dc3.edu or (620) 227-9201 or (620) 227-9119.

Other Complaint Processes:

Also available to Dodge City Community College students/stakeholders in the State of Kansas:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's Office Consumer Protection Hotline - **(800) 432-2310 or (785) 291-3699** or email to: <http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission: <http://www.khrc.net/complaint.html>
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by Dodge City Community College students enrolled in those courses with the Kansas Board of Regents office: <https://www.kansasregents.org/resources/PDF/AcademicAffairs/3257-ComplaintFormSARAINstitutions.pdf>
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at: <https://www.hlcommission.org/HLC-Institutions/complaints.html>.

DATE OF ADOPTION: February 23, 2016

LEGAL REFERENCE:

REVIEW DATE(S):

TITLE: Campus Weapons Policy

Purpose:

This Policy applies to all Dodge City Community College (DCCC or "College") students, employees, visitors and volunteers on the DCCC main campus and within locations owned or leased by DCCC that are not part of the college main campus (collectively, "Campus"), or when attending/participating in or performing College duties at any Off-Campus College sponsored or supervised classes, practices, activities or other programs (also known as "Off-Campus Activity").

Policy Statement Concerning Weapons:

In order to promote a safe and secure community college and learning environment, the college strictly prohibits the possession or use of Weapons on Campus and at Off-Campus Activities, other than as set forth below:

- "Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; and, for purposes of this policy includes knives more than 4 inches in length.
- "Handgun" is defined as a "firearm," pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

Carrying of a concealed Handgun is not considered to be within the scope and course of employment (other than for DCCC security employees), and DCCC is not liable for any resulting injuries to the employee under Workers' Compensation.

In accordance with the Kansas Personal and Family Protection Act, ICS.A. 75-7c01 (*et seq.*), as amended (the "Act") and other applicable Federal/State laws, it is permissible and will not be a violation of this Policy for the:

Carrying of a concealed Handgun on Campus by legally qualified individuals, pursuant to Federal/Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below:

1. Lawful carrying of a concealed Handgun by an employee performing College duties at an Off-Campus Activity, when in accordance with applicable laws/policies for such location,
2. lawful possession of a Handgun within a personal/non-College vehicle,
3. lawful possession of Weapons: a. by DCCC Security Department or other law enforcement officers while acting within the scope of their employment, or by others authorized in writing by the DCCC Security Director or designee, or
4. as necessary for the conduct of College approved programs.

Concealed Carry Restrictions:

Concealed Carry:

Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the Handgun in any way, shape or form. "About" the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Federal and State Restrictions:

Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined herein. The following State and Federal laws apply to possession and use of firearms, including the carry of concealed Handguns, and the violation of any of the following restrictions is both a crime and a violation of this Policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual: under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
- who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
- who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- who has been convicted of a felony crime [K.S.A. 21-6304] or convicted in any court of a crime punishable by imprisonment for a term exceeding one year [18 U.S.C. 922(g)(1)];
- An automatic firearm or sawed off shotgun cannot be caued [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a Handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a];
- A firearm cannot be carried by a person who: is a fugitive from justice [18 U.S.C. § 922(g)(2)];
- is unlawfully in the United States or admitted under a nonimmigrant visa [18 U.S.C. § 922(g)(5)(A) & (B)];
- has been discharged from the Armed Forces under dishonorable conditions [18 U.S.C. § 922(g)(6)];

- has renounced his/her United States citizenship [18 U.S.C. § 922(g)(7)];
- is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner [18 U.S.C. § 922(g)(8)]; or,
- has been convicted of a misdemeanor crime of domestic violence [18 U.S.C. § 922(g)(9)].

Location Restrictions:

Certain Campus buildings and/or Public Areas within Campus buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designated to prohibit concealed Handguns with Adequate Security Measures (ASMs) in place. However, the DCCC may in the future temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Note: "Public Areas" is defined at K.S.A. 75-7c20.

Campus locations leased by DCCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with DCCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements:

To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier), the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the "on" position. Semiautomatic Handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.

Storage:

Handgun storage is not provided by DCCC. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited. Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by State and Federal law.

Training related to this policy will be provided annually to all DCCC students and employees.

Enforcement:

Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by the DCCC Security Department.

Reporting:

Suspected violations of this Policy should be reported to Dodge City Community College Security Department:

Call: (620) 338-0197

Emergency reports concerning threats or violence on campus:

Call 311 (on campus) or 911 or (620) 338-0197

DATE OF ADOPTION: June, 2017 **LEGAL REFERENCE:** (K.S.A.)

REVIEW DATE(S):

TITLE: Social Media Use Policy

Purpose

This policy applies to all Dodge City Community College ("DCCC" or "College") students and employees. Dodge City Community College recognizes the importance of social media as a communication and educational tool and promotes the use of social media in accordance with the Social Media Guidelines and related guidance issued by the college. The purpose of this policy is to make sure all Dodge City Community College employees who use personal social media accounts in association with DCCC courses, student life activities or other DCCC events are individually responsible for the content found in such social media accounts. This policy covers all full-time, part-time and adjunct employees who are responsible for one or more social media accounts.

Social Media Guidelines

Dodge City Community College ("DCCC") recognizes the importance of social media as a communication and educational tool and promotes the use of social media as set forth in the Social Media Policy. Social media accounts are online Web communities used to share information in all forms.

Social media accounts include but are not limited to: Twitter; Facebook; LinkedIn; MySpace; YouTube; third party wikis; virtual worlds; blog hosting sites; and DCCC listservs, etc.

The term "social media" is intended to be construed broadly to include any interactive communication technologies that may be used by DCCC students and employees. Social media accounts hosted/sponsored by DCCC are owned and monitored by DCCC and users should have no expectation of privacy; DCCC reserves the right to remove any posting that violates applicable federal, state or local laws, the Student Handbook or College policies/procedures. The opinions expressed by visitors on sites hosted/sponsored by DCCC are those of the person making the post; they do not necessarily reflect the opinions, policies or position of DCCC. Students and employees who use personal social media accounts in association with DCCC courses, student life activities or other DCCC events are considered the owners of such accounts and are individually responsible for the content found in such personal social media accounts.

Additionally, when using social media, students and employees are expected to:

1. Comply with DCCC policies/procedures. Including but not limited to:
 - Comments made by students on social media concerning other DCCC students that are vulgar, obscene, threatening, intimidating or harassing may be considered a violation of DCCC policies/procedures, including DCCC's Board Policy No. 840 Personnel-Harassment, Discrimination and Retaliation Employment Policy.
 - Employees may not use social media to make work-related comments that are vulgar, obscene, threatening, intimidating, harassing or otherwise counter to DCCC's Board Policy No. 840 Personnel-Harassment, Discrimination and Retaliation Employment Policy.
2. Comply with other applicable local, state and federal laws.
3. Students and employees should be aware that they may incur personal liability for content posted or maintained by them on social media.
4. Students using social media are also expected to:
 - Comply with the Student Handbook and specific department, course, instructor or classroom rules set forth on the DCCC website, in a course syllabus or in other materials distributed or communicated by DCCC employees; and
 - Uphold the ethical and professional conduct standards of their prospective and/or current professions (see Department Dean and/or course syllabus).
5. Additional expectations of employees using social media include:
 - Whenever individuals use social media in their official capacity as an employee of the College, the individuals shall clearly identify their role as a representative of and/or spokesperson for the College;
 - Whenever individuals use social media unrelated to their official capacity as an employee of the College, the individual shall avoid any suggestion they are either representing or speaking for the College;

- Respect DCCC confidential/protected information, including student, personnel and business information that is confidential/personal in nature and comply with applicable privacy laws such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA);
- Respect third party brands, trademarks and copyrighted and/or confidential material when using social media as an employee of the College;
- Uphold the ethical and professional conduct standards of their profession; and
- Refrain from using social media for private/personal matters (unrelated to their job responsibilities) during hours in which employees are being compensated for their work for DCCC, unless
i) it is on a very limited basis; ii) does not interfere with the employee's job responsibilities; and iii) otherwise complies with these Guidelines and DCCC policies/procedures.

The College will take action when it determines that social media use/postings violate DCCC policies/procedures. Failure to follow these Guidelines could put future participation on DCCC affiliated social media accounts at risk and/or may lead to corrective disciplinary action pursuant to the applicable DCCC policies and/or procedures. These Guidelines are to ensure appropriate and effective use of social media. The Guidelines will evolve as social media evolves.

DATE OF ADOPTION: March, 2018

LEGAL REFERENCE:

REVIEW DATE(S):

SERIES NUMBER: 500

TITLE: General Organization

School Year

The college shall provide a program of year-round education. The President of Dodge City Community College shall publish a calendar for each school year. The calendar shall relate to the academic affairs of the college.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

SERIES NUMBER: 501

TITLE: Curriculum
College Transfer Program

Dodge City Community College shall offer academic courses and degree programs that are transferable to 4-year colleges and universities for credit towards undergraduate degrees. The academic courses and degree programs should be appropriate also for students seeking a general education but who do not necessarily plan to transfer to a 4-year college or university.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

SERIES NUMBER: 502

TITLE: Curriculum

Workforce Education

Dodge City Community College shall offer courses, certificates, and degree programs to meet the workforce needs of the college's service area and to meet the needs of students who wish to document work skills for technical and/or occupational employment.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

SERIES NUMBER: 503

TITLE: Curriculum

Community Services/Adult and Continuing Education

Dodge City Community College shall offer programs to meet the continuing educational needs of those in its service area. The college shall offer services to meet the needs of its community. The programs and services shall be conducted at times and in locations and/or delivered in ways appropriate to the needs of those in its community and service area. These programs and services shall be regularly assessed and reorganized to best meet the needs of the college's constituents.

DATE OF ADOPTION: September, 1975

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

SERIES NUMBER: 504

**TITLE: Curriculum
Developmental**

Dodge City Community College shall provide courses to develop basic learning and appropriate language skills in preparation of college-level study in the college's academic and workforce programs. These courses shall be regularly assessed and reorganized to best meet the expectations of the college's performance goals.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

SERIES NUMBER: 506

TITLE: Curriculum

Guest Speakers, Lecturers and Forums

The Board of Trustees and administrators of Dodge City Community College encourage guest speakers, lecturers, and forums as scheduled classroom and campus activities, especially those that are relevant to the college's academic and workforce programs. Requests for such visits shall be approved by the Office of Academic Affairs well in advance so that appropriate arrangements can be provided.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

SERIES NUMBER: 507

TITLE: Class Organization

Scheduling of Classes

To assure an optimal learning environment, scheduling of classes shall depend on various factors, including type of instruction, modes of delivery, available facilities, staffing, degree-completion needs, apparent demands of the college's service area, and any guidelines of regulatory or accrediting agencies.

These factors are to be considered by the President and the President's staff charged with instructional oversight when organizing and scheduling classes and determining class sizes.

DATE OF ADOPTION: November, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
February, 2018

Title: Program Evaluation

Programs and services of Dodge City Community College shall be evaluated on a systematic basis in order to insure that they continue to serve the needs of students and the community.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Educational Program – Related Considerations

Curricular and Educational Policies

Programs and services of Dodge City Community College shall be evaluated on a systematic basis in order to insure that they continue to serve the needs of students and the community.

The President with the assistance of professional educators, faculty members and lay personnel, shall develop the curricula and general educational policies of the college.

The Board of Trustees shall have the responsibility of granting approval for the beginning and the termination of curricular programs.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Educational Program and Instruction/Related Considerations

Curriculum Committee

The Curriculum Committee is an Advisory Committee, designed to provide regulatory and quality control measures of educational courses and programs that will be offered at Dodge City Community College.

All new courses and programs will be screened by the Committee, which will present its recommendation to the Administrative Team, which will, in turn, present the courses and recommendations to the Board of Trustees for its approval or disapproval. If a person wishes to appeal the recommendations of the Curriculum Committee, he/she may appeal such decision to the Administrative Team, he/she may appeal directly to the Board of Trustees. The Curriculum Committee enjoys the same appeal prerogatives.

The Committee shall represent each division of the college, the Learning Resource Center, and shall include the Dean of Instruction and two (2) students.

1. The Curriculum Committee should be advisory to the Administrative Team who in turn should report all curricular matters to the Board of Trustees.
2. All courses must be submitted to the Curriculum Committee for approval before they can be offered for credit – either Academic or Vocational.
3. The committee should base its recommendation on course content and appropriateness. Quality of programs should be monitored by the respective division.
4. It is the responsibility of the respective divisions to initiate changes and update Curricula.
5. In order to function properly the Curriculum Committee must have recognition in Board Policy.
6. Each division of the college will have one member on the committee. The membership shall be appointed by the respective Associate Dean of Instruction. Each faculty member will be appointed for three (3) year terms. Persons may be re-appointed after his/her term. The initial appointments will be made on an alternating 1, 2, or 3 year term(s).

Date of Adoption: September, 1977 Legal Reference: K.S.A.
N/A

Review Date (s): November, 1985
December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Student Progress Reports

Grading System

The President shall insure that a fair system of evaluating student achievement is established and that students are provided reports of their achievement in a timely manner.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Educational Program – Related Considerations

Citizen Inquiries on Curriculum and Related Matters

Whenever a citizen desires information concerning the curriculum, or takes issue with some aspect of the curriculum, such citizen shall discuss the problem with the party most immediately involved. If the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Supervisors or administrators in the line of responsibility.
2. The President
3. The Board of Trustees, may require appeals be reduced to writing, signed by the party bringing the appeal, and presented to the Board through the President.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Educational Program – Related Considerations

Graduation Requirements for Dodge City Community College

The college shall offer associate degrees, diplomas and certificates to persons who successfully complete programs at Dodge City Community College. Requirements for these awards shall be determined by the President with the assistance of appropriate college staff and shall be in conformance with the rules governing graduation requirements set forth by the Department of Education.

Bulletins shall be published explaining the requirements for the various degrees, diplomas and certificates.

The following degrees may be awarded: Associate of Arts Degree, Associate of Science Degree, Associate of Science in Nursing, Associate of Applied Science Degree, Associate of General Studies.

Date of Adoption: September, 1975 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Development of Copyrightable Materials

and Media by the Dodge City Community College Personnel

A. Normal Procedure

Any member of the staff or student community at Dodge City Community College, both full and part time, who produces educational materials or media for publication or production and who does not in any way use the college's time, services or materials as outlined in B, C and D below, shall maintain the full rights for that copyright, and further, any royalties or profits resulting from said publications or products shall belong solely to that member of the staff or faculty.

B. Special Support Provided by the College

In those cases in which the college provides support of work which leads or may lead to the production of copyrighted materials or media, the college and the particular staff member(s) and/ or student(s) shall enter into a contractual copyright agreement concerning the resulting rights prior to the commencement of support. Support by the college shall be defined as any one or combination of the following:

1. Release Time – financial remuneration or reduction in normal teaching or administrative duties to develop new course, materials or media.
2. Support Services – When the college's services, staff, supplies or equipment are utilized in any way for the production of materials.
3. Financing – Specific financial support or grant by the college for the purpose of the development of materials or media.

C. Outside Grants or Funding

If materials or media in question are created by virtue or as part of a special grant made by an outside agency for the purpose of creating said materials by virtue of a special award made by an outside source contracting with the college, and when those terms of the grant are covered by section B, an appointment of rights, or a retention of rights shall be consistent with the terms of the grant as received by the college.

D. Special Exclusion

When the job description under which a person is employed requires as part of that position the development of or involvement in the development of copyrightable materials, that person so employed will hold no rights to ownership of materials so produced.

Title: Development of Copyrightable Materials
and Media by the Dodge City Community College Personnel

E. Ownership of Materials

In all cases, ownership of all actual materials produced under section B shall remain with Dodge City Community College. Dodge City Community College shall retain the rights to unlimited rights to use, reproduce, edit, modify and/or duplicate the materials for its own use. Persons who want copies of the materials for the use will do so at the then going rate.

Date of Adoption: November, 1985 Legal Reference: K.S.A.
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Educational Programs and Institution

Intercollegiate Athletics

Dodge City Community College recognizes the valuable contribution intercollegiate athletics can make to the personal development of student athletes and to the quality of the campus and community life. *Every student athlete and every athletic program are important to the college and are deserving of fair and equitable treatment with goals of high academic achievement and improving teams which are moving toward positive win/loss records and conference championships.* Dodge City Community College supports an athletic program with the following outcomes:

1. Responsible, ethical behavior by student athletes and staff.
2. Education program completion by student athletes with above average grades.
3. No compliance violations.
4. Equitable staffing, budgets, and support for all sports
5. Fiscally responsible program operation
6. Active involvement of student athletes and coaches in college life and in the community.

OPERATING PRINCIPLES

- a. The structure, program, operating principles, budgets, and other resources of athletics will reflect gender equity in both quantity and quality of sports offerings. DCCC will comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681-85) and gladly supports the principles of equity for women state therein.
- b. The athletic department will be adequately funded to meet the necessary requirements of each athletic program in order to support each program's ability to complete effectively. Equity is expected in coaching staff, transportation, food, lodging, equipment, uniforms, facilities, locker rooms, and publicity.
- c. All full time employees with coaching duties shall also be engaged in other productive responsibilities within the college.
- d. The practice of "red-shirting" should only be considered after giving full consideration to the effects on the individual student athlete's educational requirements, athletic abilities and personal life and to the effects on the teams and college. *The practice should be avoided if it does not enhance the student's athletic, educational and personal goals.*

Title: Educational Programs and Institution

Intercollegiate Athletics

e. The athletic department shall distribute the athletic scholarship moneys received from non-public funds in an equitable fashion to all athletic programs, in order to allow all programs the opportunity to compete effectively.

In the distribution of both public and non-public funds for athletic scholarships, full consideration must be given to compliance with the principles of educational equity for women as stated in Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681-85).

Date of Adoption: January, 1997

Legal Reference: K.S.A.

N/A

Review Date (s): _____

Related Administrative Rules and Regulations: _____

TITLE: Educational Programs and Instruction

Faculty Qualifications

Dodge City Community College's expectation for qualifications for all faculty (professional employees/fulltime, part time, adjunct) is aligned with the Higher Learning Commission (HLC) Assumed Practices for Faculty Qualifications (<http://download.hlcommission.org/FacultyGuidelines2016OPB.pdf>), specifically,

"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 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."

The Negotiated Agreement (Section VI, Part B, Subparts 3 and 4) supports HLC Assumed Practices for Faculty Qualification for professional employees (full-time faculty).

For faculty teaching in Dodge City Community College's flight programs, the College has established the following minimum combinations of qualifications in education, training, and experience to be used to qualify only faculty to teach FAA approved courses:

Aviation faculty must, at a minimum, hold current FFA approved licenses for Private Pilot, Commercial Pilot, Instrument Pilot, Certified Flight Instructor, and Certified Instrument Instructor, in addition to either eight (8) years' experience as a certified flight instructor (CFI), or an Associates level degree in a discipline related to aviation/aeronautics, or a minimum of sixty-three (63) undergraduate hours towards a Bachelor degree in Aviation or Aeronautics in an accredited program. All faculty teaching in the College's flight programs are required to maintain licensure and ongoing professional development as mandated by the FAA.

When, in the best interest of Dodge City Community College, and in accord with HLC Assumed Practices for Faculty Qualifications, a degree requirement for a professional employee/faculty can be waived or modified upon recommendation of the President for approval by the Board of Trustees. Additionally, the President's recommendation should include documented support of educational, training, and/or experiential equivalences as prepared by the appropriate academic officer, as well as show that due diligence didn't attract faculty members who are directly qualified.

DATE OF ADOPTION: July 24, 2018

LEGAL REFERENCE:

REVIEW DATE(S):

Title: Budget

Planning and Administering the Budget

The planning of the budget document shall be a continuous process and shall involve long-term thought, study, and deliberation by the administrative staff, the faculty and the Board of Trustees. The administrative staff shall compile necessary data and in such form that, when presented to the Board of Trustees, it will enable them to make logical decisions thereon.

The planning shall include essentially the following three phases:

1. The educational program and its impact upon the budget.
2. The estimated income
3. The estimated expenditures

In addition to the above criteria, all budgeting and planning will comply with all statutory requirements.

The Budget as prepared by the President of the College and his assistants shall be studied and revised or accepted for presentation to the public at the annual budget hearing. Subsequent to the acceptance or amendment at the annual budget hearing, the budget shall be adopted by the Board of Trustees on or before August 15th of the current year.

Date of Adoption: November, 1985 Legal Reference: K.S.A.
79-2925 thru 79-2937

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Budget

Financial Accounting System

The Board of Trustees of this college adopts the Uniform Financial Accounting for Kansas Schools, as prepared by the Department of Public Instruction, as its system for financial accounting.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

71-604

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Income

Tuition & Fees

It shall be the responsibility of the President to make periodic recommendations to the Board for establishing student tuition and activity fees.

Date of Adoption: November, 1985 Legal Reference: K.S.A.

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Income

Fees for Students

The President shall set up the necessary regulations to administer the sale of supplies and materials of the college. These regulations shall include the method used for computing the selling price of the items to be sold.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Income

Investments

The Board of Trustees hereby directs the Treasurer and the Secretary of the Board to invest funds not currently needed in accordance with the statutes of the State of Kansas.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

9-701 (i) 10-131,
12-110 (6) 12-1675,
12-1677, 17-5002

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Revenue

Depository of Funds

At the monthly board meeting in August, the Board of Trustees shall designate by resolution, which shall be entered in the official minutes of the board, the name and location of the bank or banks approved at the official college depository. The Board of Trustees shall also designate the maximum amount which may be deposited in each bank. All deposits in any bank must have hundred percent (100%) secured pledging for each account.

Date of Adoption: November, 1985 Legal Reference: K.S.A.
9-1401 thru 9-1407
10-131, 10-172, 12-1675

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Expenditures

Purchasing Policy

It shall be the policy of the college to purchase products and services from within the service area, provided that costs of such product and service are competitive.

The President or designee shall approve all purchases made in the name of the college except those authorized by direct action of the Board of Trustees.

Bids are to be taken for all purchases of \$1,000 or more unless authorized by the Director of Business Services.

All purchases in excess of ten thousand (\$10,000) must have prior approval by the Board.

Date of Adoption: February 26, 1997 Legal Reference: K.S.A.
N/A

Review Date (s): _____

Related Administrative Rules and Regulations: _____

Title: Expenditures

Requisitions

Requisition of Supplies, Equipment, and services are to be made on the properly authorized forms. The authorized forms must be signed by the President or designee before they will be processed.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Expenditures

Pay Periods

All full-time personnel shall be paid according to the guidelines found in Board Policy #812.

Date of Adoption: October, 1975

Legal Reference: K.S.A.

74-4940

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Expenditures

Payroll Deductions

All full-time personnel shall be paid according to the guidelines found in Board Policy #812.

Date of Adoption: October, 1985

Legal Reference: K.S.A.

74-4940

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

**TITLE: EXPENDITURES
TRAVEL ALLOWANCES**

When approved by the President or his designee, actual and necessary expenses incurred by employees while on official College business shall be reimbursed as provided herein.

When use of a privately owned vehicle is approved and no fleet vehicle is available, the employee (except adjunct faculty) shall be reimbursed at the current state mileage rate. The "state mileage rate" is the rate fixed by the Kansas Secretary of Administration pursuant to K.S.A. 75-3203a and Kansas Administration Regulations 1-18-1a.

When use of a privately owned vehicle is approved and a fleet vehicle is available, the employee (except adjunct faculty) shall be reimbursed at one-half (1/2) the current state mileage rate. The "state mileage rate" is the rate fixed by the Kansas Secretary of Administration pursuant to K.S.A. 75-3203a and Kansas Administration Regulations 1-18-1a.

When use of a privately owned vehicle is approved for adjunct faculty, the adjunct faculty employee shall be reimbursed 75% of the state mileage rate. Reimbursement to an adjunct faculty employee shall not exceed \$400 per class per semester.

In addition to the mileage allowance authorized herein, the employee shall be reimbursed for: (1) parking fees when on official college business; and (2) toll road and toll bridge costs.

When the President or his designee determines that air travel is the most economical or advantageous to the college, the use of air travel may be authorized. The most economical mode of airline travel is considered to be economy or business economy class. When an employee travels by privately owned airplane, reimbursement may be made for one round trip in a privately owned automobile or as otherwise approved by the President or his designee.

The Board secretary shall include travel reimbursement in the claims presented to the Board for approval.

DATE OF ADOPTION: June, 1984 **LEGAL REFERENCE:** K.S.A. 75-3203a

REVIEW DATE(S): December, 1985 August, 2009
April, 1987 October, 2009
June, 2003
July, 2008

RELATED ADMINISTRATIVE RULES AND REGULATIONS: K.A.R. 1-18-1a

Title: Expenditures

Unpaid Warrants

The Board of Trustees shall, only in the case of necessity, issue warrants for which there are not funds available for the payment of such warrants. If such no-fund warrants are issued, the treasurer shall institute such procedures as outlined in state statutes.

Date of Adoption: April, 1987

Legal Reference: K.S.A.

79-2938 thru 79-2940

Review Date (s): _____

Related Administrative Rules and Regulations: _____

Title: Reports

Secretary's Monthly Report

The Secretary of the Board shall file with the Board of Trustees each month a financial statement of the preceding month's business. This statement shall be enclosed with the agenda sent to the members of the Board prior to the regular monthly meeting.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Insurance

Insurance Program

The Board of Trustees shall maintain a comprehensive insurance program that will provide adequate coverage in the event of loss or damage of the school buildings and equipment.

A private appraisal agency may be retained upon the recommendation of the President for inventory and appraisal value service to enable the Board of Trustees to maintain comprehensive insurance program.

Date of Adoption: November, 1985

Legal Reference: K.S.A.

72-8401 thru 72-8417

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Records

Personnel

All records will be kept and stored in a secure location in compliance with state statutes. Personnel records will be kept permanently by the college.

Date of Adoption: November, 1985

Legal Reference: (K.S.A.)

72-5369

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Records

Student

The registrar shall initiate and maintain a complete individual permanent record for each student. The Registrar shall have the care and custody of all student records. All student records are to be preserved either in original form or on microfilm.

Date of Adoption: November, 1985

Legal Reference: (K.S.A.)

72-5371 thru 72-5373

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Records

Bonds for Officers and Employees

The Secretary and Treasurer of the Board of Trustees shall each give bond to the college in such amount as the Board may require, but in no case less than five hundred dollars (\$500.00) and with sureties to be approved by the Board. Bonds shall be filed with the Chairperson of the Board.

All other employees shall be covered by a blanket bond at a minimum of five thousand dollars (\$5,000.00).

Date of Adoption: April, 1987 Legal Reference: (K.S.A.)
78-111

Review Date (s): _____

Related Administrative Rules and Regulations: _____

Title: Maintenance and Operation

Disposition of Obsolete and Surplus Equipment

Whenever any furnishings, equipment, and/or supplies have been declared obsolete or surplus by the administration, the proper way to dispose of these items will be to hold an auction sale on a yearly basis. The proceeds from this sale will be placed in the general fund.

Date of Adoption: November 17, 1993 Legal Reference: (K.S.A.)

Review Date (s): _____

Related Administrative Rules and Regulations: _____

Title: Construction, Buildings, and Sites

Selection of Architect

Architects shall be selected by the Board of Trustees with the counsel of the President and other administrative staff members, when the need arises.

Date of Adoption: November, 1985

Legal Reference: (K.S.A.)

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Construction, Buildings, and Sites

School Facilities Surveys

It shall be the policy of the Board of Trustees upon the recommendation of the President to contract for the services of consultants and other resource personnel for the study of particular problems of the college. The needs for such special studies shall be anticipated well in advance so that budgetary provisions can be made.

Date of Adoption: November, 1985

Legal Reference: (K.S.A.)

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

TITLE: Budget – Financial Accounting System

Requisitions, Travel Vouchers, Purchase Orders, Independent Contractors, Consultants, Accounts Receivable Collections, Vendor Payments, Quote Procedures

Requisitions and Travel/Expense forms must be submitted to the Director of Business Services or Business Office Manager and purchase order number assigned prior to incurring any expense, including registration fees, room reservations etc. Anyone making a purchase without prior approval will be responsible for the purchase amount. Anyone submitting a requisition shall be notified within five (5) working days if the requisition is not approved.

Any request for reimbursement of personal funds expended shall be made on a Travel/Expense form.

All receipts for meal expenditures shall include the names of all persons receiving a meal. The names shall be listed on the back of the receipt or on a separate list attached to the receipt.

No alcoholic beverage expense shall be charged to a College issued credit card or otherwise purchased with College funds.

Non-computer generated checks will only be issued for investments and reissued checks.

Before any purchase order or expense voucher is presented to the Board for payment, the purchase order or expense voucher shall be reviewed by the Director of Business Services or the Business Office Manager to ensure proper approval, required documentation and budget availability.

Credit cards are to be used for travel related expenses (lodging, meals, fuel, etc.) only. All lodging charges must be accompanied by an itemized invoice from the provider. The holder of a credit card carrying his or her name shall not allow another individual to use the card.

All travel vouchers shall include information concerning the purpose of the travel, destination and the date of travel. Travel expense receipts shall be presented to the business office within three (3) business days of returning from a trip.

Weekly check runs may be made for travel expenses, home food program, emergency expenditures, utilities and student refunds. Approval for such expenses shall be requested at the next regularly scheduled Board meeting.

Purchase orders and supporting documents shall be available for inspection by Trustees in the business office.

All airline tickets and other commercial transportation shall be purchased with purchasing or credit cards with an approved purchase order number.

Consultants may only be hired by a written contract which is approved by the Board in advance of any services being provided.

Independent contracts for less than \$1,000 (i.e. sporting event officials, presenters, etc.) shall sign an acknowledgement of receipt of payment at the time payment is made. When applicable, the independent contactor shall sign an agreement or engagement letter specifying services. All independent contractors must comply with the Americans with Disabilities Act.

No vendor or other individuals shall be paid cash received from gate, concession receipts or other activity receipts.

Vendors with their principal place of business located in Ford County, Kansas may be given preference when purchasing products or services. When bids are solicited, the preference shall be clearly stated in all requests for bids or notices.

Receipts for cash advance expenditures shall be submitted to the business office within three (3) working days of returning from a trip and before any additional advances are made.

All accounts owed to the College by a student must be paid before the student's grades or transcripts are released or future enrollment is allowed.

"Walk Through Purchase Orders" shall only be used if there is an immediate need for a product or service. The person requesting a walk through purchase order shall be responsible for obtaining all required signatures and submitting it to the business office. The Director of Business Services or the Business Office Manager shall determine budget availability, sign the purchase order and assign a purchase order number. The person requesting the walk through purchase order shall be responsible for obtaining the product or service.

Any requisition totaling between \$1,000 and \$9,999 must have the required quotes attached to the requisition before the order will be approved. The quotes may be by telephone (documented on the Phone Quote form), faxed quotes, web page price sheets or other documentation of prices.

The requirement of obtaining competitive quotes may be waived if a vendor is the only available source. This should be noted in the Alternate Vendor section of the requisition form.

No employee may enter into an agreement or contract on behalf of Dodge City Community College unless authorized by the Board of Trustees.

All sealed bids shall be opened in the presence of three (3) of the following persons: President, appropriate Dean of his designee, Director of Business services or her designee, Central Stores clerk or the originator of the proposed purchase.

DATE OF ADOPTION:	<u>December 14, 1988</u>	LEGAL REFERENCE: (K.S.A.)
REVIEW DATE(S):	<u>January 20, 1993</u>	_____
	<u>February 16, 1994</u>	_____
	<u>February 22, 2006</u>	_____

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Title: Reimbursement Policy

The College will pay any and all valid obligations once these obligations have been approved by the Board of Trustees at a Board meeting. The Chief Fiscal Officer or in this individual's absence, the President or the Controller of the College, may pay obligations of the College without prior Board approval only when the College will receive a discount for early payment or will incur the assessment of a penalty for late payment. An accurate record of all moneys paid prior to Board approval and the purpose for which it was expended shall be provided to the Board at its next regular meeting.

Date of Adoption: July, 1990 Legal Reference: (K.S.A.)

Review Date (s): December, 1990

Related Administrative Rules and Regulations: _____

Title: Business and Operational Procedures

Expenditures - Contracts

One of the principal functions of the Board of Trustees is to insure that proper stewardship is exercised over the expenditure of public funds. Contractual agreements involving the College represent an important component of the obligation and expenditure of these funds.

The purpose of this policy is to define the spectrum of contracts which require Board of Trustees approval and those which the President is authorized to handle as the agent of the Board.

1. FULL-TIME FACULTY AND STAFF CONTRACTS:

The Board of Trustees shall approve all full-time faculty and staff contracts involving the College in advance of the intended beginning dates of said contracts. In presenting such contracts to the Board, the complete proposed contract for full-time employment will be presented and shall become part of the public record when approved by the Board. Full-time faculty contracts are also subject to the provisions of the faculty negotiated agreement. Renewals of full-time contracts will be handled the same as new full-time contracts.

2. PART-TIME INSTRUCTIONAL, STAFF, AND SUPPLEMENTAL CONTRACTS:

The on-going nature of part-time instructional, staff, and supplemental contracts which often reflect an immediate operational need of College operations are such that it is deemed prudent for the Board to authorize the President to execute such contracts when necessary, but subject to approval of the Board of Trustees at its next meeting. The President is charged with the responsibility to carefully monitor any such contracts and to make every effort to anticipate the need for such contracts in advance so that the Board can review and approve them prior to their commencement date. However, in the interest of meeting operational demands of the College, the President is given the authority to contract for a beginning date of employment prior to Board approval, but subject to Board approval at the next meeting of the Board. The President is directed to bring a listing of all such appointments to be made or anticipated to each Board meeting including appropriate identification, assignment, and salary data. This list of appointments will then be presented to the Board for approval, after which it will become part of the public record. Language will be included in the format of the contract for part-time professional personnel to indicate that the legal execution of the College's

Business and Operational Procedures

Expenditures - Contracts

obligations to the individual is subject to approval by the Board of Trustees. Part-time contracts with full-time faculty will be handled in accordance with the approved faculty negotiated agreement. Renewals of part-time and supplemental contracts will be handled the same as new part-time and supplemental contracts.

3. CONTRACTS OBLIGATING EXPENDITURE OF PUBLIC FUNDS OF \$2500 OR MORE:

All contracts obligating the expenditure of public funds in the amount of \$2500 or more, shall be brought to the Board of Trustees for approval prior to execution.

4. CONTRACTS OBLIGATING EXPENDITURE OF PUBLIC FUNDS UNDER \$2500:

Contracts obligating the expenditure of public funds in the amount under \$2500 may be executed by the President but made subject to approval by the Board of Trustees at its next meeting.

5. CONTRACTS OBLIGATING COLLEGE PERFORMANCE, BUT NOT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS:

There are a number of contractual obligations incurred by the College as a part of normal business which does not involve the direct expenditure of public funds. Examples of such contracts include: student enrollment in courses; student housing contracts; contract involving instructional/workshop or performing arts presenters; some federal, state, and private grants; use of College facilities, etc... The President is authorized to execute such contracts as long as the contract does not involve the expenditure of public funds and is ministerial in nature.

Date of Adoption: December, 1990 Legal Reference: (K.S.A.)

Review Date (s):

Related Administrative Rules and Regulations: _____

Title: Accounts Receivable Collections

The College charges cash for the services it renders or times it sells to students, other individuals, and companies (customers). The College recognizes that due to the length of time required to process financial aid and other circumstances beyond the customer's control, not all customers are capable of paying cash for tuition, housing, meals, fees, books, and/or other charges on the payment due date. To meet the needs of the customer, the College administers a receivable and collection function.

Students are required to pay bills in accordance with administrative procedures. Failure to pay outstanding accounts may result in action being taken to collect the total balance due. Collection procedures may include cancellation of room and board privileges, cancellation of enrollment, referral to a collection agency, court action, and other appropriate actions. Students who have their enrollment cancelled for non-payment may be charged a fee for reinstatement.

Date of Adoption: January, 1992 Legal Reference: (K.S.A.)

Review Date (s): _____

Related Administrative Rules and Regulations: _____

TITLE: Business and Operational Procedures

Operation of College Vehicles

This policy shall apply to the use of all College vehicles; whether owned, leased or rented.

1. College vehicles shall be used only for official College business or as authorized by the Vice President of Finance and Operations or her designee and may not be used for personal use.
2. The use of College vehicles shall be under the supervision and direction of the Business Services Office.
3. Only individuals possessing a current, valid driver's license and an acceptable driving record may operate a College vehicle. All individuals authorized to operate a College vehicle shall produce a valid driver's license upon request.
4. A Motor Vehicle Records (MVR) report will be obtained prior to the initial operation of a College vehicle by any individual. An MVR report will be obtained annually for all individuals authorized to operate College vehicles.
5. Driver's license and MVR records will be kept on file in the Human Resources Office.
6. The Business Services Office must be notified immediately whenever a College vehicle is damaged or involved in an accident.
7. The improper, careless, negligent, destructive or unsafe use or operation of a College vehicle, as well as traffic violations, may result in the loss of the privilege to operate College vehicles and/or disciplinary action, up to and including termination of employment.
8. All occupants of a College vehicle must wear a safety belt properly fastened at all times the vehicle is in motion.

9. Employees with cell phones must refrain from using their phones while driving a College vehicle. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he or she is unable to speak at that time.

10. Procedures for emergency roadside assistance are provided in each College vehicle. Individuals using College vehicles shall familiarize themselves with the use of roadside assistance.

DATE OF ADOPTION: February 27, 2008

LEGAL REFERENCE:

REVIEW DATE(S): October 25, 2011

K.S.A. 8-235

TITLE: Business and Operational Procedures

Procurement Policy and Contracts Policy - Federal Awards

This policy shall apply to the acquisition of equipment, supplies or services with federally awarded funds.

I. Micro-purchase Policy

A micro-purchase is defined as an acquisition of supplies or services, the aggregate amount of which does not exceed the threshold as defined in § 200.320 (78632, Federal Register, Vol. 78). The threshold is currently \$3,000 for most purchases, except \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act.

Accordingly, Dodge City Community College will abide by the following methods of procurement in order to be in federal compliance:

- (a) To the extent practicable, Dodge City Community College will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if Dodge City Community College considers the price to be reasonable.
- (b) If small purchase procedures are used, Dodge City Community College will use price or rate quotations from an adequate number of qualified sources.

Dodge City Community College is aware of the Micro-purchase Policy as defined in § 200.320 (78632, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations) and voluntarily complies.

II. Equipment Purchasing and Usage Policy

A. Equipment Usage Policy

Dodge City Community College is dedicated to practicing and using federally purchased equipment in the following manners:

- 1. For the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project.

2. To not encumber the property without approval of the Federal awarding agency or pass-through entity.
3. Use and dispose of the property in accordance with § 200.311 Real Property.
4. Complies with procedures in accordance with the understanding that a state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Equipment will be used by Dodge City Community College in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and Dodge City Community College will not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

- Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
- Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.

During the time that equipment is used on the project or program for which it was acquired, Dodge City Community College will make equipment available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use will be given to other programs or projects supported by the Federal awarding agency that financed the equipment and second preference will be given to programs or projects under Federal awards from other Federal awarding agencies. Dodge City Community College knows and understands for non-federally-funded programs or projects it is also permissible to use equipment and that user fees will be considered, if appropriate.

Notwithstanding the encouragement in § 200.307 to earn program income, Dodge City Community College will not use equipment acquired with a Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal government retains an interest in the equipment.

When acquiring replacement equipment, Dodge City Community College can use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Management Requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

1. Property records will be maintained which include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, the cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
2. A physical inventory of the property will be taken and the results reconciled with the property records at least once every two years.
3. A control system will be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft must be investigated.
4. Adequate maintenance procedures will be developed to keep the property in good condition.
5. If Dodge City Community College is authorized or required to sell the property, proper sales procedures will be followed to ensure the highest possible return.

Disposition.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations or Federal awarding agency disposition instructions, Dodge City Community College will request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award.

Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

1. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
2. Except as provided in § 200.312(b) or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained by Dodge City Community College or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit Dodge City Community College to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
3. Dodge City Community College may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, Dodge City Community College will be entitled to compensation for its attributable percentage of the current fair market value of the property.
4. If Dodge City Community College fails to take appropriate disposition actions, the Federal awarding agency may direct Dodge City Community College to take disposition actions.

Dodge City Community College is aware of and follows the Equipment usage policy as defined in § 200.313 (786269, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

B. Equipment Purchasing.

Equipment Defined:

§ 200.33 Equipment.

Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§ 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

§ 200.48 General purpose equipment.

General purpose equipment is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

§ 200.89 Special purpose equipment.

Special purpose equipment is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.

§ 200.94 Supplies.

All tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.

§ 200.320 (a) Sealed Bids.

Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c) (1) of this section apply.

- (1) In order for sealed bidding to be feasible, the following conditions should be present:
 - (i) A complete, adequate and realistic specification or purchase description is available;
 - (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

- (2) If sealed bids are used, the following requirements apply:
 - (i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
 - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (v) Any or all bids may be rejected if there is a sound documented reason.

- (3) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals will be solicited from an adequate number of qualified sources;
 - c. Dodge City Community College will have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

- d. Contracts will be awarded to the responsible firm or individual whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. Dodge City Community College may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effect.
4. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

Sole Source/Single Source Procurement.

In cases where there is no practical value in soliciting competitive bids or proposals for materials or equipment and where only one source is available, it is possible to make the purchase without formal bidding. Purchasing will evaluate each request and make a determination whether a sole source acquisition is appropriate. To initiate the process:

Sole/Single-source procurements will be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process. Sole/Single-source procurements will require board approval prior to purchase, if no prior resolution authorizing the purchase of the goods/services exists.

Because a product has unique upgrades or features does not mean they are necessary for the scope of the project. Careful distinction must be used when determining between "sole source" and "sole product." If only one product will do the job, but that product is available from different vendors, a "sole source" acquisition is not appropriate. The Dodge City Community College Vice President of Finance and Operations shall provide additional information or clarification when necessary.

Single Source - Defined.

Single Source is a procurement that will be followed when, although two or more vendors supply the commodities or services, purchasing selects one for substantial reasons, eliminating the competitive bidding process. "Single" means the one among others.

Sole Source - Defined.

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided and documented. "Sole" means the one and only.

Sole Source Justification Letter.

The requesting department shall submit a sole source justification letter to the Vice President of Finance and Operations that includes:

1. A product description, including quantity and technical features.
2. History of prior purchases and their nature (competitive vs. noncompetitive).
3. Statement as to the unique circumstances that require award by noncompetitive bid/proposal.
4. An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacture; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.
5. Proof of no known equal, including a description of attempts to find an equal from other vendors and verification/information of only one available source.

6. An explanation that the purchase price is reasonable: (a) Attach documents that prove the manufacturer offers the best price available because a purchase from a distributor includes the distributor's mark-up. (b) Attach a written certification letter from the vendor that its sales prices is the best price it offers to any similarly situated educational or non-profit customer.
7. Description of the efforts made to find competitive sources.
8. Statement as to the efforts that will be taken in the future to promote competition for the requirement.
9. Letter must be signed/approved by the appropriate Dean/Director and Vice President. Once the letter has been received, then the sole source request will go to the Board of Trustees for final approval.

Equipment Purchases Require:

1. The award will be made on the basis of price and other price-related factors;
2. If low price is not selected, just reasoning explaining the rationale behind the selection will be documented and provided;
3. Competitive quotations detailing like, kind, and quality merchandise from separate vendors (minimum of three);
4. If competitive quotes are not available, documentation as to why the normal procurement process was not followed;
5. Business Office approval prior to processing purchase;
6. Board of Trustees approval prior to processing purchase;
7. If sealed bids are issued, there is at least a ten day grace period granted while bids are being collected, before they are opened (in compliance with § 200.320 (a)); and
8. If sealed bids are issued, at least two institutional personnel, outside of the Business Office need to be present at the opening of the sealed bids (in compliance with § 200.320 (a)).

DATE OF ADOPTION: April 26, 2016

REVIEW DATE(S):

LEGAL REFERENCE:

78612, 78614, 78617, 78629 and
Federal Register, Vol. 78 No. 248/
Thursday, December 26, 2013.

Title: Community Relations

Statement of Guiding Principles

It shall be the policy of the Board of Trustees to keep the area community informed of the objectives, achievements, needs, and conditions of Dodge City Community College. The President shall be responsible for initiating and administrating a continuous program of communication between Dodge City Community College and the area community. The President shall utilize all media available in discharging this responsibility.

Date of Adoption: November, 1985 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Communications with the Public

Board of Trustees' Meetings

Meetings of the Board of Trustees shall be open to the public, except upon those occasions when the Board goes into closed sessions to consider matters as provided for by the statute.

Date of Adoption: November, 1985

Legal Reference: (K.S.A.)

75-4317 thru 75-4320

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Communications with the Public

Board – Community Relations

The Board of Trustees shall cooperate actively with official area community agencies and organizations concerned with the welfare of students and with the economic, social, and cultural well being of the community.

Date of Adoption: November, 1985 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: College Staff Originated Publications

College staff-originated publications for informational publications for informational purposes must receive approval before being published and distributed. This approval is the responsibility of the Community Relations Office.

Date of Adoption: November, 1985 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Relations Between College Personnel and the Public

Gifts to College Personnel

The Board of Trustees prohibits employees of the college from receiving gifts from students or parents.

The acceptance of a token of appreciation is not to be considered in violation of this policy.

Date of Adoption: November, 1985 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Relations Between College Personnel and the Public

Complaints Concerning College Personnel

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Other supervisory or administrators in the line of responsibility
2. The Board of Trustees

No appeal will be heard by the Board of Trustees, and no charges against the employees will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the President.

Date of Adoption: November, 1985 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Use of College Facilities, Equipment, Services and Vehicles

Replaces 707, 708, 710, 711, 712, 713, 714, 715, 716

Dodge City Community College encourages the use of campus facilities, equipment, services and vehicles for meetings, conferences, and other events by appropriate off-campus organizations.

The use of campus facilities, equipment, services and vehicles will not be granted to organizations offering classes, meetings, conferences, and other events that are in competition or conflict with offerings of the College.

Priority for the use of campus facilities, equipment, services and vehicles will be granted as follows:

1. On-campus organizations or individuals who are implementing the College's instructional programs.
2. On-campus organizations or individuals who are implementing the College's non-instructional programs.
3. Organizations associated with and recognized by the College.
4. Organizations whose purpose for a meeting, conference, and/or event is to render a distinct educational and/or cultural value to the community.
5. Organizations that have previously scheduled the use of the campus facilities, equipment, services and vehicles.

The College has the sole discretion to accept or reject any request for the use of the College's facilities, equipment, services, and/or vehicles.

The College may, at its own discretion, rescind permission to use College facilities, equipment, services, and/or vehicles.

The use of alcohol and/or illicit drugs in any form will not be permitted on College property or in College vehicles.

All College Policies and Procedures will be adhered to by the organization using campus facilities, equipment, services and vehicles.

Title: Use of College Facilities, Equipment, Services and Vehicles

Replaces 707, 708, 710, 711, 712, 713, 714, 715, 716

Promotional and advertising materials used and/or distributed on-campus in connection with an off-campus organization's use of college facilities equipment, services and/or vehicles must be approved by the Dean of Student Services.

The College will not charge student or college recognized organizations for the use of College facilities, equipment, services, and/or vehicles if:

1. The student or college organization is recognized by and has a direct affiliation with the College.
2. When admission fees, donations or any form of a charge is collected and the proceeds from this charge are used to assist the College or a recognized College organization.

Unless an exception is granted in writing by the President of the College or a designee, the College will charge for the use of College facilities, equipment, services, and/or vehicles when the organization is an:

1. Off-campus organization not having a direct affiliation with the College.
2. Off and on-campus organization not recognized by the College.
3. When admission fees, donations, or any form of a charge is collected and the proceeds from this charge are not used to assist the College or a recognized College organization.

The rates charged for the use of College facilities, equipment, services and/or vehicles will be developed by the President or a designee and approved by the Board of Trustees of the College.

Date of Adoption: August, 1991 Legal Reference: (K.S.A.)
N/A

Review Date (s): _____

Related Administrative Rules and Regulations: _____

TITLE: FACILITY ALCOHOL CONSUMPTION EXEMPTION

Subject to the terms and provisions herein, the Dodge City Community College Student Activities Center shall be exempt from the statutory prohibition of drinking or consuming alcoholic liquor on public property.

The terms and conditions for consumption of alcoholic liquor in the Student Activities Center are as follows:

1. Any event or activity where alcoholic beverages are consumed shall be in compliance with the Kansas Liquor Control Act.
2. All events must be approved in advance by the Board of Trustees.
3. Alcoholic beverages served and consumed in the Student Activities Center shall be provided by the sponsoring party, shall be the property of the sponsoring party and shall be removed from Dodge City Community College property immediately upon conclusion of the event or activity.
4. The sponsoring party shall be responsible for complying with all state laws and ordinances of the City of Dodge City, including obtaining any required licenses or permits for the serving of alcoholic beverages.
5. The sponsoring party shall provide adequate security for any event or activity where alcoholic beverages are served. The sponsoring party's plan for security must be submitted to and approved by the Dodge City Community College Director of Security in advance of the event or activity.

DATE OF ADOPTION: March, 2018

LEGAL REFERENCE:

REVIEW DATE(S):

K.S.A. 41-719 (h)

Title: Use of Facilities

Property Use

No college property shall be used other than for college purposes nor shall be taken from the building where it belongs without express permission of the appropriate administrative official.

Date of Adoption: September, 1975 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Community Services

Campus Tours and Visits

Because Dodge City Community College is a community college, citizens of the district and others interested in visiting the Dodge City Community College campus will be encouraged and invited to do so.

Date of Adoption: September, 1975

Legal Reference: (K.S.A.)

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Community Services

Non Credit Short Course and Programs

The Board of Trustees shall encourage the Community Services Division to provide non-credit short courses and programs to be defined as Seminars, Symposiums, Lecture Series, Workshops, Institutes and Conferences.

Date of Adoption: September, 1975

Legal Reference: (K.S.A.)

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

Title: Community Services

Public Events Advisory Board

The Board of Trustees recognizes the importance of a comprehensive college-wide program of public events which meets the needs and desires of college students, staff and members of the community. Such a program should be administered through the office of Community Services Division.

Date of Adoption: September, 1975 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Community Services

Advisory Committees

The Board of Trustees encourages programs developed under the scope of the Community Services Division be administered with the assistance of college and/or community advisory councils or committees who will provide guidance in the direction and implementation of new programs and activities as well as reaction and assessment of on-going or existing ones.

Date of Adoption: September, 1975 Legal Reference: (K.S.A.)
N/A

Review Date (s): December, 1985
April, 1987

Related Administrative Rules and Regulations: _____

Title: Community Services

College (Non-Degree) Certificate Credit Course and Programs

College Vocational or Career (non-degree) Certificate Credit Courses and/or Programs will be developed and implemented in apprenticeship, employees in-training, pre-apprentice, public service, business, allied health service, food services and other areas necessary to fulfill educational and training needs and requirements of the community. These courses and programs will be offered at locations convenient to the community.

Date of Adoption: September, 1975

Legal Reference: (K.S.A.)

N/A

Review Date (s): December, 1985

April, 1987

Related Administrative Rules and Regulations: _____

TITLE: Community Relations

Access to Public Records

This policy concerning access to public records is adopted pursuant to Kansas Statutes Annotated 45-215 *et seq.* In the event any provisions of this policy are in conflict with the provisions of said statute or should this policy fail to address specific circumstances, the provisions of K.S.A. 45-215 *et seq.* shall control. It shall be the policy of the College that public records maintained by the College shall be open for inspection by any person unless otherwise provided herein or by state statute. The following guidelines will regulate the access to and examination of public records:

1. "Public record" means any recorded information regardless of form or characteristics, which is made, maintained or kept by or is in the possession of the College.
2. Except to the extent disclosure is required by law, the College shall not be required to disclose:
 - a. Records the disclosure of which is specifically prohibited or restricted by federal law, state statute or rule of the Kansas Supreme Court or the disclosure of which is prohibited or restricted pursuant to specific authorization of federal law, state statute or rule of the Kansas Supreme Court to restrict or prohibit disclosure.
 - b. Records which are privileged under the rules of evidence, unless the holder of the privilege consents to the disclosure.
 - c. Personnel records, performance ratings or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of the College once they are employed as such.
 - d. Letters of reference or recommendation pertaining to the character or qualifications of an identifiable individual.

- e. Library, archive and museum materials contributed by private persons, to the extent of any limitations imposed as conditions of the contribution.
- f. Information which would reveal the identity of an individual who lawfully makes a donation to the College, if anonymity of the donor is a condition of the donation.
- g. Testing and examination materials, before the test or examination is given or if it is to be given again, or records of individual test or examination scores, other than records which show only passage or failure and not specific scores.
- h. Records of emergency or security information or procedures of the College, or plans, drawings, specifications or related information for any building or facility which is used for purposes requiring security measures in or around the building or facility.
- i. The contents of appraisals or engineering or feasibility estimates or evaluations made by or for the College relative to the acquisition of property, prior to the award of formal contracts therefor.
- j. Records pertaining to employer-employee negotiations, if disclosure would reveal information discussed in a lawful executive session under K.S.A. 75-4319 and amendments thereto.
- k. Applications, financial statements and other information submitted in connection with applications for student financial assistance where financial need is a consideration for the award.
- l. Plans, designs, drawings or specifications which are prepared by a person other than an employee of the College or records which are the property of a private person.
- m. Notes, preliminary drafts, research data in the process of analysis, unfunded grant proposals, memoranda, recommendations or other records in which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting.
- n. Library patron and circulation records which pertain to identifiable individuals.
- o. Records which are compiled for census or research purposes and which pertain to identifiable individuals.

- p. Records which represent and constitute the work product of an attorney.
 - q. Specifications for competitive bidding, until the specifications are officially approved by the College.
 - r. Sealed bids and related documents, until a bid is accepted or all bids rejected.
 - s. Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.
 - t. Engineering and architectural estimates made by or for the College relative to public improvements.
 - u. Financial information submitted by contractors in qualification statements to the College.
 - v. Records involved in the obtaining and processing of intellectual property rights that are expected to be, wholly or partially vested in or owned by the College, or an assignee of the College or other institution organized and existing for the benefit of the institution.
 - w. Software programs for electronic data processing and documentation thereof, but the College shall maintain a register, open to the public, that describes:
 - (1) The information which the College maintains on computer facilities; and
 - (2) The form in which the information can be made available using existing computer programs.
3. The President of the College is the "Official Custodian" of public records in the possession of the College. The President may assign other employees of the College to carry out his duties under this policy or the Kansas Open Records Act.
4. Persons may inspect public records in accordance with these guidelines during regular office hours. The regular office hours of the College are 8:00 o'clock A.M. to 5:00 o'clock P.M., Monday through Friday. College offices are closed for observance of various holidays designated on the College calendar. A College calendar is available through the President's office.

5. No person shall remove original copies of public records from the area provided for examination of records without the written permission of the Official Custodian or his designee.
6. Requests for inspection of public records shall be made by properly filling out a request form provided by the College. The request shall include the name and address of the person making the request.
7. Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received. If access to the public record is not granted immediately, the Custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If a request for access is denied, the Custodian shall provide, upon request, a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and such statement shall be furnished to the requesting party not later than the end of the third day following the date that the request is received.
8. The Custodian may refuse to provide access to a public record, or permit inspection and/or copying, if a request places an unreasonable burden upon the College staff or if a Custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the College.
9. If the request is for copies of public records, the request must be in writing and shall state the name and address of the requesting party and a description of the records of which copies are being requested. Copies of the public records shall be made while the records are in the possession, custody and control of the Custodian or a person designated by the Custodian and shall be made under the supervision of such Custodian or designee. A reasonable copying fee shall be charged and paid in advance by the requesting party. If a request for inspection and/or copying of a public record involves the collection or assembling of voluminous records or the search of records to locate the requested information, an additional charge may be assessed to the requesting party in an amount equal to the hourly rate of the staff personnel involved in the copying or assembling of the requested information. Postage expenses, if any, may also be assessed. All assessments must be paid prior to the Custodian's release of the requested material.
10. The Board of Trustees shall designate a freedom of information officer. The freedom of information officer or the officer's designee shall:
 - a. Prepare and provide educational materials and information concerning the open records act;

- b. Be available to assist the College and members of the general public to resolve disputes relating to the open records act;
 - c. Respond to inquiries relating to the open records act; and
 - d. Establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise made available to the public under the open records act.
11. Upon the request of any person, a copy of this policy will be provided to that person without any charge.

DATE OF ADOPTION: January 17, 1990

REVIEW DATE(S): September, 2000

LEGAL REFERENCE:

K.S.A. 45-215
K.S.A. 75-4319

TITLE: Community Relations

Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy for Students and Members of the Public

Illegal discrimination, harassment and retaliation are prohibited. As such, Dodge City Community College has established both formal and informal procedures to report complaints of illegal discrimination, harassment or retaliation.

Notice of Nondiscrimination

Dodge City Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff, students and members of the community, in age, education and physical ability. In a diverse environment, it is each persons responsibility to respect these individual differences and to refrain from imposing personal viewpoints on others.

All personnel/student policies of the Dodge City Community College shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws.

Dodge City Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its non-discrimination policies may be referred to the Federal Compliance Administrator, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu) or the Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 (compliance@dc3.edu).

College's Response to Notice of Complaint or Grievance related to Harassment, Discrimination and Anti-Retaliation Policy

Immediately upon being placed on notice of any allegation of harassment, discrimination, or retaliation as specified in this policy, the College will respond with the following steps:

- 1) Take action to prevent any recurrence of the harassment, discrimination or retaliation.
- 2) If appropriate, provide remedy(ies) to correct any discriminatory effects on others.
- 3) Conduct a timely, full investigation of the complaint or grievance of harassment, discrimination or retaliation as outlined in this policy.

Prohibited Activity

The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the "respondent" throughout this procedure. The person to whom the alleged unlawful harassment, discrimination or retaliation is directed shall be considered the "complainant" throughout this procedure.

The Board of Trustees of Dodge City Community College is committed to providing an environment free from harassment, discrimination and retaliation. Specifically, the College, its employees, students and members of the public on the campus of the College or participating in College activities shall not participate in any harassment, discrimination or retaliation based on any legally protected class of individuals as described in the Notice of Non-Discrimination above.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment, defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual unwelcome conduct of a sexual nature.
- Harassment or discrimination based on race, gender, national origin, or other legally protected class, defined to include verbal, physical or other conduct of a nature, which is offensive to a person.
- Retaliation against any person for filing a charge or complaint of prohibited conduct.
- Retaliation against the respondent and/or witnesses.

Prohibited harassment or discrimination includes any conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment and/or academic standing or access to college programs or activities; or

- Submission to or rejection of the conduct which is used, threatened or suggested to be used as a basis of employment-related or academic/activity related decisions, including but not limited to promotion, pay, discipline, work assignments or which affects other terms and conditions of employment; the academic standing or grades or access to college academic programs and activities by students and/or members of the public.
- Such conduct has the purpose or effect of substantially interfering with the work/academic performance or experience, or creating a hostile, intimidating or offensive atmosphere for employees, students or members of the public.

Persons violating this policy will face strict discipline and/or sanctions up to and including termination, restriction of privileges and/or suspension or expulsion from the College or other appropriate sanctions.

Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in this policy shall utilize the Complaint Procedure as set forth below.

Prompt Reporting

Discrimination, harassment or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within 180 days of the time the alleged conduct took place unless good cause is shown for the delay.

Duty to Report

If an employee, student or member of the public believes that he/she has been subjected to illegal discrimination, harassment or retaliation, it shall be the duty of that person to report such conduct as provided herein. In addition, all employees of the College holding a designated supervisory position (as determined by the listing maintained in Human Resources for Supervisor Evaluation purposes) shall have a duty to report any conduct of which they become aware. All other persons with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment or retaliation. The procedure for reporting is described below.

Reporting Procedure

An employee, student or member of the public who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the employee, student or member of the public (complainant) does not feel comfortable addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then the employee, student or member of the public should make a complaint as provided by this procedure.

Except as required in Duty to Report above, a witness who directly observes illegal discrimination, harassment or retaliation may address it directly with the respondent through verbal or written communication stating that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

An employee, student, member of the public or a supervisor or witness may make the report under this procedure to the Office of Human Resources, to any Dean or Vice President, to the Federal Compliance Administrator or to any Department Director. A listing of the persons designated to receive the reports will be maintained in the Office of Human Resources and the Office of Federal Compliance Administrator.

The initial complaint can be either written or verbal, directed to Dave Wetmore, Director of Human Resources who may be reached at (620) 227-9201, 2501 N. 14th Avenue, Dodge City, Kansas 67801, dwetmore@dc3.edu or directed to Beverly Tema, Federal Compliance Administrator at (620) 227-9119 or bgtemaat@dc3.edu or emailed to compliance@dc3.edu. If a written complaint is submitted to the Office of Human Resources, it must include a specific description of the conduct complained of, identify the party or parties involved, and specify the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred. The complaint must also include an explanation of why the complainant believes the alleged actions constitute discrimination, harassment or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy. If the complaint is submitted via email, it shall be in accordance with the rules established for such reporting.

Any supervisor receiving an anonymous complaint, either verbally or in writing, shall immediately send notice of the complaint to the Director of Human Resources and/or the Federal Compliance Administrator.

If the complaint is against the College President or anyone reporting directly to the President, the reporting party should make the report under this procedure directly to the Chair of the Board of Trustees or the College Attorney. If the complaint is against any member of the Board of Trustees, the reporting party should make the report directly to either the College President, College Attorney or any other member of the Board who is not the subject of the complaint.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

Once a report is received by the Director of Human Resources or the Federal Compliance Administrator, it shall be processed in accordance with the rules for such reporting.

Deadlines

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation or discipline. During the pendency of a complaint, the College may delay or suspend other employment actions or impose temporary remedies or sanctions, as appropriate until final determination of the complaint has been made.

Retaliation

The College's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have impact on the terms or conditions of employment including, but not limited to, increasing discipline or assignment, demotion, changes in pay or hours, material changes in job duties or functioning, adverse action impacting academic work, participation or privileges impacted in college academic or activity participation or experiences, if such conduct is taken because of the individual's filing of a complaint. Persons violating this policy will face strict discipline and/or sanctions up to and including termination, restriction of privileges and/or suspension or expulsion from the college or other appropriate sanctions, under this procedure, whether or not such complaint is determined to be valid.

Complainants are assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by College policy and shall lead to discipline up to and including termination, suspension, expulsion or other appropriate sanctions. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated under the Formal Procedure review process of this procedure.

Complaint Resolution Procedure

Dodge City Community College has established both formal and informal procedures to resolve prohibited discrimination, harassment or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. An employee, student or member of the public who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the complainant does not feel comfortable addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then a complaint should be filed.

After the complainant has filed a complaint in compliance with the Reporting Procedure section of this policy, the written complaint will be submitted to the Director of Human Resources, the Federal Compliance Administrator or the College Attorney, whichever is appropriate. A designated officer will meet with the complainant to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed. Based on this interview, or at any other time while the Informal Procedure is being pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation, and they are not to knowingly impede, obstruct or delay the progress of the review. In particular, both the complainant and the respondent have the responsibility to provide all relevant information and facts to the matter under review.

Informal Procedure

If the Informal Procedure is elected, the officer will contact the appropriate administrator who supervises the respondent, if applicable. The officer and designated administrator will meet with the complainant to review the complaint; they will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) calendar days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the administrator shall make contact with the complainant and the respondent to determine the status of the resolution. The administrator will report the results of these follow-up inquiries to Human Resources in writing.

During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the Director of Human Resources Federal Compliance Administrator and supervisory administrator shall each serve as a neutral procedural facilitator in the process and shall not act in an advocate role for the complainant or the respondent. The role of the reviewing officers will be to communicate the issues and identify potential solutions. The College Attorney may be consulted by the reviewers as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

During the duration of the Informal and Formal Procedure review process, any attempts to informally or voluntarily resolve the complaint or grievance will not delay the commencement (upon receiving notice of the harassment, discrimination or retaliation) of the College's obligation and procedure for a full investigation.

Formal Procedure

Under the Formal Procedure, the Director of Human Resources and/or the Federal Compliance Administrator should proceed under the following guidelines:

Upon receipt of a complaint the Director of Human Resources, Federal Compliance Administrator or a designee, shall review the allegations provided in the complaint and may consult with the College Attorney to determine the appropriate action required. If it is determined the complaint has sufficient probable cause to be investigated under the College's Anti-Discrimination, Anti-Harassment or Anti-Retaliation Complaint Procedure, the Director of Human Resources and/or the Federal Compliance Administrator shall appoint an investigator to investigate the complaint. The appointed investigator may be a College employee or a third party retained by the College to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The respondent shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation shall be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent shall be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

During the investigation process, the College will ensure that both the complainant and the respondent (the person with alleged violations of this college policy) have the opportunity to present witnesses and provide evidence. In addition, the investigator will evaluate all relevant information and documentation related to the complaint of discrimination, harassment, or retaliation.

The investigator shall summarize the findings in a report to the Director of Human Resources and/or the Federal Compliance Administrator within ninety (90) days from receipt of the complaint or from the closure of the Informal Procedure review, whichever is later. When it is not reasonably possible to complete the investigation within that time, the investigation period may be extended by up to an additional sixty (60) days upon approval of the Director of Human Resources and/or the Federal Compliance Administrator. If the extension is granted, the parties to the complaint will be so notified.

The Director of Human Resources and/or the Federal Compliance Administrator shall review the investigator's report and shall, if warranted, make a written recommendation to the College President regarding any corrective action, discipline or other action to be taken. The President makes the final decision regarding any action to be taken. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment or retaliation has occurred, the respondent will be subject to strict discipline up to and including termination, restriction of privileges, suspension or expulsion as appropriate.

During the Formal Procedure review process, the investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator will be to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. The College Attorney may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigators report, the Director of Human Resources and/or Federal Compliance Administrator shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee other than the President, a direct report to the President, or a Board member, the request for review shall be submitted to the President. Upon receipt of the request for review, the President shall designate an employee of the College who has received policy enforcement training to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review will be delayed, and indicate the reasons for the delay. The reviewer of the investigator's report shall provide a report to the President with his/her findings. The President shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the President will be final.

If the complaint was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the College Attorney instead of the President. Upon receipt of the request for review, the College Attorney shall appoint an external third party who shall serve as an investigator to conduct a review pursuant to the Formal Procedure set forth herein. At the conclusion of this review, the College Attorney shall provide the Board of Trustees a report and an accompanying recommendation from the reviewer for the Board's consideration. Following completion of the review of this report, the Board of Trustees shall take any necessary and appropriate action. The action of the Board of Trustees will be final.

Disciplinary actions, sanctions and/or loss of privileges resulting from this complaint procedure finding, or remedies determined, may be appealed by the student, member of the public or (respondent) in accordance with Dodge City Community College policies.

Confidentiality

Employees, students and members of the public seeking general information or guidance about sexual harassment may be concerned about whether the information they share will be confidential. While the College desires to create an environment in which individuals can discuss concerns and make complaints, legal obligations may require the College to take action once it is informed that illegal discrimination, harassment or retaliation may be occurring. Therefore, although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be protected to as great an extent as possible while still allowing for appropriate and necessary investigation of the matter to occur. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the respondent to be informed concerning the charge.

Policy Enforcement Training

Dodge City Community College shall train all staff who are selected as an investigator in the Formal Procedure review process. These staff, and all other administrators identified in the Reporting Procedures section as officials authorized to receive a complaint, shall be provided appropriate training. The College shall determine the appropriate training required of these College employees and shall provide for periodic, required training and updates. An investigator selected from outside the College shall have demonstrated expertise in conducting such investigations.

All other supervisors, as designated in the Duty to Report section of this procedure, shall receive periodic training through the Office of Human Resources or the Office of Federal Compliance.

DATE OF ADOPTION: January 27, 2015

REVIEW DATE(S):

Title: Personnel

Statement of Guiding Principles

It shall be the policy of the Board of Trustees to appoint personnel only upon the recommendation of the President.

Due process procedures as provided in state law govern such matters as demotion, suspension, disciplinary action, or severance of full-time faculty and professional staff members.

The President shall make such assignments, re-assignments, and changes as are in his professional judgment necessary to secure the highest efficiency of the entire staff.

All Dodge City Community college personnel shall be directly responsible to their assigned dean or supervisor.

All personnel will observe college regulations and the policies of the Board of Trustees.

Date of Adoption: September 1977 Legal Reference: K.S.A.

Review Date (s): December 1985 72-5436 thru 72-5455
April 1987

Related Administrative Rules and Regulations: _____

Title: Personnel

Equal Employment Opportunity/Affirmative Action

Dodge City Community college declares and reaffirms to its students, employees, and to the public that it is firmly committed to equity in recruitment, employment, and promotion in all job classifications and in all educational programs without regard to race, creed, color, religion, sex, age, marital or parental status, national origin, ancestry, disability or veteran status, unrelated to job requirements. In order to assure that equal opportunity is afforded to all students, employees and applicants; Dodge City Community College recognizes the need for and has voluntarily implemented an Equal Opportunity/Affirmative Action Program.

Date of Adoption: March 1983 Legal Reference: K.S.A.

Review Date (s): December 1985 N/A
April 1987 _____
January 1993 _____
November 2001 _____

Related Administrative Rules and Regulations: _____

TITLE: Personnel

Employment Categories: Full-Time Personnel

Employment with Dodge City Community College is voluntary and subject to termination by the employee or Dodge City Community College at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Dodge City Community College employees.

This policy of employment-at-will may not be modified by any administrator or other employee and shall not be modified by any publication or document. The only exceptions to this policy are: (1) a written employment agreement approved at the discretion of the Board of Trustees; or (2) statutory continuing contract requirements. These Board policies are not intended to be a contract of employment.

Employment status will be established at the time of employment as follows:

Contracted Instructional Personnel:*

Refers to a professional employee who has been contracted by the Board for a minimum of 170 working days or full-time teaching assignment with a minimum of 170 contract days.

Administrative Personnel:*

Refers to a member of the administrative staff hired by the Board in the position of President, Vice President, Dean or other title defined by the President as a member of the College's administrative structure.

Program Technical Personnel:*

Refers to a member of the program management and/or technical support staff hired by the Board to a position as Director, Associate Director, Assistant Director, Controller, Aide, Program Manager, Manager, Specialist, Advisor, Counselor, Coordinator, Assistant Coordinator or other title defined by the President as being a member of the College's program management and/or technical support structure.

Coaching Personnel:*

Refers to an individual employed upon recommendation of the President and approved by the Board to coach an athletic team or teams. The term of the contract shall correspond with the season of the sport.

Hourly Classified Personnel:

Refers to non-contract personnel including employees who work in offices, physical plant, sales or other areas hired on an hourly basis for a 40 hour work week.

* Requires Board of Trustees' approval for employment.

DATE OF ADOPTION:	September, 1977	LEGAL REFERENCE:	N/A
REVIEW DATE(S):	December, 1985 April, 1987 June, 1990 April, 1999 November, 2001 July, 2011		

TITLE: Personnel

Employment Categories: Part-Time Personnel

Kansas is an "Employment at Will" state. Accordingly, Dodge City Community College is an "at will" employer. This means that employment is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, without prior notice and in accordance with Board policy.

Employment status will be established at the time of employment as follows:

*** Instructional Personnel:**

Refers to those persons employed in a part-time instructional capacity.

*** Administrative Personnel:**

Refers to a member of the administrative staff who has been appointed part-time by the President of the College in an administrative staff position. Part-time administrators work on the basis determined and specified at the time of hiring.

*** Program/Technical Personnel:**

Refers to a member of the program management and/or technical support staff who has been appointed by the President of the College in a program management and/or technical support position e.g., Directors, Controllers, Managers, Graphics, Specialists, Advisors, Consultants, Counselors, and Coordinators. Part-time program/technical personnel work on the basis determined and specified at the time of hiring.

Hourly Classified Personnel:

Refers to non-contract personnel including employees who work in offices, physical facilities, sales, or other areas that are hired on the basis of a 40-hour work-week.

* Requires Board of Trustee approval for employment.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
June, 1990
November, 2001

SERIES NUMBER: 803.1

TITLE: Personnel

Personnel Classification and Contracts - Instructional Staff

Written notice to terminate a contract for cause may be served by the Board upon any professional employee prior to the time the contract has been completed. Written notice of intention to non-renew a contract shall be served by the Board upon a professional employee on or before the third Friday in May. A professional employee shall give written notice to the Board that the professional employee does not desire continuation of a contract on or before the 14th calendar day following the third Friday in May or, if applicable, not later than 15 days after the issuance of a unilateral contract as authorized by K.S.A. 72-2238, and amendments thereto, whichever is the later date.

Terms of a contract may be changed at any time by mutual consent of both the professional employee and the Board.

DATE OF ADOPTION: June, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
November, 1997
March, 2020

K.S.A. 72-2251

SERIES NUMBER: 803.2

TITLE: Personnel

Selection and Appointment of Administrative and Program/Technical Personnel

Full-Time Employees

Full-Time Administrative and Program/Technical Personnel of the College shall be employed by the Board of Trustees upon recommendation of the President. Said personnel are employed by the Board of Trustees strictly at its pleasure, subject to dismissal at any time with or without cause, except as provided by specific contract terms and any applicable laws.

Part-Time Employees

Part-Time Administrative and Program/Technical Personnel of the College are to be employed on an as-needed basis by the President, said authority delegated to the President by the Board of Trustees.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
June, 1990
June 23, 1993

TITLE: Personnel

**Personnel Classification and Terms of Employment
Program/Technical Personnel**

Program/Technical Personnel

The term "Program/Technical" Personnel refers exclusively to a member of the College's program management and/or technical support staff who has been appointed by the Board in a position of Director, Associate Director, Assistant Director, Controller, Coach, Assistant Coach, Program Manager, Manager, Specialist, Advisor, Counselor, Coordinator, Assistant Coordinator, or other title defined by the President as being a member of the College's program management and/or technical support.

This group includes all persons working at Dodge City Community College with program or area responsibilities, including but not limited to, planning, organizing, budget management, and establishment of program or area regulations.

Employment Arrangements

Those individuals employed in a program/technical position shall have appropriate educational background and/or experience in their field, and will be issued an employment appointment letter. Program/Technical Personnel are not included in the faculty bargaining unit and are not covered by the provisions of K.S.A. 72-5412 (*et seq.*), which provides the procedures for professional negotiations.

Termination of Employment

Program/Technical Personnel serve at the pleasure of the President and may be terminated with or without cause.

DATE OF ADOPTION: May, 1990

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): June, 2017

TITLE: Personnel

Personnel Classification – Hourly Classified Staff

Hourly Classified Staff

Persons working at Dodge City Community College who perform secretarial/clerical, data processing, physical plant, security, technical, and service-type functions and who are non-exempt employees paid on an hourly rate are known as classified staff. For hourly classified staff personnel, the work week starts at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.

- A. Secretarial/Clerical:** Refers to all persons working at Dodge City Community College who perform secretarial/clerical functions such as keyboarding, recording, transcribing, filing, clerking, sorting, record/bookkeeping, data processing operations, and office machine operations.
- B. Plant Services:** Refers to all persons working at Dodge City Community College who perform physical plant-related functions such as mechanical maintenance, carpentry, painting, grounds maintenance, custodial services, vehicle drivers, and security services, and the maintenance secretary and maintenance clerical staff.
- C. Technical Services:** Refers to all persons working at Dodge City Community College who are employed in technical positions and work under the supervision of an administrator. Technical services personnel possess skills and qualifications that allow them to perform technical tasks or assignments.

Any person employed in the category of classified staff will not be issued a contract. Personnel in these positions will be considered as non-exempt employees as prescribed under the Wage and Hour Law provisions.

All part-time classified staff employees will be issued time cards and shall clock in and out every day. In the event time clock machines are not available within a work location and/or it becomes necessary to hand-write times on the time card, the classified employee must obtain the approval of his or her supervisor. The supervisor's initials or name must appear next to the hand-written time notation.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
January 20, 1993

TITLE: Personnel

Personnel Classification – Coaches

COACHING PERSONNEL:

Refers to an individual employed upon recommendation of the President and approved by the Board to coach an athletic team or teams. The term of a coaching contract shall correspond with the season of the sport. The initial contract shall begin July 1, 2011, and end on the following dates:

Football	-	November 30, 2011
Soccer	-	November 30, 2011
Volleyball	-	November 30, 2011
Basketball	-	March 31, 2012
Baseball and Softball	-	May 31, 2012
Men's Golf	-	June 30, 2012
Women's Golf	-	May 31, 2012
Track and Cross Country	-	May 31, 2012

After the initial contract periods set forth above, the annual coaching contract periods shall be as follows:

Football	-	December 1 to November 30
Soccer	-	December 1 to November 30
Volleyball	-	December 1 to November 30
Basketball	-	April 1 to March 31
Baseball and Softball	-	June 1 to May 31
Men's Golf	-	July 1 to June 30
Women's Golf	-	June 1 to May 31
Track and Cross Country	-	June 1 to May 31

PART-TIME COACHING PERSONNEL:

Part-time coaches shall be employed by the Board of Trustees upon recommendation of the President. Part-time coaches are employed by the Board strictly at its pleasure, subject to dismissal at any time with or without cause, except as provided by specific contract terms.

DATE OF ADOPTION: July, 2011

LEGAL REFERENCE: N/A

REVIEW DATE(S):

TITLE: Personnel

Professional Negotiations

The Board and the Dodge City Community College Faculty Association ("Association") shall participate in professional negotiations as required by Kansas statutes. Any agreement reached between the Board and the Association shall be binding upon the Board and the professional employees covered by such agreement. The agreement may be modified or amended only by mutual agreement of the parties, in writing.

The Board and the Association recognize and declare that providing a quality education for all students of the College is their mutual goal, and that the character of such an education depends upon the quality of the instructional staff.

The negotiated agreement shall be a part of the individual contracts of professional employees with the same force and effect as though fully set forth therein.

The negotiated agreement shall begin on July 1 and end on June 30, whether it is a one year or multi-year agreement.

The negotiated agreement shall only apply to full-time professional employees as defined by K.S.A. 72-2218.

DATE OF ADOPTION: June, 1985

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
March, 2020

(K.S.A.)
K.S.A.72-2215 *et seq.*

Title: Personnel

Employee Associations

All employees covered by the Faculty Negotiated Agreement, a contract negotiated between the College and the Dodge City Community College Faculty Association, should refer to that agreement with regard to rules and regulations for their employment in addition to those described in the Board Policy Manual.

All employees not covered by the Faculty Negotiated Agreement are invited to join the Association as non-voting members and are encouraged by the Association to attend social functions sponsored by the Association. A small non-voting membership fee is collected and flows into Faculty Association Scholarship fund.

Under existing Kansas statutes, the Board is not required to bargain collectively with administrators or other staffs not bound by the Negotiated Agreement.

Date of Adoption: June 1985 Legal Reference: K.S.A.

Review Date (s): December 1985 N/A
April 1987 _____

Related Administrative Rules and Regulations: _____

**TITLE: Personnel
Employment and Assignment of Relatives**

Relatives of full-time employees of the College may be considered for full-time or part-time employment provided they are qualified for the position for which they have made application and the following conditions are met:

1. They do not have a relative currently employed by the College in an administrative or supervisory or Trustee position.
2. They are not employed in or transferred to the same department where a relative is assigned.
3. They are not employed in or transferred to positions where an immediate supervisor/subordinate relationship with a relative would exist.

A relative of an employee is defined to include: spouse, children, parents, brothers, sisters, grandparents, grandchildren, uncles, aunts, nephews, nieces, cousins, and in-laws of the employee, whether the relationship be of whole or half blood, foster, or by marriage.

A relative of a board of trustee member is defined to include an immediate family member: spouse, children, parents, grandchildren, brothers or sisters whether the relationship be of whole or half blood, foster or by marriage.

In general, nepotism is discouraged in all new hiring situations. Any exceptions to this practice must be approved by the Board of Trustees.

DATE OF ADOPTION: February, 1983 **LEGAL REFERENCE:** (K.S.A.)
REVIEW DATE(S): December, 1985
April, 1987
June, 2017

TITLE: Personnel

Employee Complaint and Grievance Policy

Notice of Nondiscrimination

Dodge City Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students.

All personnel policies of ~~the~~ Dodge City Community College shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws.

Dodge City Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its non-discrimination policies may be referred to the Federal Compliance Administrator, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu) or the Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 (compliance@dc3.edu).

Intent and Purpose

It is the intent and purpose of Dodge City Community College to provide all employees with a fair and efficient process to present and resolve complaints and grievances arising out of the employment relationship except as otherwise provided herein. All employees of Dodge City Community College will have this Complaint/Grievance Policy and related procedures available to them in order to present and resolve employment complaints and grievances.

It shall be considered a serious violation of College policy for any individual to knowingly file a false or malicious complaint or grievance under these procedures. If College officials become aware that such a false or malicious complaint or grievance has been filed, the matter will be investigated under the Grievance Resolution Procedures provided below. If false or malicious complaint or grievance allegations are substantiated, appropriate disciplinary action, up to and including termination, may be taken.

During the duration of the formal review process, any attempts to informally or voluntarily resolve the complaint or grievance by any party will not delay the commencement (upon receiving notice of the harassment, discrimination or retaliation) of the College's obligation and procedure for a full investigation.

Definitions for Complaint and Grievance Procedures

The Complaint and Grievance Operating Procedure represents two separate processes established for the purpose of resolving work related complaints and work related grievances.

A ***complaint*** is defined as a negative issue or problem impacting the employee's workplace or his/her working conditions. The purpose of the complaint process described herein shall be to provide the opportunity for employees to have work-related problems and complaints heard and considered in a non-adversarial manner.

A ***grievance*** is defined as an allegation by an employee that he/she has been adversely affected by a violation of College policy; misunderstanding, miscommunication or misinterpretation of College policy; and/or inconsistent application of College policy. The grievance process described in this policy will provide College employees the opportunity to resolve alleged violations of College policy, misunderstanding, miscommunication or misinterpretation of College policy, and/or inconsistent application of College policy.

The employee filing a complaint shall be considered the "**complainant**".

The employee filing a grievance shall be considered the "**grievant**".

The employee(s) about whom a complaint is made or whose action(s) gave rise to a grievance shall be referred to as the "**respondent**".

Exclusions to Complaint and Grievance Procedure

The following issues can be addressed through other policies, procedures or agreements and are not subject to this Complaint and Grievance Procedure.

- Matters covered by the Negotiated Agreement for professional employees.
- Claims of discrimination, harassment or retaliation (see College policy – Personnel #840 Harassment, Discrimination and Retaliation Policy).

Prompt Reporting of a Complaint or Grievance

Complaints and grievances are best resolved if addressed early. It may be difficult to substantiate the allegations made if brought forward after significant time has passed. In order to ensure that allegations are reported, reviewed and concluded in a timely fashion so that a complaint or grievance can be appropriately resolved, specific time lines have been set forth in this Complaint and Grievance Procedure and will be implemented as soon possible upon written notification of a complaint or grievance.

Written complaints and grievances filed under this procedure shall be made within thirty (30) calendar days of the time the alleged action giving rise to the complaint or grievance took place unless good cause is shown for the delay.

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. While the intent of this procedure is to provide for the prompt reporting and review of a complaint or grievance, these deadlines are not intended to penalize. As such, either party may request (in writing) a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint.

Prior to filing a written complaint or grievance, the College encourages employees to seek advice or assistance from their supervisors as workplace concerns arise in order to identify and resolve complaints and grievances at the earliest stage possible.

An employee who believes that actions of another person have given rise to a complaint or grievance should also feel free to inform the respondent of his/her concern, either through verbal or written communication.

If the employee does not choose to address this issue directly with his/her supervisor or the respondent or if discussions do not produce a result acceptable to the employee, then the employee may file a written complaint or grievance with the Human Resources Office.

Filing a Written Complaint or Grievance

A complaint filed with the Human Resources Office must be a completed on a written, signed, and dated statement form (available in the Human Resources Office and the College website) that includes specific information sufficient for the matter to be reviewed.

A grievance filed with the Human Resources Office must be a written, signed, and dated statement form that includes specific information sufficient for the matter to be reviewed.

Two or more employees similarly affected by the alleged work-related complaint or grievance may file a joint complaint or grievance.

Once a complaint or grievance has been filed, the complainant or grievant may not add new considerations to the complaint or grievance. Only those allegations contained in the original complaint or grievance will be considered. Any new allegations by the complainant or grievant must be filed as a separate action. A complaint or grievance can be withdrawn in writing by the complainant or grievant at any stage of the review process.

Once a complaint or grievance has been filed and appropriately reviewed as provided for in this procedure, an employee may not present the same complaint or grievance again in an attempt to gain a more favorable decision.

The filing of a complaint or grievance shall not affect the rights of an employee to seek any external remedy which may be available. However, the filing of a complaint or grievance does not postpone any deadlines for pursuing such remedies.

Complaint Resolution Procedures

The Complaint Resolution Procedure provides employees the right to have a complaint heard and considered in a non-adversarial manner. It does not bind the College to a particular outcome or course of action, or in any way limit the College's discretion to determine an appropriate outcome or course of action.

An employee may file a complaint by submitting a written, signed and dated notice of the complaint in accordance with the provisions specified above entitled "Filing a Written Complaint or Grievance".

Upon receipt of the complaint in the Human Resources Office, the Director of Human Resources will review the complaint and, if appropriate, will work with the administrator/supervisor of the complainant, or other appropriate party, to investigate the facts and initiate a discussion/resolution with the complainant and respondent. Complaint review may include discussions with the supervisor(s) or other College administrators, interviews with other parties/witnesses who may have knowledge of the circumstances surrounding the complaint, and/or use of an external or internal third party to help mediate between the complainant and adverse party.

During the review of a complaint, the reviewing parties shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the reviewing parties will be to thoroughly review the issues as stated in the written complaint and to determine findings based on this review. Legal counsel may be consulted by the reviewing parties as appropriate.

Upon receiving notice of a complaint or grievance the College will provide for a prompt and equitable investigation and resolution of discrimination complaints, including the following:

- A) An adequate, reliable, and impartial investigation of complaints/grievances that provides both the complainant and the alleged perpetrator the opportunity to present witnesses and provide evidence.
- B) The College investigation will include evaluation of all relevant information and documentation relating to complaints.
- C) Immediately upon being placed on notice of any allegation of harassment, discrimination, or retaliation as specified in this policy, the College will respond with the following steps:
 - 1) Take action to prevent any recurrence of the harassment, discrimination or retaliation.
 - 2) If appropriate, provide a remedy to correct any discriminatory effects on others.
 - 3) Conduct a timely, full investigation of the complaint or grievance of harassment, discrimination or retaliation as outlined in this policy.

Human Resources will make every effort to complete its review and determination on a complaint within thirty (30) days unless it is determined by the Director of Human Resources that additional time is needed based on the facts presented in the complaint.

When the review is complete, the resolution will be communicated in writing to all parties involved. The decision of the Director of Human Resources shall be final and the outcome of a complaint review is not grievable. The complaint review process ends at this point.

Grievance Resolution Procedure

The Grievance Resolution Procedure allows employees an opportunity to resolve alleged violations of College policy; misunderstanding, miscommunication or misinterpretation of College policy; and/or inconsistent application of College policy. This Grievance Resolution Procedure shall not apply to complaints of any nature that do not directly relate to a policy issue as defined herein.

An employee may file a grievance by submitting a written, signed and dated notice of the grievance in accordance with the provisions specified and entitled "Filing a Written Complaint or Grievance".

Upon receipt of a written grievance, the Director of Human Resources, or a designee, shall review the allegations provided in the grievance and may consult with the College Attorney to discuss the allegations.

The Director of Human Resources or designee shall appoint a reviewing officer to review the grievance. The appointed officer may be a College administrator/official or an independent third party retained by the College to conduct the assigned review. Where appropriate, two parties may be appointed to conduct such review. The reviewing officer(s) shall not be a party named in the grievance.

The reviewing officer shall initiate a review of the grievance and shall arrange for an interview of the grievant to be held within fifteen (15) days of the filing of the grievance. The reviewing party shall also meet with the respondent and any other administrators or parties appropriate to resolution of the grievance. The meetings shall be non-adversarial, and each party is expected to extend serious consideration to the views of the other parties.

If through this review, the reviewing officer determines that the grievance is warranted, the officer shall recommend in writing appropriate steps to correct the grievance. If the reviewing officer finds that the grievance is unfounded or unwarranted, the officer shall so state this determination in writing. The written and dated report of the reviewing officer shall be submitted to the Director of Human Resources or designee. The reviewing officer shall make every effort to complete this review and submit the written report within thirty (30) days of the filing of the grievance.

During this review process, the officer shall serve as a neutral reviewer in the process and shall not act in an advocate role for the grievant or the respondent. The role of the officer will be to thoroughly review the issues as stated in the written grievance and to determine findings based on this review. The College Attorney may be consulted by the officer as appropriate.

Within fifteen (15) days of the date on the report submitted by the reviewing officer, the Director of Human Resources shall provide the grievant, the respondent, and the appropriate supervisor(s) a notice of determination of the outcome of the review and of the recommendations of the officer. This notice of determination shall also include a reminder that retaliation taken because of the filing of or participation in a grievance review is prohibited and that any such retaliation should be reported immediately.

Should the grievant not be satisfied with the conclusions and/or recommendations of the review then, within fifteen (15) days of the date of the notice of determination, he/she may file a request for review with the President.

Upon receipt of the request for review, the President shall appoint an officer of the College or other appropriate independent party to review the original reviewing officer's report and determine what, if any, appropriate action is required as a result of the findings of the review. The reviewer may review the grievance, interview the grievant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within thirty (30) days. If additional time is needed to complete this review, the reviewing officer shall notify the grievant and the respondent that the review will be delayed, and indicate the reasons for the delay. At the conclusion of the review, the reviewer shall provide a written report to the President with his/her findings. The President shall consider this report and shall, within fifteen (15) days of receipt of the reviewer's report, inform the grievant and respondent in writing of his/her findings and conclusions.

Should the grievant not be satisfied with the conclusions of the President, he/she shall be permitted to petition the Board of Trustees to consider the matter. Such written petition must be submitted to the Chair of the Board of Trustees within fifteen (15) days of the date on the President's notice of findings and conclusions. Upon receipt of the petition, the Board of Trustees shall have the sole right to choose one of the following options:

- 1) The Board of Trustees can decline to consider the matter and let the decision of the President stand.
- 2) The Board of Trustees can review the record of the prior proceedings regarding the grievance and issue a decision based on its review of the record.
- 3) The Board of Trustees can hear and determine the appeal.

Once a petition is submitted to the Board of Trustees to consider a grievance, the decision and action of the Board of Trustees shall be final.

If the grievance was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the College Attorney. Upon receipt of the request for review, the College Attorney shall appoint an independent, external reviewer to conduct a review. At the conclusion of this review, the College Attorney shall provide the Board of Trustees a report and an accompanying recommendation from the reviewer for the Board's consideration. Following completion of the review of this report, the Board of Trustees shall take any necessary and appropriate action. The action of the Board of Trustees will be final.

Confidentiality

Confidentiality is required of all participants in the complaint and grievance resolution process. All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements and organizational responsibilities, and within limits allowing for the review to occur.

The College encourages an environment in which individuals can discuss concerns and make the proper authorities aware of certain conduct, including illegal discrimination, harassment or retaliation. In such matters, however, confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed because of legal obligations to report such matters. Confidentiality will be protected as much as legally possible, and the expressed wishes of the complainant or grievant regarding confidentiality will be considered in the context of the College's obligation to act upon the complaint or grievance and the right(s) of the respondent to be informed concerning the complaint or grievance.

Retaliation

No employee shall retaliate or discriminate against another employee because of the latter employee's filing of or participating in a complaint or grievance. Retaliation includes taking any action which may have any impact on the terms or conditions of employment including, but not limited to, increasing discipline or assignment, demotion, changes in pay or hours, material changes in job duties or functioning, if such conduct is taken because of the individual's filing of or participation in a complaint or grievance, whether or not such complaint or grievance is determined to be valid. Retaliation due to filing or participating in a complaint or grievance under this procedure is strictly prohibited, whether while the complaint or grievance is pending or any time thereafter. Active retaliation shall lead to discipline/sanctions up to and including termination. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

DATE OF ADOPTION: December, 1985

REVIEW DATE(S): April, 1987
May, 1990
March, 2014
January 27, 2015

Title: Personnel

Performance Evaluation

All full-time employees shall be evaluated as follows:

- A. In the first two consecutive school years of employment, the employee shall be evaluated at least one time per semester, except that any employee who is not employed for the entire semester shall not be required to be evaluated.
- B. In the third and fourth years of employment, the employee shall be evaluated at least one time each school year.
- C. After the fourth year of employment, the employee shall be evaluated at least once every three years.

All personnel evaluations shall be made in writing. The evaluations and responses thereto shall be maintained in a personnel file for each employee for a period of not less than three years from the date each evaluation is made.

The evaluation should consider the following personal qualities and attributes: Efficiency, personal qualities, professional deportment, ability, results and performance, including in the case of instructors the capacity to maintain control of students, and such other matters as may be deemed material. Consideration should also be given to community attitudes toward, support for, and expectations with regard to educational programs.

Persons to be evaluated shall participate in their evaluations, and shall be given an opportunity for self-evaluation.

Evaluations of the president shall be made by the board. Otherwise, evaluations shall be completed by the employee's immediate supervisor.

The written evaluation shall be reviewed with the individual employee and the employee shall acknowledge such review by his or her signature thereon. At any time not later than two (2) weeks after such review, the employee may respond thereto in writing.

Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the board of trustees, members of the administrative staff and the board attorney.

Title: Personnel
Performance Evaluation

This policy shall be supplemental to further procedures established in the Faculty Negotiated Agreement.

Date of Adoption: December 1985 Legal Reference: K.S.A.
Review Date (s): April 1987 72-9001 thru 72-9006
December 1990
January 1991

Related Administrative Rules and Regulations: _____

TITLE: Personnel

Employee Discipline

Misconduct by employees who are covered by the Faculty Negotiated Agreement will be subject to the procedures described in the agreement. This policy shall apply to misconduct by employees who are not covered by the Faculty Negotiated Agreement.

The purpose of employee discipline is to ensure high standards of performance and efficiency, and to provide the students and the patrons of Dodge City Community College with the highest possible level of courteous and professional public service. Discipline in the Dodge City Community College organization is for the most part conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the College. Each employee is expected to be self-disciplined and to make every effort to be the best at what he or she does in helping the College provide a high level of service to its students and broader constituency.

When an employee does not exercise adequate self-discipline or fails to meet job requirements, it may be necessary to consider disciplinary actions to either address or correct the problem.

An employee is subject to disciplinary action if:

1. The employee violates College personnel policies and guidelines, or any other guidelines or procedures applicable to the department in which the employee works;
2. The employees conduct reflects adversely on the College or hinders the effectiveness or efficiency of College operations;
3. The employee has performed an act of misconduct or has failed to perform an act which results in misconduct.

The foregoing grounds do not represent an exclusive or exhaustive list of employee conduct which may justify disciplinary action.

The following types of disciplinary actions are recognized by the Board of Trustees, but are not required to be administered in a sequential fashion:

1. **Verbal Warning.** A verbal warning is an oral reprimand given to an employee by the employee's supervisor. A record of the verbal warning may be recorded in the employee's personnel file.
2. **Reprimand.** A reprimand is a written censure to an employee by the employee's supervisor, a copy of which shall be recorded in the employee's personnel file. Causes for the issuance of a written reprimand may include, but are not limited to:
 - a. Violations of any College personnel policy or procedure;
 - b. Action unbecoming an employee of the College which reflects on the College adversely;
 - c. Insubordination toward an employee's supervisor or the Board of Trustees;
 - d. Carelessness or negligence with monies or other property of the College; or
 - e. Engaging in outside business activities on College time, or using College property for such activity.
3. **Training.** Training is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve job behavior. Failure to meet the training requirements may result in additional disciplinary actions.
4. **Salary Reduction.** A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
5. **Suspension.** A suspension is the removal of an employee from service, with or without pay, for a specific period of time. Following a suspension, the employee may or may not be reinstated to his or her employment by the College.
6. **Termination.** Termination is the removal of an employee from College employment. Any termination shall be subject to approval by the President.

The foregoing does not represent an exclusive list of disciplinary actions and other forms of action may be taken. Disciplinary actions are not taken in a prescribed sequential order, but chosen as circumstances may dictate and one or more types of disciplinary action may be taken in a particular instance or instances.

Whenever the conduct of an employee occurs that in the judgment of the employee's supervisor justifies the application of disciplinary actions, other than a verbal warning, the supervisor shall:

1. Document the conduct in writing.
2. Determine the disciplinary action.
3. Meet with the employee to inform him or her of the problem and the proposed disciplinary action.
4. Provide the employee an opportunity to be heard as to the employee's explanation of the facts. The employee may submit comments in writing to be attached to the record of the disciplinary action.
5. Make a decision as to the disciplinary action and notify the employee of the action in writing, except for verbal warnings. A copy of the documentation of the conduct and a note as to the form of disciplinary action taken shall be provided to the Director of Human Resources for placement in the employee's personnel file.

DATE OF ADOPTION: December, 1985

LEGAL REFERENCE:

REVIEW DATE(S): April, 1987
July, 1991
June 23, 1993
January, 2005

Title: Personnel

Training Period Procedure

All new full-time and part-time classified employees will be initially employed for a training period up to 60 calendar days, with the provision of extending the training period for another 30 or 60 days, with the approval of the supervisor and the Personnel Office.

This training period procedure may also be utilized when currently employed classified employees move to new positions, upon recommendation of the supervisor.

The following procedures will be followed:

1. Prior to the end of the initial calendar day training period, the immediate supervisor will conduct a written performance evaluation of the new employee. The standard evaluation instrument for classified employees will be used.
2. A written recommendation, along with the completed evaluation instrument, will be submitted to the Personnel Office two (2) working days prior to the termination date of the probationary period. The recommendation, based on the individual's job performance, will request the full or part-time employment status be continued, or that the training period be extended for 30 or 60 days, or that he/she be terminated from employment.
3. The supervisor will notify each employee of the supervisor's recommendation.
4. If the employee is to be terminated, the Personnel Office will prepare the necessary termination materials and meet with the supervisor and employee. In addition, the Personnel Office will schedule an exit interview with the employee.

Currently Employed Classified Personnel

Should an employee be rated unacceptable or marginal on a written evaluation, the supervisor may recommend that the employee be returned to training status. Determination of training status and the length (not to exceed 60 calendar days) will be made by the Personnel Office at the supervisor's request and consultation with the appropriate administrative staff. Notification of this change in employment status will be given in writing to the employee at a meeting of the supervisor, employee and Personnel Director.

Specific recommendations to reach acceptable levels of performance will be in writing. A time schedule will be established to determine progress. This progress will be reviewed with the employee during the probationary period.

Prior to the conclusion of this training period, the supervisor will prepare a written evaluation which will be discussed with the employee. This will be forwarded to the Personnel Office with a recommendation to either restore the employee to regular status or to terminate the employee. If the recommendation is for termination of employment, the Personnel Office will prepare the necessary termination materials, meet with the employee and supervisor and schedule an exit review with the employee.

Professional Staff

All such procedures for professional staff are covered by the Negotiated Agreement.

Date of Adoption: December 1985 Legal Reference: K.S.A.
Review Date (s): April 1987 74-4940
November 1994 _____

Related Administrative Rules and Regulations: _____

Title: Personnel

Payroll Information

All employees will be paid once monthly. Each paycheck must be approved by the Board of Trustees prior to disbursement to employees. Payroll checks will be disbursed to employees on the 25th day of each month. If the 25th falls on a holiday or weekend, checks will be disbursed on the day immediately preceding.

Employees working under contract shall be paid in twelve (12) substantially equal monthly installments. Multiple contracts may be added together and divided by twelve (12).

Full-time faculty with a contract for less than twelve (12) months shall be paid their contractual compensation in twelve substantially equal monthly installments. The first monthly installment will be on the 25th day of August. Said payments shall be made in accordance with K.S.A. 74-4940(d).

Compensation for all employees not under contract shall be paid an hourly rate. The amount of compensation in any given month is determined by multiplying the number of hours worked by the employee's hourly pay rate.

Overtime will be paid at the rate of one and one-half the employee's regular hourly rate. Compensatory time will generally be used for overtime pay. Payment of overtime by compensatory time shall be reflected on the employee's time sheet for the pay period in which it was earned. The time sheet is due in payroll by noon on the day following the end of the time sheet period. Overtime wages may be paid upon approval by the President, Dean or Director of Business Services.

Revisions to this policy to take effect July 1, 2002.

Date of Adoption: September 1975 Legal Reference: K.S.A.

Review Date (s): December 1985 74-4940(d)
April 1987
October 1990
January 2002

Related Administrative Rules and Regulations: _____

TITLE: Personnel

Oath or Affirmation of Office or Employees

All employees of Dodge City Community College must sign the following State of Kansas, Oath or Affirmation of Officer or Employee:

Form 4-250-110

STATE OF KANSAS
State Department of Education
OATH OR AFFIRMATION OF OFFICER OR EMPLOYEE
(Authorized by K.S.A. 75-4308 through 75-4314;
K.S.A. 54-101 through 54-103 and K.S.A. 54-106)

STATE OF KANSAS) S.S.
FORD COUNTY)

Dodge City Community College
(College or Political Subdivision)

I do solemnly swear (I do solemnly, sincerely or truly declare and affirm) that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of _____
(Office or Employment)

So help me God (And this I do under the pains and penalties of perjury).

(Signature of Deponent or Affirmant)

Subscribed and sworn (affirmed) to before me this _____ day of _____, 20_____.

(Notary Public or other Authorized Officer)

Filed with me this _____ day of _____ A.D. 20_____.

(Superintendent or Chief College
Administrator or Governing Body or its Agent)

Note: "Any person having conscientious scruples against taking an oath may affirm with like effect" (K.S.A. 54-103). Please strike out the sworn statement, or the affirmation, whichever one does not apply.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
November, 2001

K.S.A. 75-4308 Oath of Office

RELATED ADMINISTRATIVE RULES AND REGULATION: N/A

SERIES NUMBER: 814

TITLE: Personnel
Physical Examination

All personnel new to the college may be required to have a physical examination before beginning employment.

DATE OF ADOPTION: September, 1975

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
 April, 1987
 November 16, 1994

TITLE: Personnel

Eligibility for Benefits

Employees are eligible for benefits as a condition of employment as follows:

Full-Time Personnel – Contracted Employees

Those contracted persons not covered by a negotiated agreement and all administrative personnel will receive all fringe benefits, to include FICA; KPERS; group insurance, including health and dental; travel, accident, short-term disability insurance, professional liability, errors and omissions, and unemployment insurances; sick leave, personal leave, professional leave, and vacation leave; and Workers Compensation.

Those contracted persons who are covered by a negotiated agreement will receive benefits as outlined within the Faculty Negotiated Agreement.

Full-Time Classified Personnel-Non-Contracted Employees

All classified personnel will receive fringe benefits, to include FICA; KPERS; group insurance, including health and dental; travel, accident, professional liability, errors and omissions, and unemployment insurance's; sick leave, personal leave, and vacation leave; and Workers Compensation.

Part-Time Personnel

Those persons employed on a part-time basis will receive FICA; KPERS, travel, accident, professional liability, errors and omissions, and unemployment insurances; and Workers Compensation.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
November 16, 1994

TITLE: Personnel
Health and Dental Insurance

Full-time Employees will receive insurance coverage as follows:

The college will make available to each full-time employee comprehensive health coverage. Such health coverage will be provided by the College and/or a company or companies selected by the Board of Trustees.

The maximum contribution toward this benefit for those covered by the Negotiated Agreement is found in the current Negotiated Agreement. The Board's contribution for health coverage for classified and administrative personnel is established by the Board.

Copies of the health coverage plan will be provided to all employees and a copy of the plan is on file in the Business Office and the Personnel Office in the Administration Building.

DATE OF ADOPTION: September, 1977
REVIEW DATE (S): December, 1985
April, 1987
November 16, 1994

LEGAL REFERENCE: (K.S.A.)

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE: Personnel

Travel and Accident Insurance

All full-time and part-time employees of the College are covered by a travel and accident insurance policy. A copy of the master policy is on file in the Business Office located in the Administration Building. The policy provides the following monetary protection by class for employees on College business for accidental death, dismemberment, and loss of life.

- Class I Includes and is limited to such persons who are individually classified as an upper level administrative employee. Including members of the Board of Trustees, President, and Deans, the principle sum is \$100,000.00.
- Class II Includes and is limited to such persons who are individually classified as a professional employee, as a director, coordinator, manager, and other supervisory personnel. The principle sum is \$50,000.00.
- Class III Includes and is limited to all other employees, not included in Class I or Class II, ie., hourly classified employees. The principle sum is \$25,000.00.

DATE OF ADOPTION: September, 1977
REVIEW DATE (S): December, 1985
April, 1987
November 16, 1994

LEGAL REFERENCE: (K.S.A.)

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

SERIES NUMBER: 819

TITLE: Personnel

Disability Insurance

All full-time employees of the College shall be covered by a disability insurance policy. The premium for the disability policy shall be paid by the Board. The nature and extent of the coverage provided shall be determined solely by the Board and reviewed periodically.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
November 16, 1994

TITLE: Personnel
Professional Liability Insurance

All employees of the College shall be covered by a professional liability insurance policy. The premium for said insurance shall be paid by the Board. A copy of the master policy is on file in the Business Office located in the Administration Building.

The professional liability coverage provided shall be solely determined by the Board in consultation with the faculty in an ad hoc manner.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
November 16, 1994

TITLE: Personnel

Job Related Injury and Worker's Compensation

The Board is subject to the Kansas Worker's Compensation Act, as defined by applicable state statutes.

Absence from work due to a job-related injury or illness may entitle an employee to medical and/or disability income benefits under the State Worker's Compensation Act. If worker's compensation benefits are awarded, they are coordinated with (not paid in addition to) other college benefits.

An employee injured while on the job is required to report the accident to his/her immediate supervisor immediately, in addition to notifying the Director of the Business Office.

Appropriate forms should be obtained, completed, and returned to the Business Office as soon as possible following an injury sustained while an employee is on the job.

DATE OF ADOPTION: September, 1983

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
January, 1988
November 16, 1994

K.S.A. 44-505 thru 44-508

TITLE: Personnel

Retirement Program – KPERS

All full-time employees, and all part-time employees in positions that are not temporary, are not seasonal and require a minimum of 630 hours of work per year, are covered under the Kansas statutes relating to the Kansas Public Employees Retirement System "KPERS".

KPERS annual statement of member's account is sent to the employee by the system and is distributed by the payroll department.

Currently under this plan, the employee pays 4%. The employer's share is paid by the State of Kansas.

Under KPERS provisions, normal retirement is at the close of the fiscal year in which the 65th birthday occurs. All employees will be considered as retired at the close of the academic year in which the 70th birthday is reached. An exception may be made for employees who are recommended for continuance by the appropriate academic division director or supervisor, Dean, or President, and the final approval of the Board of Trustees. Such continuance is subject to annual review by the above named officials and the Board of Trustees.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
April 28, 1999

K.S.A. 79-4901 thru 74-49107

TITLE: Personnel

Holidays

Full-Time Employees

The following will be observed as paid holidays by the College:

1. New Year's Day, January 1
2. Friday before Easter Sunday
3. Memorial Day, last Monday in May
4. Independence Day, July 4
5. Labor Day, first Monday in September
6. Thanksgiving Day, fourth Thursday in November
7. Friday following Thanksgiving Day
8. Christmas Eve, December 24, Christmas Day, December 25, through December 31. Additional days prior to December 24, or during the first week of January, may be designated in the annual College calendar.

Substitute holidays may be established by the President. In general, when a holiday falls on Sunday, it is observed on the following Monday and if a holiday falls on a Saturday, it is observed the previous Friday, provided school is not in session. Refer to the college calendar for other school closings.

The business office and other College offices will remain open during spring vacation. Professional employees should refer to the academic calendar as established by the Board.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
July 23, 1997

TITLE: Personnel

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their immediate supervisor. Bereavement leave must be reported by submitting an absence leave slip. Up to five (5) working days of paid bereavement leave will be provided to full-time employees during any one fiscal year (July 1-June 30). If additional time is needed employees may, with the approval of their supervisor, use their vacation time.

"Immediate family" shall be defined as the employee's spouse, parent, grandparent, grandchild, child, sibling and the employee's spouse's parent (biological, step, foster or court ordered ward).

DATE OF ADOPTION: September, 1977 **LEGAL REFERENCE:** (K.S.A.)

REVIEW DATE (S): December, 1985 N/A
April, 1987
January, 1998
September, 2009

SERIES NUMBER: 825

TITLE: Personnel

Institutional Leave-Administrators and Instructional Staff

Concerns of employees that are addressed within the Faculty Negotiated Agreement will be processed through the procedures established in that agreement. All administrators will be granted leave with pay when assigned by the President, with approval of the Board, to an institutional leave. An institutional leave may be for a period of up to one year and may be for the purpose of specialized training or study as designated by the President. Expenses for the institutional leave will be submitted and approved before the leave is granted. During the period of such leave, the administrator will retain all employment benefits.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987

TITLE: Personnel

Military Leave – Jury Duty

Military Leave:

Military duty means training and service performed by an inductee or enlistee in the Armed Forces of the United States, including time spent in reporting for and returning from such training and service. It also includes active duty training in the Reserves of the Armed Forces of the United States or as a member of the National Guard.

(a) Eligibility. Any employee who terminates College service for military duty shall be placed on military leave without pay. Such leave shall extend through 30 days after his or her release from military service. If not accepted for military duty, the employee shall be reinstated to his or her present position without loss of status or reduction in pay. (See K.S.A. 73-213 *et seq.*)

(b) Restoration. An employee returning from military leave shall be entitled to restoration of his or her former position or a position of like pay and responsibility, provided he or she makes application for reinstatement within 30 days after his or her release from duty.

(c) Military Training. An employee who is a member of any reserve component of the United States Armed Forces or the National Guard shall be granted military leave for a short tour of active duty or field training encampment without pay. Vacation time may be used. (See K.S.A. 48-222).

Jury Duty:

Full-time employees shall be given necessary time off without loss of pay when performing jury duty or when appearing in court in an official capacity on behalf of the College.

DATE OF ADOPTION:	September, 1997	LEGAL REFERENCE: (K.S.A.)
REVIEW DATE(S):	December, 1985 April, 1987 August, 1991 January, 1992 November, 2001 September, 2009	K.S.A. 72-213 <i>et seq.</i> K.S.A. 48-222 K.S.A. 43-155 <i>et seq.</i>

TITLE: Personnel

Professional Development – Program/Technical and Classified Staff

Recognizing the importance of professional development, each program/technical and classified employee shall develop a mutually agreed upon plan for professional improvement with their direct supervisor, subject to approval by their supervising administrator. The plan will be placed in the employee's personnel file and reviewed and updated annually.

A fund will be included in the annual budget to assist with the cost of professional development. A professional development committee shall be appointed by the Vice President of Operations & Finance to oversee the allocation and disbursement of funds. The committee will meet periodically to make decisions regarding the allocation of development funds. Only fully completed applications will receive consideration by the committee. Funds may be allocated as follows:

1. Full or partial payment of tuition, fees or books for academic credit up to and including a Master's degree directly related to enhancing the job responsibilities of the employee.
2. A maximum of \$500 may be awarded per request for registration and/or fees for attendance of professional conferences, seminars, and workshops which directly support or enhance the employee's job responsibilities.
3. Payment for selected professional publications and subscriptions not available from local library resources and directly related to the employee's job responsibilities.
4. Full or partial payment of travel expenses to and from a specific professional activity.

All expenditures from the professional development fund must be approved in advance by the professional development committee. Upon completion of the approved professional development activity, the staff member shall provide a written report to the committee and the employee's supervisor outlining the benefits derived from the activity.

Failure by an employee to complete a funded activity will be considered by the committee when future professional development fund requests are submitted. Failure to complete a funded professional development activity may be the basis for denial of a subsequent request.

This policy shall not apply to institutional work study or federal work study positions. Professional development for full-time faculty is covered by the negotiated agreement.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
July, 1990
November, 1999
November 14, 2011

TITLE: Personnel

Professional Leave-Administrative and Program/Technical Personnel

Full-Time Administrative and Program/Technical Personnel may be granted a total of seven (7) days per year with pay to attend professional meetings, seminars and/or workshops related to carrying out their assigned College duties and responsibilities, but exclusive of state-wide administrative meetings approved by the President. Such activities should also be included in the individual staff member's Professional Developmental Plan.

Application for Professional Leave should be submitted as far in advance as possible, and is subject to the approval of the President or his/her designated representative.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
July, 1990
August, 1991

TITLE: Personnel

Professional Growth Leave-Administrative and Program/Technical Personnel

An Administrative employee or a Director (Program/Technical Personnel) who has completed seven (7) years of service at Dodge City Community College may, upon approval of the appropriate supervisors and the President, petition the Board of Trustees for a Professional Growth Leave. Such leave may be for an entire year or half of his/her normal contract period.

A Professional Growth Leave may be granted for any approved program for professional growth and may include formal education, work experience, or travel related to the above.

The applicant for the Professional Growth Leave must file with the appropriate supervisor an approved professional growth plan. If this plan includes formal education, such credit shall be graduate credit from an institution accredited for the granting of graduate degree. If any part of the growth plan involves work experience or travel, an approved work-schedule or itinerary of travel must be included. Upon completion of the approved professional growth leave, the staff member will be expected to present a written report to their reporting administrator within one month of the completion of the leave, outlining the benefits derived from the leave.

A staff member under a Professional Growth Leave shall receive one-half his/her annual salary during the duration of the Professional Growth Leave contract period. In addition, he/she shall be considered a regular member of the professional staff, retaining all fringe benefits and privileges accorded to administrative staff members.

The applicant for the Professional Growth Leave shall sign a promissory note in the amount of the salary and fringe benefits to be paid him during the leave period, agreeing to return to his/her original position for two years under a regular contract. Upon failure to honor this agreement of ensuing contract, the recipient of a Professional Growth Leave shall reimburse the College an amount paid him/her in the note.

In the event the administrative member cannot honor this agreement because of death, physical or mental illness, or such physical incapacitation that would prevent return to regular employment, the case shall be reviewed by an Advisory Board and necessary field professionals and, if this Advisory Board finds the evidence sufficient and so recommends, liability for the note may be waived by the Board of Trustees.

No more than one full-time administrator may be under this contract at any one time.

Application for the Professional Growth Leave must be submitted to the Board at least three months prior to the effective date.

Related concerns of the full-time faculty are addressed in the Faculty Negotiated Agreement and will be processed through the procedures established in that Agreement.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
July, 1990

TITLE: Personnel

Sick Leave

SICK LEAVE, IN LIEU OF SHORT TERM DISABILITY INSURANCE:

1. There shall be on file in the payroll clerk's office a cumulative absentee record for each college employee. As soon as possible after the close of the first semester and when checking out after the close of the second semester, each school employee is to verify the record at the payroll clerk's office. These checks assure a complete and accurate record.
2. All regular, full-time employees, who are employed, if instructional personnel, or administrative personnel, on at least nine months contract, or who, if classified personnel, on at least a full-time basis, will be entitled to 60 school days of sick* leave annually each year that their employment is in force, except new employees will have only 10 days of sick leave for the first six months of their employment during the first year. After six months waiting period, they will be entitled to full benefits. The annual 60 sick days of leave is not accumulative. Pregnancy will be treated as any other illness. The College reserves the right to require the employee to furnish a physician's statement documenting the illness or condition which prevents the employee from returning to work after three days of sick leave, or overnight hospitalization, per incident. The College may require a physician's release before an employee returns to work.
3. **Instructional Personnel**
Absence because of illness in the immediate family is to be considered as a part of sick leave absence and to be handled on the same basis. The term "immediate family" shall be understood to include only husband or wife and dependent children living at home. Absence because of illness of brothers, sisters, children not living at home, and father and mother of the employee shall be limited to ten (10) days per instance.

4. **Administrative and Classified Personnel**

In the case of illness or injury within the immediate family which requires an employee's absence, a maximum of five (5) days per instance with full pay may be granted. The immediate family shall be understood to include brothers, sisters, children not living at home, spouse, parents, or dependent children. The granting of this leave is subject to the prior approval of the employee's immediate supervisor. In the event of an extended illness for other than faculty, in the immediate family, personal leave or vacation days may be used. If this is still inadequate time, leave without pay for a maximum of one year may be granted by the Board.

DATE OF ADOPTION: September, 1977

LEGAL REFERENCE:

REVIEW DATE(S): December, 1985
April, 1987
January, 1988
July, 1990
March 20, 1995
April 28, 1999

TITLE: Personnel

Vacation – Full-time Classified Employees

Vacation time off with pay is available to eligible full-time classified employees to provide opportunities for rest, relaxation and personal pursuits. Vacation leave shall be scheduled at times which cause the least disruption of duties, programs and services for which an employee is responsible.

Full-time classified employees are eligible to earn and use vacation leave as described in this policy. All requests for vacation leave are subject to prior approval by the employee's supervisor. An absence report shall be submitted as far in advance as possible.

Beginning July 1, 2009, eligibility for vacation leave shall be determined by length of employment as shown in the following schedule:

- After three (3) months of continuous full-time employment, the employee is entitled to three (3) days of vacation leave.
- After one (1) year of continuous full-time employment, the employee is entitled to six (6) days of vacation leave.
- After two (2) years of continuous full-time employment, the employee is entitled to thirteen (13) days of vacation leave each year.
- After ten (10) years of continuous full-time employment, the employee is entitled to eighteen (18) days of vacation leave each year.
- After twenty (20) years of continuous full-time employment, the employee is entitled to twenty-three (23) days of vacation leave each year.

The length of employment is calculated on the basis of a "benefit year." A "benefit year" is the 12 month period immediately following the date an employee commences employment with Dodge City Community College and each annual anniversary date thereafter.

All vacation days must be used prior to the end of a benefit year and no days may be carried-over to the following benefit year. Vacation days not used will be forfeited.

If a full-time classified employee terminates employment, the employee will be paid for unused vacation leave. Pay for unused vacation leave will be computed at the employee's base compensation rate and paid in the employee's final check.

DATE OF ADOPTION:	December, 1991	LEGAL REFERENCE: (K.S.A.)
REVIEW DATE(S):	January, 1998 September, 2009	N/A

TITLE: Personnel

Vacation – Administrative and Program Technical Employees

Vacation time off with pay is available to eligible full-time administrative and program technical employees to provide opportunities for rest, relaxation and personal pursuits. Vacation leave shall be scheduled at times which cause the least disruption of duties, programs and services for which an employee is responsible.

Full-time administrative and program technical employees are eligible to earn and use vacation leave as described in this policy. All requests for vacation leave are subject to prior approval by the employee's supervisor. An absence report shall be submitted as far in advance as possible. No more than ten (10) consecutive vacation days may be used without prior approval of the President.

Beginning July 1, 2009, eligibility for vacation leave shall be determined by length of employment. Administrative and program technical employees shall accrue vacation time at the rate of two (2) days per each month of employment. Accrual of vacation time begins after the first full month of employment.

Vacation time should be used within twelve (12) months of the time it is earned. Five (5) days of vacation time may be carried beyond the twelve (12) month period with the maximum accumulation not to exceed fifteen (15) days.

If an administrative or program technical employee terminates employment after one (1) full year of employment, the employee will be paid for unused vacation time. Pay for unused vacation time will be paid in the employee's final check.

DATE OF ADOPTION: January, 1992

LEGAL REFERENCE: (K.S.A.)

REVIEW DATE(S): September, 2009

N/A

TITLE: Personnel

Vacation – Coaches

Vacation time off with pay is available to eligible full-time coaches to provide opportunities for rest, relaxation and personal pursuits. Vacation leave shall be scheduled at times which cause the least disruption of duties, programs and services for which a coach is responsible.

Full-time coaches are eligible to earn and use vacation leave as described in this policy. All requests for vacation leave are subject to prior approval by the Athletic Director. An absence report shall be submitted as far in advance as possible. No more than ten (10) consecutive vacation days may be used without prior approval of the Athletic Director.

A full-time coach shall have 20 vacation days per contract year, except for the initial contract period. For the initial contract period beginning July 1, 2011, the number of earned vacation days shall be as follows:

July 1 to November 30	8 vacation days
July 1 to March 31	15 vacation days
July 1 to May 31	18 vacation days
July 1 to June 30	20 vacation days

Vacation time should be used within the contract period in which it is earned. A maximum of five (5) days of vacation time may be carried from one contract period to the next contract period.

If the employment of a full-time coach is terminated by either party or by mutual agreement, the employee will be paid for earned but unused vacation time up to a maximum of 25 days. Payment for unused vacation time will be made in the employee's final paycheck.

DATE OF ADOPTION: July, 2011

LEGAL REFERENCE:

N/A

REVIEW DATE(S):

TITLE: Personnel

Paid Tuition Benefit Policy

Dodge City Community College makes available benefit funds to employees of the College and their immediate family who wish to enroll in courses that are offered by Dodge City Community College for college credit.

The following guidelines have been established:

1. All full-time staff members including classified, administrative, personnel, and faculty (professional employees receive this benefit under the terms of the Negotiated Agreement) are eligible to receive the tuition benefit.
2. The immediate family shall include spouses and dependent children.
3. After one year of continuous employment, part-time employees are eligible to receive the same tuition benefit. The families of part-time employees are not eligible for this benefit.
4. Exceptions to this policy relating to part-time employee access to the tuition benefit may be made in cases in which the training will directly benefit the College. Such exceptions must be approved by the President or his/her designee.
5. To enroll, a recipient must register through the records office, complete a financial aid award form through the financial aid office, and if fees are charged, the employee must pay fees at the time of enrollment through the business office. No other paper work is necessary when a class is taken after work or on a Saturday.

When a course cannot be taken outside work hours, a recipient may request up to one hour per workday release time so that he/she may take one course per semester. The request should be presented to the employee's direct supervisor and/or dean for approval along with a proposed method of making up hours absent from work. Time to be made up must be completed during the pay period the time was actually missed. This request must be forwarded to the Human Resources Director for final approval by the President. Questions concerning this policy should be taken to the Human Resources Director.

DATE OF ADOPTION: December, 1985

LEGAL REFERENCE:

REVIEW DATE(S): April, 1987
October, 1988
August, 1992
April, 1994
September, 1994
November, 2001

TITLE: Personnel

Academic Calendar

At the beginning of each academic year there shall be established an academic calendar committee. The committee shall consist of the following:

1. Three (3) full-time faculty members chosen by the Faculty Association in accordance with the procedures specified by the Association.
2. Three (3) members of the administrative staff appointed by the college President.

The committee shall collect and analyze information and make recommendations to the Board of Trustees concerning the academic calendar year for the school year two years in advance (for example, the committee appointed at the beginning of the 1985-86 academic year shall make recommendations concerning the 1986-87 academic calendar). The committee's recommendations shall be submitted to the Board of Trustees before February 1 of the current year.

The Board of Trustees shall give consideration to the recommendations of the committee, but shall not be bound by such recommendations, and the Board of Trustees shall be solely responsible for final adoption of the academic calendar; provided, however, that those sections of the calendar which are listed under "Terms and Conditions of Professional Services" (K.S.A. 72-5413) shall be negotiated if requested by the Faculty Association.

Classes will be scheduled to insure compliance with Kansas State Department of Education regulations. Nine hundred (900) minutes per credit hour for lecture classes, a minimum of one thousand three hundred fifty (1,350) minutes per credit hour for activity/laboratory classes.

DATE OF ADOPTION: April, 1987

LEGAL REFERENCE:

REVIEW DATE(S):

K.S.A. 72-5413

TITLE: Personnel

Communicable Diseases Including AIDS and ARC

Dodge City Community College (DCCC) is committed to maintaining and promoting a healthy environment for all college students and employees. Because Communicable Diseases, Acquired Immune Deficiency Syndrome (AIDS) and Aids Related Complex (ARC) may affect such an environment, the DCCC Board of Trustees is committed to a program to protect and maintain the health of its employees and the students who attend the institution.

The DCCC Board of Trustees will institute and maintain an education program for employees and students in regard to communicable diseases including AIDS and ARC. This program will include workshops or seminars as well as other educational information, both written and video.

In the event that a student or employee contracts a communicable disease such as AIDS or ARC, a "health assessment" team shall be designated by the president to evaluate each documented case on an individual basis. The team shall be composed of, but not limited to, the individual's physician, student health personnel, the dean of students, an appropriate instructional dean, and when applicable, the parents or spouse. Each documented case shall be submitted to the president of the college with recommendations from the "health assessment" team for administrative and Board of Trustees action. Further, the "team" shall make periodic reassessment and reports to the president or Board of Trustees. Strict confidentiality shall be maintained by the college to protect the rights of the individual.

Employees

Employees with (or carriers of) infectious contagious communicable diseases such as AIDS or ARC may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their conditions are not a threat to themselves or others, the college will be sensitive to their conditions and will ensure that they are treated in a manner as consistent as possible with other employees.

Decisions regarding employment will include an assessment of reasonable accommodation as required by PL-101-336 of 1990, Americans With Disabilities Act. In each case involving an employee with AIDS or ARC, the Board of Trustees may reserve the right to make a final decision regarding placement of the employee after the recommendations of the "health assessment" team and the risks and benefits to the employee and to others in the employment setting have been considered.

DATE OF ADOPTION: March, 1988

LEGAL REFERENCE:

REVIEW DATE(S): January 20, 1993

TITLE: Personnel

Conflict of Interest

No employee may engage in any activity either within or outside the college which is in conflict with his/her primary duty to the college. Ethical conduct of all employees is a matter of vital importance and the best interests of the college must be the only consideration when dealing with matters which might constitute a conflict of interest.

A conflict of interest shall be deemed to exist when an employee:

1. Has an outside interest or employment which encroaches on an employee's time and/or energy to the point where he/she is unable to devote his/her full abilities to the performance of assigned duties.
2. Engages in any activity which may be construed to be a detrimental reflection upon the college.
3. Enters into a contract or agreement with another institution of higher education which is in direct competition with the college.
4. Engages in any activity which interferes with decisions and/or judgment which must be rendered in discharging his/her responsibilities at the college.
5. Uses college facilities and/or materials in any commercial venture for which the employee receives remuneration.
6. Requires any classroom material, including books and software, from which the employee receives remuneration, either directly or as a royalty.

DATE OF ADOPTION: January, 1987

LEGAL REFERENCE:

REVIEW DATE(S):

TITLE: Personnel

**Drug Free Workplace Policy
(Compliance with Drug Free Workplace Act of 1988)
(34 CFR Part 85, Subpart F)**

The Dodge City Community College Board of Trustees recognizes that the use or distribution of illegal drugs constitutes a hazard to the emotional, social, and physical health of all employees and is a threat to a positive campus learning environment. Realizing that drug and alcohol abuse has become an epidemic in our society and that such abuse could have an impact on Dodge City Community College, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the college workplace.

Employees convicted of, or aware of any other employee(s) convicted of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance are to notify the President or his designee, no later than five days after the conviction.

The Dodge City Community College Board of Trustees reserves the right to approve and/or require rehabilitation and treatment for any employee convicted of illegal drug usage or voluntarily requesting such action.

Employees convicted of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance may be dismissed by the President with final approval of the Board of Trustees.

As a part of a commitment toward a Drug-Free Workplace, Dodge City Community College will conduct ongoing drug education programs for all employees. At least two prevention-related drug programs will be presented each year. These programs and information related to the programs will be made available to all college employees.

DATE OF ADOPTION: May 23, 1989

LEGAL REFERENCE:

REVIEW DATE(S):

TITLE: Personnel

Employee Relations Fund

In an effort to promote positive relations among the employees of Dodge City Community College, the Board of Trustees has authorized the use of college funds to establish an Employee Relations Fund. The President's office will use the established guidelines to administer the fund as follows:

Flowers will be sent in the event of:

1. Death of an employee, their spouse, or dependent child/stepchild.
2. Extended hospitalization or extended illness of an employee.
3. Death of a "Friend of the College" (former trustee, former president, etc.).

DATE OF ADOPTION: August 16, 1989

LEGAL REFERENCE:

REVIEW DATE(S): November, 2001
November 14, 2011

TITLE: Personnel

Drug Free Institution of Higher Education Policy

I. Dodge City Community College Philosophy

Dodge City Community College Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitutes a hazard to a positive learning environment. Realizing that alcohol and other drug abuse has become an epidemic in our society, Dodge City Community College is firmly committed to an educational program for employees and students which provides information that reinforces and promotes healthy, responsible living, respect for community laws; campus regulations; the individual's responsibility within the community; and the social, emotional, ethical and physical well-being of all members of the academic community. Because the abuse of alcohol and other drugs is a problem that is not associated with a singular socioeconomic group or age level, Dodge City Community College will not tolerate violation of any part of the Drug Free Institution of Higher Education Policy by an employee or student.

II. Policy

A. Employees

It is the policy of Dodge City Community College that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in its workplace or as a part of any Dodge City Community College Activities. Any full or part-time officer or employee of the College, including Faculty, Administrators, Program/Technical Staff, or other unclassified staff, classified staff, and students, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at (the workplace of) DCCC shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas and the Board of Trustees. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution. As a condition of employment, all employees will abide by the terms of this policy statement and

any employee convicted of, or aware of any other employee(s) convicted of violation of any criminal drug statute will notify the President or his designee, no later than five days after the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

The term "controlled substance" as used in this policy means those substances included in Schedules I through V of Section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR (a listing of controlled substances will be maintained in the campus personnel office and at other appropriate locations on campus). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. This policy will be distributed annually to all employees. Concerning the use of alcohol, any alcohol consumption on the DCCC campus is strictly prohibited. Consumption of alcohol at official off-campus DCCC activities must be approved, in advance, by the President. DCCC will not permit or condone the consumption of alcohol at such events by any individual under the age of 21. When an employee is found to be in violation of this policy, he/she may be subject to penalties up to and including termination by the President with final approval by the Board of Trustees. The Dodge City Community College Board of Trustees reserves the right to require an employee to satisfactorily complete, at the employee's expense, assessment and/or treatment in an accredited rehabilitation program before being allowed to return to work. Appropriate action will be taken within thirty (30) days of DCCC's notice of a conviction or violation of this policy.

B. Students

The Dodge City Community College Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol by any student on the DCCC premises or as a part of any DCCC activities. Violation of this policy will result in immediate disciplinary action that may include: reprimand, probation, suspension or expulsion from Dodge City Community College or other sanctions detailed in the Student Handbook. As a part of disciplinary action, Dodge City Community College reserves the right to require a student to satisfactorily complete, at the student's expense, assessment and/or treatment in an accredited rehabilitation program before consideration will be given for re-admission.

The term "controlled substance" as used in this policy means those substances included in Schedules I through V of Section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1308.11 through 1308.15 (a listing of controlled substances will be maintained in the office of student services and at other appropriate locations on campus). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. This policy will be distributed annually to all DCCC students.

III. Legal Sanctions

Students and employees are reminded that local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful distribution or possession with imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics.

For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Depressants include barbiturates, Valium, and barbital. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

Article 7 of the Kansas Liquor Control Act provides for punishments ranging from up to six months imprisonment and fines of up to \$1,000 for violation of the statutes relating to the possession and distribution of alcohol.

The local Dodge City ordinances also provide for prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

Further information on these local, state and federal ordinances and statutes will be maintained in the Office of Student Services, the Personnel Office and the Learning Resource Center and will be available to students and employees. Students and employees are encouraged to obtain copies of this information

IV. Prevention and Education

As part of a commitment toward a Drug-Free Institution of Higher Education, Dodge City Community College will conduct ongoing alcohol and other drug education programs for all employees and students. At least two prevention-related alcohol and other drug education programs will be presented each year. In addition, the following will be distributed on an annual basis to all employees and students:

1. A written copy of the employee/student Drug Free Institution of Higher Education Policy.
2. A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession, use or distribution of controlled substances and alcohol.
3. A description of the health risks associated with the use of controlled substances and the abuse of alcohol.
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students.

V. Compliance and Evaluation

The Dean of Instruction, Dean of Student Services, the Director of Personnel, and the person designated to be responsible for College Substance Abuse Prevention programs will be responsible for a biennial review of the Dodge City Community College Drug Free Institution of Higher Education Policy to:

1. determine its effectiveness and implement changes to the policy if needed.
2. insure that its disciplinary sanctions are consistently enforced.

In addition, a permanent file will be maintained documenting compliance with Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

DATE OF ADOPTION: October, 1990

LEGAL REFERENCE:

REVIEW DATE(S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

(Compliance with Section 22 of the Drug Free Schools and Communities Amendments of 1989, Public Law 101-226) Policy 836

SERIES NUMBER: 839

TITLE: Personnel

Leave Without Pay

Leave without pay may be requested in writing to the department head and may be granted only when all other forms of leave have been exhausted.

DATE OF ADOPTION: August, 1991

LEGAL REFERENCE:

REVIEW DATE(S):

TITLE: Personnel

Anti-Harassment, Anti-Discrimination and Anti-Retaliation Employment Policy

Illegal discrimination, harassment and retaliation are prohibited. As such, Dodge City Community College has established both formal and informal procedures to report complaints of illegal discrimination, harassment or retaliation.

Notice of Nondiscrimination

Dodge City Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students.

All personnel policies of Dodge City Community College shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws.

Dodge City Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its non-discrimination policies may be referred to the Federal Compliance Administrator, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu) or the Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 (compliance@dc3.edu).

College's Response to Notice of Complaint or Grievance related to Harassment, Discrimination and Retaliation Policy

Immediately upon being placed on notice of any allegation of harassment, discrimination, or retaliation as specified in this policy, the College will respond with the following steps:

- 1) Take action to prevent any recurrence of the harassment, discrimination or retaliation.

- 2) If appropriate, provide a remedy to correct any discriminatory effects on others.
- 3) Conduct a timely, full investigation of the complaint or grievance of harassment, discrimination or retaliation as outlined in this policy.

Prohibited Activity

The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the "respondent" throughout this procedure. The person to whom the alleged unlawful harassment, discrimination or retaliation is directed shall be considered the "complainant" throughout this procedure.

The Board of Trustees of Dodge City Community College is committed to providing a working environment free from harassment, discrimination and retaliation. Specifically, the College and its employees shall not participate in any harassment, discrimination or retaliation based on any legally protected class of individuals as described in the Notice of Non-Discrimination above.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment, defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual unwelcome conduct of a sexual nature.
- Harassment or discrimination based on race, gender, national origin, or other legally protected class, defined to include verbal, physical or other conduct of a nature, which is offensive to a person.
- Retaliation against any person for filing a charge or complaint of prohibited conduct.
- Retaliation against the respondent.

Prohibited harassment or discrimination includes any conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct which is used, threatened or suggested to be used as a basis of employment-related decisions, including but not limited to promotion, pay, discipline, work assignments or which affects other terms and conditions of employment; or

- Such conduct has the purpose or effect of substantially interfering with the work performance, or creating a hostile, intimidating or offensive atmosphere.

Persons violating this policy will face strict discipline up to and including termination.

Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in this policy shall utilize the Complaint Procedure as set forth below.

Prompt Reporting

Discrimination, harassment or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within 180 days of the time the alleged conduct took place unless good cause is shown for the delay.

Duty to Report

If an employee believes that he/she has been subjected to illegal discrimination, harassment or retaliation, it shall be the duty of that employee to report such conduct as provided herein. In addition, all employees of the College holding a designated supervisory position (as determined by the listing maintained in Human Resources for Supervisor Evaluation purposes) shall have a duty to report any conduct of which they become aware. All other employees with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment or retaliation. The procedure for reporting is described below.

Reporting Procedure

An employee who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the employee does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the employee, then the employee should make a complaint as provided by this procedure.

Except as required in Duty to Report above, a witness who directly observes illegal discrimination, harassment or retaliation may address it directly with the respondent through verbal or written communication stating that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the

witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

An employee, supervisor or witness may make the report under this procedure to the Director of Human Resources. Alternatively, an employee, supervisor or witness may make the report under this procedure to the Office of Human Resources, to any Dean or Vice President, to the Federal Compliance Administrator or to any Department Director. A listing of the persons designated to receive the reports will be maintained in the Office of Human Resources.

The initial complaint can be either written or verbal, directed to the Director of Human Resources who may be reached at (620) 227-9201, 2501 N. 14th Avenue, Dodge City, Kansas 67801, dwetmore@dc3.edu, or compliance@dc3.edu. If a written complaint is submitted to the Office of Human Resources, it must include a specific description of the conduct complained of, identify the party or parties involved, and specify the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred. The complaint must also include an explanation of why the employee believes the alleged actions constitute discrimination, harassment or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy. If the complaint is submitted via email, it shall be in accordance with the rules established for such reporting.

Any supervisor receiving an anonymous complaint, either verbally or in writing, shall immediately send notice of the complaint to the Director of Human Resources.

If the complaint is against the College President or anyone reporting directly to the President, the reporting party should make the report under this procedure directly to the Chair of the Board of Trustees or the College Attorney. If the complaint is against any member of the Board of Trustees, the reporting party should make the report directly to either the College President, College Attorney or any other member of the Board who is not the subject of the complaint.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

Once a report is received by the Director of Human Resources, it shall be processed in accordance with the rules for such reporting.

Deadlines

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and

investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation or discipline. During the pendency of a complaint, the College may delay or suspend other employment actions, including offering contracts, until a final determination of the complaint has been made.

Retaliation

The College's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have impact on the terms or conditions of employment including, but not limited to, increasing discipline or assignment, demotion, changes in pay or hours, material changes in job duties or functioning, if such conduct is taken because of the individual's filing of a complaint under this procedure, whether or not such complaint is determined to be valid. Employees are assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by College policy and shall lead to discipline up to and including termination. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated under the Formal Procedure review process of this policy.

Complaint Resolution Procedure

Dodge City Community College has established both formal and informal procedures to resolve prohibited discrimination, harassment or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. An employee who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the employee does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the employee, then the employee shall file a complaint.

After the complainant has filed a complaint in compliance with the Reporting Procedure section of this policy, the written complaint will be submitted to the Director of Human Resources or the College Attorney, whichever is appropriate. A designated officer will meet with the employee to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed. Based on this interview, or at any other time while the Informal Procedure is being pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation, and they are not to knowingly impede, obstruct or delay the progress of the review. In particular, both the complainant and the respondent have the responsibility to provide all relevant information and facts to the matter under review.

Informal Procedure

If the Informal Procedure is elected, the officer will contact the appropriate administrator who supervises the respondent. The officer and designated administrator will meet with the complainant to review the complaint; they will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) calendar days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the administrator shall make contact with the complainant and the respondent to determine the status of the resolution. The administrator will report the results of these follow-up inquiries to Human Resources in writing.

During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the Director of Human Resources and administrator shall each serve as a neutral procedural facilitator in the process and shall not act in an advocate role for the complainant or the respondent. The role of the reviewing officers will be to communicate the issues and identify potential solutions. The College Attorney may be consulted by the reviewers as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

During the duration of the Informal Procedure review process, any attempts to informally or voluntarily resolve the complaint or grievance will not delay the commencement (upon receiving notice of the harassment, discrimination or retaliation) of the College's obligation and procedure for a full investigation.

Formal Procedure

Under the Formal Procedure, the Director of Human Resources should proceed under the following guidelines:

Upon receipt of a complaint the Director of Human Resources, or a designee, shall review the allegations provided in the complaint and may consult with the College Attorney to determine the appropriate action required. If it is determined the complaint has sufficient probable cause to be investigated under the College's Discrimination, Harassment or Retaliation Complaint Procedure, the Director of Human Resources shall appoint an investigator to investigate the complaint. The appointed investigator may be a College employee or a third party retained by the College to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The respondent shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation shall be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent shall be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

The investigator shall summarize the findings in a report to the Director of Human Resources and to the supervisor of the respondent employee within ninety (90) days from receipt of the complaint or from the closure of the Informal Procedure review, whichever is later. When it is not reasonably possible to complete the investigation within that time, the investigation period may be extended by up to an additional sixty (60) days upon approval of the Director of Human Resources. If the extension is granted, the parties to the complaint will be so notified.

The Director of Human Resources shall review the investigators report and shall, if warranted, make a written recommendation to the College President regarding any corrective action, discipline or other employment action to be taken. The President makes the final decision regarding any action to be taken. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment or retaliation has occurred, the respondent will be subject to strict discipline up to and including termination.

During the Formal Procedure review process, the investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator will be to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. The College Attorney may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigators report, the Director of Human Resources shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee other than the President, a direct report to the President, or a Board member, the request for review shall be submitted to the President. Upon receipt of the request for review, the President shall designate an employee of the College who has received policy enforcement training to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review will be delayed, and indicate the reasons for the delay. The reviewer of the investigator's report shall provide a report to the President with his/her findings. The President shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the President will be final.

If the complaint was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the College Attorney instead of the President. Upon receipt of the request for review, the College Attorney shall appoint an external third party who shall serve as an investigator to conduct a review pursuant to the Formal Procedure set forth herein. At the conclusion of this review, the College Attorney shall provide the Board of Trustees a report and an accompanying recommendation from the reviewer for the Board's consideration. Following completion of the review of this report, the Board of Trustees shall take any necessary and appropriate action. The action of the Board of Trustees will be final.

Disciplinary actions resulting from this complaint procedure may be appealed by the employee in accordance with the Dodge City Community College Personnel Policies.

Confidentiality

Employees seeking general information or guidance about sexual harassment may be concerned about whether the information they share will be confidential. While the College desires to create an environment in which individuals can discuss concerns and make complaints, legal obligations may require the College to take action once it is informed that illegal discrimination, harassment or retaliation may be occurring. Therefore, although the confidentiality of the information received and the privacy of

the individuals involved cannot be guaranteed, they will be protected to as great an extent as possible while still allowing for appropriate and necessary investigation of the matter to occur. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the respondent to be informed concerning the charge.

Policy Enforcement Training

Dodge City Community College shall train all staff who are selected as an investigator in the Formal Procedure review process. These staff, and all other administrators identified in the Reporting Procedures section as officials authorized to receive a complaint, shall be provided appropriate training. The College shall determine the appropriate training required of these College employees and shall provide for periodic, required training and updates. An investigator selected from outside the College shall have demonstrated expertise in conducting such investigations.

All other supervisors, as designated in the Duty to Report section of this procedure, shall receive periodic training through the Office of Human Resources or the Office of Federal Compliance.

DATE OF ADOPTION: February 24, 1993

REVIEW DATE(S): October 22, 2013
January 27, 2015

Title: Personnel

Family and Medical Leave Act

In accordance with the Family and Medical Leave Act of 1993, all employees of Dodge city Community College who have worked for the College for at least 12 months and have worked at least 1,250 hours (approximately 24 hours per week) over the previous 12 months will be eligible for 12 weeks of unpaid leave per 12 month period based on the fiscal year July 1, through June 30, for the birth of a child, the placement of a child for adoption or foster care, or the serious health condition of the employee or an immediate family member according to the following definitions and conditions/limitations.

Definitions

- “Child” (called “son or daughter” under the Act) means a child either under 18 years of age or 18 years of age or older, but incapable of self-care.
- “Serious Health Condition” means an illness, injury, impairment, or a physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
- “Immediate Family Member” means the employee’s child, spouse or parent. “Parent” means the person who acted as the employee’s parent when the employee was a child. The term does not include a parent-in-law.
- “Highly Compensated Employee” means an employee among the highest paid 10% of the College’s employees working within 75 miles of that employee’s work site.

Employee’s Responsibility to Give Prior Notice

Whenever possible an employee must give 30 days notice to the College before taking leave; otherwise the College should be notified as early as practicable. If an employee takes leave based on the serious health condition of the employee, or to care for a family member, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the College’s operations.

Medical Certification for Serious Health Conditions

The College may require certification from the employee’s, or family member’s health care provider for leave based on a serious health condition. The College may require a second medical opinion, at the College’s expense. In case of conflicting opinions, the opinion of a third health care provider, obtained at the College’s expense, shall be final.

Title: Personnel

Family and Medical Leave Act

Job and Benefit Protection

Employees will be restored to their former positions or positions with equivalent pay, benefits and other terms and conditions of employment.

Substitution of Paid Leave

The employee may elect, or the College may require an employee to substitute accrued paid leave for any part of leave provided under the ACT. The College will not be required to provide paid medical or sick leave in any case where such leave would not normally be provided.

Compensation During Leave

The College will continue to provide coverage under its group health plan during the leave period under the same terms offered to employees not on leave. The College may seek to recapture any premiums paid if the employee on leave fails to return for reasons other than the serious health condition of the employee or an immediate family member.

Spouses Employed by Same Employer

If spouses also work for the college they are entitled to an aggregate of 12 weeks of leave per 12 month period for birth, for placement of a child for adoption or foster care, or to care for a sick parent.

Exemption for Highly Compensated Employees

Under certain circumstances, the college may refuse to reinstate a salaried employee who is among the highest paid 10 percent of all employees within 5 miles of the College's facility, so long as such refusal is necessary to prevent substantial and grievous economic injury to the College's operation.

Title: Personnel
Family and Medical Leave Act

Intermittent or Reduced Leave

An employee may take intermittently or on a reduced leave schedule, i.e., leave that reduces the employee’s usual hours per work week, or work day, for birth or placement for adoption or foster care, with the College’s consent. Otherwise intermittent leave is permissible when “medically necessary”. The College may require the employee to transfer temporarily to an equivalent position that better accommodated recurring periods of leave. Medical certification for leave, or reduced leave schedule must include the expected dates for and the planned duration of the medical treatments, as well as a statement of the necessity for the intermittent leave, or reduced leave schedule.

Date of Adoption: July 21, 1993 Legal Reference: K.S.A.
Review Date (s): March 20, 1995 The Family and Medical
Leave Act of 1993

Related Administrative Rules and Regulations: _____
Board Policies 826, 830, 831.1, 831.2

**TITLE: EARLY RETIREMENT INCENTIVE PROGRAM
NON-FACULTY FULL-TIME EMPLOYEES**

- A. Full-time employees of Dodge City Community College who may find it necessary or desirable to retire from employment with the College prior to the usual retirement age may elect to take early retirement under the terms and conditions set forth herein. Early retirement is entirely voluntary and at the discretion of the eligible full-time employee.

- B. A full-time employee is eligible for early retirement if such employee:
 - 1. Is not more than 64 years of age;
 - 2. Has 15 years or more of full-time employment service with Dodge City Community College; and
 - 3. Is eligible for full retirement benefits with the Kansas Public Employees Retirement System (KPERS).

Eligibility for early retirement will be determined by the President. A full-time employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility and to determine benefits to be paid.

- C. A full-time employee may apply for early retirement by giving written notice to the President no later than December 31 of the year immediately preceding the calendar year in which the employee's early retirement commences.

The application shall include the following information:

- 1. A statement of the applicant's desire to take early retirement,
- 2. The anticipated date of retirement,
- 3. The applicant's birthday and age on the date of retirement,
- 4. The current mailing address and telephone number of the applicant,
- 5. The number of years applicant has been employed full-time by Dodge City Community College,
- 6. The total number of years of service credit recognized by KPERS,
- 7. Applicant's current base salary, and

8. Whether the applicant desires health insurance coverage through the College's health insurance program and the type of coverage desired.

The President shall submit to the Board all applications for early retirement. Following final action by the Board on any application for early retirement, the President shall notify the applicant, in writing, of the final disposition and the date and amount of benefits to be paid.

- D. An eligible full-time employee who elects early retirement is entitled to receive an annual sum, payable in monthly installments, according to the following table:

Year One – 12% of the employee's base salary at the time of the election.

Year Two - 12% of the employee's base salary at the time of the election.

Year Three - 12% of the employee's base salary at the time of the election.

Year Four - 12% of the employee's base salary at the time of the election.

Year Five - 12% of the employee's base salary at the time of the election.

The monthly installments shall begin on the first monthly payroll date coinciding with or subsequent to the date early retirement commences and shall continue on each monthly payroll date thereafter through the period of eligibility for early retirement benefits as set forth herein.

The above table of annual sums shall apply to all eligible full-time employees who elect early retirement beginning in 2003.

- E. An eligible full-time employee who elects early retirement will be entitled to receive single health care coverage equal to that of a full-time employee from the time the employee chooses to take early retirement and will remain eligible until the retiree qualifies for Medicare or reaches age 65, whichever occurs first. The maximum contribution by the Board for the health care coverage shall be the amount paid by the Board for single coverage at the highest deductible amount on the date the eligible employee begins early retirement. The maximum amount of the Board's contribution for health care coverage shall continue in the same amount so long as the eligible employee participates in the early retirement incentive program. Any additional charge shall be the responsibility of the eligible employee.

- F. The following terms and conditions shall apply to the early retirement plan:

1. The Dodge City Community College Board of Trustees retains the right to adopt the early retirement incentive program on a year to year basis. Should the Board choose to discontinue the program, notification shall be given to full-time

employees in the period between July 1 and August 15, one year prior to discontinuing the program.

2. Should the Board of Trustees decide not to adopt the early retirement incentive program in any given year, all individuals participating in the program prior to the non-adoption shall continue in the program until the completion of the contract year in which the individual reaches the age of 65.
 3. An employee electing to participate in the early retirement incentive program will be allowed to keep his/her spouse insured through the College's plan until the spouse reaches age 65. Additional premiums required to maintain the spouse's coverage shall be paid by the retiree.
 4. An employee who waives continuing participation in the College sponsored group health care plan after the effective date of retirement shall not be eligible to participate at a later date, except as required by law and at the retiree's own expense.
 5. Failure of the retired employee to pay any required monthly health insurance premiums above and beyond the College's contribution will terminate the retired employee's right of continued participation in the College sponsored group health care plan.
 6. An employee who takes early retirement shall keep the College informed of his/her current mailing address and telephone number.
 7. The group health care coverage provided by the early retirement incentive benefit may not be converted to cash or other benefits.
 8. Death of the retiree prior to the date of retirement nullifies the responsibilities of the Dodge City Community College Board of Trustees.
 9. Early retirement benefits shall cease upon the death of the retired employee.
 10. If any provision of the early retirement incentive plan is determined to be in violation of federal or state laws or insurance company regulations, the plan shall then immediately be terminated by the Dodge City Community College Board of Trustees and shall not be in further force or effect unless readopted by the Board.
- G. A full-time employee who elects to participate in the early retirement incentive program shall not thereafter be eligible for full-time employment as an employee of Dodge City Community College. A participant in the early retirement incentive program may be employed by Dodge City Community College as a part-time employee. A participant's part-time employment may not exceed 20 percent of the average level of services the participant performed as an employee of Dodge City Community College over the 36-month period immediately preceding the month in which early retirement commences.

- H. The annual payments provided in Paragraph D above, shall cease upon the fifth installment or upon the employee reaching age 65, whichever occurs first.
- I. The early retirement incentive program is intended to comply with Internal Revenue Code § 409A. The provisions of the early retirement incentive program shall be construed in a manner to be in compliance with the requirements of Internal Revenue Code § 409A. Any provision which conflicts with Internal Revenue Code § 409A shall be of no force or effect; but the remaining provisions of this program shall remain in full force and effect.

DATE OF ADOPTION: October 23, 2002 **LEGAL REFERENCE:** K.S.A. 71-212

REVIEW DATE (S): September 24, 2003
September 21, 2005
March 26, 2008

TITLE: Personnel

Information Systems Policy

Dodge City Community College (DCCC) provides computing resources and worldwide network access to its faculty, staff and currently enrolled students for legitimate administrative, educational and research efforts. Access to the DCCC computing resources is a privilege and DCCC reserves the right to restrict, limit or extend computing privileges and access to its information systems. As a member of the DCCC electronic community, it is the responsibility of each individual to use computing resources in a responsible, ethical and legal manner.

The DCCC Information Technology (IT) department will make every effort to ensure that access is available at all times; however, the user must understand the system may not always be available for use due to maintenance, testing, backups, power failures, or other circumstances beyond the department's control. Access at any given time is not guaranteed.

No Expectation of Privacy

Access to the DCCC computing resources is a privilege. DCCC retains custody, control and supervision of all computers, networks and Internet services owned or leased by DCCC. DCCC reserves the right to intercept, monitor, copy, review and download all computer and internet activity by anyone with access to the system. No one accessing DCCC computers, networks and Internet services has an expectation of privacy in their use, including e-mail messages and stored files. Anyone with access to the DCCC computing resources is expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Responsibilities

The creation and use of social media accounts or otherwise digital, public representations of DCCC must include administrative access by the DCCC Marketing department.

Anyone with access to DCCC computing resources shall:

- Protect user ID and passwords from unauthorized use. IT should be contacted immediately if there is reason to believe someone has unauthorized access to a user ID and/or password(s).

- Not share user ID or passwords. The use of faculty/staff computers is for employees only and each individual is responsible for all activities on the assigned ID.
- Access only files and data the user has been given authorization to access or are available to the public.
- Use only approved legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in the use of shared resources by not monopolizing systems, overloading networks with excessive data (spamming), or wasting computer time, connect time, disk space, printer paper and toner and other computing resources.
- Be aware that e-mail may be considered public record and subject to public access pursuant to the Kansas Open Records Act.
- Not violate current provisions of the Family Educational Rights and Privacy Act (FERPA).
- Gain approval of the IT department before installing software on college owned personal computers.

Unacceptable Uses

Computing resources at DCCC are separated into two separate networks: The SECURE network includes access to the student management and business software as well as most printers. The UNSECURED network includes all computers intended for student access (library, computer labs, etc.) and all devices on the Wireless network.

Unacceptable use of computing resources includes the following:

- Permitting anyone other than an authorized DCCC employee to use devices attached to the SECURE network.
- Disclosure of passwords or use of another individual's user ID, passwords, or security privileges to gain access to networks or computing systems for which they do not have security. This includes allowing students access to a computer assigned to faculty or staff.
- Masking identity of an account or machine. This includes email (or other messaging technologies) that appears to come from someone other than the individual sending the communication.

- Use of e-mail, social media or other message services to harass, intimidate, threaten or otherwise annoy another person by use of sexual, ethnic or racial content or content which poses an imminent threat to the life or safety of the person(s) receiving the communication.
- Storing, distributing, editing or recording sexually explicit e-mails or materials, except when directly related to an approved course or other DCCC educational activity.
- Use of another individual's files or data without express permission from that person.
- Use of computer programs to decode passwords or access controlled information.
- Engaging in any activity that may be harmful to the systems or to any information stored on the systems, such as creating or propagating viruses, worms, Trojan horses, disrupting services, spamming or damaging files.
- Running or configuring software or hardware to intentionally allow unauthorized access or to bypass system security.
- Physically attaching personally owned personal computer equipment to a DCCC computer or the DCCC SECURE network.
- Intentionally damaging or destroying files, equipment, software or data belonging to DCCC or others.
- Making, using, storing or distributing copies of copyrighted software or other copyrighted materials (such as digitized artistic productions) without proper legal authority.
- Using DCCC systems for commercial use, personal gain, or other unauthorized activity. For example, performing work for profit or advertising in a manner not authorized by DCCC or distributing unsolicited advertising, sending/forwarding chain letters, solicitations or other unauthorized use.
- Posting any material that contains profane, intimidating, or illegal material or promotion of illegal activity on any social media or otherwise public site while representing DCCC (including but not limited to gambling, obscenity, or sexual harassment).
- Violation of any DCCC or Kansas Board of Regents policy or any local, state or federal law.

- Mailings to an entire group, such as all DCCC users should be limited to items directly related to the business activity and/or mission of DCCC.
- Using the DCCC networks or computing systems for personal use or any business or activity not related to DCCC business or activities excluding the personal use of college-issued, mobile technology.
- Transferring restricted data from DCCC computing systems to the Cloud, an external storage device or similar storage system.

Persons using DCCC provided computing resources shall be familiar with DCCC policies and rules. Misinterpretation or misunderstanding of DCCC policies and rules shall not be a mitigation of responsibility. Questions regarding acceptable use of any computing resources should be directed to the Information Technology Director at 227-9253.

Reporting Violations

Department heads have authority to deny access to any DCCC system(s) under their supervision. Awareness of any security problem affecting any DCCC computer or network facility shall be communicated to the Information Technology Director at 227-9253.

Consequences of Misuse

Misuse of DCCC computing resources is unacceptable and users will be held accountable for their conduct. Failure to comply with this policy or any other established procedures or rules governing the use of computing resources and network access will be subject to disciplinary action, up to and including termination of employment. Further, illegal use of DCCC computing resources or network access may be referred to law enforcement authorities.

Employees who violate this policy shall be responsible for any resulting loss, costs or damages incurred by DCCC. Any questions regarding this policy should be directed to the Information Technology Director at 620-227-9253, Office of the Executive Vice President for College Affairs and Learning at 620-227-9359 or the Dean of Student Services at 620-227-9119.

DATE OF ADOPTION: November 20, 2003

LEGAL REFERENCE:

REVIEW DATE(S): February 28, 2007
May 28, 2013

TITLE: Personnel

Financial Conflict of Interests Policy

Purpose

Dodge City Community College is committed to ensuring that all employees fulfill an obligation to uphold the public and community trust; protect and advance the integrity of the College; and act in the best interests of the College while carrying out their official College duties. The purpose of this Financial Conflict of Interests (FCOI) Policy is to ensure that employees identify and disclose any and all potential financial conflict of interests, conduct themselves in a manner that will not compromise the integrity of the College and ensure that employees serve as conduct role models for students in a learning/academic environment.

Scope

This Policy applies to all employees, including those whose duties are required in federal and state grant funded positions, excluding College Board of Trustee members. See Board Policy Series Number 212 for Trustee members.

Definitions

"Financial Conflict of Interest" - An actual Financial Conflict of Interest exists when financial or personal considerations compromise an employee's objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities and duties for the College. A perceived or potential Financial Conflict of Interest can occur when, although there is no actual Financial Conflict of Interest, the circumstances are such that a reasonable person might question whether a decision-maker is biased in carrying out their professional responsibilities for the College. The following non-exclusive list provides examples of situations that often give rise to an actual or potential Financial Conflict of Interest.

A Dodge City Community College employee:

- has an ownership interest in an entity/vendor with which the College does business;

- receives significant salary or other compensation or benefits from an entity/individual with which/whom the College does business;
- receives individual gifts or individual discounts from an entity/individual with which/whom the College does business, when the donor's intent is to influence such individual in the performance of his/her official College duties;
- is an officer, director, employee or other key decision-maker for an entity with which the College does business;
- receives significant commissions or fees as part of an outside business from a customer/client/entity with which the College also does business; or
- has a family member or close personal relationship with someone who fits into one of the categories described above.

"Family member" - A spouse, parents, siblings, children, or any other relative, if the latter resides in the same household as the College employee.

A. Disclosure of Interests. Although most potential Financial Conflict of Interests are and will be deemed inconsequential, in the interest of avoiding even the perception or the appearance of an FCOI, employees are responsible for disclosing potential FCOI to their supervisors for review and determination of the appropriate course of action. An employee may be required by his/her supervisor to complete a written disclosure form in connection with the employee's involvement in making decisions and fulfilling duties on behalf of the College. In determining whether an interest needs to be disclosed, employees and supervisors should err on the side of caution and interpret and construe this FCOI Policy broadly in favor of disclosure.

B. Agreements, Contracts and Purchases. College employees shall not knowingly promote and enter into any agreement, contract or other binding business/vendor relationship ("Business Agreement and/or Business Contract") on behalf of the College when a Financial Conflict of Interest exists. The term "Business Agreement and/or Business Contract" includes, but is not limited to, purchase agreements for goods, services and real property, sales agreements, grant contracts, facilities projects/contracts, memorandum of understanding (MOU), letter/arrangement agreements, commitments, leases, affiliation agreements, etc. A Financial Conflict of Interest shall also preclude an employee from participating in the selection and negotiation, or in any other decision-making processes, in the following circumstances:

- Employee is employed by or is the other party to the Business Agreement and/or Business Contract.
- Employee and his/her Family Member(s) have owned more than \$5,000 or 5% of the other party to the Business Agreement and/or Business Contract at any time in the preceding 24 months.
- Employee and his/her Family Member(s) received at least \$2,000 in taxable compensation (wages, commissions, fees, etc.) in the preceding 2 tax years from the other party to the Business Agreement and/or Business Contract.
- Employee and his/her Family Member(s) received at least \$500 in gifts in the preceding 24 months from the other party to the Business Agreement and/or Business Contract, unless a gift is due to a personal relationship and clearly not for the purpose of influencing the official duties/responsibilities of the College employee.
- Employee or his/her Family Member(s) holds a key decision maker position with the other party to the Business Agreement and/or Business Contract (officer, director, partner, executive, proprietor, etc.)

C. Donations/Gifts. College employees, who participate in selecting vendors, products and contractors and/or participate in forming Business Agreements and/or Business Contracts, should avoid accepting substantial individual gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements and/or Business Contracts when it is clear the intended purpose of the donor is to influence the official duties and responsibilities of the College employee. Occasional meals and other non-extravagant gifts are acceptable as long as they are not conditioned upon the employee taking official action on behalf of the College. An employee who believes he/she may have inadvertently accepted a gift giving rise to an actual or perceived financial Conflict of Interest, should notify his/her supervisor immediately in accordance with this Policy.

Employees are encouraged to consider donation of any gifts and/or proceeds for the benefit of the College or Foundation. A gift received as a result of a purchase made by the College will typically be deemed as a gift to the College and not any individual employee, unless the College determines otherwise.

- D. Restraint on Participation.** With respect to a particular transaction or item of business, if an employee is deemed by the supervisor to have an actual or significant perceived Financial Conflict of Interest, that employee shall not participate in the decision for which he/she has the Financial Conflict of Interest. Decisions related to that transaction or item of business shall be made solely by disinterested employees. In determining whether an employee shall be required to refrain from participation, the supervisor should consider all relevant facts and circumstances, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, an employee with a potential Conflict of Interest may still be allowed to participate in some parts of the process.
- E. Employee Disciplinary Action.** Violations of this FCOI Policy are subject to disciplinary action up to and including termination of employment according to College employee conduct policies/sanctions.
- F. Interpretation of FCOI Policy.** The Vice President of Finance, the College Board Attorney and the official board appointed College auditors will be responsible for interpreting this FCOI Policy and any related procedures, as they may be applicable to specific situations.

DATE OF ADOPTION: August 11, 2015

REVIEW DATE(S):

TITLE: Personnel

Gratuity (Gift) Policy

Definitions

A "gift" is any item, product, service, favor, gratuity or other benefit that is offered to a Dodge City Community College employee or to a member of the employee's family by any person seeking a decision by, or relationship with the College. Examples of gifts include, but are not limited to, products, goods and services, food, beverage, travel, lodging, admission to entertainment venues and events, discounts, cash or the equivalents of cash such as gift cards, vouchers or credits. "Family" means a spouse, parents, siblings, children, or any other relative, if the latter resides in the same household as the College employee.

Prohibition of Gifts

Dodge City Community College employees may not solicit gifts, and no employee may accept a gift unless it is specifically authorized by this policy, and then only specifically if the gift is not intended to obligate or influence an employee in any manner concerning the College or College operations and functions. Employees should immediately, politely yet firmly, refuse to accept any gifts or gratuities of other than the nominal value which might obligate or be intended to influence the employee in any manner. However, gifts from relatives or friends, when it is obvious to a reasonable person the gift is not being given because of the individual's employment at Dodge City Community College, are not subject to this policy.

Promotional Items, Rewards & Media/Sample Items

Employees are permitted to accept promotional items of nominal values such as coffee mugs, pens, coasters and similar items that vendors distribute to customers. However, gifts or items received from vendors as a "reward or incentive" as the result of a Dodge City Community College purchase shall be delivered to the office of the Vice President of Finance & Operations and shall accrue to the benefit of the College. Employees are permitted to accept printed materials, media materials such as flash drives, DVD's, videotapes or software, or samples for purpose of evaluation/review so long as the total does not exceed \$25.

Perishable Gifts, Meals, Beverage and Entertainment

Employees are expected to use restraint and good judgment, but are permitted to accept perishable gifts such as holiday food items or flowers with a value of less than \$100. In the course of conducting College business, employees may accept food and beverages offered as a gesture of common courtesy at meals or receptions, and also entertainment when it would be impolite, impractical or uncivil to decline. However, the College expects employees to exercise restraint and good judgment under this exception and to decline to accept or to reimburse for frequent or extravagant food, beverage or entertainment. Employees are expected to obtain the written approval from the Vice President of Finance & Operations, preferably in advance, when the value of the food, beverage or entertainment is estimated to be \$100 or more. Under these circumstances the President must get the written approval of the Chair of the Board of Trustees.

Conferences & Speaking Engagements, Travel/Lodging

Under circumstances when a College employee is attending a conference or giving a presentation or speech as a representative of the College, acceptance of recognition in the form of a ceremonial plaque, gift basket or other ceremonial gift is acceptable when a reasonable person would determine it would be unprofessional, impractical or uncivil to decline. In circumstances where the value of the gift is \$100 or more the employee shall either 1) decline the gift or 2) accept the gift on behalf of the College and deliver the gift to the office of the Vice President of Finance & Operations so it can be properly accepted and acknowledged as a gift in kind to the College.

College employees should not solicit or accept any gift involving the payment of lodging or travel expenses from any source that is not a state or federal government entity, agency or taxing unit with the exception of 1) when it is obvious to the person accepting such a gift that the gift is not being provided because of the person's employment with Dodge City Community College, or 2) when the person's presence at a meeting, conference, seminar, training or event serves a legitimate College purpose or interest and has been prior approved or authorized by the employee's supervisor.

Gifts from Community Constituents or Students

On the occasion that gifts are received by employees in connection with their College duties and responsibilities in appreciation of a particular courtesy or service, such as gifts from or on the behalf of a student, alumnus or constituent, or for gifts of a value of less than \$100 it is permissible to accept such gifts. However, for those gifts exceeding \$100 which could not be refused without discourtesy, employees shall either 1) decline or return the gift, or 2) accept on behalf of the College and deliver to the office of the Vice President of Finance & Operations for proper acceptance and acknowledgment as a gift in kind to the College.

Other exceptions include such examples related to social or ceremonial gifts that may be presented to College employees in connection with College duties in situations whereby it is awkward, impolite and unacceptable to decline. Examples would include gifts from visiting foreign representatives with a recognized culture of gift giving or gifts in connection with a significant event such as the birth of a child, etc. College employees may accept such social and ceremonial gifts as long as the value of the gift (or all gifts from the same source in any 12 month period) is less than \$100. Such ceremonial and social gifts \$100 or greater shall be accepted on behalf of the College and delivered to the office of the Vice President of Finance & Operations for proper acceptance and acknowledgment as a gift in kind to the College.

Also, as a part of this policy the Financial Conflict of Interest (FCOI) policy is noted and in the unusual circumstance in which both policies are applicable yet in conflict, the FCOI shall prevail.

DATE OF ADOPTION: December 8, 2015

LEGAL REFERENCE:

REVIEW DATE(S):

Federal Register Vol. 78 No. 248

TITLE: Personnel

Employee Drug Testing

The policies and procedures contained herein are not to be considered contractual obligations of Dodge City Community College (the "College") to any employee, nor are they deemed to abrogate in any fashion the agreement that any employee without a contract of employment may be terminated, with or without cause or notice, at any time by either the employee or the College. Subject to applicable state and federal laws, the College retains the right to interpret, revise, amend and abolish the policies and procedures contained herein at any time.

Purpose and Scope.

The purpose of this policy is to provide a safe work and learning environment and to prevent accidents and casualties caused by employees under the influence of controlled-substances or alcohol. The College is concerned with the safety and health of its students, employees and the general public. As such, the College respects and honors the letter and spirit of the Drug Free Workplace Act, 41 U.S.C. § 701 *et seq.*, as amended. The College intends to maintain the quality of its services to students and the general public and to provide its employees who have controlled-substance or alcohol problems with encouragement in obtaining proper professional assistance. Any employee seeking assistance concerning his or her use of controlled-substances or alcohol should notify the Human Resources office. Every effort will be made to keep this information confidential. The employee may be referred to an employee assistance program conducted by or on behalf of the College. Questions regarding this policy should be directed to the Human Resources office.

Policies and Procedures.

This provision sets out the College's controlled-substance and alcohol testing policy and procedures.

Current Employees.

1. Testing.

- a. Post-Accident Testing - All College employees involved in any accident involving an injury, death or any property damage will be drug tested for the use of controlled substances and/or alcohol as soon as possible after the accident. Any employee who is seriously injured and cannot provide a urine or blood specimen at the time of the accident shall be required to provide any necessary authorization for obtaining hospital records and other documents which would indicate whether there are any controlled substances in the employee's system. The employee shall sign a consent form such as the one accompanying this policy before taking the test. A refusal to take a drug screen will result in disciplinary action, up to and including termination.

- b. Reasonable Suspicion or Cause - All employees may be asked to submit to a drug and/or alcohol test if reasonable suspicion exists to indicate their health or ability to perform work may be impaired.

Factors which may establish reasonable suspicion include, but are not limited to:

- (1) Sudden change in work performance;
- (2) Repeated failure to follow instructions or operating procedures;
- (3) Violation of College policies;
- (4) Involvement in an accident, or near-accident;
- (5) Discovery of substances in an employee's possession or near the employee's workplace;
- (6) Odor of alcohol and/or residual odor peculiar to some chemical or controlled substances;
- (7) Unexplained and/or frequent absenteeism;
- (8) Personality changes or disorientation; and
- (9) Arrest or conviction for violation of criminal drug statutes.

Reasonable suspicion testing may also apply to employees who have had an accident without injury and regardless of property damage. A refusal to take a drug screen will result in disciplinary action, up to and including termination.

2. **Procedures.** The testing, at a laboratory or collection site determined by the College, shall consist of urinalysis (or, if because of an accident or any condition preventing the ability of the employee to provide a urine sample, a blood test) and the urine (or other) specimen shall be separated into two parts prior to the testing. The first part shall be used to conduct the initial test. The second part shall be used to conduct a confirmatory test if the first test involving a current employee is positive. A second test shall be conducted in all cases where a first test result involving a current employee is positive. Every reasonable effort shall be made to keep all test results confidential among the College, the employee and the testing facility.

Any employee's refusal to (1) sign a consent to the test (i.e., alcohol or controlled-substances test), such as the one attached to this policy; and/or (2) take the requested test, shall constitute a willful and deliberate violation of the College's employment policies and procedures and as such, may result in that employee's immediate termination. While awaiting the results of the test(s), the employee may, in the College's sole discretion, be permitted to return to job duties or may be put on administrative leave with pay.

3. **Positive Test.** For purposes of this policy, a "positive" test means that any level of alcohol or of a controlled substance has been detected by the test. In addition, anomalous results, such as those caused by drugs designed to mask the presence of controlled substances can be regarded as a "positive test" for purposes of this Policy, or may be the basis for an additional test. Controlled-substances include, but are not limited to, amphetamines, barbiturates, other hypnotics, cocaine, narcotics (opiates such as heroin, morphine, codeine and methadone), PCP and other hallucinogens, marijuana and any other cannabinoid, and any drugs identified in the Controlled Substances Act, 21 U.S.C. § 812, as amended.
4. **Consequences.** If the employee's initial and confirmatory tests are positive, as defined herein, that shall constitute a willful and deliberate violation of the College's employment policies and procedures and as such, the College, in its sole discretion may:

- a. Take appropriate disciplinary action against the employee, up to and including termination of employment; or
- b. Refer the employee to a qualified healthcare professional for evaluation and diagnosis of his or her problem and treatment recommendations. Such an employee may be required to participate in and successfully complete a treatment program as a further condition of employment. The employee may be required to provide a release of information to the referring individual (i.e. Director of Human Resources, President or other designated administrative staff) so that participation and progress in the treatment program can be monitored. Failure to comply with any of the recommended treatment conditions shall constitute a willful and deliberate violation of the College's employment policies and procedures and as such may result in immediate termination.

- 5. Prescription Drugs.** "Controlled-substance" as that term is used in this policy, includes not only illegal substances but also prescription drugs. If an employee tests positive but he or she contends the positive result was caused by his or her taking, in proper doses, a drug prescribed by a physician for that employee; then it shall be the employee's burden to prove to the College's satisfaction (1) that the positive result was caused by the prescription drug, and (2) that taking proper doses of the prescribed drug caused the drug level detected by the test. The College will have a physician evaluate the proof submitted by the employee, which may consist of a statement by the employee's physician. If the College's physician agrees with the proof provided by the employee, then the College may choose, in its sole discretion, not to terminate the employee but rather to take such other disciplinary or other measures as it deems appropriate.

Applicants.

The College may condition an offer and acceptance of employment upon an applicant taking a test for controlled-substances. If the test is positive, the offer of employment will be withdrawn. If the applicant refuses to take the test, the offer of employment will be withdrawn.

An applicant who tests positive may reapply for employment with the College after one year.

Possession, Sale, Use or Transfer of a Controlled Substance or Use of Alcohol.

1. **Controlled-Substances.** The observed possession, sale, use, effects of such use or transfer of a controlled substance by any employee shall constitute a willful and deliberate violation of the College's employment policies and procedures and as such may result in immediate termination. Additionally, the College may contact the appropriate authorities to take further action. These sanctions shall not apply to the possession or use, in appropriate prescribed doses, by the employee of a drug prescribed for the employee by his or her physician.

2. **Alcohol.** The observed use of alcohol or effects of such use by any employee during scheduled working hours shall constitute a willful and deliberate violation of the College's employment policies and procedures and as such, may result in immediate termination. Moreover, the observed use of alcohol or effects of such use, by any employee while "on call" shall constitute a willful and deliberate violation of the College's employment policies and procedures and as such may result in immediate termination. This shall not apply to the use of alcohol at College sponsored events where the consumption of alcohol is permitted.

Administration.

The policies and procedures for the College's controlled substance and alcohol testing program shall be administered by the Director of Human Resources. In accordance with these policies and procedures and in consultation with the employee's supervisor, the Director of Human Resources shall:

- a. Determine whether testing for the presence of controlled-substances and/or alcohol will be done; and

- b. Refer employees to a qualified healthcare professional for evaluation, diagnosis and treatment recommendations.

DATE OF ADOPTION: May 24, 2016

LEGAL REFERENCE:

REVIEW DATE(S):

TITLE: Social Media Use Policy

Purpose

This policy applies to all Dodge City Community College ("DCCC" or "College") students and employees. Dodge City Community College recognizes the importance of social media as a communication and educational tool and promotes the use of social media in accordance with the Social Media Guidelines and related guidance issued by the college. The purpose of this policy is to make sure all Dodge City Community College employees who use personal social media accounts in association with DCCC courses, student life activities or other DCCC events are individually responsible for the content found in such social media accounts. This policy covers all full-time, part-time and adjunct employees who are responsible for one or more social media accounts.

Social Media Guidelines

Dodge City Community College ("DCCC") recognizes the importance of social media as a communication and educational tool and promotes the use of social media as set forth in the Social Media Policy. Social media accounts are online Web communities used to share information in all forms.

Social media accounts include but are not limited to: Twitter; Facebook; LinkedIn; MySpace; YouTube; third party wikis; virtual worlds; blog hosting sites; and DCCC listservs, etc.

The term "social media" is intended to be construed broadly to include any interactive communication technologies that may be used by DCCC students and employees. Social media accounts hosted/sponsored by DCCC are owned and monitored by DCCC and users should have no expectation of privacy; DCCC reserves the right to remove any posting that violates applicable federal, state or local laws, the Student Handbook or College policies/procedures. The opinions expressed by visitors on sites hosted/sponsored by DCCC are those of the person making the post; they do not necessarily reflect the opinions, policies or position of DCCC. Students and employees who use personal social media accounts in association with DCCC courses, student life activities or other DCCC events are considered the owners of such accounts and are individually responsible for the content found in such personal social media accounts.

Additionally, when using social media, students and employees are expected to:

1. Comply with DCCC policies/procedures. Including but not limited to:
 - Comments made by students on social media concerning other DCCC students that are vulgar, obscene, threatening, intimidating or harassing may be considered a violation of DCCC policies/procedures, including DCCC's Board Policy No. 840 Personnel-Harassment, Discrimination and Retaliation Employment Policy.
 - Employees may not use social media to make work-related comments that are vulgar, obscene, threatening, intimidating, harassing or otherwise counter to DCCC's Board Policy No. 840 Personnel-Harassment, Discrimination and Retaliation Employment Policy.
2. Comply with other applicable local, state and federal laws.
3. Students and employees should be aware that they may incur personal liability for content posted or maintained by them on social media.
4. Students using social media are also expected to:
 - Comply with the Student Handbook and specific department, course, instructor or classroom rules set forth on the DCCC website, in a course syllabus or in other materials distributed or communicated by DCCC employees; and
 - Uphold the ethical and professional conduct standards of their prospective and/or current professions (see Department Dean and/or course syllabus).
5. Additional expectations of employees using social media include:
 - Whenever individuals use social media in their official capacity as an employee of the College, the individuals shall clearly identify their role as a representative of and/or spokesperson for the College;
 - Whenever individuals use social media unrelated to their official capacity as an employee of the College, the individual shall avoid any suggestion they are either representing or speaking for the College;

- Respect DCCC confidential/protected information, including student, personnel and business information that is confidential/personal in nature and comply with applicable privacy laws such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA);
- Respect third party brands, trademarks and copyrighted and/or confidential material when using social media as an employee of the College;
- Uphold the ethical and professional conduct standards of their profession; and
- Refrain from using social media for private/personal matters (unrelated to their job responsibilities) during hours in which employees are being compensated for their work for DCCC, unless
 - i) it is on a very limited basis;
 - ii) does not interfere with the employee's job responsibilities; and
 - iii) otherwise complies with these Guidelines and DCCC policies/procedures.

The College will take action when it determines that social media use/postings violate DCCC policies/procedures. Failure to follow these Guidelines could put future participation on DCCC affiliated social media accounts at risk and/or may lead to corrective disciplinary action pursuant to the applicable DCCC policies and/or procedures. These Guidelines are to ensure appropriate and effective use of social media. The Guidelines will evolve as social media evolves.

DATE OF ADOPTION: March, 2018

LEGAL REFERENCE:

REVIEW DATE(S):

SAMPLE CONSENT

Subject to Dodge City Community College's policies and procedures, I hereby agree to have a urine test (or blood test, if necessary) to detect alcohol or controlled substances. I also agree the report of any test may be released to the College. I understand that if the test detects the presence of alcohol, controlled substance or masking drugs, then that shall constitute a willful and deliberate violation of the College's employment policies and procedures by me and the College may take such disciplinary or other measures which, in its sole discretion, it deems appropriate, one of which may be termination of my employment.

Print Full Name

Date

Signature

Date

Witness