



CLOUD COUNTY Community College

EMPLOYEE HANDBOOK



Section I

College Overview

A. Introduction

The Cloud County Community College Institutional Policy Manual compiles the information needed by college employees to fulfill their work responsibilities effectively. It provides a summary of the policies and procedures that most directly affect college personnel. All college personnel should carefully review the Institutional Policy Manual, consult the other publications to which it refers, and become thoroughly familiar with the regulations that govern their work responsibilities.

The Employee Handbook is reviewed and revised periodically. Additions and corrections may be made at any time. Any policy approved by the Board of Trustees always supersedes conflicting information in the Employee Handbook.

B. History of the College

Cloud County Community College was originally founded as the Concordia Junior College in 1965 as part of the Concordia Public Schools. Classes first met on February 8, 1965 using the Concordia High facilities.

On July 1, 1965, the Concordia Junior College became a member of the state system of community colleges under the name Cloud County Community Junior College. Classes began in the commons building on the main campus in the fall of 1968. The College is now known as Cloud County Community College.

The Concordia classroom building is comprised of three levels which house administrative, business, faculty, and foundation offices, classrooms, laboratories, advising and student services, library, Cook Theatre, Student Success Center, fitness center, and the gymnasium. An addition to the original classroom building was constructed in 2001. It houses the cafeteria, Admissions and Registrar Offices, the College Bookstore, a conference room and classrooms. The Technical Education Building houses the nursing department and the Children's Center. Other college buildings are the greenhouse, fourteen campus apartment buildings, Thunder Heights student housing complex, Hillside Apartments (located on East 11th Street), LaBarge Honors House; the Earl Bane Observatory, and a Livestock Facility on the Concordia Campus. In 2008, the College leased classroom space on Lincoln Avenue a few blocks from the Concordia Campus for the Wind Energy Technology Program.

In 1994, Cloud County Community College opened the Grandview Plaza Attendance Center in Junction City to better meet the needs of the southeastern portion of Cloud's service area. In January 1998, the College moved from Grandview Plaza to a location on the west edge of Junction City that parallels US Highway 77. This campus is composed of four buildings and offers a full range of academic programs and student support services. The College Adult Education Program has office space at the Geary County Campus (GCC) as well. The GCC is an integral part of Cloud County Community

College. The GCC is distinguished by its own architecture and campus plan, is separated by 90 miles from Concordia, and serves a diverse student population.

C. Accreditation

Cloud County Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

Accreditation Information

Current status: Accredited

- Public Disclosure – Removal of Sanction
- Action Letter – Removal of Sanction

Candidacy date(s): 04/08/1970 – 04/12/1977

Accreditation granted: 06/22/2023 – Present

Most recent reaffirmation of accreditation: 20220-02023

Next reaffirmation of accreditation: 2026 - 2027

30 North LaSalle Street, Suite 240
Chicago, IL 60602-2504
www.ncahlc.org
(800) 621-7440

Associate Degree Nursing – Accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone: (404) 975-5000, Fax: (404) 975-5020, Email: info@acenursing.org, Web: www.acenursing.org and approved by the Kansas State Board of Nursing.

D. Strategic Planning

2019-2024 Strategic Plan

The Cloud County Community College Comprehensive Strategic Plan describes an ongoing process. This process results in an annually-updated document used by the entire institution to ensure continuous improvement in meeting its mission and purposes.

The plan addresses Cloud County Community College’s organizational structure, operational constraints, and its future operating environment. The plan also helps to ensure unity among the Board of Trustees, administration, and staff regarding the future direction of the College and the means to get there.

Process

In its work, each service area of the college develops initiatives that align with key Strategic Initiatives. These initiatives are mapped to our Thematic Goals (Based on the outcomes from the Board planning retreat “Developing the Framework for a Long-Term Strategic Plan for the College” held on November, 2018) that are aligned with the Higher Learning Commission’s Criteria for Accreditation. From the top-down, each service area of the college develops a plan appropriate to their area with corresponding goals, timelines, and assignment of responsibilities. Each individual department works to execute the plan for their service area, but, from the bottom-up, they will also develop their own initiatives that are specific to their department. These plans and initiatives might include goals with subsequent strategies and target key performance indicators (KPIs). For example, lower the cohort default rate, increase the number of students contacted, and add a new academic program based on student demand, but they may also include smaller actions a department plans to accomplish.

Thematic Goals

1. Foster Student Success
2. Encourage Employee Success
3. Enhance Institutional Effectiveness
4. Promote Community Education

Strategic Priorities

1. Meet the goals of Foresight 2020 and Building a Future beginning June 2020 (as set by KBOR)
2. Increase visibility of Cloud County Community College in the community and state
3. Address workforce needs
4. Address issues of poverty/income gaps
5. Enhance institutional and financial sustainability
6. International student recruiting

Each department should keep a record of their initiatives and revisit its progress during monthly meetings. These records will provide the basis for the quarterly report prepared by the Strategic Planning Committee. Each quarter, the report is shared at all-college strategic planning meetings. This data will help the college decide where we are headed next. The “closed-loop” nature of the plan allows for the quarterly modification of goals in accordance with any changes in instructional needs, levels and sources of financing, and other factors that impact the College’s vitality.

E. Mission and Guiding Values

The current Mission and Guiding Values are the result of a months-long survey of students, staff, and community members. These survey results were taken to an internal committee where the following policy statement was drafted. The draft was open for comment at a college-wide in-service before it was approved by the Board of Trustees in February 2017.

We the Board of Trustees, administration, faculty and staff of Cloud County Community College believe that the citizens of a democratic society are best able to improve their lives when they have access to quality educational opportunities. We are committed to educational excellence and to making a significant contribution to social, economic and cultural development in north central Kansas. Mission documents guide our operations to fulfill our commitment.

Mission and Guiding Values

Mission

Cloud County Community prepares students to lead successful lives and enhances the vitality of our communities.

Guiding Values

Success

Students are our central focus, and we strive to see every student succeed.

“We champion individual success”

Excellence

We deliver forward thinking programs of study as well as industry-best practices that reflect the highest academic standards.

“We are committed to excellence”

Service

We make a positive difference in the lives of our students, community members, and each other through meaningful relationships.

“We make a difference.”

Integrity

We uphold the highest standards of ethics and public stewardship.

“We do what is right”

Diversity

We encourage active citizenship and embrace the diversity of people and ideas.

“We are better together”

Accessibility

We provide the best value for a high quality, holistic education.

“We ensure every student has opportunities”

Sustainability

We promote renewable energy as well as sustainable lifestyles in our changing world.

“We are Black, Gold, and Green”

F. Service Area

Cloud County Community College is one of 26 public two-year community and technical colleges in Kansas and is coordinated by the Kansas Board of Regents. CCCC’s service area encompasses a 12-county area primarily in north central Kansas with its two campuses in Concordia and Junction City. It encompasses Smith, Jewell, Republic and Washington counties to the north that border the Kansas – Nebraska state line, and includes Osborne, Lincoln, Ottawa, Dickinson, Clay, Mitchell, and Geary counties to the south.

G. Communication

Cloud County Community College utilizes iCloud, the College intranet, to provide a framework for communication within the work environment. The purpose is to allow faculty and staff to be informed about the daily issues being addressed in various college committees and how they impact the strategic vision of the College. Various committee minutes can be found on iCloud in the Employee Info tab in the Committee Content section.

Section II

Organization and Administration

- A. Board of Trustees – Board members are elected. Trustees must reside within Cloud County (the taxing district) in order to serve on the Board. The terms of the trustees are 4 years. The current Board of Trustee members are:

David Garnas
Bruce Graham
Amber Hanson
Richard Hubert
James Koch
Jesse Pounds

- B. Executive Council

President – Amber Knoettgen
Interim Vice President for Academic Affairs – Dr. Brandon Galm

Vice President for Administrative Services – Caesar Wood
Vice President for Student Services – Brandt Hutchinson

C. Deans

Dean for the Division of Humanities, Social Science, and Business - Brenton Phillips
Dean for the Division of Math, Science, and Technical Programs – Vacant

E. Standing Committees – The Faculty Master Contract requires the following standing committees and determines the representation of their membership. The primary purpose of these committee is to insure varied representation for major policy changes and decision-making that impact these areas. Committee meeting notes can be found on My.Cloud.

1. Academic Affairs Committee: The committee shall be chaired by the Vice President for Academic Affairs. Membership shall consist of the Division Deans; the Vice President for Academic Affairs; the Director of the Library; the Director of Advisement and Retention Services; one (1) administrator from Online and Outreach appointed by the President; the Registrar; the Coordinator of the Student Success Center; all department heads; one (1) full-time faculty member from the Geary County Campus appointed at-large; two (2) students appointed by the Student Senate with one (1) from the Concordia Campus and one (1) from the Geary County Campus, and the Director of Financial Aid.
2. Student Services Committee: The committee shall be chaired by the Vice President for Student Services. Membership shall consist of the Coordinator of Student Engagement and Retention, Coordinator of Residence Life; the Vice President for Student Services; the Director of Admissions; one (1) coach of a male sport and (1) coach of a female sport appointed by the Faculty Association; five (5) noncoaching, full-time faculty members appointed at-large; one (1) full-time faculty member from the Geary County Campus appointed at-large; and two (2) students appointed by the Student Senate with one (1) from the Concordia Campus and one (1) from the Geary County Campus; one (1) member of the Geary County Campus Student Services Staff; and two (2) support staff employees appointed by the organization for support staff employees.
3. Administrative Services Committee: The committee shall be chaired by the Vice President for Administrative Services. Membership shall consist of the Vice President for Administrative Services; two (2) full-time faculty members appointed at-large; one (1) full-time faculty member from the Geary County Campus appointed at-large; two (2) full-time or regular part-time hourly support staff members appointed by the President in coordination with the organization for support staff employees; and two (2) students appointed by the Student Senate with one (1) from the Concordia Campus and one (1) from the Geary County Campus, the Director of Information Technology, the Director of Human Resources,

The Supervisor of Buildings, Grounds, & Transportation, the Director of Accounting Services, Director of Auxiliary Services, and the Director of Community & Alumni Relations.

4. Technology Services Committee: The committee chair will be designated by the Vice President for Administrative Services. Membership shall consist of one (1) student appointed by the Student Senate; the Vice President for Administrative Services; the Director of Information Technology; the Director of the Library; the Coordinator of the Student Success Center; the Director of Advisement Services; one (1) support staff employee appointed by the organization for support staff employees; one (1) administrative support or professional services employee chosen by that group; two (2) full-time faculty members appointed at large by the Association (if possible, one member from each academic division); one (1) full-time faculty member from the Geary County Campus appointed at large by the Association; the Grants Coordinator; and the Director of Online and Outreach.
5. Assessment Academy Team: Membership shall consist of the The Coordinator of Online Services, The Director of Advisement and Retention, a Division Dean, an Instructor (Chair), the Director of Auxiliary Services, the Coordinator of the Student Success Center, the Associate Librarian, the Director of Accounting Services, the Director of Athletics, and the Director of Admissions.
6. Facilities Planning Committee: Membership shall consist of the Vice President for Administrative Services (chair), the Athletic Director, one (1) full-time Faculty Member, the Director of Auxiliary Services; the Director of the Geary County Campus; the Supervisor of Buildings, Grounds, and Maintenance, the Director of College and Community Activities; the Director of Library Services; the Vice President for Student Services, and one (1) member of Support Staff.
7. Diversity, Equity, and Inclusion Council: The committee chair shall be designated by the President. Membership shall consist of two (2) support staff employees appointed by the organization for support staff employees; two (2) administrative support or professional services employees chosen by that group; two (2) full-time faculty members appointed at large by the Association; one (1) representative from Geary County Campus appointed by the campus director; two (2) students appointed by Student Senate representing both campuses, and two (2) community members appointed at large by the group.

- F. Cloud County Community College Foundation
Mission - The Cloud County Community College Foundation's mission is to develop, improve, advance, and support endeavors of Cloud County Community College. As the fundraising arm of the college, the CCCC Foundation promotes and supports the programs and activities of Cloud County Community College. Members of the Foundation Board of Directors work to raise awareness of the college. The Foundation is a 501(c)3 organization, and exists to assist, support, and foster the educational and services programs and activities of CCCC. The Foundation encourages gifts for purposes such as scholarship and other awards to further the educational mission of the college.

Section III

A. Personnel Policies and Procedures

Nondiscrimination Policy (C5)

Cloud County Community College does not discriminate in admission or access to, or treatment in employment in its services programs or activities on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, or veteran status.

Cloud County Community College maintains established procedures for handling grievances or problems related to discrimination. The President or his/her designee has the authority to establish these procedures.

Informal Resolution (C10)

Cloud County Community College maintains established informal resolution procedures to address employee concerns with a condition of employment or when the employee feels a decision affecting them is unfair. The purpose is to resolve employee concerns at the lowest possible level for all employees.

Persons who have a problem needing resolution or who believe they have suffered harassment, retaliation, or discrimination shall follow the Formal Complaint Process outlined in Policy E18.

Benefits (C12 – 4/19/2022)

Health Insurance

The College agrees to provide group health insurance for all full-time and regular part-time employees and eligible early retirees under the medical, dental, and prescription drug insurance program offered by the College. Employees who choose not to participate in the College health plan shall not receive any compensation. Full-time and regular part-time employees may purchase additional coverage under the College health plan for family members through payroll deductions. Effective 12/31/2018, one-half of any refunds, rebates, or dividends will be returned to the employees or retirees who were participating in the health insurance program at the end of the calendar year of coverage. The refunds, rebates, or dividends will be distributed on a prorated basis according to

the amount contributed by the employee. Part-time/temporary employees do not receive health coverage benefits.

Workers Compensation – See Policy C19 Family Medical Leave Act – See Policy C11

Holidays

The following holidays are declared at Cloud County Community College:

- New Year's Day
- Martin Luther King Day
- President's Day
- Spring Break
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day (3 days – Wednesday, Thursday, and Friday)
- Christmas Eve and all working days between Christmas Eve and New Year's Day.

If any declared holiday falls on a Saturday or Sunday, the holiday will be observed on either the Friday preceding or the Monday following the holiday at the discretion of the President or their designee. Holidays are annually approved through the College Calendar. The President or their designee has the authority to modify the approved Calendar.

Life Insurance

The College will provide a \$50,000 term life insurance policy for all full-time and regular part-time employees.

Section 125 Cafeteria Plan.

The College offers each full-time and regular part-time employee the opportunity to participate in a formal, written cafeteria plan pursuant to Section 125 of the IRS Code. An employee may elect to purchase benefits from the Section 125 Cafeteria Plan through salary reduction. The cafeteria plan's advantage is that the redirected salary is not subject to state and federal income taxes and Social Security taxes. The plan year adopted by the College runs from January 1 through December 31. Information of the cafeteria plan is available from the Office of Human Resources.

Early Retirement

Cloud County Community College maintains established procedures for early retirement. The President or their designee has the authority to establish early retirement procedures for Administrative Personnel and Support Staff Personnel. Early Retirement procedures for full-time faculty are found in Section 38 of the

Master Contract. Early Retirement procedures for Administrative Personnel can be found in Policy AP6. Early Retirement procedures for Support Staff can be found in Policy SS4.

Employee Tuition and Fee Benefit for Courses Taken at Cloud County Community College

Fee is defined as: Comprehensive Fee, Building Fee, Registration Fee, and Technology Fee.

The tuition and fee benefit program does not include the cost of books, supplies, course materials, and any special fees (Online Fee and Lab Fee) associated with a given course

All full-time employees and their immediate family members and all members of the Board of Trustees and their immediate family members may utilize the tuition and fee benefit program to satisfy all tuition and fee charges incurred during the “period of employment.” All part-time employees and their immediate family members may utilize the tuition and fee benefit program to satisfy tuition and comprehensive fee charges up to, but not exceeding, six (6) semester hours of credit during any given semester, summer session, or interterm with the exceptions noted above. Immediate family” is interpreted to mean spouse and all unmarried legal dependents under the age of 23. “Period of employment” is interpreted to mean the time period for which the employee holds an employment contract or agreement and is entered into the current institutional payroll system. The cost of tuition and fee charges pertaining to the employee tuition and comprehensive fee benefit program shall be calculated on the basis of in-state charges for tuition and fees at Cloud County Community College as set by the Board of Trustees. The tuition and fee benefit under this policy, does not include the cost of books, supplies, course materials, and any special fees associated with a given course. Persons receiving tuition and fee benefits under this policy will not receive any other institutional assistance to defray the costs covered by this plan. The tuition and fee benefit shall not under any circumstances be construed to be a cash award to any person eligible for the benefit.

Education Expenses (Tuition Reimbursement) for Courses Taken at Other Institutions

To encourage professional development of non-faculty full-time and regular part-time employees, a reimbursement shall be paid for upper level (Jr. and Sr.) undergraduate work and graduate college work from accredited institutions. All degree credit hours available at Cloud County Community College must be taken at the College as provided by the Employee Tuition and Fee Benefit Plan. Freshmen and sophomore classes taken at another educational institution will NOT be eligible for this reimbursement unless required by the transferring institution and the classes are beyond the acceptable number of transfer hours accepted by that institution or if the classes are available at CCCC. The actual reimbursement paid will be the lesser of the average cost of tuition and fees per

credit hour at the six Kansas Board of Regents universities for the upcoming school year or the actual costs incurred. Approval of the reimbursement and the amount of the reimbursement is subject to the availability of funding. All course work must be reviewed by the supervisor and the President's Executive Cabinet and receive approval from the President. The reimbursement will be paid upon certification of successful completion of the course work. The employee is responsible for repayment of the reimbursement should he/she choose not to return the subsequent two years. If the employee does not remain with the College for the subsequent two years, the employee will be required to refund the College for reimbursement received in the past two years. All regular part-time employees may utilize the tuition reimbursement benefit for upper level (Jr. and Sr.) undergraduate work and graduate college work under the same provisions as noted above for up to, but not exceeding, six (6) semester hours of credit during any given semester, summer session, or interterm. The Application for Approval for Tuition Reimbursement form is available from the Office of Human Resources. This form is due according to the following schedule:
Fall Semester Forms are due by July 1.
Spring Semester Forms are due by December 1
Summer Semester Forms are due by May 1

Tuition reimbursement for the faculty members is addressed in the Master Contract.

Compensation for Degree Attainment.

Cloud County Community College recognizes the importance of continued professional development and encourages the attainment of appropriate degrees for College employees. As recognition of the employee commitment to the attainment of such degrees, the College agrees to salary adjustments for degree attainment. Administrative and Support Staff Personnel.

All full-time administrative and support staff personnel with no degree completed will receive \$300 added to their annual salary (or \$.14 to their hourly wage) upon completion of an Associate Degree from Cloud County Community College.

All full-time administrative and support staff personnel with no Bachelor's Degree completed will receive \$500 added to their annual salary (or \$.24 to their hourly wage) upon completion of a Bachelor's Degree from an accredited college.

All full-time administrative and support staff personnel with no Master's Degree completed will receive \$700 added to their annual salary (or \$.34 to their hourly wage) upon completion of a Master's Degree from an accredited college.

All full-time administrative and support staff personnel with no Doctorate Degree completed will receive \$1,000 added to their annual salary (or \$.48 to their hourly wage) upon completion of a Doctorate Degree from an accredited college.

Such increase will go into effect the next fiscal year following the completion of the degree. Such increase will be applied to their salary after raise is given, if applicable. Transcripts showing degree attainment must be in the Office of Human Resources by June 1.

Compensation for Degree Attainment for Faculty Members is addressed in the Master Contract.

Shared Sick Leave Pool

By February 1st, or the nearest working day thereafter, and by September 1st, or the nearest working day thereafter, each employee may donate voluntarily up to three (3) days or twenty-four (24) hours of sick leave each donation date to the shared sick leave pool by completing a Donation Form provided the donating employee holds a minimum of ten (10) days or eighty (80) hours of sick leave. The maximum number of days that can be held collectively in the shared sick leave pool at any given time is three hundred (300) working (contract) days. Eligible employees are defined as all full-time and regular part-time hourly support staff employees and all full-time and regular part-time employees who hold an administrative contract. An eligible employee may also donate voluntarily up to two (2) days or sixteen (16) hours each donation date to the shared sick leave pool established for professional employees as defined in the Master Contract. Eligible employees must have utilized all of his/her accumulated leave and must not be eligible for workers' compensation payments, social security disability payments, KPERS disability payments, or other disability insurance payments or assistance. Eligible employees may apply to the Shared Sick Leave Pool Committee for Administrative/Support Staff, as established below, to utilize days from the shared sick leave pool for a single major prolonged illness, injury, or disability; or for an eligible employee's spouse, child, step child, parent, parent-in-law, or legal dependent who has experienced a single major prolonged illness, injury, or disability. Major prolonged illness, injury, or disability is defined to mean a serious illness, injury, or impairment (physical or mental) that requires an extended absence from work and will cause the eligible employee to take leave without pay or terminate employment. The shared sick leave pool is not intended to be used for short-term leaves, nor for leaves due to routine and non-extraordinary illnesses. Rather, it is intended to be used for prolonged major illness, injury, or disability such as medically necessary surgery, illness, or disability which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home while under the care of a licensed physician. Employees who wish to utilize the shared sick leave pool shall, upon request of the Shared Sick Leave Pool Committee and/or the College administration, provide written evidence from a recognized health care provider that the eligible employee is unable to return to work because of his/her illness or injury; or the illness or injury of their eligible family member. The shared sick leave pool shall be administered by a committee of five (5) persons and an ex officio member from Human Resources. Three (3) of the committee members shall be appointed by the Cloud County Community College Support Staff Association from the

support staff membership and two (2) shall be appointed by the President from the administrative staff. The Shared Sick Leave Pool Committee shall be responsible for making all awards of sick leave. All documents and correspondence of the Shared Sick Leave Pool Committee and all records of the Shared Sick Leave Pool Committee shall be filed in the Human Resources Office. The Shared Sick Leave Pool Committee records shall not be considered public records within the meaning of KSA 45-215 et seq.

Distribution of Leave Days – Eligible employees can only withdraw days in accordance with the following guidelines:

1 st year employee	no more than 15 business days
2 nd year employee	no more than 30 business days
3 rd year employee	no more than 45 business days
4 th year employee	no more than 60 business days
5 th year employee	no more than 75 business days
6 th year employee	no more than 90 business days
7 th year employee	no more than 105 business days
8 th year employee	no more than 120 business days
9 th year employee	no more than 135 business days
10 th year employee	no more than 150 business days
11 th year employee	and later – at the discretion of the Shared Sick Leave Pool Committee

All sick leave days are donated to a shared sick leave pool by the Donation Form. The donating eligible employee relinquishes all ownership and claims to those donated days. After an eligible employee is no longer eligible for sick leave, any awarded but unused days must be returned to the shared sick leave pool. The use of the awarded days will be coordinated with the FMLA policy adopted by the College. (See Policy C11)

Wellness Policy

Wellness Vision: Cloud County Community College will create and maintain a culture of holistic health and well-being.

Worksite Goal: Cloud County Community College will develop an infrastructure that supports worksite wellness.

Food and Beverage: The College promotes healthy eating among its employees by establishing healthy food options in the workplace.

Physical Activity: Physical Activity is encouraged in the workplace. Guidelines for "Working out" during the Workday:

- WHAT: Employees can "work out" or exercise during the workday.
- Up to 3 hours per week (with supervisor's approval) may be used
- No overtime will be paid as a result of utilization of these hours

- Each department will need to determine a schedule so that the offices remain staffed

WHERE: The "work out" or exercise must take place at the College in the Fitness Center, Gymnasium, Yoga class, Thor trail, or walking in an area within one mile of campus.

Tobacco: In order to provide the healthiest environment possible and to decrease the exposure to second-hand smoke, the college tobacco usage procedures are outlined in Policy F23 – Tobacco Usage.

Well-Being: Cloud County Community College provides comprehensive health benefits to eligible employees to ensure access to prevention and wellness services. The College provides wellness seminars throughout the year.

Family and Medical Leave (C11)

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a twelve-month period is defined as a rolling period consisting of 365 consecutive calendar days commencing on the first day that an employee begins a recognized and legitimate leave under the provisions of the Act. Spouses employed by the college may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter, or parent of the employee because of a serious health condition;
4. A serious health condition of the employee that prevents the employee from performing the job functions;
5. A qualifying exigency arising because the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces);
6. A spouse, son, daughter, parent, or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period.

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick, or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The Director of Human Resources will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service at the college and has worked at least 1250 hours during the 12-month period preceding the

leave. During the period of any unpaid family and medical leave, the college shall continue to pay the employer's share of the cost of group health and life insurance benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the Business Office on the payroll date or other time as the employee and the Director of Human Resources agree. The President may terminate any and all benefits if the employee payment is not received within 30 days of the due date. When leave is foreseeable, the employee shall give written notice 30 days in advance to the Director of Human Resources. If leave is not foreseeable, notice will be given as soon as practicable. The College may require a supporting statement from a health care provider.

Section IV

Financial Management

Use of College Facilities Procedures (F3 – 9/15/2020)

1. Priority for use of the College facilities and equipment will be given to College-sponsored instructional programs and student activities.
2. All requests for public use of the College facilities will be made through the Office of the Vice President for Administrative Services.
3. Requests should be made at least one week (7 days) in advance of the date of the event, if possible and any fees for use will be provided.
4. The College reserves the right to cancel scheduled activities by public use.
5. No alcoholic beverages are allowed.
6. Facilities rental charges are based on established fees. In most cases, there will be no charge for non-profit educational use of the facilities. The College reserves the right to set a-fee for any for-profit group or organization at the time of scheduling based on the needs and nature of use, the time of day, and day of the week.
7. Use of College buildings, grounds, and/or equipment by employees for recreational use must be approved through the office of the Vice President for Administrative Services. Shops and equipment use must have prior approval of the instructor and the Vice President for Administrative Services.
8. Permits for use are subject to willingness of parties to be governed by College rules and regulations and to safeguard and care for all property and people involved. Outside Groups are responsible for procuring insurance coverage and payment of property or personal damages.
9. Management of events and meetings open to the public are the responsibility of the sponsoring group unless the college is hosting the event or meeting.

Rental/Technology Fees

Non-profits: no charge for use of facilities. Exceptions:

- Fee charged for technology use
- Rental fee may be required if event is scheduled when the college is not open
- Rental fees may be required if renter is selling something
- Security or custodial*: \$12 per hour with minimum of 4 hour block (if used when college is officially closed, i.e., holidays and summer weekends)
- No private entrepreneurs UNLESS they are hiring students.

*Determined by number of attendees and duration of event at discretion of Director

Arley Bryant Gymnasium

\$250 per day (1 to 4 hours)

\$400 per day (more than 4 hours)

\$150 floor preparation for non-athletic events scheduled from 8/1 to 4/15

Cook Theatre

\$100 per day (1 to 4 hours)

\$150 per day (more than 4 hours)

\$45 Technology set up per day, when AV lab is closed, also for weekends and evenings

\$30 Technician (required) if ANY technology is needed in Cook or Room 257

Stage MUST be cleared within one hour after use

Classrooms, Union, Conference Rooms, Welcome Center

\$20 per day (1 to 4 hours)

\$40 per day (more than 4 hours)

Technology Fees: SMART Room or SMART Classroom, Computer Labs, Sound System

\$45 per day (1 to 4 hours)

\$90 per day (more than 4 hours)

Cadaver Lab Use

\$100 per day (1 to 4 hours)

Scheduling College Events/Activities/ Meetings On-Campus

Events/Activities/Meetings

Contact the Director of College and Community Activities to schedule a space on campus for your college activity or meeting.

This director is the single point of contact to insure your facility-related event needs are met, such as access to the space, setup of tables and chairs, air-conditioning / heat, A/V / Tech needs, as well as putting you in contact with the college's food service provider.*

*NOTE: Per the college's food service contract, Consolidated Management Company has the right of first refusal for all college events on and off campus. No catering by other vendors or businesses is permitted on campus. Consolidated must provide catering service for all college events, activities and meetings. Informal potlucks are the only exception.

Off Campus Events/Activities/Meetings

Contact the Director of College and Community Activities to insure your off-campus college event, activity or meeting is on the master calendar.

Maintaining a master events calendar helps to insure multiple college-sponsored events are not competing for the same audience of students, faculty, staff, and community members.

Non-College Events

Cloud County Community College welcomes the use of campus facilities by the community. Contact the Director of College and Community Activities to schedule non-college events on campus.

Lactation Room

CCCC has established a private room on each campus that is available for the lactation needs of mothers. These rooms provide electrical outlets, comfortable chairs, and nearby running water. If you have any questions please call 785-243-1434, ext. 251 or email cwilson@cloud.edu.

Work Order Form

The purpose of this form is to provide our employees with the ability to make requests for maintenance services. This request will be forwarded to the appropriate department and handled in order of priority. Work Order Forms are located in the Business Office and can be submitted to the Director of Community and Alumni Relations.

Time Card Procedures

- Login to iCloud
- Click “Employ Info” located on the yellow bar at the top
- Click “Time Card Entry” on the left side

Support Staff Time Card – Hourly

- Click on the day on the calendar
- Enter hours worked in the box below the calendar for that day
- If leave time is taken on that day, select the type of leave by clicking the drop down arrow and enter the hours of leave taken (Holiday, Personal, Sick, or Vacation)
- If more than one type of leave are taken in the same day, click the + sign and you can enter hours for another type of leave.
- Click “Save Hours” at the bottom to save the hours entered.
- At the end of the month, once all worked and leave hours have been entered, click “Click her to Finalize”
- If you have **worked** over 40 hours in a week, e-mail the Human Resources Assistant to let him/her know that overtime has been worked so that he/she can make sure that you get paid for those hours at the overtime rate.
- If you work 40 hours and have 8 hours of sick leave, you will have 48 hours at regular rate for that week, but no overtime hours.
- Please note that compensatory time can only be used to make your hours equal 40 hours for a given week and cannot be used to put your hours over 40.
- Timecards should be finalized by the 5th of each month.

Faculty/Administrative Time Card

- If leave time is taken, click on the day on the calendar that the leave was taken, select the type of leave by clicking the drop down arrow and enter the hours of leave taken (Holiday, Personal, Sick, or Vacation)
- If more than one type of leave are taken in the same day, click the + sign and you can enter hours for another type of leave.
- Click “Save Hours” at the bottom to save the hours entered.
- At the end of the month, if no leave was take, you must enter hours worked on one day on the calendar to create a timecard entry
- At the end of the month, click “Click her to Finalize”
- Timecards should be finalized by the 5th of each month.

Emergency Text Messaging Communication

The college utilizes ReGroup to send emergency text messages to employees and students. In the event of an emergency you can receive a text message to let you know about an emergency and receive instruction about how to proceed during the emergency. Some examples of emergency notifications are: evacuate the building due to a fire, take shelter due to a tornado, utilize the ALICE training

due to an intruder, or college closings due to inclement weather. For more information about ReGroup contact the Director of Auxiliary Services.

Accounting Policies (F5 – 9/15/2020)

Fiscal Year

The fiscal year of the College shall begin on the first day of July and end on the thirtieth day of June each year.

System of Accounts

The College shall maintain a system of accounts in compliance with State of Kansas regulations and in conformance with Kansas Association of Community College Business Officers Uniform System for Accounting and Reporting.

Annual Audit

The College shall engage the services of an independent certified public accounting firm to conduct an annual audit. The annual audit shall be in accordance with generally accepted accounting standards in the United States, standards applicable to financial audits contained in Government Auditing Standards and with guidance of Kansas Municipal Audit Guide. The College shall follow established bidding procedures for the selection of an independent accounting firm.

Purchasing Procedures (F7 11/17/2020)

The goal of Cloud County Community College's purchasing procedures is to satisfy the requirements for quality goods and services in a timely manner at the most reasonable cost. Our purchasing procedures and practices apply to all departments, activities and funds, regardless of the original source of the funds being used. An exception to this may be goods and services purchased for federal grants that generally have their own restrictions.

Board Approval

All expenditures of college funds including auxiliary enterprises are the responsibility of the Board of Trustees as set forth in K.S.A. 12-105b:

1. Any commitment of college funds cannot be paid until the Board of Trustees has authorized the release of the check, except as provided by K.S.A. 12-105b.
2. Any commitment of \$25,000 or more (except bookstore purchases for resale) must have prior approval by the Board of Trustees.
3. Any commitment of college funds for purchase of goods (or services outside their college employment) from a college employee must have prior approval of the Board of Trustees. Documentation of available comparable cost shall accompany the request to the Board of Trustees.

Bids and Quotes

1. All expenditures for construction or goods and services estimated to be from \$10,000 up to \$25,000 must (*) have quotes from at least two sources based on a common list of specifications so quotes can be compared. The Vice-President for Administrative Services or his/her designee shall obtain these quotes.
2. All expenditures for construction or goods and services estimated to be over \$25,000 must (*) be publicly advertised and have sealed bid quotes through a competitive solicitation process. A competitive solicitation process requires soliciting a minimum of three (3) vendors when circumstances preclude receipt of three (3) bids. The Vice-President for Administrative Services or his/her designee shall obtain these bids.
3. The Board reserves the right to give preferential consideration to in-district bidders including awarding contracts to other than the lowest bidder as long as the Board determines such bid is in the best interest of the college.
4. Sealed bid solicitations shall state the time and date of opening.
5. Sealed bids shall be opened by the President or their designee(s).
6. The Board reserves the right to reject any and all bids.
7. All interested parties are invited to attend bid openings.
8. All bidders shall be informed of the results of the bid opening after the Board has taken official action.
9. (*) A situation when the product or service is practicably available only from one source and competitive bidding cannot be feasibly conducted, the Vice-President for Administrative Services or his/her designee will require justification from the department requesting the purchase via a form. This form must be completed and approved by the Vice-President for Administrative Services who will negotiate terms, price, and issue a purchase order upon Board approval
10. This policy forbids the dismantling of a project or purchasing agreement into segments for the purpose of removing them from the over \$25,000 threshold.

Invoices

It shall be the policy of the Board of Trustees that payment shall be made to vendors only upon the receipt of proper invoice.

Contract Purchasing

The Board of Trustees may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver an instrument in the name of or on behalf of the College District, and such authority may be general or confined to specific instances.

Vendor Protest and Dispute Resolution for Sealed Bids will be addressed as per Kansas Law.

Vehicles and Transportation (F8 - 04/25/2023)

Use of College Vehicles

All College travel must be pre-approved by the appropriate supervisor, using the Travel Requisition Form. College employees and trustees are allowed to drive College owned vehicles. Others who have an official relationship with the College are not excluded. There may be special circumstances when non-college passengers may be transported in College vehicles. All persons traveling in a College vehicle must be listed on the Travel Requisition Form and approved by the appropriate supervisor.

Driver Qualifications

All drivers of College vehicles must be approved through the coordinator of transportation using the Acknowledgement of Receipt of Vehicle and Transportation Policy Form.

Drivers of College vehicles must be authorized by the coordinator of transportation. Drivers' qualifications include:

1. Valid driver's license
2. Employee or trustee of the College
3. Must be at least 21 years of age
4. Drivers at least 18 years of age may be allowed for driving in the Concordia city limits if approved by the Vice President for Administrative Services
5. Review of motor vehicle record

Student Transportation

Students who are representing the College in any fashion will ride in college-approved transportation. Students traveling in College-owned or non-college owned vehicles on college business without a college sponsor is discouraged and allowed only under circumstances approved by the Vice President for Administrative Services.

Student Drivers

If it is necessary to have a student drive a College vehicle, excluding large passenger vans of more than 8 passengers, the following qualifications must be met:

1. A valid driver's license
2. Student drivers at least 18 years of age may be allowed for driving in the Concordia city limits if approved by the Vice President for Administrative Services
3. Authorized-by the Vice President for Administrative Services
4. Submit a completed Acknowledgement of Receipt of Vehicle and Transportation Policy Form to the Coordinator of Transportation

Exceptions to this policy may be made in extenuating circumstances by the Vice President for Administrative Services or their designee.

Traffic Laws

The driver is required to obey all state and federal traffic laws. Cell phone use is prohibited. The driver is personally liable for any fines, traffic, or parking violations received. The Administration shall investigate and take action based on driving convictions in a College owned vehicle. Actions may include, but are not limited to, revocation of college vehicle privileges and/or a written reprimand.

Vehicle Accidents

If an employee or trustee is involved in an accident while driving a College owned vehicle, a report must be made with the appropriate law enforcement agency. Report the accident to the coordinator of transportation as soon as practical, not to exceed 24 hours of the accident

In the event of an accident:

1. A report must be made with the appropriate law enforcement agency.
2. Do not admit negligence of liability.
3. Do not attempt settlement, regardless of how minor.
4. Collect the name, address, and phone number of involved person and witnesses, if possible.
5. Exchange vehicle identification, insurance company name and policy number with the other driver.
6. Take a photograph of the scene of the accident, if possible.
7. Turn in all information to the coordinator of transportation within 24 hours or the next business day.
8. Never leave the scene of an accident without permission from law enforcement.

Off-Campus Travel and Transportation (Field Trips)

The group sponsor must secure advance approval from the appropriate Vice President for all off campus trips for instructional purposes or student activities.

Mileage Compensation

If a College vehicle is not available, compensation for use of personal car for business purposes will be the IRS-approved per mile rate. For employees or trustees who choose not to drive a college vehicle even when one is available, the reimbursement rate will be 60% of the IRS-approved per mile rate. Proof of insurance must be submitted to the Coordinator of Transportation when using a personal vehicle for college travel.

Non-College Use of College Vehicles

Non-college use of College vehicles shall be at the discretion of the President or their designee. If approved, the group using the vehicles will be required to pay for the cost of the use (fuel, per mile charge and driver) of the vehicle.

Off-Campus Travel and Transportation (Extended Airport Travel)

When traveling to/from airports with travel requiring more than a 2-night stay, the employee's personal vehicle is to be used. Mileage compensation will be the IRS-approved per mile rate.

Exceptions may be considered by the Vice President for Administrative Services for the following situations:

1. Hardship of family members at home if family has only one dependable vehicle.
2. Date of submission of the travel request.
3. Number of travelers, which might necessitate multiple vehicles.

Traffic and Parking Procedures (F9 – 10/20/2020)

Obedience to Traffic Regulations

The College is authorized to install and maintain parking space markings to indicate where authorized parking is permitted and to levy fines for violations. The College complies with State Motor Vehicle Code and City ordinances of Concordia and Junction City.

Parking Permit

To have use of college parking, an employee or student must obtain and exhibit the appropriate parking permit. Parking permits are available through the Information Office.

Trailer Parking

The College does not allow the parking of mobile homes/trailers on college property other than those owned by the College.

Emergency Crisis Plan

The college Emergency Crisis Plan is available from the Director of Human Resources.

Computer Usage Procedures (C21 – 7/21/2020)

Purpose

Cloud County Community College owns and operates a variety of computing systems which are provided for the use of CCCC students, faculty and staff in support of the programs of the College and are to be used for education, research, academic

development and public service only. Commercial uses are specifically excluded. All students, faculty and staff are responsible for seeing that these computing systems and equipment are used in an effective, efficient, ethical, and lawful manner.

Unacceptable use of the system is prohibited and is grounds for loss of privileges, as well as discipline up to and including termination.

User Agreement

All users of CCCC computing systems must read, understand, and comply with the procedures outlined in this document. By using any of these systems, users agree that they will comply with these procedures.

Rights

These computer systems, equipment, and accounts are owned and operated by CCCC. CCCC reserves all rights, including the right to terminate without notice, to the computing resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of CCCC, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, State, and local laws.

Privileges

Access and privileges on CCCC computing systems are assigned and managed by the network administrators of the systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed by CCCC.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others. The authorized user is responsible for the proper use of the system, including password protection.

Responsibilities

Users are responsible for maintaining the following:

- *An environment conducive to learning:* The user who uses the computing systems at CCCC to harass, discriminate, make defamatory remarks, or otherwise violate Cloud County Community College policies and procedures, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks are solely responsible for their actions. Users agree that CCCC's role in managing these systems is only as an information carrier. Any violation of this procedure shall not be considered an endorsement by CCCC.

Many of the CCCC computing systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that

CCCC does not assume responsibility for the contents of any of these outside networks.

The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through CCCC systems.

Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).

The user agrees that, if they violate CCCC's policies, procedures, or state and federal laws and transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not CCCC.

- *An environment free of illegal or malicious acts:* The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which he/she is authorized, or any attempt to deprive other authorized users of resources or access to any CCCC computer system shall be regarded as malicious and may be treated as an illegal act.
- *A secure environment:* Any user who finds a possible security lapse on any system is obliged to report it to the system administrators.

Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.

Accounts

The individual is responsible for the proper use of their account.

Confidentiality

Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. CCCC reserves the right to access all information on CCCC computers. Employees have no expectation of privacy as to information and materials on CCCC's information system and the college may review and has access to all information placed on college information systems and equipment. File owners will be notified of file maintenance, in advance, if such notice is practical. If procedure violations are discovered, they will be reported immediately to the appropriate systems administrator and any violations are subject to discipline up to and including termination.

Electronic communications facilities (such as e-mail) are for college related activities only. Discriminatory, Fraudulent, harassing, or obscene messages and/or materials are not to be sent or stored. Violation of these procedures will result in discipline up to and including termination.

System Performance

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any college computer system.

Unauthorized Access

Loopholes in computer security systems or knowledge of special passwords should not be used to damage the computer system, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.

Copyright

Computer software protected by copyright is not to be copied from, into or by using campus computing systems and equipment, except as permitted by law or by the contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased.

Violations

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of the procedures. Such suspected violations will be confidentially reported to the appropriate system administrator.

Violations of these procedures will result in discipline up to and including termination. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College and legal action. Violations may also constitute a criminal offense which will be reported to law enforcement.

Additional Guidelines

System administrators will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of unretrievable mail, responsibility for account approval and other items related to administering the system.

Systems Usage

Two accounts on this system have the ability to read your mail: your own account and the system administrator account. Employees have no expectation of privacy in their email or other accounts. There is no guarantee that your accounts or your electronic mail is private. The systems are not secure, nor are they connected to a secure network.

Bookstore

The bookstore has implemented a new inclusive access program, which provides a copy of digital course materials to students for first-day access. For non-digital textbooks, they offer new, used, and rentals. The bookstore also carries Cloud County Community College apparel, gifts, and class supplies. College employees receive a 15% discounts on apparel items purchase in the bookstore. Orders may be placed online for customers unable to make purchases in-store.

Faculty are responsible to work with their department chair to insure the Bookstore has the most current information about their desired course materials prior to the deadline for each term.

Section V

Safety, Health, and Security

Emergency Crisis Plan

The college Crises Response Plan is available from the Director of Human Resources.

Drug-Free Workplace (C8)

1. All employees of Cloud County Community College should be aware that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the premises of Cloud County Community College. Violation of this policy will result in the same corrective action as described in Policy C7.
2. Each employee of the College will be given a copy of this policy upon employment.
3. All college employees are hereby advised that they will be expected to abide by the terms of this policy and notify the Coordinator of Human Resources of any criminal drug statute conviction for a violation occurring on the premises of Cloud County Community College no later than five (5) days after such conviction.
4. If the employee is involved with the administration of a federal grant, the College will notify the grant-awarding agency within ten (10) days after receiving the above-stated notice from an employee or otherwise receiving actual notice of such conviction.
5. Within thirty (30) days after said notice of such conviction, the College will take the same appropriate personnel action against such an employee as described in Policy C7.
6. The College will make a good faith effort to continue to maintain a drug-free workplace through implementation of the aforementioned policy.

7. These policies are not intended to be in violation of any state or federal statutes. If any portion of this policy is adjudged to be in violation of any statute(s), only that portion in violation will be considered invalid.

Tobacco Usage (F23)

A tobacco –free workplace helps to create a safe and healthy environment for the students, guests, and personnel of Cloud County Community College.

Smoking, tobacco usage, and nicotine delivery devices, in all forms, are not allowed within College owned buildings, vehicles, or College leased or rented facilities, and public areas. Tobacco usage is defined as the burning, chewing, or any other method of inhaling or otherwise consuming any natural tobacco or tobacco-derived products. Some examples include, but are not limited to: cigarettes (clove, bidis, kerteks), electronic cigarettes, cigars and cigarillos, vape pens, juuls, hookah-smoked products and oral tobacco (spit and spitless, smokeless, chew, snuff).

Nicotine Delivery Device means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device.

Cloud County Community College supports students and personnel who want to quit by using tobacco cessation programs. Tobacco cessation programs are available from the college group health insurance provider and from the local hospital.

Weapons (F12 – 9/21/2021)

Cloud County Community College prohibits the possession or use of firearms, explosives, or other weapons on any college campus, with certain limited exceptions which include the use of weapons as part of approved college programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided below. This policy is in accordance with Kansas Board of Regents (“Board”) policy and state law K.S.A. 75-7c01, et seq. This policy shall apply to all persons entering any College facility or leased facility, including students, employees, and campus visitors.

Although not a requirement, Cloud County Community College strongly encourages any individual who chooses to carry a concealed handgun on campus to obtain training from a Kansas certified licensed-to-carry instructor.

Each individual who lawfully possesses a weapon on any CCCC campus shall be wholly and solely responsible for carrying, storing, and using that weapon in a safe manner and in accordance with the law and college policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a weapon to use it in defense of others.

It is a violation of college policy to (1) possess a firearm under the influence of alcohol or drugs, (2) discharge a firearm in violation of Kansas law, (3) discharge a firearm within

or into the corporate limits of any city in violation of Kansas law, and (4) otherwise possess, store, transport, trade, sell, or in any other way use a weapon in violation of Kansas law.

Title IX (E17 – 12/2021)

Rationale for Policy

Cloud County Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected characteristic, and retaliation for discrimination and harassment based on a protected characteristic, and retaliation for engaging in a protected activity.

Cloud County Community College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Cloud County Community College has developed policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of a protected characteristic, and for allegations of retaliation.

<https://www.cloud.edu/about/board-of-trustees/policies/>

Cloud County Community College has determined that the following administrators are Officials with Authority (OWAs) to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these OWAs may also accept notice or complaints on behalf of the Recipient.

Officials with Authority:

Name: Amber Knoettgen, President
Address: 2221 Campus Drive Concordia, KS 66901
Phone: 785-243-1435 x 201

Name: Caesar Wood, Vice President of Administrative Services
Address: 2221 Campus Drive Concordia, KS 66901
Phone: 785-243-1435 x 202
Email: Caesar.wood@cloud.edu

Name: Dr. Brandon Galm, Interim Vice President of Academic Affairs
Address: 2221 Campus Drive Concordia, KS 66901
Phone: 785-243-1435 x 248
Email: Brandon.galm@cloud.edu

Name: Brandt Hutchinson, Vice President for Student Services
Address: 2221 Campus Drive Concordia, KS 66901
Phone: 785-243-1435 x 340
Email: brandt.hutchinson@cloud.edu

Name: Matt Bechard, Athletic Director
Address: 2221 Campus Drive Concordia, KS 66901
Phone: 785-243-1435 x 291
Email: mbechard@cloud.edu

Inquiries may be made externally to:

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

Locally, OCR may be contacted at:

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

For complaints involving an employee-on-employee conduct: Equal Employment Opportunity Commission (EEOC)

Kansas City Area Office
Gateway Tower II
400 State Ave, Suite 905
Kansas City, KS 66101
913-340-8810

Notice/Complaints of Discrimination, Harassment, and/or Retaliation

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

- 1) File a report or Formal Complaint with, or give verbal notice to, the Title IX Coordinator or deputy/deputies/Officials with Authority. Such a report or Formal Complaint may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail, to the office listed for the Title IX Coordinator or any other official listed.
- 2) Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. Cloud County Community College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant.

Because reporting carries no obligation to initiate a formal response, and because Cloud County Community College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows Cloud County Community College to discuss and/or provide supportive measures.

- 3) Reports may also be directed to the Director of Human Resources, 785-243-1435 x 251 or cwilson@cloud.edu or the Director of the Geary County Campus, 785-238-8010 x 723 or jzaboktrsky@cloud.edu.

As used in this Policy, the phrase “Formal Complaint” means a document or electronic submission (such as by electronic mail) which indicates that the Complainant is the person filing the complaint, and requests that Cloud County Community College investigate the allegations. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Care Team

Purpose:

The Team exists as a proactive, multi-disciplinary program in support of the safety, health, and well-being of all students, faculty, and staff. Its goal is to provide a structured positive method for addressing student behaviors that may adversely impact the college community, the mission of the College, and may involve mental health and/or safety issues.

The Team consists of a group of qualified college professionals who are likely to become involved with and/or receive information pertaining to a student of concern. The Team meets regularly to support students who may have “red flags” over time, detecting patterns, trends and disturbances. The Team receives reports/referrals of disruptive, problematic, or concerning behavior or conduct, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The Team then deploys its resources and coordinates follow up.

Reasons for Referral:

Reasons for submitting a concern include, but are not limited to the following:

- Behaviors or threats (direct or implied) that may entail risk of harm to self or others, including but not limited to: self-injurious behavior/suicidal thoughts or attempts, aggression toward others, bullying, stalking, and hazing.
- Erratic behavior (including online activities), that disrupt the mission and/or normal proceedings of students, faculty, staff, or community, including but not limited to: weapons on campus, significant inappropriate disruption to the community, disturbing electronic media postings, inappropriate behavior in which safety is compromised.
- Belief that a student’s emotional well-being is deteriorating or at significant risk.
- Substance abuse or a mental health concern resulting in the need for medical intervention, including transportation to the hospital.
- A report may be submitted due to general concerns about a student’s emotional well-being, or concerns about treatment to one’s self or to others by a student.
- It is not necessary that the person submitting a concern be absolutely certain as to whether or not a submission is appropriate; however, submitting a concern should never be done for malicious or retaliatory reasons, and should be based upon genuine concern.
- The team evaluates each report and if a genuine “threat” exists, the Team will deploy what resources necessary to provide support to the student.
- Care Team members will assist the student in coordinating with resources and check in on their progress.
- In the event that a student is perceived to be at risk of harm to self or others, the Care Team will coordinate with appropriate college offices to assist the student.
- The Care Team may determine that there is no need to take any further action but will monitor the situation and concern.

This employee handbook is not a contract and nothing contained herein is intended to create or imply a contractual relationship.

7/5/2023