

Independence Community
College Board of Trustees
Policy and Procedure
Manual 2023-2024
Updated January 5, 2024

PROCESS FOR SUBMITTING NEW OR REVISED POLICIES OR PROCEDURES

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

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

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ACADEMIC SECTION INDEX

Legend: Academic: ACD

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

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

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

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

FINANCE SECTION INDEX

Legend: Finance: FIN

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

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

Procedure

Tuition and Fees Collection

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

CODE:	FIN - 402
SUBJECT:	Budget
ADOPTED:	July 13, 1999
REVISED:	May 14, 2018

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

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

Procedure

Purchasing

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

Rules Governing Purchases

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

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

Steps to Purchasing Goods or Services

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

- date and time of all received bids opening, and
 - date and time winning bidder announced. Bidders are given the opportunity to be present during the bid opening date/time and to review other vendor submitted bids. No alterations to original submitted bid will be allowed by any vendor unless the College elects to solicit additional information from all bidders. All bids must be sent sealed and addressed directly to the Business Office. All bids will remain sealed until the date and time advertised for bid opening.
8. Contact the Business Office for vendor verification.
 9. Complete the electronic Requisition form using GP Requisition/Purchasing System
 10. Obtain Cabinet-level manager approval through GP electronic approval system for Purchase Requisition.
 11. Retrieve Purchase Order number for approved Purchase Requisition form GP Purchasing system.
 12. Order goods or services from vendor.
 13. Receive goods or services:
 - Contact the Business Office upon discovery of any problem or discrepancy, referring specifically to the purchase order number, invoice number, invoice date and identification of goods/services/invoice issue.
 - Payment to the vendor will be withheld until such problem or discrepancy is resolved.
 14. Request vendor payment.
 15. Check
 - Submit a copy of the invoice, with Purchase Order Number and Cabinet-level initials, to the Business Office.
 16. Note: Partial Payment Requests should be entered on separate requisition lines but will use the same PO#. An indication of partial payment needs to be made on each invoice.
 17. Purchase Card
 - Perform steps 1-13
 18. All paperwork will be filed in the Business Office in check number order.
 19. Business Office releases checks approximately every two weeks. Fiscal Officer may release some payments early as needed. A report of payables is reviewed and approved at the monthly Board of Trustees' meeting.

Purchase Card

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

1. Use of a purchase card follows the same rules governing purchases as in the Purchasing procedure. Bids for some travel expenses may not be practical when the \$250 level is reached, but prior approval of travel expenditures is required. Purchase card holders are not eligible for cash advances.
2. Employees must follow the Card Holder Agreement for permissible use and restrictions. They must also follow travel procedures (i.e., meal spending limits, meal gratuity limits, etc.).
3. Cabinet-level manager provides prior approval of any purchase card expenditure.
 - Travel request, with approximate purchase card expenditures delineated.
 - Purchase order, with specific amounts for purchase, taxes, fees, shipping, etc. delineated.

4. It is the responsibility of the employee card holder to keep and maintain all receipts prior to submission to the Business Office.
 - A Missing Receipt form may be substituted for a lost receipt.
 - Only one Missing Receipt form is permissible per monthly submission.
5. Accounts Payable accountant provides employee card holders with monthly activity statements.
6. Purchase explanations are made via the "Credit Card Summary." The employee must provide the following with their monthly submissions:
 - List of all transactions in order of how they appear on the statement.
 - Attach receipts for all purchases (or a Missing Receipt form) to 8 1/2 x 11 sheets of white paper.
 - Detailed information on the amount of the purchase, the date of the purchase, and specific information as to the purchase.
 - Receipt must contain itemized detail, Purchase Order Number, and Cabinet Level-Supervisor's initials.
 - Meal purchases made for more than one person must have documentation including an agenda, a list of all participants, and the business reason for the meal.
 - All submissions of purchase card use must be received by the Business Office no later than 10 days following the day they were originally distributed by the Accounts Payable accountant.
7. Employees who do not follow the requirements of this procedure are subject to progressive discipline, including loss of purchase card privileges, required reimbursement of monies spent with the purchase card, and possible termination of employment.

Purchasing - Technology

The following policies relate to adding network lines, adding additional computers and printers, and computer installations. These policies are necessary in order to control the total College costs related to the support and replacement of the computers and related items and to provide a timelier installation of new computers. Each computer or printer network line incurs costs related to installation, upgrading, support, software licensing, Internet connection, etc. The following policies have been adopted to help control the total costs for this computer support.

Replacing a computer or printer. A new computer/printer purchase is considered a replacement when an older computer or printer is returned to the Department of Information Technology. The replacement of a computer or printer must be initiated by the Division Chair and have appropriate budget funds allocated. It also requires the approval of the Academic Dean, Departmental Directors or their designated representatives.

Adding a computer or printer. A new computer/printer purchase is considered an additional computer or printer when an older unit is not returned to the Department of Information Technology. The addition of a computer or printer must be initiated by the Division Chair and approved by the Academic Dean (academic departments), Departmental Directors or their designated representatives (administrative departments).

Redeployment of computer. To request a redeployment of an existing computer, please submit a request to helpdesk@indycc.edu. **Files existing on the computer will not be transferred.**

Network lines. A Division Chair should contact the Department of Information Technology to request installation of a new network line or for the re-activation of an unused network line. The Department of Information Technology will charge the department the cost of the line installation.

ICC provides each employee with a Primary Office computer that will be replaced on a regular basis. Additional computers, e.g., computers for certain research needs or specialized job requirements, are allowed with the approval of the Academic Dean (academic departments) or Departmental Directors or their designated representatives (administrative departments). Additional computers will not be automatically replaced through the normal annual budget process.

Notebooks. Because notebook computers cost more than desktop systems, the purchase of an additional notebook computer or a notebook computer to replace a desktop unit must be approved by the Academic Dean (academic departments), Departmental Directors or their designated representatives (administrative departments) before the purchase is initiated.

Mobile devices. Purchases of iPads and other approved tablet devices are authorized for college employees who are vice presidents, deans, associate/assistant vice presidents, and associate/assistant deans. Other employees needing such a device must demonstrate the need and purpose for the device and have approval in the form of an email or signed letter from their Academic Dean (academic departments) or Departmental Director (administrative departments) requesting that a tablet device be purchased. Tablet devices are not considered an employee's primary computer and are not part of the replacement cycle used for departmental capital budgeting.

Non-standard systems. The campus computer standards are the Lenovo, HP, and Apple lines of computers. The purchase of any non-standard computer is an exception and requires approval from the Academic Chair and Dean for academic departments or Departmental Director or their designated representatives for administrative departments.

Printers. The standard printer for departments is a high-end laser printer. All printers should be connected to the campus network; every printer should provide printing services for several computers. Non-networked printers will not be installed without approval from the Academic Dean (academic departments), Departmental Director or their designated representatives (administrative departments).

Projectors. The purchase of a display device (projector, flat panel display, etc.) must be initiated by the Division Chair and approved by the Academic Dean (academic departments), Departmental Director or their designated representatives (administrative departments).

Externally funded purchases. Unless otherwise specified in the applicable grant or contract agreement, all computer technology purchased with external funds is the property of Independence Community College, and as such is subject to the ICC computer software, network, support, and disposal policies, as well as ICC software agreements.

Warranty. A three-year warranty is required on all computer and projector purchases.

Software. Departments must contact the Department of Information Technology before purchasing any software. ICC has purchased site licenses and/or volume licenses for many software packages. It is possible that the software you need is already available at no additional cost.

All software license agreements/contracts must be reviewed by the Department of Information Technology and the Business Office and signed by the Chief Financial Officer.

Purchasing - Travel

1. Employees are expected to obtain the least expensive, most cost-effective form of transportation with regard to the benefit of the College. Travel, either by an employee or guest, must be approved by the appropriate Cabinet-level manager using the appropriate College Travel Request Form. Employees who do not obtain prior authorization for travel, either for themselves or a guest, risk being personally responsible for the expenses incurred around said travel. All requests for travel for college business must be initiated at least seven working days prior to the travel. Travel advances are limited to the amount of the anticipated expense and reimbursed for actual expense with receipts. Employees who overspend travel advances may not be reimbursed for their extra expenditures.
2. The College will pay (or reimburse) coach class airline travel for college-related business. If business class or first class travel is utilized, the employee will pay for the difference in the purchase price of the ticket. College-paid airline travel must be booked no less than two weeks prior to departure.
3. Travel advances will not be provided to employees who have a college purchase card.
4. Employee expenses for meals, gratuities and incidental expenses will be covered to a maximum of \$50 per day when an overnight trip is required for college business. Receipts are required for meals and gratuities. Alcohol may not be purchased using College funds, nor will alcohol purchases be reimbursed as an expense. The College recommends and will pay (or reimburse) for tips or gratuities associated with a meal to a maximum of 15% of the cost of the meal.
5. IRS regulations dictate that in order for the cost of a meal to not be considered as income to an employee it must meet the following criteria:
 - It must be only on an occasional basis. It cannot be regular, frequent, or routine.
 - It must involve a legitimate business transaction whereby the College will benefit as a result of the meal.
 - Proof of a business discussion should be provided. Include with receipts a meeting agenda outlining topics of discussion and the business results expected with the names of each of the participants.

Based on the aforementioned IRS criteria, College employees must ensure meals eaten locally are only done on an infrequent basis; that they involve the College benefiting from business transacted during the meal; and that documented proof of the business meeting during the meal is provided. Pizza or a meal brought in so employees can work through lunch or stay late is appropriate based on prior approval by the specific Cabinet-level manager.
6. Prior to an employee receiving reimbursement for the use of his or her personal vehicle for business purposes, three things must occur:
 - The employee must submit a Vehicle Request Form to the Maintenance Department at least seven working days prior to the intended trip.
 - The Maintenance Department must respond that an appropriate vehicle is not available for the timeframe requested; and
 - As a result of not having a college vehicle available for use, the cost of mileage reimbursement is determined to be a lower overall cost to the College than renting a car. The College will pay (or reimburse employees) for mileage, at a rate equal to the current monthly State mileage reimbursement rate. Employees are prohibited from using a college purchase card to purchase gasoline or any other items for their personal vehicles. Funds for the operation or

- maintenance of a personal vehicle must be provided by the employee, which are then reimbursed by the College. The most direct route from 1057 W. College Avenue, Independence, KS to the intended destination and back shall be determined by using MapQuest or Google Maps when calculating mileage. Side trips of a personal nature will not be reimbursed.
7. College owned or leased vehicles should be the first choice for transportation when employees travel on college business. When travel involves air transportation, College vehicles should not be used for traveling to the airport. Travel Request Forms for College leased vehicles must be submitted a minimum of at least seven working days prior to the expected travel date. When College vehicles are not available, employees are expected to contact the Director of Maintenance to provide assistance in the evaluation of the differences in expenses to the College between obtaining a rental car versus using their personal vehicles.
 8. When renting cars or vans, employees are expected to rent a vehicle suitable to their needs. Contact the Business Office for discount coupons to Budget Car Rental, as available, when your travel involves renting a vehicle.
 9. Upon return from travel, the Travel Request and the Travel Reimbursement forms must be submitted for payment and/or reimbursement. Employees must accurately account for their travel, meals, and business expenses. Evidence of travel expenses includes receipts, statements, or expense accounting. Incidental expenses (miscellaneous tips, parking fees, baggage storage, etc.) require no receipts. Any remaining cash advance should be submitted to the Business Office with the Travel Reimbursement form, appropriate documentation, and approvals within 72 hours following travel. Employees who exceed spending limits will be required to reimburse the College within 72 hours following travel.
 10. The College will pay (or reimburse employees) for the following:
 - Reasonable personal lodging costs
 - Bus/shuttle
 - Airport Parking
 - Turnpike Tolls
 - Hotel Parking
 - Parking Garage Parking
 - Postage; and
 - Work supplies.
 11. Personal expenses (clothing, toiletries, personal items, gifts, donations, alcohol, movies or theaters, tobacco, sightseeing, etc.) will not be paid nor reimbursed by the College. Misuse of vehicles, resources and/or College travel opportunities may result in disciplinary action.

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

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

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

The chief finance officer shall be responsible for assuring that federal and Kansas statutes, Kansas audit guidelines and Board policies are followed. These responsibilities shall include maintaining record(s) of accounts receivable and payable; state, federal and county reports; campus financial operations; activity accounts; and assuring that an annual audit is completed. Upon approval of the chief finance officer, tuition and fee refunds may be provided by the Business Office for account resolution.

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

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

Procedure

Policy on Gift Solicitations and Naming Opportunities

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

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

Gift Solicitation Program Types

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

Types of Gifts

1. Unrestricted Gift: gifts that are not restricted by the donor are unrestricted, and the College uses those gifts in ways that advance the strategic priorities of the College. It is understood that any gift received without restriction will be classified as unrestricted.
2. Temporarily Restricted Gifts: a temporarily restricted gift has a donor-imposed restriction that permits the organization to use up or expend the donated assets as specified and is satisfied either by the passage of time or by actions of the organization.
3. Endowment or Permanently Restricted Gift: gifts that have a donor imposed restriction that stipulates that resources be maintained permanently but permits the organization to use up or expend part or all of the earnings described from the donated assets.
4. Non-monetary Gift: besides monetary gifts, Independence Community College and the ICC Foundation also receive non-monetary gifts. All non-monetary gifts must be reviewed and approved by the CEO of the organization receiving the gift. These gifts will only be accepted after a determination that the gift is either readily marketable or sufficiently related to one of the purposes and/or the Strategic Plan of the College. Non-monetary gifts may be of the following types:
 - Securities – gifts of stocks and bonds which will be sold for the ICC Foundation to receive the cash benefit or held to receive dividends or other earnings.
 - Gifts in Kind – gifts of tangible items that Independence Community College or the ICC Foundation are willing to receive.
 - Life Insurance Policies – a method for donors to give substantial gifts. When such gifts are made, the “Independence Community College Foundation” must be named as both the beneficiary and the owner of the policy. To ensure that such gifts comply with the general policies of the Foundation, the Foundation Director should be consulted prior to the gift of the policy.
 - Gifts in Trust - Charitable remainder and charitable lead trusts require correct drafting that is often complex, and therefore require the review of the Foundation Executive Director prior to execution by the donor and approval of acceptance by the Foundation Board of Directors. Generally, the minimum charitable remainder and lead trust gift should be \$100,000.
 - Gift Annuities - gift annuities to the “Independence Community College Foundation” must be approved prior to acceptance. Gift annuities are not encouraged since such arrangements may obligate the Foundation to an amount in excess of the gift property.
 - Retirement Asset Gift - retirement plan assets, including IRAs, 403(B) plans, 401(K) plans and other plans
 - Bequest Gift - A donor may arrange under legal contract expressed in his/her will, that the ICC Foundation is a designated beneficiary to receive a direct gift from the estate. A donor may also arrange, after the death of a named beneficiary, that the principal or some of the surviving estate will become the property of the ICC Foundation. A bequest intended for the ICC Foundation should be made to “The Independence Community College Foundation.” Bequests are typically of two types:

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

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

Naming'

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

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

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

General principles:

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

Types of Gifts for Naming Commitments

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

Guidelines for Naming Physical Facilities

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

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

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

Building	\$250K - \$1M
Large meeting or social space	\$50K - \$100K
Lab space	\$25K - \$75K
Classroom	\$10K - \$50K
Recreational space	\$10K - \$50K
Clinical exam room/surgical centers	\$25K - \$40K
Lab station	\$8 -12K
Small meeting space	\$8 -12K

Guidelines For Naming Endowed And Un-endowed Funds

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

General principles are:

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

Guidelines For Naming Departments, Programs or Events

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

Approval Process for Naming of Facilities, Endowed Funds or Programs

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

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

1. All proposed names for buildings and other facilities should be held in strict confidence during the review and approval process. Discretion is paramount.

2. The President's Office shall be responsible for maintaining a record of named rooms, buildings, grounds, and other spaces, as well as named programs or events. The ICC Foundation shall be responsible for maintaining a record of endowed funds.
3. Unforeseen circumstances may make it impossible for a donor to complete a pledge commitment after the commitment has been recognized through a naming. The College and the ICC Foundation will make every reasonable effort to work with the donor to create a plan for completion of the commitment. In some circumstances, however, it may be necessary to remove a name from a facility, physical space, academic program, scholarship, or fund, due to incompleteness of a pledge. In such cases, the funds already contributed will be used to fulfill as nearly as possible the same general purpose of the original pledge.
4. In the extraordinary situation where circumstances relating to the naming may bring disrepute to the College, the Independence Community College Board of Trustees reserves the right to deny a naming or change or remove the name from any existing named space or recognition opportunity. If a name is removed or changed, the contributed funds will either continue to be used to fulfill as nearly as possible the original purpose of the donation or returned to the donor. It is understood that the College may have made substantial commitments of its own as a result of the original gift, and thus the return of the gift to the original donor will be made rarely, only under unusual circumstances, and will be approved by the Independence Community College Board of Trustees.

Endowment and Quasi-Endowment Fund Policies

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

Endowed Chair – Named

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

Endowed Professorship – Named

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

Endowed Visiting Professorship – Named

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

Endowed Fellowships – Named

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

Endowed Lectureship – Named

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

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

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

Endowment Contingency Clause Guidelines

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

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

PERSONNEL SECTION INDEX

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

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

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

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

Procedure

Leaves of Absence

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

Sabbatical

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

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

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

Procedure

Leaves of Absence

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

Personal

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

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

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

Procedure

Leaves of Absence

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

Sick

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

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

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

Sick Leave Pool

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

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

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

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

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

Procedure

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

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

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

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

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

Procedure

Tuition, Fees, and Use of Books Benefit

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

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

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

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

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

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

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

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

Procedure

Vacation

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

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

Exempt (salaried) Full-time Employees

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

Non-Exempt (hourly) Full-time Employees

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

Non-Exempt (hourly) Continuing Part-Time Employees

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

20 hours maximum per year

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

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

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

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

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

Procedure

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

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

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

Procedure

Professional Education

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

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

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

Procedure

Evaluation/Performance Review

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

CODE:	PSL – 711
SUBJECT:	Ethics
ADOPTED:	February 16, 1999
REVISED:	October 17, 2022

Policy Statement

Independence Community College (“ICC” or the “College”) is committed to promoting an atmosphere of professionalism and an educational environment where the dignity of each person is appreciated. The College values integrity and respect for the rights of others and asks that faculty, staff, volunteers, trustees, and vendors demonstrate respect in all interactions with other members of our campus community. The College is committed to upholding the highest standards of ethical conduct and holds its faculty, staff, volunteers, trustees, and vendors be honest, ethical, and transparent.

Abiding by these standards promotes mutual trust and public confidence in ICC as we strive for excellence in our pursuit of knowledge. Our core values are the foundation of our institution and are essential to sustaining an environment where we can learn, teach, work, and thrive. Every member of the ICC community (faculty, staff, volunteers, trustees, and vendors) has the responsibility to abide by local, state, and federal laws in addition to following all college policies, procedures, and processes.

Integrity is defined as being accountable to be honest, ethical, and transparent. Each member of the ICC community should strive to demonstrate honesty and transparency in communication and ensure their behavior maintains the highest level of integrity. Employees should act in the best interest of the College and ensure that they make decisions that are free of conflicts of interest, nepotism, and self-dealing. Employees should not use resources for personal benefit or engage in actions that have the appearance of impropriety.

Respect is reflected in consideration of the rights of others, including all rights to freedom of speech. Respect is foremost in our commitment to ensure diversity and enrichment in all that we do. The College maintains a discrimination-free and harassment-free educational and work environment. ICC community members should consider the rights of others in their interactions with colleagues, students, and other community members. In their roles as college officials, employees shall listen with an open mind and strive to tactfully and accurately address misunderstandings that negatively impact College operations.

Stewardship and Compliance. ICC community members must comply with laws, rules, and regulations governing ICC. Compliance is both a legal and ethical mandate. Noncompliance can have significant consequences for ICC and ICC community members, which include damage to the College’s reputation, loss of external funding, financial penalties, loss of accreditation and criminal prosecution. Members of the ICC community shall seek guidance from their supervisor or Cabinet member to clarify the laws, rules, and regulations impacting their official duties.

Disclose and Avoid Conflicts of Interest. ICC employees are expected to devote their primary efforts to the ICC mission. Employees must ensure that their outside employment and/or activities does not interfere with their performance of their official duties. Additionally, if an employee is engaged in an outside activity that may create a conflict of interest or of commitment, or the appearance of such conflict, the employee must disclose as much to the employee's supervisor or Cabinet member. The supervisor or Cabinet member will work with the employee to manage the potential conflict.

Reporting Suspected Ethics Policy Violations. All members of the ICC community have a responsibility to follow College policies and procedures and adhere to applicable laws and regulations. Employees must, and other ICC community members may, report reasonably suspected violations of college policies and procedures, including ethical violations. Members of the ICC community with concerns about suspected unethical behavior or noncompliance with college policies are encouraged to contact their supervisor or a Cabinet member. Retaliation against a member of the ICC community for good faith reporting is strictly prohibited by federal law, state law, and/or ICC policies.

Consequence of Ethical Violations. Except as provided in other ICC policies, employees are required to cooperate fully with authorized ICC internal investigations. Failure to cooperate and/or a finding that an individual engaged in a violation of the Ethics Policy may subject the individual to disciplinary action, up to and including termination of employment or contractual relationship.

CODE:	PSL – 712
SUBJECT:	Early Retirement
ADOPTED:	February 16, 1999
REVISED:	November 21, 2013; July 19, 2021

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

Procedure

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

All requests for early retirement should include the following information:

- A statement of the applicant's desire to take early retirement, date of retirement,
- the applicant's birthday and age on the date of retirement,
- the current mailing address and telephone number of the applicant,
- the number of years applicant has been employed by the College,
- the total number of years of service credit recognized by KPERs,

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

Should the Board of Trustees decide to discontinue the Faculty Early Retirement Plan, all faculty members who were on the program prior to the non-adoption will continue the program until the completion of their Social Security full retirement age (FRA).

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

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

Procedure

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

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

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

CODE:	PSL – 714
SUBJECT:	Concealed Carry
REVISED:	November 8, 2018

In accordance with K.S.A. 75-7c01 et seq., the carrying of a concealed handgun as authorized by the Personal and Family Protection Act is not prohibited on property owned or leased by the College.

Procedure

Firearms

Section 1. DEFINITION OF TERMS

“**Handgun**” is defined as a pistol or revolver 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 any other weapon which will or is designed to expel a projectile by the action of an explosive and is designed to be fired by the use of a single hand.

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

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

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

“**Campus facilities**” is defined as the spaces on Campus property with defined enclosures for a designated use, such as an academic building, a residence hall, a theatre, an athletic field, or stadium, but Campus

facilities do not include open spaces, parking lots and recreational trails, even when those areas are enclosed by fencing or walls.

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

Section 2. FIREARMS ON CAMPUS PROPERTY GENERALLY PROHIBITED

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

Section 3. PERSONS AUTHORIZED TO CARRY A FIREARM

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

Section 4. PERSONS PROHIBITED FROM AUTHORIZATION TO CARRY WEAPON

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

1. Does not comply with this policy.
2. Is ineligible, prohibited or disqualified by law to carry a concealed firearm in Kansas.
3. Has been arrested for or charged with any assault, battery, stalking, crime of violence, or a felony, and has such case pending.
4. Has been convicted of assault, battery, stalking, any crime of violence, or a felony; or

5. Is restricted or restrained from contacting or communicating with another person pursuant to a no-contact directive or restraining order from Independence Community College or from any court or agency.

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

Section 5. PENALTY FOR VIOLATION OF WEAPONS POLICY

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

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

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

Procedure

Academic Freedom

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

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

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

CODE:	PSL - 716
SUBJECT:	Alternative Work Arrangement Policy
ADOPTED:	May 18, 2020

The purpose of this policy is to set the standards for a consistent process and treatment of employees regarding alternate work arrangements at Independence Community College (ICC).

Availability of an alternate work arrangement is at the discretion of the college and subject to change with or without notice.

This policy applies only to non-faculty employees and any future references to employees in this policy refer to non-faculty employees.

Definitions

- Telecommuting - A work arrangement in which a supervisor authorizes an employee to perform their usual job duties away from their central workplace in accordance with an active alternative work agreement.
- Flex Time – An adjusted work schedule in which a supervisor authorizes an employee to perform their usual job duties outside of normal working hours of 8am to 5pm in accordance with an alternative work agreement.
- Central Workplace – Independence Community College campuses.
- Employee - A person employed by the college pursuant to the Board of Trustees policies.
- Alternate Work Arrangement Agreement (Work Agreement) - The written agreement between the college and the employee that details the terms and conditions of an employee's work schedule whether away from or at the central workplace. Work agreements are required for any alternate work arrangement.

Work Schedule - The employee's hours of work in the central workplace and/or in the alternate work location.

Procedures

Alternate work arrangements are not to be considered a universal employee benefit or right. No employee is entitled to or guaranteed the opportunity to an alternate work arrangement. Administration is responsible for the continued successful operations of the college and thus has the sole discretion to designate positions and/or individuals for an alternate work arrangement.

Alternate Work Arrangements do not change the conditions of employment or required compliance with laws and policies. Employees working on an alternate work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, time and attendance and leave policies. Divisions must ensure that procedures are in place to document the work hours of employees in alternate work arrangements ensuring compliance with the Fair Labor Standards Act. Supervisors may require employees to report to a central workplace or video conference as needed for work-related meetings or other events or may meet with employees in the alternative work location as needed to discuss work progress or other work-related issues.

If a holiday falls on an employee's scheduled day off as a result of an alternate work arrangement, the employee's supervisor will make appropriate schedule adjustments to accommodate the holiday.

Requests for alternate work arrangements should be initiated by the employee's supervisor and should establish the business justification for the alternate work arrangement.

The supervisor should consider material and equipment needs when drafting a proposal for an alternate work arrangement with the goal of making the arrangement cost-neutral, i.e., no more equipment, supplies or expense should be necessary as a result of the alternate work arrangement than would be needed in the original work location.

Approved alternate work arrangements must be initiated through a formal alternate work arrangement agreement. At a minimum, this agreement will establish:

- 1) That the agreement may be revoked any time without cause by written notification of the college or upon request by the employee.
- 2) That the agreement will be reviewed periodically for compliance and to insure the continued business justification for the work agreement.
- 3) The employee's work schedule.
- 4) The employee's work location(s).
- 5) How communications between the employee, supervisor, colleagues, and others will be maintained.
- 6) Exclusions of liability for the college and the State related to injury or property damage to third persons at employee maintained home-based work locations.
- 7) An indemnification and hold harmless clause releasing the college and the State from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's acts, omissions, bad faith, willful misconduct or negligence excluding acts within the scope of the employee's employment.
- 8) The employee's status during emergency or weather-related closings.

If approved for an alternate work arrangement, the employee is expected to maintain appropriate levels of productivity and quality of work. If working from a home-based location, the employee will be expected to make arrangements which allow the work site to be a productive work environment during the agreed upon work hours. Alternate work locations are considered extensions of the employee's central work location during the time period outlined in the Alternate Work Arrangement Agreement.

The college will not be responsible for any additional costs associated with alternate work locations such as utilities, home maintenance, etc. The employee will be responsible for any tax implications of a home-based work location. For a home-based work location, the employee will be responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee. The employee will be responsible for compliance with any local zoning ordinances or other restrictions related to maintaining a home-based work site. The college will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions.

Employees must follow college approved data security policies and procedure for protecting confidential information.

The employee will be responsible for securing any materials, documents and/or equipment transported from the college.

The supervisor will use the college's normal performance management system to clearly define the performance expectations and to assess the employee's performance. If a decline in performance is noted, the arrangement will be canceled.



Alternative Work Agreement

Employee: _____ ICC ID# _____

Department: _____ Position Title: _____

___ Telecommuting ___ Flex Time Alternate Work Location: _____

Agreement Start Date: _____ Agreement End Date: _____

Alternate Work Schedule (Hours)					
	On-Site		Off-Site		Hours
	Start Time	End Time	Start Time	End Time	Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
			Total Hours Scheduled		

Conditions:

- ☐ This agreement may be severed at any time by the college or upon request of the employee.
- ☐ The employee will indemnify and hold the college and the State harmless from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from injury or property damage to third persons at employee maintained home-based work locations.
- ☐ The employee will indemnify and hold the college and the State harmless from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's willful, malicious, or criminal acts or omissions or for acts or omissions done for personal gain.
- ☐ Employee agrees to maintain frequent communication with supervisors, colleagues and others via: (list home office number/cell phone number, etc.) _____

Comments: _____

This document establishes an alternate work arrangement per the stipulations of ICC Policy PSL-716, Alternate Work Arrangements. By signing below, the employee agrees to abide by all stipulations stated therein.

Employee Printed Name _____ Employee Signature _____ Date _____

Supervisor Approval _____ Division VP Approval _____ Human Resources Approval _____ Date _____

STUDENT SECTION INDEX

Legend: Student: STU

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

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

Procedure

Campus and College Intervention for Student Behavior

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

Classroom:

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

Campus:

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

Residence Halls:

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

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

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

CODE:	STU - 803
SUBJECT:	Student Grievance
ADOPTED:	August 11, 1999
REVISED:	November 8, 2018

Students shall be responsible for their own academic success. The Student Grievance Procedure shall resolve any conflict not otherwise resolved by another specific complaint resolution process.

Procedure

Student Grievance Procedure

Purpose

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

1. The receipt of a grade.
2. The receipt of academic sanctions.
3. The receipt of sanctions relating to student behavior; or
4. Established College policies or procedures themselves.

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

Procedures

Students must follow the following procedures:

1. Step One:

- ☐ A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution.

2. Step Two:

- If this informal conference does not resolve the situation, the student may file a written grievance within five working days of the informal conference to the department head of the College official who allegedly misapplied the College policy, procedure, or practice. The student will submit his/her grievance and additional written documentation or other evidence electronically through the College's complaints system. A copy of the submission will be sent to the employee's supervisor and the Vice President overseeing the department involved in the grievance.
- ☐ The student and department head of the College shall meet within five class days after receipt of the grievance materials.
- The department head of the College shall provide the student a written decision within five class days following the meeting, with a copy of the written decision going to the employee's supervisor and the Vice President overseeing the department involved in the grievance.

3. Step Three:

- If the initial formal decision is averse to the student, he/she may appeal the decision to the Vice President overseeing the department involved in the grievance within five working days thereafter by submitting his/her appeal electronically through the College's complaint system.

- The Vice President overseeing the department involved in the grievance will be provided copies of all previously considered materials and forms from the student and written materials from the employee on which the earlier decision was based.
- The Vice President overseeing the department involved in the grievance will review all supporting materials submitted as well as any other relevant materials and will meet with the student and the employee (individually or together, at the discretion of the Vice President overseeing the department involved in the grievance) within five working days thereafter to further discuss and clarify the question at issue.
- The Vice President overseeing the department involved in the grievance will render a written decision to the student and the employee within five additional working days
- The decision on appeal at this level is final.

Additional Information

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

CODE:	STU - 804
SUBJECT:	Student Organizations
ADOPTED:	October 19, 2020

To be a recognized ICC student organization requires the approval of the Director of Student Life. Once officially recognized, a student organization is entitled to certain privileges not otherwise available. Student organizations recognized by the College must: follow all College policies and procedures; use organization funds for only organization activities; have at least one college employee serve as an advisor; and have as members only currently enrolled ICC students.

Student organizations who complete the registration process will be entitled to representation on ICC's Student Government Association.

Additional requirements, procedures and information related to student organizations are maintained by Student Affairs and in the ICC Student Handbook.

CODE:	STU – 805
SUBJECT:	Tuition Waiver for Dependents of Fallen or Disabled Service Members
ADOPTED:	November 15, 2021

Independence Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and stepchildren) of members of all branches of the United States Armed Forces or United States Coast Guard who:

- Die while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the [U.S. Department of Veterans' Affairs](#).

In addition, the student must be a resident of the Independence Community College district at the time of the application waiver. The spouse of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

Students will receive a first-dollar tuition waiver if they are a survivor of a member of the U.S. Armed Forces or U.S. Coast Guard that died on active duty or died as a result of 100% service-connected disability, and do not receive the Marine Gunnery Sergeant John D. Fry Scholarship. Students who are the spouse or dependent or a member of the U.S. Armed Forces or U.S. Coast Guard that is 100% disabled or died as a result of less than 100% disability shall be granted a waiver in coordination with other student financial assistance (including VA Benefits) for which the recipient may be eligible, utilizing other grant resources before applying this tuition waiver in order to provide a total benefit not to exceed the total estimated cost of attendance.

The tuition waiver is available to students admitted to a certificate or degree program only. This waiver is also limited to **95 college credits** or the completion of an Associate degree, whichever comes first. The waiver does not include required fees and may not be applied to community education programs or distance learning programs for recipients residing out of state. Continuation of this tuition waiver benefit is contingent upon the student meeting the applicable satisfactory academic progress requirements.

TRUSTEES SECTION INDEX

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CODE:	TRU - 901
SUBJECT:	Institutional Mission, Vision, and Core Values
ADOPTED:	January 12, 1999
REVISED:	December 13, 2021

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

MISSION STATEMENT

Approved April 16, 2012

Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

VISION STATEMENT

Approved April 16, 2012

To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity, and enhancing character in a student and community centered environment.

CORE VALUES

Approved April 16, 2012

- **Integrity:** ICC holds its employees and students accountable to be honest, ethical, and transparent.
- **Excellence:** ICC demonstrates continuous quality improvement in academics and services offered to students and other stakeholders
- **Responsiveness:** ICC looks to the future by responding to the emerging needs of its stakeholders.
- **Diversity/Enrichment:** ICC provides an environment that values uniqueness while promoting personal growth through creativity and innovation.
- **Commitment:** ICC commits to making decisions that best serve its students and community.

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

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

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

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

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

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

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

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

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

Procedure

Freedom of Information

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

Response Time

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

Request Requirements and Fee Schedule

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

For public records stored electronically that can be produced using software already utilized by the College without software modifications, no fee is charged for public records requiring less than 30 minutes to obtain. If the request is more time-consuming, the following fees are charged:

- ☐ \$0.25 per page copying/printing public records
- ☐ \$1.00 per page faxes
- ☐ \$1.00 per tape/disk audio tapes/computer disks
- ☐ \$3.00 per VHS/DVD
- ☐ \$2.00 per CD
- Additional fees, if applicable, based on Employee's Hourly Rate x actual staff time involved
- Additional fees, if applicable, based on Administrator's Hourly Rate x actual administrative staff time involved
- ☐ Such fees are in addition to all record retrieval expenses, such as mileage and depository access charges

Reasons for Denying Access to Public Records

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

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

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

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

1. To select its own chairperson and such other officers as it may deem desirable from among its own membership.
2. To sue and be sued.
3. To determine the educational program of the college, subject to prior approval thereof, as provided in this act and to grant certificates of completion of courses or curriculum.
4. To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
5. To appoint, upon nomination of the president or the chief administrative officer, members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties, and fix their compensation and terms of employment.
6. Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment, and all other terms and conditions of employment.
7. To enter into contracts.
8. To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes.
9. To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for the community college purposes.
10. To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college.
11. To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.
12. To exercise the right of eminent domain, pursuant to Chapter 26 of the Kansas Statutes Annotated.
13. To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with the rules and regulations of the state Board of Regents, that are necessary and proper for the administration and operation of the community college and for the conduct of the business of the Board of Trustees.
14. To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state Board of Regents which may be reasonably necessary or incidental to the establishment, maintenance, and operation of a community college.
15. To appoint a member to fill any vacancy on the Board of Trustees for the balance of the unexpired term.
16. To contract with one or more agencies, either public or private, whether located within or outside the community college district or whether located within or outside the state of Kansas for the conduct by any such agencies of academic or vocational education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition, and fees, funds received from the state of Kansas or the United States for academic or vocational education or taxes collected under K.S.A. 71-204, and amendments thereto.
17. To authorize by resolution the establishment of a petty cash fund in an amount not to exceed \$1,000, and to designate in such resolution an employee to maintain such petty cash fund.

CODE:	TRU – 907
SUBJECT:	Committees of the Board
ADOPTED:	November 12, 2015
REVISED:	December 13, 2021

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

The Board may form and appoint such committees from time-to-time, for such duration, and under such terms, as it determines appropriate.

CODE:	TRU – 908
SUBJECT:	Procedures of the Board of Trustees
ADOPTED:	February 21, 2022

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

1. Newly elected members of the Board shall be invited to attend all meetings of the Board prior to the time they officially take office and shall receive an orientation.
2. The Board shall annually elect a chair and vice-chair; and appoint a treasurer, secretary, and clerk. Standing Committees shall be appointed as needed and as soon as possible after the beginning of the fiscal year.
3. The Board shall adopt consistent rules of procedures to be used at each meeting.
4. A Board Finance report, accurate minutes and President's Report shall be provided at each regular meeting.
5. The Board shall hire the President
6. The Board shall evaluate the President annually based on criteria established in partnership with the Board at the beginning of each fiscal year.
7. At each meeting, the Board shall receive a report of any terminations, hires, or resignations that have occurred since the previous Board meeting.
8. A majority of the whole Board shall constitute a quorum for the transaction of business. A majority vote of Board members present shall govern.
9. The Board of Trustees shall provide leadership for professional negotiations as provided by statute.
10. The Board, in its discretion, may delegate to the College President or other College officer any or all of the powers and duties enumerated in TRU-906 except for those which may not be delegated pursuant to applicable law or regulation.

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

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

Procedure

The Student Grievance Procedure provides the student due process in the resolution of appeals and is available in the student handbook and in the procedure section of Board Policy STU-803. Where a specific College process is provided for resolution of a complaint it must be used.

Employee Grievance

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

Level I

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

Level II

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

Level III

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

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

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

Matters related to Employee Civil Rights Compliance, including allegations of discrimination on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factor that cannot be lawfully considered in College programs and/or activities under any applicable laws and/or regulation shall be referred to Human Resources and resolved in accordance with the grievance procedures outlined above with the following exceptions:

1. Harassment: Allegations of harassment, generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear, including but are not limited to the following types of prohibited harassment: bullying, sexual harassment (including gender identity and sexual orientation), racial harassment, age based harassment, country of origin harassment, belief based harassment, Veteran status based harassment, disability based harassment, hazing, stalking, mobbing, and abuse shall be resolved under Board Policy TRU – 915.

1. Sexual misconduct: Allegations of sexual misconduct, generally defined as non-consensual or unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, and which includes but is not limited to rape, acquaintance rape, domestic violence, dating violence and stalking, shall be resolved under Board Policy TRU – 917.

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

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

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

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

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

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

Procedure

1. Consistent with current practice, the public shall be given an opportunity to speak at the outset of the meeting on any item on the agenda. Total time allotted for public comment is ten minutes, although this may be extended once for an indefinite period by Board vote. Ending an indefinite public comment period will be at the Chair's discretion. No individual commenter may speak for more than two minutes.

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

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

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

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

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

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

Procedure Nepotism

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

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

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

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

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

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

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

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

Procedure

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

Veteran status-based harassment, disability-based harassment, tenure-based harassment, hazing, stalking, mobbing, and abuse.

Employee Based Harassment

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

Non-Employee Related Harassment:

Any person who believes they have been the recipient of any type of non-employment related harassment should report the incident to the College's Title IX Coordinator and/or Section 504 Coordinator for investigation.

Non-Employee Related Harassment Grievance Procedure:

If, upon investigation by the College's Title IX Coordinator and/or Section 504 Coordinator, a finding is rendered that is adverse to any party involved in alleged non-employee related harassment, that party may appeal the decision to the President of the College within five working days thereafter by submitting his/her appeal electronically through the College's electronic reporting system.

The President will be provided copies of all previously considered materials and forms from the appellant and written materials from the employee rendering the original decision. The President will review all supporting materials submitted as well as any other relevant materials and will meet with the appellant and the employee rendering the original decision within five working days thereafter to further discuss and clarify the question at issue.

The President will render a written decision to all parties and the employee rendering the original decision within five additional working days. The decision on appeal at this level is final.

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

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

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

Definitions:

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

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

CODE:	TRU – 917
SUBJECT:	Sexual Harassment
ADOPTED:	March 9, 2016
REVISED:	November 11, 2021

Independence Community College (“ICC”) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, ICC has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. ICC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. For a complete review of Title IX policies and procedures, please visit: <https://www.indycc.edu/student-life/title-ix-compliance>

CODE:	TRU-918
SUBJECT:	Non-Discrimination
ADOPTED:	December 13, 2018

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, tenure, disability or any other factors that cannot be lawfully considered in its programs activities as required by all applicable laws and regulations, in admission ore access to, or treatment or employment in its programs and activities.

Procedure

Any person having inquiries concerning Independence Community College’s compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the individuals designated to coordinate the college’s efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 Americans with Disabilities Act (handicap) should be referred to: Title IX Coordinator/Compliance Officer.

Office: ICC West
Phone: 620-332-5606
E-mail: lboots@indycc.edu

Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:
U.S. Commission on Civil Rights
Central Regional Office
400 State Avenue, Suite 908
Kansas City, KS 66101

CODE:	TRU – 919
SUBJECT:	Non-Retaliation
ADOPTED:	December 13, 2018

ICC policy prohibits retaliation for reporting or inquiring about alleged improper or wrongful activity and will not tolerate any form of retaliation for making a good faith report of potential college-related legal or policy violations. No person shall be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations. Any attempted or actual retaliatory action under this policy will be subject to disciplinary action, up to and including termination of employment.

CODE:	TRU - 920
SUBJECT:	Employment at Will
ADOPTED:	January 24, 2022

Employment with Independence Community College is at will. This means employment is for an indefinite period of time and is subject to termination by an employee or Independence Community College, with or without cause, with or without notice, at any time unless an employee has a signed, written contract approved by majority vote of the Board of Trustees in public session.

Except for the President with approval of the Board of Trustees, no employee or representative of ICC has authority to enter into any written or oral agreement, express or implied, which modified the at-will nature of employment at ICC.

No contract of employment with ICC will be valid unless it contains the name of the employee who would be benefited/obligated by the contract, salary information, and/or terms and conditions of employment.

This policy may not be modified by statements contained in the ICC Policies and Procedures, the Employee Handbook, the Faculty Handbook or the Adjunct Faculty Handbook, or any other employee handbooks, employment applications, recruiting materials, or other materials provided to applicants and employees in connection with their employment or posted by the College. None of these documents, whether singly or in combination, create an express or implied contract of employment for a definite period or concerning any terms or conditions of employment.

Completion of any Probationary Period or attainment of Regular Employment status does not change an employee's status as an employee-at-will or in any way restrict ICC's rights to change or end the terms and conditions of employment. Faculty employment is subject to the Faculty Negotiated Agreement. The Board shall ensure that a due process procedure resolving any complaints is established per TRU-909.

CODE: TRU-921 SUBJECT: Whistleblower Protection Policy ADOPTED: January 24, 2022

The purpose of this Policy is to provide an avenue for any member of the College community, including students, employees, and visitors, to make a good-faith report or whistleblower complaint of suspected unethical conduct, violations of state and/or federal law or infractions of College Policies, processes and/or procedures or workplace rules by college personnel.

This Policy establishes the appropriate reporting mechanism to be used for notification of known or suspected wrongful conduct and provides for protection from retaliation for making a good-faith report under this Policy.

Reporting

College students, employees, and visitors must comply with all applicable state and federal laws, as well as College policies, processes, and procedures. Students, employees, and visitors must not be compelled by a college employee, supervisor, manager, director, administrator, or trustee to violate state or federal law or College policy, process or procedure.

Any member of the College community, who has knowledge of specific acts which they reasonably believe violate state and/or federal law, or College policy, process or procedure is encouraged to promptly report those acts to their immediate Supervisor. If the member of the College community does not feel comfortable reporting the violation to their immediate Supervisor, they are encouraged to report the violation to Human Resources or by submitting a report through the College's reporting system. When making reports through the College's reporting system, reporters may include contact information or remain anonymous. Allegations against the president should be reported to the Board of Trustees.

Examples of Suspected Wrongful Conduct

The following examples are provided to illustrate potential categories of wrongful conduct covered by this Policy. Such examples include, but are not limited to:

- Theft, fraud or similar inappropriate use of College or ICC Foundation resources and assets, federal financial aid funds, grant funds or scholarships
- Falsification of contracts, reports, or records
- Improper supplier, vendor, or contractor activity
- Intentional misreporting of financial transactions
- Malicious use of a college technology resource

Administrators, directors, managers, and supervisors are required to promptly report any report of suspected violations to Human Resources, which has specific and exclusive responsibility to investigate all reported violations.

Investigation

Reports and investigations will be kept confidential to the extent possible under law and consistent with the need to conduct an adequate investigation. Reports will be routed internally so they may be promptly and thoroughly investigated to the extent possible based on the information submitted by the reporter. Human Resources will exercise reasonable care in dealing with suspected misconduct to avoid:

- Publication of baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and/or
- Violations of a person's rights under law

Enforcement

If it is determined that a violation to state and/or federal law, or to College policy, process, or procedure has taken place, Human Resources will work with the proper administrator(s) to issue the appropriate accountability up to and including termination.

Appeal Process

The decision by Human Resources and proper Administrator(s), or the board's decision in a case of allegations against the president, will be final. Appeals will be provided pursuant to Board Policy TRU-909.

Retaliation

Independence Community College is committed to providing an environment of integrity that encourages individuals to disclose violations of state and/or federal law, College policies, processes, or procedures and protects an individual who makes a good-faith disclosure of such suspected wrongful conduct.

No individual shall retaliate against another individual for reporting, or causing to be reported, suspected wrongful conduct, or for assisting in an authorized investigation of alleged wrongful conduct. Retaliation includes an action that may have a materially adverse impact on the educational environment or terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, lowering grades, or material changes in job duties or functions, if such action (whether actual or threatened) is because of the individual's filing of or participation in the review of a complaint under this Policy, whether or not such complaint is determined to be valid.

Any employee who retaliates against a student or employee who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Any person who believes retaliation has taken or is taking place should immediately report the matter to Human Resources or file a report through the College's reporting system.

Accordingly, an administrator, director, manager, or supervisor who receives a report of suspected retaliation:

1. should immediately notify Human Resources of the report;
2. should not discuss the report with anyone other than Human Resources, an internal auditor, or a duly authorized law enforcement officer.
3. should not contact the person suspected to further investigate the matter or demand restitution.
4. should direct all inquiries from an attorney retained by the suspected individual to Human Resources; and
5. should direct all inquiries from the media to college public relations.

Other Processes

This policy is not intended to supplant any more specific college policy that would apply to a particular form of misconduct, such as sexual harassment, which is governed exclusively by the college's sexual misconduct policy. To the extent a more specific college policy exists with respect to a particular form of misconduct, that more policy will govern in all respects.

False or Malicious Reporting

This policy does not protect an employee who files a report or provides information that the employee knows to be false or provides information with reckless disregard for its truth or falsify. An employee who is determined to knowingly have made false accusations or provided false information during an investigation may be subject to disciplinary action up to and including termination.

CODE: TRU-922
SUBJECT: Delegation of Authority to the President
ADOPTED: February 21, 2022

The President of the College shall be directly responsible to the Board. The President shall carry out all of the powers and duties delegated to the President by the Board in a manner consistent with policies, procedures and rules established by the Board. Among other powers and duties that the Board may delegate to the President, **the President shall have the authority:**

1. To act as the principle administrative officer of the College and to supervise all operations and programs of the College consistent with Board oversight, policy, procedure, and direction.
2. To develop a draft budget for Board approval.
3. To enter and execute contracts or leases which, individually require the College to provide less than \$10,000 in consideration (in dollars, or services or other items of value with value determined in the President's reasonable direction) over the contract or lease term.
4. To hire employees based upon compensation and conditions set by the Board
5. To terminate employment of employees or agents of the College
6. To delegate responsibilities to other College officers, employees, or agents.
7. To oversee and approve development of college policies, procedures, and practices other than those provided in this Policy Manual ("non-Board Policies") in alignment with Board policies; the President or representative shall report any material substantive changes (as determined in the President's reasonable discretion) to non-Board policies at the Board meeting following such changes.

The President shall seek approval by a majority vote of the Board in public session before:

1. Finalizing hiring decisions related to positions which report directly to the President
2. Creating new faculty, staff, or administrative positions
3. Setting compensation for any employee above \$100,000
4. Extending a written employment contract to any employee
5. Implementing employee benefits or compensation increases for any or all employees during a fiscal year that will require the expenditure of more than \$100,000 of college funds.
6. Entering or executing any contract or lease that requires the College to provide \$10,000 or more in consideration (in dollars, or services or other items of value with value determined in the President's reasonable discretion) over the contract or lease term.

CODE: TRU-923 SUBJECT: Board General Fund Contingency ADOPTED: February 21, 2022

The annual budget shall set aside approximately one-half percent (0.5%) of the budgeted revenue each year for Board Contingency. Use of Board Contingency shall be at the discretion of the Board of Trustees, in consultation with the President, and shall be allocated by formal approval of the board according to its policies.

CODE: TRU-924 SUBJECT: Board Stabilization Reserve Fund ADOPTED: February 21, 2022

The board may require the President to establish a separate reserve for the purpose of providing short-term stabilization in anticipation of possible shortfalls in revenue. A stabilization reserve fund may be established under one or more of the following circumstances:

- State budget appropriations for community colleges are not approved by the time the college budget is approved and adopted
- A situation exists where significant changes in enrollment are possible but not reasonably predictable
- When any major revenue source has a reasonable possibility of decreasing after the college budget is approved and adopted
- When any operating expenditure that is beyond the control of the college could reasonably be expected to increase after the college budget is approved and adopted
- Any other situation in which the board determines that there is a reasonable expectation that major shifts in revenue or expenditures could occur during the budget year

Stabilization reserve levels:

- Minimum reserve levels shall be at the discretion of the Board of Trustees under advice from the President
- Maximum reserve levels shall be no more than the maximum reasonably estimated shortfall at the time of the adoption of the budget

Stabilization reserves will be reviewed annually as part of the budget development process. The stabilization reserve fund shall be closed out when the board determines that the precipitating threat to revenues and/or expenditures no longer exists. If the conditions exist that causes the fund to be established, the funds shall be kept in reserve for the purpose intended. When the fund is closed out, any remaining balance shall be released for use as a resource in the General Fund.

CODE:	TRU-925
SUBJECT:	Board Capital Reserve Fund
ADOPTED:	February 21, 2022

The college shall establish and maintain separate reserve funds in Capital Projects Fund for the following purposes:

1. To replace capital equipment that is broken or beyond its useful life as determined by the Capital Assets Replacement Forecast.
2. To maintain and repair college facilities according to the Major Maintenance Schedule.
3. To maintain and upgrade the college's information/telecommunications system according to planning schedules maintained by Information Technology.
4. To build new instructional facilities and/or to purchase property that facilitates planned long-term growth of the college.

Appropriate levels of funding for reserves will be determined using existing college decision-making structures. The president will make recommendations to the Board of Trustees for approval to establish and fund these reserves.

Optimal funding levels will be determined using benchmarks, professional standards and best practices from other colleges and adapting these to ICC's specific situation. It is expected that full funding of these reserves will take place over several years and that annual transfers to these reserves will be budgeted from the General Fund and other sources as appropriate.

CODE:	TRU - 926
SUBJECT:	Consensual Relationship Policy
ADOPTED:	April 17, 2023

Independence Community College is committed to maintaining an academic community free from conflicts of interest, favoritism, and exploitation. A romantic or sexual relationship that may be appropriate in other circumstances is inappropriate in the academic community if one party is in a position of evaluative or supervisory authority over the other (such as in the examples provided below). These relationships may be less consensual than perceived by the party whose position confers evaluative or supervisory authority over the other party. Similarly, the relationship may be viewed in different ways by each of the parties, particularly in retrospect. Even when both parties have initially consented to romantic or sexual activity, such activity may later be unwelcomed. Consensual romantic or sexual relationships where evaluative or supervisory authority is present may also violate standards of professionalism and/or professional ethics. Further, these relationships may lead to actual or perceived bias or favoritism.

Prohibited conduct. An employee shall not maintain, engage in, or be involved in a consensual romantic or sexual relationship with anyone, including other employees or students over whom the employee has evaluative or supervisory authority, or with vendors if the employee manages or influences the contract with the vendor.

Definitions. The following definitions apply for purposes of this policy:

Employee - Any staff member including, but not limited to, part-time, full-time, temporary, non-benefits eligible, contracted employees, members of the Board of Trustees, independent contractors or vendors serving in roles traditionally held by employees who are required to abide by College policies, or student workers whether being paid from College funds or not; any faculty member including, but not limited to, non-tenure track, tenure-track, tenured, adjunct, instructors, instructional assistants, teaching assistants, lab assistants, or any other faculty member who provides teaching or instruction to a College student whether being paid from College funds or not; or any volunteer whose volunteer role involves College evaluative or supervisory authority over employees and/or students.

Evaluative or supervisory authority is present when an employee is tasked with, as to the other relationship party and in the context of College academic, extra-curricular, or employment responsibilities: evaluating; supervising; overseeing; hiring or defining the specific individual's job duties; providing academic advising; formally mentoring; coaching; counseling, instructing, or training; and/or otherwise participating in or influencing employment, academic, or extracurricular decisions that may reward or penalize the other party.

Consensual romantic or sexual relationship is present when two or more participants were, or are, engaged in a romantic, intimate, or sexual manner, with the consent of all involved.

Examples of prohibited relationships - This list includes, but is not limited to, the following:

- Housing supervisor and student
- Coach and student athlete
- Faculty member and student
- Scholarship sponsor and student scholarship recipient
- Two student employees where one supervises the other at work
- Staff supervisor and direct report
- Administrator and faculty/staff within the administrator's reporting line
- A Board member and an employee

Consensual relationships where no evaluative or supervisory authority is present. Independence Community College does not wish to interfere with private choices regarding personal relationships when the context of authority between parties is not present; and so long as the relationship does not affect the employee's effectiveness in fulfilling professional obligations. In these cases, appropriate measures should still be taken to avoid conflicts of interest from occurring. For example, if an employee has a consensual romantic relationship with another College employee or student who is not within the employee's evaluative or supervisory authority, then each party must refrain from participating in or influencing decisions that may reward or penalize the other, such as grading, providing merit raises, promotion, etc.

Pre-existing consensual romantic or sexual relationships where evaluative or supervisory authority later arises. For consensual romantic or sexual relationships that exist prior to the time that either party is placed in a situation of evaluative or supervisory authority, once that authority is foreseeable, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict (such as by avoiding participating in or influencing academic, extra-curricular, or employment decisions, etc.).

This includes situations where a consensual romantic or sexual relationship has ended within the three years before the authority arose. In cases where the relationship ended more than three years in the past, employees should disclose the relationship where circumstances suggest the potential for the appearance of conflict and are reminded that all employees must always follow applicable College ethical and conflict of interest policies.

Disclosing consensual romantic or sexual relationships where evaluative or supervisory authority is present. Employees should avoid allowing consensual romantic or sexual relationships from developing with anyone over whom the employee has evaluative or supervisory authority. If such a relationship exists (including between married or formerly married individuals), the employee must immediately disclose the relationship to the employee's supervisor and to Human Resources; the employee must also immediately cease exercising any authority over the other party to the relationship.

The Vice President for Human Resources, in consultation with the President and other appropriate College officials (including, as needed, academic officials) will develop, implement, and administer an appropriate response as determined by the College.

Exceptions. Exceptions to this policy are at the discretion of the Board of Trustees upon recommendation of the President. For example, if one of the related parties is uniquely qualified to work for the other based on qualifications for a position and performs work in direct support of teaching or coaching, the President may recommend to the Board of Trustees that they permit the related persons to continue to work together, provided that an appropriate management plan is developed, implemented, and administered, as described above.

Violations. If a violation of this policy is known or suspected, ICC encourages prompt reporting.

A violation of this policy (including but not limited to conflicts of interest, failure to disclose, or failure to abide by a management plan), regardless of the manner in which the violation is brought to the attention of the College, may lead to disciplinary action as appropriate, up to and including termination of employment or dismissal from the College.

Complaint Procedures. When a party to a consensual romantic or sexual relationship in which evaluative or supervisory authority exists has a complaint related to the relationship and alleged violation of college policy:

- When the relationship is between two employees, the complainant may contact their supervisor, Title IX Coordinator, and/or Human Resources to initiate the complaint and Human Resources will review and determine the appropriate steps for investigation and resolution.
- When the relationship is between an employee and a student, the complainant may contact Human Resources and/or the Title IX Coordinator to initiate the complaint and the Title IX Coordinator will then determine the appropriate steps for investigation and resolution.

Administrative leave. As in other cases of alleged violations of college policy, the College may at any time during or after an investigation of a violation of this policy, or of a complaint regarding a consensual romantic or sexual relationship where evaluative or supervisory authority is present, place an employee alleged to violate College policy on paid or unpaid administrative leave.

CODE:	TRU-928
SUBJECT:	Gramm-Leach-Bliley Act
ADOPTED:	November 13, 2023

Background

Independence Community College is required by the Gramm-Leach-Bliley Act ("GLBA") and its implementing regulations at 16 CFR Part 314, to implement and maintain a comprehensive written Information Security Program ("ISP") and to appoint a coordinator for the program. The objectives of the ISP are to (1) ensure the security and confidentiality of covered information; (2) protect against anticipated threats or hazards to the security and integrity of such information; and (3) protect against unauthorized access or use of such information that could result in substantial harm or inconvenience to customers.

Related Policies

This ISP is in addition to existing Independence Community College policies and procedures that address various aspects of information privacy and security, including but not limited to, the Student Privacy Rights Policy (Family Educational Rights and Privacy Act Policy), the Information Security Policy, and the Computing Policy.

ISP Coordinator

Independence Community College has designated the Chief Technology Officer as its ISP Coordinator. The ISP Coordinator may designate other individuals to oversee and/or coordinate elements of the ISP.

Covered Information

"Covered information" means nonpublic personal information about a student or other third party who has a continuing relationship with Independence Community College, where such information is obtained in connection with the provision of a financial service or product by Independence Community College, and that is maintained by Independence Community College or on Independence Community College's behalf. Nonpublic personal information includes students' names, addresses and social security numbers as well as students' and parents' financial information. Covered information does not include records obtained in connection with single or isolated financial transactions such as ATM transactions or credit card purchases.

Elements of the ISP

- 1. Risk Identification and Assessment.** Independence Community College's ISP identifies and assesses external and internal risks to the security, confidentiality, and integrity of covered information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. The ISP Coordinator will provide guidance to appropriate personnel in the Student Services, academic units, and other college units in evaluating their current practices and procedures and in assessing reasonably anticipated risks to covered information in their respective areas. The ISP Coordinator will work with appropriate personnel to establish procedures for identifying and assessing risks in the following areas:
 - **Employee Training and Management.** The ISP Coordinator will coordinate with the appropriate personnel to evaluate the effectiveness of current employee training and management procedures relating to the access and use of covered information.
 - **Information Systems.** The ISP Coordinator will coordinate with the appropriate personnel to assess the risks to covered information associated with the college's information systems, including network and software design as well as information processing, storage, transmission, and disposal.

- **Detecting, Preventing and Responding to Attacks and System Failures.** The ISP Coordinator will coordinate with the appropriate personnel to evaluate procedures for and methods of detecting, preventing, and responding to attacks, intrusions or other system failures.
2. **Designing and Implementing Safeguards.** The ISP Coordinator will coordinate with appropriate personnel to design and implement safeguards, as needed, to control the risks identified in assessments and will develop a plan to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.
 3. **Overseeing Service Providers.** The ISP Coordinator, in conjunction with the college's General Counsel and with Independence Community College's vendor relations manager, will assist in instituting methods for selecting and retaining service providers that can maintain appropriate safeguards for covered information. The ISP Coordinator will work with the General Counsel to develop and incorporate standard, contractual provisions for service providers that will require providers to implement and maintain appropriate safeguards. These standards will apply to all existing and future contracts entered with service providers to the extent required under GLBA.
 4. **Adjustments to Program.** The ISP Coordinator will evaluate and adjust the ISP as needed, based on the risk identification and assessment activities undertaken pursuant to the ISP, as well as any material changes to Independence Community College's operations or other circumstances that may have a material impact on the ISP.