

BOARD OF TRUSTEES REGULAR MEETING
CIE 104 (West Classroom of Center for Innovation and Entrepreneurship) 6:00 p.m.
April 11, 2019

AGENDA

I. ROUTINE

- A. Call to Order
- B. Approval of Agenda Action
- C. Welcome Guests
- D. Pledge of Allegiance
- E. Mission Statement – Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.
- F. Vision Statement – 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.
- G. Approval of March 14, 2019 meeting minutes Action Section 1

II. INSTITUTIONAL OPERATIONS

- A. On-line Program Update Presentation
- B. Allow Payables Action Section 2
- C. President's Update – Dan Barwick Report Section 3
 - Strategic Planning Update
 - Dashboard
 - Percentage of Uncollectable Accounts Sent to Collection Agency
 - Announce Dates for Strategic Planning Workshop and Extra Board Meetings in June and July

III. CONSENT AGENDA Action

- A. Financial Report (acknowledge receipt)
- B. Personnel Report (acknowledge receipt) Section 4
- C. Grant Progress Report Section 5
- D. Payment to SHI Inc. For WIFI Infrastructure Replacement in the Bricks and Captain's Quarters Section 6
- E. Add Negotiated Agreement as Appendix to Board Policy and Procedures Manual Section 7

IV. EXECUTIVE SESSION – Attorney/Client Privilege.

I move that we recess for an Executive Session for consultation with the College attorney regarding *(insert subject to be discussed)*, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

V. EXECUTIVE SESSION –Employer-Employee Negotiations.

I move that we recess for an executive session for the purpose of discussing *(insert subject to be discussed)*, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

VI. EXECUTIVE SESSION – Non-elected Personnel.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

VII. ADJOURN Action

PUBLIC PARTICIPATION AT BOARD MEETING

Items on the Agenda

Members of the public wishing to appear before the Board concerning an item which is on the agenda must fill out one of the cards provided and present the card to the Board Clerk. 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 Board Chair.

Information to the Audience

The Board members receive the complete agenda along with background material that they study individually before action is taken at the meeting. Any member of the Board may remove items from the consent agenda at the time of the meeting.

Examples of Motions for Executive Session

Remember that a motion to move into executive session needs to state the subject, provide justification, and state a time and place for return to open session

EXECUTIVE SESSION: Non-Elected Personnel

Sample Subjects: Employee job performance; employee evaluations; or annual review of probationary employees.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Negotiations

Sample Subject: Faculty and Board proposals.

I move that we recess for an executive session for the purpose of discussing *(insert subject to be discussed)*, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Possible Acquisition of Real Estate

Sample Subject: For future expansion.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the preliminary discussion on acquisition of real estate exception, K.S.A. 75-4319(b)(6). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Attorney/Client Privilege.

Sample Subjects: Ongoing litigation; a settlement proposal; or a claim made against the College.

I move that we recess for an Executive Session for consultation with the College attorney regarding *(insert subject to be discussed)*, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

BOARD OF TRUSTEES REGULAR MEETING
CIE 104 (West Classroom of Center for Innovation and Entrepreneurship) 6:00 p.m.
March 14, 2019

MINUTES

Members Present

Val DeFever
Terry Clark
Mike Wood
Norman Chambers
Cynthia Sherwood

Others Present

Daniel Barwick, President
Kara Wheeler, Vice-President for Academic Affairs
Tammie Geldenhuys, Vice-President for Student Affairs/Athletics/Admissions
Andrew Gutschenritter, Interim Chief Business Officer
Beverly Harris, Executive Assistant/Board Clerk
Brittany Thornton, Director of Enrollment and Retention Management
Michelle Kleiber, Interim Director for Human Resources
Taylor Crawshaw, Associate Dean for Tutoring and Accessibility Services
Jessica Morgan-Tate, Compliance Officer/Title IX
John Eubanks, Faculty Senate President
Eric Montgomery, Director of Information Technology
Cody Westerhold, Head Cheer/Stunt Team Coach
Jaicey Gillum, Coordinator ICC Now/Testing/Technical Education
Laura Schaid, Program Developer
Melissa Ashford, Professor of Computer Technology
Jim Correll, Fab Lab ICC Director
Tim Haynes, Assistant Fab Lab Manager
Teresa Vestal, Bookstore Manager
Mallory Byrd, Allied Health Director
Laura Allison, Director of Financial Aid
Ben Seel, Professor of Political Science
Kris Wech, Director of Maintenance
Rebekah Peitz, Assistant Director of Enrollment/Retention and Outreach
Mary Bailey, Bluffstone General Manager

Guests

Susan Scovel, Reporter
Andy Taylor, Montgomery County Chronicle
Dan Reynolds, Legal Counsel
Greg Goheen, Legal Counsel, via telephone
Neil Phillips, Jared, Gilmore & Phillips, PA
Mike Thompson, Strategic Planning Coordinator
Melissa Johnson, Community Member
Karl Johnson, Community Member
Drew Main, Community Member
Cher Parker, Community Member
Marsha Hayes, Community Member
Cole Thornton, Community Member
Michelle Chambers, Community Member
Judi Harris, Community Member

David McDonald, LCU
Dalton Crawford, LCU
Sheri Hesse, Community Member
Hoite Caston, Community Member
Kristen Torrey, Student
Kathy Kelley, Community Member
Lisa Wilson, Community
Marie Scovel, Community Member
Sarah Scovel, Community Member
Marge Castagna, Community Member
Patricia Raglin, Community Member
Tim Raglin, Community Member

I. ROUTINE

- A. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Amended Agenda – Norman Chambers moved to approve the amended agenda. Terry Clark seconded the motion and the motion carried 5-0.

IV. EXECUTIVE SESSION – Attorney/Client Privilege.

Cynthia Sherwood moved that the Board recess for an Executive Session for consultation with the College attorney regarding a legal matter pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 6:20 p.m. in CIE 104 of the Cessna Learning Center. Those invited to attend were Dan Barwick, Michelle Kleiber, Dan Reynolds, and Greg Goheen via telephone. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session in the Entrepreneur's Bull Pen at 6:02 p.m. The Board returned to Open Session in CIE 104 at 6:20 p.m.

- C. Welcome Guests – Val DeFever welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
- D. Pledge of Allegiance – Mike Wood led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Terry Clark read the College Mission Statement.
- F. Vision Statement – Val DeFever read the College Vision Statement.
- G. Approval of February 14 and February 28 meeting minutes. Terry Clark moved to approve minutes of the February 14, 2019 meeting. Norman Chambers seconded the motion and the motion carried 5-0. Mike Wood moved to approve minutes of the February 28th meeting. Terry Clark seconded the motion and the motion carried 4-0-1 with Cynthia Sherwood abstaining, as she was not present at that meeting.

- III. CONSENT AGENDA - Cynthia Sherwood moved to approve the Consent Agenda. The Consent Agenda included acknowledgement of receipt of the financial, personnel, and grant progress reports. Also included in the Consent Agenda was payment to McAnany, Van Cleve & Phillips, P.A. in the amount of \$16, 269.48 for legal services, and payment to Quality Toyota, Inc. in the amount of \$12,276 for fleet car #2, a 2017 Toyota Camry for which the lease is expiring. The Personnel Report included employment of: Wai Powell in the position of Accounts Receivable Specialist at an hourly wage of \$14 plus College support toward employee participation in ICC's group health insurance plan; Chris Taylor in the position of Head Volleyball Coach at an annualized salary of \$36,000 plus College support toward employee participation in ICC's group health insurance plan; and Molly Hullinger in the part-time position of Stunt/Cheer Coach at an annualized salary of \$10,000. Employee separations included: Wendy Isle from the position of Director of Business Services; Raechal Martin from the position of Head Athletic Trainer; Jason Brown from the position of Head Football Coach; and, James Henderson from the position of Music Instructor. Norman Chambers and Val DeFever enlarged on the process of approving the Consent Agenda.

II. INSTITUTIONAL OPERATIONS

- A. 2018 Audit- Neil Phillips of Jared, Gilmore & Phillips provided an overview of the 2018 Audit. Mr. Phillips noted that ICC brings approximately \$37 million dollars in Federal money to the local economy. Terry Clark moved to accept the 2018 Audit as presented. Cynthia Sherwood seconded the motion and the motion carried 5-0.

Drew Main spoke in support of Jason Brown; he specifically noted appreciation of the fact that thirty student athletes graduated in the Fall.

Val DeFever called for a five-minute break.

- B. On-line Program Update – This report was not provided.

Cher Parker addressed the group regarding the Head Football Coach position at ICC.

- C. PTK Luncheon Overview – Mike Wood provided an overview of the Phi Theta Kappa Honors (PTK) Luncheon held in Topeka, and recognized Sarah Owen and Anita Chappuie in their positions as PTK Advisors. Norman Chambers informed the group that he is currently the KACCT Representative for ICC, and spoke of Linda Fund's retirement from the position of KACCT Executive Director. Dan Barwick recognized the Fab Lab for etching the KACCT logo on the vase given Linda Fund in appreciation of her years of service. Dr. Barwick shared that everyone present appeared to know where and what the Fab Lab is without any explanation given.
- D. Allow Payables – Norman Chambers moved to allow payables. Terry Clark seconded the motion and the motion carried 5-0.
- E. President's Update – Dan Barwick shared that the On Notice Report was submitted in a timely manner and thanked the campus for assistance in compiling the Report; the Faculty Senate was specifically recognized for valuable input provided. The group was informed that the 2,233-page Report with bookmarks and indices is accessible on ICC's website through a toggle link on the homepage. Dr. Barwick introduced the group to Mike Thompson, Strategic Planning Coordinator, and shared that the original deadline for submission of Work Group reports was extended to March 25th when the Work Groups will meet at ICC West and share respective initiatives with each other and the GAP Analysis Committee for additional input. Dr. Barwick informed the group that with a \$12,000 donation that was received for the practice field, we have reached the goal required to be eligible for the ICC Foundation \$200,000 match. An overview of the Operational Plan Update was provided; Dr. Barwick shared that future Updates will have the specific quarter results highlighted. Documents associated with modified, zero-based budgeting were distributed. Dr. Barwick noted that the process does not involve the Board of Trustees; each area of campus will complete worksheets with priority codes, dollar amounts, and the relationship to the College Mission or Board Goals identified. Andrew Gutschenritter provided an overview of the Dashboard. Dr. Barwick shared that the report will gradually change each month as the information will be presented in graph form as well as written. Cynthia Sherwood requested a report during the next month's Board meeting on the percentage of uncollectable accounts turned over to a collection agency. It was noted that a new job description was developed and posted both locally and nationally for the position of Chief Financial Officer. Andy Taylor asked Dr. Barwick to enlarge on the number of residence hall vacancies reported on the Dashboard; Tammie Geldenhuys shared that approximately thirty new students will be added next week. Val DeFever added that the graduation of several dorm students in the Fall increased the vacancy rate.

- V. EXECUTIVE SESSION – Non-elected Personnel. This Executive Session was not required.

- VI. EXECUTIVE SESSION – Negotiations. Val DeFever informed the group that no action would be taken following Executive Session. Mike Wood moved that the Board recess for an Executive Session for the purpose of discussing upcoming negotiations, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session would resume at 7:45 p.m. in CIE 104 of the Cessna Learning Center. Dr. Barwick and Dan Reynolds were invited to attend. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:45 p.m. The Board returned to Open Session at 8:15 p.m. Mike Wood moved that the Board recess for an Executive Session for the purpose of discussing upcoming negotiations, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session would resume at 8:35 p.m. in CIE 104 of the Cessna Learning Center. Dr. Barwick and Dan Reynolds were invited to attend. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:15 p.m. The Board returned to Open Session at 8:35 p.m. Mike Wood moved that the Board recess for an Executive Session for the purpose of discussing upcoming negotiations, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session would resume at 8:50 p.m. in CIE 104 of the Cessna Learning Center. Dr. Barwick and Dan Reynolds were invited to attend. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:35 p.m. The Board returned to Open Session at 8:50 p.m.

VII. ADJOURN – Norman Chambers moved that the meeting adjourn. Mike Wood seconded the motion and the motion carried 5-0. The meeting adjourned at 8:50 p.m.

Beverly Harris
Board Clerk

Independence Community College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 5 of the Social Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

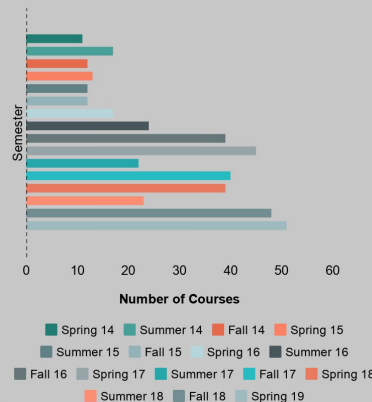
ONLINE HISTORY

Enrollment by course length

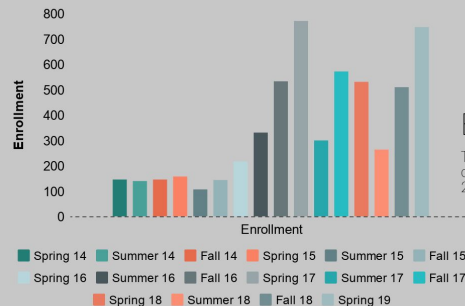


8 Week Courses (33.32%)
16 Week Courses (66.68%)

*8 Week courses include Summer courses



Online Enrollment



Enrollment by semester

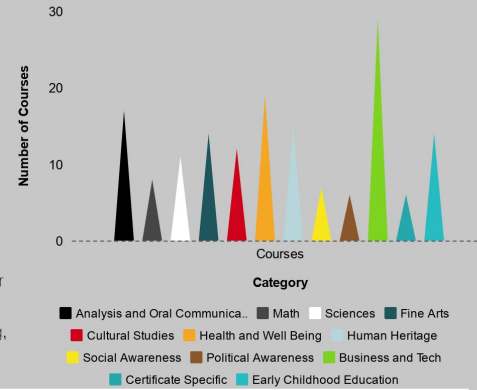
This data represents enrollment in online courses between the Spring 2014 and Spring 2019 Semesters

Course Category

Following the academic catalog, the graph to the right demonstrates the fields in which the online courses fall into (using data from the current academic year--Summer 18-Spring 19).

Courses with an average enrollment under 5: Computer Information Tech (excluding Concepts and Apps), Early Childhood Education.

Courses with an average enrollment over 20: Wellness, Gen Psych, Intro to Business, World Religions, Fine Art Appreciation, Intro to Lit, Public Speaking, Geography, College Algebra, PC Health



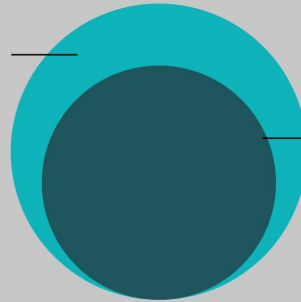
Approved Programs

Certain programs are approved by our state governing body (KBOR), others are approved by the regional accrediting body (HLC)

Approved Courses

Approved by KBOR

Approved by HLC



Currently we offer the following completely online:

- Early Childhood Education
- Elementary Education
- Criminal Justice
- General Studies
- Liberal Studies
- Social Science
- English

2018-19 PROJECTED MONTHLY CASH FLOW

INDEPENDENCE COMMUNITY COLLEGE

February 28, 2019

		July	August	September	October	November	December	January	February	March	April	May	June
1. Cash On Hand													
2017-18 (Bank balances)		\$2,658,950.86	\$1,798,977.41	\$2,077,651.24	\$1,631,999.58	\$1,540,087.74	\$725,128.83	\$427,248.70	\$3,795,447.17	\$2,902,791.50	\$2,950,859.73	\$762,759.72	\$1,148,683.94
2018-19 (Bank Balances) as of 1st day of month		\$2,044,874.96	\$1,789,773.46	\$1,902,904.61	\$1,273,528.42	\$741,398.46	\$249,509.06	\$3,744,085.19	\$3,540,843.21	\$3,146,741.80	\$3,146,741.80	\$1,771,378.51	\$786,047.56
2018-19 Bank Balances (Bluffstone)													
2. Cash Receipts													
Monthly Cash Deposits											\$119,453.70	\$223,755.64	\$2,686,925.27
3. Total Cash Receipts		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119,453.70	\$223,755.64	\$2,686,925.27
4. Total Cash Available		\$2,044,874.96	\$1,789,773.46	\$1,902,904.61	\$1,273,528.42	\$741,398.46	\$249,509.06	\$3,744,085.19	\$3,540,843.21	\$3,146,741.80	\$3,266,195.50	\$1,995,134.15	\$3,472,972.83
5. Cash Paid Out													
2017-18 Payables													
2018-19 Payables (Projected for future months)											\$845,204.08	\$487,402.62	\$303,682.66
Outstanding Checks													
Student Refunds											\$33,857.93	\$75,016.37	\$57,033.90
Payroll Expenses (Taxes, etc.)											\$615,754.98	\$646,667.60	\$574,646.02
Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,494,816.99	\$1,209,086.59	\$935,362.58
6. Total Cash Balance													
End of Month Total Bank Balance		\$2,044,874.96	\$1,789,773.46	\$1,902,904.61	\$1,273,528.42	\$741,398.46	\$249,509.06	\$3,744,085.19	\$3,540,843.21	\$3,146,741.80	\$1,771,378.51	\$786,047.56	\$2,537,610.25
Less Reserve (Based on 8%) Funds 11, 12, 13											\$862,422.38	\$862,422.38	\$862,422.38
Less Reserve for Enbridge Valuation											\$1,022,043.00	\$1,022,043.00	\$1,022,043.00
7. Total Unrestricted Available Balance		\$2,044,874.96	\$1,789,773.46	\$1,902,904.61	\$1,273,528.42	\$741,398.46	\$249,509.06	\$3,744,085.19	\$3,540,843.21	\$3,146,741.80	-\$113,086.87	-\$1,098,417.82	\$653,144.87

2019-20 PROJECTED MONTHLY CASH FLOW

INDEPENDENCE COMMUNITY COLLEGE

February 28, 2019

		July	August	September	October	November	December	January	February	March	April	May	June
<u>1. Cash On Hand</u>													
2019-20 (Bank Balances) as of 1st day of month		\$2,537,610.25	\$1,827,649.46	\$2,088,757.03	\$2,509,316.58	\$1,819,703.99	\$1,191,616.63	\$661,744.88	\$4,237,290.78	\$3,078,822.24	\$3,474,784.39	\$2,477,047.34	\$1,484,054.42
2018-19 Bank Balances (Bluffstone)													
<u>2. Cash Receipts</u>													
Monthly Cash Deposits		\$201,446.53	\$1,430,857.68	\$1,637,520.91	\$509,299.72	\$401,902.25	\$318,088.18	\$4,640,515.90	\$184,358.63	\$1,530,624.78	\$144,052.23	\$248,354.17	\$2,686,928.27
<u>3. Total Cash Receipts</u>		\$201,446.53	\$1,430,857.68	\$1,637,520.91	\$509,299.72	\$401,902.25	\$318,088.18	\$4,640,515.90	\$184,358.63	\$1,530,624.78	\$144,052.23	\$248,354.17	\$2,686,928.27
<u>4. Total Cash Available</u>		\$2,739,056.78	\$3,258,507.14	\$3,726,277.94	\$3,018,616.30	\$2,221,606.24	\$1,509,704.81	\$5,302,260.78	\$4,421,649.41	\$4,609,447.02	\$3,618,836.62	\$2,725,401.51	\$4,170,982.69
<u>5. Cash Paid Out</u>													
2019-20 Payables (Projected for future months)		\$281,943.67	\$595,910.47	\$279,230.73	\$432,400.76	\$335,274.73	\$213,081.88	\$457,618.85	\$778,036.28	\$556,527.78	\$495,190.87	\$502,677.62	\$271,185.66
Student Refunds		\$27,758.97	\$21,227.48	\$358,899.36	\$175,885.51	\$64,933.60	\$55,501.29	\$26,014.00	\$0.00	\$0.00	\$33,857.93	\$75,016.37	\$57,033.90
Payroll Expenses (Taxes, etc.)		\$601,704.68	\$552,612.16	\$578,831.27	\$590,626.04	\$629,781.28	\$579,376.76	\$581,337.15	\$564,790.89	\$578,134.85	\$612,740.48	\$663,653.10	\$591,631.52
Subtotal		\$911,407.32	\$1,169,750.11	\$1,216,961.36	\$1,198,912.31	\$1,029,989.61	\$847,959.93	\$1,064,970.00	\$1,342,827.17	\$1,134,662.63	\$1,141,789.28	\$1,241,347.09	\$919,851.08
<u>6. Total Cash Balance</u>													
End of Month Total Bank Balance		\$1,827,649.46	\$2,088,757.03	\$2,509,316.58	\$1,819,703.99	\$1,191,616.63	\$661,744.88	\$4,237,290.78	\$3,078,822.24	\$3,474,784.39	\$2,477,047.34	\$1,484,054.42	\$3,251,131.61
Less Reserve (Based on 8%) Funds 11, 12, 13		\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38	\$862,422.38
Less Reserve for Enbridge Valuation		\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00	\$1,022,043.00
<u>8. Total Available Balance</u>		-\$56,815.92	\$204,291.65	\$624,851.20	-\$64,761.39	-\$692,848.75	-\$1,222,720.50	\$2,352,825.40	\$1,194,356.86	\$1,590,319.01	\$592,581.96	-\$400,410.96	\$1,366,666.23

INDEPENDENCE COMMUNITY COLLEGE

2018-2019

Unaudited

BudgetSummary-Revenue

For The Month End: 3/31/2019

% of Budget Year: 75%

	2018-19	2018-19	2018-19	Estimated
	Published	Operating	Current YTD	% Budget
	Budget	Budget	Revenue	Recorded
General Fund (11)				
Student Revenue				
Tuition	(\$1,191,212.00)	(\$1,191,212.00)	(\$1,037,238.50)	87.07%
Fees	(1,768,300.00)	(1,768,300.00)	(1,265,142.50)	71.55%
	(2,959,512.00)	(2,959,512.00)	(2,302,381.00)	77.80%
Local Income				
Real Estate Distribution	(5,462,550.00)	(5,462,550.00)	(3,465,950.34)	63.45%
Motor Vehicle	(531,717.00)	(531,717.00)	(443,871.45)	83.48%
Rec Vehicle/Watercraft	(9,311.00)	(9,311.00)	(8,466.38)	90.93%
Delinquent Taxes	(103,260.00)	(103,260.00)	(124,146.21)	120.23%
Other	0.00	0.00	(2,428.89)	0.00%
	(6,106,838.00)	(6,106,838.00)	(4,044,863.27)	66.23%
State of Kansas				
State Operating Grant	(1,410,162.00)	(1,410,162.00)	(1,410,162.00)	100.00%
State Grants and Contracts	0.00	0.00	0.00	0.00%
Technology Grant - other	(16,573.00)	(16,573.00)	0.00	0.00%
	(1,426,735.00)	(1,426,735.00)	(1,410,162.00)	98.84%
Federal Income				
Indirect Costs	(44,690.00)	(44,690.00)	(21,346.67)	47.77%
Other				
ICC Foundation	(60,000.00)	(60,000.00)	0.00	0.00%
Interest	(3,275.00)	(3,275.00)	(4,869.92)	148.70%
Sales Tax Payable	0.00	0.00	9,103.81	0.00%
Misc.	(20,000.00)	(20,000.00)	(45,951.30)	229.76%
Fees (non-course fees)	(18,465.00)	(18,465.00)	(9,603.70)	52.01%
	(101,740.00)	(101,740.00)	(51,321.11)	50.44%
Transfers, Allowances and Carry-overs	0.00	0.00	0.00	0.00%
Total General Fund	(10,639,515.00)	(10,639,515.00)	(7,830,074.05)	73.59%
Postsecondary Technical Education (12)				
Student Revenue				
Tuition	(346,923.00)	(346,923.00)	(97,083.00)	27.98%
Fees	(267,443.00)	(267,443.00)	(110,306.00)	41.24%
	(614,366.00)	(614,366.00)	(207,389.00)	33.76%
Other				
State of Kansas PTE	(553,446.00)	(553,446.00)	(567,706.00)	102.58%
State of Kansas SB155	(110,775.00)	(110,775.00)	(102,246.00)	92.30%
Cosmetology	(26,626.00)	(26,626.00)	(6,591.22)	24.75%
Other	(151,000.00)	(151,000.00)	0.00	0.00%
	(841,847.00)	(841,847.00)	(676,543.22)	80.36%
Transfers, Allowances and Carry-overs				
Total Postsecondary Fund	(1,456,213.00)	(1,456,213.00)	(883,932.22)	60.70%
Adult Education/GED (13)				
Other Income	(15,000.00)	(15,000.00)	(15,000.00)	100.00%
Non-mandatory Transfer	0.00	0.00	0.00	0.00%
	(15,000.00)	(15,000.00)	(15,000.00)	100.00%
Total Funds, 11, 12, 13	(12,110,728.00)	(12,110,728.00)	(8,729,006.27)	72.08%
Auxiliary				
Bookstore				
Sales	(596,601.00)	(596,601.00)	(178,202.86)	29.87%

Non-mandatory Transfer	(4,361.00)	(4,361.00)	(125,037.50)	2867.17%
	(600,962.00)	(600,962.00)	(303,240.36)	50.46%
Meals				
Student Sources	(904,000.00)	(904,000.00)	(821,601.00)	90.89%
Other Sources	(13,895.00)	(13,895.00)	(6,619.71)	47.64%
Non-mandatory Transfer				
	(917,895.00)	(917,895.00)	(828,220.71)	90.23%
Dorms				
Student Sources	0.00	0.00	(125,000.00)	0.00%
Student Sources- Dorms/Bluffstone	(760,040.00)	(760,040.00)	(328,643.50)	43.24%
Student Accident Insurance	0.00	0.00	4,085.00	0.00%
Non-mandatory Transfer	0.00	0.00	0.00	0.00%
	(760,040.00)	(760,040.00)	(449,558.50)	59.15%
Inge Center/Festival				
Inge Center	(20,000.00)	(20,000.00)	(5,536.00)	27.68%
Inge Festival	(81,800.00)	(81,800.00)	(12,658.00)	15.47%
Non-Mandatory Transfer	0.00	0.00	0.00	0.00%
	(101,800.00)	(101,800.00)	(18,194.00)	17.87%
Transfers, Allowances and Carry-overs	(4,361.00)	(4,361.00)	(125,037.50)	2867.17%
Total Auxiliary	(2,385,058.00)	(2,385,058.00)	(1,724,251.07)	72.29%
ICC Foundation				
Scholarship Support	0.00	0.00	(138,715.00)	0.00%
Total ICCFoundation	0.00	0.00	(138,715.00)	0.00%
Plant Funds				
West Main				
Capital Outlay	0.00	0.00	(22,978.28)	0.00%
Foundation Support	0.00	0.00	0.00	0.00%
Student Athlete Fee	0.00	0.00	(4,495.93)	0.00%
Total Plant Funds	0.00	0.00	(27,474.21)	0.00%
Federally Funded Programs				
Upward Bound	0.00	0.00	(230,981.72)	0.00%
Student Support Services	0.00	0.00	(217,037.68)	0.00%
Carl Perkins	0.00	0.00	(3,687.70)	0.00%
Total Federally Funded Programs	0.00	0.00	(451,707.10)	0.00%
Total College Operations	(14,495,786.00)	(14,495,786.00)	(11,071,153.65)	76.37%

INDEPENDENCE COMMUNITY COLLEGE

2018-2019

Unaudited

Budget Summary-Expenditures

For Month End:3/31/2019

	2018-19	2018-19	2018-19	Estimated
	Published	Operating	Current YTD	% Budget
	Budget	Budget	Expenses	Recorded
General Fund (11)				
Academic Instruction				
11-1100 General Instruction	\$292,564.00	\$140,902.00	\$10,905.56	7.74%
11-1140 Online Instruction	29,134.00	29,134.00	207.04	0.71%
11-1141 Health & Wellness	0.00	12,510.00	16,550.40	132.30%
11-1150 Theatre	234,135.00	239,841.00	160,949.45	67.11%
11-1151 Music	176,197.00	196,683.00	152,641.16	77.61%
11-1152 Foreign Language	0.00	0.00	0.00	0.00%
11-1154 English	232,447.00	243,374.00	258,659.16	106.28%
11-1155 Art	39,555.00	4,333.00	3,256.42	75.15%
11-1156 Communications/Journalism	72,393.00	81,732.00	71,830.88	87.89%
11-1160 Workforce Development	2,700.00	2,700.00	5,540.81	205.22%
11-1161 Community Education	0.00	0.00	0.00	0.00%
11-1173 Social Sciences	266,271.00	327,847.00	287,578.41	87.72%
11-1174 Physical Science	70,487.00	72,264.00	54,777.48	75.80%
11-1175 Chemistry	83,965.00	84,880.00	52,958.09	62.39%
11-1176 Biology	148,625.00	156,026.00	114,558.91	73.42%
11-1177 Math	191,325.00	203,382.00	132,156.54	64.98%
11-1187 Accounting	60,344.00	62,121.00	49,615.86	79.87%
11-1188 Business	0.00	5,858.00	7,633.86	130.32%
11-1223 Fab Lab/Entrepreneur	181,889.00	181,889.00	124,690.35	68.55%
Total Academic Instruction	2,082,031.00	2,045,476.00	1,504,510.38	73.55%
Academic Support				
11-4100 Library	96,445.00	96,445.00	57,188.77	59.30%
11-4200 Academic Affairs	271,579.00	271,579.00	173,783.63	63.99%
11-4210 Online Administration	65,225.00	65,225.00	42,445.66	65.08%
11-4220 ICC West	54,169.00	54,169.00	41,869.06	77.29%
11-4230 Academic Advising	0.00	0.00	0.00	0.00%
11-4240 Online Administration	1,500.00	1,500.00	288.60	19.24%
11-4250 Tutoring	21,530.00	21,530.00	18,095.20	84.05%
Total Academic Support	510,448.00	510,448.00	333,670.92	65.37%
Total Instruction	2,592,479.00	2,555,924.00	1,838,181.30	71.92%

Postsecondary Technical Education (see detail below)

Student Services

11-5200 Financial Aid	161,202.00	161,202.00	97,150.70	60.27%
11-5300 Admissions	178,922.00	178,922.00	121,245.65	67.76%
11-5310 Navigators	259,647.00	259,647.00	201,647.20	77.66%
11-5400 Registrar	54,079.00	54,079.00	39,547.58	73.13%
11-5500 Athletic Administration	395,730.00	395,730.00	309,329.97	78.17%
11-5510 Football	394,441.00	394,441.00	374,151.92	94.86%
11-5520 Men's Basketball	147,002.00	147,002.00	119,024.31	80.97%
11-5530 Volleyball	97,183.00	97,183.00	76,996.38	79.23%
11-5540 Women's Basketball	128,987.00	128,987.00	108,768.93	84.33%
11-5560 Softball	105,652.00	105,652.00	61,466.18	58.18%
11-5580 Baseball	0.00	0.00	0.00	0.00%
11-5590 Cheer & Dance	99,444.00	99,444.00	82,909.77	83.37%
11-5595 Athletic Training	124,129.00	124,129.00	80,532.73	64.88%
11-5600 ICC NOW	16,726.00	16,726.00	15,484.51	92.58%
11-5700 Student Life	84,132.00	84,132.00	46,343.75	55.08%

Total Student Services	2,247,276.00	2,247,276.00	1,734,599.58	77.19%
Institutional Support				
11-6000 Board of Trustees	21,025.00	21,025.00	22,282.68	105.98%
11-6100 President's Office	274,495.00	274,495.00	176,527.97	64.31%
11-6110 Human Resources	162,358.00	162,358.00	115,916.08	71.40%
11-6200 Financial Services	286,181.00	286,181.00	230,673.50	80.60%
11-6300 Public Relations - Marketing	151,445.00	151,445.00	74,760.49	49.36%
11-6310 Recruiting-International	4,500.00	4,500.00	4,148.89	92.20%
11-6420 Institutional Research	79,992.00	79,992.00	56,202.95	70.26%
11-6500 Institutional Support	1,778,172.00	1,778,172.00	702,889.41	39.53%
11-6510 Compliance	77,960.00	77,960.00	52,548.71	67.40%
11-6600 Computing Department	386,525.00	386,525.00	233,407.51	60.39%
11-8900 Grant Writing	0.00	0.00	0.00	0.00%
Total Institutional Support	3,222,653.00	3,222,653.00	1,669,358.19	51.80%
Scholarships				
11-8100 Scholarships	1,039,941.00	1,039,941.00	958,756.56	92.19%
Total Scholarships	1,039,941.00	1,039,941.00	958,756.56	92.19%
Transfers				
11-9200 Transfers and Carryovers	383,162.00	383,162.00	125,037.50	32.63%
Operations and Maintenance				
11-7100 Repairs & Maintenance	495,090.00	495,090.00	367,079.67	74.14%
11-7200 Transportation	150,100.00	150,100.00	112,785.81	75.14%
11-7300 Grounds-Security	48,500.00	48,500.00	30,794.56	63.49%
11-7500 Campus Improvements	519,669.00	519,669.00	263,568.97	50.72%
Total Operations and Maintenance	1,213,359.00	1,213,359.00	774,229.01	63.81%
Transfer PTE Indirect Costs	0.00	0.00	(128,326.69)	0.00%
Total Fund 11 (does not include PTE amount above)	10,698,870.00	10,662,315.00	7,100,162.14	66.59%
Postsecondary Technical Education (12)				
Indirect Costs	0.00	0.00	128,326.69	0.00%
12-1200 General Instruction	13,766.00	13,766.00	0.00	0.00%
12-1220 Vet Tech	232,207.00	232,207.00	123,267.57	53.09%
12-1221 Culinary	35,095.00	35,095.00	325.00	0.93%
12-1222 Automotive Technology	0.00	0.00	0.00	0.00%
12-1268 Engineering	0.00	0.00	0.00	0.00%
12-1272 Administrative Office Management	0.00	0.00	0.00	0.00%
12-1273 Cosmetology	183,788.00	183,788.00	131,713.68	71.67%
12-1274 Early Childhood Development	0.00	0.00	18,083.37	0.00%
12-1276 Mid-Management/Economics	0.00	0.00	0.00	0.00%
12-1277 Micro Computers	195,224.00	195,224.00	143,734.10	73.63%
12-1287 EMT	85,023.00	85,023.00	71,085.59	83.61%
12-1288 Allied Health/Long Term Care	74,293.00	74,293.00	51,475.31	69.29%
Total Fund 12	819,396.00	819,396.00	668,011.31	81.52%
Adult Education				
Fund 13				
13-1301 ABE/GED	50,320.00	50,320.00	52,500.00	104.33%
Total Fund 13	50,320.00	50,320.00	52,500.00	104.33%
Total Funds 11, 12 and 13	11,568,586.00	11,532,031.00	7,820,673.45	67.82%
Auxiliary				
16-9300 Bookstore	786,488.00	786,488.00	290,529.61	36.94%
16-9500 Dorms	652,760.00	652,760.00	99,661.79	15.27%
17-9500 Dorms-Bluffstone	456,865.00	456,865.00	335,685.98	73.48%
16-9600 Meals	788,501.00	788,501.00	579,508.59	73.49%
34-1100 Inge Center	20,000.00	20,000.00	8,627.68	43.14%
34-1200 Inge Festival	255,714.00	255,714.00	109,368.17	42.77%
48-4800 Technology	54,800.00	54,800.00	0.00	0.00%

48-4800 Student Athlete Fee	25,000.00	25,000.00	0.00	0.00%
Total Auxiliary	3,015,128.00	3,015,128.00	1,423,381.82	47.21%
Plant Funds				
61-1271 Capital Outlay, Culinary Program	0.00	0.00	0.00	0.00%
61-9900 Capital Outlay, ICC West payment	0.00	0.00	0.00	0.00%
Total Plant Funds	0.00	0.00	0.00	0.00%
Foundation				
36-6120 Foundation Expenses	0.00	0.00	50,669.65	0.00%
36-8100 Foundation Scholarships	0.00	0.00	137,422.00	0.00%
Total Foundation	0.00	0.00	188,091.65	0.00%
Federally Funded Programs				
31-8500 Upward Bound	0.00	0.00	192,695.29	0.00%
32-8300 Student Support Services	0.00	0.00	234,801.65	0.00%
39-1269 Carl Perkins	0.00	0.00	0.00	0.00%
Total Federally Funded Programs	0.00	0.00	427,496.94	0.00%
Total College Operations	14,583,714.00	14,547,159.00	9,859,643.86	67.78%

Independence Community College Account Summary

As of March 31, 2019

<u>Account Number</u>	<u>Account Type</u>	<u>Account Title</u>	<u>Interest Rate</u>	<u>Balance</u>	
xxx213	Checking	Petty Cash	na	\$1,000.00	
xxx248	Checking	Accts Payable	na	\$304,906.18	
xxx264	Checking	Credit Card	na	\$5,190.73	
xxx620	Checking	Federal Funds	na	\$1,000.00	
xxx976	Checking	ICC Payroll	na	\$93.00	
xxx826	Money Market		0.60%	\$948,126.54	
xxx396	Money Market	Reserve	0.60%	\$1,886,425.35	
xxx440	Savings	Restricted	0.25%	\$0.00	Closed
				\$3,146,741.80	

Securities Pledged	Amount	Market Value	Maturity Date
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\$0.00

Letters of Credit	Amount	Expiration Date
FHLB #54160	\$3,400,000.00	8/20/19

\$3,400,000.00

Guaranty Bonds	Amount	Origination Date
	\$0.00	
	\$0.00	

Total Pledged	\$3,400,000.00
FDIC Insurance	\$250,000.00
Total Coverage	\$3,650,000.00
Overage/Shortage	\$503,258.20

Independence Community College
Payables Report Ending March 31, 2019

CheckNumber	VendorName	Description	TRXDATE	Amount	Account
0007876	Mont Co Treasurer	32 passenger shuttle registration for 2019	3/4/2019	\$ 214.25	11-7200-645-000
0007877	Taylor, Christopher	Moving/Travel Reimbursement	3/7/2019	\$ 1,795.70	11-5500-646-000
0007878	Joyce-Hoven, Hannah	Producing Director- Inge February	3/7/2019	\$ 2,500.00	11-6300-661-000
0007879	Cable One, Inc.	Student Union Cable TV	3/7/2019	\$ 150.64	11-6500-636-000
0007880	City Of Independence	Admin Bldg/ water charge	3/7/2019	\$ 565.71	11-6500-632-000
0007880	City Of Independence	CIE Bldg/ Water Charge	3/7/2019	\$ 94.10	11-6500-632-000
0007880	City Of Independence	ICC West Water Charge	3/7/2019	\$ 196.89	11-6500-632-000
0007880	City Of Independence	Main Campus Water Charge	3/7/2019	\$ 1,454.74	11-6500-632-000
0007880	City Of Independence	Practice Field 2 water charge	3/7/2019	\$ 22.83	11-6500-632-000
0007880	City Of Independence	Practice Field Water Charge	3/7/2019	\$ 208.96	11-6500-632-000
0007880	City Of Independence	ICC West Trash	3/7/2019	\$ 200.00	11-6500-679-000
0007881	Commerce Trust Company	Refunding Certificates	3/7/2019	\$ 113,586.27	11-7500-820-001
0007882	Studebaker Refrigeration, Inc	Ice Machine Rent Gym	3/7/2019	\$ 150.00	11-6500-646-000
0007882	Studebaker Refrigeration, Inc	Ice Machine Rent/ Kitchen	3/7/2019	\$ 150.00	16-9600-643-000
0007883	Names and Numbers Directory	advertising	3/7/2019	\$ 384.00	11-6100-693-000
0007884	Jarred, Gilmore & Phillips, PA	Final Audit and Consulation	3/7/2019	\$ 11,295.00	11-6200-663-000
0007885	Express Services, Inc.	Payroll Clerk	3/7/2019	\$ 578.68	11-6110-661-000
0007885	Express Services, Inc.	Accounts Receivable	3/7/2019	\$ 762.28	11-6200-646-000
0007886	Toyota Financial Services	Monthly Vehicle Lease	3/7/2019	\$ 621.76	11-7200-645-000
0007886	Toyota Financial Services	Monthyl Vehicle Lease	3/7/2019	\$ 363.95	11-7200-645-000
0007887	McAnany, Van Cleave & Phillips Law	Legal assistance	3/7/2019	\$ 58.50	11-6500-530-001
0007887	McAnany, Van Cleave & Phillips Law	Legal Services	3/7/2019	\$ 19.50	11-6500-530-001
0007888	CBS Manhattan, LLC	key blanks, core assemblies, parts for building locks	3/7/2019	\$ 348.41	11-7100-649-000
0007889	Newton's True Value	mounting brackets for basketball machine in anchor room	3/7/2019	\$ 5.16	11-7100-649-000
0007889	Newton's True Value	Newtons/replace PO4555	3/7/2019	\$ 78.46	11-7500-820-000
0007890	George Lay Signs, Inc.	Sign outside of Independence	3/7/2019	\$ 134.50	11-6300-615-000
0007891	Indy Print Services	Printer Supplies	3/7/2019	\$ 359.97	11-6500-646-000
0007892	O'Reilly Auto Parts	silicone for repairing ford taurus timing cover	3/7/2019	\$ 7.49	11-7200-647-000
0007893	Kopco, Inc.	Band Recruitment Brochures	3/7/2019	\$ 63.00	11-6300-615-000
0007893	Kopco, Inc.	Fab Lab Brochures	3/7/2019	\$ 110.00	11-6300-615-000
0007894	Montgomery County Chronicle	Electronic Subscription	3/7/2019	\$ 35.00	11-6100-693-000
0007894	Montgomery County Chronicle	Caney FFA Ad	3/7/2019	\$ 15.00	11-6300-615-000
0007894	Montgomery County Chronicle	Cherryvale FFA Ad	3/7/2019	\$ 15.00	11-6300-615-000
0007895	Get Right Graphics	Payables Checks Reorder	3/7/2019	\$ 189.26	11-6200-701-000

0007896	Hugo's Industrial Supply, Inc	trash bags; TP; paper towels; rubber bands	3/7/2019	\$	508.61	11-7100-708-000
0007897	Russell Refrideration & Heating	repair upper oven	3/7/2019	\$	984.94	16-9600-850-000
0007898	KJCCC	ATHletic Dept. - additional officiels for Basketball	3/7/2019	\$	3,045.00	11-5500-646-000
0007899	Westar Energy	Electricity ICC West	3/7/2019	\$	1,667.95	11-6500-635-000
0007899	Westar Energy	Sign/ ICC West	3/7/2019	\$	54.94	11-6500-635-000
0007900	Republic Services #376	Sanitation Admin/ Fuel Fee	3/7/2019	\$	594.71	11-6500-679-000
0007900	Republic Services #376	Sanitation Services- CIE bldg	3/7/2019	\$	333.15	11-6500-679-000
0007900	Republic Services #376	Sanitation Services- Fine Arts	3/7/2019	\$	111.03	11-6500-679-000
0007900	Republic Services #376	Sanitation Services- maintenanc	3/7/2019	\$	222.12	11-6500-679-000
0007900	Republic Services #376	Sanitation Services Dorms	3/7/2019	\$	612.85	16-9500-679-000
0007900	Republic Services #376	Sanitation Services Dorms 2	3/7/2019	\$	172.00	16-9500-679-000
0007900	Republic Services #376	Sanitation Services Dorms 3	3/7/2019	\$	37.11	16-9500-679-000
0007900	Republic Services #376	Sanitation Services- Cafeteria	3/7/2019	\$	444.19	16-9600-679-000
0007901	MB2 Sports, Inc	Softball - team gear	3/7/2019	\$	3,991.00	71-5560-285-000
0007902	Franken, Jessica C.	Design of Inge marketing materials, Jessica Franken	3/7/2019	\$	500.00	34-1200-616-000
0007903	WBB Recruit	WBB - reimbursement for travel for recruit	3/7/2019	\$	162.40	11-5540-617-000
0007904	SEK Construction	Athletic Dept. - door removal in lockerroom	3/7/2019	\$	700.00	71-5500-285-001
0007905	Wright International Student Services	Student unloading/Removing from delinquency	3/7/2019	\$	1,000.00	11-5200-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	1,162.09	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	262.69	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	38.96	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	220.20	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	261.48	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	225.61	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	159.08	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	316.51	11-6500-646-000
0007906	Xerox Corporation	Monthly Copy Machine Rent	3/7/2019	\$	173.84	11-6500-646-000
0007907	Great Western Dining Service , Inc.	Employee Meals	3/7/2019	\$	50.05	16-9600-602-000
0007907	Great Western Dining Service , Inc.	Meal Plan	3/7/2019	\$	15,002.40	16-9600-602-000
0007907	Great Western Dining Service , Inc.	Student Meal Charges	3/7/2019	\$	53.27	16-9600-602-000
0007908	ICC Student	Student Payroll Reimbursement	3/7/2019	\$	73.88	11-0100-484-000
0007909	ICC Student	Per diem food/meals ICC Student	3/7/2019	\$	115.00	11-6100-693-000
0007910	Hunter-Gault	Inge Associate Producer Chuma Gault	3/7/2019	\$	5,700.00	34-1200-663-000
0007911	Commerce Trust Company	Admin Fees	3/7/2019	\$	500.00	16-9500-761-000
0007912	Hunter-Gault	Tribute script wrtier for Inge, Chuma Gault	3/7/2019	\$	2,000.00	34-1200-663-000
0007913	United States Postal Service	Return Postage Due	3/12/2019	\$	7.32	11-6500-611-000
0007914	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,012.00	11-0000-203-000
0007915	ICC Student	Student Financial Aid Refund	3/12/2019	\$	45.00	11-0000-203-000

0007916	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,307.00	11-0000-203-000
0007917	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,515.00	11-0000-203-000
0007918	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,777.78	11-0000-203-000
0007919	ICC Student	Student Financial Aid Refund	3/12/2019	\$	440.66	11-0000-203-000
0007920	ICC Student	Student Financial Aid Refund	3/12/2019	\$	589.00	11-0000-203-000
0007921	ICC Student	Student Financial Aid Refund	3/12/2019	\$	100.00	11-0000-203-000
0007922	ICC Student	Student Financial Aid Refund	3/12/2019	\$	668.00	11-0000-203-000
0007923	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,411.00	11-0000-203-000
0007924	ICC Student	Student Financial Aid Refund	3/12/2019	\$	32.00	11-0000-203-000
0007925	ICC Student	Student Financial Aid Refund	3/12/2019	\$	112.00	11-0000-203-000
0007926	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,361.00	11-0000-203-000
0007927	ICC Student	Student Financial Aid Refund	3/12/2019	\$	45.00	11-0000-203-000
0007928	ICC Student	Student Financial Aid Refund	3/12/2019	\$	224.00	11-0000-203-000
0007929	ICC Student	Student Financial Aid Refund	3/12/2019	\$	693.00	11-0000-203-000
0007930	ICC Student	Student Financial Aid Refund	3/12/2019	\$	75.00	11-0000-203-000
0007931	ICC Student	Student Financial Aid Refund	3/12/2019	\$	345.00	11-0000-203-000
0007932	ICC Student	Student Financial Aid Refund	3/12/2019	\$	500.00	11-0000-203-000
0007933	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,503.14	11-0000-203-000
0007934	ICC Student	Student Financial Aid Refund	3/12/2019	\$	129.00	11-0000-203-000
0007935	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,195.20	11-0000-203-000
0007936	ICC Student	Student Financial Aid Refund	3/12/2019	\$	821.00	11-0000-203-000
0007937	ICC Student	Student Financial Aid Refund	3/12/2019	\$	170.17	11-0000-203-000
0007938	ICC Student	Student Financial Aid Refund	3/12/2019	\$	74.00	11-0000-203-000
0007939	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,121.86	11-0000-203-000
0007940	ICC Student	Student Financial Aid Refund	3/12/2019	\$	760.18	11-0000-203-000
0007941	ICC Student	Student Financial Aid Refund	3/12/2019	\$	270.00	11-0000-203-000
0007942	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,253.00	11-0000-203-000
0007943	ICC Student	Student Financial Aid Refund	3/12/2019	\$	180.00	11-0000-203-000
0007944	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,793.00	11-0000-203-000
0007945	ICC Student	Student Financial Aid Refund	3/12/2019	\$	235.00	11-0000-203-000
0007946	ICC Student	Student Financial Aid Refund	3/12/2019	\$	653.14	11-0000-203-000
0007947	ICC Student	Student Financial Aid Refund	3/12/2019	\$	495.00	11-0000-203-000
0007948	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,192.00	11-0000-203-000
0007949	ICC Student	Student Financial Aid Refund	3/12/2019	\$	516.00	11-0000-203-000
0007950	ICC Student	Student Financial Aid Refund	3/12/2019	\$	98.00	11-0000-203-000
0007951	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,171.14	11-0000-203-000
0007952	ICC Student	Student Financial Aid Refund	3/12/2019	\$	556.14	11-0000-203-000
0007953	ICC Student	Student Financial Aid Refund	3/12/2019	\$	403.00	11-0000-203-000

0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	1,232.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	189.86	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	476.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	1,605.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	1,587.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	945.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	188.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	2,125.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	894.00	11-0000-203-000
0007955	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/12/2019	\$	2,000.00	11-0000-203-000
0007956	ICC Student	Student Financial Aid Prior Balance Refund	3/12/2019	\$	31.88	11-0000-203-000
0007957	ICC Student	Student Financial Aid Prior Balance Refund	3/12/2019	\$	1,061.00	11-0000-203-000
0007958	ICC Student	Student Financial Aid Prior Balance Refund	3/12/2019	\$	20.00	11-0000-203-000
0007959	ICC Student	Student Financial Aid Prior Balance Refund	3/12/2019	\$	180.00	11-0000-203-000
0007960	ICC Student	Student Financial Aid Prior Balance Refund	3/12/2019	\$	172.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	23.14	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	118.12	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	282.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	841.14	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	1,215.83	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	1,225.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	54.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	309.86	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	1,225.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	594.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	632.86	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	984.18	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	476.86	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	107.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	107.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	1,048.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	27.00	11-0000-203-000
0007961	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/13/2019	\$	2,210.00	11-0000-203-000
0007962	Bluffstone: The Villas at Independence LLC	ICC Student Financial Aid Housing Payment	3/13/2019	\$	830.00	11-0000-203-000
0007963	ICC FOUNDATION	M. Woods donation for Turf	3/14/2019	\$	32,770.04	71-5500-285-000
0007964	ICC FOUNDATION	M. Woods Donation to Athletics	3/14/2019	\$	7,229.96	71-5500-285-000
0007966	Smith, Joanne	marketing support	3/14/2019	\$	925.00	11-6300-661-000
0007967	Yerkes & Michels, CPA	Consultation charges	3/14/2019	\$	40.00	11-6200-663-000

0007968	Cable One, Inc.	ICC West Cable TV	3/14/2019	\$	221.06	11-6500-636-000
0007969	Peterson, Bruce	Travel Reimbursement	3/14/2019	\$	3.00	34-1100-705-000
0007969	Peterson, Bruce	Travel Reimbursement	3/14/2019	\$	4.00	34-1200-601-000
0007970	PCMG, INC.	Microsoft Azure/Annual	3/14/2019	\$	781.25	11-6600-852-000
0007970	PCMG, INC.	Microsoft Azure/Annual	3/14/2019	\$	2,900.00	11-6600-852-000
0007971	Express Services, Inc.	Payroll Clerk Services	3/14/2019	\$	688.68	11-6110-661-000
0007971	Express Services, Inc.	Accounts Receivable Services	3/14/2019	\$	755.20	11-6200-646-000
0007972	Heckman & Associates	Work on code footpring for submittal KSFMO Field House	3/14/2019	\$	3,162.50	11-7100-725-000
0007972	Heckman & Associates	Work on code footpring for submittal KSFMO Field House	3/14/2019	\$	632.50	11-7100-725-000
0007972	Heckman & Associates	Work on code footpring for submittal KSFMO Field House	3/14/2019	\$	625.00	11-7100-725-000
0007973	TouchTone Communications	Telephone Service	3/14/2019	\$	78.12	11-6500-631-000
0007974	Fastenal	4 pairs for cleats for maintenance staff to wear while treating campus ice/snow	3/14/2019	\$	118.38	11-7100-824-000
0007974	Fastenal	4 pairs for cleats for maintenance staff to wear while treating campus ice/snow	3/14/2019	\$	118.75	11-7100-824-000
0007974	Fastenal	4 pairs for cleats for maintenance staff to wear while treating campus ice/snow	3/14/2019	\$	88.51	11-7300-719-000
0007974	Fastenal	4 pairs for cleats for maintenance staff to wear while treating campus ice/snow	3/14/2019	\$	56.28	11-7500-820-000
0007975	Master's Leasing & Rentals	Bus Lease KC GView	3/14/2019	\$	1,794.00	11-7200-645-000
0007976	Newton's True Value	food service line-replace plug for salad bar	3/14/2019	\$	30.27	16-9600-649-000
0007977	Firex, Inc	charge fire extinguishers for fleet vehicles	3/14/2019	\$	116.00	11-7200-647-000
0007978	D & A Electrical Systems LLC	Field House Campus Fire Upgrade Year 3 (35% Release PO)	3/14/2019	\$	17,712.50	11-7100-725-000
0007979	Indy Print Services	Printer Supplies mail room	3/14/2019	\$	89.95	11-6500-646-000
0007980	Emert Chub Reynolds, LLC	Legal Services	3/14/2019	\$	1,022.00	11-6000-662-000
0007981	Inceptia	Verification charges	3/14/2019	\$	632.50	11-5200-646-000
0007982	Agosto, Carrie	STEM contract Mar 2019/Carrie Agosto	3/14/2019	\$	60.00	37-1223-661-002
0007983	Charter, Shelly L.	STEM contract Mar 2019/Shelly Charter	3/14/2019	\$	80.00	37-1223-661-002
0007984	Kelley, William	STEM camp/Jake Kelley	3/14/2019	\$	80.00	37-1223-661-002
0007985	Williams, Malinda	STEM contract/Mindy Williams Mar 2019	3/14/2019	\$	80.00	37-1223-661-002
0007987	Jocks Nitch	Stunt - stunt gear	3/14/2019	\$	399.20	11-5590-617-000
0007989	John Wiley & Sons, inc.	E-Book Codes for Resale	3/14/2019	\$	2,432.00	16-9300-740-000
0007989	John Wiley & Sons, inc.	Textbooks for Loan Program	3/14/2019	\$	972.94	16-9300-743-000
0007991	Nelnet	Monthly Hosting and Maintenanc	3/14/2019	\$	780.95	11-6500-695-000
0007992	Westar Energy	Electricity Main Campus	3/14/2019	\$	8,233.07	11-6500-635-000
0007992	Westar Energy	Electricity/ 4000rd	3/14/2019	\$	36.55	11-6500-635-000
0007992	Westar Energy	Electricity/ CIE bldg	3/14/2019	\$	871.39	11-6500-635-000
0007992	Westar Energy	Electricity Brick A	3/14/2019	\$	183.40	16-9500-635-000
0007992	Westar Energy	Electricity Brick C	3/14/2019	\$	145.58	16-9500-635-000
0007992	Westar Energy	Electricity Brick D	3/14/2019	\$	163.26	16-9500-635-000
0007992	Westar Energy	Electricity Captains Quarters	3/14/2019	\$	2,514.58	16-9500-635-000
0007992	Westar Energy	Electricty Brick B	3/14/2019	\$	159.41	16-9500-635-000

0007993	Locke Supply Co.	2 elonated lift seats to modify toilets for ADA - AC building	3/14/2019	\$	119.14	11-7500-820-000
0007995	Fire Engine Red, Inc.	Fireworks CRM system for admis	3/14/2019	\$	15,000.00	11-5300-850-000
0007996	Essington, Raymond	Vocal coaching for [title of show]	3/14/2019	\$	750.00	11-1150-661-000
0007997	WBB Recruit	WBB - reimbursement for mileage for recruit	3/14/2019	\$	374.68	11-5540-617-000
0007998	Shanks Oil Company LLC	412.2 gallons unleade fuel	3/14/2019	\$	856.96	11-7200-721-000
0007999	Theatre Communications Group	American Theater ad March 2019 issue	3/14/2019	\$	2,080.00	34-1200-615-000
0008000	Thompson Bros. Supplies	acetylene and oxygen bottles filled for shop welding/cutting projects	3/14/2019	\$	38.50	11-7100-649-000
0008001	Volz Welding	brake aluminum plates for Football equipment room	3/14/2019	\$	30.00	11-7100-649-000
0008002	Woods Lumber of Independence, Ks. INC	lag screws and anchors for ADA handrails Fine Arts Theatre	3/14/2019	\$	13.92	11-7100-649-000
0008003	Great Western Dining Service , Inc.	Employee Meal Charges	3/14/2019	\$	61.60	16-9600-602-000
0008003	Great Western Dining Service , Inc.	Meal Plan	3/14/2019	\$	15,002.40	16-9600-602-000
0008003	Great Western Dining Service , Inc.	Student Meal Charges	3/14/2019	\$	17.55	16-9600-602-000
0008004	Quality Paint and Body	Coach Brown Vehicle Repair	3/14/2019	\$	3,695.04	11-7200-647-000
0008005	Hugo's Industrial Supply, Inc	maroon pad for stripping floor wax to refinish	3/14/2019	\$	76.42	11-7100-708-000
0008005	Hugo's Industrial Supply, Inc	replace po 4913 main supplies	3/14/2019	\$	540.48	11-7100-708-000
0008005	Hugo's Industrial Supply, Inc	whiteboard cleaner/conditioner; 56 gallon square can trash bags	3/14/2019	\$	36.10	11-7100-708-000
0008006	ICC Student	Student Financial Aid Refund	3/14/2019	\$	1,000.00	11-0000-203-000
0008007	Montgomery County Action Council	Fee for Rebekah & Jaicey to attend	3/27/2019	\$	50.00	11-4200-717-000
0008008	Quality Automotive of Independence/Toyota	purchase fleet lease vehicle #2-2017 Toyota Camry	3/27/2019	\$	12,276.00	11-7200-645-000
0008009	Nguyen, David	REIMBURSEMENT FOR DAVID'S DRIVING RECORD	3/28/2019	\$	30.50	32-8304-601-000
0008010	Smith, Joanne	Marketing Support	3/28/2019	\$	562.50	11-6300-661-000
0008011	Joyce-Hoven, Hannah	Inge Contractor Fee/ March	3/28/2019	\$	2,500.00	11-6300-661-000
0008012	Cable One, Inc.	ICC West Internet Services	3/28/2019	\$	900.00	11-6500-636-000
0008012	Cable One, Inc.	Internet Service/ Main Campus	3/28/2019	\$	2,250.00	11-6500-636-000
0008012	Cable One, Inc.	student union cable tv	3/28/2019	\$	150.64	11-6500-636-000
0008013	Southeast Kansas Living	Spring 19 college ad	3/28/2019	\$	48.75	11-6300-615-000
0008014	CPR Pest Management, Inc	pest control student union cafeteria	3/28/2019	\$	65.00	16-9600-661-000
0008015	Proforma	Presenation Folders	3/28/2019	\$	1,317.00	11-6300-615-000
0008016	Express Services, Inc.	Payroll Clerk	3/28/2019	\$	659.99	11-6110-661-000
0008016	Express Services, Inc.	Payroll Clerk	3/28/2019	\$	717.38	11-6110-661-000
0008017	Independence Main Street	Annual Fundraiser/ President's Office	3/28/2019	\$	200.00	11-1223-701-000
0008017	Independence Main Street	Annual Fundraiser/ President's Office	3/28/2019	\$	200.00	11-6100-693-000
0008018	AT&T	Phone/Fax Main Campus	3/28/2019	\$	1,713.91	11-6500-631-000
0008018	AT&T	Phone/Fax Maintenance, dorms	3/28/2019	\$	1,670.78	11-6500-631-000
0008019	Toyota Financial Services	Fleet Vehicle Rental payment	3/28/2019	\$	543.00	11-7200-645-000
0008019	Toyota Financial Services	Fleet Vehicle Rental payment	3/28/2019	\$	543.00	11-7200-645-000
0008019	Toyota Financial Services	Fleet Vehicle Rental payment	3/28/2019	\$	375.89	11-7200-645-000
0008020	McAnany, Van Cleave & Phillips Law	Legal Services	3/28/2019	\$	16,269.48	11-6500-530-001

0008021	CBS Manhattan, LLC	pins; standard key blanks;tweezers;springs and freight	3/28/2019	\$	383.41	11-7300-649-000
0008022	Kryterion, Inc.	State C.N.A. Exams	3/28/2019	\$	108.00	71-1288-285-001
0008023	Newton's True Value	12' dryer vent kit	3/28/2019	\$	20.99	11-7100-649-000
0008024	DJ'S Photography and Framing	Framing 2018 two posters	3/28/2019	\$	107.70	34-1200-615-000
0008025	O'Reilly Auto Parts	Radiator Cap for F150	3/28/2019	\$	73.56	11-7200-647-000
0008025	O'Reilly Auto Parts	replace battery athletic training van	3/28/2019	\$	105.68	11-7200-647-000
0008025	O'Reilly Auto Parts	temperature sensor for f150	3/28/2019	\$	4.99	11-7200-647-000
0008025	O'Reilly Auto Parts	temperature sensor for f150	3/28/2019	\$	14.58	11-7200-647-000
0008025	O'Reilly Auto Parts	temperature sensor for f150	3/28/2019	\$	29.60	11-7200-647-000
0008025	O'Reilly Auto Parts	thermostat and gasket for f150	3/28/2019	\$	4.72	11-7200-647-000
0008025	O'Reilly Auto Parts	temperature sensor for f150	3/28/2019	\$	26.28	16-9600-649-000
0008026	Kopco, Inc.	Save the Date Cards	3/28/2019	\$	25.00	37-1223-452-002
0008026	Kopco, Inc.	VIL Flyer	3/28/2019	\$	30.00	37-1223-452-002
0008026	Kopco, Inc.	VIL PostCard	3/28/2019	\$	131.50	37-1223-452-002
0008027	Atmos Energy	Academic Bldg	3/28/2019	\$	1,299.48	11-6500-633-000
0008027	Atmos Energy	Admin Bldg	3/28/2019	\$	329.12	11-6500-633-000
0008027	Atmos Energy	CIE North Bldg	3/28/2019	\$	265.84	11-6500-633-000
0008027	Atmos Energy	CIE South Bldg	3/28/2019	\$	274.06	11-6500-633-000
0008027	Atmos Energy	Field House Bldg	3/28/2019	\$	1,327.25	11-6500-633-000
0008027	Atmos Energy	Fine Arts Bldg	3/28/2019	\$	1,443.58	11-6500-633-000
0008027	Atmos Energy	Gas Service/ ICC West	3/28/2019	\$	725.37	11-6500-633-000
0008027	Atmos Energy	maintenance bldg	3/28/2019	\$	120.40	11-6500-633-000
0008027	Atmos Energy	Student Union	3/28/2019	\$	1,103.62	11-6500-633-000
0008028	Chambers, Norman	270 miles roundtrip to Topeka Ramada/PTK Luncheon	3/28/2019	\$	145.80	11-6000-601-000
0008029	Fedex	Monthly Shipping Charges	3/28/2019	\$	213.03	11-6500-611-000
0008030	Four State Maintenance Supply, Inc.	3 cases #11 cleaner; 3 cases #2 cleaner	3/28/2019	\$	1,156.83	11-7100-708-000
0008030	Four State Maintenance Supply, Inc.	3 cases toilet bowl cleaner; Pad driver for polishing/cleaning floors	3/28/2019	\$	213.35	11-7100-708-000
0008031	K&A Pressure Cleaning	clean vent hoods - Food Service kitch	3/28/2019	\$	650.00	16-9600-661-000
0008032	Houck, Michael J.	repair Taurus timing chain cover and gasket	3/28/2019	\$	250.00	11-7200-647-000
0008032	Houck, Michael J.	steel wheel rim-no spare for f450	3/28/2019	\$	109.00	11-7200-647-000
0008033	Twister Design Company	Cups, Tumblers, and koosies for resale	3/28/2019	\$	598.20	16-9300-740-000
0008034	Hugo's Industrial Supply, Inc	Xerox Paper for Main Campus/West	3/28/2019	\$	2,836.80	11-4200-702-000
0008034	Hugo's Industrial Supply, Inc	Q64 disinfectant for Vet Tech; toilet brushes	3/28/2019	\$	93.92	11-7100-708-000
0008035	FirstOak Bank	Loan pmt turf practice field	3/28/2019	\$	15,000.00	11-5500-719-000
0008035	FirstOak Bank	loan pmt turf practice field	3/28/2019	\$	3,854.07	11-7500-810-000
0008036	Mid States Assoc of College Stores	Membership Dues for 2018-19	3/28/2019	\$	125.00	16-9300-681-000
0008037	Elsevier Health	2019 Drug Handbooks for Resale	3/28/2019	\$	380.38	16-9300-740-000
0008038	EMC Publishing, LLC	Online Codes for resale	3/28/2019	\$	1,000.00	16-9300-740-000

0008039	Ives, Richard D.	Rick Ives Music Ajudicator	3/28/2019	\$	200.00	71-1151-285-011
0008040	McAdoo, Robin Jayne Rives	Robin Rives Music Dept. adjudicator	3/28/2019	\$	200.00	71-1151-285-011
0008041	Tri-State Electric	PO4624/ Lightbulbs	3/28/2019	\$	131.40	11-7100-649-000
0008042	Joe Smith Company	Food and Candy for Resale	3/28/2019	\$	387.02	16-9300-740-000
0008043	Woods Lumber of Independence, Ks. INC	paint supplies for Fine Arts dressing rooms	3/28/2019	\$	19.75	11-7100-649-000
0008043	Woods Lumber of Independence, Ks. INC	lag screws and anchors for ADA handrails Fine Arts Theatre	3/28/2019	\$	5.68	11-7500-820-000
0008044	Great Western Dining Service , Inc.	Employee Meal Charges	3/28/2019	\$	88.55	16-9600-602-000
0008044	Great Western Dining Service , Inc.	Meal Plan	3/28/2019	\$	14,936.60	16-9600-602-000
0008044	Great Western Dining Service , Inc.	Meal Plan	3/28/2019	\$	4,267.60	16-9600-602-000
0008044	Great Western Dining Service , Inc.	Student Meal Charges	3/28/2019	\$	23.40	16-9600-602-000
0008045	INDEPENDENCE COMMUNITY COLLEGE	Tutor Salaries for Pay Periods 7 & 8	3/28/2019	\$	1,227.00	99-0000-362-000
0008046	Mobile Media Technologies LLC	tC Push - Annual Service Fee - Unlimited Messages	3/28/2019	\$	1,295.00	11-6300-615-000
0008047	McCarty, Gary N.	PO4985/Music adjudicator	3/28/2019	\$	200.00	71-1151-285-011
0008048	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/28/2019	\$	245.00	11-0000-203-000
0008048	ICC Student Housing	ICC Student Financial Aid Housing Payment	3/28/2019	\$	980.00	11-0000-203-000
0008049	Kirk, Jennifer	Jennifer Kirk music ajudicator	3/29/2019	\$	200.00	71-1151-285-000
0008050	Turner, Gregory Eugene	Gregory turner music ajudicator	3/29/2019	\$	100.00	71-1151-285-011
EFT000000001403	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,114.00	11-0000-203-000
EFT000000001404	ICC Student	Student Financial Aid Refund	3/12/2019	\$	4,266.00	11-0000-203-000
EFT000000001405	ICC Student	Student Financial Aid Refund	3/12/2019	\$	411.00	11-0000-203-000
EFT000000001406	ICC Student	Student Financial Aid Refund	3/12/2019	\$	11.14	11-0000-203-000
EFT000000001407	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,258.00	11-0000-203-000
EFT000000001408	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,344.00	11-0000-203-000
EFT000000001409	ICC Student	Student Financial Aid Refund	3/12/2019	\$	839.00	11-0000-203-000
EFT000000001410	ICC Student	Student Financial Aid Refund	3/12/2019	\$	390.00	11-0000-203-000
EFT000000001411	ICC Student	Student Financial Aid Refund	3/12/2019	\$	1,254.00	11-0000-203-000
EFT000000001412	United Parcel Service	UPS Payment March	3/19/2019	\$	53.80	11-6500-611-000
EFT000000001413	Kansas Department of Revenue-Sales Tax	Sales Tax county February 2019	3/19/2019	\$	493.92	11-0100-216-000
EFT000000001414	Academic Office Credit Card	Registrar Office Supplies from Amazon- Ceiling Light Covers	3/5/2019	\$	69.98	11-5400-701-000
EFT000000001414	Academic Office Credit Card	Graduation Supplies- Rigid Photo Mailers	3/5/2019	\$	31.95	11-5400-708-000
EFT000000001415	McCormick, Amanda Purchase Card	X-ray machine state registraion for 2019	3/5/2019	\$	205.00	12-1220-681-000
EFT000000001415	McCormick, Amanda Purchase Card	Patterson Vet/ Supplies for Vet Tech	3/5/2019	\$	118.41	12-1220-700-000
EFT000000001415	McCormick, Amanda Purchase Card	Blood Chemistry Test Supplies	3/5/2019	\$	102.76	12-1220-700-000
EFT000000001415	McCormick, Amanda Purchase Card	Exam Gloves 1 box sm, 2 box med, 2 box lg	3/5/2019	\$	12.50	12-1220-700-000
EFT000000001416	Hucke, Andrea Purchase Card	Admissions - Kameron's Nacada Membership fee	3/5/2019	\$	75.00	11-5300-626-000
EFT000000001416	Hucke, Andrea Purchase Card	Admissions - NACADA Conference registration fee	3/5/2019	\$	450.00	11-5300-626-000
EFT000000001416	Hucke, Andrea Purchase Card	Admissions - NACADA Membership fee	3/5/2019	\$	75.00	11-5300-626-000
EFT000000001416	Hucke, Andrea Purchase Card	Admissions - Cookies for international orientation	3/5/2019	\$	2.83	11-6310-602-000

EFT000000001416	Hucke, Andrea Purchase Card	Admissions - International student welcome lunch	3/5/2019	\$	78.89	11-6310-602-000
EFT000000001417	Harris, Beverly Credit Card	Wal-Mart	3/5/2019	\$	4.35	11-6100-693-000
EFT000000001417	Harris, Beverly Credit Card	Wal-Mart	3/5/2019	\$	5.44	11-6100-693-000
EFT000000001418	Campus, Breta Credit Card	Coffee and Conversation event	3/5/2019	\$	13.40	32-8304-617-000
EFT000000001419	Bertie, Brett Purchase Card	Tapes for AS400- Copy of system	3/5/2019	\$	33.48	11-6600-850-000
EFT000000001419	Bertie, Brett Purchase Card	Amazon Web Services	3/5/2019	\$	13.78	11-6600-852-000
EFT000000001419	Bertie, Brett Purchase Card	DNS Filter	3/5/2019	\$	27.00	11-6600-852-000
EFT000000001419	Bertie, Brett Purchase Card	Office 365	3/5/2019	\$	372.30	11-6600-852-000
EFT000000001419	Bertie, Brett Purchase Card	Office 365 ATP	3/5/2019	\$	1.40	11-6600-852-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge reading rehearsal food g and w	3/5/2019	\$	21.85	34-1100-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Tulsa airport parking inge reading transport 1.13.19	3/5/2019	\$	2.00	34-1100-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Uber trip in error by Inge, reimbursement to come to ICC	3/5/2019	\$	3.00	34-1100-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge reading reception food big cheese 1.12.19	3/5/2019	\$	89.18	34-1100-602-000
EFT000000001420	Peterson, Bruce Purchase Card	Google storage for Inge 2.4.19	3/5/2019	\$	2.99	34-1100-705-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge reading sd card walgreens 1.12.19	3/5/2019	\$	16.41	34-1100-705-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge storage and access to vimeo membership annual	3/5/2019	\$	240.00	34-1100-705-000
EFT000000001420	Peterson, Bruce Purchase Card	Gault Inge flight Southwest	3/5/2019	\$	153.00	34-1200-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Gualt Inge return flight Southwest	3/5/2019	\$	89.50	34-1200-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge AA flight staff supplement 1.15.19	3/5/2019	\$	36.38	34-1200-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge flight Hoven AA	3/5/2019	\$	398.00	34-1200-601-000
EFT000000001420	Peterson, Bruce Purchase Card	Inge staff travel AA 1.15.19	3/5/2019	\$	13.86	34-1200-601-000
EFT000000001421	Westerhold, Cody Credit Card	Meal for Stunt Event	3/5/2019	\$	217.99	11-5590-602-000
EFT000000001421	Westerhold, Cody Credit Card	Stunt - recruiting meal	3/5/2019	\$	36.00	11-5590-617-000
EFT000000001421	Westerhold, Cody Credit Card	Stunt - uniform maintenance supplies	3/5/2019	\$	68.99	11-5590-698-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - game room replacement equipment	3/5/2019	\$	221.44	11-5700-693-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - community service equipment	3/5/2019	\$	48.96	11-5700-693-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - game room equipment	3/5/2019	\$	651.03	11-5700-693-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - new box game	3/5/2019	\$	76.64	11-5700-693-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - new xbox game	3/5/2019	\$	76.64	11-5700-693-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - new xbox game	3/5/2019	\$	76.64	11-5700-693-000
EFT000000001421	Westerhold, Cody Credit Card	Student Life - New xbox game	3/5/2019	\$	76.99	11-5700-693-000
EFT000000001422	Barwick, Dan Credit Card	Travel/KBOR/Topeka	3/5/2019	\$	110.18	11-6100-601-000
EFT000000001422	Barwick, Dan Credit Card	Meal/Barwick and Greg Goheen	3/5/2019	\$	34.54	11-6100-602-000
EFT000000001422	Barwick, Dan Credit Card	Meal/KBOR	3/5/2019	\$	1.34	11-6100-602-000
EFT000000001422	Barwick, Dan Credit Card	Meal/KBOR	3/5/2019	\$	8.60	11-6100-602-000
EFT000000001422	Barwick, Dan Credit Card	Meal/Sanchez Hearing	3/5/2019	\$	19.33	11-6100-602-000
EFT000000001422	Barwick, Dan Credit Card	Meal/Sanchez Hearing	3/5/2019	\$	20.70	11-6100-602-000
EFT000000001422	Barwick, Dan Credit Card	2-yr renewals/3 Domains	3/5/2019	\$	86.68	11-6100-693-000

EFT000000001422	Barwick, Dan Credit Card	2-yr renewals/3 Domains	3/5/2019	\$	108.66	11-6100-693-000
EFT000000001422	Barwick, Dan Credit Card	Advertising	3/5/2019	\$	49.20	11-6100-693-000
EFT000000001422	Barwick, Dan Credit Card	Monthly Fees	3/5/2019	\$	49.00	11-6100-693-000
EFT000000001422	Barwick, Dan Credit Card	Monthly subscription	3/5/2019	\$	20.00	11-6100-693-000
EFT000000001422	Barwick, Dan Credit Card	Stadium Internet	3/5/2019	\$	126.16	11-6100-693-000
EFT000000001422	Barwick, Dan Credit Card	Fuel	3/5/2019	\$	28.00	11-7200-721-000
EFT000000001422	Barwick, Dan Credit Card	Fuel	3/5/2019	\$	20.39	11-7200-721-000
EFT000000001423	Packard, Dillon Credit Card	Admissions - meal for recruiting trip	3/5/2019	\$	8.81	11-5300-602-000
EFT000000001423	Packard, Dillon Credit Card	Admissions - registration fee for conference	3/5/2019	\$	75.00	11-5300-626-000
EFT000000001423	Packard, Dillon Credit Card	Admissions - furniture for admissions office area	3/5/2019	\$	567.19	11-5300-701-000
EFT000000001423	Packard, Dillon Credit Card	Admissions - meal for recruiting trip	3/5/2019	\$	17.26	11-5530-602-000
EFT000000001424	Wolfe, Erick Credit Card	Fuel for theatre recruitment events	3/5/2019	\$	21.00	11-1150-601-000
EFT000000001424	Wolfe, Erick Credit Card	two hotel rooms for 3 nights each for MS Thespians recruitment	3/5/2019	\$	1,010.38	11-1150-601-000
EFT000000001424	Wolfe, Erick Credit Card	food at recruitment event	3/5/2019	\$	4.63	11-1150-602-000
EFT000000001424	Wolfe, Erick Credit Card	Lunch for 2 at recruitment event	3/5/2019	\$	24.92	11-1150-602-000
EFT000000001424	Wolfe, Erick Credit Card	supplies for class and teaching	3/5/2019	\$	15.92	11-1150-602-000
EFT000000001424	Wolfe, Erick Credit Card	food at recruitment event	3/5/2019	\$	1.69	11-1150-604-000
EFT000000001424	Wolfe, Erick Credit Card	Hotel for Tulsa Thespians Recruitment event	3/5/2019	\$	416.77	11-1150-604-000
EFT000000001424	Wolfe, Erick Credit Card	Meal during recruitment event in KC	3/5/2019	\$	13.72	11-1150-604-000
EFT000000001424	Wolfe, Erick Credit Card	Parking at hotel in KS	3/5/2019	\$	16.00	11-1150-604-000
EFT000000001424	Wolfe, Erick Credit Card	Props and costumes needed for Spring shows	3/5/2019	\$	711.15	11-1150-695-000
EFT000000001424	Wolfe, Erick Credit Card	Book for stage makup class	3/5/2019	\$	39.43	11-1150-700-000
EFT000000001424	Wolfe, Erick Credit Card	spike tape and makeup for classes this semester	3/5/2019	\$	204.48	11-1150-700-000
EFT000000001424	Wolfe, Erick Credit Card	supplies for class and teaching	3/5/2019	\$	53.05	11-1150-700-000
EFT000000001424	Wolfe, Erick Credit Card	Supplies for makeup class	3/5/2019	\$	60.31	11-1150-700-000
EFT000000001424	Wolfe, Erick Credit Card	ticket change cost	3/5/2019	\$	83.00	11-4200-717-000
EFT000000001424	Wolfe, Erick Credit Card	ticket change cost	3/5/2019	\$	546.00	11-4200-717-000
EFT000000001425	Fab Lab Credit Card	food for mindset class	3/5/2019	\$	42.83	11-1223-701-000
EFT000000001425	Fab Lab Credit Card	Mindset class food	3/5/2019	\$	42.31	11-1223-701-000
EFT000000001425	Fab Lab Credit Card	Travel/Joanne Smith/STEM	3/5/2019	\$	416.00	37-1223-601-002
EFT000000001425	Fab Lab Credit Card	STEM FOOD	3/5/2019	\$	49.76	37-1223-602-002
EFT000000001425	Fab Lab Credit Card	STEM FOOD	3/5/2019	\$	36.70	37-1223-602-002
EFT000000001425	Fab Lab Credit Card	Food/STEM Saturday	3/5/2019	\$	199.02	37-1223-602-002
EFT000000001425	Fab Lab Credit Card	STEM food Feb 2109	3/5/2019	\$	156.20	37-1223-602-002
EFT000000001425	Fab Lab Credit Card	STEM FOOD	3/5/2019	\$	85.90	37-1223-700-002
EFT000000001425	Fab Lab Credit Card	STEM FOOD	3/5/2019	\$	63.65	37-1223-700-002
EFT000000001425	Fab Lab Credit Card	STEM supplies/Spark Fun	3/5/2019	\$	388.80	37-1223-700-002
EFT000000001426	Chapman, Gayle J. Credit Card	yearly membership for Prime	3/5/2019	\$	119.00	31-8502-701-000

EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	42.00	11-1150-601-000
EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	33.74	11-1150-602-000
EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	21.94	11-1150-602-000
EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	12.54	11-1150-602-000
EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	36.71	11-1150-602-000
EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	118.79	11-1150-602-000
EFT000000001427	Blackert, Harty Credit Credit Card	MO Thespian Conf. HS Theatre Recruiting	3/5/2019	\$	49.05	11-1150-602-000
EFT000000001427	Blackert, Harty Credit Credit Card	OK THESPIAN HS THEATRE RECRUITING	3/5/2019	\$	52.49	11-1150-602-000
EFT000000001428	ICC Marketing c/o Keli Tuschman	Marketing- EIG Constant Contac	3/5/2019	\$	10.00	11-6300-615-000
EFT000000001429	Gillum, Jaicey Linn Credit Card	Headphones for IHS JAG-K students taking OSHA	3/5/2019	\$	21.90	11-1160-700-000
EFT000000001429	Gillum, Jaicey Linn Credit Card	Headphones for IHS JAG-K students taking OSHA	3/5/2019	\$	5.48	11-1160-700-000
EFT000000001429	Gillum, Jaicey Linn Credit Card	Units for OSHA-10 certification	3/5/2019	\$	1,000.00	11-1160-700-000
EFT000000001429	Gillum, Jaicey Linn Credit Card	Admissions team lunch	3/5/2019	\$	67.49	11-5300-602-000
EFT000000001429	Gillum, Jaicey Linn Credit Card	Donuts for IHS JAG-K students enrolling in OSHA	3/5/2019	\$	29.35	11-5600-602-000
EFT000000001429	Gillum, Jaicey Linn Credit Card	Napkins for donuts being brought to high school	3/5/2019	\$	2.18	11-5600-602-000
EFT000000001430	Brown, Jason Credit Card	Meal for Recruiting	3/5/2019	\$	100.73	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - fklight for recruit	3/5/2019	\$	344.99	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - flights for recruits	3/5/2019	\$	873.98	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	32.84	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	436.94	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	267.79	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - meal for recruiting	3/5/2019	\$	96.23	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - meals for recruits	3/5/2019	\$	426.61	11-5510-617-000
EFT000000001430	Brown, Jason Credit Card	Football - equipment	3/5/2019	\$	424.91	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - equipment	3/5/2019	\$	509.79	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	105.76	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	114.44	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	24.92	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	60.81	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	12.23	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	49.15	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	153.90	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	22.76	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	14.85	11-5510-698-000
EFT000000001430	Brown, Jason Credit Card	Football - supplies	3/5/2019	\$	5.48	11-5510-698-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	0.30	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	8.20	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	15.33	11-5510-617-000

EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	21.67	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	26.48	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	19.44	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	14.05	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - fuel for recruiting	3/5/2019	\$	17.81	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	87.64	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	72.28	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	70.62	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	103.33	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	76.43	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - lodging for recruiting	3/5/2019	\$	98.61	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting	3/5/2019	\$	9.62	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting	3/5/2019	\$	10.00	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting	3/5/2019	\$	6.42	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting	3/5/2019	\$	6.47	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting	3/5/2019	\$	9.12	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting (lost receipt)	3/5/2019	\$	7.27	11-5510-617-000
EFT000000001431	Martin, Jason Credit Card	Football - meal for recruiting (receipt was printed w/ 8.45)	3/5/2019	\$	8.46	11-5510-617-000
EFT000000001432	Morgan-Tate, Jessica Credit Card	Lunch with speaker Ali Smith	3/5/2019	\$	31.46	11-6510-602-000
EFT000000001433	Correll, Jim Credit Card	Conference meal/Correll	3/5/2019	\$	14.97	11-1223-601-000
EFT000000001433	Correll, Jim Credit Card	Conference Registration/Correll	3/5/2019	\$	655.00	11-1223-601-000
EFT000000001433	Correll, Jim Credit Card	Hotel/Correll	3/5/2019	\$	231.58	11-1223-601-000
EFT000000001433	Correll, Jim Credit Card	bandsaw blade	3/5/2019	\$	56.44	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	14.17	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	107.90	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	131.98	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	279.20	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	14.49	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	35.97	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	57.72	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	139.34	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	data system	3/5/2019	\$	50.50	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Fab lab supplies	3/5/2019	\$	25.74	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	FL supplies/Vending supplies	3/5/2019	\$	94.84	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	folding tables and chairs	3/5/2019	\$	2,952.34	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Food for mindset class	3/5/2019	\$	10.89	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	left hand guitar	3/5/2019	\$	162.88	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	ONE STOP PO4783	3/5/2019	\$	11.89	11-1223-701-000

EFT000000001433	Correll, Jim Credit Card	online data program for Fab Lab	3/5/2019	\$	1.94	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	pallet jack	3/5/2019	\$	100.00	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	Zoho/data system	3/5/2019	\$	238.06	11-1223-701-000
EFT000000001433	Correll, Jim Credit Card	WALMART PO4744	3/5/2019	\$	68.22	37-1223-700-002
EFT000000001434	Henderson, Jim Credit Card	Lodging for KMEA conference (Wichita)	3/5/2019	\$	433.61	11-1151-626-000
EFT000000001434	Henderson, Jim Credit Card	Membership in Natl. Assoc. for Music Ed./KMEA	3/5/2019	\$	198.00	11-1151-626-000
EFT000000001434	Henderson, Jim Credit Card	One year access to Grove Music Online (Music Apprec/ensemble research)	3/5/2019	\$	292.90	11-1151-700-000
EFT000000001435	Wheeler, Kara Credit Card	Food for In-Service meetings	3/5/2019	\$	97.46	11-4200-602-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	28.75	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	23.00	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	24.40	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	17.25	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	23.00	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	30.15	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	26.00	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - lodging for recruiting	3/5/2019	\$	74.36	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - lodging for recruiting	3/5/2019	\$	97.87	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - lodging for recruiting	3/5/2019	\$	76.90	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - lodging for recruiting	3/5/2019	\$	76.01	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - lodging for recruiting	3/5/2019	\$	67.17	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	9.33	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	10.14	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	10.24	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	27.08	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	6.01	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	3.20	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	6.34	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	9.51	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	12.67	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - meal for recruiting	3/5/2019	\$	12.82	11-5510-617-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football -supplies	3/5/2019	\$	130.21	11-5510-698-000
EFT000000001436	Harris, Kiyoshi Purchase Card	Football - fuel for recruiting	3/5/2019	\$	30.00	11-7200-721-000
EFT000000001437	Wech, Kris Purchase Card	Tri-State Electric PO4624	3/5/2019	\$	174.39	11-7100-649-000
EFT000000001437	Wech, Kris Purchase Card	5-60" mop heads for field house court floor	3/5/2019	\$	114.20	11-7100-708-000
EFT000000001437	Wech, Kris Purchase Card	bath towels for gym floor cleaner;distilled water for floor machines	3/5/2019	\$	25.84	11-7100-708-000
EFT000000001437	Wech, Kris Purchase Card	swiffer duster with refills	3/5/2019	\$	24.98	11-7100-708-000
EFT000000001437	Wech, Kris Purchase Card	swiffer dusters; sos pads; white vinegar for floor machines	3/5/2019	\$	44.12	11-7100-708-000
EFT000000001437	Wech, Kris Purchase Card	trash grabber	3/5/2019	\$	16.99	11-7100-708-000

EFT000000001437	Wech, Kris Purchase Card	Adhesive Floor Mats for campus entry ways 36" x 150 foot roll	3/5/2019	\$	314.15	11-7100-719-000
EFT000000001437	Wech, Kris Purchase Card	error	3/5/2019	\$	10.90	11-7100-719-000
EFT000000001437	Wech, Kris Purchase Card	illegal parking stickers	3/5/2019	\$	45.98	11-7100-725-000
EFT000000001437	Wech, Kris Purchase Card	replacement keys for HVAC rooftop unit cabinets	3/5/2019	\$	10.00	11-7100-824-000
EFT000000001437	Wech, Kris Purchase Card	3 gallons paint for football equipment room	3/5/2019	\$	133.93	11-7100-825-000
EFT000000001437	Wech, Kris Purchase Card	replacement keys for HVAC rooftop unit cabinets	3/5/2019	\$	49.99	11-7100-825-000
EFT000000001437	Wech, Kris Purchase Card	replacement keys for HVAC rooftop unit cabinets	3/5/2019	\$	60.00	11-7100-825-000
EFT000000001437	Wech, Kris Purchase Card	wash cars 1, 2, 3, 4, van 6	3/5/2019	\$	40.00	11-7200-647-000
EFT000000001437	Wech, Kris Purchase Card	skids for snow plow; stop for winch cable	3/5/2019	\$	90.93	11-7300-719-000
EFT000000001437	Wech, Kris Purchase Card	handicap parking signs	3/5/2019	\$	93.60	11-7300-850-000
EFT000000001437	Wech, Kris Purchase Card	handicap parking signs	3/5/2019	\$	31.99	11-7500-820-000
EFT000000001437	Wech, Kris Purchase Card	handicap parking signs	3/5/2019	\$	189.16	11-7500-820-000
EFT000000001437	Wech, Kris Purchase Card	illegal parking stickers	3/5/2019	\$	50.67	11-7500-820-000
EFT000000001437	Wech, Kris Purchase Card	illegal parking stickers	3/5/2019	\$	114.17	11-7500-820-000
EFT000000001438	Markiewicz, Larry Purchase Card	Meals for weekend music event	3/5/2019	\$	195.71	11-6100-693-000
EFT000000001439	Allison, Laura Credit Card	Fin Aid Roundtable Conf Lodging	3/5/2019	\$	96.25	11-5200-601-000
EFT000000001439	Allison, Laura Credit Card	FA Roundtable Meals	3/5/2019	\$	83.18	11-5200-602-000
EFT000000001440	Crane, Leslie Credit Card	PO4832- lodging for team	3/5/2019	\$	1,542.94	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - fuel for team event	3/5/2019	\$	87.42	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - fuel for team event	3/5/2019	\$	5.01	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - fuel for team event	3/5/2019	\$	4.39	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - meal for team eent	3/5/2019	\$	181.99	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - meal for team event	3/5/2019	\$	108.63	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - supplies	3/5/2019	\$	36.23	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	155.40	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	182.70	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	12.99	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	55.49	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	105.57	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	87.49	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - team meal	3/5/2019	\$	93.63	11-5540-606-000
EFT000000001440	Crane, Leslie Credit Card	WBB - fuel for recruiting	3/5/2019	\$	34.90	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - fuel for recruiting	3/5/2019	\$	20.00	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - fuel for recruiting	3/5/2019	\$	24.00	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - lodging for recruiting	3/5/2019	\$	102.13	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - lodging for recruiting	3/5/2019	\$	110.78	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - lodging for recruiting	3/5/2019	\$	110.78	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - meal for recruiting	3/5/2019	\$	25.34	11-5540-617-000

EFT000000001440	Crane, Leslie Credit Card	WBB - meal for recruiting	3/5/2019	\$	20.96	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - meal for recruiting visit	3/5/2019	\$	58.19	11-5540-617-000
EFT000000001440	Crane, Leslie Credit Card	WBB - meal for recruits	3/5/2019	\$	55.30	11-5540-617-000
EFT000000001441	Petrucka, Page CC	3 rooms for 8 days - KCACTF	3/5/2019	\$	2,079.00	11-1150-601-000
EFT000000001441	Petrucka, Page CC	Gas for van - KCACTF	3/5/2019	\$	21.78	11-1150-601-000
EFT000000001441	Petrucka, Page CC	Gas for van - KCACTF	3/5/2019	\$	32.31	11-1150-601-000
EFT000000001441	Petrucka, Page CC	Gas for van - KCACTF	3/5/2019	\$	21.71	11-1150-601-000
EFT000000001441	Petrucka, Page CC	Gas for van - KCACTF	3/5/2019	\$	19.11	11-1150-601-000
EFT000000001441	Petrucka, Page CC	Gas for van - KCACTF	3/5/2019	\$	35.88	11-1150-601-000
EFT000000001441	Petrucka, Page CC	Meal-KCACTF	3/5/2019	\$	44.38	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Food - KCACTF	3/5/2019	\$	3.27	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Gas for van - KCACTF	3/5/2019	\$	7.49	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	20.86	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	10.90	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	7.84	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	10.86	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	20.37	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	6.49	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	12.99	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	26.84	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	13.39	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	15.44	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	14.48	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	5.91	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	15.09	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	20.37	11-1150-602-000
EFT000000001441	Petrucka, Page CC	Meal - KCACTF	3/5/2019	\$	3.75	11-1150-602-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - fuel for recruiting	3/5/2019	\$	20.94	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - fuel for recruiting	3/5/2019	\$	8.12	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - lodging for recruiting in Omaha	3/5/2019	\$	134.38	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - meal for recruiting	3/5/2019	\$	7.37	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - meal for recruiting	3/5/2019	\$	1.74	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - meal for recruiting	3/5/2019	\$	1.19	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - meal for recruiting	3/5/2019	\$	2.29	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - parking for tourney	3/5/2019	\$	8.00	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - recruiting meal	3/5/2019	\$	9.25	11-5530-617-000
EFT000000001442	Medina, Polette Purchase Card	Volleyball - tourney entry fee	3/5/2019	\$	9.00	11-5530-617-000
EFT000000001443	Martin, Raechal Credit Card	Athletic Training - supplies for MBB	3/5/2019	\$	16.21	11-5520-606-000

EFT000000001443	Martin, Raechal Credit Card	Athletic Training - Travel expenses for MBB	3/5/2019	\$	8.79	11-5520-606-000
EFT000000001443	Martin, Raechal Credit Card	Athletic Training - perscription for student	3/5/2019	\$	15.19	11-5595-698-000
EFT000000001443	Martin, Raechal Credit Card	Athletic Training - supplies	3/5/2019	\$	9.57	11-5595-698-000
EFT000000001443	Martin, Raechal Credit Card	Athletic Training - fuel for vehicle	3/5/2019	\$	26.50	11-7200-721-000
EFT000000001444	Allen, Samantha Credit Card	Softball Equipment	3/5/2019	\$	79.99	11-5560-698-000
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies	3/5/2019	\$	19.14	11-5560-698-000
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies	3/5/2019	\$	13.11	11-5560-698-000
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies/equipment	3/5/2019	\$	31.81	11-5560-698-000
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies/equipment	3/5/2019	\$	75.94	11-5560-698-000
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies for concessions	3/5/2019	\$	148.92	71-5500-285-002
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies for concessions	3/5/2019	\$	19.60	71-5500-285-002
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies for concessions	3/5/2019	\$	20.70	71-5500-285-002
EFT000000001444	Allen, Samantha Credit Card	Softball - supplies for concessions	3/5/2019	\$	21.58	71-5500-285-002
EFT000000001445	Owens, Sarah Credit Card	DVD order	3/5/2019	\$	276.76	11-4100-705-000
EFT000000001445	Owens, Sarah Credit Card	5 cases of product	3/5/2019	\$	445.00	71-5700-285-013
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept - Membership dues for T. Geldenhuis/T. Turner	3/5/2019	\$	341.29	11-5500-646-000
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - additional football helmets/pads	3/5/2019	\$	6,639.95	11-5500-646-000
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - live steam service	3/5/2019	\$	40.01	11-5500-646-000
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - travel for football events	3/5/2019	\$	5,064.00	11-5510-606-000
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - food for football recruiting weekend	3/5/2019	\$	142.16	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - food for football recruiting weekend	3/5/2019	\$	108.37	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - Food for football recruiting weekend	3/5/2019	\$	563.19	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - food for football recruiting weekend	3/5/2019	\$	215.61	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - food for football recruiting weekend	3/5/2019	\$	190.72	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - food for football recruiting weekend	3/5/2019	\$	116.93	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - meals for football recruiting weekend	3/5/2019	\$	590.49	11-5510-617-000
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - doner meeting	3/5/2019	\$	84.47	71-5500-285-001
EFT000000001446	Geldenhuis, Tammie Credit Card	Athletic Dept. - food for heritage room	3/5/2019	\$	123.06	71-5500-285-001
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - food for heritage room	3/5/2019	\$	53.10	71-5500-285-001
EFT000000001446	Geldenhuis, Tammie Credit Card	ATHletic Dept. - food for tailgate for football	3/5/2019	\$	100.00	71-5500-285-001
EFT000000001447	Vestal, Teresa Credit Card	Postage for online books	3/5/2019	\$	8.00	16-9300-611-000
EFT000000001447	Vestal, Teresa Credit Card	Postage for online books	3/5/2019	\$	4.49	16-9300-611-000
EFT000000001447	Vestal, Teresa Credit Card	Monthly web site fees	3/5/2019	\$	45.00	16-9300-646-000
EFT000000001447	Vestal, Teresa Credit Card	Food and Drinks for Resale	3/5/2019	\$	111.22	16-9300-740-000
EFT000000001447	Vestal, Teresa Credit Card	Food and drinks for Resale	3/5/2019	\$	95.46	16-9300-740-000
EFT000000001447	Vestal, Teresa Credit Card	Lab Books for Resale	3/5/2019	\$	122.35	16-9300-740-000
EFT000000001447	Vestal, Teresa Credit Card	Lab Books for Resale	3/5/2019	\$	190.60	16-9300-740-000
EFT000000001447	Vestal, Teresa Credit Card	Lab Coats for Resale	3/5/2019	\$	175.90	16-9300-740-000

EFT000000001447	Vestal, Teresa Credit Card	Smocks for Resale	3/5/2019	\$	66.45	16-9300-740-000
EFT000000001447	Vestal, Teresa Credit Card	Smocks for Resale	3/5/2019	\$	143.00	16-9300-740-000
EFT000000001447	Vestal, Teresa Credit Card	Lab Books for Resale	3/5/2019	\$	202.63	16-9300-743-000
EFT000000001447	Vestal, Teresa Credit Card	Textbooks for loan	3/5/2019	\$	211.26	16-9300-743-000
EFT000000001448	Haynes, Timothy Credit Card	Hotel/Haynes	3/5/2019	\$	231.58	11-1223-601-000
EFT000000001448	Haynes, Timothy Credit Card	Meal/Travel/Haynes	3/5/2019	\$	11.97	11-1223-601-000
EFT000000001448	Haynes, Timothy Credit Card	carving vise	3/5/2019	\$	251.31	11-1223-701-000
EFT000000001448	Haynes, Timothy Credit Card	makergear	3/5/2019	\$	111.00	11-1223-701-000
EFT000000001448	Haynes, Timothy Credit Card	sanding blocks	3/5/2019	\$	5.63	11-1223-701-000
EFT000000001448	Haynes, Timothy Credit Card	supplies for YEC	3/5/2019	\$	16.79	11-1223-701-000
EFT000000001448	Haynes, Timothy Credit Card	tools for guitar fab	3/5/2019	\$	137.99	11-1223-701-000
EFT000000001449	Tyler, Tom Credit Card	MBB - fuel for team event	3/5/2019	\$	30.21	11-5520-606-000
EFT000000001450	Lawrence, Tonda Credit Card	Supplies for Cosmetology (redken hair coloring, etc..)	3/5/2019	\$	11.97	12-0100-485-000
EFT000000001450	Lawrence, Tonda Credit Card	Supplies for Cosmetology (redken hair coloring, etc..)	3/5/2019	\$	246.95	12-0100-485-000
EFT000000001450	Lawrence, Tonda Credit Card	Supplies for Cosmetology (redken hair coloring, etc..)	3/5/2019	\$	23.51	12-0100-485-000
EFT000000001450	Lawrence, Tonda Credit Card	lunch for the real recruiting event	3/5/2019	\$	13.63	12-1273-602-000
EFT000000001450	Lawrence, Tonda Credit Card	lunch in Fredonia for recruiting	3/5/2019	\$	10.18	12-1273-602-000
EFT000000001450	Lawrence, Tonda Credit Card	Supplies for Cosmetology (redken hair coloring, etc..)	3/5/2019	\$	53.47	12-1273-700-000
EFT000000001450	Lawrence, Tonda Credit Card	Supplies for Cosmetology (redken hair coloring, etc..)	3/5/2019	\$	90.00	12-1273-700-001
EFT000000001450	Lawrence, Tonda Credit Card	apprentice fee for instructor trainer 1 student	3/5/2019	\$	15.00	12-1273-700-001
EFT000000001451	Turner, Tony Credit Card	MBB- Teal Meal	3/5/2019	\$	117.43	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - fuel for team event	3/5/2019	\$	38.99	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - fuel for team event	3/5/2019	\$	41.42	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - laundry soap	3/5/2019	\$	13.94	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	108.00	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	167.97	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	10.06	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	144.80	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	68.00	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	161.57	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	149.84	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	148.63	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	89.00	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - team meal	3/5/2019	\$	101.00	11-5520-606-000
EFT000000001451	Turner, Tony Credit Card	MBB - nets for basketball rims	3/5/2019	\$	19.96	11-5520-698-000
EFT000000001452	Isle, Wendy Credit Card	Heat/Cold reflective blinds for Admin. office	3/5/2019	\$	374.49	11-7100-825-000
EFT000000001452	Isle, Wendy Credit Card	Virginia toll payment	3/5/2019	\$	2.50	11-7200-645-000
EFT000000001452	Isle, Wendy Credit Card	Social Problems textbooks	3/5/2019	\$	2,127.60	16-9300-743-000

EFT000000001453	Science Department Purchase Card	Supplies for Bio 2 Lab	3/26/2019	\$	6.60	11-1176-700-000
EFT000000001453	Science Department Purchase Card	Pasta Supplies for Bio2 Lab	3/26/2019	\$	9.33	11-1176-700-000

Total Payables: \$ 527,252.75

Memo

To: Independence Community College Board of Trustees

From: Daniel W. Barwick, PhD
President

Date: April 11, 2019

Re: President's Report

As always, I will report on items that I think the Board needs to know about, needs to be stated publicly, or for which I need feedback from the Board. For the month of April, those items will include:

Strategic Planning Update

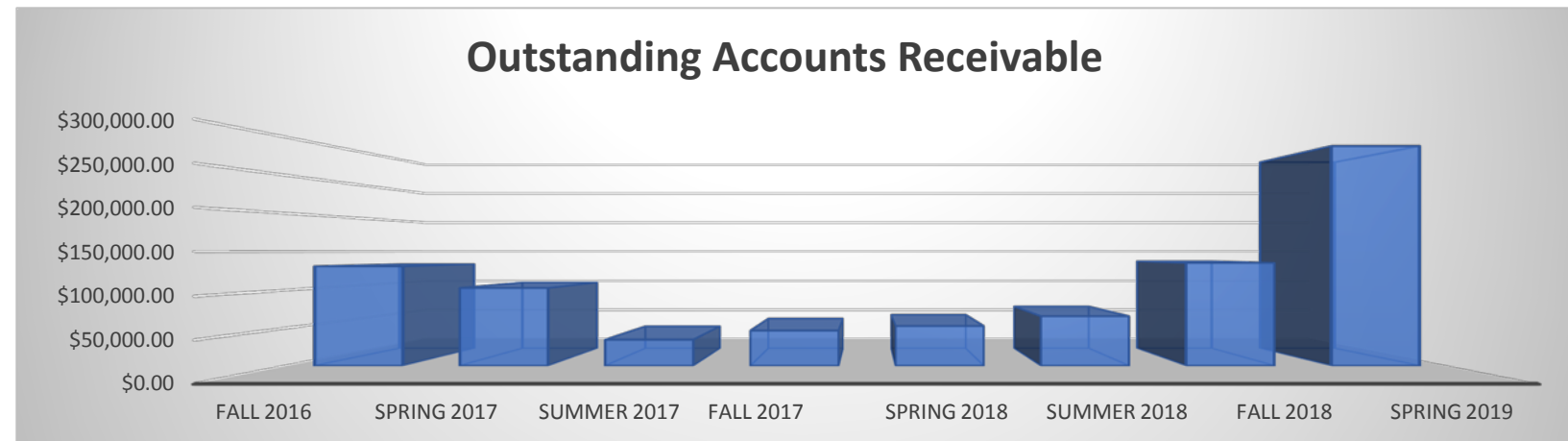
Dashboard Review

- Percentage of Uncollectable Accounts Sent to Collection Agency
- Announce Dates for Strategic Planning Workshop and Extra Board Meetings in June and July

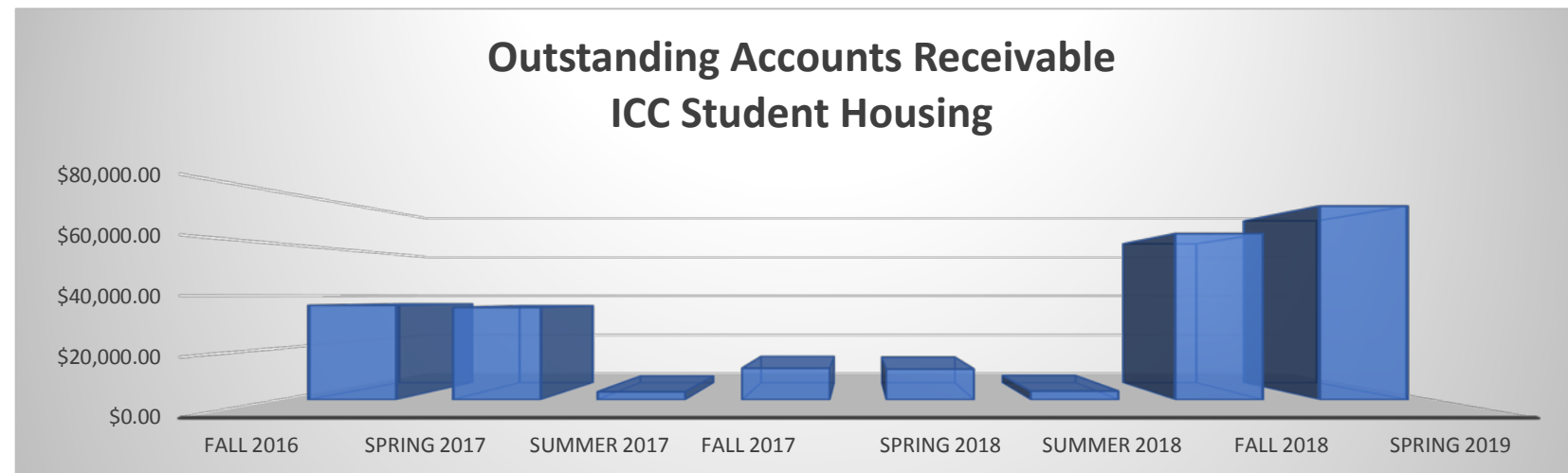
Fiscal Operations Dashboard

As of 3/31/2019

Outstanding Accounts Receivable (ICC)									
	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Total AR Aging
Outstanding Accounts Receivable	\$131,264.11	\$102,864.78	\$34,644.44	\$46,665.24	\$52,694.26	\$65,655.62	\$135,751.93	\$288,402.89	\$857,943.27
% Of Uncollected Accounts Receivable	9.81%	8.49%	12.32%	4.08%	4.92%	16.54%	8.71%	26.07%	11.37%



Outstanding Accounts Receivable (ICC Student Housing)									
*Based on Move Out Date	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Total
Outstanding Accounts Receivable	\$36,499.56	\$35,658.64	\$3,123.79	\$12,204.33	\$11,892.43	\$3,405.00	\$63,958.31	\$74,601.09	\$229,487.50
% Of Uncollected Accounts Receivable							29.01%		29.01%

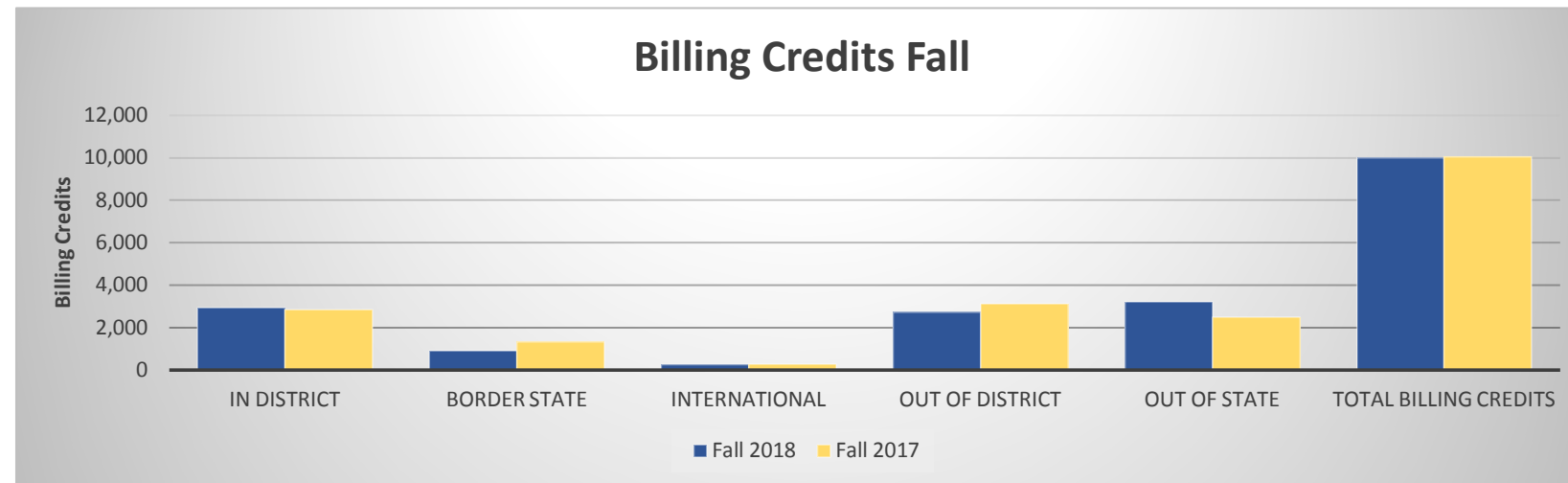


Billing Credits Fall						
TERM	IN DISTRICT	BORDER STATE	INTERNATIONAL	OUT OF DISTRICT	OUT OF STATE	TOTAL BILLING CREDITS
Fall 2018	2936	900	245	2717	3205	10003
Fall 2017	2843	1328	274	3112	2496	10053
Term Credit Hour Increase (Decrease)	93	-428	-29	-395	709	-50

Change in Tuition/Fees Increase (Loss)

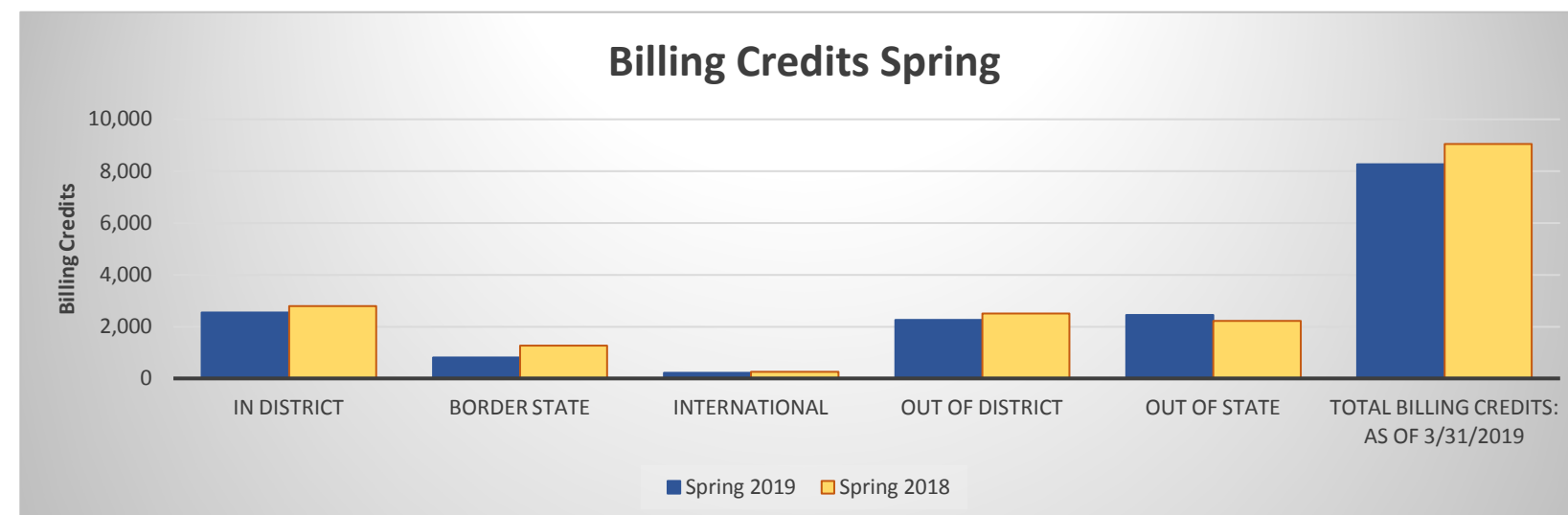
Fiscal Operations Dashboard

						Total Change in Revenue:	Total Change in Cash:
Tuition	5022	-28676	-4379	-23700	47503	-4230	-846
Fees	4185	-19260	-1305	-17775	31905	-2250	-2250
Innovation	2790	-12840	-870	-11850	21270	-1500	-1500
Total Revenue Increase (Loss)	\$11,997.00	-\$60,776.00	-\$6,554.00	-\$53,325.00	\$100,678.00	(\$7,980.00)	(\$4,596.00)



Billing Credits Spring								
TERM	IN DISTRICT	BORDER STATE	INTERNATIONAL	OUT OF DISTRICT	OUT OF STATE	TOTAL BILLING CREDITS: As of 3/31/2019	TOTAL BILLING CREDITS	TOTAL %:
Spring 2019	2535.5	810	222	2261	2440	8268.5	8268.5	
Spring 2018	2793	1265	251	2515	2223	9047	9047	
Term Credit Hour Increase (Decrease)	-257.5	-455	-29	-254	217	-778.5	-778.5	91.39%

						Total Change in Revenue:	Total Change in Cash:
Tuition	-13905	-30485	-4379	-15240	14539	-42039	-8407.8
Fees	-11587.5	-20475	-1305	-11430	9765	-35032.5	-35032.5
Innovation	-7725	-13650	-870	-7620	6510	-23355	-23355
Total Revenue Increase (Loss)	-\$33,217.50	-\$64,610.00	-\$6,554.00	-\$34,290.00	\$30,814.00	(\$100,426.50)	(\$66,795.30)



Fiscal Operations Dashboard

Dorm Occupancy								
	Maximum Occupancy Rate:	Cost Per Term	Fall 2017 Occupancy Count	Fall 2017 Occupancy %	Fall 2018 Occupancy Count	Fall 2018 Occupancy %	Vacant Rooms	ICC Vacancy Loss
Captains Quarters	184	\$1,225.00	147	80%	150	81.52%	34	-\$41,650.00
Bricks	36		31	86%	30	83.33%	6	-\$7,350.00
<i>Single</i>	20	\$1,600.00						
<i>Double</i>	16	\$1,225.00						
Villas	142	\$1,975.00	127	89%	134	93.66%	8	
Total Revenue Increase (Loss)								(\$49,000.00)
** Students who moved out prior to the last day to add/drop classes are not included. (August 23rd, Total of 13 in CQ, Total of 11 in Villas) ** Students who move out prior to the add/drop period are only charged for approximately 1 month of rent								

Dorm Occupancy								
	Maximum Occupancy Rate:	Cost Per Term	Spring 2018 Occupancy Count	Spring 2018 Occupancy %	Spring 2019 Occupancy Count	Spring 2019 Occupancy %	Vacant Rooms	ICC Vacancy Loss
Captains Quarters	184	\$1,225.00	125	68%	111	60.33%	73	-\$89,425.00
Bricks	36		27	75%	30	83.33%	6	-\$7,350.00
<i>Single</i>	20	\$1,600.00						
<i>Double</i>	16	\$1,225.00						
Villas	142	\$1,975.00	108	76%	100	70.42%	42	
Total Revenue Increase (Loss)								(\$96,775.00)

Budget Revenues and Expenses						
	Budget 2018-19	YTD 2018-19	% 2018-19	Budget 2017-18	YTD 2017-18	% 2017-18
All Funds:						
Revenues	\$14,495,786.00	\$11,071,153.65	76.37%	\$14,056,475.00	\$10,287,783.52	73.19%
Expenses	\$14,547,159.00	\$9,859,643.86	67.78%	\$15,793,639.48	\$9,410,017.93	59.58%
<i>Total Collected Revenue</i>		<i>\$10,646,998.83</i>	<i>73.45%</i>		<i>\$10,153,779.58</i>	<i>72.24%</i>
Total Revenues-Expenses		1,211,509.79			877,765.59	

Fiscal Operations Dashboard

Bank Balance History and Projections

Month Ending:	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
July		\$4,007,749.27	\$3,109,049.79	\$3,264,249.59	\$2,169,347.76	\$1,798,977.41	\$1,379,345.83	\$1,745,969.91
August	\$4,370,043.24	\$4,336,901.70	\$3,298,975.69	\$3,570,755.52	\$2,539,764.98	\$2,077,651.24	\$1,789,773.46	\$2,007,077.48
September		\$4,305,222.10	\$2,981,240.11	\$2,720,982.59	\$2,034,268.53	\$1,631,999.58	\$1,902,904.61	\$2,427,637.03
October	\$3,443,754.36	\$3,700,509.09	\$2,684,044.00	\$2,871,092.20	\$1,847,334.08	\$1,540,087.74	\$1,273,528.42	\$1,738,024.44
November	\$2,961,441.44	\$2,827,471.65	\$1,708,938.76	\$1,781,777.10	\$1,170,986.78	\$725,128.83	\$741,398.46	\$1,109,937.08
December	\$2,603,988.47	\$2,077,918.09	\$1,065,640.45	\$1,228,499.88	\$464,118.98	\$427,248.70	\$249,509.06	\$580,065.33
January	\$5,418,318.15	\$4,803,890.47	\$4,942,552.24	\$4,509,806.68	\$3,372,271.47	\$3,795,447.17	\$3,744,085.19	\$4,155,611.23
February	\$5,742,865.94	\$4,174,313.64	\$4,065,244.00	\$4,049,897.75	\$2,992,077.26	\$2,902,791.50	\$3,540,843.21	\$2,997,142.69
March	\$4,993,435.47	\$4,461,812.69	\$4,191,996.06	\$4,392,125.97	\$2,974,737.13	\$2,950,859.73	\$3,146,741.80	\$3,393,104.84
April	\$3,803,539.07	\$3,339,848.88	\$3,104,682.45	\$2,454,468.16	\$1,924,390.88	\$1,629,814.15	\$1,689,698.96	\$2,395,367.79
May	\$3,231,319.70	\$2,647,322.32	\$2,332,462.04	\$1,632,458.88	\$1,148,683.94	\$762,759.72	\$704,368.01	\$1,402,374.87
June	\$4,646,504.12	\$3,746,154.25	\$3,684,880.46	\$2,836,519.95	\$2,658,950.86	\$2,044,874.96	\$2,455,930.70	\$3,169,452.06
							*Projected	*Projected

Fiscal Operations Opportunities

Achievable	Expenses	Total Revenue	Total Cash
	Already budgeted; not exceeding last year expenditures		
Increase Spring 19 Mid-Semester Enrollment by 135-180 credit hours		\$16,641.00	\$11,068.20
Increase Housing Occupancy by 15-20 students		\$10,430.00	
Totals:		\$27,071.00	\$11,068.20

2018-19 Budget year Cost Increases & Budget Reductions Summary

	Budgeted	Actual YTD (Estimated)	%
Cost Increases			
Total Budget Increases	\$432,032.00	\$233,090.39	53.95%
Total Budget Increases (Athletics)	\$99,809.00	\$47,107.68	47.20%
Total Budget Increases	\$531,841.00	\$280,198.07	52.68%
Budget Reductions			
Total Budget Reductions	-\$1,255,896.00	-\$967,291.50	77.02%
Total Budget Reductions (Athletics)	-\$123,262.00	-\$88,964.75	72.18%
Total Budget Reductions	-\$1,379,158.00	-\$1,056,256.25	76.59%

Personnel Report April, 2019

Employment/New Hires:

Anthony Vidali

Role: Head Athletic Trainer

Date of Hire: 03/26/2019

Hiring Rate of Pay: \$3476/month (\$41,718 annually)

Deanna Lister

Role: Custodian

Date of Hire: 02/18/2019

Hiring Rate of Pay: \$11.00/hr. (\$22,880 annually)

Don Ballew

Role: Custodian/Evening Security

Date of Hire: 02/05/2019

Hiring Rate of Pay: \$11.50 hr. (\$23,920 annually)

Kiyoshi Harris (Promoted)

Role: Head Football Coach

Date of Hire: 03/18/2019

Hiring Rate of Pay: \$5750/month (\$69,000 annually)

Matt Fynn

Role: Assistant Football Coach

Date of Hire: 03/25/2019

Hiring Rate of Pay: \$2500/month (\$30,000 annually)

Kurt Landgren

Role: Assistant Football Coach

Date of Hire: 04/01/2019

Hiring Rate of Pay: \$2917/month (\$35,000 annually)

Separations:

Tony Turner

Role: Head Men's Basketball Coach

Dates of Hire: 11/14/2011 – 03/02/2019

Ending rate of pay: \$4658/monthly (\$55,900 annually)

Benny Beurskens

Role: Maintenance Specialist

Dates of Hire: 01/02/2019 – 04/20/2019

Ending Rate of Pay: \$13.00/hr. (\$27,040 annually)

Mike Wood

Role: Custodian

Dates of Hire: 03/23/2015 – 03/14/2019

Ending Rate of Pay: \$11.75/hr. (\$24,440 annually)

Gayle Chapman

Role: Upward Bound Admin. Assistant

Dates of Hire: 01/05/2016 – 04/12/2019

Ending Rate of Pay: \$2658/month (\$31,900 annually)

Employment Searches:

- Marketing Manager
- Assistant Athletic Trainer
- Culinary Art Instructor
- Director of Human Resources
- Chief Financial Officer
- Music Instructor
- Math Instructor
- Maintenance Specialist
- Custodian

Total Full Time Employees	106
Full Time Staff Positions	53
Grant Funded TRIO Programs	7
Full Time Faculty Positions	29
Full Time Coaching Positions	17

Grants Report, April 1, 2019				
Ref. No.	Grant Name	Description	Potential Funding	Comments
Activity Since Last Report				
1	Kansas Historical Society	Tax credits for Inge House repairs; for Inge Foundation	Approved March 18, 2019. \$7,448	
2	Title III eligibility	Designation grants waiver to some Fed sharing costs	Declined March 4, 2019 Approx. \$15,000	
Prospective Proposals				
3	National Science Foundation Advanced Technical Education	For engineering curriculum to align better with Fab Lab.	\$200,000.00	Fab Lab staff requests to submit a proposal in October 2019, when new fully functioning fab lab will make proposal more competitive
4	Small Business Innovation Research and Small Business Technology Transfer	Partnerships with private businesses	Up to \$150,000, with 30 percent indirect costs for ICC	Requires qualified business partner. Fab Lab scouting for possible partners.
5	People for Bikes	For prospective bicycle-related improvements for potential bike program for students	Up to \$10,000	Decision to await possible partnership with community group; same grant available for July application
Submitted Proposals, Under Current Review				
6	Kansas Heritage Trust Fund	Further repairs for Inge House, apply through Inge Foundation	\$22,368, no ICC match	Submitted Nov. 1. Notification announced for May 4, 2019
7	Mid America Arts Alliance Artistic Innovation Grant	For production that can be part of 2020 Inge Festival	\$15,000, 1:1 match	Phase II submitted Jan. 27; notification expected July, 2019
8	National Endowment for the Arts, Art Works	Playwright guest artists for 2020	\$15,000.00	Notification due July 24. April 2019.
		Total Under current Review		
Totals		\$52,368.00		

Totals, FY 2018-2019 Awards Granted

	Grant Name	Description	Funding	Comments
1	Kansas Creative Arts Industries Commission Arts Integration Grant	Program for severely emotional disturbed youth, partnered with Four County Mental Health	\$10,910.00	In partnership with Four County Mental Health
2	Kansas Creative Arts Industries Commission Arts Guest Artist Grant	Guest artist conducts program for Penn Terrace residents	\$2,040.00	To be conducted possibly in the summer.
3	Kansas Creative Arts Industries Commission Equipment Grant	Acoustic sound shells	\$5,000.00	Total cost of sound shells \$10,660
4	Independence Community College Foundation	Acoustic sound shells	\$5,000.00	Total cost of sound shells \$10,660
5	Kansas Historical Society	Tax Credits for Inge House repairs	\$7,448.00	
Total			\$30,398.00	

Memo

To: Independence Community College Board of Trustees

From: Eric Montgomery
Director of Information Technology

Date: 3/15/2019

Re: Managed Print Solution

The department of Information Technology would like to replace the WIFI infrastructure within the “Bricks” and Captain’s Quarters, per our replacement schedule outlined within the Technology Plan. I would like to request that the board approve a one-time expenditure of \$14,104.20 to SHI Inc. SHI provided the lowest of the three bids provided by Ubiquiti Inc., CDW-G and SHI.



Pricing Proposal
Quotation #: 16740625
Created On: 2/27/2019
Valid Until: 2/28/2019

Independence Community College

Eric Montgomery

1057 W college Avenue
Independence, KS 67301
United States
Phone: (620) 332-5445
Fax:
Email: emontgomery@indycc.edu

Senior Inside Account Executive

Alex Melore

P.O. Box 952121
Dallas, TX 75395
Phone: 8004776479
Fax: 7325648224
Email: Alex_Melore@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Ubiquiti Unifi UAP-AC-HD - Wireless access point - 802.11ac Wave 2 - Wi-Fi - Dual Band (pack of 5) Ubiquiti Networks - Part#: UAP-AC-HD-5-US	9	\$1,349.30	\$12,143.70
2 Ubiquiti Unifi USG-PRO-4 - Security appliance - GigE - rack-mountable Ubiquiti Networks - Part#: USG-PRO-4	1	\$300.30	\$300.30
3 Ubiquiti UFiber OLT UF-OLT-4 - GPON terminal - 10 Gigabit Ethernet (pack of 4) Ubiquiti Networks - Part#: UF-OLT-4	1	\$1,070.00	\$1,070.00
4 U Fiber Nano Gpon Cpe Ubiquiti Networks - Part#: UF-NANO	7	\$63.00	\$441.00
5 Ubiquiti U Fiber UF-RJ45-1G - SFP (mini-GBIC) transceiver module - GigE - 10Base-T, 100Base-TX, 1000Base-T - RJ-45 - up to 100 m Ubiquiti Networks - Part#: UF-RJ45-1G	1	\$19.20	\$19.20
Shipping			\$130.00
Total			\$14,104.20

Additional Comments

Ubiquiti has a no returns policy on any open products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

Memo

To: Independence Community College Board of Trustees

From: Daniel W. Barwick, PhD
President

Date: April 11, 2019

Re: Inclusion of the Negotiated Agreement as an Appendix in the Board Policy Manual

As part of the College's efforts to consolidate decision-making procedures into a single document, the Council of Chairs approved the proposal to add the Negotiated Agreement as an Appendix to the Board Policy Manual. Adding this Appendix to the Board Policy Manual will not actually change any policies/procedures of either respective document. The Faculty Association has also approved the proposal being presented.

Independence Community College
Board of Trustees
Policy and Procedure Manual
2018-2019

Approved February 14, 2019

Plus Additional Institutional Procedures

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.

TABLE OF CONTENTS

ACD – Academic Section Index	Page 4
ACD – Academic Policies	Page 5
FIN – Financial Section Index.....	Page 6
FIN – Finance Policies.....	Page 7-19
PSL – PSL Section Index.....	Page 20
PSL – Personnel Policies	Page 21-32
STU – Student Section Index.....	Page 33
STU – Student Policies	Page 34-36
TRU – Trustee Section Index	Page 37
TRU – Trustee Policies	Page 38-51
ADDENDUM Section Index.....	Page 52
Institutional Procedures Not Paired With Board Policies	Page 53-108
Appendix A: Agreement Between ICC and ICC Faculty Association.....	Follows Page 108

ACADEMIC SECTION INDEX

Legend: Academic: ACD

<u>Number</u>	<u>Name</u>	<u>Page</u>
ACD – 101	Degree Award and Placement	5
ACD – 102	Faculty Employment	5

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

<u>Number</u>	<u>Name</u>	<u>Page</u>
FIN – 401	Tuition Payment	7
FIN – 402	Budget	7-13
FIN – 403	Awards and Honors	13
FIN – 404	Finance Office	14
FIN – 405	Naming of Campus Facilities	14-19

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),
 - time-line 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 ½ 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 more timely 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 insure 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.

Namings

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 ICC Foundation.

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

Legend: Personnel: PSL

<u>Number</u>	<u>Name</u>	<u>Page</u>
PSL – 701	Leaves of Absence	21
PSL – 702	Personal Leave	22
PSL – 703	Sick Leave	22-24
PSL – 704	Family Medical Leave	24
PSL – 705	Fringe Benefits	24
PSL – 706	Tuition, Fees, and Use of Books Benefit	24-25
PSL – 707	Vacation Policy	25-26
PSL – 708	Medical Insurance	26-27
PSL – 709	Salary Adjustment for Professional Education	27
PSL – 710	Personnel Evaluation/Performance Review	27
PSL – 711	Ethics	28
PSL – 712	Early Retirement	28-29
PSL – 713	Possession, Use, or Distribution of Weapons, Alcohol, or Illegal Drugs	29-30
PSL – 714	Concealed Carry	30-32
PSL – 715	Academic Freedom	32

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 final exam.
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), step-parents, children, step-children, siblings, grandchildren, great grandchildren, grandparents, great grandparents, and those for whom the employee is the primary care-giver, 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 work day 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:	September 9, 2008

Employees 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. Employees shall exercise honesty through accountability and responsibility for reporting factual information and in expressing opinions concerning ICC matters.
2. Employees shall respect all individuals' rights to freedom of speech. Employees shall listen with an open mind and strive tactfully and accurately to clear up any misunderstandings that could be detrimental to the college.
3. Employees shall maintain confidentiality of such information entrusted to them as they serve as officials and employees of the college.
4. Employees shall adhere to all laws and exhibit consideration and fairness.
5. Employees 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:	PSL – 712
SUBJECT:	Early Retirement
ADOPTED:	February 16, 1999
REVISED:	November 21, 2013

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

Early Retirement

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 64 years of age;
 - 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,

- the anticipated 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 age 65, 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 at age 65.
 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 on the program until the completion of their 64th year of age.

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.

STUDENT SECTION INDEX

Legend: Student: STU

<u>Number</u>	<u>Name</u>	<u>Page</u>
STU – 801	Student Conduct Code	34
STU – 802	Scholarships	34
STU – 803	Student Grievance	35-36

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 adverse 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.

TRUSTEES SECTION INDEX

Legend: Trustee: TRU

<u>Number</u>	<u>Name</u>	<u>Page</u>
TRU – 901	Institutional Mission and Purpose	38
TRU – 902	Accreditation	38
TRU – 903	Board Meetings	38
TRU – 904	Board Member Ethics	38-39
TRU – 905	Board of Trustees Records	39-40
TRU – 906	Powers and Duties of the Board of Trustees	40-41
TRU – 907	Committees of the Board	41
TRU – 908	Procedures of the Board of Trustees	41-42
TRU – 909	Complaint Process	42-43
TRU – 910	Associations and Foundations	44
TRU – 911	Board Policies and Publications	44
TRU – 912	Participation and Public Hearings	44-45
TRU – 913	Special Meetings	45
TRU – 914	Nepotism	45-46
TRU – 915	Harassment	46-47
TRU – 916	Conflict of Interest	47-48
TRU – 917	Sexual Misconduct	48-50
TRU – 918	Non-Discrimination	51
TRU – 919	Non-Retaliation	51

CODE:	TRU - 901
SUBJECT:	Institutional Mission and Purpose
ADOPTED:	January 12, 1999

The Board shall establish and maintain the Mission 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.

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

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.

CODE:	TRU – 908
SUBJECT:	Procedures of the Board of Trustees
ADOPTED:	March 13, 2014

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 and evaluate him/her every six months based on criteria established by the Board six months previously. The Board delegates to the President the authority to hire and terminate employees, although the hiring and termination of positions which report directly to the President shall be made in consultation with the Board, with the hiring and termination decision to be at the discretion of the President. At each meeting, the President or representative shall report any terminations, hires, or resignations that have occurred since the previous Board meeting.
6. A majority of the whole Board shall constitute a quorum for the transaction of business. A majority vote of Board members present shall govern.
7. The Board of Trustees shall provide leadership for professional negotiations as provided by statute.

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) work days 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) work days at Level II, the employee may file a grievance in writing to the College President. Within five (5) work days 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.
2. 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 Board Chair."
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 public comment."

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 Compliance Officer, Title IX Coordinator and/or Section 504 Coordinator for investigation.

Non-Employee Related Harassment Grievance Procedure:

If, upon investigation by the College's Compliance Officer, 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 Misconduct
ADOPTED:	March 9, 2016

ICC will not tolerate Sexual Misconduct, including rape, acquaintance rape, sexual assault, dating violence, domestic violence and stalking, and related retaliation of any nature against or by any student or employee. Sexual Misconduct violates the dignity of individuals, impedes the realization of ICC's educational goals, and is unlawful. Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Acts Against Discrimination and could lead to criminal prosecution.

ICC students and employees are responsible for assuring that ICC maintains an environment for study and work, free from Sexual Misconduct or related retaliation. All members of the ICC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Student Handbook contains the "Sexual Misconduct Policy and Procedures for Students and Employees".

Procedure

Definitions:

"Sexual Misconduct" is a broad term encompassing non-consensual or unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

1. an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
2. the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working or educational environment.

For purposes of this Policy, Sexual Misconduct includes, but is not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

"Rape" is a sexual act directed against another person forcibly and/or against a person's will, or where the victim is incapable of giving consent. Acquaintance rape is rape performed by someone the victim knows (i.e. friend, date, etc.).

"Dating Violence" means violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

"Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse, or by any family or household member as defined by Kansas law ([K.S.A. 21-5414](#)) against an adult or youth victim who is protected from that person's acts under state and federal law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

"Consent" is a willingness or agreement to engage in conduct. Consent must be freely given with full information of the facts and circumstances. A person cannot give valid consent in Kansas if he/she is:

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

ICC is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. It is a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint of Sexual Misconduct.

Complaints: If you have any questions or concerns about Sexual Misconduct, or if you wish to file a complaint of Sexual Misconduct, please contact ICC's Title IX Coordinator. Every reasonable effort will be made to protect the confidentiality of the parties during an Investigation. After an Investigation, any person who is found to have violated this Policy or retaliated against another will be subject to discipline,

up to and including expulsion from ICC and/or termination of employment, to help ensure that such actions are not repeated.

Duty to Report:

All employees of the College shall have a duty to report to ICC's Title IX Coordinator any suspected Sexual Misconduct of which they become aware.

You are strongly urged to seek immediate assistance if you or someone you know may be the victim of any form of Sexual Misconduct. Assistance can be obtained 24 hours a day, seven days a week, from the Montgomery County Sheriff's Department.

Sexual Misconduct Complaints
Jessica Morgan-Tate, Title IX Coordinator Independence Community College 1057 W. College Avenue Independence KS 67301 620.332-5672

Counseling and Health Services Options

In addition to the services offered by ICC's Title IX Department, counseling and health services are available through these local agencies:

Community Health Center of SE Kansas

Coffeyville Location:

801 West 8th

Coffeyville, KS 67337

(620) 251-4300

Independence Location:

3751 West Main Street

Independence, KS 67301

(620) 577-2131

(same building as Four County Mental Health)

<http://chcsek.org/>

Labette Health/Independence Healthcare Ctr.

510 North Peter Pan Road

Independence, KS 67301

(620) 332-2000

<https://www.labettehealth.com/clinics/independence-healthcare-center/>

Four County Mental Health Center

3751 West Main Street

Independence, KS 67301

(800) 499-1748

www.fourcounty.com

Safehouse Crisis Center, Inc.

Domestic violence, sexual assault and stalking crisis support services

(620) 251-0632

(888) 320-7218 (hotline)

<https://www.safehousecrisiscenter.org>

Further information about Title IX and sex discrimination in education is available from the **Office for Civil Rights**, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421-3481; fax: 202-453-6012; TDD: 877-521-2172; email: **OCR@ed.gov**; or on the web, at **<http://www.ed.gov/ocr>**).

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 not 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 and activities as required by all applicable laws and regulations, in admission or 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: Academic Building
Phone: 331-4100 ext. 5672
E-mail: jmorgantate@indycc.edu

Title VI, 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.

ADDENDUM SECTION INDEX (Handbook Procedures Not Paired With Board Policies)

<u>Name</u>	<u>Page</u>
Assault	53
Beneficiary	54
Candidate Travel Reimbursement	54
Cash Advance	54
Cash Handling	54
Classroom Standards	54
Computer Network/Acceptable Use Policy	54-62
Computer Software Policy	63
Council of Chairs	64
Course Approval	64
Coursework Taken During Work Hours	64
Coursework Taught During Work Hours	64
Emergencies	64
Emergency Response and Evacuation	64-65
Emergency Response Preparedness	65-73
Employees Children on Campus	73
Employment-at-Will	73
Equipment and Property Disposal	73
Exit Interview Process	73-74
Information and Security Privacy Policy	74-77
Information and Security Privacy Program	77-78
Inventory	78
Keys	78
Paid Leave (Jury Duty)	78
Unpaid Leave (Military Action—Military Reserves)	78-79
Library	79
Marketing Guidelines	79-80
Minimum Class Size	80-81
Missing Student Notification	81
Office Hours	81-82
Parking	82
Personnel Selection	82-83
Pets on Campus	83
Posters/Flyers	83
Property Loss	83
Retirement	84
Room Scheduling and Rental	84
Social Media Policy	84-86
Speaking to the Press	86
Standing Committees	86-104
Time Sheets	105
Timely Warning	105
Vehicle Use	105-108

Assault

Independence Community College endeavors to assure a safe environment for students, employees and visitors with on-site security, well lighted grounds and educational programs (Freshman Success seminar for students; sexual harassment training for employees) highlighting the need for awareness to surroundings to prevent sexual or other kinds of assault. However, if an assault occurs on campus, make sure you are familiar with following protocol to ensure your wellbeing, that justice is served, and to help prevent future assaults:

1. Leave the assault area immediately. After the assault, get to safety. Get away as quickly as you can and, if possible, get to a safe place away from your attacker. If you are safe from your attacker but are unable to move or leave, yell or otherwise make noise to get attention to your plight.
2. Get help as soon as possible.
 - If you are near or get to a phone or have a cell phone, immediately call 9-1-1.
 - Once away from your attacker, if on campus, seek out any College employee or security guard, and ask him or her for immediate help and to call 9-1-1. Try to tell this person as much as you can about the incident. Ask him or her for whatever immediate assistance you require because they are there to help you.
3. Get to the hospital immediately.
 - If law enforcement does not arrive before you contact an employee or security guard, have them take you to the local health care services in Independence, KS and advise personnel there that you have been assaulted.
 - If law enforcement does arrive before you contact anyone else, have them take you to the local health care services, again advising personnel of the assault.
4. Tell law enforcement what happened to you.
 - Do not bathe or otherwise remove or throw away evidence of the assault. Law enforcement will need this for prosecuting the attacker.
 - If the attack took place on the Main Campus, the Montgomery County Sheriff's department will investigate the assault. A prosecuting attorney, employed by Montgomery County, will handle your case at no cost to you.
 - Understand that whatever you say, law enforcement and the prosecuting attorney will protect your anonymity.
5. Advise College officials.
 - Independence Community College will take steps to ensure your accused attacker, if known, will be dealt with in a judicious manner regarding his or her future presence at the College, irrespective of any felony charges brought forth by the prosecuting attorney's office.
 - Contact your immediate Supervisor or Human Resources to file information about your assault.
 - Sanctions by the College against your attacker could include disciplinary action up to and including termination, prohibition against returning to campus, information related to the outcome of the investigation placed in his or her permanent file and/or referral to law enforcement for prosecution.
6. Seek professional help. Counseling or other medical services may be accessed through your health care plan.

Please note that you are not required to file criminal or College complaints against your attacker. However, you should consider doing so to help prevent future attacks on others.

Beneficiary

Each employee is responsible for maintaining with the Office of Human Resources a current beneficiary designation. A Change of Beneficiary form is required any time a new beneficiary or change of beneficiary has been designated. Forms are available in the Human Resources Office. In the event the designated beneficiary is deceased or there is no named beneficiary, the procedures outlined in KPERS will be applied.

Candidate Travel Reimbursement

Candidates chosen for a full-time position will be reimbursed up to \$500 with documented receipts for their travel expenses if they live more than 200 miles from the College. Special arrangements for unusual circumstances may be approved by the President at the request of a President's Cabinet member.

Cash Advance

1. Individuals seeking a cash advance for College approved activity must obtain Cabinet-level supervisor approval before contacting the Business Office.
2. Travel requests, with appropriate approvals, must accompany requests for advance travel monies.
3. Advance travel cash received must be repaid to the College at the time of reimbursement through the regular monthly bill approval process.
4. Travel advance is dependent upon availability of funds and appropriate advance notice.
5. Travel advances are for employees only and are limited to the amount of expense and reimbursed for actual expense (meals, mileage, and lodging) with receipts. Purchase card holders are not eligible for cash advances.
6. Please note that some College purchase cards are available for use with advance approval.

Cash Handling

1. All cash, whether in the form of currency or check, received by any representative/employee of the College must be deposited through the Business Office.
2. The Business Office issues a receipt for all funds received.
3. Detailed accounting, deposit and reconciliation of funds by the College Business Office is performed on a timely basis.
4. Arrangements for the direct deposit of funds must be approved by the Controller and so documented in College records.

Classroom Standards

Classroom Standards are found in the College Catalog, Student Handbook, and/or course syllabi.

Computer Networks/Acceptable Use Policy**I. Purpose**

The College Network incorporates all electronic communication systems and equipment at the Independence Community College (the "College"). This Network Acceptable Use Policy ("AUP") sets forth the standards by which all Users may use the shared College Network.

The College Network is provided to support the College and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the College Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited. The use of the College Network is a revocable privilege.

By using or accessing the College Network, Users agree to comply with this AUP and other applicable College policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Users are authorized to use and/or access the College Network.

The term “User” refers to any faculty, staff, or student associated with the College, as well as any other individual with access to computers or other network devices that have been approved by the Chief Information Officer for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

II. Principles

General requirements for acceptable use of the College Network are based on the following principles:

1. Each User is expected to behave responsibly with respect to the College Network and other Users at all times.
2. Each User is expected to respect the integrity and the security of the College Network.
3. Each User is expected to behave in a manner consistent with College’s mission and comply with all applicable laws, regulations, and College policies.
4. Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the College Network and show restraint in the consumption of shared resources.
5. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
6. Each User is expected to cooperate with the College to investigate potential unauthorized and/or illegal use of the College Network.
7. Each User is expected to respect the security and integrity of College computer systems and data.

III. Prohibitions

Without limiting the general guidelines listed above, unless expressly agreed to by the Chief Information Officer, the following activities are specifically prohibited:

1. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using.
2. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College’s name, network names, or network address spaces.
3. Users may not attempt to intercept, monitor, forge, alter or destroy another User’s communications. Users may not infringe upon the privacy of others’ computer or data. Users may not read, copy, change, or delete another User’s data or communications without the prior express permission of such other User.
4. Users may not use the College Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the College Network or any network that the College connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the College, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming, placing of unlawful information on any computer system, transmitting data or programs likely to result in the loss of an individual’s work or result in system downtime, sending “chain letters” or “broadcast” messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others.
5. Users may not distribute or send unlawful communications of any kind, including but not limited to cyber stalking, threats of violence, obscenity, child pornography, or other illegal

communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.

6. Intentional access to or dissemination of pornography by College employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved by the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
7. Users may not attempt to bypass network security mechanisms, including those present on the College Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the College Network is also prohibited.
8. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at: <http://www.copyright.gov/legislation/dmca.pdf> and the Copyright Act at: <http://www.copyright.gov/title17/>.
9. Except as allowed under the Personal Use Policy or the Policy on Use of College Resources in Support of Entrepreneurial Activities, users may not use the College Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-College organizations, unlawful activities, or uses that violate other College policies.
10. Users may not extend or share with public or other users the College Network beyond what has been configured accordingly by the Department of Information Technology. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the College Network without advance notice to and consultation with the Department of Information Technology at the College.
11. Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the College Network, including but not limited to: current antivirus software, current system patches, and strong passwords.
12. Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.

IV. Review and Penalties

The College reserves the right to review and/or monitor any transmissions sent or received through the College Network. College access to electronic mail on the College Network is permitted in accordance with the College's Policy on the Privacy of Electronic Information. Access to other transmissions sent or received through the College Network may occur in the following circumstances:

1. In accordance with generally accepted, network-administration practices.
2. To prevent or investigate any actual or potential information security incidents and system misuse, if deemed necessary by authorized personnel.
3. To investigate reports of violation of College policy or local, state, or federal law.
4. To comply with legal requests for information (such as subpoenas and public records requests).
5. To retrieve information in emergency circumstances where there is a threat to health, safety, or College property involved.

Penalties for violating this AUP may include:

1. Restricted access or loss of access to the College Network;
2. Disciplinary actions against personnel and students associated with the College.
3. Termination and/or expulsion from the College, and Civil and/or criminal liability.

The College, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

V. Policy Updates

The College reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies. The College shall provide notice of any such modifications or amendments by email to the College community. Any such modification shall be effective immediately upon notice being provided regardless of whether subscriber actually reads such notice.

VI. Additional IT Acceptable Use Policies

Additional policies related to the acceptable use of other IT systems and services at the College:

Data Network Infrastructure Policy

Policy on the Privacy of Electronic Information Personal Use Policy

Policy on Use of College Resources in Support of Entrepreneurial Activities

Data Network Infrastructure Policy

As with any large public utility, such as basic telephony services or electrical distribution, the College communications infrastructure needs to be centrally planned, managed and maintained. It is only through centrally coordinated information technology strategic planning and implementation that the core technology goals of the institution are met.

An aggregation of separate, discrete, and privately-managed backbone or “backbone-like” data, voice or video networks does not constitute a utilities infrastructure that can meet these institutional goals nor does it provide for the best and most efficient return on the College’s investment in this infrastructure.

To ensure a high-performance, high-availability, production-quality communications infrastructure at Independence Community College, the Department of Information Technology must provide a number of components and architectural considerations, as described below.

To ensure reliability, security and efficient use of limited resources, the Department of Information Technology must develop and implement the physical connectivity design: how buildings connect to the campus fiber infrastructure. The design architecture for the physical layer consists of all campus buildings being designated as hubs or spurs, based on the fiber path and proximity to other buildings. All spur buildings connect to a high-speed switch port in an adjacent hub building. All hub buildings connect to high-speed switch ports in the Cessna Learning Center not only for security and high-reliability considerations, but also for high-performance connectivity to the Department of Information Technology’s production systems and to the Internet.

To ensure compatibility, mobility, bandwidth and security, the Department of Information Technology must design, implement and maintain the campus networking architecture. This higher layer architecture is currently based on high-speed switching technologies, with support for virtual LANs and Layer 3

switching, incremental bandwidth upgrades where appropriate (based on proactive traffic management), and support for meshed topologies to allow for load balancing and alternate paths.

To ensure compatibility and high performance, the Department of Information Technology must maintain campus Internet connectivity. This connectivity is presently based on redundant high speed links to Cable One and AT&T, which requires a single campus entity for coordination and management.

To ensure reliability, the Department of Information Technology must support an 8×5-staffed operations center to provide proactive performance monitoring and to react immediately to any unscheduled outages. This also includes maintaining appropriately configured spares of all network electronic components.

To ensure security, only appropriate Department of Information Technology personnel will be permitted to monitor traffic over backbone links through network protocol analyzers (sniffers). The design of both the fiber physical connectivity and of the networking architecture do not allow random, unauthorized traffic eavesdropping across the links: all fiber terminations are in locked cabinets, port mirroring is permitted only through the secured network management system, and the nature of network switching eliminates the shared topologies of earlier network systems. In any case, the Department of Information Technology continues to maintain that the emphasis on security needs to be at the host system level.

To ensure reliability, security and high performance, the Department of Information Technology must provide central management of network devices and systems to the wall-plate in all Independence Community College locations. Any and all data network electronics must be managed by the Department of Information Technology. This includes any and all 802.11 WiFi wireless access points and switches. Note: On-campus resident students will not be allowed to use networking equipment (i.e. home routers, hubs).

In addition to the requirement that only the Department of Information Technology can install and maintain switches and routers on the campus data network, no device with multiple network interfaces (including, but not limited to, VPN gateways, firewalls, and servers) can be connected to the network without advance notice to and consultation with the Department of Information Technology. This advance notice must be submitted in the form of a Help Desk ticket. Failure to provide this advance notice will result in said devices being isolated from the network, and unable to communicate on the network. If the connection of said device is of an emergency nature (such as replacing an existing device), the ticket can be marked as Critical and we will receive immediate notification.

Policy on the Privacy of Electronic Information

I. Introduction and Purpose of this Policy

This Policy clarifies the applicability of law and certain other College policies to electronic mail and the College's Policy on the privacy of electronic information. Users are reminded that all uses of the College's information technology resources, including electronic mail, are subject to all relevant College policies and relevant state and federal laws, including federal copyright law.

Appropriate use of College electronic resources includes instruction, research, service, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the College, and as described below, incidental personal usage by faculty, staff, and students. Since resources are not unlimited, the College may give priority for resources to certain uses or certain groups of users in support of its mission. Consistent with the College's non-discrimination policy, the use of

information resources should not be denied or abridged because of race, creed, color, sex, sexual orientation, religion, national origin, age, or physical disability.

II. Privacy of Email Files

The College encourages the use of electronic mail and respects the privacy of users. It does not inspect or monitor electronic mail routinely, nor is the College responsible for its contents. Nonetheless, users of electronic mail systems should be aware that, in addition to being subject to authorized access as detailed below, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. Users of electronic mail services also should be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies of such electronic mail that can be retrieved on College systems or any other electronic systems through which the mail has traveled.

College electronic mail services may, subject to the foregoing, be used for incidental personal purposes provided such use does not interfere with College operation of information technologies including electronic mail services, burden the College with incremental costs, or interfere with the user's employment or other obligations to the College.

Access by authorized College employees to electronic mail stored on the College's network of computers may be necessary to ensure the orderly administration and functioning of College computing systems. Such access, gained for purposes such as to back up or move data, ordinarily should not require the employee gaining access to the electronic mail to read messages. The College requires employees, such as system administrators, who as a function of their jobs routinely have access to electronic mail and other electronically stored data to maintain the confidentiality of such information.

Access to electronic mail on the College's network of computers that involves reading electronic mail may occur only where authorized by the College officials designated below and only for the following purposes:

1. Troubleshooting hardware and software problems, such as rerouting or disposing of undeliverable mail, if deemed necessary by the Chief Information Officer or his or her authorized designee.
2. Preventing or investigating unauthorized access and system misuse, if deemed necessary by the Chief Information Officer.
3. Retrieving or reviewing for College purposes College-related information*.
4. Investigating reports of violation of College policy or local, state, or federal law*.
5. Investigating reports of employee misconduct. *
6. Complying with legal requests for information (such as subpoenas and public records requests)*; and
7. Retrieving information in emergency circumstances where there is a threat to health, safety, or College property involved*.

**The system administrator will need approval from the President and General Counsel or their designee(s) approved by the President to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information for a legitimate purpose.*

In addition to the foregoing, when a College employee leaves employment or when a student graduates or otherwise withdraws from the College, a system administrator may, with approval of the unit head to which the employee was assigned or in which the student was enrolled, remove the departing employee's or student's email files from College systems in order to conserve space or for other business purposes. An employee's email may be retained and accessed by the unit as necessary for use in connection with College business. A student's email should be deleted unless otherwise required in connection with College business. In all such cases the extent of the access will be limited to what is reasonably necessary to acquire the information for a legitimate purpose. Units and departments are encouraged to make arrangements for disposition of email files with departing employees and students in advance of their departure.

III. Privacy of data, other than electronic mail, stored on College computers and networks

As is the case with electronic mail, access by authorized College employees to electronic data stored on the College's network of computers may be necessary to ensure the orderly administration and functioning of College computing systems. Such access may require the employee gaining access to the data to read specific files. The College requires system administrators and other employees who, as a function of their jobs, routinely have access to electronically stored data, to sign statements agreeing to maintain the confidentiality of such information.

In order to conduct its business without interruption, the College must have access to data stored on College computers and networks. Accordingly, for legitimate business purposes, the head of any College administrative unit or department may in his or her discretion authorize the accessing or retrieval of any files other than electronic mail stored on College computers under that unit or department's control. Where necessary and appropriate, College network support personnel may assist with retrieval of such information on behalf of a unit or department, even if the information is stored at a site other than the unit or department's computer systems.

There is no guarantee of privacy or confidentiality for documents or data stored on College-owned equipment.

IV. Public records consideration

Electronic mail and other data stored on College computers may constitute a public record like other documents subject to disclosure under the Kansas Public Records Act or other laws, or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law.

Destruction of such records is governed by the Records Retention Policies of one's unit of employment. Information about such policies is available from one's supervisor. Incidental personal electronic mail may be destroyed at the user's discretion.

V. Conclusion

Wherever possible in a public setting, individuals' privacy should be preserved. However, there is no guarantee of privacy or confidentiality for data stored or for messages stored or sent on College-owned equipment. Persons with questions about the applicability of this Policy to specific situations should contact the Human Resources Department.

Violations of College policies governing the use of College electronic resources, including mail services, may result in restriction of access to College information technology resources in addition to any

disciplinary action that may be applicable under other College policies, guidelines or implementing procedures, up to and including dismissal. Suspected violations of College Policy may be reported to helpdesk@indycc.edu. **Personal Use Policy**

The use of the College's resources and services for non-official purposes is permitted only in compliance with the following criteria:

1. The cost to the College must be negligible.
2. The use must not interfere with a College employee's obligation to carry out College duties in a timely and effective manner. Time spent engaged in the non-official use of College resources is not considered to be College work time.
3. The use must in no way undermine the use of College resources and services for official purposes.
4. The use neither expresses nor implies sponsorship or endorsement by the College.
5. The use must be consistent with state and federal laws regarding obscenity, libel, or the like, and state and federal laws and College policies regarding political activity, the marketing of products or services, or other inappropriate activities.
6. Users should be aware that internal or external audit or other needs may require examination of uses of College resources or services and should not expect such uses to be free from inspection.

Application: Each case will depend upon the particular circumstances and other important factors such as materiality or reasonableness. The ultimate control, therefore, lies with each employee's supervisor, as that person should have direct knowledge of the behaviors and needs of the individual employee.

Appropriateness of Practices: Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. A supervisor's decision cannot, however, circumvent other policies and procedures of Independence Community College that may restrict personal use beyond the limitations cited herein. For example, the use of the College's telephones, fax machines, mail services, and vehicles must comply with existing College policies, and the use of College resources in political activity is prohibited.

Telephones and Fax Machines: Only calls related to College business may be charged to College lines or calling cards. Personal calls may not be billed to College telephone numbers. Personal long distance calls may be made from College telephones only when these calls are placed as credit card, collect, third number (non-College) calls. This telephone policy also applies to the use of College fax machines.

Mail Services: College Mail Services states, "The campus mail system will be used solely for the distribution of U.S. mail delivered to the Campus Mail Center and for intra-College mail, including publications produced by the College or its related units but excluding student publications." The College mail system will not be used for the distribution of non-College related publications that are designed primarily for free circulation, nor for printed publications containing only advertising or designed primarily for advertising purposes. Use of the campus mail system for real estate advertising, chain letters, or private use for personal advantage is specifically prohibited. Individuals or departments that abuse the campus mail service will, at a minimum, be billed regular first class postage for all copies distributed.

Vehicles: A supervisor also cannot allow the use of a State vehicle that is not in compliance with Motor Pool Policy.

Political Activity: Political activity by College employees is regulated by Federal and State law and College policy. No employee may use College funds, vehicles, equipment, supplies, or other resources in connection with partisan political activities. This includes the use of College electronic resources.

Reason for Policy

Public Trust: The College deals constantly with the public's perception of how we conduct the business of the College. All College employees must be constantly mindful of the public trust that we discharge, of the necessity for conducting ourselves with the highest ethical principles, and avoiding any action that may be viewed as a violation of the public trust. As custodians of resources entrusted us by the public, government entities, and private donors, we should always be mindful of how we utilize these resources. As members of a campus community, we should also be mindful of our responsibility to act so that others are not deprived of access to these same resources as they perform their duties. These resources include, but are not limited to, employee's time, facilities, supplies, and equipment, such as telephones, fax machines, and computers.

Accountability: In any business environment, however, accountability must be balanced with a consideration of the needs of employees to carry on normal day-to-day responsibilities related to their personal lives. The complex task of balancing accountability to the State with the life-needs of employees calls for the College to provide direction for managers when weighing these two essential obligations.

Support of Entrepreneurial Activities

Independence Community College values and supports entrepreneurial activity by faculty. Consistent with the College's goal to support the economic development of the Independence and the State of Kansas, entrepreneurial activities of College faculty are considered part of their duties. Faculty use of College resources in support of appropriate entrepreneurial activities may be allowed provided these activities do not conflict with applicable policies regarding use of public facilities for private gain. Incidental and minimal use of office, library, personal desktop work stations, storage servers, communication devices, or clerical staff is permitted.

For the purpose of this policy, "entrepreneurial activities" performed by a member of the College faculty as part of College duties are activities that contribute to the College's economic development, technology transfer or other public service goals. Examples include environmental or educational issues, a startup company in which the College expects to acquire an equity position through licensing College intellectual property, or activities in support of the development of a licensing agreement with an established company. Where activities are undertaken purely for an employee's personal gain without connection to the College's mission, use of College resources in support of such activities is not appropriate except as otherwise allowed by College policy.

Consulting activities undertaken as allowed are not considered entrepreneurial activities that are part of the faculty member's College duties unless they are so noted.

While this policy is meant to clarify and encourage such activity, faculty should be aware that other current College policies remain in place and are thus applicable to certain aspects of entrepreneurial activity.

Computer Software Policy

1. Independence Community College licenses the use of computer software from a variety of outside companies. Independence Community College does not own this software or its related documentation and unless authorized by the software developer, the institution does not usually have the right to reproduce it except for backup purposes, and fair use.
2. With regard to Client/Server and network applications employees shall use the software only in accordance with the license agreements.
3. Employees shall not download or upload illegal software over the Internet.
4. Employees learning of any misuse of software or related documentation within the College shall notify the Department of Information Technology.
5. According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Independence Community College does not condone the illegal duplication of software. Employees who make, acquire, or use illegal copies of computer software shall be disciplined as appropriate following the guidelines set forth in the Network Acceptable Use Policy and / or the appropriate employee Handbook. In addition violations of the Computer Software policy could result in a suspension of the individual/s computer account and access to Independence Community College resources.
6. Any doubts concerning whether any employee may copy or use a given software program should be raised with the Department of Information Technology before proceeding.

I am fully aware of the software use policies of Independence Community College and agree to uphold those policies.

Signature

Date

Council of Chairs

Chairs of the Standing Committees are elected per committee/council by-laws and meet with the President to summarize and promote recommendations of the Standing Committees.

Course Approval

Course approval process ensures quality instruction, appropriate content, sufficient time-based and competency standards, and suitable division assignment of new courses at Independence Community College.

1. An employee initiates request on “Course Proposal Request” form with syllabus.
2. Proposal and application are reviewed, revised, and/or accepted by the faculty of the appropriate division(s).
3. The employee who initiated the proposal request presents it to the Academic Council. Rejections and/or requests for revisions are sent back to the division.
4. Upon recommendation by the Academic Council, the Chief Academic Officer approves or denies the request. If approved, the Chief Academic Officer submits the course for approval to the Board of Trustees. If approved by the Board of Trustees, the College will then make an application to the Kansas Board of Regents.

Coursework Taken During Work Hours

Employees may attend one ICC class during working hours each semester with prior approval from their supervisor. The employee will need to make up the time.

Coursework Taught During Work Hours

A supervisor may assign teaching duties during the employee’s regular working hours as part of the employee’s regular workload. The employee will not receive additional pay for this assignment.

If an employee has received approval from his/her supervisor to teach a class during the employee’s regular working hours and to receive pay for doing so, the time that is spent in teaching the course, including preparation, teaching, tutoring, office hours, and other duties related to the teaching environment must be made up by using accrued vacation time or by working additional hours during the same week. The employee must submit documentation of additional hours or a Request for Absence form, signed by the employee and supervisor and the original submitted to the Human Resources office for the employee’s personnel file.

Nothing in this procedure shall imply that employees have a right to teach for the College. An employee teaching a class is for the convenience of the College, not the employee.

Emergencies

The health, safety, and wellbeing of people are ICC’s highest priority. After the College acts to protect the safety of individuals, the next highest priority is College facilities (buildings and property) followed by private property that may be affected by any event. Returning to normal operations following an emergency will occur only after the emergency situation has been resolved and the safety of individuals and property has been secured.

Emergency Response and Evacuation

Independence Community College maintains the ICC Emergency Preparedness Procedures for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and

updated annually. A copy of the ICC Emergency Preparedness Procedures is available to all full time employees. The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency. When a determination has been made confirming a significant emergency or dangerous situation, the college President or his/her designee will inform the campus community by immediately posting the announcement using the TextCaster Emergency Notification System (to registered recipients), with a campus-wide e-mail, and have the announcement posted on the campus website (www.indycc.edu). The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any available information. The decision to issue an emergency response or dangerous situation announcement shall be made by the President or his/her designee on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or continuing threat to students or employees and the possible risk of compromising local emergency management efforts. The TextCaster Emergency Notification System is tested at least once each Fall semester.

Emergency Response Preparedness

The purpose of this plan is to provide guidance and direction to Independence Community College's (ICC) response in the event of an emergency or crisis situation. For the purposes of this document, an emergency is defined as any situation creating imminent danger to:

1. Lives, health, or personal well being
2. Public and private property
3. The ability of the College to reasonably carry on normal operations.

A natural disaster, man-made catastrophe, or other violent or threatening behavior by an individual or group could cause an emergency.

RESPONSE FRAMEWORK

Priorities

The health, safety, and well-being of people are ICC's highest priority. After the College acts to protect the safety of individuals, the next highest priority is College facilities (buildings and property) followed by private property that may be affected by the situation. Returning to normal operations will occur only after stabilizing the emergency situation and securing the safety of individuals and property.

General Emergency Procedures

- Employees who become aware of an event, situation, or condition that poses a threat to health, lives, or safety to individuals should immediately call 911. Once emergency personnel have been notified the employee should contact and advise campus security of the situation.
- Employees who become aware of an event, situation, or condition that possess a threat to property should contact campus security and advise them of the situation. If possible and prudent, employees should notify their immediate supervisor and/or other appropriate ICC departments. While on the scene, the highest ranking employee should be in charge until relieved by an administrator, campus security, or emergency personnel.
 - If it is safe to do so, the employees should secure the area until a campus security officer or emergency response personnel arrive. **However, employees should not place themselves at additional physical risk.**

After campus security has arrived, the employee should wait for other proper authorities (Sheriff's Officer, Police Officer EMT, Fire Department, etc.) and provide them with all information about the situation. **In any situation where the Sheriff, Police, Emergency Medical Personnel and/or Fire Departments are involved, they will have on-site jurisdiction over the immediate area.** Refer all media contacts to the Vice-President of Marketing and Enrollment. Do not respond to questions from the press.

NOTE: Individuals needing evacuation assistance should notify their instructor or supervisor. On a regular basis, instructors and supervisors should familiarize themselves with the needs of any student or employee who may require assistance in an emergency.

COMMUNICATIONS PROCEDURES

Once initial security and emergency contacts have been made and correctional measures taken, it is crucial that all further communication follow a set procedure. Depending on the event and its location, different departments/buildings may be affected in varying degrees of relevance. None-the-less, all areas should be kept apprised of any crisis situation. Special care should be taken to preserve any individual or group privacy and confidentiality rights. The reason for the specific communication procedure is to maintain professional standards and eliminate the gossip and speculation that can accompany such events.

Internal, Off-Site, & External Procedures

Internal:

1. All official communication should be channeled through the Human Resource Office with the pre-approval of the President (or in the absence of the President, the Board President or their designee).
2. In the event of non-life threatening situations, email messages should be sent to all staff and/or students from the Human Resource Office with a brief, factual statement of the event, the steps that have been taken to address the issue, as well as any further actions to be taken.
3. When necessary, additional update communications should be sent via email to all necessary institutional groups.
4. In cases of extremely sensitive situations, the Vice-Presidents, faculty, and department heads may be asked to take a few moments to present the situation and offer the opportunity for a brief question and comment period. Individuals should be monitored for signs of distress or the possible need for counseling services. Proper contacts should be notified immediately of those needs.
5. Steps should be taken to insure that all part-time, evening, and out-reach faculty and staff are informed of any events that affect the campus community.

Off-Site

1. As with on-campus situations, any occurrence in any off-site location should be handled in the same manner as an on-campus incident.
2. All official communications should originate from the Human Resource Office and be disseminated to the campus community. Email will be used whenever feasible.
3. Update information will be supplied as the need arises.

External

1. All official external communication will originate from the Marketing and Enrollment Office with the approval of the President (or in the absence of the President, the Board Chair or their designee). The primary goal of external communication is to provide fast, accurate information while eliminating erroneous stories and gossip.

2. Most external communication will be sought by various media in the area and ALL statements or comments to them will originate from the Marketing and Enrollment Office. Individuals should avoid making comments or statements to the media. Inquiries should be referred to the Vice-President of Marketing and Enrollment.

In some circumstances, parents/family members of students, visitors, and ICC personnel may try to make contact with a person on campus. To maintain order, all inquiries will be channeled through the Human Resource Office. That office will contact the proper department to obtain the necessary information and either relay the information back to the family or designate an individual to handle the reply.

SUPPORT SERVICES

Provided to All On and Off Campus Individuals

Independence Community College is dedicated to providing necessary support services to students, staff, and visitors in the event of a crime, emergency, or disaster. The assistance includes, but is not limited to, a variety of counseling and support services both on campus and through the community and county. Counseling personnel will adhere to all American Counseling Association (ACA) rules of ethical standards.

As soon as the initial reporting of any incident has taken place and the proper safety, security, and administrative steps have been implemented, informal group counseling should be made available to any campus citizen who wants it. During regular, daytime operational hours, a SSS counselor will initiate informal individual and group counseling or support sessions utilizing available classrooms. The Residence Hall Coordinator and Director of Athletics can refer individuals in their facilities to a counselor. In the event that large numbers of individuals are expected, additional qualified personnel may assist wherever there is the most need. Counseling services should be made available to any individual needing them for at least 48 hours after a crime, emergency, or disaster occurs, or until the need has subsided. Some individuals may require longer term individual counseling. Appointments with the local mental health facility will be coordinated through Human Resources.

The College recognizes that everyone handles emergency situations in different ways and at different times. The purpose of the support services is to provide each individual with as much safety, security, and support as possible.

II. Accidents and Injuries to Individuals

- ☐ Automobile
- ☐ Falls
- ☐ Medical

Automobile

Whether the automobile is on or off campus, call 911. After the 911 call has been made, if the vehicle is on campus, call Security for assistance.

Falls

Determine the type of attention the victim may need, and then call Security or 911.

Medical

Call 911 and Security if the victim:

- Is or becomes unconscious.

- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.
- Is vomiting or passing blood.
- Has a seizure, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Have injuries to the head, neck, or back.
- Has possible broken bones.

Remember:

Do not move an injured person unless a life-threatening situation exists.

- Call 911 and Security. Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, whether the victim is conscious, etc.

III. *Life Threatening Incidents*

- ❑ Bomb/Bomb Threats
- ❑ Weapon
- ❑ Chemical
 - Internal Gas Leak
 - Hazardous Material
- ❑ Fire/Smoke/Burning Smell

Bomb/Bomb Threats

(Note: Since bombs may be detonated electronically, it is usually recommended that you do not turn lights, computers, etc., on or off and it is recommended to move to a different area to use a telephone.)

Imminent Threat-device found:

1. Remain calm and call 911 and Security.
2. If the bomb threat was left on your voice mail, do not erase it.
3. Security and proper personnel will secure building, ensure evacuation, control crowd.
4. Direct responders to site and remove traffic barriers, if necessary.

Non-imminent Threat:

1. Remain calm and call 911 and Security.
2. Evacuate area and secure building.
3. Have proper authorities search suspected site. (If device is found, treat as imminent threat.)

Non-firearms:

The possession or use of lethal weapons on Independence Community College premises is strictly prohibited, except as described in the Firearm Policy. Lethal weapons include but are not limited to firearms, ammunition, bows/arrows, knives, explosives and dangerous substances.

If you should find any weapons on campus, or see anyone with a weapon, or if you think you know of someone who has a weapon in their possession, call Security immediately. Security and or authorized personnel will make the decision to call 911.

Chemical

Internal Gas Leaks

1. Contact Security and the Physical Plant Officer.
2. Highest ranking employee on site will determine whether to evacuate the building(s) if necessary, use common sense.
3. Highest ranking employee on site will determine if the Fire Department should be contacted.
4. Do not touch light switches or outlets or use electrical devices.

Hazardous Material Incident

In case of an incident with an accidental spill of toxic, flammable, explosive, or reactive materials call Security and the Physical Plant Officer. You may be asked to evacuate a room or the building. Maintain a safe distance from the spill area for your safety. Security or the Physical Plant Officer will call 911.

Fire/Smoke/Burning Smell

1. Call Security and the Physical Plant Officer.
2. Highest ranking employee on site will assess the situation, secure the building, ensure evacuation, establish a perimeter, control crowd, and summon medical assistance if necessary.
3. Direct responders to site.

Fire

1. Pull fire alarm if one is available, then call 911.
2. Call Security and the Physical Plant Officer.
3. Highest ranking employee on site will assess the situation, secure the building, ensure evacuation, establish a perimeter, control crowd, and summon medical assistance if necessary.
4. Direct responders to site.

Emergency Evacuation Procedures

- A. Whenever the fire alarms/strobes are activated, occupants **MUST** evacuate the building and reassemble at the designated locations(s). Follow emergency exit signs. **DO NOT USE ELEVATORS!!!**
- B. In the event that the fire alarms/strobes are not activated in an emergency, personnel should assist in evacuating the building.
- C. Emergency Evacuation Signage is posted in buildings so those occupants may become familiar with the evacuation routes for their area.
- D. All personnel are responsible to assist and direct building occupants to assigned areas and the fire exit stairwell and confirm that all occupants have evacuated the buildings. The Physical Plant Officer will report to authorized emergency personnel that the area is clear. Remain calm and give evacuation instructions. Keep existing groups together. Once outside, account for evacuees and keep everyone together.
- E. Personnel should work with Departmental Chairs and Directors to identify any ICC employees and students with a disability that would need assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a "Safe Area of Rescue." One escort should remain with the disabled person at the landing to provide additional assistance. The other escort should inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Visually Impaired/Blind

It is important to verbally explain the nature of the emergency to the visually impaired person. Provide assistance by offering to place their hand on your arm and to guide them to a safe location. As you walk, inform the person where you are and describe any obstacles in the path. When you reach safety, ask them if you can escort them to a place that will orient them on campus, or if they wish to speak to an emergency responder.

Hearing Impaired/Deaf

Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system. Two methods are: (1) write a note to tell the person of the situation, the nearest evacuation route, and the assemble area. Or (2) turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do.

Sample Script: “Fire-Go out the rear door to the right and down. NOW!! Meet on front lawn.”

Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons listed in the next section.

Non-ambulatory Persons

Most people in wheelchairs will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, the needs and preferences will vary. Always consult people in wheelchairs and other non-ambulatory persons as to his/her preferences regarding:

- Ways of being lifted
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care, if removed from the wheelchair (is a stretcher, chair necessary?)

Check the evacuation routes for obstructions before assisting the person to the exit. Delegate other volunteers to bring the wheelchair, if applicable. Reunite the person with their wheelchair as soon as it is safe to retrieve it. Be aware that some people have minimal ability to move. Lifting or moving them too quickly may harm the individual. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, the person must be brought to a “Safe Area of Rescue” to wait for assistance.

IV. Campus Disorder

- ❑ Student fighting
- ❑ External threats
- ❑ Internal threats

Remember, your personal safety is of primary importance in any violent situation. Do not do anything that might jeopardize your safety or increase the risk of injury to others.

If you observe a violent act:

- DO NOT physically intercede or try to restrain the aggressor(s).

- Call Security for assistance. They will respond to the location and, if necessary, contact the Sheriff's Department for assistance.
- Be prepared to stay on the telephone with Security to provide pertinent information.
- Encourage others in the area not to become involved and, if possible, leave the area.

If you are confronted by an irrational and/or aggressive individual:

- Listen to what the individual has to say.
- Speak to him/her in a clear, quiet voice.
- Explain that you are willing to help him/her.
- Respect and do not crowd into his/her personal space.
- Never argue with an irrational or aggressive individual.
- If necessary, contact Security for assistance.
- To the extent possible, use logic and reason to calm the individual.

V. *Storms*

- ☐ Tornadoes
- ☐ Snow
- ☐ Rain
- ☐ Ice

Tornado Watch and Warning

In the event that a Tornado Watch is issued for our area, the following will happen:

- Building personnel will be notified.
- You should continue with your daily routine; however, you should remain alert to the possibility of severe weather and be prepared to act accordingly.

If a Tornado Warning is issued for our area, the following will happen:

- Internal and external warning sirens will be activated.
- Building personnel will be notified.
- You should promptly move to your designated shelter area.
- Remain in your designated shelter area until the all-clear signal is sounded or you are otherwise informed.

Winter Weather Closings

To learn if the campus is closed due to winter weather conditions, the following options are available to you:

- Listen to KIND 102.9 FM or KGGF 690 AM radio stations or the Pittsburg, KS TV Channel 7 for campus closings. Be aware that each station may take some time to post that information once it is received.
- Call the main College number. (620) 331 4100. After normal operating hours, call Security at 620-331-8558.
- Check your email.
- Notification through the ICC Emergency Notification System.

Storm Warning Instructions

Report warnings or sightings to the Physical Plant Officer or after regular operating hours, contact security.

The following shelters are recommended:

Academic Building.....lower level [AC 132/Tutoring Center classrooms on the west wall]
Administration Building.....Academic Building lower level [AC 132/Tutoring Center/classrooms on the west wall]
Cessna Building.....restrooms
Field House.....interior rooms/locker rooms
Fine Arts Building.....restrooms
Captains Quarters.....first floor interior hall or restrooms
Pirate Bay Villas.....Captains Quarters first floor interior hall or restrooms, if you cannot safely move to Captains Quarters remain in Pirate Bay Villas first floor interior hall or restrooms
Brick Housing Units.....restrooms or Captains Quarters first floor interior hall or restrooms
Student Union.....lower level interior
ICC West.....interior offices or restrooms

VI. *National/Regional Disasters*

- ☐ National
- ☐ Regional

National

- A. As required by Homeland Security procedure, administration will relocate/cancel classes and close staff offices.
- B. Security, the Physical Plant Officer and staff will handle traffic/crowd control.
- C. Security, the Physical Plant Officer and staff will stage support as required.

Regional

- A. Call Security or the Physical Plant Officer.
- B. Direct emergency personnel to the scene.
- C. Security, the Physical Plant Officer and staff will handle traffic/crowd control.
- D. Security, the Physical Plant Officer and staff will stage support as required.
- D. Administration will authorize relocation/cancellation of classes and relocation or closing of staff offices, if necessary.

VII. *GED Specific*

Fire, Gas Leak, Etc. (problems with the building)

- 1. Exit the building and assemble at a safe distance from the building in the main parking lot.
- 2. Please, do not leave the area or go to your car. We need to ensure that everyone is safely out of the building.
- 3. The GED examiner will secure the testing material in accordance with the GED Testing Procedures Manual, giving consideration to the one hour rule.
- 4. The Physical Plant Officer or ranking College official will be the last person out of the building. It is that last person's responsibility to ensure that, time permitting, all lights are off and that the center is secure, i.e., all doors are locked.

Sickness

In the event that someone in the testing room becomes ill:

- 1. Assist the person by causing as little disruption as possible to the other testers.

2. Contact the other staff personnel on site for assistance.
3. In the event that the tester must leave the room or will otherwise be distracted, all tests must be secured.
4. Determine the length of time that testing will be stopped. Remember the one hour rule for reinitiating the test.
5. The two main concerns must be to maintain the integrity of the exams and assist the person that is ill.

Emergency Kit

The tester must ensure that they have the following items in the testing room. These items must be accessible to the tester.

1. Battery operated lantern.
2. First Aid Kit.
3. A method of getting another tester's attention in the event that there is an emergency.

Employees' Children on Campus

To ensure the professional efficient performance of academic pursuits, operations, and services, the College cannot routinely accommodate minor children in campus workplaces. Supervisors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies, and may permit the presence of an employee's minor child in the work place for a defined period of time that is no more than is needed to address the unforeseen emergency. This policy is not intended to prohibit short, occasional visitation by children who are accompanied by a responsible adult.

Employment-at-Will

Kansas is an "Employment-at-Will" state which means that employment is terminable by either the employer or employee at any time with or without cause. For full or part-time staff members, there is no guarantee of continued employment, expressed or limited, and any employee handbook or policy manual and any statements therein are not intended to and shall not change the nature of the at-will employment provision of the State of Kansas. Faculty should refer to the Negotiated Agreement and/or individual contracts for provisions related to this policy.

Equipment and Property Disposal

1. Excess equipment and property may be recommended for disposal. Employees must send notification to the appropriate unit supervisor of intent to dispose of equipment. Before announcing disposal, the equipment must be identified by the model number, inventory/serial number, the location of the equipment, and the source of revenue used for purchase.
2. With approval of the unit supervisor, request for disposal is sent to the Fiscal Office for inventory processing.
3. Unit supervisor approves and assures disposal of and compliance with Federal and/or Kansas State funding guidelines for equipment.

Exit Interview Process

All full-time faculty and staff members will be asked to fill out a Separation Checklist and participate in an Exit Interview before they leave the employment of ICC.

Separation Checklist: The checklist is designed to both protect the employee and help the College with a smooth transition as the employee departs. The checklist details the departments that the employee must visit to: turn in keys, check in equipment, turn in any outstanding Library materials, and make sure

that they have no outstanding debt to the College in the Business Office, etc. As each department is visited, the supervisor, Director or Vice-President will accept, check in or sign off that the employee has completed the task, that it is not applicable or that the equipment or keys in question have been accepted. The checklist is then taken to the Human Resource Office where the exiting employee meets with a representative of the HR Department. Topics covered, and signed off in this session, include: the employee's KPERs account contributions, COBRA options for continued health insurance coverage, optional whole life insurance purchase opportunities, directives for forwarding mail and W-2 forms, remaining personal, sick, and /or vacation days, final day of work, and final check distribution.

Exit Interview: The purpose of the Exit Interview process is to ensure an effective separation between the College and the employee. The form used during the Exit Interview provides the exiting employee an opportunity to express what is working well in their department and/or ICC, what improvements could be made to make ICC better/stronger, and the reason for leaving the institution. These steps should be followed when an employee announces resignation or retirement:

1. Upon notification that an employee is leaving ICC, the Human Resource Office emails or delivers a copy of the Exit Interview form to the employee. The employee is asked to complete the form in a timely manner.
2. Following the completion of the exit questions on the Exit Interview form, the employee contacts the Human Resource Office to schedule a time to review the form and to complete the Separation Checklist. If preferred by the exiting employee, the Exit Interview may be conducted with the employee's Cabinet-level supervisor and may include a peer.
3. The administrator (HR or supervisor of the employee's direct report) is encouraged to review the Exit Interview information with the direct report and develop a plan for adopting recommendations, if appropriate.
4. The Exit Interview form is filed in the employee's permanent file.

Information Security and Privacy Policy

STATEMENT OF POLICY

A trusted and effective information technology (IT) environment is vital to the College's ongoing mission of discovery, learning and engagement. To this end, the College will:

- Establish an overarching Information Security and Privacy Program to establish an environment of internal controls designed to maintain, facilitate and promote adequate protection of Information Assets and IT Resources through standards, procedures, guidelines, information-sharing and training.
- Identify and classify Information Assets and IT Resources according to their use, sensitivity, and importance to the College and in compliance with federal and/or state laws.
- Facilitate collaboration and communication among stakeholders throughout the College community to aid in protecting Information Assets and IT Resources, with recognition of the need to respond and adapt to rapidly changing and emerging technologies.
- Ensure that access to Information Assets via IT Resources is governed by appropriate role-based access controls and the principles of least privilege with College employees being granted access only to those Information Assets and IT Resources they need to fulfill the responsibilities of their position.
- Support the activities and responsibilities of Information Owners, Data Stewards and Data Users within the College's IT environment.

- Manage risk to Information Assets and IT Resources through appropriate administrative, technological and physical controls to protect both Information Assets and IT Resources from unauthorized access or modification, misuse or damage.
- Establish security and privacy controls meeting the requirements of legal, ethical, internally-imposed or externally-imposed constraints.
- Establish sanctions appropriate for non-compliance with control standards and procedures or for violation of applicable laws, regulations or other legal requirements.
- Conduct a periodic review of information security standards and procedures to maintain effective controls and relevance to changes in business processes, technology, applicable laws or regulations, and/or problems identified during risk assessments.
- Support, through the maintenance of an effective IT environment and the management of Information Assets and IT Resources for their maximum effective benefit, the College's ongoing mission.

All individuals who use or have access to Information Assets and IT Resources, regardless of the user's role or affiliation with the College, are expected to act in accordance with this policy and its supporting Information Security and Privacy Program, as well as all relevant laws, contractual obligations and the highest ethical standards. Violations may result in disciplinary actions up to and including expulsion or termination or may be referred to appropriate external authorities.

REASON FOR THIS POLICY

Information Assets and IT Resources are essential to furthering the mission of Independence Community College. These are College assets, or those entrusted to it by affiliates, that must be protected throughout various phases of their useful life, including when created or collected, stored, transmitted or transferred, and ultimately destroyed. To accomplish this objective, certain administrative, technological and physical safeguards must be in place to adequately protect Information Assets and IT Resources, while supporting their use in furthering ICC's mission. The Responsibilities outlined in this policy establish and define the organizational structure by which such safeguards are identified, promulgated, implemented and maintained.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All individuals who use or have access to Information Assets and IT Resources are affected and governed by this policy and its supporting standards and procedures.

EXCLUSIONS

None.

RESPONSIBILITIES

Chief Information Officer (CIO)

- Oversee the administration of this policy.
- Serve as Information Owner, or designate an Information Owner, for those enterprise-wide directories and applications that serve a multitude of College functions and do not have a cross-functional team that acts as the Information Owner. In these instances, the CIO or designee is also responsible for identifying, communicating with and building consensus among all affected stakeholders whenever a decision regarding an Information Asset is needed.

- Lead, maintain and coordinate the organization-wide Information Security and Privacy Program, including associated standards and procedures to support the program controls and the common security controls among organizational entities.
- Ensure the Information Security and Privacy Program supports safeguards that protect information and respect privacy but does not impede the usage of information in the College's mission of discovery, learning and engagement.
- Ensure the Information Security and Privacy Program supports compliance with applicable state and federal laws and regulations and contractual requirements.
- Authorize the disconnection of any Device or the disabling of any account if it is believed that either is involved in compromising the information security of the College until such time as it is demonstrated that the Device or account no longer poses a threat; consult with agreed upon departmental directors prior to disconnection, unless a critical situation exists (i.e., serious vulnerability, denial of service, worm or virus attack) and directors cannot be contacted quickly.
- Authorize the discontinuation of application development or deployment efforts if it is found during a risk assessment that the impact of a threat is likely to compromise the information security of the College with significant impact until a remedy is implemented to reduce or eliminate the impact of that threat.

Data User

- Comply with standards and procedures for access and protection of Information Assets.

Data Steward

- Work with Information Owners to ensure that Information Assets are classified appropriately as it relates to their maintenance, use, protection and distribution.
- Establish procedures for maintaining Data confidentiality as they relate to Information Assets under the Data Steward's management. Work with security officers to enforce the procedures.

Information Owner

- Interpret and implement standards and procedures for access, availability and safeguarding of Information Assets in a manner that does not impede the usage of such assets in the College's mission of discovery, learning, and engagement.
- May delegate this responsibility to a Data Steward.

College Faculty, Staff and Students, and Other Parties with Access to College Information Assets and IT Resources

- In accordance with the College Statement of Integrity and Code of Conduct, act as stewards of Information Assets and IT Resources.
- Comply with the policies, standards and procedures that support the Information Security and Privacy Policy, including supporting College information security activities and applicable compliance programs.
- Complete awareness training as necessary or appropriate to meet the College's information security objectives and to ensure compliance with applicable laws, regulations and College policies.

DEFINITIONS:

Data

Discrete, objective facts, statistics or other information collected or captured for reference, analysis, calculation, measurement or some other use.

Data Steward

An individual assigned by an Information Owner to facilitate the interpretation and implementation of Data policies, standards and procedures.

Data User

An individual who needs and uses Information Assets daily as part of their assigned employment duties or functions.

Device(s)

Any mechanism used to store, retrieve, manipulate, or transfer Data, including but not limited to, a desktop or laptop computer, CD, USB flash drive, external USB hard drive, tablet, smart phone or cellular phone.

Information Asset

A body of contextualized or definable Data, regardless of format, that has a recognizable and manageable value, risk, content and lifecycle and that is generally defined, classified and managed by the College so that it can be understood, shared, protected and used effectively. In the ordinary course of its activities, the College regularly creates, collects, maintains, uses and transmits Information Assets.

Information Owner

The unit administrative head who is the decision-maker with respect to Information Assets owned by that unit in conducting College business. Except in cases where unit-level control would impede the general usage of information in the College's mission of discovery, learning and engagement, an Information Owner has decision-making authority over the Information Assets used, managed or regularly accessed in the unit's administrative functions, as well as over any forms, files, information and records, regardless of format, that relate to such Information Assets.

Information Security Governance Committee *(Left for future option of initiating a committee.)*

A committee of individuals who, due to the nature of their positions within the College, have responsibility for oversight of an Information Asset that is subject to compliance with state or federal laws and regulations and/or contractual obligations related to information security and privacy.

IT Resources (or Information Technology Resources)

All tangible and intangible computing and network assets provided by the College or by authorized third-parties, regardless of whether those resources or assets are accessed from on-campus or off-campus locations or via Devices. Examples of such assets include, but are not limited to, hardware, software, wired and wireless network and voice telecommunications assets and related bandwidth, mobile Devices, electronic and hardcopy information resources, and printers.

Information Security and Privacy Program

Information Assets and Information Technology (IT) Resources are valuable and essential to furthering the mission of Independence Community College. Administrative, technological, and physical safeguards are required to protect these assets to support our mission, to meet our legal and regulatory obligations, and to preserve privacy.

This Information Security and Privacy Program, administered through the Chief Information Officer, is established in support of the Information Security and Privacy Policy. This program promotes, through

standards, procedures, guidelines, and information sharing, an internal controls environment designed to maintain, facilitate, and promote protection of Information Technology (IT) Resources and Information Assets.

Mission

Support ICC's mission by protecting the confidentiality, integrity and availability of Information Assets and Information Technology (IT) Resources.

Goals

- Align the information security organization's efforts to advance the college's mission of discovery, learning and engagement while supporting privacy, legal and regulatory obligations
- Partner with stakeholders as trusted advisors and enablers in the acquisition or development and configuration of technologies to further protect the security and resilience of IT Resources and Information Assets consistent with related policies, procedures, and guidelines
- Approach security from a risk management perspective
- Promote organizational awareness of information security responsibilities and affect behavior through awareness and training
- Collaborate with community organizations and other educational institutions to increase awareness of the threat landscape and protections with increased insight, outreach, and sharing of cybersecurity information
- Promote proactive and adaptive processes with a commitment to continuous improvement
- Evolve security strategies, standards and procedures to maintain relevance to changes in business processes, technologies, laws and regulations, or identified risks

The Information Security and Privacy Program Components

The Information Security and Privacy Program components are based upon safeguards provided by the [National Institute of Standards and Technology \(NIST\) Cybersecurity Framework](#) and are aligned with strategies to advance Independence Community College's mission and support privacy, legal and regulatory obligations. This Framework guides the college's information security program through incorporating the Framework's core functions of Identify, Protect, Detect, Respond and Recover to address current strategic priorities with the understanding there is room to mature those and strengthen others as risks evolve.

Inventory

All equipment with the value over \$5,000 or a life of over 3 years is included in the College inventory.

1. Grant-funded Programs must follow grant inventory guidelines.
2. For disposal of property, see Equipment and Property Disposal Procedure.

Keys

Employees check out keys required for their responsibility. All assignment of keys must be recorded through the Campus Key Agreement.

Paid Leave

Jury Duty

Employees are excused from work with pay for documented jury duty assignment.

Unpaid Leave

Absence without pay

A request for unpaid leave must be submitted first to the immediate supervisor and then to the President for approval of the Board of Trustees. Lack of adequate replacement may be considered just cause for Administrative and Board refusal to grant unpaid leaves of absence.

Military Action

Employees are excused for active duty without pay and assured a position upon return to the College.

Military Reserves

Employees are excused without pay for military reserve service.

Library

1. Employees may check out materials from the library's circulating collection for a period of four weeks. Employees may check out periodicals, materials from the reference collection, and materials on reserve for a period of one week. Items may be renewed, although employees are encouraged to return all materials by the end of the current semester.
2. Employees may take advantage of interlibrary loan privileges, whereby the ICC Library can obtain print, video, and audio materials from other libraries across the state. The lending period for interlibrary loan materials is set by the lending library, and these materials may or may not be eligible for renewal.
3. Instructors may place materials on reserve in order to ensure that they are available for students in a given course. Materials that are placed on reserve in a given semester will revert back to circulating status at the end of that semester, unless other arrangements are made with the Director of Library Resources.

Marketing Guidelines

The goal of the Marketing Department is to convey the strengths, mission and vision of our institution to our stakeholders through word and image. Effective marketing to a mass audience requires repetition; repetition requires consistency. The following processes and guidelines are to guide employees in their efforts to create a professional and consistent image. These guidelines will be updated throughout the year as we find more effective and efficient practices to best serve our institution. In order to establish a consistent image, new designs, old logos, or manipulations to the logo should not be used. The pirate logo will be used to brand our College on all materials, including but not limited to: Business cards; Name badges; Letterhead and stationary; Social media; Print materials; Advertising online and print; Web; Promotional items; Booth graphics; Event materials; and Electronic materials (i.e. newsletters, e-mail sign-offs, etc.)

Colors: Independence Community College colors are Navy and Vegas Gold. Colors vary from vendor to vendor, monitor to monitor, and printer to printer. Please get a sample of the colors before you print or purchase any item. Below is a guide for selecting colors:

Navy Blue:	Vegas Gold:
HSB # 240, 100, 50	HSB # 50, 69, 73
RGB # 0, 0, 128	RGB# 185, 164, 58
CMYK # 100, 98, 14, 17	CMYK # 30, 29, 95, 2

If the above colors are not available, please seek additional vendors or speak with the Marketing Department for assistance.

Reproduction Specifications: The pirate head banner, stacked pirate head logo, pirate head logo and ICC lettering must appear exactly as shown in the digital files available on the SharePoint

(<http://sharepoint.indycc.edu>) Marketing site. Images should not be manipulated (except for sizing). Full-color logos should be used unless the communication or promotional piece requires a one-color treatment. Logos for one-color treatments are available on the SharePoint Marketing site. The full-color logo should be used on a white background whenever possible. If the logo is placed on a patterned or dark background please use a white box to distinguish the logo. An example is available on the SharePoint Marketing site.

Seal:

The official College seal may be used in place of the pirate logo for formal business materials (i.e. graduation materials).

Font: Times New Roman font should be utilized in print materials for readability. Do not use other fonts when sending a professional letter, brochure, flyer, promotional materials, etc. Vulpla font is used in the pirate banner; for access to this font, contact the Marketing Department. This font will be used for the College name on promotional materials.

Dissemination: All correspondence disseminated to the public will be reviewed and approved by the Marketing Department BEFORE ordering/purchasing/disseminating materials, including, but not limited to: Press Releases; Brochures; Flyers; Posters; Banners; Mass mailings; Programs; Promotional items; Invitations; Tickets; Signs; Newsletters; Videos; Pictures; and Fax cover sheets.

Please submit proofs or drafts to the Marketing Department at least two weeks in advance of production date. Templates are available from the Marketing Department.

Website: Web content must be reviewed and posted by designated personnel. Individual departments are responsible for creating and updating their materials in a timely matter. The Director of Marketing will periodically review departments' Web materials to identify areas of improvement. Copyright laws must be observed at all times.

Reminder: In order to build and reinforce our brand image it is vital to maintain consistency in our logo treatment. Having multiple brands creates inconsistency and division to the public eye. Working toward the marketing goal by following guidelines, supporting and reinforcing the marketing effort, will increase our ability to attract stakeholders to our organization.

More detailed information is available on the SharePoint (<http://sharepoint.indycc.edu>) Marketing site.

Minimum Class Size

Minimum class sizes are set according to three underlying principles: (1) that a minimum class size is desirable from an educational standpoint because it allows students to have a genuine discussion that includes a variety of viewpoints and to work in varying teams, (2) that a minimum class size is desirable from an institutional efficiency standpoint because it provides high-quality teaching to the largest practical number of students, and (3) that minimum class size policies must accommodate exceptional cases to meet the circumstances of a course or the educational needs of a student.

Minimum course enrollment is eight students per section, if one section of a course is offered. The minimum enrollment is ten students per section if two or more sections of the same course are offered. The exceptions to this are: (1) if a student requires a particular course to adhere to a published course sequence in his/her major (and no other available course will satisfy that requirement), (2) a student is in his/her final semester and requires a particular course to meet graduation requirements (and no other

available course will satisfy that graduation requirement), or (3) the course is being offered for the first time. In all cases, offering an under-enrolled course requires permission of the Chief Academic Officer via a form that will be developed prior to the fall semester 2012. If an under-enrolled class is taught by an instructor who is teaching more than 15 credit hours in a semester, the under-enrolled class will be part of the instructor's overload, and prorated compensation practices will apply.

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this procedure identifies the process for reporting, investigating and making emergency notifications regarding any currently enrolled student who is believed to be missing. A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Reporting a Possible Missing Student: Any member of the college community, including both employees and students, who is concerned that a currently enrolled student may be missing should immediately contact the Vice President for Student Affairs at 620-332-5480. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Affairs. The Vice President for Student Affairs shall investigate all reports and determine whether a student is missing. If the Vice President for Student Affairs determines that a student is missing, he/she shall notify the President and the Montgomery County Sheriff's Department, and/or other appropriate law enforcement agencies, as necessary.

Missing Person Emergency Contact: Students are able to designate a "Missing Person Emergency Contact" on the application for student housing. If a student is determined to be missing, the Vice President for Student Affairs shall notify the designated Missing Person Emergency Contact no later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel.

Parent/Guardian Notification for Students under 18 years of age: If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Affairs shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

Law Enforcement Notification: If a student is determined to be missing, the Vice President for Student Affairs shall notify the Montgomery County Sheriff's Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

Office Hours

Office hours are set according to four underlying principles: (1) that the negotiated agreement sets a specific number of office hours relative to full-time instructional load (currently 6 hours per week), (2) that office hours should be structured in a way that genuinely augment class instruction, (3) that office hours should be structured in a way that maximize faculty availability to students, and (4) that scheduled office hours are intended to provide predictable out-of-class opportunities for extended interaction between student and teacher, and are not intended to represent the total contact between student and teacher - conscientious teachers are, when practical, occasionally available to students for brief periods before class, after class, by e-mail, and by appointment.

The policies that govern office hours are:

1. Faculty will meet the number of weekly office hours required by the negotiated agreement, and office hours should not be scheduled at times of regularly scheduled institutional meetings or responsibilities.
2. Scheduled office hours periods will not be less than 30 minutes in length, and instructors should strive for blocks of one hour.
3. For full-time faculty, at least two of the scheduled office hours will be between 1:00 p.m. and 5:00 p.m.
4. For full-time faculty, office hours will be held on at least three separate days each week.
5. Online office hours are defined as published time periods in which an instructor is available in real-time to students, whether by e-mail or another online communication format, that are in addition to regular instruction. Faculty will schedule at least one hour of online office hours if that instructor is teaching online classes. Instructors using a mix of online and on ground courses will mix their office hours proportionately. If a faculty member does not teach any online courses, no more than one office hour may be online.
6. If an instructor is not available during a regularly scheduled office hour, the instructor or academic affairs office staff will post a note notifying students.
7. Office hours schedules should be provided to the Office of Academic Affairs at the beginning of each semester, so that the staff can inform students about when the instructor is available.

Parking

1. Employees should observe restricted parking spaces posted in all major parking areas.
2. Parking in front of buildings is allowed for loading and unloading only.
3. The College is not responsible for theft, damage, or accidents to vehicles.

Personnel Selection

The decision to replace a vacated position or initiate new position(s) must use the following process:

1. Identification of personnel needs with unit supervisor and President must precede any announcement of position opening for part-time and full-time positions.
2. Decision to replace/transfer must be reviewed by the unit level supervisor and determine:
 - Need for position,
 - Potential job description and position announcement,
 - Budget support.
3. Creation of a new position must be reviewed by the unit supervisor, the President's Cabinet, and the President and determine:
 - Need for position,
 - Potential job description and position announcement,
 - Budget support.
4. The unit representative forwards the position request for approval to the President. The position is announced internally and/or externally through the Human Resources Office. The unit supervisor for position leads the selection process. The advertisement and selection processes must be coordinated with Human Resources to include the following:
 - Job description and position announcement that match,
 - Salary/range and benefit package,
 - Checklist for advertisement and on-line listing,
 - Interviewing/Screening Committee,
 - Screening criteria consistent with position and EEOC and ADA standards,

- Interview guidelines, questions, strategies and process that assures selection based on printed position criteria, ADA and EEOC standards,
 - Reference and background checks.
5. The unit supervisor recommends the successful candidate to the President with an outline of the selection process, criteria for the selection and qualifications of the candidate finalist, start date, salary recommendation and any special conditions.
 6. Utilizing Board of Trustees' delegated authority, the President approves employment of personnel. The hiring of positions which report directly to the President shall be made in consultation with the Board, with the final decision being at the discretion of the President. The President or representative shall report during each regularly scheduled Board of Trustees' meeting any employment approvals that have occurred since the previous meeting.
 7. The supervising administrator sends follow-up communication to applicants not chosen.
 8. The first day of employment, Orientation of the new employee is conducted with Human Resources.

Pets on Campus

Campus buildings are pet-free, with the following exceptions: (1) ADA-approved service animals, (2) by prior, temporary arrangement with an immediate supervisor in areas not generally frequented by the public and (3) in cases where an animal is present for instructional purposes. Except for ADA-approved service and/or emotional support animals where required by law, dorms and College vehicles are pet-free under all circumstances.

Posters/Flyers

In an effort to keep the campus doors and walls clutter-free and in good repair, all flyers/posters will be posted on the bulletin boards. Send drafts of flyers/posters to the Marketing Department for review. Marketing will review the draft for consistency with our *Marketing Guidelines*, make necessary changes, and post the documents at the appropriate locations. Bulletin boards are designated as follows:

Community Events – events happening in the community (i.e. Christmas parade, flu shot clinic, Public Library event, etc.)

ICC Events – events happening on campus (i.e. concert, play, training, etc.)

Job Postings – any job posting internal, external, work study, etc.

Department/Organization – maintained by the designated department or organization (i.e. Youth For Understanding, Theatre, etc.)

Boards outside of classrooms – notices related to classes held in that room or important academic notices (i.e. add/drop dates, financial aid notices, etc.)

External organizations should send documents to the Marketing Department for approval and posting. Approved documents will be stamped by the Marketing Department. Documents not approved will be removed.

Property Loss

The College is not responsible for thefts and/or loss of personal property on the ICC campus. However, loss of property, equipment, etc. should be immediately reported, in writing, to the Business Office for action and/or involvement of local law enforcement officials and inclusion in the required annual crime report.

Retirement

Celebrations

When an ICC employee leaves the College through resignation or retirement, a farewell event may be coordinated by the unit in which the employee works. A base amount of \$30.00 will be allotted for those celebrations for employees with five years or less of service at the College. For each additional year beyond five, \$10.00 will be added to the total celebration amount. An example of the formula would be calculated as follows:

15 years of service	5-year minimum	\$ 30.00
	10 additional years	\$100.00
	TOTAL	\$130.00

In case of employee's death while still employed at the College, the celebration amount may be utilized by the respective department in which the employee worked for appropriate commemorative recognition of the employee's service and dedication to the College. Individual supervisors are responsible for requesting celebration support from Human Resources.

Room Rental

1. Room availability should be checked with the ICC West Administrative Assistant for ICC West and for main campus rooms.
2. Following identification of room availability, the Room Scheduling Request should be completed by the employee and returned to the appropriate department, as noted above.
3. Requests for custodial/maintenance needs accompanying room reservations should be double checked with the Maintenance Director.

Social Media Policy - Official Campus Use/Personal Posting

Official Campus Use

Employees are expected to follow the same professional standards with social media as they do in any other interaction with stakeholders.

Guidelines for Official Campus Use

These guidelines are for employees posting on behalf of a College department.

1. *Protect confidential information* - Do not post confidential information about **any** person. As an employee of ICC it is your responsibility to know and follow College policy PSL – 711.
2. *Respect copyright guidelines* - Before posting on a social media site, be cognizant of the copyright and intellectual property rights of others. Consult the *Campus Guide to Copyright Compliance*, <http://www.copyright.com/Services/copyrighoncampus/>, for guidance.
3. *Think twice, read twice* - Consider how a post will be viewed by all stakeholders. Comments and photos can be forwarded or copied. One negative or inappropriate comment about the College, College personnel or College stakeholders can be retrieved and shared for years.
4. *Remember your audience and be professional* - Users of social media sites vary in age and relationship to the College. Assure postings are appropriate for a broad range of readers. If you are unsure, do not post it.

College related social media pages

If your department has or would like to use a social media outlet for promotion and/or news distribution please contact the Marketing Department. Individual department sites should coordinate with the overall marketing strategy of the College.

Social Media for individual departments should be named ICC – *Department Name*

Postings should:

1. Be in an active voice
2. Include quality pictures representing the College in a positive light
3. Link to the College website (www.indycc.edu)
4. Be written in a professional tone and without typographical or grammatical errors
5. Be maintained daily

Additional Information:

1. Delete a page/site if it is not managed effectively, having no page/site is better than an out-of-date page/site
2. Assign more than one administrator for a page/site
3. Assign at least one representative from the Marketing Department as an administrator

Sites may be removed at the discretion of the Director of Marketing.

Personal Posting

At Independence Community College (ICC), we understand that personal social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. These guidelines apply to all employees who work for ICC.

Guidelines for Personal Posting

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with ICC, as well as any other form of electronic communication. The same principles and guidelines found in ICC policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, students, Board of Trustees members, suppliers, and/or people who work on behalf of ICC or ICC legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the ICC Statement of Ethics Policy, the ICC Handbook, Social Media Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, students, and any other stakeholder who represents ICC. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs,

video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students and potential students, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ICC, fellow employees, students, suppliers, or people working on behalf of ICC.

Post only appropriate and respectful content

1. Maintain the confidentiality of ICC's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
2. Do not create a link from your blog, website or other social networking site to ICC's website or social media sites.
3. Express only your personal opinions. Never represent yourself as a spokesperson for ICC. If ICC is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of ICC, fellow employees, students, suppliers or people working on behalf of ICC. If you do publish a blog or post online related to the work you do or subjects associated with ICC, make it clear that you are not speaking on behalf of ICC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of ICC."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work related as authorized by your manager or consistent with the Computer Usage Policy. Do not use your ICC email addresses to register on social networks, blogs or other online tools utilized for personal use. Do not post pictures of meals purchased with the ICC budget or the consumption of alcohol during a conference trip financially supported by ICC.

Speaking to the Press

The Director of Marketing facilitates the writing of news articles regarding College events and recognitions, as well as the distribution of information concerning upcoming classes, and programs. If the press directly contacts an employee, the employee should notify the Director of Marketing to affect the best results for the College.

Standing Committees

All full-time employees annually designate service on at least one of the Standing Committees.

PRESIDENT'S CABINET BY-LAWS

Mission

The President's Cabinet provides a forum for the presentation, discussion, and communication of decisions that impact various areas of college operations including academics, budget and fiscal management, compliance, enrollment and retention, personnel and service needs, public relations and student affairs as a means of ensuring accountability, oversight and transparency in presidential decision-making.

Responsibilities

The Cabinet:

1. Coordinates the institutional response to significant college initiatives including institutional accreditation, cultural inclusivity, institutional integrity and community involvement.
2. Emphasizes communication among Cabinet membership, the college and the community by providing a meeting agenda to the campus in advance of all meetings, promptly distributing Cabinet meeting minutes to the campus and providing a forum for the communication of presidential decisions as they relate to business presented to and/or discussed by Cabinet.
3. Presents departmental updates to its membership for the purpose of enhancing collaboration and promoting communication among Cabinet membership, the college and the community.
4. Conducts periodic informational reviews of the operations of areas of the college and hears reports by and engages in discussion with non-members (as requested by any member of the Cabinet).
5. Discusses issues raised and projects proposed by its membership as a means of providing perspective, clarity and open communication for the purpose of resolving issues and advancing projects within the college and community.
6. Makes recommendations to Council of Chairs as appropriate.

Membership

President's Cabinet includes the Faculty Senate President and those personnel appointed by the President to the Cabinet.

Meetings

Meetings are held approximately weekly throughout the year and are generally open to the public. Cabinet members participate in monthly Board of Trustees meetings.

COUNCIL OF CHAIRS BY-LAWS

Mission

The Council of Chairs (COC) consists of representatives from each of the Standing Committees. The COC synthesizes and communicates committee nonpolicy recommendations, improves communication among Standing Committees, and assigns policy and procedure proposals to the appropriate Standing Committee.

Responsibilities

1. Refer recommendations for policy or procedure changes to the appropriate committee or President. (Refer to Policy for Revising Policies and Procedures.)
2. Nonpolicy recommendations from Standing Committees are brought to COC for discussion, summarized and promoted by the relevant Standing Committee Chair. The President may accept a recommendation for consideration by Cabinet, reject it, return the recommendation to the original Standing Committee for revision or clarification, or send the recommendation to another Standing Committee for review and comment.
3. The committee will produce an annual report of effectiveness of the Standing Committees, summarizing the work of each committee and the connection of that work to the College's Strategic Plan.

Membership/Leadership

1. The Chair or designated representative of each Standing Committee serves on the Council of Chairs.
2. The College President provides ex-officio leadership.
3. COC minutes are distributed College-wide.

Meetings

The COC meets approximately monthly.

ACADEMIC COUNCIL COMMITTEE BY-LAWS

Mission

The Academic Council deals with the academic affairs and concerns of the College. The Council shall, as a consequence, be an advocate for developing, establishing, and maintaining standards of academic excellence at Independence Community College.

Responsibilities

The Council shall be responsible for:

1. Giving direction, guidance, and oversight to matters of curriculum, such as curricula development and curricula evaluation, and those matters relating to programs and courses of study.
 - a. Examples include proposed changes to course names, course descriptions, a course's credit hours, the course outcomes, the college's policies, all program changes, and changes to the Catalog (this list is not all inclusive).
2. Developing, promoting, and recommending policies in matters relating to academic affairs such as attendance, prerequisites, degree requirements, scholarship requirements, and such other matters as the Council considers appropriate.
3. Appointing any ad hoc committees deemed necessary by the Council, such committee to be composed of Council members who will address a specific issue for a specified period of time.
4. Preparing a one-page summary of the effectiveness of its work for the Council of Chairs.

Voting Membership

1. Regular Faculty-Each Division may select up to one representative for every three full-time faculty members of the Division, and one representative for any two full-time equivalent remainder members. In addition, there will be one faculty librarian representative.
2. Administration-The Chief Academic Officer (ex-officio, but not a voting member) and not more than three other representatives selected by the administration.
3. Physical Education/Athletics – The Athletic Director and one coach.
4. Additional voting members may be added for one-year terms, if nominated by a member and approved by a two-thirds majority vote.

Members' names shall be a matter of record, and regular participation is expected. However, member-designated alternates shall be accorded participation and voting rights through a written or stated request by the member to the Chair of the Council. Any College employee or student shall be welcome to attend meetings of the Council; and, in a non-voting capacity, may participate in the proceedings, at the request of, or the approval of the Council.

Meetings

Regular Council meetings will be held on the first Friday of each month during the fall and spring semesters, and during the summer if necessary. However, the Chair reserves the right to call special meetings as circumstances may require. Once approved, minutes will be posted on Sharepoint from the previous Council meeting.

Procedure-officers

A Chairman, and Vice-chairman of the Council will be elected at the beginning of each calendar year and will serve one-year terms. The Chairman will represent Academic Council on the ICC Council of Chairs Committee. The Vice-chairman will administer the Chairman's duties when the Chairman is unavailable, will assist the Chair at the Chair's discretion, and will automatically succeed the Chairman at the next election. The Secretary will be a designated person from the Registrar's Office.

An employee initiates request on “Change Request” form with syllabus or program outline. Proposal and application are reviewed, revised, and/or accepted by the faculty of the appropriate division(s). The employee who initiated the proposal request presents it to the Academic Council. Rejections and/or requests for revisions are sent back to the division.

Approval of items by the Council shall be by a majority vote of the voting members present. Approved items will normally be given to the Chief Academic Officer or his/her designee for approval. The Chief Academic Officer will either approve the course/program or return the course/program with detailed comment to the Academic Council for revision within ten working days.

A quorum, for conducting official business of the Council, shall be one more than one-half of the membership.

Agenda

Each Council member will notify the Chair of agenda item(s) at least one week before a regular meeting so that the agenda can be distributed to the members two days prior to the meeting. The names of individuals will be listed on the agenda in association with the appropriate item. The Chair will ask for announcements that may need to be presented to the Council at the start of the meeting. Discussion of all agenda items shall commence with a motion.

Special meetings shall be devoted to discussion only. However, agenda items may be approved and distributed at the special meeting itself or a subsequent meeting. Under these circumstances, the next meeting of the Council may be held within two days. In the case of multiple minor curriculum changes, a consent agenda may be created by the Chair and Chief Academic Officer.

ASSESSMENT COMMITTEE BY-LAWS

Mission

Provide recommendations and implementation that move the college toward a comprehensive outcomes assessment culture.

Duties

1. Provide educational programs to the campus regarding outcomes assessment theory and practice.
2. Adopt at least one annual assessment project or component of a multi-year project, and coordinate that project to completion.
3. Recommend college policy regarding implementation of outcomes assessment.
4. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Sub-Committees

The Assessment Committee has the authority to create sub-committees to address assessment needs in any of the key areas of the college including those related to curricular, co-curricular, and departmental assessment.

Membership

During the annual call for volunteers, interested employees should indicate the willingness to serve on this committee. Additional “recruitment” of members may be necessary to have representation from all employee groups.

Committee Composition

The committee will elect a Vice-Chair and Secretary each August. The previous year’s Vice-Chair will become Chair in August. If the previous Vice-Chair is no longer employed by the college or otherwise unable to fulfill their duty as Chair, then a new Chair will be elected when Vice-Chair and Secretary elections occur. All members may serve a single year. Because outcomes assessment is not confined to academics, it is essential that all areas of the college be represented on this committee, and the leaders of each administrative division will recruit representatives to fill in any gaps.

Chairmanship

The chair will be responsible for all meetings. The chair will attend the Committee Chairs Meeting with the President. It is further recommended that the chair of this committee not be the chair of any other standing committee.

Meeting Time

Once monthly, with date and time to be decided annually by committee. Chair will notify group of times and dates. Additional meetings may be called by the Chair as needed.

EVENTS COMMITTEE BY-LAWS

Mission

Coordinate the planning and implementation of specific events at the College, as assigned by the President, for the purpose of improving the experience of employees, students, and visitors.

Duties

1. Recommend events to be planned by the committee for the following budget year, and submit budget recommendations to Business Office during annual budget process.
2. Coordinate all aspects of events that are assigned to the committee.
3. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Membership

Membership of this committee will be on a volunteer basis. During the annual call for volunteers, interested employees should indicate the willingness to serve on this committee. Additional “recruitment” of members may be necessary to have representation from all employee groups.

Committee Composition

Chair, Chair-elect and Secretary will be elected in August (see Chairmanship for additional information). The Chair and Chair-elect will serve a minimum of two years on the committee. All other members may serve a single year.

Chairmanship

The Chair of the group will be elected by the members at the first meeting of the academic year (in August). The Chair will be responsible for all meetings. The Chair will attend the monthly Committee Chairs Meeting with the President. It is further recommended that the Chair of this committee not be the Chair of any other Standing Committee.

Meeting Time

Once monthly, with date and time to be decided annually by committee. Chairman will notify group of times and dates. Additional meetings may be called by the Chair as needed.

FACULTY SENATE BY-LAWS

ARTICLE I. MISSION

The Faculty Senate's mission is to represent faculty interests in the governance of Independence Community College and to promote a collegial working relationship with the Board of Trustees, administration and staff.

The Faculty Senate fulfills its mission by:

- Acting as the steward of academic excellence at ICC
- Acting as a forum for addressing faculty *academic-related* concerns
- Promoting the positive impact of faculty on ICC and celebrating their accomplishments
- Addressing any academic concerns brought by the Student Senate
- Addressing academic issues that cannot be otherwise addressed through the collective bargaining process. The Senate shall not act as the collective bargaining unit for the faculty, nor shall it address any issues considered to be mandatory subjects as defined by law.

ARTICLE II. POWERS OF THE SENATE

The Senate:

1. Shall initiate policy and has the right to discuss and review all College policies which may affect its academic and educational objectives, subject to approval by the Vice President of Academic Affairs (VPAA) and ICC Board of Trustees; Academic Council will serve as a subcommittee to the Faculty Senate.
2. Shall study and discuss ideas or issues referred to it by Cabinet-level administrators and, where appropriate, make recommendations to the administration.
3. Shall serve as a channel of communication and orderly cooperation among faculty, professional staff, students, alumni, the administration, and the Board of Trustees.
4. Through its appropriate search committees, shall make recommendations to the Administration on the selection of administrative personnel at the level of Vice President or higher; shall provide input on performance recommendations of academic administrators of the level of dean and above, and will, upon request, provide input on performance recommendations of other administrators of the level of dean and above.
5. Shall make recommendations to the Board of Trustees on the selection of a new President and performance of a continuing President.
6. Shall have the right to express itself in writing on any matter concerning the academic welfare of the College and its various components and transmit its recommendations to the appropriate College administrators or Board of Trustees.
7. May request the opportunity to discuss with the President, Board of Trustees and other appropriate College administrators all actions taken by the Senate.

ARTICLE III. MEMBERSHIP

Section A. Representation

1. A qualified member is any faculty member who meets the definition of Faculty as defined by the current Faculty Association Negotiated Agreement. For the rest of this document, references to faculty refer to the definition given here.
2. Membership in the ICC Faculty Senate shall consist of the following elected senators:
 - two senators from the Science, Technology, Engineering, Mathematics and Business Division

- two senators from the Fine Arts Division
- two senators from the Humanities and Social Science Division
- two senators from the Career and Technical Education (CTE) Division
- three senators elected at-large by faculty. (At large candidates are determined by nomination of any faculty member.)

Section B. Election(s)

1. All divisions will hold elections for their senators in the Spring Semester of odd years. All three of the at-large senators will be elected in the Spring Semester of all even years.
2. The election results will be forwarded to the President of the Faculty Senate no later than the April meeting.
3. To promote continuity, the new senators are encouraged to attend the April meeting.
4. In the event of a senator's resignation, the President of the Faculty Senate shall organize a special election.

Section C. Terms of Membership

1. Senators shall be elected for a two-year term, which will begin at the first meeting in the Fall Semester after the spring election.

Section D. Responsibilities of Members

1. Members shall act as liaisons between the Faculty Senate and their respective divisions.
2. Members shall attend meetings or arrange for alternate representation and inform the President of the Senate.

ARTICLE IV. OFFICERS

Section A. Terms

1. Officers are elected to one year terms. (See Section F)

Section B. President

1. The President shall be a member of the Faculty Senate serving in at least his or her second year.
2. Duties include presiding at all meetings of the Faculty Senate, calling special meetings, appointing ad-hoc committees. In addition, the President shall serve on the President's Cabinet and attend ICC Board of Trustees' meetings.
3. The President shall be responsible for conducting the election of officers.
4. The President shall provide yearly report evaluating the effectiveness of the Senate to the President of ICC.

Section C. Vice-President

1. The Vice-President shall be a member of the Faculty Senate.
2. Duties include presiding at meetings in the absence of the President, representing the Faculty Senate at the Board of Trustees' meeting in the absence of the President and performing other duties as the President may direct.

Section D. Secretary

1. The Secretary shall be a member of the Faculty Senate.
2. Duties include recording and maintaining minutes of all meetings.
3. The secretary shall coordinate and edit all communications that are distributed under the banner of the Faculty Senate.
4. The Secretary shall distribute minutes of all meetings to the Faculty Senate members and post to the information distribution system.

Section E. Parliamentarian

1. The Parliamentarian, through Roberts' Rules, will assist the Senate President in rules of order and the proper procedures for the conduct of meetings.

Section F. Election of Officers

1. Officers shall be elected for one-year terms by the Faculty Senate at the last meeting in the Spring Semester. Special elections to fill unexpired terms may be held as needed. All newly elected members shall be eligible candidates for the office of Secretary or Vice-President. Only members serving in at least their second year are eligible for the office of President.
2. Members shall not hold more than one office concurrently.

ARTICLE V. MEETINGS

Section A. Regular Meetings

1. The regular meetings of the Faculty Senate shall occur during the Fall and Spring Semesters on the third Monday of each month. [If the meeting cannot be held because of Semester break, holiday, or other conflict, the Faculty Senate may choose not to meet or determine another meeting date.]
2. The President of the Faculty Senate shall invite the President of Independence Community College or designee to all meetings during the Fall and Spring Semesters.
3. The President of the Faculty Senate shall invite the Chair of Independence Community College Board of Trustees or designee to all meetings during the Fall and Spring Semesters.
4. The President of the Faculty Senate shall invite the Vice President of Academic Affairs or designee to all meetings during the Fall and Spring Semesters.
5. Faculty Senate meetings shall be open to employees, students and the public.

Section B. Special Meetings

1. Special meetings may be called as needed by the President of the Senate.
2. The President must call a special meeting within five (5) working days after receiving a written petition signed by at least four members of the Faculty Senate.

Section C. Quorum

A majority of the members of the Faculty Senate shall constitute a quorum.

Section D. Parliamentary Procedure

Basic Roberts Rules of Order (Revised) shall govern the conduct of all Faculty Senate meetings.

ARTICLE VI. THE FIRST YEAR

1. The faculty will nominate and vote for all at-large senators and Divisions will nominate and vote for their senators immediately upon adoption of these by-laws.
2. If the Faculty Senate starts in the Spring Semester of 2018, senators who, according to the by-laws, would have been elected in an Odd Year, will serve a one year term and there will be an election in the Spring Semester of 2019 for those who will then serve as stated in the by-laws. Senators who would normally be elected in even years will serve until they are replaced by the next senators elected at the even year interval as required by the by-laws. Refer to Article II for additional information.
3. The second year of service or more requirements for the President of the Faculty Senate is waived until elections of officers at the first Faculty Senate meeting held in the Fall Semester of 2019.

ARTICLE VII. ADOPTION AND AMENDMENTS

Section A. Adoption

These by-laws shall become effective when adopted by a majority vote of the Faculty and approval by the Independence Community College Board of Trustees.

Section B. Amendments

Amendments to these by-laws shall become effective when adopted by a majority of the members of the Faculty Senate, a majority vote of the faculty, and by following the process of changing standing committees before final approval by the ICC Board of Trustees.

ARTICLE VIII. DISSOLUTION

The Faculty Senate may be dissolved with a majority vote of the ICC Faculty or a majority vote of the ICC Board of Trustees at any time.

JUDICIAL COMMITTEE BY-LAWS

Mission

Develop, conduct and oversee judicial processes relating to student behavior, including academic integrity.

Responsibilities

1. Formulate recommendations for College policies regarding student conduct;
2. Formulate recommendations for revisions to College judicial processes;
3. Conduct disciplinary hearings; and
4. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Committee membership

The College's Director of Student Life or his or her designee will chair the Judicial Committee. The remaining members of the Judicial Committee will consist of one member from the general campus community, one member from the College's Academic Affairs department and one additional member of the general campus community who will serve as a substitute. All members, excluding the Judicial Committee Chairperson, will be appointed by the Vice President of Student Affairs (VPSA) and the Vice President of Academic Affairs (VPAA). Appointments will be made during the fall semester with the normal term being one year.

Disciplinary Hearings

Judicial Committee Role: This committee is responsible for hearing and considering alleged violations of Student Code of Conduct and Residence Life Rules (excluding Title IX situations) and appeals of academic integrity decisions. Cases will be referred to the Judicial Committee by the VPSA, VPAA, Director of Student Life and Residence Life Director.

In cases of alleged violations of the College's Student Code of Conduct and Residence Life Rules, the role of the committee will be to hear cases and appeals and to make disciplinary decisions. Cases involving suspension or expulsion will be referred to the VPSA for final determination.

In cases of alleged violations of the College's Academic Integrity policies, the role of the committee will be to hear appeals from the VPAA and render a final decision on each individual case. Cases involving suspension, expulsion, or withdrawal from a class with XF will be referred to the VPAA for final determination.

Hearing Format

Hearings will be private (limited to Complainant(s), Respondent(s), incident witnesses, hearing advisers, members of the committee and legal representation for the College) and are not open to the public. The only exception to this clause is when the College has been notified by law enforcement officials that criminal charges relevant to the case pending before the Committee have been filed against

Respondent(s). In these instances, Respondent(s) may have an attorney present solely for the purpose of protecting Respondent(s) against self-incrimination in a future court proceeding. The attorney may not serve in any other capacity during the hearing including speaking on behalf of Respondent(s) or questioning/addressing those present. No disciplinary action will be taken unless it is established by a preponderance of evidence upon the record considered as a whole that the accused student has committed the charged offense. This clause in no way limits the right of the College to have legal representation present at any hearing of the Judicial Committee.

The Chairperson of the Committee will file a report to the VPSA, VPAA, or Director of Residence Life of each case heard before the Judicial Committee that pertains to their department. These reports are to include a concise statement of charges, the plea, the decision of the Committee, the evidence considered and the reasons for the final action taken, if any. Findings and an explanation of decisions resulting from hearings will be rendered in writing within four (4) working days. The Judicial Committee may issue sanctions ranging from disciplinary warning to suspension and expulsion.

Student Appeals

An appeal does not provide a second hearing of the case. The review of the appeal will be based on the existing record, new information provided, as well as, information provided by the conduct officer regarding the rationale for the decision. Deviation from the procedures in this code will not invalidate a proceeding or decision or be a basis for appeal except where such deviation has clearly resulted in significant prejudice to an accused student.

A. Grounds of Appeal

- The established procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
- The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which an accused student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.
- There is new information that would have been material to the outcome, had the information been presented at the conference or hearing. The new information must be included with the student's request for appeal. Also, the student must show that the new information was not known to the person appealing at the time of the original hearing.

B. Process

If a student files an appeal, she/he will be informed of the outcome when the appeal process has been completed. Students must file their appeals within (4) four working days from the time they receive their decision or sanction letter (unless there is a special circumstance that would prevent this). An appeal will only be considered if it includes both the student's criteria and rationale for the appeal and an attached copy of the sanction letter. It is the student's obligation to provide any and all materials she/he wishes to have considered at the time of appeal submission. Subsequent information and/or revisions to the appeal will not be accepted.

A student will file the appeal by delivering it to the Office of VPSA (in cases involving student and/or residence life conduct) or the Office of VPAA (in cases involving academic integrity). In general, the filing of the appeal will result in a stay of the sanctions imposed on the appealing student, unless the welfare of an individual or the community is threatened. Students are encouraged to consult with all resources available to them prior to submitting the request for an appeal.

Appeals of decisions by the Judicial Committee regarding suspension or expulsion will be heard by the VPSA (in cases involving student and/or residence life conduct) and the VPAA (in cases involving academic integrity). Such appeals from a student must be made in writing within four (4) working days of receipt of the Judicial Committee decision or the opportunity to appeal is considered waived

The VPSA's and/or VPAA's decision will be considered final.

Order of Business for Disciplinary Hearings

Unless otherwise determined by the Chairperson of the Committee, the hearing will generally follow the order described below;

- A. Members of the Committee introduce themselves and ask all present to do the same.
- B. The Chairperson briefly reviews the hearing procedures as outlined here.
- C. The charges are read by the Committee Chairperson.
- D. The Complainant(s) will be the first to present testimony. At the conclusion of the Complainant(s)' testimony, the Complainant(s)' incident witnesses will each present testimony, with the Committee and Respondent(s) being permitted to ask questions.
- E. After the Complainant(s) have presented evidence to the Committee, the Respondent(s) will be given the opportunity to present personal testimony and the testimony of any incident witnesses' as described above. Following this testimony, the Committee and the Complainant(s) will be permitted to question the Respondent(s) and any incident witnesses appearing on behalf of Respondent(s).
- F. Character witnesses are not permitted at any disciplinary hearing.
- G. When all parties have presented their evidence, the Committee may ask further questions of any party and/or recall witnesses for further questioning. The Committee may call brief recesses at any time to discuss the proceedings and may ask further questions upon return from any such recesses.
- H. The Chairperson may also call witnesses, including expert witnesses from the College staff, to aid the Committee in its consideration of the case.
- I. When the Committee's questions have concluded, the Chairperson should inform the Complainant(s) and Respondent(s) that a written decision will be provided to them. The hearing will then be adjourned. The members of the Committee will meet in executive session to deliberate and render a decision.

Basis for Findings: Standard of Evidence

The standard or basis for findings refers to the criterion or measure of proof that is used to assess if a student is responsible for violating College policy.

The basis for findings used during any College judicial proceeding is a preponderance of the evidence. A finding, by a preponderance of the evidence, that a student violated College policy means that the Committee found that the evidence presented led to more than a 50% likelihood that a student is in violation of a regulation or standard. An easier way to think about this may be to consider the question, “Is it more likely than not that, based on the evidence and testimony presented to the Committee, the student violated the regulation or standard?” If the answer is “Yes,” the Committee has achieved a preponderance of evidence.

The College uses a preponderance of the evidence as a standard of evidence for student disciplinary hearings because it is the basis for findings that is the most conducive to the academic setting and the educational process found in disciplinary hearings.

PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS

Mission

Provide leadership, planning and implementation for individual, unit and College professional development which assures effective College climate for professional growth and development in coordination with other Standing Committee activity.

Membership

Membership of this Committee will be on a volunteer basis. During the annual call for volunteers, interested employees should indicate the willingness to serve on this Committee. Additional “recruitment” of members may be necessary to have representation from all employee groups.

Committee Composition

Chair, Chair-elect and Secretary will be elected in August (see Chairmanship for additional information). The Chair and Vice-chair will serve a minimum of two years on the Committee. All other members may serve a single year.

Chairmanship

The Chair of the group will be elected by the members at the first meeting of the academic year (in August). The Chair will be responsible for all meetings. The Chair will attend the Committee Chairs Meeting with the President. It is further recommended that the Chair of this Committee not be the Chair of any other Standing Committee.

Meeting Time

Once monthly, with date and time to be decided annually by Committee. Chairman will notify group of times and dates. Additional meetings may be called by the Chair as needed.

Additional roles

1. This Committee will recommend a professional development budget for the campus as part of the budget development process.
2. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

PROGRAM REVIEW COMMITTEE BY-LAWS

Mission

The Program Review Committee assists programs in achieving continuous quality improvement by maintaining focus on student success, faculty involvement, currency and relevancy.

Duties

The Program Review Committee, whose primary focus is the *Comprehensive Program Review*, is an integral part of the Academic Program Review, Planning and Development process. Each year the PRC will assess all *Comprehensive Program Review* submissions and provide constructive, formative feedback to participating programs. Programs may submit a written response to the feedback provided by the PRC as well as provide final edits of their submissions prior to the final deadline. Division representatives to the PRC may also be a resource to programs in *Annual Program Review*.

Membership

The Program Review Committee is composed of the VPAA, one faculty member elected by each academic division, and four staff members appointed by the VPAA. Membership can change annually. The VPAA will be Chair for this committee.

Meeting Time

Once monthly, with date and time to be decided annually by committee. Chairman will notify group of times and dates. Additional meetings may be called by the Chair as needed.

STUDENT SATISFACTION AND STUDENT COMPLAINTS COMMITTEE BY-LAWS

Mission

The Student Satisfaction and Complaints Review Committee assists the College in its review, analysis, interpretation and resolution of student complaints that impact student groups on campus.

Duties

The Student Satisfaction and Complaints Review Committee will meet quarterly to:

1. Review and analyze student complaint trends;
2. Develop and implement solutions to resolve student complaints that affect student groups and/or the student body as a whole;
3. Update and revise student related policies and procedures as needed;
4. Oversee large-scale action projects that address the root causes of student complaints as a means of improving student satisfaction; and
5. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Membership

Membership shall consist of at least one representative from each of the following departments on campus: Academic Affairs, Student Affairs, Tutoring and/or Student Support Services, Business Office and/or Financial Aid, Compliance, Marketing, Enrollment and Retention, Athletics, Information Technology, General Education Faculty, West Campus and/or CTE Faculty, Fine Arts and Residence Life. Membership shall also consist of two to three student participants that are currently involved in leadership positions within ICC's Student Government Association or Phi Theta Kappa or who serve as resident assistants in the College's residence halls.

Chairmanship

The Committee will be chaired by the VP of Student Affairs or designee. The Chair will be responsible for all meetings, with the Compliance Department providing the student complaint data appropriate for Committee review and analysis.

The Vice-chair and secretary positions will be filled by election in October. The Chair and Vice-chair will serve a minimum of two years on the Committee. All other members may serve a single year.

Meeting Time

The Student Satisfaction and Complaints Review Committee will meet on a quarterly basis according to the following schedule, with the exact date and time of each quarterly meeting to be decided upon by the committee on a quarterly basis:

- Quarter 1: July – September [Meeting Date: 2nd Week of October]
- Quarter 2: October – December [Meeting Date: Fall Semester Finals Week]
- Quarter 3: January – March [Meeting Date: First Week of April]
- Quarter 4: April – June [Meeting Date: Last Week of June]

STUDENT SUCCESS COMMITTEE BY-LAWS

Mission

The purpose of the Student Success Committee is to improve academic success and retention by developing processes regarding student advisement, career counseling, and psychological counseling.

Membership and Terms

- A. Membership shall consist of at least one representative from each academic division, Academic Advising and Counseling, Athletic Department, Student Life, Financial Aid, and Student Support Services.
- B. Members are appointed/elected from the various divisions to two-year terms or longer.

Officers

- A. Officers will be elected at the end of each school year to take office in the following school term.
- B. Terms of office are one year. Officers are limited to two consecutive years in a particular post.
- C. There shall be a Chairperson (who also represents the Committee on the Committee of Chairs), a Vice-chairperson, and a Recording Secretary.
- D. In case a vacancy should arise, the vacancy will be filled by consensus of the Committee. No position shall remain vacant for more than one month.

Meetings

- A. The Committee shall hold a re-organization meeting within the first week after the start of each Fall Semester.
- B. The Committee shall meet on a designated day monthly as determined by the Committee membership.
- C. Special meetings may be called by the Chairperson at any time.
- D. The last meeting of the Spring Semester will be designated as the "election meeting." Officers for the following school year will be elected at this meeting. Candidates may be nominated by individual Committee members. Members may nominate themselves. Officers will be elected on a majority vote. At least half of the membership must be present for an election to be official.
- E. The Chairperson shall call for and conduct meetings, and serve as the Committee's representative on the Committee of Chairs. The Chair may also appoint a member to represent the Chair at Committee of Chairs' meetings when he/she cannot attend.
- F. The Vice-chairperson will administer the Chairperson's duties when the Chairperson is unavailable, and will assist the Chair at the Chair's discretion.

Procedures

Approval of items by the Committee shall be by majority vote of at least half the membership (half constitutes a quorum).

Additional role

The Committee will prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Time Sheets

All hourly/non-exempt employees must accurately and truthfully fill out and send to the Business Office a time sheet with their supervisor's signature by 12 noon on the Monday following the end of the pay period. Any overtime must be approved by the employee's immediate supervisor prior to working the overtime for payment. The week begins and ends at 12:00 a.m. Sunday of each week. Full-time, non-exempt employees are employed for up to 40 hours a week. The employee's supervisor and the Human Resources Director must approve any employment by the College for additional duties beyond the scope of the position for which the employee was hired.

Timely Warning

The Independence Community College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Anyone with information warranting a timely warning should report the circumstances to the Title IX Coordinator in the Academic Building. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency. Timely warnings are usually issued for the following classifications: ☐ arson ☐ burglary ☐ robbery ☐ aggravated assault ☐ criminal homicide ☐ motor vehicle theft ☐ sex offenses ☐ any other crimes as deemed necessary.

When a determination has been made that a timely warning should be issued, the college President or his/her designee will inform the campus community by immediately posting the announcement using the TextCaster Emergency Notification System (to registered recipients), campus-wide email, and/or have the announcement posted on the campus website (www.indycc.edu). The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information.

Vehicle Use

The fleet of leased College vehicles may be reserved through the ICC Maintenance Department on a first-come, first-served basis, for College business. College business includes student-related activities or events, official Board of Trustee functions, or activities where employees or non-employees are acting on behalf of the College. Personal use of a College vehicle is prohibited, except as specifically designated by the Independence Community College Board of Trustees.

The President, at his or her discretion, may allow local non-political organizations, non-profit civic organizations, or local governmental agencies (outside organizations) to use College vehicles for special events. However, College use takes priority over these kinds of events.

Those who are prohibited from driving College vehicles include: students, prospective students, College visitors, job applicants, or those who do not otherwise qualify by meeting the eligibility below. The College, however, reserves the right to refuse driving privileges to any employee, non-employee acting on the College's behalf, or outside organization.

1. College Employees and non-employees acting on the College's behalf

Eligibility to Drive College Vehicles

- Drivers of College vehicles must be 21 years of age, and must provide proof of a current, valid driver's license specific to the kind of College vehicle they are to drive, and must be insurable by the College's insurance provider.
- Employees whose jobs depend heavily upon driving a College vehicle are at risk of termination of employment should they become uninsurable under the College's insurance plan or otherwise lose their right to operate a motor vehicle.
- An employee's employment status must be regular full-time or permanent part-time. Student employees are not eligible to drive a College vehicle.
- The College retains the right to request Motor Vehicle Records (MVRs) of any employee as a condition of employment based upon driving being a significant function in the employee's job.

Vehicle Acquisition and Return

- Obtain permission from your Cabinet-level manager for the use of a College vehicle.
- Submit an approved Vehicle Request Form to the Director of Maintenance at least seven working days prior to use.
- If the department has a vendor or consultant performing work for which transportation is needed, the department may, with prior approval from the Cabinet-level manager, include the cost of a rental vehicle in compensation paid to the vendor or consultant. These monies will not be differentiated from pay for services rendered or products provided by the vendor or consultant.
- Pick up and return the vehicle and its keys on the day/time designated on the Vehicle Request Form. Employees who return vehicles and their keys late are subject to personal out-of-pocket expenses to cover the intended subsequent use of the vehicle if the Director of Maintenance is not provided generally acceptable reasons, in a reasonable time prior to the scheduled return of the vehicle.
- Drivers should inspect the vehicle prior to leaving the campus Maintenance facility to ensure the vehicle is full of fuel and is drivable, and note any damage to the vehicle.
- If reasonable, do not fill the vehicle with gasoline immediately prior to returning it to campus, but do make sure it is clean and free of trash, clutter and personal items.
- Drivers are expected to report any maintenance or repair needs upon return.

Vehicle Operation

- Drivers are expected to operate vehicles on safe, public paved roads and to abide by all motor vehicle laws.
- Animals (except those being transported in an official medical function of the Veterinary Technology Program or allowed by law), alcohol, drug or tobacco product use are prohibited in any College vehicle.
- Drivers may not be under the influence of alcohol or drugs when operating a College vehicle.
- Oil changes, tire or battery purchases, repairs or other maintenance should not be performed on College vehicles without prior approval by the Director of Maintenance.
- The use of a College purchase card is acceptable when filling a vehicle with fuel.

- Fines or traffic violations incurred by an employee while operating/parking a College vehicle are solely the responsibility of the violator. Also, any employee or non-employee who is involved in a serious violation (i.e., drunk driving, vehicular homicide, leaving the scene of an accident, etc.) while driving a College vehicle will be held responsible for restitution of any costs, including College legal fees, that are in any way associated with the violation. In addition to these costs, any employee involved in a serious violation also faces discipline up to and including termination of employment.

2. Outside organizations

Eligibility to Drive College Vehicles

- The outside organization must provide proof of insurance greater than or equal to the College's level of insurance.
- The outside organization must provide its own qualified drivers, as defined in item "c" below.
- Drivers of College vehicles must be 21 years of age, and must provide proof of a current, valid driver's license specific to the kind of College vehicle they are to drive, and must be insurable by the College's insurance provider.
- The College retains the right to request Motor Vehicle Records (MVRs) of any driver of a College vehicle.

Vehicle Acquisition and Return

- On behalf of the outside organization, a College employee must obtain permission from the Independence Community College President for the outside organization's use of a College vehicle.
- The employee must submit an approved vehicle request form for the non-employee to the Director of Maintenance at least seven working days prior to use.
- The driver for the outside organization should pick up and return the vehicle and its keys on the day/time designated on the vehicle request form. Outside organizations who return vehicles and their keys late are subject to out-of-pocket expenses to cover the intended subsequent use of the vehicle if the Director of Maintenance is not provided generally acceptable reasons, in a reasonable time prior to the scheduled return of the vehicle.
- Drivers should inspect the vehicle prior to leaving the campus Maintenance facility to ensure the vehicle is full of fuel and is drivable, and note any damage to the vehicle.
- Outside organization drivers are required to fill the vehicle with gasoline immediately prior to returning it to campus and to ensure it is clean and free of trash, clutter and personal items.
- Drivers are expected to report any maintenance or repair needs upon return.

Vehicle Operation

- Drivers are expected to operate vehicles on safe, public paved roads and to abide by all motor vehicle laws.
- No pets, alcohol, drug or tobacco product use are permitted in any College vehicle.
- Drivers may not be under the influence of alcohol or drugs when operating a College vehicle.
- Oil changes, tire or battery purchases, repairs or other maintenance should not be performed on College vehicles unless getting prior approval by the Director of Maintenance.
- The use of a College purchase card is NOT acceptable when filling a vehicle with fuel for an outside organization.

- Fines or traffic violations incurred by an outside organization driver while operating/parking a College vehicle are solely the responsibility of the violator. Also, any outside organization driver who is involved in a serious violation (i.e., drunk driving, vehicular homicide, leaving the scene of an accident, etc.) while driving a College vehicle will be held responsible for restitution of any costs, including third-party damages and College legal fees, that are in any way associated with the violation. Any future driving privileges to that outside organization may be revoked.
- Outside organizations are responsible for all repair or vehicle replacement costs of any vehicle whereby the driver was deemed “at fault.”

A G R E E M E N T

Between

INDEPENDENCE COMMUNITY COLLEGE

and

INDEPENDENCE COMMUNITY COLLEGE FACULTY ASSOCIATION

Effective: July 1, 2018

Through: June 30, 2019

TABLE OF CONTENTS

	Preamble	3
	Definitions	3
ARTICLE I	Procedural Agreement	4
ARTICLE II	Association Recognition.....	4
ARTICLE III	Duration of Agreement.....	4
ARTICLE IV	Bilateral Agreements	4
ARTICLE V	Savings Clause.....	4
ARTICLE VI	Budgets	5
ARTICLE VII	Termination or Nonrenewal	5
ARTICLE VIII	Disciplinary Procedures.....	5
ARTICLE IX	Staff Handbook.....	5
ARTICLE X	Fringe Benefit.....	5
ARTICLE XI	Hospitalization and Medical Insurance	6
ARTICLE XII	Early Retirement.....	6
ARTICLE XIII	Leaves from Assigned Duties.....	7
ARTICLE XIV	Faculty Association Rights.....	9
ARTICLE XV	Negotiation Teams.....	9
ARTICLE XVI	Faculty Vacancies.....	9
ARTICLE XVII	Payroll Deductions	9
ARTICLE XVIII	Professional Load	9
ARTICLE XIX	Grievance Procedure	11
Grievance Complaint	Form A	14
ARTICLE XX	Salary Schedule/Advancing Salary Schedule.....	16
ARTICLE XXI	School Calendar.....	22
ARTICLE XXII	Faculty Development.....	22
ARTICLE XXIII	Summer School Classes	22
ARTICLE XXIV	Reduction in Force	23
ARTICLE XXV	Intellectual Property	23
ARTICLE XXVI	Retained Rights	23
ARTICLE XXVII	Payment for Unused Sick Leave	24
ARTICLE XXVIII	Sick Leave Pool	24
Sick Leave Pool	Form A	25
Application for Sick Leave	Form B	26
ARTICLE XXIX	Instructor Evaluation Procedures	27
ARTICLE XXX	Faculty Files and Signature Page	28
Salary Schedule	29
Contract Form	Exhibit A	30
	Exhibit B.....	31
Supplemental Contract Form	Exhibit C.....	32
Evaluation of Instructors	Exhibit D	33
Administrative Evaluation of Instructor	Addendum I	34
Professor Self-Evaluation	Addendum II.....	36
Administrative Evaluation Summative	Addendum III	38
Professor Self-Evaluation Summative	Addendum IV	40
School Calendar	Addendum V	42
Side Letter Agreements	44
Contract Procedures	49

**WRITTEN CONTRACT IN COMPLIANCE WITH
KANSAS PROFESSIONAL NEGOTIATIONS ACT,
K.S.A. 72-5412, et seq.
2018 - 2019 Academic Years**

This contract made and entered into this 1st day of July 2018, by and between the Board of Trustees of Independence Community College, Independence, Kansas, hereinafter referred to as “the Board”, and the Independence Faculty Association KNEA/NEA, hereinafter referred to as “the Faculty,” Independence, Kansas.

PREAMBLE

WHEREAS, the Board of Trustees of Independence Community College and its Faculty, through their duly appointed bargaining representatives, have entered into professional negotiations by meeting, conferring, consulting and discussing in a good faith effort by both parties, and have reached agreement with respect to the terms and conditions of professional service for the school year; and

WHEREAS, various agreements were reached between the bargaining agents for their respective parties during those negotiations; and

WHEREAS, this contract was created in the context of the College’s Mission and Vision and the principles in the Character First Program; and

WHEREAS, it is the desire of the parties to set forth those agreements in writing;

NOW, THEREFORE, the Board and the Faculty do hereby agree that the following shall represent a binding contract upon the Board and the Faculty for the areas set forth herein covering the academic years.

DEFINITIONS

1. Administration: All persons employed by Independence Community College in the following positions: president, deans, directors, registrar, and other such persons whose duties are primarily administrative in nature and whose salaries are not determined as a part of the Faculty bargaining unit.

2. Association/Faculty: The Independence Community College Faculty Association KNEA/NEA is the exclusive bargaining agent authorized to negotiate with the Board with respect to the terms and conditions of professional service.

3. Board: The Board of Trustees of Independence Community College, Independence, Kansas

4. College: Independence Community College, Independence, Kansas.

5. Days: Except when otherwise indicated, days shall mean contract days, Monday through Friday.

6. Employee/Faculty:

The terms “employee,” “Faculty,” and “instructor,” “faculty member” or “teacher” may be used interchangeably, but shall mean the same.

Are persons employed as full-time instructors, and who teach credit hour classes as part of their regular contract who are employed under a contract subject to the provisions of K.S.A. 72-5412, et seq.

Half-time instructors are those whose teaching load is at least 15 credit hours for the contract year. Excluded are administrative employees. Determination will be based on the actual teaching load for each contract year.

Refers to the Independence Community College Faculty Association KNEA/NEA (hereinafter, the “Association” or “Faculty Association”).

7. Probationary Faculty: Shall refer to the Employee/Faculty Member who has not yet completed his or her third year of continuous full-time employment with Independence Community College.

8. Non-probationary Faculty: Shall refer to the Faculty Member who has completed three or more years of continuous full-time employment with Independence Community College.

9. President: Shall refer to the position filled by a person designated by the Independence Community College Board of Trustees to be the chief executive officer of the college.

ARTICLE I PROCEDURAL AGREEMENT

Purpose. The purpose of these procedures is to enable the parties to negotiate on the terms and conditions of professional service under the provisions of the Kansas Law entitled Teachers’ and Administrators’ Professional Negotiation Act L. 1970 Ch. 284 (1970 N.B. 1647). See Procedures section starting on page 49.

ARTICLE II ASSOCIATION RECOGNITION

The Board of Trustees of Independence Community College recognizes the Independence Community College Faculty Association as the exclusive negotiating representative of all Faculty Members employed at least half-time in a professional educational or instructional capacity. Half-time instructors are those whose teaching load is at least 15 credit hours for the contract year. Excluded are administrative employees. Determination will be based on the actual teaching load for each contract year.

ARTICLE III DURATION OF AGREEMENT

This Agreement shall become effective July 1, 2018 and shall remain in full force and effect to and including June 30, 2019.

ARTICLE IV BILATERAL AGREEMENTS

The parties agree to sign two copies of this agreement. One copy will be for the Board of Trustees files and the other for the Faculty Association files. These shall be considered the official documents of the negotiated agreement. Furthermore, a reproduction of this agreement will be given to each Faculty Member with such employee’s individual contract.

ARTICLE V SAVINGS CLAUSE

If any provision of this agreement or any application of this agreement to any Faculty Member or group of Faculty is finally held to be contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Furthermore, the Board of Trustees and the Faculty Association shall enter immediately into negotiation to replace any provision found to be contrary to law, provided notice of such requested change is given by either party according to appropriate law(s).

All Faculty Members will be covered by State law in the dissemination of public information.

ARTICLE VI BUDGETS

Faculty Members shall have the opportunity to give input in the development and/or revision of the budgeting process of the college through Division Chairs. See Procedures section starting on page 49.

ARTICLE VII TERMINATION OR NON-RENEWAL

No non-probationary Faculty Member shall be terminated or non-renewed without just cause. No probationary Faculty Member may grieve any nonrenewal or termination of his/her contract.

All contracts of employment of Faculty Members with the college shall continue in full force and effect during good behavior and efficient and competent service rendered by the Faculty Member, and all contracts of employment shall be deemed to continue for the next succeeding school year unless written notice of intention to terminate a contract of employment is served by the board of trustees upon any Faculty Member by March 15. A Faculty Member shall give written notice to the Board of Trustees of the college that he or she does not desire continuation of a contract of employment in compliance with Kansas Statutes.

ARTICLE VIII DISCIPLINARY PROCEDURES

No Faculty shall be disciplined without just cause and without notice of his/her right to be heard. See Procedures section starting on page 49.

ARTICLE IX STAFF HANDBOOKS

All Administrative policies in the old Staff Handbook will be in effect until the new Staff Handbooks are developed by the Administration and distributed; provided, the Administration may make policy changes during the year which shall take effect when approved by the Board of Trustees and distributed.

ARTICLE X FRINGE BENEFITS

The Board of Trustees has established a fringe benefit pool for all qualifying Faculty Members. Qualifying Faculty Members shall receive the amount of fringe benefit which is 95% of the single employee monthly health insurance premium for the college's group plan. There shall be no violation of this section if the College meets the employer contribution requirements of the State Health Insurance Plan. If the College leaves the State Plan, we return to the current contract language. The health insurance issue shall be a negotiable item for the 2019-20 year without counting as one of the either party's three mandatory negotiable items.

The Board of Trustees may elect each year at its sole discretion to establish a plan which qualifies as a Cafeteria Plan according to Section 125(b) of the Internal Revenue Code. After receiving input from the Faculty Association, the Board shall determine the provisions of the plan and the procedure for implementation.

The College will match an individual's contribution at 100% up to 3% of his/her base salary for faculty who elect to participate in a 403(b) plan. The College will establish a vesting period consistent with common practices in higher education. It is mutually agreed that for the 2018-2019 year the employer match is suspended.

ARTICLE XI HOSPITALIZATION AND MEDICAL INSURANCE

The Faculty Association agrees that the Board of Trustees has the right to select the hospitalization/medical insurance company and coverage for Professional Employees. It shall be the intent of the Board of Trustees to obtain coverage similar to a no ramp up plan for the Non-State Employee Health Insurance Program offered by the State of Kansas.

ARTICLE XII EARLY RETIREMENT

Paragraph 1: Early Retirement Incentive

- (1) Faculty of the College who may find it necessary or desirable to retire from employment with the college prior to normal retirement age may elect to take early retirement under the terms and conditions set forth in this Article. Early retirement is entirely voluntary and at the discretion of an eligible Faculty Member.
- (2) Eligibility -- A Faculty Member is eligible for early retirement if such Faculty:
 - (a) Is not less than 55 years of age and not more than 64 years of age;
 - (b) Has 10 years or more of full-time employment service with the College; and
 - (c) Is eligible for retirement with the Kansas Public Employees Retirement System (KPERS).

Eligibility for early retirement will be determined by the President. A Faculty Member applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.

- (3) Application -- A Faculty Member may apply for early retirement by giving written notice to the President. Such written notice shall be submitted on or before the first (1st) day of April preceding the anticipated retirement date and shall include the following information:
 - (a) A statement of the applicant's desire to take early retirement,
 - (b) The anticipated date of retirement,
 - (c) The applicant's birthday and age on the date of retirement,
 - (d) The current mailing address and telephone number of the applicant,
 - (e) The number of years the applicant has been employed by the College,
 - (f) The total number of years of service credit recognized by KPERS,
 - (g) Applicant's current annual salary,
 - (h) Whether the applicant desires payment of the early retirement benefit in January or July of each year, and
 - (i) Whether the applicant desires health insurance coverage through the College's health insurance program by deduction of annual premiums from the early retirement benefits.
- (4) 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 to be paid.

Paragraph 2: Early Retirement Benefits

An eligible Faculty Member who takes early retirement is entitled to receive annually from the College a sum of money (early retirement benefit) equal to a percentage of the last contract salary earned from the college based on the following table:

First Year	23% of last salary
Second Year	19% of last salary

Third Year	15% of last salary
Fourth Year	12% of last salary
Fifth Year	11% of last salary
Maximum Cost	80% of last salary

It is further provided that on a year-to-year basis, beginning with the 1988-89 school year, and thereafter, the Board of Trustees shall direct the appropriate administrator to compute, on or before March 1, an estimated early retirement benefit for each Faculty Member between the ages 56 and 64. This information shall become a part of the Faculty Member's permanent file.

For any Faculty Member, past the age of 56, choosing the early retirement option, the benefit shall be as computed on the current data.

Paragraph 3: Terms and Conditions

The following terms and conditions shall apply to the early retirement plan:

- (1) The Board of Trustees retains the right to adopt the early retirement incentive program on a year-to-year basis;
- (2) Any application for early retirement shall be granted by the Board of Trustees subject to the other provisions of this article if the program is adopted for the following year;
- (3) The annual early retirement benefit shall be payable by the College in a lump sum in either January or July of each year, at the Faculty Member's option;
- (4) A Faculty Member taking early retirement shall have the option to maintain health insurance coverage through the College's health insurance program by agreeing to a deduction of health insurance premiums from the early retirement benefits;
- (5) All early retirement benefits, including the option to maintain health insurance, shall automatically terminate at the time an employee reaches age 65;
- (6) A Faculty Member who takes early retirement shall have the responsibility to keep the College informed of such Faculty's current mailing address and telephone number;
- (7) A Faculty who takes early retirement shall not thereafter be eligible for regular employment by the College. Such regular employment shall constitute cancellation of the early retirement agreement with the Board of Trustees and shall relieve the Board of Trustees of any further early retirement obligations to the Faculty;
- (8) Should the Board of Trustees decide not to adopt the early retirement incentive program in any given year, all Faculty Member who were on the program prior to the non-adoption will continue on the program until the completion of their 64th year of age;
- (9) 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.

ARTICLE XIII LEAVES FROM ASSIGNED DUTIES

1. Unpaid Leave of Absence for Political Office

Any Faculty Member may be eligible for an unpaid leave of absence to hold an elective or appointive Kansas Government Office. The Faculty Member must designate the period of time needed to be on leave and notify the Board of Trustees one month prior to the start of the semester the Faculty Member shall be gone (unless the Board of Trustees agrees to waive this stipulation). This leave is subject to the Board of Trustees finding a suitable replacement.

2. Sabbatical Leave

Any Faculty Member having been employed for seven years by the College becomes eligible for up to one year of sabbatical leave for additional schooling or other educational improvement.

The educational value of such leave must be approved by the President and the Board of Trustees. During such leave a Faculty Member will be eligible to receive one-half salary and fringe benefit pool for one year or full salary and fringe benefit pool for one-half year, (as determined by the year preceding such leave). The Faculty Member is obliged to continue at the College two years after returning from such leave. Application for sabbatical leave should be made to the President for recommendation to the Board of Trustees. The number of Faculty Member to be granted this leave in any one year shall be governed by the Board of Trustees upon recommendation of the President; however, any recommendation is contingent on: (1) the availability of adequate finances, and (2) obtaining a suitable replacement for the period of such sabbatical. If the application for such leave is denied, the applicant shall be notified in writing of the specific reason(s) for such action.

Any advancement in class on the salary schedule as a result of the sabbatical shall be granted and the Faculty Member shall retain his/her step on the salary schedule as if he/she had been teaching that year.

3. Other Unpaid Leave of Absence

A Faculty Member, after having been employed for three years by the College becomes eligible for up to one year's leave of absence with no pay. Prior to taking such leave, the Faculty Member shall sign an agreement to continue at the College for the year following said leave. Upon returning, the Faculty Member shall be placed on the salary schedule according to the step as if they had been employed and according to the class for which they are eligible. Leaves under this provision will be granted only upon recommendation of the President and approval of the Board of Trustees. Lack of adequate replacement shall be considered just cause for Board of Trustees refusal to grant unpaid leave of absence.

4. Sick Leave Benefits

Each Faculty Member shall start each contract year with 15 full days of sick leave credit with full pay, and the days that are not used shall accumulate indefinitely to the credit of the Faculty Member up to a total of 90 days. In the event the absences due to sickness exceed the number of days as provided above, the Faculty Member may make written application to the Board of Trustees for additional sick leave, at which time the Board of Trustees, at its option, may approve or deny.

The above sick leave shall cover absences for the Faculty Member's own illness, or for the death or illness in the Faculty Member's immediate family, children, grandparent, and corresponding in-laws, or persons whose residence is in the home of the Faculty Member. Up to 2 full days may be utilized for emergency leave. In the event of death of a Faculty Member while under written contract, the Board will compensate the deceased Faculty Member's beneficiary or beneficiaries as designated for the Kansas Public Employees Retirement System for the unused days of sick leave.

At the beginning of each contract year, each Faculty Member entitled to sick leave shall receive a written statement which specifies the number of accumulated sick leave days credited to such Faculty Member.

5. Personal Leave or Professional Leave

Subject to advance notice a Faculty may take a total of 3 full days of personal leave during the contract year. This leave is not accumulative. Professional leave may be granted by the President or Chief Academic Officer for Faculty to attend professional conferences, meetings of educational significance, or matters pertaining to school business, including KACC and KNEA convention days.

Personal days will be used only in full day increments. Unused personal days not used prior to June 1st will be compensated at a rate of \$50.00 per day.

6. Other

Faculty Members may be absent for other personal reasons without reducing their sick leave subject to the following conditions:

- (1) Advance approval of the President of the College.
- (2) The Employee must pay for any substitute who is hired to fill the resulting vacancy.

All other absences not covered by the above will result in deductions from the Faculty Member's salary of one (1) contracted day's pay for each day absent.

ARTICLE XIV FACULTY ASSOCIATION RIGHTS

Faculty Members shall have the right to form, join or assist Faculty Members' organizations, to participate in professional negotiations with the Board of Trustees through representatives of their own choosing for the purpose of establishing, maintaining, protecting, or improving terms and conditions of professional service. Faculty Members shall also have the right to refrain from any or all of the foregoing activities. In professional negotiations, Faculty Members may be represented by an agent or committee designated by the Faculty Association. All rights which the Faculty Association had prior to the signing of this agreement are retained by it except those which have been specifically abridged or modified by the agreement; it being understood and agreed that nothing in this agreement shall restrict or modify the rights of the Faculty Association as provided by law.

ARTICLE XV NEGOTIATION TEAMS

The names of the Negotiation Teams are to be made a matter of record.

ARTICLE XVI FACULTY VACANCIES

Notice of Faculty Member vacancies shall be provided to Faculty by email. Consultation and discussion of position details with Faculty Association and informed status report within four weeks of when a vacancy develops.

ARTICLE XVII PAYROLL DEDUCTIONS

Payroll deductions that are made for the Faculty Association to maintain membership in local, state and national educational organizations shall begin with the paycheck issued on September 24th and continue monthly until the deduction is made from the June 24th paycheck. If the date paychecks are issued is changed, a sixty (60) day notice must be published prior to the first date of change. The date paychecks are issued can be no later than the first day of the month. The procedures for such deduction shall be determined by the College.

ARTICLE XVIII PROFESSIONAL LOAD

A. Normal Faculty Work Load.

1. Instructional workload: No Faculty Member shall be involuntarily assigned to duties for which he/she is not qualified.

Fifteen credit hours per semester, for a total of thirty credit hours per academic year, or its equivalent*, shall be considered a full instructional workload.

If a Faculty Member's load is less than 15 credit hours or its equivalent in a particular academic semester, the Faculty Member will first be notified of any classes, not currently assigned to a full-time faculty, for which the Faculty Member is presently qualified to teach with the right of first refusal within three days after notification. If the faculty member does not exercise this right or there no classes available, they may choose either (a) to be assigned an equivalent work assignment as defined by the Chief Academic Officer to bring them to a workload approximately equivalent to a 15 credit-hour instructional load, or (b) teaching the missing credit hours in the subsequent semester, mid-semester, or summer session as approved by the Chief Academic Officer.

A maximum of (6) credit hours of night classes (or two nights) may be assigned to a Faculty Member per academic year. Faculty Member may volunteer to teach classes anytime.

If assigned to a particular Faculty Member, the following duties will be considered equivalent to the specified number of regular academic-year credit hours of load:

Theater Technician:	8 credit hours (9-month)
Institutional Research:	15 credit hours (9-month)
Instructional Technician:	10 credit hours (12-month)
Curriculum Development Assistance:	1 to 2 credit hours

Such duties may also be mutually agreed to be part of a Faculty Member's overload in accord with the applicable provisions in this Agreement.

Load reductions, subject to the employee's consent, are permitted under the negotiated terms and conditions of individual supplemental contracts, as described in ARTICLE XX (SALARY SCHEDULE).

2. Office Hours: The current negotiated policies that govern office hours are the following:

- (1) Faculty will have eight (8) office hours per week.
- (2) Scheduled office hours will be in blocks of no less than 30 minutes in length.
- (3) At least two of the scheduled office hours will be between 1:00 p.m. and 6:00 p.m.
- (4) Office hours will be held on at least three separate days each week.
- (5) Online office hours are defined as published time periods in which an instructor is available in real-time to students, whether by e-mail or another online communication format, that are in addition to regular instruction. Faculty will schedule at least one hour of online office hours if that instructor is teaching online classes. Instructors using a mix of online and on ground courses will mix their office hours proportionately. If a Faculty Member does not teach any online courses, no more than one office hour may be online.
- (6) If an instructor is not available during a regularly scheduled office hours, the instructor is responsible for notifying students in a way that is effective and timely.
- (7) Office hours schedules will be provided to the Office of Academic Affairs at the beginning of each semester and posted on Outlook electronic calendar.

3. In-service activities, which may include Faculty workshops, webinars, advisor training, assessment training, or other professional development activities.

4. Assistance with enrollment and advisement. This will occur during academic advisement periods, or when reasonable requests for assistance are made by a student. Advisees will be assigned at the discretion of the Chief Academic Officer, with the exception of Faculty in their first year of employment who shall have no advising load in their first full-time semester of teaching.

5. Recruitment. Faculty are encouraged to attend and participate in recruitment-related College events and other recruitment related tasks.

6. Committee assignments. Faculty Member shall serve on at least one Standing Committee of their choice, if eligible. Additional committee, team or taskforce membership shall be on a voluntary basis. If the faculty member fails to choose a committee, the Chief Academic Officer may assign the faculty member to a committee.

7. Outcomes assessment duties. Faculty are responsible to provide outcome assessment data for the courses they instruct and within their discipline.

8. Maintenance of information on academic web pages. Faculty must provide up-to-date information for web content, including information on Faculty web pages, department pages, or other areas for which the Faculty's input is needed. Faculty are content providers only in this context – the decisions about what content exists on any given page is made by either the academic administration or by marketing division.

9. Submission of institutionally-identified instructional records, such as gradebooks, attendance, and legally mandatory reports.

10. Attendance at a monthly meeting as convened by the Chief Academic Officer as long as the meeting does not conflict with instructional duties.

C. Overload. Members exceeding 30 credit hours will be paid \$550 per each credit hour exceeding 30 credit hours. Faculty Members have the right to teach but are limited to a maximum of eighteen (18) credit hours of paid overload per academic year. Overload payment shall be made in one of two ways: 1) in November for fall overload and in April from spring overload, or 2) in equal payments in the months of October, November, and December for fall overload, and in equal payments in the months March, April, and May for spring overload.

D. Limitations

1. Unless by prior arrangement, Faculty may not spend work time at the College engaged in any for-profit activities except those College duties assigned as workload in this agreement.
2. Faculty are bound by all provisions in the employee handbook, unless a provision in the handbook contradicts a provision in this negotiated agreement, in which case this negotiated agreement shall apply.

*Designation of, and load consideration for, stacked classes (those classes that are taught in a facilitated laboratory setting with more than one course facilitated at a time during a regular class period) will be agreed upon among the Faculty Member, the appropriate Division Chair, and the Chief Academic Officer.

ARTICLE XIX GRIEVANCE PROCEDURE

A. Definitions

1. **Grievance:** A grievance is defined as a complaint or dispute regarding the meaning, interpretation, or application of any provision in this agreement or policy contained in the Board of Trustees Policy Manual. In such cases, the Faculty and/or the Association are required to follow the processes set forth in this article.
2. **Grievant:** An employee, employees, or Association covered by this Negotiated Agreement who files a grievance.
3. **Days:** Except when otherwise indicated, days shall mean college-scheduled working days for the party in interest. The number of days indicated at each level should be considered as a maximum and every effort

should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

4. **Filing:** The act of submitting the formal, written complaint, using the form that appears at the end of this article. This will be done electronically, by in-person delivery, or by registered mail. A grievance shall be considered to have been filed and received at the time of delivery to the office of the appropriate administrator, or in the case of filing with the Board, delivery to the Clerk of the Board.

B. Purpose

The purpose of these procedures is to secure, at the lowest possible level, equitable solutions to the problems affecting employees which may arise from time to time.

C. Provisions Related to Grievances Alleging Contract Violations

If a grievance pertains to an alleged violation, misinterpretation or misapplication by the college of this negotiated agreement, the Faculty Association shall be a party in interest at all stages. The College shall promptly transmit copies of such written grievances, grievance responses, and supporting documents to the Association. The Association shall be notified of any meetings with grievant(s) or their representatives, and shall have the right to be present and to state its views. For the purposes of these procedures, the President of the Faculty Association or his/her designee shall represent the Association.

D. Grievance Procedure

1. Level One

- (a) Prior to filing a formal grievance, the grievant is permitted to have an informal conversation with the Chief Academic Officer for the purpose of resolution or fact-finding with no procedural obligations or implications for either party. The grievant begins the formal process by filing a formal grievance with the Chief Academic Officer.
- (b) If the grievant is the Faculty Association or the nature of the grievance is such that the Chief Academic Officer lacks the authority to resolve it, the grievant may bypass Level One and initiate a formal grievance at Level Two.
- (c) Within ten days after receipt of the written grievance from a faculty member, the Chief Academic Officer will have a meeting with the grievant at a mutually convenient time in an effort to resolve it. The Chief Academic Officer shall submit his/her decision to the grievant within ten days of the meeting. The Chief Academic Officer may ask for additional clarifying information from the grievant.

2. Level Two

- (a) If the grievant is not satisfied with the disposition of the grievance at Level One, he/she may file the grievance with the President within ten days of the Level One response. If no formal grievance has been filed within ten days, the matter shall be considered resolved.
- (b) Within ten days after receipt of the written grievance from a faculty member, the President will have a meeting with the grievant at a mutually convenient time in an effort to resolve it. Within ten days of the meeting, the President shall submit his/her decision to the grievant. The President may ask for additional clarifying information from the grievant.

3. Level Three

- (a) If the grievant is not satisfied with the disposition of the grievance at Level Two, he/she may file the grievance with the Board of Trustees within ten days of the Level Two response. If no formal grievance has been filed within ten days, the matter shall be considered resolved.
- (b) Within 40 calendar days after receipt of the written grievance, the Board of Trustees shall hold a hearing with the grievant in an effort to resolve it. The grievant shall receive at least three days' notice of the hearing, excepting any waiver of this right by the grievant. The grievant shall be accorded all procedural safeguards related to such a hearing, including the right to

present and cross-examine witnesses, and to be represented by legal counsel and Faculty Association representation. The Clerk of the Board of Trustees shall submit the Board's decision in writing to the grievant.

- (c) The Level Three decision of the Board of Trustees shall be considered the completion of the grievance process.

E. Miscellaneous

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. A grievant may be represented at all stages of the grievance procedure by himself/herself or by his/her designated representative and/or a representative designated by the Association.
3. If the Board of Trustees or any of its administrative staff do not present a written decision within the time allotted after a grievance meeting or hearing, grievant shall receive the remedy sought.
4. Only current employees may be a party to a grievance, and the Association may not file grievances on behalf of former employees.
5. If, in the judgment of the Faculty Association, a grievance affects a group or class of employees, the Faculty Association may initiate and submit such grievance in writing to the President directly and the processing of such grievance will commence at Level Two.
6. Decisions rendered at Levels One, Two and Three of the grievance procedure will be in writing setting forth the decisions and will be transmitted promptly to all parties in interest.
7. When it is necessary for the Faculty Association or its representatives to investigate a grievance or attend a grievance meeting or hearing during the school day they will, upon notice to the President or appropriate Vice-President, be released without loss of pay. Any employee whose appearance in such investigations, meetings, or hearings as a witness is necessary will be accorded the same right.
8. All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
9. No reprisals of any kind will be taken by the Board of Trustees or by College employees against any participant in a grievance procedure by reason of such participation.
10. Multiple grievances filed by an employee may be consolidated into a single grievance and separate grievances filed by two or more employees or other members of the Independence Community College community regarding the same issue(s) may be consolidated into a single grievance.
11. The grievance must be filed 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 file the grievance.
12. Should the grievant fail to respond to requests for clarifying information from the Chief Academic Officer or President, as appropriate for the step, the grievance shall be decided based on the available information.
13. All parties must act in all ways to preserve the integrity of the process, respect that the Board of Trustees has no role or authority at the College other than its statutory collective role and authority, and respect the laws regarding due process and the Kansas Open Meetings Act. A grievant or his/her representative may only communicate to board members regarding a pending grievance at a public hearing or through the Clerk, regardless of the level of the grievance. The grievance will be considered withdrawn if any other communication occurs, and the Board member must report such communication to the Board Chair and the President, who will communicate the disposition to the Association.
14. If the grievant is the Association, then the filing at every level must include a statement by the Association detailing the date, time, place, text of motion, and outcome of a vote by the Association to proceed to the level at which the grievance is being filed.
15. Failure to follow correct procedures shall not bear on the outcome of the grievance unless specifically stated in this article.

Grievance Complaint

Form A

This grievance form has been created to assist all parties to comply with the requirements of the policy governing work related complaints. After the grievant has read the policy; "Grievance Procedure", which is published in the negotiated agreement, the form should be completed and submitted at the appropriate step with the appropriate administrator or Clerk of the Board.

(Additional sheets may be submitted and grievant may seek help in completing the form.)

Name of Grievant: _____

Title of Grievance: _____

Filed at Step (circle one): 1 2 3

Date Filed: _____

Alleged violation being grieved.

Synopsis of facts giving rise to the grievance (Include dates and times, etc.. Attach additional pages as needed):

Specific relief requested:

Signature of Grievant:

Date:

Signature of Appropriate Administrator or Clerk of the Board:

Date:

After completing this form the grievant shall make a copy for their records and submit the original to the appropriate office.

Step 1
I have discussed the grievance with: _____
My decision is (Attach additional pages as needed):
Date:
Signature: Vice president of Academic Affairs
<input type="checkbox"/> I accept the decision of the Vice President of Academic Affairs.
<input type="checkbox"/> I do not accept the decision and it is my intent to proceed to step 2.
Date:
Employee Signature

Step 2
I have discussed the grievance with: _____
My decision is (Attach additional pages as needed):
Date:
Signature: President
<input type="checkbox"/> I accept the decision of the President.
<input type="checkbox"/> I do not accept the decision and it is my intent to proceed to step 3.
Date:
Employee Signature

Step 3
The grievance has been reviewed by the Board of Trustees and their decision is as follows:
Date:
Signature: Chairperson, Board of Trustees

ARTICLE XX
SALARY SCHEDULE/ADVANCING ACROSS SALARY SCHEDULE

Salary Schedule:

The Board of Trustees reserves the right to determine the structure of the salary schedule through negotiations with the Faculty Association. The salary schedule might be used by an individual to determine his or her index, though it should not be interpreted as binding in future years.

The salary schedule is divided into nine classes (I, II, III, IV, V, VI, VII, VIII, and IX). A Faculty Member will be placed in a class commensurate to the total number of graduate hours of credit completed in such Faculty Member's teaching field. The type of graduate degree received must be in the teaching field being taught for Class placement consideration. All courses that are required for the Masters in the field of instruction shall be accepted for placement on the salary schedule. Faculty who will have a change of classification must present evidence for the change prior to August 15 each year. All Faculty hired prior to the 2000-01 year contract are considered to have met the requirements of this Article.

Service steps represent the cumulative number of years of service in the profession, and may be earned up to the maximum number available in each class. When the maximum number is reached, the salary schedule as attached will be capped at the following points for Faculty Members hired after August 17, 2006:

- Class I – step 35
- Class II – step 35
- Class III – step 35
- Class IV-Step 10
- Class V-Step 20
- Class VI-Step 25
- Class VII-Step 30
- Class VIII-Step 30
- Class IX-Step 35

Faculty Members not subject to the cap (those hired by August 17, 2006) will receive a \$500 salary increase each year that a step increase is negotiated.

Initial placements shall be based on consideration of an individual's previous work experience. The following ratios of service steps to years of work experience will be used:

1.0:1 for post-secondary experience as a Faculty Member in the appropriate field.

0.8:1 for secondary experience as a Faculty Member in the appropriate field.

0.5:1 for graduate assistant-ship in the appropriate field.

0.5:1 for other employment deemed relevant to the current position. Determination of this credit shall be made only after consultation with the Faculty Association President or his/her designee.

The sum of all credits granted above will be rounded to the nearest whole number, with any figure ending in .5 being rounded up. However, initial placement may not exceed step twelve. Note of clarification: The schedule begins at step 1. Thus, zero years of experience corresponds with step 1, one year of experience credit corresponds with step 2, and so on.

If a Faculty Member wishes to contest his or her placement on the Salary Schedule, the matter shall be referred to a Placement Adjustment Panel.

The Panel will be composed of three members. One will be named by the Faculty Association, one will be named by the Chief Academic Officer; these two will select the third member.

The Panel will gather information on the matter, and submit a recommendation to the Chief Academic Officer, the Faculty Association, the President's Cabinet, and the Board of Trustees.

Any recommendation through this process will not apply retroactively to salary levels of past years.

The Board will either adopt the Panel's recommendation, or report its reasons for refusing the recommendation, in writing, to the Faculty Member, the Chief Academic Officer, and to the Faculty Association.

Any current faculty (those hired prior to July 1, 2017) possessing credentials to be placed in the new salary schedule columns (Professional Experience, Associates Degree, Bachelor's Degree) shall have their 2017-2018 and subsequent contracts reflect placement in the new proper column. If proper placement requires an increase in salary it shall occur. For faculty in this situation their 2018-2019 pay will be their 2017-2018 salary plus 50% of the difference between that amount and the amount listed if in the salary schedule if fully properly placed in 2018-2019. Starting with the 2019-2020 contract salaries will be the full proper placement amount. No salaries will be reduced as a result of placement into the new columns.

Method of Advancing Across the Salary Schedule:

The procedure for advancing across the salary schedule is as follows:

1. Degree in field
2. Additional courses in field
3. Approved courses or professional activities

The Faculty Member shall provide a written request for credit to the Chief Academic Officer no later than two weeks before the course/professional activity begins.

The Chief Academic Officer shall be responsible for responding to this request in writing within a week by either granting or denying credit. A denial must explain in specific detail the reason the request for credit has been denied.

Regular Part-time Faculty Member Contracts:

The salary for regular part-time Faculty Member shall be determined by the Salary Schedule, but shall be prorated in direct proportion to the employee's normal work load.

The College, in consultation with the Association, shall endeavor to reduce its dependence on part-time faculty and adjunct instruction. The Chief Academic Officer and the President will meet with appropriate departments to address the excessive reliance upon part-time and adjunct instruction and to design a plan to rectify this excessive reliance.

Extended Contracts:

The salary schedule is based upon the regular school calendar and the normal teaching load as set forth in this agreement. Positions which are for longer calendar periods of service shall be limited to those noted in this agreement, and the salary amount shall be the following fraction of the corresponding salary schedule amount:

Cosmetology Instructor:	11.5/9
Librarian:	10.5/9

Salary Schedule Base:

The Salary Schedule Base for payment installments from August 2018 through July 2019 shall be \$41,600 with appropriate step advancement each contract year, and this agreement shall remain in full force and effect to and including June 30, 2019.

The parties agree that the assumption of any responsibility for Interactive Distance Learning (interactive television) or Computer Delivered (World Wide Web based) courses shall be voluntary.

Contract Forms:

This agreement shall be incorporated by reference into each Faculty Member's individual contract with the same force and effect as though fully set forth therein.

The individual contract for Faculty Members (Exhibit A & B) shall contain a general designation of the position. For Instructors, this designation shall relate to the field(s) of instruction, but does not reflect any continuing right to specific course instruction duties.

Supplemental Contracts:

Supplemental contracts shall be on a separate form (Exhibit C), and shall not affect the continuation of a position or the termination or non-renewal of a Faculty Member's principal contract. Such supplemental agreements shall be voluntary and neither the Board nor any Faculty Member shall be required to enter into or renew any such agreement.

Supplemental contracts shall be negotiated with the Association and shall be awarded in accordance with the following principles:

- (1) Supplemental duties must not interfere with regular contract duties.
- (2) Regular contract duties may be reduced in lieu of additional monetary compensation, provided that such a load reduction is articulated in the supplemental contract. Load reductions will normally relate to a reduction in instructional load and a proportionate reduction of all regular duties.
- (3) The job description, qualifications, terms and conditions of employment, and compensation for each supplemental contract will be specified prior to the hiring process. Individual negotiation is prohibited. If the need for negotiation arises, the Faculty Association is recognized as the exclusive contract representative.
- (4) Supplemental position openings will be posted campus-wide and all Faculty Members of the college will be eligible. Information on hiring processes will be made freely and openly available campus-wide.

The following supplemental contracts have been negotiated:

Division Chairs

1. Reports to: Chief Academic Officer
2. Contract length: number of working days contained in Negotiated Agreement, plus 5 days on days/times to be assigned on an as-needed basis by supervisor.
3. Eligibility: (a) Member of division, (b) Full-time instructor, (c) may not be probationary faculty, (d) must appear on nomination ballot; i.e., no write-ins.
4. Selection process: CAO will prepare and distribute a nomination ballot with the names of all eligible members of the division no later than April 1 of the year prior to service. Members will return the ballot directly to the CAO, and the ballots will be kept secret. CAO will inform division of results and interview top vote-getter. On the basis of that interview, CAO may either select that person, or interview and select other members of the division.

5. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
6. Compensation: (a) \$4,000 per year, plus (b) 3 credit hours of release time per semester for fall and spring semesters. Division chairs may teach no more than 21 credit hours combined regular load and overload in any semester.
7. Responsibilities:
 - a) Serve as a communication liaison between the faculty and administration
 - b) Conduct regular monthly meetings of division personnel and coordinate the distribution of minutes to the Chief Academic Officer
 - c) Serve on Academic Council
 - d) Chair all searches for faculty within the division
 - e) Keep updated Master Syllabi on website
 - f) Provide divisional update to the President once each Fall and Spring semester
 - g) Facilitate the development and submission of program recommendations to Academic Council
 - h) Assist in the program review process
 - i) Review and work with proper faculty member(s) to update program(s) of study within the division
 - j) Coordinate the preparation of the division budget
 - k) Ensure the academic integrity of the division
 - l) Assist the CAO in the scheduling of classes and faculty for all terms
 - m) Work with the Chief Academic Officer to identify mentoring and evaluation needs of concurrent and adjunct faculty
 - n) Assist the Chief Academic Officer in implementing a mentoring and orientation plan for new faculty
 - o) Observe and evaluate full-time faculty per the schedule of evaluation that occurs in the Negotiated Agreement. Division Chairs will be assigned to faculty for evaluation so that the number of faculty evaluated is approximately equal for all Division Chairs.
 - p) Coordinate the review and approve selection of textbook adoptions.
 - q) Division chair may make a recommendation as part of the process for probationary faculty contract renewal. This shall apply only to those faculty who work in the same division as the Chair.
 - r) Attend adjunct in-service
 - s) Work with the instructional coordinator on tentative 2 year schedule
 - t) Meet monthly with CAO

The duties and relationships described in this section supersede/replace all language referring to Division Chairs which appears anywhere in the Negotiated Agreement.

Allied Health Program Director

1. Contract length: The number of working days contained in the Negotiated Agreement plus 3 more to be used at the discretion/planning with the CAO.
2. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
3. Compensation or Release Time: \$550 or 1 Credit hour per fall and spring semester
4. Responsibilities:
 - a) Serve on all searches for adjuncts within the program
 - b) Update Marketing with any changes needed to website for program.
 - c) Provide program update to the Division Chair a minimum of once each year.
 - d) Facilitate the development and submission of program recommendations to Academic Council
 - e) Attend 1 recruiting event each semester in coordination with the Admissions/Recruiting office

Cosmetology Program Director

1. Contract length: The number of working days contained in the Negotiated Agreement plus 5 more to be used at the discretion/planning with the CAO.
2. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
3. Compensation or release time: \$1,650 or 3 credit hours release time per fall and spring semester
4. Responsibilities:
 - a) Conduct regular monthly meetings of program personnel.
 - b) Serve on all searches for faculty of the program.
 - c) Serve on all searches and evaluate all adjuncts within the program.
 - d) Update Marketing with any changes needed to website for program.
 - e) Facilitate the development and submission of program recommendations to Academic Council.
 - f) Observe full-time faculty in program throughout the semester.
 - g) Program Director will make a recommendation as part of the process for probationary faculty contract renewal. This shall apply only to those faculty who work in the same program as the Director.
 - h) Attend 1 recruiting events per semester in coordination with the Admissions/Recruiting office.
 - i) Ensure program meets accreditation or licensure standards.
 - j) Organize the program Advisory Board for the Perkins program and meet at least twice a year.

Culinary and Hospitality Program Director

1. Contract length: The number of working days contained in the Negotiated Agreement plus 5 more to be used at the discretion/planning with the CAO.
2. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
3. Compensation or release time: \$1,100 or 2 credit hours per fall and spring semester
4. Responsibilities:
 - a) Conduct regular monthly meetings of program personnel.
 - b) Serve on all searches for faculty of the program.
 - c) Serve on all searches and evaluate all adjuncts within the program.
 - d) Update Marketing with any changes needed to website for program.
 - e) Facilitate the development and submission of program recommendations to Academic Council.
 - f) Observe full-time faculty in program throughout the semester.
 - g) Program Director will make a recommendation as part of the process for probationary faculty contract renewal. This shall apply only to those faculty who work in the same program as the Director.
 - h) Attend 1 recruiting events per semester in coordination with the Admissions/Recruiting office.
 - i) Ensure program area meets all health and safety standards.
 - j) Organize the program Advisory Board for the Perkins program and meet at least twice a year.

EMS Education Program Director

1. Contract length: The number of working days contained in the Negotiated Agreement plus 3 more to be used at the discretion/planning with the CAO.
2. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
3. Compensation or Release Time: \$550 or 1 Credit hour per fall and spring semester
4. Responsibilities:
 - a) Serve on all searches for adjuncts within the program
 - b) Update Marketing with any changes needed to website for program.

- c) Provide program update to the Division Chair a minimum of once each year.
- d) Facilitate the development and submission of program recommendations to Academic Council
- e) Attend 1 recruiting event each semester in coordination with the Admissions/Recruiting office
- f) Ensure that all full-time instructors and adjuncts submit state paperwork on time.

Veterinary Technology Program Director

1. Contract length: The number of working days contained in the Negotiated Agreement plus 5 more to be used at the discretion/planning with the CAO.
2. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
3. Compensation or release time: \$2,750 or 5 credit hours per fall and spring semester.
4. Responsibilities:
 - a) Conduct regular monthly meetings of program personnel.
 - b) Serve on all searches for faculty of the program.
 - c) Serve on all searches and evaluate all adjuncts within the program.
 - d) Update Marketing with any changes needed to website for program.
 - e) Facilitate the development and submission of program recommendations to Academic Council.
 - f) Observe full-time faculty in program throughout the semester.
 - g) Program Director will make a recommendation as part of the process for probationary faculty contract renewal. This shall apply only to those faculty who work in the same program as the Director.
 - h) Attend 1 recruiting events per semester in coordination with the Admissions/Recruiting office.
 - i) Ensure program meets accreditation or licensure standards.
 - j) Organize the program Advisory Board for the Perkins program and meet at least twice a year.
 - k) Organize and oversee the Institutional Animal Care and Use Committee (IACUC). Establish all animal protocols, review protocols, and lay out medical, surgical, and procedure requirements for the animals used.
 - l) Fulfill the USDA requirements and standards for Animal use and Welfare.
 - m) Be the lead for site inspections by external agencies.
5. Special Responsibilities:
 - a. Author the program accreditation self-study and manage all aspects of the site visit every 5 years. Compensation for this additional duty every five years will be: \$2,750 or 5 credit hours for the academic year.

Veterinary Technology Equipment Manager

1. Reports to: Veterinary Technology Director
2. Contract length: number of working days contained in Negotiated Agreement. The equipment manager will also come in an additional 5 working days during the school year.
3. Contract termination: Either by expiration or termination for non-performance. Termination for non-performance is at the discretion of the CAO. This position has no formal process for evaluation or termination.
4. Compensation or release time: \$1,100 or 2 credit hours release time per fall and spring semester
5. Responsibilities:
 - a) Perform required equipment inspections, cleanings, and quality control routines
 - b) Conduct software and hardware updates as necessary
 - c) Order replacement parts and install as necessary
 - d) Trouble-shoot equipment malfunctions and do repairs as possible
 - e) Install and set up new equipment as needed
 - f) Creates reports necessary for accreditation to ensure equipment is in proper working order.

ARTICLE XXI SCHOOL CALENDAR

The academic calendar, consisting of sufficient days to meet KBOR requirements for class meetings and the additional days outlined in this Article, shall be developed cooperatively by the administration and the Faculty Association for presentation to the Board for final approval. If an agreement cannot be reached, the Board will make the final decision in regards to the academic calendar.

The academic calendar shall include one day for commencement, one day at the end of each semester reserved solely for submission of grades and assessment data, four (4) days of professional development and in-service activities, and up to three additional days for purposes to be determined at the time the academic calendar is created. The academic calendar will be a maximum of 170 days.

The professional development and in-service activities and any additional days added shall be scheduled immediately prior to beginning of classes in either semester. These days can be scheduled in a combination (i.e. four in the fall and zero in the spring, two in both fall and spring, etc).

The academic calendar will appear in its final form in this agreement as Addendum V at the time of the agreement's adoption by the Board. Changes in an approved academic calendar shall be made only after agreement between the Faculty Association and the Board of Trustees.

When the contract is longer than one year, the calendar for the contract's first year will be included as Addendum V and remaining years will be distributed as they are approved.

ARTICLE XXII FACULTY DEVELOPMENT

The Board of Trustees designates \$6,000 each year to be administered at the direction of the Chief Academic Officer and such Officer's designees, for the purpose of providing faculty development opportunities for the Faculty Members of the College. The Board of Trustees designates an additional \$6,000 to be administered by the Faculty Development Committee for similar purposes. The faculty development program will not be associated with evaluation, except in those instances when it is used to assist Faculty Members in addressing deficiencies identified through the student, administrative, self, or performance evaluation processes. The Chief Academic Officer and the Faculty Development Committee, using funds herein provided and to the extent that budget monies are available, shall provide development opportunities to any Faculty Member whose performance is appraised as less than satisfactory.

In addition to approving expenditures for individual faculty development activities, the Faculty Development Committee shall work with the administration and/or any existing professional development committees or task forces in planning group in-service/development group activities for the college.

ARTICLE XXIII SUMMER SCHOOL CLASSES

Full-time Faculty shall have first option to teach summer school classes with compensation of \$555 per credit hour, if academic year load requirements are met. A Faculty Member may elect to teach summer classes, without pay, to fulfill load requirements. Faculty Members shall be under no obligation to teach during the summer sessions.

**ARTICLE XXIV
REDUCTION IN FORCE**

A. Reduction in Personnel

1. Faculty Members shall be discharged pursuant to a necessary reduction in personnel only for a severe financial situation in a division or department. See Procedures section starting on page 49.

B. Recall

1. Faculty Members who are discharged as a result of reduction in force shall be offered recall in reverse order of discharge to positions which they are qualified to fill.
2. The Association shall have the right to file a grievance for a Faculty Member who is not currently employed by the College if the recall rights as stated in this section have been violated.

**ARTICLE XXV
INTELLECTUAL PROPERTY**

Faculty maintain all intellectual property rights to materials created as part of their regular compensation.

**ARTICLE XXVI
RETAINED RIGHTS**

The Board of Trustees shall operate and manage the College. It is understood that the rights of Faculty Members are set forth throughout the balance of the Agreement. Such rights shall not be abridged by this Retained Rights clause. However, subject only to the express limitations set forth elsewhere in this Agreement, the Board of Trustees shall have the right to:

1. hire and reassign Faculty Members; discipline, reprimand, suspend, or discharge employees; lay-off and recall Faculty;
2. determine the work load, work week, office hours, duties, qualifications of Faculty Members, assignment of work and select Faculty Members, in a manner which shall not set aside other terms of the Agreement;
3. make appropriate administrative evaluation of Faculty Members, as provided by Kansas statute;
4. extend contracts;
5. determine the number of Faculty Members to be used in any classification or activity;
6. prepare, enter into and execute individual principal or primary employment contracts between any Faculty Members and the Board of Trustees which shall include by reference this Agreement;
7. prepare, enter into and execute separate supplemental and summer school contracts, which shall include by reference this Agreement;
8. determine the period and course offerings of any College activity while preserving academic freedom for Faculty Members;
9. establish or change rules, regulations and practices, but which shall not set aside other terms of this Agreement;
10. close down or move the College or any part thereof or curtail operations;
11. establish new departments or operations and discontinue existing departments or operations, in whole or in part;
12. purchase or acquire and sell or dispose of any assets;
13. control, maintain and regulate the use of buildings, equipment and other property of the College; and
14. determine the number and location of operations, services and courses.

The above rights are not all inclusive but enumerate by way of illustration the type of rights which belong to the Board of Trustees. Furthermore, inclusion in this article does not in and of itself rule out an item for future negotiation. All other rights, powers or authority which the Board of Trustees had prior to the signing of the Agreement are retained by it, except those which have been specifically abridged, delegated or modified by this agreement; it being understood and agreed that nothing in this agreement shall restrict or modify the rights and duties of the Board of Trustees as provided by law.

ARTICLE XXVII
PAYMENT FOR UNUSED SICK LEAVE

Non-probationary Faculty Members who retire shall receive compensation for unused sick leave at the rate of \$20.00 per day to a maximum of \$1,800.00. Faculty shall not receive payment for unused sick leave in the event of termination, resignation, or any other circumstance except retirement, as noted above. See Procedures section starting on page 49.

ARTICLE XXVIII
SICK LEAVE POOL

To assist Faculty Members who suffer prolonged illness or inability to work, a sick leave pool shall be established. See Procedures section starting on page 49. 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. This policy may be reviewed by the Board of Trustees and the Faculty Association as they deem necessary.

SICK LEAVE POOL

I am aware of the provisions of the Independence Community College Sick Leave Pool as part of the current negotiated agreement and of the guidelines developed for the implementation of the Pool.

I hereby offer to contribute one of my sick leave days to the Pool starting this current contract year and for each continuous contract year of my employment, or until I give written notice.

Signature of Faculty Member

Date

I do not wish to contribute to the Pool.

Signature of Faculty Member

Date

**APPLICATION FOR SICK LEAVE DAYS
FROM THE
INDEPENDENCE COMMUNITY COLLEGE SICK LEAVE POOL**

Date of Application

Employee's Name: LAST FIRST MIDDLE

Division

Last date for which sick leave accumulation applies

Number of days sick leave applied for

Signature of Faculty Member

Date

STATEMENT:

A. "This employee is unable to return to work for _____ days."

Signature of Doctor

TO BE COMPLETED BY SCREENING BOARD:

Date application received

APPROVED

DISAPPROVED

Approved Days

ARTICLE XXIX INSTRUCTOR EVALUATION PROCEDURES

A. Preamble

The Association and the Board agree to cooperate in generating evaluation criteria while urging all professional staff to provide input. Changes in evaluation criteria shall be approved by the Board prior to commencement of negotiations with the Association. Evaluation procedures, instruments and implementation shall be negotiated after the adoption of criteria by the Board.

B. Philosophy and Purposes

To accomplish the Board of Trustees' stated intentions for instructor evaluation, it is recognized that two distinct evaluation processes should be utilized -- *formative* and *summative*. A formative evaluation process is one which focuses on providing instructors with appropriate feedback to be utilized in the continual development of instruction. A summative evaluation process is one which focuses on providing college leaders with objective information on which to base decisions regarding the continuing employment of individual instructors. At the same time, a summative evaluation process must inform the instructor of current success or failure in meeting the Board's adopted criteria for evaluation, and provide all feasible support and assistance in meeting these criteria.

C. Faculty Evaluation Requirements

In order to comply with K.S.A. 72-9002-06, a time frame of milestones for the completion of Professional Employee evaluation has been established. The time frame will be followed unless inappropriate behavior, student complaints, or lack of compliance with Board adopted criteria warrants immediate activities and immediate summative evaluation. The timeframe is as follows:

1. Instructional faculty during the first two years of employment: one time per semester, not later than the fortieth day.
2. Instructional faculty during their third and fourth years of employment: one time per year not later than February 15.
3. Instructional faculty employed in their fifth and following years: one time every three years.

In compliance with the above required conditions of the Kansas statutes, the evaluation process form which follows the criteria prescribed by the Board of Trustees (see Addendums I-IV) shall function as the instrument of instructor evaluation at ICC. These evaluations shall be kept on file in compliance with KS statute 72-9003(c). An evaluation of at least five out of ten "no" responses on the form, with explanations in the space provided, will initiate the summative procedure, described in Article XXVII E. If such conditions arise, the instructor will be immediately notified of this administrative decision. See Procedures section starting on page 49.

**ARTICLE XXX
FACULTY FILES**

- A. Faculty personnel files are open for inspection during normal business hours of the college office. With prior written permission of the Faculty, other individuals shall have the right to inspect the Faculty's personnel file.
- B. Faculty shall be notified whenever new material is placed in their personnel file, and shall receive a copy of the new material within three days following the placement of the material in the file.
- C. Faculty may respond to any document retained in their personnel file and such response shall be retained in the personnel file.
- D. The employee and/or his/her representative shall have the right to reproduce any of the contents of his/her personnel file.

IN WITNESS WHEREOF, the parties have executed this Agreement on or before this 11th day of October 2018.

*****BOARD OF TRUSTEES:**




Val DeFever
Board Chair

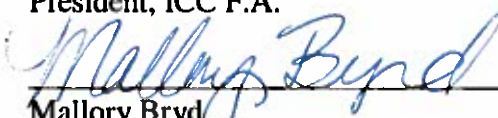


Mike Woods
Board Vice-Chair

FACULTY ASSOCIATION:



Isaias McCaffery
President, ICC F.A.



Mallory Bryd
Association Negotiation Team Member



Ben Seel
Association Negotiation Team Member



John Eubanks
Association Negotiation Team Member

Salary Schedule 2018-2019									
	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII	Class IX
	Tested Experience/ Technical Certificate	Associate's Degree	Bachelor's Degree	Provisional Consistent with Board policy	Masters in Assigned Instructional Field	Masters plus 15 approved hours	Masters plus 30 approved hours	Masters plus 45 approved hours	Earned Doctorate in approved field
Step									
1	37200	38400	39600	40400	41600	42800	44000	45200	46400
2	38200	39400	40600	41400	42600	43800	45000	46200	47400
3	39200	40400	41600	42400	43600	44800	46000	47200	48400
4	40200	41400	42600	43400	44600	45800	47000	48200	49400
5	40700	41900	43100	43900	45100	46300	47500	48700	49900
6	41200	42400	43600	44400	45600	46800	48000	49200	50400
7	41700	42900	44100	44900	46100	47300	48500	49700	50900
8	42200	43400	44600	45400	46600	47800	49000	50200	51400
9	42700	43900	45100	45900	47100	48300	49500	50700	51900
10	43200	44400	45600	46400	47600	48800	50000	51200	52400
11	43700	44900	46100	46900	48100	49300	50500	51700	52900
12	44200	45400	46600	47400	48600	49800	51000	52200	53400
13	44700	45900	47100	47900	49100	50300	51500	52700	53900
14	45200	46400	47600	48400	49600	50800	52000	53200	54400
15	45700	46900	48100	48900	50100	51300	52500	53700	54900
16	46200	47400	48600	49400	50600	51800	53000	54200	55400
17	46700	47900	49100	49900	51100	52300	53500	54700	55900
18	47200	48400	49600	50400	51600	52800	54000	55200	56400
19	47700	48900	50100	50900	52100	53300	54500	55700	56900
20	48200	49400	50600	51400	52600	53800	55000	56200	57400
21	48700	49900	51100	51900	53100	54300	55500	56700	57900
22	49200	50400	51600	52400	53600	54800	56000	57200	58400
23	49700	50900	52100	52900	54100	55300	56500	57700	58900
24	50200	51400	52600	53400	54600	55800	57000	58200	59400
25	50700	51900	53100	53900	55100	56300	57500	58700	59900
26	51200	52400	53600	54400	55600	56800	58000	59200	60400
27	51700	52900	54100	54900	56100	57300	58500	59700	60900
28	52200	53400	54600	55400	56600	57800	59000	60200	61400
29	52700	53900	55100	55900	57100	58300	59500	60700	61900
30	53200	54400	55600	56400	57600	58800	60000	61200	62400
31	53700	54900	56100	56900	58100	59300	60500	61700	62900
32	54200	55400	56600	57400	58600	59800	61000	62200	63400
33	54700	55900	57100	57900	59100	60300	61500	62700	63900
34	55200	56400	57600	58400	59600	60800	62000	63200	64400
35	55700	56900	58100	58900	60100	61300	62500	63700	64900

**FACULTY MEMBER'S CONTRACT/EMPLOYMENT
ON/OR BEFORE MAY 15, 2008
INDEPENDENCE COMMUNITY COLLEGE
INDEPENDENCE, KS**

THIS CONTRACT is executed between the Board of Trustees of Independence Community College and _____.

The Board of Trustees and the Faculty Member agree that:

1. The negotiated agreement between the Board of Trustees and Independence Community College Faculty Association is incorporated into this Contract by reference. The negotiated agreement shall have the same force and effect as though it were set forth in this Contract.

The Faculty Member is employed beginning on July 1 and ending on June 30 with duties as outlined in Article XVIII.

2. The Faculty Member is employed at the following position:

_____ Associate Professor	
_____ Professor	
_____ Librarian	Field(s) _____
_____ Full-time	
_____ Part-time	_____ Credit Hours Instructional Load

3. The Board of Trustees shall compensate the Faculty Member at the annual rate of \$_____, plus \$3,720, Step _____, Class _____, plus fringe benefits to be paid in twelve (12) equal monthly installments. Payment shall begin on the 24th day of August. If the date paychecks are issued is changed, a 60 day notice must be published prior to the first date of change. The date paychecks are issued can be no later than the first day of the month.
4. If the Faculty Member provides written authorization to the Board, the balance of the Faculty Member's compensation shall be paid in one payment upon completion of all the Faculty Member's contractual obligations. Such payment shall be made no later than May 24th. If the date paychecks are issued is changed, a 60 day notice must be published prior to the first date of change. The date paychecks are issued can be no later than the first day of the month. The authorization shall be effective for successive years unless it is revoked in writing by the Faculty Member.
5. The Faculty Member shall return this Contract, duly executed, to the President of the College within thirty (30) days of the date of receipt. If this contract is not executed and returned to said President within thirty (30) days of the receipt the contract shall be null and void.
6. This Contract is subject to the laws of the State of Kansas.
7. This Contract shall continue for the succeeding school year unless the Faculty Member is provided written notice by March 15th of the Board's intent to non-renew it.

WITNESS: By signing the Contract the Board of Trustees and the Faculty manifest their agreement to its terms.

Faculty Member

Date

Independence Community College, President

Date

Vice-President of Academic Affairs

Date

**FACULTY MEMBER'S SUPPLEMENTAL CONTRACT
INDEPENDENCE COMMUNITY COLLEGE
INDEPENDENCE, KS**

THIS SUPPLEMENTAL CONTRACT is executed between the Board of Trustees of Independence Community College and _____.

The Board of Trustees and the Faculty Member agree that:

1. The negotiated agreement between the Board of Trustees and Independence Community College Faculty Association is incorporated into this Supplemental Contract by reference. The negotiated agreement shall have the same force and effect as though it were set forth in this Contract.
2. The Faculty Member is currently employed to perform regular duties under a Principal Contract.
3. Both the Board of Trustees and the Faculty Member desire that the Faculty assume additional duties for compensation.
4. The duties which the Faculty Member shall assume are:
_____.
5. As provided in the negotiated agreement, the annual compensation to the Faculty Member for performing such duties shall be \$ _____, to be paid in twelve (12) equal monthly installments. Payment shall begin on the 24th day of August. If the date paychecks are issued is changed, a 60 day notice must be published prior to the first date of change. The date paychecks are issued can be no later than the first day of the month.
6. The Faculty Member shall receive _____ credit hours instructional load reduction for the described duties.
7. The principal contract shall remain in full force and effect.
8. The Faculty Member shall return this Supplemental Contract, duly executed, to the President of the College within thirty (30) days of the date of receipt. If this contract is not executed and returned to said President within thirty (30) days of the receipt the contract shall be null and void.
9. This Supplemental Contract shall become effective on _____ and terminated on _____.
10. If either the Board of Trustees or the Faculty Member fails to perform its obligation under this Supplemental Contract, the Supplemental Contract shall be voided.

WITNESS: By signing the Contract the Board of Trustees and the Faculty Member manifest their agreement to its terms.

Faculty Member

Date

Independence Community College, President

Date

Vice-President of Academic Affairs

Date

STATEMENT OF PURPOSE:

In order to evaluate all instructional employees as fairly as possible, and in compliance with Kansas Statutes (72-9003, 72-9004, 72-9005, 72-9006) the Board of Trustees shall establish criteria, which will, as required by the laws of Kansas, take into consideration the following qualities and attributes: "efficiency, personal qualities, professional deportment, ability, results and performance, capacity to maintain control of students, and such other matters as deemed material." The Board's intentions for instructor evaluation are: improvement of instruction, promotion of professional growth, and assurance that employment decisions are based upon specific information.

The criteria shall be devised by the Board of Trustees and presented to the joint evaluation committee (Article XXVII, Negotiated Agreement) whose responsibility will be the development of evaluation procedures and instruments that take into consideration the standards of feasibility, propriety, and utility. Negotiations will lead to agreement upon a final document(s). Procedural administration and filing of the document(s) will follow the state laws of Kansas.

CRITERIA:

Numbered items are the specific criteria to be used in instructor evaluation. Lettered items indicate qualities that are to be considered in relation to the specific criteria. However, the evaluation committee is not limited to these qualities in development of the evaluation instrument.

1. PROFESSIONAL COMPETENCE
 - a. Expertise in teaching field
 - b. Participation in professional development opportunities
 - c. Proficiency in interpreting the college catalog and providing transfer and other academic advice for students
 - d. Support of the college mission and purposes and adherence to policies and regulations
2. INSTRUCTIONAL COMPETENCE
 - a. Capability in planning and presentation of subject matter
 - b. Competence in selection and use of various techniques and resources
 - c. Communicative skills
 - d. Accurate and complete record keeping
3. MANAGERIAL COMPETENCE
 - a. Ability to create and maintain an effective learning environment
 - b. Capability in guiding the learning process
 - c. Demeanor in handling daily routines that would also serve in coping with disruptions and emergencies
4. ASSESSMENT COMPETENCE
 - a. Competence in devising and using methods of student assessment
 - b. Reliability in method and practice of reporting student achievement
5. PROFESSIONAL RESPONSIBILITY
 - a. Ethics, attitude and deportment appropriate to the teaching profession
 - b. Service and/or involvement in ICC beyond contract assignments
 - c. Service and/or involvement in the teaching profession
 - d. Service and/or involvement in the college community (service area)

ICC EVALUATION OF PROFESSORS

Vice-President
of Academic Affairs or Designated
Administrative Evaluator

Date



Independence Community College

Administrative Evaluation of Professor (Formative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check “yes,” “no” or write “n/a” if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs.
 ____ no
 ____ n/a

____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs.
 ____ no
 ____ n/a

____ yes 3) Turned-in copies of syllabi.
 ____ no
 ____ n/a

____ yes 4) Signed employment contract.
 ____ no

____ yes 5) Attended meetings for at least one Standing Committee.
 ____ no

____ yes 6) Posted and attended office hours (requires 8 per week).
 ____ no

____ yes 7) Submitted course outcomes assessment data for one course.
 ____ no
 ____ n/a

____ yes 8) Attended Division Meetings unless excused by the Chair.
 ____ no

____ yes 9) Submitted required paperwork for sick / personal days.
 ____ no
 ____ n/a (took no such days)

____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
 ____ no

____ yes 11) Participated in Advisement.
 ____ no

____ yes 12) Submitted course grades for the past semester.
 ____ no
 ____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The instructor's signature does not necessarily indicate agreement or disagreement. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Professor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date



Independence Community College

Professor Self-Evaluation (Formative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check "yes," "no" or write "n/a" if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs
____ no
____ n/a

____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs.
____ no
____ n/a

____ yes 3) Turned-in copies of syllabi.
____ no
____ n/a

____ yes 4) Signed employment contract.
____ no

____ yes 5) Attended meetings for at least one Standing Committee.
____ no

____ yes 6) Posted and attended office hours (requires 8 per week).
____ no

____ yes 7) Submitted course outcomes assessment data for one course.
____ no
____ n/a

____ yes 8) Attended Division Meetings unless excused by the Chair.
____ no

____ yes 9) Submitted required paperwork for sick / personal days.
____ no
____ n/a (took no such days)

____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
____ no

____ yes 11) Participated in Advisement.
____ no

____ yes 12) Submitted course grades for the past semester.
____ no
____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Instructor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date



Independence Community College

Administrative Evaluation of Professor (Summative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check "yes," "no" or write "n/a" if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs
____ no
____ n/a

____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs
____ no
____ n/a

____ yes 3) Turned-in copies of syllabi.
____ no
____ n/a

____ yes 4) Signed employment contract.
____ no

____ yes 5) Attended meetings for at least one Standing Committee.
____ no

____ yes 6) Posted and attended office hours (requires 8 per week).
____ no

____ yes 7) Submitted course outcomes assessment data for one course.
____ no
____ n/a

____ yes 8) Attended Division Meetings unless excused by the Chair.
____ no

____ yes 9) Submitted required paperwork for sick / personal days.
____ no
____ n/a (took no such days)

____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
____ no

____ yes 11) Participated in Advisement.
____ no

____ yes 12) Submitted course grades for the past semester.
____ no
____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The instructor's signature does not necessarily indicate agreement or disagreement. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Instructor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date



Independence Community College

Professor Self-Evaluation (Summative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____ ? Check "yes," "no" or write "n/a" if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs.
____ no
____ n/a

____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs.
____ no
____ n/a

____ yes 3) Turned-in copies of syllabi.
____ no
____ n/a

____ yes 4) Signed employment contract.
____ no

____ yes 5) Attended meetings for at least one Standing Committee.
____ no

____ yes 6) Posted and attended office hours (requires 8 per week).
____ no

____ yes 7) Submitted course outcomes assessment data for one course.
____ no
____ n/a

____ yes 8) Attended Division Meetings unless excused by the Chair.
____ no

____ yes 9) Submitted required paperwork for sick / personal days.
____ no
____ n/a (took no such days)

____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
____ no

____ yes 11) Participated in Advisement.
____ no

____ yes 12) Submitted course grades for the past semester.
____ no
____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs.
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Instructor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date

**Independence Community College
ACADEMIC CALENDAR
2018-2019**

Summer Semester 2018

Monday, June 4 -----	Semester Begins for 1 st Session-4-week Semester Begins for 8-week classes
Tuesday, June 5 -----	Last day 100% refund for dropped 1 st session-4-week, only day to add with instructor signature. Enrollment closes
-----	Last day 100% refund for dropped 8-week classes, only day to add with instructor signature. Enrollment closes.
Thursday, June 7 -----	Attendance Reporting due by 5:00 PM for 1 st Session-4-week classes
Monday, June 11 -----	Attendance Reporting due by 5:00 PM for 8-week classes
Monday, June 18 -----	Progress Grades Due in Self-Service by 5:00 PM for 1 st Session-4-week Progress Grades Due in Self-Service by 5:00 PM for 8-week classes
Wednesday, June 20 -----	Last day to Withdraw from 1 st session-4 week-classes
Thursday, June 28 -----	Finals/1 st Session-4-week classes end
Monday, July 2 -----	Grades Due by Noon/1 st Session 4-week classes
Monday-Friday, July 2 – July 6 -----	No Classes—ALL CAMPUS CLOSED JULY 4 th
Monday, July 9 -----	2 nd Session-4-week Begins Progress Grades Due in Self-Service by 5:00 PM for 8-week classes
Tuesday, July 10 -----	Last day 100% refund for dropped 2 nd Session-4 week classes Only day to add 2 nd Session-4-week classes with instructor signature Enrollment closes Last day to Withdraw from 8-week classes
Monday, July 16 -----	Attendance Reporting due by 5:00 PM for 2 nd Session-4-week classes
Tuesday, July 17 -----	Last day 100% refund for dropped 2 nd Session 4-week classes
Wednesday, July 18 -----	Attendance Reporting due by 5:00 PM for 2 nd Session-4 week classes
Monday, July 23 -----	Progress Grades Due by 5:00 PM for 2 nd Session-4-week Progress Grades Due by 5:00 PM for 8-week classes
Wednesday, July 25 -----	Last day to Withdraw from 2 nd Session- 4-week classes
Thursday, August 2 -----	Finals for 2 nd Session-4 week classes Finals for 8-week classes
Monday, August 6 -----	Grades Due by Noon for 2 nd Session 4-week Grades Due by Noon for 8-week classes

Fall Semester 2018

Monday, August 13 -----	Faculty return to campus; all offices closed from 8-12 for all-college meeting
Wednesday, August 15 -----	16-week Classes begin 1 st 8-week classes begin
Friday, August 17 -----	Enrollment closes for 1 st 8-week classes Only day to add 1 st 8-week classes with instructor signature Last day 100% refund for dropped 1 st 8-week classes
Monday, August 20 -----	Enrollment closes for 16-week classes First day to add 16-week classes with instructor signature
Thursday, August 23 -----	Last day to add 16-week classes with instructor signature Last day 100% refund for dropped 16-week classes
Friday, August 24 -----	Attendance Reporting closes at 5:00 PM for 1 st 8-week classes Attendance Reporting closes at 5:00 PM for 16-week classes
Monday, September 3 -----	Labor Day—ALL CAMPUS CLOSED
Friday, September 14 -----	Progress Grades/Last D.O.A. Due by 5:00 PM for 1 st 8-week classes Last day to Withdraw from 1 st 8-week classes Progress Grades/Last D.O.A. due by 5:00 PM for 16 week classes
Monday, Oct. 8 – Tues, Oct. 9th -----	Finals/1 st 8-week classes
Wednesday, Oct. 10 -----	1 st 8-week grades due by Noon 2 nd 8-week classes begin
Friday, October 12 -----	Enrollment closes for 2 nd 8-week classes

	Only day to add 2 nd 8-week classes with instructor signature
	Last day 100% refund for dropped 2 nd 8-week classes
	Progress Grades/Last D.O.A. due by 5:00 PM for 16-week courses
Friday, October 19-----	Attendance Reporting due by 5:00 PM for 2 nd 8-week classes
Thurs. Oct 25 – Fri, Oct. 26-----	FALL BREAK— (No Classes)
Friday, November 9 -----	Progress Grades/Last D.O.A. due by 5:00 PM for 2 nd 8 week classes
	Progress Grades/Last D.O.A. due by 5:00 PM for 16-week classes
Monday, November 12 -----	Spring Schedule opens for enrollment
Friday, November 16-----	Last Day to Withdraw from 2 nd 8-week classes
	Last Day to Withdraw from 16-week classes
Monday-Friday, November 19-23 -----	Thanksgiving Break -- ALL CAMPUS CLOSED
Monday-Thursday, December 10-13 -----	Final Examinations (See Finals Schedule)
Tuesday, December 11-----	Graduation
Friday, December 14 -----	Grades due by Noon for 2 nd 8-week classes
	Grades due by Noon for 16-week classes
Monday, December 17-----	Wintersession Classes begin (4-week)

Spring Semester 2019

Friday, January 11 -----	Wintersession Classes end (4-week)
Monday, January 14 -----	Grades due by Noon for Wintersession Classes
Mon, January 14 -----	Faculty return to campus; all offices closed from 8-12 for all-college meeting
Thursday, January 17-----	16-week classes begin
	1 st 8-week classes begin
Friday, January 18 -----	Enrollment closes for 1 st 8-week classes
	Only day to add 1 st 8-week classes with instructor signature
	Last day 100% refund for dropped 1 st 8-week classes
	Enrollment closes for 16-week classes
Monday, January 21 -----	Martin Luther King, Jr. Day—ALL CAMPUS CLOSED
Tuesday, January 22-----	First day to add 16-week classes with instructor signature
Friday, January 25 -----	Last day to add 16-week classes with instructor signature
	Last day 100% refund for dropped 16-week classes
Friday, January 25 -----	Attendance reporting closes at 5:00 PM for 1 st 8-week classes
	Attendance reporting closes at 5:00 PM for 16-week classes
Friday, February 15-----	Progress Grades/Last D.O.A. Due by 5:00 PM for 1 st 8-week classes
	Last day to Withdraw from 1 st 8-week classes
	Progress Grades/Last D.O.A. Due by 5:00 PM for 16-week classes
Monday-Tuesday, March 11 – 12-----	Finals/1 st 8-week classes
Wednesday, March 13 -----	1 st 8-week grades due by Noon
Thursday, March 14 -----	2 nd 8-week classes begin
Friday, March 15-----	Enrollment closes for 2 nd 8-week classes
	Only day to add 2 nd 8-week classes with instructor signature
	Last day 100% refund for dropped 2 nd 8-week classes
	Progress Grades/Last D.O.A. due by 5:00 PM for 16-week classes
Monday-Friday, March 18 – 22 -----	Spring Break (No Classes)
Friday, March 22-----	Attendance Reporting due by 5:00 PM for 2 nd 8-week classes
Friday, April 19 -----	Progress Grades/Last D.O.A. due by 5:00 PM for 2 nd 8 week classes
	Last day to Withdraw from 2 nd 8-week classes
	Progress Grades/Last D.O.A. due by 5:00 PM for 16 week classes
Monday April 22-----	Summer and Fall Schedule open for enrollment
Friday, April 26 -----	Last Day to Withdraw from 16-week classes
Saturday, May 11 -----	Graduation
Monday-Thursday, May 13 – 16 -----	Final Examinations (See Finals Schedule)
Friday, May 17 -----	Grades due by Noon for 2 nd 8 week classes
	Grades due by Noon for 16-week classes

Complaints Outside the Evaluation Procedure Side Letter Agreement

The Association and the Board agree to look at the procedure for handling complaints outside the evaluation procedure, especially as to how to correct any problems with the procedures referenced below.

The Association and the College President agree to appoint two members each to a Task Force which, by February 1, 2001, will recommend any needed changes to the Association and the Board. Any changes will not take effect until negotiated and approved by the Association and the Board.

Until changes take effect, the following will continue to be the accepted procedure:

1. When a complaint from a non-evaluator (patron, student, colleague, etc.) is registered against a Faculty, the College must notify the Faculty within twenty-four hours.
2. A complaint shall be in writing, stating the nature of the allegation, with specific facts related to the charge, including the name of the individual(s) making the criticism. The Board shall provide forms for this purpose.
3. The Faculty shall have the right to respond to the complaint in writing and/or meet with the complainant within fourteen days or the complaint shall be disregarded.
4. All responses shall be attached to the complaint and both the complaint and response shall be kept separate from the Faculty's personnel file.
5. All complaints shall be subject to review and adjustment through the grievance procedure.
6. Verbal or anonymous complaints shall be considered only as a basis for further investigation.

Kevin O'Neill, ICC FA President _____ (date) _____

Judith Hansen, ICC President _____ (date) _____

Jerry Allison, ICC Trustees Chair _____ (date) _____

(Original sheet signed 11/17/2000 by Kevin O'Neill, Judith Hansen, and Jerry Allison from the 2000-2001 Faculty Association Agreement)

Side Letter Agreement: Summer Scheduling Policy

The Association and the Independence Community College Board of Trustees agree that Faculty will work with the incoming Vice-President of Academic Affairs to create a policy concerning summer scheduling that will be adopted into next year's contract.

Our proposed outcomes are:

1. An instrument that both parties agree upon.
2. A methodology that deals fairly with faculty members and meets administration needs.

Karen Roush, ICCFA President _____ (date) _____

Bill Rollison, ICC Board Chair _____ (date) _____

Side Letter Agreement: ICC Online Student Evaluations

The Association and the Independence Community College Board of Trustees agree that Faculty will work with Administration in creating an online student evaluation system.

Karen Roush, ICCFA President _____ (date) _____

Bill Rollison, ICC Board Chair _____ (date) _____

Side Letter Agreement: Professional Development

The College will, in consultation with faculty leadership, create effective professional development and student outcomes assessment activities, for a total of four days of professional development per year. To be completed by May, 2013, and implemented in August, 2013, to be renegotiated and discussed in 2015. In exchange for the resources this will require, faculty will utilize this development opportunity, and agree that all raises will depend on participation. The college will develop a system whereby each professional development hour will earn the employee cumulative points. Faculty must earn points equal to $\frac{3}{4}$ of the total points possible for any given year in order to be eligible for raises of any type in the next year.

Ben Seel, ICCFA President _____

(date) _____

Jay Jones, ICC Board Chair _____

(date) _____

Side Letter Agreement: Advisement

The Faculty Association will make a recommendation to the appropriate Administration to develop and implement an equitable advising plan by January 1, 2013 – this is a pilot program that will be discussed in negotiations in 2015 to go into the Article XVIII, Professional Load (if agreed upon).

Ben Seel, ICCFA President _____

(date) _____

Jay Jones, ICC Board Chair _____

(date) _____

CONTRACT PROCEDURES

ARTICLE I: PROCEDURAL AGREEMENT

Selection of Teams. The Board and the Association each has the right to select its own representatives and to change them at will.

Good Faith. Each party acknowledges its duty under the Kansas Statute to meet, confer, consult and discuss in a good faith effort to reach agreement with respect to the terms and conditions of professional service at Independence Community College.

Proposals and Counterproposals. Proposals may be formal or informal in nature, depending upon the consensus and signature of both bargaining units.

Negotiation Sessions. The first negotiating session shall take place as soon as reasonably possible after the first request by one bargaining unit or the other, at a location agreeable to both sides. Negotiations shall not begin before February 1 of each year except by mutual consent of both parties. However, under KSA 72-5423 letters of items each side intends to negotiate must be submitted by February 1st of each year.

Processing Agreements. When agreements are reached on the various items which have been negotiated, they are to be typed in final form, signed by the negotiators and recommended to the constituents for ratification. The Association will submit a list of the names of all members of the bargaining unit. Attached to the list will be a statement by the association president verifying that a good faith attempt was made to contact all members of the bargaining unit; that a majority of the bargaining unit have participated in the ratification vote; and that a majority of those voted to ratify (not ratify) the agreement. Ratified agreements will be signed by the Association and the Board.

ARTICLE VI: BUDGETS

After input is received, each Division Chair shall submit a proposed budget to the Chief Academic Officer, for preliminary review, revision, and/or approval prior to inclusion in the college budget.

Following budget adoption by the college, each Division Chair shall be notified of the budget amounts.

If division budgets are revised during the fiscal year, the Division Chairs shall be notified in writing in a timely manner.

The Faculty and Staff Handbook shall contain a statement of policies and procedures detailing methods of purchasing and spending division budgets.

ARTICLE VIII: DISCIPLINARY PROCEDURES

Step 1: Speak to faculty member concerning the specific issue (issues may not be combined). Document verbal conversation and have on hand a hard copy of facts of specific instance(s) requiring this discussion. The verbal conversation is documented, signed and dated by the faculty member and Chief Academic Officer.

Step 2: Upon second offense, a letter of warning is given to the faculty member outlining the specific offense, the date and times of the original verbal discussion concerning the issue, and commentary made by faculty member to correct specified issue. Included in this written statement, which must be hand delivered to the faculty member by the Chief Academic Officer and read in front of Chief Academic Officer, an agreement page that states the specific issue that needs correction, the date of previous verbal discussion concerning the issue, the expectation of change and date due for that change, which both the Chief

Academic Officer and faculty member will sign and date having read and understood the contents of the complete document. Copies of this will be given to faculty member and kept on file with Chief Academic Officer.

Step 3: If offense happens a third time, move to Disciplinary Procedures below.

The Faculty member shall be heard by a fair and impartial Disciplinary Committee consisting of three members: a faculty member and administrator chosen by the Chief Academic Officer and a faculty member or administrator chosen by the Faculty. Such notice of disciplinary action shall include the reasons for the action. The employee shall be accorded all the procedural safeguards related to such a conference, including the right to prepare, to present and question witnesses (representing either side), and to have Campus representation. An employee who feels a disciplinary action has been unfair may file a grievance.

ARTICLE XXIV: REDUCTION IN FORCE

A. Reduction in Personnel

1. Prior to any reduction in personnel the Board shall attempt to place Faculty in other teaching positions for which they are qualified.
2. Faculty who are qualified to teach course-hours offered through adjunct instructors will be offered those course-hours to fill their load.
3. In the event that a reduction in personnel becomes necessary, the Board shall accomplish same through normal attrition.
4. Should further reduction be necessary the Board shall, at the earliest date possible, notify in writing all Faculty of the reason for the reduction and the process to be followed.
5. The Board shall first retain those Faculty who are qualified to teach in the areas or disciplines to be preserved, and who have the longest periods of service with the college.

B. Recall

1. Recall will be initiated immediately upon the existence of an instructional vacancy, or availability of course-hours offered at the college. The Faculty Member will be notified of recall by certified mail at the Faculty's permanent address on file with the College. The Faculty Member must report as directed within fourteen days after receipt of the recall notice.
2. New substitute appointments shall not be made by the Board while there are discharged Faculty Members available who are qualified to fill vacancies.
3. Faculty will retain their recall rights even if they secure other employment during the discharge.
4. Recalled Faculty will not lose any experience steps on the salary schedule because of their discharge; neither will they receive experience steps for the period of time of their discharge.
5. Any Faculty discharged shall be accorded recall rights for a period of thirty months unless specifically waived in writing. The Board shall annually provide the Association a current list of those who have retained these rights.
6. The Association shall have the right to file a grievance for a Faculty who is not currently employed by the College if it appears that the recall rights as stated in this section have been violated.

ARTICLE XXVI: PAYMENT FOR UNUSED SICK LEAVE

In order to receive this benefit, qualified Faculty must notify the President in writing of their intention to retire and of the effective date of retirement at least ninety calendar days prior to the effective date of retirement.

ARTICLE XXVII: SICK LEAVE POOL

1. Each Faculty Member who wishes to participate in the Sick Leave Pool will contribute one day to the Sick Leave Pool during any one contract year. In any contract year that the Sick Leave Pool has fewer than 50 days, members may contribute one additional day to the pool for a maximum of two days per

member. Days contributed by a member become a permanent part of the pool and will not be refunded to that employee.

2. Each person who wishes to contribute to the pool will complete a form for that purpose. (Form A) Any change in sick leave pool status will require completing the form by September 1 of the contract year. Faculty members must have accumulated at least 20 days of sick leave before they are eligible to join the sick leave pool.
3. Only those individuals participating in the pool will be eligible to apply for days from the pool.
4. 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 (Form B) must include a written statement from a doctor concerning the inability to work. Additional information and/or a second opinion may be required.
5. The sick leave screening Board shall consist of five (5) members. Three (3) members shall be participating Faculty selected by the Faculty Association. One (1) member shall be the Division Chair of the applicant's division and one (1) member shall be an administrator selected by the president.
6. Written notification of approval or other disposition of the application will be made by the screening Board to the applicant.
7. Each person, before using the sick leave pool, shall deplete his or her accumulated sick leave.

ARTICLE XXVIII: INSTRUCTION EVALUATION PROCEDURES

D. Formative Evaluation Procedure

Formative evaluation, together with all other instructional development processes, is viewed as a continuing and cooperative process to access and improve learning and instruction. Toward this end, instructional faculty, students and administrators work together by reviewing general and specific instructional responsibilities, examining instructional conditions, determining whether instructional faculty meet the individual responsibilities satisfactorily, and by deciding on changes in these areas.

All formative evaluation processes are outside of, and distinctly separate from, the summative evaluation process. As such, those implementing formative processes are encouraged to experiment and creatively seek new and varied means by which instruction may be improved. The use of all tools and methods under formative evaluation are voluntary, and the procedures may be regarded as suggestions for implementing the tools and methods.

In order to implement, guide, review, and continually improve the formative evaluation process, an *Instructional Development Committee* will be formed. This committee, which will consist of two-thirds Faculty Association majority, will function as an institutional standing committee, and will be responsible for:

- a) providing instructor access to the college's formative evaluation process.
- b) encouraging instructor participation in the formative evaluation process in the form of peer assistance or mentoring.
- c) suggesting tools, instruments, methods, modes, procedures and timeframes for formative process.
- d) fostering formative cooperation between instructors, students, and administrators.
- e) reviewing and assessing the effectiveness of formative process, and seeking means of continual improvement in these processes.

To accomplish the objectives of formative evaluation, the use of at least four distinct components will be developed and encouraged by the committee. These components are self-examination, student feedback, administrative feedback, and peer assistance.

Forms, instruments and additional procedural details for use in the formative process will be suggested by the Instructional Development Committee with input from faculty and administration.

E. Summative Evaluation Procedure

Summative evaluation, as stated previously, focuses on providing college leaders with objective information on which to base decisions regarding the continuing employment and/or remediation plan of individual instructors. Any instructor exhibiting behavior believed to be below College standards relative to the adopted criteria of the Board of Trustees may become subject to these procedures. The Chief Academic Officer shall assume responsibility for the administration of the summative evaluation procedures listed below:

1. A conference shall be held between the *administrative evaluator* and the *instructor* within ten (10) days of any observation but not less than forty-eight (48) hours before any evaluation observation. The purpose of this conference shall be to identify the objectives of the evaluation, data sources to be used for the evaluation (e.g. Instructor Portfolio), and any specific areas the evaluator wishes to observe. The administrative evaluator shall identify three (3) possible dates for the evaluation observation from which the instructor chooses the one that best fits the evaluation objectives. In addition, the instructor shall outline the lessons to be observed and share the expected objectives of each lesson. Any administrative evaluator data source other than observation shall be clearly identified and communicated to the instructor.
2. Each observation shall be for at least one class period. At least three (3) observations shall be conducted during the evaluation year, prior to February 15.
3. Within two (2) days of the observation, the instructor and the administrative evaluator shall meet to review the written results of the evaluator's observation. A copy of the completed document shall be given to the instructor at least one (1) day prior to the post-evaluation conference. The instructor shall be given a copy of any revised version of the evaluation document. If the document is prepared by electronic means, a copy of the file used to prepare the document will be provided at the instructor's request.
4. Should the evaluation reveal any performance deficiency relative to the Board's adopted criteria, the administrative evaluator shall identify and cite specifics of the deficiency and provide a specific prescription for correcting this deficiency. At this point, a remediation plan agreed upon by the administrative evaluator and instructor shall be developed to aid the instructor in professional growth and improvement at ICC and shall include the following components:
 - a) specific, measurable assistance to be provided by the administrative evaluator, including, but not limited to: demonstration lessons, modeling behavior, release time for consultation and/or other mutually agreed resources;
 - b) specific action to be taken by the instructor, including, but not limited to: pre-approved lesson plans, consultation with peers for coaching, paid release time to observe other instructors, College-paid course work and/or other approved activities;
 - c) a timetable for assessing the progress of remediation shall be mutually agreed between the administrative evaluator and evaluatee.
5. The administrative evaluator and the instructor shall agree on a specific deadline for the remediation plan which shall not be more than one (1) year nor less than thirty (30) days between observations.
6. If, during the course of the remediation procedures, the instructor satisfactorily meets the requirements of the Board's criteria, the remediation process shall end. Upon termination of the remediation process, a final conference shall be held between the administrative evaluator and the instructor and final written documentation shall indicate the instructor has successfully met the criteria.
7. At the agreed remediation period deadline, the evaluator will notify the instructor, in writing, within forty-eight (48) hours of the summative evaluation on identified deficiencies. This final administrative action shall contain either the basis for recommending administrative action (non-renewal; termination; probation; other), or a successful removal from summative evaluation procedures.

F. Supplemental Conditions

1. All evaluation forms, instruments and documents shall be attached to this agreement as Addendums I-IV
2. Formative evaluation components such as peer assistance and student surveys shall remain confidential with the instructor and any assistance provider.
3. All observations for evaluation purposes shall be done openly and with the full knowledge of the instructor.
4. All evaluation statements shall be based on evidence directly observed by the administrative evaluator. This excludes any and all anonymous data related to the evaluatee's performance, character or behavior.
5. Audio and video recording shall not be conducted without the instructor's prior written permission.
6. Any evaluation data generated to address K.S.A. 72-9004 (a) "...including improvement in the academic performance of pupils or students insofar as the evaluated employee has the authority to cause such improvement..." must have validity, reliability, accuracy and applicability established by the Board of Trustees and approved by the Faculty Association prior to its use.
7. No written documentation on formative assistance shall be a part of an Instructor's personnel file. All summative evaluation data shall be part of an Instructor's file for not more than three (3) years.
8. When a complaint from a non-evaluator (patron, student, colleague, etc.) is registered against a Faculty, such a complaint will be handled outside of the evaluation process.