



FORT HAYS TECH
NORTH CENTRAL

*BOARD POLICY
HANDBOOK
2026-27*

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SECTION I MISSION, VISION, CORE VALUES, PURPOSES

1:1 Mission

Fort Hays Tech | North Central delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals, and strengthen economic systems.

1:2 Vision

Fort Hays Tech | North Central is dedicated to being a leader in workforce development by maximizing value for students, employers, and communities through educational excellence.

1:3 Core Values

Achieving **EXCELLENCE** with **INTEGRITY** through
DEDICATION

INNOVATION

COLLABORATION

COMMUNICATION

1:4 Principles of Community

Fort Hays Tech | North Central is committed to excellence in technical and professional education through an environment that is respectful, supportive, and inclusive. Our campus community functions best when all students, employees, and guests work together with a shared commitment to the following principles:

- We recognize the value and dignity of every person and strive to create an environment where all individuals are welcomed and respected.
- We believe that the unique perspectives, experiences, and backgrounds of individuals enrich our college community and strengthen our learning environment.
- We support the open exchange of ideas and opinions, practiced with civility, courtesy, and mutual respect. Learning happens when people listen and engage with one another thoughtfully.
- We uphold honesty and integrity in all academic, professional, and personal conduct, and expect the same from others.
- We take responsibility for contributing to a positive and supportive campus atmosphere, where collaboration and mutual understanding are prioritized.
- We commit to maintaining a space where all individuals can learn and work without fear of exclusion, harassment, or hostility.

These principles guide how we live, learn, and work together at Fort Hays Tech | North Central. Each of us plays a part in shaping a community that encourages growth, connection, and success for all.

SECTION II: RESPONSIBILITIES AND ORGANIZATION OF THE BOARD OF TRUSTEES

2:1 Authorization and Governance

Fort Hays Tech | North Central shall be governed and operated as a separate technical college within Fort Hays State University (FHSU). The Fort Hays Tech | North Central Board of Trustees serves as an advisory board under the governance of FHSU. The Fort Hays Tech | North Central Board of Trustees

will retain their legal status to carry out the operational responsibilities as listed in Section 2:2 (Exhibit C, from the Affiliation Agreement), as well as those responsibilities defined by Board Policy.

The operations of the Technical College shall be vested in its Board of Trustees. The Board of Trustees will operate Fort Hays Tech | North Central in accordance with federal and state laws, Board of Regents policies and procedures, and the Board Policy Manual. The Board will:

- Focus on long-term vision (ends) rather than the administrative process of attainment of those ends (means).
- Focus on strategic leadership (ends) rather than administrative procedures (means).
- Encourage diversity in viewpoints and collective thinking rather than individual decisions.
- Look to the future rather than the past.
- Be proactive rather than reactive.
- Annually evaluate the Board's own processes and performance.
- Be responsible for edits, additions, deletions in the Board Policy Manual.

In support of effective college operations, the Board believes:

1. That it derives its authority from FHSU and represents the community and it must always act as an advocate on behalf of the entire community.
2. That its Trustee members should vote their conscience and support the decision or policy made.
3. That the Board's behavior must exemplify ethical behavior and conduct.
4. That it is committed to the pursuit of excellence in the College programs, services, and governing relationships.
5. That academic freedom encompasses the right of faculty to full freedom in research and in the publication of results, freedom in the classroom in discussing their subject, and the right of faculty to be free from institutional censorship or discipline when they speak or write as citizens.

2:2 Operational Responsibilities & Duties (Exhibit C from the Affiliation Agreement)

This Exhibit establishes the delegated duties and responsibilities not otherwise reserved to the Parties of the Affiliation between FHSU, Fort Hays Tech | Northwest and Fort Hays Tech | North Central and a framework for decision making by the Parties or their designee's regarding the delegated duties and responsibilities. It is intended to create an efficient and effective manner for decision making to take place at the most reasonable and appropriate level. The Parties acknowledge the importance of open and transparent communication at all levels, acting collaboratively and not in a unilateral fashion, agree to process matters in the manner contained in this framework expeditiously, and that decisions at any level will not unreasonably be withheld.

The Levels of Authority are (from lowest to highest):

1. **INFORM:** to keep apprised of a specific direction, action, or decision; Inform may occur before or after Approval has been granted.
2. **CONSULT:** to Inform and obtain the input of one or more persons during the decision-making process prior to Approval.
3. **RECOMMEND:** to advise, to suggest, to counsel, or to officially voice support in favor (or opposition) of; generally, to the Approver.
4. **APPROVE:** to grant (or deny) formal or official sanction to. An Approval may or may not

need to be Affirmed.

5. **AFFIRM:** to support (or deny) approval.

TC OPERATIONAL DUTIES (by Function):	TC Pres	TC Board	FHSU Pres
TC Board Functions:			
a) Establish the TC Board's Meeting Calendar. This includes setting the location, time and agendas for the meetings, as well as calling executive sessions and special meetings. Meetings should be in coordination with the Parties to ensure the ability to collaborate when necessary.	RECOMMEND	APPROVE	INFORM
b) Appoint New Members of the TC Boards. Each TC will continue to utilize their unique existing processes for identifying, screening, and appointing new TC Board members. However, new members must be affirmed by the University President.	CONSULT	APPROVE	AFFIRM
c) Election of TC Board Officers. Annually the TC Board shall elect Board Officers utilizing existing processes.	INFORM	APPROVE	INFORM
d) Changes to TC Board Policies. The TC Board may make additions, deletions, or changes to policy regarding how the TC Board is organized and functions, as well as its procedures.	RECOMMEND	APPROVE	AFFIRM
e) Changes in TC Policies. The TC Board may make additions, deletions, or changes in policies necessary for the administration and operation of the TC. Para 5 Agreement.	RECOMMEND	APPROVE	INFORM
Academic Functions:			
f) Establish the Academic Calendar. Annually, the TC Board shall establish a calendar for the academic year which follows the succeeding academic year (two years ahead). The TC President shall recommend a calendar to the TC Board after considering holidays mandated by law, events and customs of the area, as well as established and proposed academic calendars of the Parties.	RECOMMEND	APPROVE	INFORM
g) New Educational Programs. The TC's will continue to follow the current new program approval/review process through the Technical Education Authority as established by KBOR pursuant to the Agreement Para 6.	RECOMMEND	APPROVE	AFFIRM
h) Non-Credit Educational Programs. The TC's will continue to follow the current approval/review process for Business and Industry/Customized training.	RECOMMEND	APPROVE	CONSULT

i) Review of Existing Academic Programs. TC's will continue to use their current review processes to ensure program viability, as well as alignment with industry and community needs and make recommendations accordingly.	RECOMMEND	APPROVE	CONSULT
j) Determine Courses within a Program. The TC Board will approve the technical and general education courses of instruction which comprise the graduation requirements for the programs of the TC.	RECOMMEND	APPROVE	INFORM
k) Confer Diplomas and Degrees. The TC Board will award a certificate or diploma to students who successfully complete an approved educational program of the TC. TC President, TC Board Chair, and University President will sign diplomas.	RECOMMEND	APPROVE	INFORM
l) Approve the Annual Budget. The TC Board will continue to use their existing budgeting processes which include setting tuition rates, fees, and charges for the programs administered by the TC.	RECOMMEND	APPROVE	AFFIRM
m) Approve the Annual Financial Audit. TC's will continue to use their existing auditing processes.	RECOMMEND	APPROVE	INFORM
n) Accept Gifts, Grants, or Donations. All gifts, grants, and donations must be approved by the TC Board and once accepted, shall be considered property of the TC.	RECOMMEND	APPROVE	AFFIRM
o) Authorize Spending Reserve Funds.	RECOMMEND	APPROVE	CONSULT
Legal Functions:			
p) Appoint Legal Counsel.	RECOMMEND	APPROVE	CONSULT
q) Appoint a Resident Agent.	RECOMMEND	APPROVE	INFORM
r) Enter into Contracts, Memorandums of Understanding, Service Level Agreements etc. (Paragraph 13 Affiliation Agreement.	RECOMMEND	APPROVE	CONSULT
s) Enter into Lawsuits. Sue and be sued.	RECOMMEND	APPROVE	CONSULT
t) Acquire and Dispose of Real Property.	RECOMMEND	APPROVE	INFORM
u) Acquire and Dispose of Personal Property.	RECOMMEND	APPROVE	INFORM
v) Name Changes to College Buildings.	RECOMMEND	APPROVE	INFORM
w) Lease Agreements. Included within the	RECOMMEND	APPROVE	INFORM

approved/affirmed budget.			
x) Lease Agreements. Not included in the approved/affirmed budget.	RECOMMEND	APPROVE	AFFIRM
y) Lease Agreements for Property Owned or Controlled by the College.	RECOMMEND	APPROVE	INFORM
z) Contract with one or more agencies for the conduct by any such agency of academic or career technical education for students of the college. KSA 74,32,452 (c) (15)	RECOMMEND	APPROVE	CONSULT
aa) Acquire by Lease-Purchase Any Property. Whether real, personal, or mixed, or any interest therein, which is necessary or desirable for technical college purposes. KSA 74-32,452 (c) (21)	RECOMMEND	APPROVE	INFORM
bb) Issue Bonds. For capital improvement projects, enter into bond covenants and take such ancillary action as the board approves, pursuant to KSA 74-32,452 (c) (18)	RECOMMEND	APPROVE	AFFIRM
Personnel Functions:			
cc) Negotiated Employment Agreements. (Faculty, etc.)	RECOMMEND	APPROVE	INFORM
dd) Appoint teaching staff and fix and determine teacher qualifications, duties and compensation.	RECOMMEND	APPROVE	INFORM
ee) Employee Qualifications. Determine job duties, compensation and all other items and conditions of employment.	RECOMMEND	APPROVE	INFORM
ff) Hire Full-Time Senior Leadership Roles. (This would involve a collaborative process, but decision rests at the institutional level.)	RECOMMEND	APPROVE	CONSULT
gg) Hire Full-Time Employees. (Not senior leadership roles)	RECOMMEND	APPROVE	INFORM
hh) Terminate Employees. (CONSULT with FHSU President in potentially litigious situations).	RECOMMEND	APPROVE	INFORM
ii) Reduce Force.	RECOMMEND	APPROVE	CONSULT
Planning/Operations Functions:			
jj) Strategic plan.	RECOMMEND	APPROVE	AFFIRM
kk) Remodel or Expand Facilities.	RECOMMEND	APPROVE	CONSULT

ll) College President Emergency Authorization. The TC President has may close any or all buildings due to an emergency, such as the presence of a hazard or a weather-related threat. If the College President is unavailable, the Board delegates this authority to the College President's designated representative.	APPROVE	INFORM	INFORM
mm) Take Any Other Necessary Action , not inconsistent with any law or any rules and regulations of the state board of regents, which is necessary or incidental to the establishment, operation and maintenance of the college. KSA 74-32,452 (c) (17)	APPROVE	INFORM	INFORM
nn) Appointment of the 504 Officer.	RECOMMEND	APPROVE	INFORM
oo) Appointment of the Title VII Officer.	RECOMMEND	APPROVE	INFORM
pp) Appointment of the Title IX Officer.	RECOMMEND	APPROVE	INFORM
qq) Appointment of the Freedom of Information Officer.	RECOMMEND	APPROVE	INFORM

Additionally, the Board will provide any additional guidance and/or perform any additional functions as requested by the President of FHSU.

2:3 The College President's Role

The College President is the Chief Executive Officer (CEO) of the College. The President is the Board's single official link with the operating organization. The President is accountable to the Board, acting as a body. The College President is an employee of FHSU and reports directly to the President of FHSU. The College President must act in the best interest of the College, executing their duties and responsibilities and devoting their undivided attention and energies to the management of the institution.

Whenever the word "College President" appears in these policies, the words "or designated representative" shall be assumed to follow. The delegation of authority of administrative actions does not relieve the College President of the responsibility of the actions of any designated representative.

2:4 Shared Governance

The responsibility for the adoption of college policies belongs to the Board, or in some cases (as stipulated in Section 2:2) the policies must also be affirmed by the President of Fort Hays State University (FHSU). However, before arriving at a decision with respect to policies, which affect the work of faculty and staff, the Board encourages cooperative participation by the faculty and staff in the preparation of recommendations, which it will have under consideration.

A cooperatively developed Board Policy Handbook is fundamental to good Board-staff relationships. Written policies shall be revised regularly, shall be made available to the college faculty and staff, and shall be used consistently by the Board as the basis for action.

The role of the College President is of utmost importance because it embraces the functions of the Chief Administrator for the Board and head of the faculty and staff. With this role goes the responsibility for leadership. The College President's leadership shall result in mutual respect between the Board and staff. It shall also result in steps by which any differences can be resolved.

2:5 College Policy and Procedures

The Board is the initiator of broad policy directions through the Board Policy Handbook. The development of administrative processes and procedures (means) is the responsibility of the President. The President should work with employees and students as appropriate to develop operational policies and procedures. The President will define operational college policy and procedure through:

1. Board Policy Handbook – policies for personnel, fiscal management, financial management.
2. College Catalog – student information, policy, procedure.
3. Employee Handbook – employee information, policy, procedure.
4. Student Handbook - student information, policy, procedure not covered in the catalog.
5. Faculty Handbook – faculty policy and procedure.
6. The Negotiated Agreement – faculty contract
7. Other policy manuals, documents, and handbooks as necessary.

2:6 Membership of the Board of Trustees

The College Board shall be called “Board of Trustees” and be comprised of at least six (6) but no more than seven (7) members. With either a six- or a seven-member board, a quorum will consist of four (4) members with no more than two (2) members from a single county.

2:7 Tenure of Members of the Board of Trustees

Each position on the Board will be for four (4) years. Terms of service will be alternated between board members, with three (3) positions coming up for renewal every other year. If for some reason, a board member is not able to complete his/her four-year term, every effort will be made to find a replacement. The new member will serve out the remainder of the term.

A Board member may resign upon written notice to the Chair of the Board of Trustees or the College President. The resignation will be acted upon at the next meeting of the Board. Board members should provide as much advanced notice as possible so a replacement can be found.

Members should inform the Board Clerk of their intentions to renew for another term or allow their term to expire by the March meeting the year their term expires. If Board members wish to renew for another term, it will be voted on by the Board at the next regular meeting. If the member wishes to resign, the Board will be notified, and at the next meeting, the Board will authorize the Clerk to begin searching for a new member.

2:8 Selection of the Board of Trustees

The selection of Board members will be through an appointment process of the Board of Trustees. Vacant positions will be advertised. Interested applicants would submit a letter indicating their interest and background. The incumbent Board members would select new members from those submitting applications.

The Board Chair will appoint a three (3)-member committee of the Board to conduct interviews of qualified candidates. The committee may not consist of a quorum, and the interviews are to be conducted in a closed session. The College President should be a participant in the interviews.

A recommendation of the committee shall be proposed to the Board at the next meeting of the Board. A quorum of the Board will act to appoint the new member. The new member must then be affirmed by the President of FHSU. Once affirmed, the new member should be installed at the soonest appropriate time.

2:9 New Member Orientation

Newly appointed members of the Board shall be invited to attend all meetings of the Board prior to the time they officially take office. All newly appointed members shall receive copies of agendas, reports, and other communications normally received by regular board members except information or material of a confidential nature or which is not authorized by statute. Newly appointed board members shall not be permitted in executive session until they have officially taken office.

2:10 Board Member Code of Conduct

The Board expects ethical conduct by itself and its members. This expectation includes proper use of authority and appropriate decorum, whether in a group or individually, when acting as a Board member. Failure to uphold board policy may result in removal from office.

1. Board members must avoid any conflict of interest in services between a Board member and the College. Refer to Conflict of Interest Policy.
2. Board members must not use their positions to obtain employment by the College, including family members, friends, or associates. The College may employ former Board members after a one-year separation from the Board.
3. Board members do not have nor should they attempt to exercise individual authority over the College or its employees.
4. Only the Board Chair interacts with the public, press, or other entities on behalf of the Board of Trustees.
5. Board members are encouraged to participate in educational activities and professional development, including state, regional and national meetings, to enhance their ability to serve the College effectively.
6. Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances within the College.
7. Board members shall respect the confidentiality of privileged information, including discussions, which occur at legally held, closed meetings of the Board.
8. Board members will not present an item for action or discussion, which is not on the published agenda for a board meeting but may request the inclusion of an item on a future agenda.
9. Board members shall prepare for and attend regularly scheduled meetings of the Board.
10. Board members shall demonstrate high ethical standards and adherence to local, state, and federal laws.

A Board member may be removed by a majority vote of the Board of Trustees if, in the opinion of the Board of Trustees at its sole discretion, there was a violation of this code of conduct or if the board member's removal is in the best interest of the College.

2:11 Board Compensation

Board members shall be reimbursed for necessary and actual travel expenses incurred in the performance of their official duties. Board members who provide their own transportation shall be reimbursed at the IRS's standard rate per mile for each mile actually and necessarily traveled in the performance of official business.

Board members shall also be provided liability and other insurance coverage according to law.

2:12 Organization of the Board of Trustees

The regular officers of the Board shall be Chair and Vice-Chair who selected at the July meeting each year by a majority vote of the members present at the meeting. The Board Chair shall preside at all meetings of the Board. In the absence of the Board Chair, the Vice-Chair shall preside. In the absence or inability to act of both the Board Chair and Vice-Chair, the remaining Board members shall elect a member to act in that capacity for that meeting.

The responsibilities of the Chair are, primarily, the integrity of the Board's process and, secondarily, occasional representation of the Board. The Chair is the only board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances. The Chair shall ensure the Board and individual Board members act consistently with the Board's own rules and policies.

1. The Chair shall preside at board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
2. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
3. The Chair will attempt to develop a consensus by the Board members on Board decisions.
4. The Chair shall appoint members of committees established by the Board.
5. The Chair of the Board of Trustees shall serve as a full member of the Fort Hays Tech | North Central Foundation Board. The Chair may designate another member of the college's Board of Trustees to serve in this capacity in the event that the Chair is unable to fulfill the expectations of this role.

2:13 Regular Meetings

The Board shall establish a schedule of monthly meetings at the June meeting each year.

2:14 Special Meetings

Special meetings may be called at any time by the Chair of the Board or trustees or by joint action of at least one-third of the members of the Board. Notice, stating the time, place and purpose of any special meeting shall, unless waived, be given to each member of the Board at least two (2) days in advance of any meeting. No business other than that stated in the notice may be transacted at the special meeting.

2:15 Procedures

The Board shall transact business only when the Board is in open session at a regular or special meeting and a quorum is present.

A quorum shall be constituted by four (4) board members in attendance either via face-to-face, teleconference, video conference, or telephone.

Committees may transact business only within authority specifically granted to them, and all business transacted must be reported at the next board meeting for approval and entry into the minutes.

Citizens may bring issues to an individual Board member, which deserves the attention of the full Board. Individual Board members should first ask the citizen if they have addressed the issue with the College President. If not, the individual Board member should defer the citizen to the College President.

Individual Board members should avoid making a commitment until the whole Board has discussed the matter. The Board member shall tell any patron that the matter will be given careful consideration at the next Board meeting and that the College President will be informed of the issue.

2:16 Board Meeting Agenda

The Board shall adopt an agenda at the beginning of each meeting. The College President shall distribute to each Board member prior to each meeting appropriate background material concerning items on the agenda. The agenda will be sent or given to all Board members at least three (3) calendar days prior to any regular Board meeting.

2:17 Rules of Order

The Board shall be governed by rules of procedure as adopted by the Board and in accordance with the law. In no event shall the Board adopt Robert's Rules of Order.

The Chair of the Board (or Vice Chair in the absence of the Chair) shall preside at all meetings. The Chair shall present each agenda item for discussion or designate the College President or other staff member to present the agenda item. If both Chair and Vice Chair are absent, the Board members present shall elect a Chair pro tempore who shall serve only for that meeting or for that part of the meeting in which the Chair and Vice Chair are absent.

Any Board member who wishes to make a motion, second a motion, or discuss pending business shall first secure recognition of the Board Chair.

All formal Board actions shall be taken by ordinary motions unless a formal resolution is required by law.

It shall not be necessary for a motion to be before the Board to discuss an agenda item that has been presented by the Board Chair for consideration. In the ordinary course of events, the Board shall discuss all matters other than routine procedural questions prior to the making of a motion so reaching of consensus may be facilitated.

The following motions shall be in order:

- To recess
- To take action
- To amend a motion to take action, but the amending motion shall be disposed of before any other motion to amend the main motion shall be in order;
- To defer action, either finally or to a specific time, date, and place;
- To go into executive session; and
- To adjourn, either finally or to a specific time, date, and place.

The Chair may call a meeting to order or, without objection from a majority of the Board, call for a break or adjourn the meeting without a motion.

2:18 Executive Session

The Board will conduct executive sessions only as prescribed by law. Reasons for executive session include the following (see [K.S.A. 75-4319](#)):

1. Personnel matters for non-elected personnel;
2. Consultation with an attorney for the Board, which would be deemed privileged in the attorney-client relationship;
3. Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the Board;
4. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;

5. Matters relating to actions adversely or favorably affecting a student in a public institution, except that any such person shall have the right to a public hearing if requested by that person;
6. Preliminary discussion relating to the acquisition of real property.
7. Matters relating to security measures, if the discussion of such matters at any open meeting would jeopardize such security measures, that protect:
 - a. Systems, facilities or equipment used in the production, transmission, or distribution of energy, water or communications services;
 - b. Transportation and sewer or wastewater treatment systems, facilities, or equipment;
 - c. A public body or agency, public building or facility or the information system of a public body or agency; or
 - d. Private property or persons, if the matter is submitted to the agency for purposes of this paragraph. Security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion, or to affect the operation of government by disruption of public services, mass destruction, assassination, or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment, and vulnerability assessments.

No binding action shall be taken during a closed or executive session. The purpose of the executive session shall be for one of the above reasons and shall be stated in the motion. The time the Board will return to the open meeting will be specifically stated in the motion. If necessary, the executive session may be extended with another motion made after the Board returns to open session. The motion shall include the explanation of the reason for executive session.

2:19 Minutes

Accurate minutes of each Board meeting shall be taken and transcribed by the Board Clerk. The Board shall review the minutes of each meeting and shall make corrections or changes required to make the minutes accurately reflect actions taken by the Board. The minutes shall be approved and/or corrected at the next regular Board meeting.

In the absence of the Clerk, the Board shall designate an acting clerk. The transcribed minutes shall be included in the Board packet and sent to the Board prior to the next meeting.

The minutes shall clearly reflect all motions voted on by the Board, including action taken by the Board on motions, which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by the Board member, a guest, or a member of the staff unless the Board chooses to have the written remarks be made part of the minutes.

2:20 Board of Trustee Records

The Board of Trustees shall keep records necessary for the understanding of their actions. The College President shall furnish the Board with annual reports as required. In addition to those records required to be kept by law, the College President shall be responsible for designing and keeping other records necessary for the efficient operation of the College.

2:21 Legal Firm

The Board shall appoint a legal firm, and any one of its member attorneys may serve the Board. The attorney shall serve on terms approved by the Board.

2:22 Board Committees

The Board shall operate at all times as a committee of the whole. There shall be no standing or temporary committees except as otherwise provided for in these policies.

The Board may establish committees for additional input, as it deems necessary. The type and function of each committee shall be dictated by the needs of the College for the special services of each committee. Each committee shall organize itself with the assistance of the College President. The Board, in consultation with the College President, shall determine the members of each committee.

No direct financial assistance shall be furnished to any committee without prior approval of the Board. The Board may dissolve any such committee at any time.

2:23 Guidelines for Public Participation

The general public shall be invited to attend all Board meetings except executive sessions.

Anyone wishing to speak to the Board shall first notify the College President seven (7) days prior to the meeting and state the reason(s) for the request. The College President shall determine whether the request can be solved by the staff without the appearance of that person before the Board. If not, the College President shall place the individual's request on the agenda of the next regular Board meeting.

The Chair of the Board of Trustees may ask those individuals attending the Board meeting if any of them have something to bring to the attention of the Board. If it appears that the matter which the visitor wishes the Board to consider will consume an amount of time the Board feels cannot be spared at the meeting, the Board may invite the visitor to return at the next regular Board meeting; or if the matter is of great importance, the Board may schedule a special meeting for the matter to be presented to the Board.

Only in those cases where satisfactory adjustment cannot be made by a dean, department head, an instructor, a staff member, or the College President shall the College President refer communications and complaints to the Board.

2:24 News Coverage

At the beginning of each academic year, local news media shall be notified of scheduled board meetings. All meetings for the conduct of the affairs of, and the transaction of business by, the Board shall be open for broadcasting and taping.

At each meeting of the Board, the Board may provide seating for members of the news media present. The College President may provide copies of the Board agenda, not including supplementary data, to news media prior to each meeting of the Board upon request or as required by law.

The use of cameras, photographic lights, and recording devices at any board meeting shall be allowed subject to reasonable rules, which are designed to ensure orderly conduct. All recording devices, including microphones, shall be kept in an area designated for the media. The use of recording devices shall not interfere with or disrupt the meeting. No cameras or recording devices shall be allowed at executive sessions of the Board.

2:25 Strategic Plan

The Board shall establish and review a set of long-range goals and objectives to guide the operation of the College. The strategic plan should be developed through collecting information and ideas from the greater College community. The strategic plan will be recommended by the College President, approved by the Board, and affirmed by the President of FHSU. All personnel shall direct their efforts toward achieving the goals and objectives of the Board in order to ensure that students are able to function effectively in their environment, employment, and continuing educational efforts.

2:26 Policy Development and Revisions

The President of the College shall present to the Board written recommendations for proposed policy changes and/or additions. In addition, the College President, as the need arises, may advise the Board when any policy should be changed or added and include the reasons for such change or addition.

2:27 Academic Calendar

The Board shall annually establish a calendar for the academic year, which follows the succeeding academic year (i.e., two (2) years ahead). On or before April 1 of each year, the College President shall present to the Board a recommended calendar. In making this recommendation, the College President shall consider the customs of the area, holidays mandated by law and by board policies, and other matters considered important or matters requested by Board members. The College President shall also consider the recommendations of the College's staff in preparing the academic calendar, but its adoption shall not be a subject of discussion in the negotiating process, except as provided by law.

2:28 Board – College President Relations

The Board shall delegate to the College President all administrative duties. While the Board reserves to itself the ultimate decision in all matters concerning general policy or expenditures of funds, it will normally proceed in those areas only after receiving recommendations from the College President. The College President shall attend all board meetings except those meetings or parts of meetings at which his/her evaluation, salary, or re-employment is being discussed and may participate in discussions as requested by the Board.

2:29 Conflict of Interest

Purpose

The purpose of the conflict-of-interest policy is to protect the integrity of the Board and the College's operations when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to a publicly-funded institution of higher education.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family;

1. An ownership or investment interest in any entity with which the College has a transaction or arrangement,
2. A compensation arrangement with the College or with entity or individual with which the College has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

Procedures

1. **Duty to Disclose** – In connection with any actual or possible conflict of interest, a Trustee must disclose the existence of the financial interest and be given the opportunity to disclose material facts to the Board considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict of Interest Exists** – After disclosure of the financial interest and material facts, and after any discussion with the Trustee, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3.Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The Chair or the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether the College can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give to a conflict of interest.
- d. If a more advantageous transaction is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the College's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4.Violations the Conflict-of-Interest Policy

- a. If the Board has reasonable cause to believe a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Annual Statements

Each Trustee shall sign a statement annually which affirms such person:

1. Has received a copy of the conflict-of-interest policy,
2. Has read and understand the policy, and
3. Has agreed to comply with the policy.

SECTION III: GENERAL ADMINISTRATION

3:1 College President

The College President is an employee of FHSU, reporting directly to the president of FHSU. The College President is the Chief Administrative Officer for the institution and shall be responsible for: instruction, business management, curriculum, property maintenance, personnel management, public relations, institutional research, and other duties assigned by the President of FHSU. The College President shall maintain their primary office and day to day presence on one of the campuses of Fort Hays Tech | North Central.

3:2 Duties of the College President

The College President is responsible for the discharge of all contracted responsibilities. As the Chief Administrative Officer for Fort Hays Tech | North Central, the College President is charged with

administering the College, subject to the policies of the Board. The College President must act in the best interest of Fort Hays Tech | North Central, executing their duties and responsibilities and devoting their undivided attention and energies to the management of the institution.

The College President shall: initiate discussions of institutional policy matters and make policy recommendations to the Board; be responsible for the nature and quality of instruction; be responsible for the institution's business management and budget preparation; be responsible for the operation and maintenance of all college properties; be responsible for personnel management; nominate candidates for employment, contract approval, transfers, promotions, demotions, and terminations; be responsible for student accounting; be responsible for student activities and services; be responsible for a program of public information to acquaint the Board, faculty, staff, students, and the public of significant college developments; attend all meetings of the Board as directed by the Board; be responsible for recommending policies to the Board, and may participate as requested in discussion on all business; be responsible for registering students; and be responsible for maintaining necessary college records.

The College President has the authority to close any or all buildings due to an emergency, such as the presence of a hazard or a weather-related threat. If the College President is unavailable, the College President shall assign a designated representative.

3:3 Recruitment and Appointment of Candidates for College President

When necessary, FHSU will advertise and conduct the search for a College President. The President of FHSU shall consult with the Board of Trustees in exercising their authority to appoint, set the compensation, and other terms of employment pertaining to the College President. Such consultation shall include ensuring that the majority of members of any search committee formed to assist in the search for a College President for Fort Hays Tech | North Central are members of the Fort Hays Tech | North Central Board of Trustees.

3:4 Compensation and Benefits of the College President

The College President's compensation and benefits shall be determined annually by the FHSU President. Reimbursement for the College President's compensation and benefits will be established through an agreement between FHSU and the Board of Trustees.

3:5 Travel Expense Reimbursement for the College President

While performing official duties, the College President shall be reimbursed for necessary travel expenses incurred at rates established by the Board. A college vehicle may also be provided.

3:6 Staff Development Opportunities for the College President

The College President shall continue learning about the latest educational practices by study, visiting other institutions, attending professional conferences, and other means.

3:7 Evaluation of the College President

The College President shall be evaluated annually by the president of FHSU. The Board of Trustees will also be provided with an opportunity to provide feedback on the performance evaluation of the College President.

3:8 Nonrenewal of the College President's Contract

The President of FHSU shall consult with the College Board in the non-renewal of the College President. The Board of Trustees will be provided with an opportunity to participate in any decision to terminate the College President's employment.

3:9 Resignation by the College President

The College President may resign at any time by submitting a written resignation to the President of FHSU.

3:10 Administrative Personnel

The Board shall employ administrative personnel as the needs of the College require. All administrative personnel shall be compensated with a salary approved by the Board. The College President shall develop appropriate job descriptions for each administrative position. Only those administrative positions authorized by the Board may be filled. The College President shall be responsible for supervising all administrative personnel.

The Board delegates to the College President authority to identify and recommend qualified individuals to fill vacant administrative positions. The Board reserves the right to reject any and all recommendations.

Applicants for an administrative position shall be screened initially by a committee of qualified persons designated by the College President. The College may pay expenses incurred by candidates interviewed. The screening committee shall attempt to conduct interviews on a day the College is in session.

The College President shall conduct an administrative orientation program designed to acquaint personnel with board policies, administrative duties and responsibilities, and other required activities.

The total number of vacation days allowed each administrator shall be designated in the administrator's contract. All administrative personnel shall be subject to a maximum balance of accrued but unused vacation leave which shall be not more than three (3) times the total number of vacation days allowed per year. Vacation leave, which goes beyond this maximum balance, must be used or will be lost.

Central staff administrative contracts shall be reviewed each May. The term of each contract shall be determined by the Board.

Assignment and transfer of administrative personnel shall be recommended by the College President and is subject to the approval of the Board.

3:11 Ethics

College administrators' behavior must conform to an ethical code. The code must be both idealistic and practical so that it can be applied to all administrators of the College. The administrator acknowledges that the College is open to the public and that educational opportunities should be provided to all. The administrator assumes the responsibility to provide professional leadership in the College community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. The administrator's actions will be viewed by the community, by professional associates and by students and will reflect upon the College. To these ends, the administrator subscribes to the following standards:

The College administrator makes the well-being of students the fundamental value for decision-making and action; fulfills professional responsibilities with honesty and integrity; supports the principle of due process as required by law and protects the civil and human rights of all individuals; obeys local, state and national laws; implements the Board's policies and regulations; pursues appropriate measures to correct those laws, policies and regulations, which are not consistent with sound educational goals; avoids using positions for personal gain; accepts academic degrees or professional certification only from duly accredited institutions; seeks to improve the effectiveness of the profession through continuing professional development; and, honors employment contracts until fulfillment or release.

3:12 Policy Implementation

The administrative staff shall carry out and enforce in good faith all Board policies and state and federal regulations. Failure of any administrative employee to implement Board policy will result in appropriate

disciplinary action, up to and including termination.

3:13 Administrative Rules

The College President shall develop the rules and procedures necessary to carry out Board policy and to operate the College. These rules and procedures shall constitute the handbooks governing the institution and shall be submitted for approval by the Board.

The College President shall communicate regarding the institution's operations with all levels of staff. He/she shall seek the counsel of employees, especially employees designated to represent large segments of the staff, and shall inform the Board of their opinions when presenting reports of administrative recommendations for Board action.

The College President may involve members of the public on committees whenever necessary and when the participation of members of the public may aid in the solution of college problems or enhance recommendations proposed to the Board for action or policy formulation.

When appropriate, the College President is encouraged to include students in the development of administrative rules, which would affect them.

Copies of administrative rules shall be made available to employees who play a role in enforcing the rules or who are affected by the rules for any other reason.

Administrative rules adopted by the Board shall be subject to review by the Board and staff.

In an emergency, when action must be taken and the Board has provided no guidance for administrative action, the College President shall have the power to act, but these decisions shall be subject to Board review at the next Board meeting. It shall be the College President's duty to inform the Board promptly of these actions and any need for a new policy.

No administrative rule shall be in conflict with Board policy.

3:14 Administrative Evaluations

The College President shall develop written evaluation forms for administrators. This form may be used by the administrator as a self-evaluation instrument prior to the President's evaluation. The President shall review the evaluation form with the administrator and allow time for necessary discussion. All administrative personnel shall be evaluated at least annually, as set forth in [K.S.A. 72-9003](#).

The College President shall report promptly to the Board any administrator who is on a plan of improvement.

The administrator's personnel file shall be reviewed only by the administrator, the College President, the Board, and others authorized by law.

3:15 Consultants

The administrative staff shall encourage the use of professional consultants and other resource persons when their services will help improve the academic and technical programs. All paid consultants shall be approved in advance by the Board. All consultants shall be hired by a written contract.

3:16 Public Records

All records shall be kept for the minimum length of time required by law.

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through

entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
 - (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
 - (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
 - (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
 - (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
- (1) ***If submitted for negotiation.*** If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
- (2) ***If not submitted for negotiation.*** If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

SECTION IV: FISCAL MANAGEMENT

4:1 Financial Accounting

The accounting procedures used by Fort Hays Tech | North Central will be in compliance with the Kansas Board of Regents (KBOR) accounting practices and will be based on the Generally Accepted Accounting Principles (GAAP) as recommended by the American Institute of Certified Public Accountants (AICPA).

The College will use a fund accounting system with the following fund groups: general fund, federal, scholarship, enterprise, activity, and emergency loan funds.

4:2 Budget Development **Updated 07/28/26**

Budget development will include the preparation of a comprehensive budget and a summary version. The budget sets expenditure guidelines for the operational working budget and is approved by the Board and the President of Fort Hays State University in June.

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the College President or designee.

4:3 Purchasing Updated 07/28/26

The purchasing, receiving, storing and distribution of supplies, equipment and services shall be managed efficiently and economically.

The Board reserves the right to establish the specifications for the quality of goods and services purchased by the College. The person initiating the purchase request shall be responsible for seeing that all specifications requested are complete.

In purchasing goods and services for North Central Kansas Technical College, Fort Hays Tech | North Central, the Board of Trustees feels a responsibility to both the local businesses and the taxpayers of the participating districts. They feel a responsibility to buy from our local businesses since these businesses are owned by people paying taxes to help support Fort Hays Tech | North Central. In addition, they are obligated to all Kansas taxpayers to operate the College as efficiently as possible. Therefore, these commitments should be kept in mind when requesting goods and services. The matter of convenience and satisfactory service to the College should also be a determining factor in selecting businesses from which to buy. Long-term obligatory commitments to businesses for goods and services should be avoided. Whenever possible, standard lists of supplies and equipment shall be developed in budget areas.

4:4 Ramp Credit Card Updated 07/28/26

The Ramp Credit Card is the property of the College and is issued solely for official College business. Cardholders are entrusted with the responsibility of ensuring that all purchases are necessary, reasonable, appropriately documented, and in compliance with all applicable federal and state laws, Board policies, administrative procedures, grant requirements, and purchasing regulations.

The Ramp Credit Card is a purchasing tool and does not replace established purchasing policies or competitive procurement requirements.

Use of the Ramp Credit Card is a privilege and may be suspended or revoked at any time.

The Ramp Credit Card may be used for legitimate College business, including but not limited to:

- Office supplies
- Educational and instructional materials
- Maintenance and repair supplies
- Computer software and subscriptions
- Professional memberships
- Conference registrations
- Approved travel expenses
- Small equipment
- Other purchases approved by the employee's supervisor

All purchases must serve a valid College business purpose and be charged to an approved account.

The Ramp Credit Card shall NOT be used for:

- Personal purchases
- Cash advances
- Gift cards unless specifically authorized
- Alcohol except when specifically approved for an official College function
- Purchases that violate state law, grant requirements, or Board policy

- Splitting purchases to avoid approval thresholds
- Purchases exceeding delegated purchasing authority
- Purchases without an available budget
- Any transaction intended to circumvent College purchasing procedures

Each cardholder shall:

- Use the card only for authorized College business.
- Protect the card from unauthorized use.
- Obtain required approvals before purchases when applicable.
- Upload itemized receipts and required documentation promptly.
- Provide an adequate business purpose/description for every transaction.
- Allocate expenses to the appropriate account.
- Report lost, stolen, or compromised cards immediately.
- Promptly report fraudulent or disputed charges.
- Cooperate with all audits or reviews.

Supervisors shall:

- Review purchases for business necessity.
- Verify budget availability.
- Ensure purchases comply with College policies.
- Review receipts and supporting documentation.
- Approve only appropriate business expenses.
- Monitor employee spending for reasonableness and compliance.

Approvers may not approve their own transactions.

The VP of Finance and Hays Operations or designee shall:

- Administer the Ramp Credit Card Program.
- Approve issuance of new cards.
- Establish spending limits.
- Assign approval workflows.
- Monitor policy compliance.
- Conduct periodic audits.
- Review transactions for completeness.
- Maintain official program records.
- Suspend or revoke cards when necessary.

Individual transaction limits and monthly credit limits shall be established by the VP of Finance and Hays Operations based upon the employee's job responsibilities and operational needs.

The College reserves the right to modify spending limits at any time.

Documentation Requirements:

Each transaction shall include:

- An itemized receipt.
- Business purpose or description in the memo field.
- Account number.
- Department.
- Grant or project number when applicable.
- The name of the training or item purchased on all Perkins purchases. *All Perkins related expenses must be approved by the Dean of Instruction PRIOR to purchase.*
- Any additional documentation required by the VP of Finance and Hays Operations.

Receipts should be uploaded into the Ramp system at the time of purchase or as soon as practical, but no later than three (3) business days after the transaction whenever possible.

Missing Receipts:

When an original receipt cannot be obtained, the cardholder shall complete the College's Missing Receipt documentation explaining:

- Vendor
- Date
- Amount
- Business purpose
- Reason the receipt is unavailable

Repeated missing receipts will result in suspension or revocation of card privileges.

Disputed Charges:

Cardholders shall immediately notify the Business Office upon discovering an incorrect, fraudulent, or disputed transaction.

The Business Office shall coordinate resolution with the card issuer and vendor.

Audits:

The College reserves the right to review all Ramp Credit Card transactions at any time.

Transactions may be audited by:

- Business Office
- External auditors
- State auditors
- Granting agencies

Cardholders shall provide requested documentation upon request.

Violations:

Failure to comply with this policy may result in:

- Suspension or revocation of Ramp Credit Card privileges

- Personal reimbursement of unauthorized purchases
- Disciplinary action up to and including termination
- Criminal prosecution when warranted

Intentional misuse of College funds may constitute fraud.

Card Issuance:

Employees requesting a Ramp Credit Card shall receive approval from:

- Immediate Supervisor
- Vice President of Finance and Hays Operations

Each issued card shall include:

- Individual spending limit
- Monthly credit limit
- Merchant category restrictions when appropriate
- Assigned approver(s)

Purchasing requirements:

Ramp card purchases will follow all procedures outlined below under Purchasing Guidelines and Bid Requirements.

Internal Controls:

The College shall maintain the following internal controls:

- Individual cards assigned to authorized employees.
- Spending limits based upon job responsibilities.
- Merchant category restrictions when appropriate.
- Required documentation for every purchase.
- Separation of duties between purchaser and approver.
- No employee may approve their own purchases.
- Automated approval workflows within Ramp.
- Periodic monitoring by the Business Office.
- Regular audits of purchasing activity.
- Compliance with all grant requirements when applicable.
- Compliance with the College's Purchasing Policy and state procurement laws.

The Ramp approval workflow shall not supersede Board policy, purchasing regulations, grant requirements, or applicable laws governing procurement.

Although the College currently utilizes the Ramp credit card platform, this policy shall remain applicable to any successor credit card management system unless revised by the Board of Trustees.

4:5 Requisitions Updated 07/28/26

When purchases cannot be made with a RAMP credit card, they will Purchases start with the completion and submission of a Fort Hays Tech | North Central online "Purchase Requisition" form. The requisition

form is the internal document used by the requestor to identify specific goods or services being requested, and with which to obtain authorization to purchase these goods and services. Goods or services are defined as any item(s) of equipment, supplies, materials, and services of any type or nature, and travel. Departments will submit requisitions online with copies of quotes or invoices attached.

A Purchase Requisition is required in most circumstances to initiate a purchase not authorized by a RAMP credit card. Purchase Requisitions are to be completed at the department level. The request includes the date, delivery information, vendor, description of the item(s) and/or service requested, model number, catalog number, unit price, quantity, total price including freight/shipping and handling, FAX and telephone numbers, an account number and notes describing the reason for the purchase. Once submitted, the requisition will be forwarded to the requestor's respective supervisor(s) for review and approval, whereby they are forwarded to the Vice President of Finance & Hays Operations for final approval.

When requisitions are approved by the Vice President of Finance & Hays Operations, they are forwarded to the Accounts Payable Clerk for generation of an official Fort Hays Tech | North Central Purchase Order, and entry into the college general accounting system.

4:6 Purchase Orders Updated 07/28/26

Once a purchase order has been issued, a purchase on behalf of the College may be made. Purchase orders may require additional approval if any of the following criterion are met:

\$20,000 – The Board approves capital outlay and special projects over \$20,000.

When the order is placed by the department or Business Office, the online Purchase Requisition will be moved back to the status of the Department Chair or staff who initiated the requisition. Once received, the Department Chair or staff will enter the item as received online. The requisition will then be forward to the Accounts Payable Clerk. If there is a discrepancy, the Department Chair or staff will notify the vendor for resolution before the requisition is received online.

4:7 Purchasing Guidelines Updated 07/28/26

The following guidelines for transaction amounts will provide a basis for determining when competitive bidding may be required. A copy of this policy shall be given to bidders upon request. Bids and supporting documentation should be retained for a period of one year after the bids have been opened.

\$0 - 4,999.99 – Selection of the supplier may be made by on an open-market basis. Quotations may or may not be solicited, as determined by the Vice President of Finance & Hays Operations.

\$5,000- \$19,999.99 – Quotations shall informally be obtained from three (3) or more qualified sources when possible. Multiple quotes may not be required if recent purchase information or cooperative purchasing plans or agreements provide assurance of competitive pricing. However, any purchase of a piece of equipment over \$5,000 requires three (3) quotes for capital outlay, Perkins, and some grant purchases.

\$20,000 and over (other than construction) – Obtain Board approval, when necessary, prior to purchase and follow the guidelines for purchases of \$5,000 - \$19,999.99.

Construction \$20,000 and over - Competitive sealed bids or Requests for Proposals for the purchase of products or services shall be solicited from at least three (3) qualified sources when possible.

Invitations to bid can be made directly by advertising in the College approved newspaper(s), and/or on the College website. Notices shall be at least three (3) days prior to scheduled bid opening for items under \$50,000 and at least ten (10) days prior to scheduled bid opening for items estimated to cost over \$50,000.

Federal Funds

- To extend practicable, the College will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the College considers the price to be reasonable.
- If small purchase procedures are used the College will use price or rate quotations from an adequate number of qualified sources.
- Purchases with Federal funds over \$5,000 can be made using the Request for Proposal (RFP) method. The RFP must comply with all Federal requirements including fair and open competition. The College may not specify a specific brand name, vendor, or company. The RFP shall not contain brand-name-only competition.
- Requests for Quotations (RFQs) may be used to solicit offers from vendors to establish pricing and terms/conditions. RFQs may be solicited informally via facsimile, electronic mail, written documentation or verbally.
- Requests for Bids (RFBs) may be used to solicit offers from vendors for construction projects that exceed \$20,000 and are done on a formal basis with a written RFB document through a sealed bidding process. Formal bids are open to the public and results are considered public information after a bid is awarded or all bids are rejected.

4:8 Bid Requirements

In order for sealed bidding to be feasible, the following conditions should be present:

Bid specifications shall include, when necessary; required performance, surety, bid and statutory bond information; compliance with preferential bid law; compliance with all federal, state and local laws, ordinances and regulations; financial statements; the Board's right to reject any or all bids; the date, time and place for the opening of the bids; and, other items as the Board directs.

Two or more responsible bidders are willing and able to compete effectively for the business; and

The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

The invitation for bids will be publicly advertised and bids will be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.

Bids are to be submitted in sealed envelopes in person or through the mail with the name of the bidder marked on the envelope.

Bids shall be opened publicly on the stated day and time. Bidders and other interested persons may be present when bids are opened. Any person designated by the Board may open bids and one other college employee shall witness the opening.

The Board shall avoid negotiation of bid specifications after bids have been accepted and shall correct and request new bids if specifications are inadequately written. If an error is discovered in bid specifications, bids shall be returned unopened and the project shall be rebid using corrected and/or amended specifications.

Any bid may be withdrawn and/or corrected prior to the scheduled opening time and no later than two (2) days after the bids have been opened if a non-judgmental error has been made. Any bid received after publicized date and time shall not be considered by the Board.

The Board reserves the right to reject any and all bids and to ask for new bids. This reservation shall be specified in the publication or notification of bid letting. The Board reserves the right to waive any informality in or reject any parts of a bid.

The Board may participate in multi-state purchasing pools.

Procurement by Competitive Proposals

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

Requests for proposals will be publicized and identify the evaluation factors and their relative importance, including vendors with previous experience with the college. Any response to publicized requests for proposals will be considered to the maximum extent practical;

Proposals will be solicited from an adequate number of qualified sources;

Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

The College may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Procurement by Noncompetitive Proposals.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of a number of sources, competition is determined inadequate.

Sole Source/Single Source Procurement

In cases where there is no practical value in soliciting competition for materials or equipment and where only one source is available, it is possible to make the purchase without formal bidding. Requests will be evaluated and a determination will be made as to whether a sole source acquisition is appropriate. To initiate the process:

Sole/Single-source procurements will be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

Sole/Single-source procurements will require board approval prior to purchase, if no prior resolution authorizing the purchase of the goods/services exists.

Because a product has unique upgrades or features does not mean they are necessary for the scope of the project. Careful distinction is used when determining between "sole source" and "sole product."

If only one PRODUCT will do the job, but that product is available from different vendors, a "sole source" acquisition is not appropriate. Contact the College's Vice-President of Finance and Hays Operations for additional information or clarification.

Single Source-Defined: Single Source is procurement which will be followed when, although two or

more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. 'Single' means 'the one among others'.

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

Sole Source Justification Letter: Submit a sole source justification letter to Purchasing Services that includes:

- A product description, including quantity and technical features.
- History of prior purchases and their nature (competitive vs. noncompetitive).
- Statement as to the unique circumstances that require award by noncompetitive bid/proposal.
- An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacturer; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.
- Proof of no known equal, including a description of attempts to find an equal from other vendors and verification/information of only one available source.
- An explanation that the purchase price is reasonable:
 - Attach documents that prove that the manufacturer offers the best price available because a purchase from a distributor includes the distributors mark-up.
 - Attach a written certification letter from the vendor that its sales price is the best price it offers to any similarly situated educational or non-profit customer.
 - Description of the efforts made to find competitive sources.
 - Statement as to the efforts that will be taken in the future to promote competition for the requirement.

Letter will be signed/approved by the President, or board designee. Once your letter has been received, then the sole source request may have to go before the Board for approval.

4:9 Time and Effort Standards for Perkins and Other Grants

Carl Perkins eligible institutions are responsible for compliance with the EDGAR standards for time and effort reporting – any employee paid, whole or in part, with federal funds through the Carl Perkins grant must maintain Time and Effort records.

If an employee salary is paid 100% from Perkins funds, the activity must be supported with Time and Effort documentation submitted semi-annually. The certification documents that the employee worked solely on a Perkins-funded activity for the period covered must be signed and dated by the employee and their supervisor. The certification cannot be signed before the last day of work reported.

If an employee is paid from more than one funding source, the sources must be identified in the Time and Effort Certification form. The percentage of each funding source must be listed, while accounting for 100% of employee's work time.

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. Part 200.430(i)(1))

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. In accordance with § 200.430(i)(1), these records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both federally-assisted and all other activities compensated by the agency on an integrated basis;
- Comply with the established accounting policies and practices of the agency; and
- Support the distribution of the employee's salary or wages among specific activities or cost objectives.

Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed. (§ 200.430(i)(1)(viii))

Time and Effort Procedures

To meet the above requirements, all employees who must complete time and effort forms must submit either a semi-annual certification or a personnel activity report (PAR). The type of form depends on the number of cost objectives that an employee works on.

A cost objective is a program, function, activity, award, organizational subdivision, contract, or work unit of which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. (2 C.F.R. Part 200.28)

All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual certification. The semi-annual certification must be:

1. Completed at least every six (6) months (twice a year);
2. Be signed by the employee or the supervisor with direct knowledge of the work being performed;
3. Reflect an after-the-fact distribution of the actual activity; and
4. Account for the total activity for which each employee is compensated.

A PAR must be completed if an employee is funded partially on one (1) or more grant cost objective(s). It provides a written record of an employee's work activities used to document that employee's time to grants or projects. It must be completed monthly and supported by a daily calendar of activities. All employees who work on multiple cost objectives must complete PARs that support the distribution of their salaries /wages that meet the following standards:

1. Reflect an after-the-fact distribution of the actual activity, not a budget estimate;
2. Account for the total work activity for which each employee is compensated;
3. Be prepared at least monthly (a separate PAR for each month) and coincide with one (1) or more pay periods; and
4. Be signed by the employee.

All employees who are paid in full or in part with federal funds must keep specific documents to support the amount of time they spent on grant activities as reflected in each PAR. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program.

These time and effort records should be maintained in order to charge the costs of personnel compensation to federal grants. Examples of records used to support the time entered in a PAR include desk calendars or written records of activity for each day/week, etc.

Reconciliation Procedures

It is critical for payroll charges to match the actual distribution of time recorded on the monthly certification documents. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed.

If using budget estimates for interim accounting purposes, EDGAR requires recipients to identify and enter into the records in a timely manner any significant changes in the corresponding work activity. Additionally, the federal program office must have a system of internal controls to review after-the-fact interim charges made to a federal award based on budget estimates. All necessary adjustments must be made such that the final amount charged to the federal award is accurate, allowable, and properly allocated.

In order to reconcile actual costs to budgeted distributions, the Vice President of Finance and Operations will conduct semi-annual reconciliations of Semi-Annual Certification forms and quarterly reconciliations of PAR forms with budgeted distributions. This will include review of form ratios versus budgeted distributions after each review. All the time and effort certifications are collected by the Vice President of Finance and Operations, reviewed for accuracy, appropriate signatures, dates.

4:10 Perkins Supplanting

Funds allocated from the Carl Perkins grants may not be used to supplant other forms of funding. Supplanting is defined as:

- The activity is required under other federal, state, or local laws
- The activity was paid for with non-federal funds in the prior year
- Same service is provided for CTE students that the college provides to non CTE students with non-Perkins funds

4:11 Definitions

2 C.F.R. § 200.33 Equipment

Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$2,500. See also §200.12 - Capital assets, 200.20 - Computing devices, 200.48 - General purpose equipment, 200.58 - Information technology systems, 200.89 Special -purpose equipment, and 200.94 - Supplies.

2 C.F.R. § 200.48 General purpose equipment

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

2 C.F.R. § 200.89 Special purpose equipment

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

2 C.F.R. § 200.94 Supplies

Tangible personal property other than those described in § 200.33 - Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$2,500, regardless of the length of its useful life.

2 C.F.R. § 200.320(c) Methods of procurement to be followed

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

Micro-purchase- Is defined as an acquisition of supplies or services, the aggregate amount of which does not exceed the threshold as defined in 2 C.F.R. § 200.320.

4:12 Payment Procedures

The Board shall consider bill payments at regular board meetings upon the College President's recommendation through the approval of the monthly financial report.

The Board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount.

All financial documents will be issued using the individual's legal name.

4:13 Emergency Authority

The College President shall have the authority to make emergency expenditures necessary to respond to a sudden or unexpected turn of events where the delay of competitive bidding would risk harm to public health, welfare or safety; endanger assets of the College; prevent compliance with a contractual or legal deadline; or be detrimental to the interests of the College. In these situations, competitive purchasing procedures are not required. The Board at the next special or regular meeting shall ratify any emergency purchase.

4:14 Shop Funds

A quarterly report shall show the opening and closing balances of each department shop fund. The report shall also show the total amount of deposits and expenditures. The items of expenditures shall be included in the listing of bills to be approved.

Shop fund balances at the end of the fiscal year shall be moved to a fund designated by the Board. The Vice President of Finance and Operations shall make all payments from shop funds.

Markups will be issued by the VP of Finance and Operations and will apply to each program with department specific product markup outlined. Employees shall use the amounts issued by the VP of Finance and Operations and no others without specific written approval from the VP of Finance and Operations.

4:15 Student Activity Funds

Any activity which involves the expenditure of activity funds shall be subject to prior approval of the President.

The department chairs shall maintain an accurate record of all student activity funds in the respective departments. No funds shall be expended from these accounts except in support of the student activity program. No activity account shall have a negative balance.

All student activity funds will be audited annually at the same time as the general fund budget.

All payments from student activity funds shall be made from purchase orders signed by the employee responsible for the fund.

Receipts shall be kept for all revenue deposited into the activity fund of each department. Once payments received are in excess of \$200, such revenue shall be submitted to the cashier. All payments from the activity fund shall be by checks provided for that purpose. Receipts shall be submitted to the cashier once they exceed \$200.00 or monthly, whichever occurs first.

The College will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the Board.

Each student activity fund shall have an employee in charge of the fund.

4:16 Fixed Assets Accounting

The Board shall follow statutory provisions for all accounting and fiscal procedures. Accounting control over fixed assets shall be governed by guidelines published by the Municipal Accounting Section of the Division of Accounts and Reports of the Kansas Department of Administration and the rules and regulations of the Board as well as by the administrative requirements for federal awards at 2 CFR 200.313(d)(1).

A general fixed asset is defined as an item consisting of land, buildings, and equipment having a useful life greater than one year for which the capitalized value must be \$20,000.00 or greater for building improvements and \$2,500.00 or greater for equipment. Equipment may be accounted for either by individual units or group items.

The Vice President of Finance & Hays Operations shall be responsible for:

1. identifying all general fixed assets and determining their capitalized value;
2. assigning the responsibility for their custody for inventory purposes;
3. for formulating record forms and inventory schedules; and
4. avoiding duplication and inefficient use of fixed assets.

All equipment items shall be stamped or labeled with an individual serial number, unless they are classed as group equipment, such as folding chairs. Fixed assets must be capitalized in one of the following ways:

1. original cost
2. estimated value
3. market value at the date of receipt.

Equipment must be managed (including replacement equipment) utilizing procedures that meet the following requirements:

1. Property records must include a description of the property, a serial number or another identification number, the source of funding for the property (including the FAIN for grants), the title holder, the acquisition date, the cost of the property, the percentage of the Federal agency contribution towards the original purchase, the location, use and condition of the property, and any disposition data including the date of disposal and sale price of the property. The recipient and subrecipient are responsible for maintaining and updating property records when there is a change in the status of the property.
2. A physical inventory of the property must be conducted, and the results must be reconciled with the property records at least once every two years.
3. The employee responsible for the equipment use safeguards to prevent property loss, damage, or theft. Equipment must be stored in a secure and locked position if possible and keys should be securely

stored. Any loss, damage, or theft of equipment must be investigated. The recipient or subrecipient must notify the Vice President of Finance & Hays Operations who will determine next steps including involving Federal agencies or pass-through entities of any loss, damage, or theft of equipment that will have an impact on the program.

4. Regular maintenance procedures must be in place to ensure the property is in proper working condition. Department/Division Chairs and staff will be responsible for maintenance of the equipment in their program/area.

5. Pursuant to P.L. 117-328, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

- a. The percentage of the total costs of the program or project which will be financed with Federal money
- b. The dollar amount of Federal funds for the project or program
- c. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

6. A decal or identifying mark should be placed on all equipment funded in full or part with Government funds naming the awarding agency and the funds supplied for the asset.

If a piece of equipment is identified by the department chair/staff responsible for the equipment as being obsolete, damaged beyond repair, completely depleted/used or junk and the department wishes to dispose of the equipment, the department must obtain authorization from the VP of Finance & Operations to dispose of the equipment. Once the department receives authorization, the equipment can be disposed of or sold. Fixed assets will be sold once it is determined that the equipment has no value to any department within the College. Sale proceeds will be recorded to the College's general fund, or sponsored projects if applicable. The department chair/staff is responsible for notifying the VP of Finance & Hays Operations of the equipment description, fixed asset number, date of sale/disposal, and the sale amount. Once a piece of equipment has been sold or disposed of, the fiscal office will remove the equipment from the fixed asset inventory.

When equipment acquired under a federal award is no longer needed for the original project, program, or for other activities currently or previously supported by a Federal agency, the Vice President of Finance and Hays Operations (once notified as above) must request disposition instructions from the Federal agency or pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal agency or pass-through entity disposition instructions:

(1) Equipment with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the Federal agency or pass-through entity.

(2) Except as provided in § 200.312(b), or if the Federal agency or pass-through entity fails to provide requested disposition instructions within 120 days, items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by the recipient or subrecipient. However, the

Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the Federal agency or pass-through entity may permit the recipient or subrecipient to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment.

(3) The recipient or subrecipient may transfer title to the property to the Federal Government or to an eligible third party provided that the recipient or subrecipient must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a recipient or subrecipient fails to take appropriate disposition actions, the Federal agency or pass-through entity may direct the recipient or subrecipient to take disposition actions.

Equipment retention. When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the subrecipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

The Board retains the responsibility to authorize the procurement and disposition of general fixed assets. This includes specific authorization of purchase orders procuring general fixed assets, authorizing the sale, trade-in or scrapping, or excusing inventory shortages.

4:17 Disposal of College Property

The College is committed to the responsible management and utilization of its equipment, instructional materials, and fixed assets. This includes the appropriate and compliant disposal of surplus or obsolete items. All disposal activities must comply with applicable College policies, as well as state and federal regulations.

This policy establishes guidelines for the disposal of durable items that are inventoried or otherwise tracked by the institution, such as tools, equipment, computing devices, furniture, and instructional materials. It does **not** apply to routine, petty supplies such as pens, paper clips, file folders, or similar low-value disposable items.

Sale proceeds will typically be returned to the general fund unless otherwise specified by the College President, grant or policy requirements.

I. Disposal of Grant-Funded Equipment and Equipment Valued Over \$2,500

Grant-Funded Equipment (e.g., Perkins Equipment)

For equipment, computing devices, and classroom resources funded by Perkins or other grants:

- **Ownership and Proceeds:** The awarding agency (e.g., KBOR) retains a proportional right to the proceeds of any sale or the current market value, based on their share of the equipment. (The proportional right will be calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.)
- **Disposal Notification:** The college must submit a *Notice of Disposal* form (Appendix 14) to KBOR for approval prior to disposing of Perkins-tagged equipment.
- **Equipment Valued Under \$10,000:** May be donated, sold, or traded, provided Appendix 14 is submitted and approved by KBOR (or the awarding agency's) staff.
- **Equipment Valued Over \$10,000:** Must undergo a full disposal process. Proceeds must either:
 - Be returned to the awarding agency, or
 - Be reinvested into the same program or another Perkins-approved CTE program.

College-Owned Equipment Over \$20,000

- College-owned items with an estimated value over \$20,000 must receive prior authorization for disposal or sale from the College Board, unless being used as a trade-in to acquire a similar item.

II. Disposal of Other Equipment and Personal Property (Valued Under \$20,000)

Authority and Definition:

The President or designee is authorized to dispose of surplus or obsolete personal property under \$20,000. Personal property includes all items not classified as land, real estate, or permanent buildings.

Definition of Obsolete Property:

Items deemed obsolete are those not reasonably repairable or no longer usable for any College purpose, as determined by the President or designee.

Disposal Process:**1. Initial Evaluation:**

- Items identified as unsafe or unusable may be disposed of at local trash, recycling, or salvage facilities.
- Items still safe and usable but no longer needed by a department will be offered to other departments via an internal college-wide email, including a picture and description.

2. Relocation or Sale:

- If another department claims the item, it may be transferred accordingly.
 - 1. Items will be granted to the most appropriate department that responds to the e-mail, often but not always on a first-come basis.
- If not claimed and the item has resale value, it may be sold.

3. Donation or Final Disposal:

- Items with no internal use or resale value may be donated, recycled, or otherwise disposed of in a manner that best serves the College's interests.

Documentation Required:

For any sold, donated, or discarded item, the following should be recorded and submitted to the President or designee:

- Picture and description (including serial number)
- Reason for disposal
- Original purchase price (if available)
- Estimated market value at time of disposal
- Proceeds received (if applicable)
- Recipient name or entity
- Method of disposal

Conflict of Interest:

College property may not be sold or donated directly to any Board member or employee unless:

- The sale is conducted via a public auction, and
- The employee or Board member is not directly involved in the sale or auction process.
 - Exceptions may be authorized by a majority vote of the Board, provided the sale or donation to a Board member or employee is conducted fairly and is clearly determined to be in the best interest of the College.

4:18 Inventories

An accounting shall be made annually for all property, real and personal, owned by the College.

The College President shall develop an inventory record system. All inventory records shall be updated annually showing deletions and additions of property, the estimated value, estimated original cost, date of purchase, serial numbers (when available), and location of each piece of property.

Following guidelines developed by the College President, each assigned employee shall take an annual inventory. One copy of each inventory taken shall be filed with the custodian of records in that building and one copy shall be filed in the central office with the Vice President of Finance and Operations.

4:19 Insurance Coverage

All college-owned property, real and personal, shall be insured to cover losses from natural causes, fire, vandalism, and other casualties. Insurance shall also cover theft of college monies.

To the extent permitted by law, the Board may insure all employees against legal action arising out of the performance of any authorized duties. The Board may authorize the College to join a group-funded pool to provide insurance coverage.

The College may designate one or more insurance agents of record. The College President may work with the insurance of record or group-funded pool to develop adequate insurance programs and/or proposals covering the College's employees and property.

4:20 Worker's Compensation

The College shall participate in worker's compensation as required by current statute.

All employees of the College shall be covered by workers compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from an accident or industrial diseases arising out of and in the course of employment with the College.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers, compensation benefits due to a work-related injury or is receiving college paid disability insurance, the employee may use available paid leave to supplement the workers compensation or college paid disability insurance payments.

Workers' compensation benefits and FMLA benefits provided in a board-approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, college paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until:

Available paid leave benefits are exhausted;

The employee returns to work;

The employee is released by the medical provider and a position is offered by the employer, but the

employee declines to return to work; or

Employment is terminated. Paid leave shall be calculated on a pro-rata amount equal to the percentage of salary paid by the College.

Testing

The Board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501, et seq., and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

Choice of Physician

The Board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

4:21 Bonded Employees

The Board shall purchase a blanket fidelity bond for college employees in an amount to be determined by the Board. The College President, Vice President of Finance and Operations, cashier, payables clerk, Board Clerk, and Hays administrative assistant shall each be bonded for \$100,000 per incident.

4:22 Official Depositories

The official depositories for the College are First National Bank, Beloit; Guaranty State Bank, Beloit; Sunflower Bank, Hays; and Emprise Bank, Hays.

4:23 Investment of Funds and Posting Securities

The investment of college monies shall be the responsibility of the College President or Vice President of Finance and Operations. Any monies not immediately required for the purpose for which the monies were collected or received and the investment of which is not subject to or regulated by state or federal laws or regulations, may be invested in temporary notes or no-fund warrants issued by the Board; time deposits, open accounts or certificates of deposit in any insured commercial bank, savings association, and/or credit union approved by the Board; in repurchase agreements and banks, savings associations and credit unions approved by the Board; and, in United States treasury bills or note maturing in twelve

(12) months or less. All investments of college monies shall be secured in accordance with the requirements of state law.

4:24 Gifts and Bequests

Income derived from gifts and bequests shall be credited, if possible, to the fund requested by the donor. If the donor's request cannot be fulfilled, the gift or bequest shall be deposited in any fund specified by the Board.

4:25 Use and Rental of College Facilities Updated 07/28/26

College facilities and equipment may be made available for use by external organizations, businesses, governmental entities, community groups, and individuals when such use is consistent with the College's mission, does not interfere with College operations, and complies with Board policy and administrative procedures.

All proceeds from the use or rental of College facilities or equipment shall be deposited into the College's general fund.

The Board shall annually approve a schedule of fees for the use of College facilities and equipment. All users shall be charged the applicable fees unless otherwise authorized by this policy.

The College President is authorized to waive or reduce fees for College-sponsored activities and for organizations, programs, or events that provide a demonstrated educational, workforce, community, or other direct benefit to the College or the communities it serves.

Political parties, political committees, candidates for public office, campaign organizations, and campaign-related events shall be charged the applicable facility rental fees. The College President may waive facility rental fees for incumbent elected or appointed public officials when the use is for official governmental business, constituent services, or nonpartisan public meetings. Fee waivers shall not be granted for campaign activities or political fundraising events.

The College may recover reasonable costs associated with facility use, including staffing, security, technology, custodial services, and other direct operational expenses.

The College President shall establish administrative procedures necessary to implement this policy, including facility scheduling priorities, reservation requirements, insurance and security requirements, and operational guidelines. College instructional, student, and official activities shall receive priority in scheduling.

The College reserves the right to deny or revoke facility use when the proposed activity is inconsistent with Board policy, conflicts with College operations, presents unreasonable safety or security concerns, or violates applicable law or administrative procedures. Approval of facility use does not constitute endorsement by the College or the Board of any organization, individual, or viewpoint.

4:26 Investigation of Fraud and Whistleblower Protections

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the College shall act with due diligence in duties involving the College's fiscal resources. The College President shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the College President. The College President shall have primary responsibility for any investigations in coordination with legal counsel and other internal or external departments and agencies as appropriate.

The College encourages complaints, reports, or inquiries about illegal practices or violations of college policies, including illegal or improper conduct by the College, its leadership, or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting, or audit matters, ethical violations, or other similar illegal or improper practices or policies. The College prohibits retaliation by or on behalf of the College against staff members who make good faith complaints, reports, or inquiries

under this policy or for participation in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The College reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the College President. If the College President is implicated in the complaint, report, or inquiry, it should be directed to the Board. The College will conduct a prompt, review, or investigation. The College may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

4:27 Cell Phones Updated 07/28/26

The purpose of this policy is to establish guidelines for the assignment, use, security, and management of college-owned cellular phones and mobile devices. The college provides mobile devices to eligible

employees when there is a legitimate business need to facilitate communication, support operational efficiency, and ensure employee accessibility.

College-owned cell phone eligibility is determined on a position-by-position basis by Administration and may include, but is not limited to:

- Executive leadership
- Campus security personnel
- Information Technology staff
- Facilities and maintenance personnel
- Admissions and recruitment staff
- Employees who travel frequently on college business
- Other positions approved by the appropriate Vice President or President

Assignment of a device is based on business necessity and budget availability.

All mobile devices, phone numbers, accessories, software, and service plans purchased by the college remain the property of the college. Employees have no expectation of ownership or permanent assignment of any device or phone number.

College-owned mobile devices are provided primarily for official College business.

Limited personal use is permitted provided that it:

- Does not interfere with work responsibilities.
- Does not result in additional costs to the College.
- Does not violate College policies.
- Does not involve excessive personal use.

Employees are prohibited from using college-owned devices for:

- Illegal activities
- Harassment or discrimination
- Accessing inappropriate or offensive content
- Personal commercial activities
- Political campaigning or fundraising not authorized by the College
- Any activity that violates federal, state, or local laws or College policies

Employees assigned a college-owned device are responsible for:

- Safeguarding the device from theft, damage, or unauthorized use.
- Maintaining the device in good working condition.
- Promptly reporting loss, theft, or damage to their supervisor and Information Technology.
- Keeping software and security updates current.
- Using strong passwords or biometric authentication.
- Not sharing passwords or security credentials.
- Returning the device and all accessories upon request, reassignment, or separation from

employment.

To protect College information, employees must:

- Enable password or biometric protection.
- Allow required security software to remain installed.
- Use College-approved applications when handling institutional information.
- Report suspected security incidents immediately.
- Comply with all cybersecurity and data privacy requirements.

The College reserves the right to remotely locate, lock, or erase College-owned devices when necessary to protect institutional data.

Although limited personal use is permitted, employees should have no expectation of privacy regarding information stored on college-owned devices.

The College reserves the right, consistent with applicable law, to inspect, audit, monitor, or retrieve data from college-owned devices for business, legal, or security purposes.

Employees shall not:

- Jailbreak or root the device.
- Install unauthorized software that compromises security.
- Disable security features.
- Share confidential College information through unsecured applications.
- Allow unauthorized individuals to use the device.
- Use the device while operating a motor vehicle except through legally permitted hands-free technology.

Employees must report lost or stolen devices immediately to:

1. Their supervisor.
2. VP of Finance & Hays Operations

Prompt reporting allows the College to suspend service and remotely secure institutional information.

Employees may be financially responsible for losses resulting from negligence or intentional misuse, as permitted by applicable law and College policy.

The VP of Finance & Hays Operations determines:

- Device model
- Wireless carrier
- Service plan
- Replacement schedule
- Approved accessories
- Replacement or Upgrades

Employees may not independently change carriers, service plans, or purchase additional services using College accounts without authorization. Damaged devices resulting from normal wear will generally be replaced by the College. Damage due to negligence or misuse may result in employee responsibility

for replacement costs.

Upon resignation, retirement, termination, or transfer to a position not requiring a college-owned device, employees must immediately return to the VP of Finance & Hays Operations:

- Mobile device
- Charging equipment
- Protective case
- SIM card (if applicable)
- Any additional accessories

The college may retain ownership of all phone numbers and stored institutional information.

SECTION V: BUSINESS MANAGEMENT

5:1 Building and Property Management

All college buildings and property shall be maintained and inspected on a regular basis. The College President shall develop a comprehensive program that will ensure proper maintenance of all college property.

5:2 Safety and Security

The College shall make all reasonable efforts to provide a safe environment for students and employees.

The Board will seek to cooperate with local governmental officials, emergency preparedness authorities, and other related state and federal agencies to maintain adequate disaster warning systems.

The President, department heads, and maintenance personnel shall periodically inspect the buildings, boilers, equipment, and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

If repairs are necessary, the individual conducting the investigation shall immediately submit a report with the appropriate supervisor or the College President in writing. Necessary steps either to repair or to remove the defect shall be taken as soon as possible. Defects which will require expenditure of money shall be reported to the Board in compliance with rules regulating these circumstances. Any defects not immediately removed, repaired, or otherwise eliminated shall be appropriately marked and secured.

The College shall attempt to ensure that students, patrons, and property are protected from possible injury or damage. Security devices may be installed at college campuses and facilities. Adequate outside lighting shall be installed to provide illumination. Other measures may be taken to prevent intrusions, trespassing, or disturbances from occurring on college property. The College shall attempt to cooperate with law enforcement in security matters.

5:3 Hazardous Waste Inspection and Disposal

Inspection of college facilities for hazardous waste shall be conducted on a regular basis. Written records of these inspections shall be maintained.

When hazardous waste material is produced in a shop or any location within the College, its disposal shall be in accordance with state and federal rules, regulations, and statutes.

5:4 Vandalism

All college personnel shall report any vandalism to their immediate supervisor. Personnel are expected to lock or otherwise secure any files, records, safes, or similar compartments at the close of each

academic day.

The Board shall seek restitution according to law for loss and damage sustained by the College.

Staff members shall notify the College President of any loss of, or damage to, college property. The College President shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

Restitution payments shall be made to the business office, and account records will be kept. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

The Board may offer a reward for information leading to the discovery, arrest, and conviction of persons committing acts of vandalism. The offer will conform to state law and conform to [K.S.A. 12- 1672a](#).

5:5 Long-Range Maintenance Program

Each year the College President shall develop priority lists outlining long-range maintenance of college property, buildings, and grounds.

The College President shall present reports to the Board annually concerning the College's maintenance priorities. A cost analysis shall be attached to the report.

5:6 Equipment and Supplies Management

A quantity control system shall be maintained to prevent shortages or mismanagement of equipment or supplies. The system shall be kept up-to-date and be accurate enough to provide information for budget preparation each year.

5:7 College Vehicles Updated 07/28/26

College vehicles will not be loaned, leased, or subcontracted to any person, groups of persons or organizations except as allowed by law and are subject to the approval of the College President.

All college vehicles will be adequately insured.

A person must have a valid driver's license and a clean driving record for three (3) consecutive years to operate a college-owned vehicle. Whenever expenses for college-owned vehicles cannot be charged or paid directly by the College, employees may be reimbursed for routine expenses incurred for gasoline, oil, lubricants, tolls, parking fees, and other similar purchases. Employees may also be reimbursed for properly authorized expenditures for vehicle repair and maintenance. Receipts verifying expenditures should be submitted with the employee's statement of travel expenses.

All college vehicles shall be housed in areas designated by the College President. If college vehicles are assigned to designated employees or departments, the employee or department chair shall be responsible for proper care, maintenance, and housing of the vehicle either at a college-owned site or, if approved by the College President, at the employee's residence.

The use of college vehicles shall conform to current state law. At times it may be necessary to pay mileage to meet the transportation needs of students.

5:8 Travel Expense Updated 07/28/26

Fort Hays Tech | North Central employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the College. Travel must be included in departmental budget requests and approved through the annual budget process. Any travel not included in the approved budget must receive prior approval from the appropriate Vice President and/or the President before travel arrangements are made. All travel must be preapproved by the employee's supervisor.

Employees issued a Ramp Credit Card shall use the card for approved travel expenses whenever practical. Employees can check out a Ramp Card for travel use if they do not have one issued in their name. All purchases made with the Ramp Credit Card must comply with the College's Ramp Credit Card Policy and Procedures, including required approvals, receipt submission, expense coding, and reconciliation requirements.

Personal purchases such as alcohol or entertainment are prohibited. Any unauthorized or personal expenses charged to the Ramp Credit Card must be reimbursed to the College immediately.

Reasonable and necessary business-related travel expenses may include:

- Registration fees
- Lodging
- Commercial transportation (airfare, rail, shuttle, taxi, rideshare, etc.)
- Mileage for use of a personal vehicle when appropriate
- Parking and tolls
- Meals while in approved travel status
- Other expenses directly related to conducting official College business

All expenses must be adequately documented with itemized receipts and entered into Ramp as soon as possible. All invoices entered must include the name or type of training in the memo field of Ramp.

Travel Rates Mileage Reimbursement – Employees should use college owned vehicles whenever possible. An employee needs authorization from their supervisor prior to travel to use a private vehicle for official college business. Employees are authorized to travel by private vehicle may be reimbursed for allowable standard mileage at the standard business mileage rate established by the Internal Revenue Service. This reimbursement rate is considered to cover all costs associated with the use of the privately-owned vehicle. This includes, but is not limited to: gasoline, oil, tires, repairs, insurance, license fees, depreciation cost and expenses of any type. Mileage will be calculated as the distance between the college and the location of the meeting/lodge.

Meal Reimbursement – Employees may be reimbursed for meal expense while in travel status. Employees should take advantage of hotel free breakfasts and conference meals when possible. Employees will not be reimbursed for any alcoholic drinks. Meal rates are as follows: Breakfast \$15.00; Lunch \$20.00; Dinner \$30.00. Exceptions to these rates may be approved for travel to high-cost areas where reasonable meal expenses exceed the standard reimbursement limits, subject to prior approval or supporting documentation, as applicable.

Employees may choose to have family members or personal guests accompany them during college-related travel. The College will reimburse only those expenses that the employee would have incurred if traveling alone. Any incremental costs associated with family members or personal guests, including but not limited to transportation, lodging upgrades, meals, entertainment, or other personal expenses, are the responsibility of the employee and are not reimbursable by the College.

5:9 Abandoned Vehicles

The College reserves the right to remove, impound or immobilize any illegally parked or abandoned vehicle; any vehicle with no license plate; or any vehicle parked in such a manner as to constitute a serious hazard to vehicular or pedestrian traffic or the movement and operation of emergency equipment. The registered owner shall be responsible for all costs involved in the removing, impounding, immobilizing and/or storing of such vehicles.

An abandoned vehicle is defined as any vehicle (bicycles, golf carts, all-terrain vehicles, scooters, motorcycles, cars, trucks, trailers, boats, and jet skis) left unattended for a period of thirty (30) days on any campus, site, grounds and/or roads that are owned, leased, rented or operated by Fort Hays Tech | North Central. The maintenance and housing departments at Fort Hays Tech | North Central will survey college property and identify abandoned vehicles by placing notification tags, including date of tag and action to be taken, on the vehicle. Vehicles that have not been moved or fixed thirty (30) days after being tagged will be turned over to the City Code Enforcement Department or the City Police Department for removing, impounding or immobilizing. Fort Hays Tech | North Central and/or its agents shall make a reasonable effort to identify and notify the owner of an abandoned vehicle of its removal and impoundment. Fort Hays Tech | North Central and/or its agents or employees shall not be liable in any manner for any damage to an abandoned vehicle occurring during the removal, impoundment and/or storage.

5:10 Food Service Management

A supervisor may be hired by the Board to oversee food service operations. The appropriate supervisor shall inspect each cafeteria to ensure proper sanitation procedures are being followed. The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

Meal prices shall be determined by the Board prior to the beginning of each academic year. Requests for catering of special events shall be approved through the College President or designee.

5:11 Data Management

Data collected by the College may be disseminated with board approval in accordance with current law. Data may be provided to an authorized education agency of the state or federal government upon proper request, subject to the approval of the Board or provisions of law.

5:12 Copyrights

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by college employees must be done with permission of the copyright holder or within the bounds of “fair use.” The legal or insurance protection of the College shall not be extended to employees who violate any provisions of the copyright laws.

Software acquired by staff, using either college or personal funds, and installed on college computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the College President’s office.

Illegal copies of copyrighted programs may not be made or used on college equipment.

5:13 Solicitations

The Board discourages solicitations of and by staff members during regular college hours and at college-sponsored activities. Solicitations that benefit the College or relate to the educational programs must be approved by the College President or designee. Agents, solicitors, and salesmen shall not be permitted to take the time of teachers or students from educational activities. The students and faculty of the College shall not promote commercial or private financial interests, either through direct sales or through the promotion of competitive goods or services.

Appointments with college staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting college employees. Notices of the suspension shall be provided to the College President, the vendor’s supervisor, and the Board. Any employee violating this policy will be subject to appropriate disciplinary action, up to and including termination.

5:14 Federal Program Administration

Federally funded programs are necessary for the College's program offering. The Board shall ensure that all federal programs operate in accordance with federal laws and conditions. The College President is responsible for administering the College's federal programs.

SECTION VI: POLICIES APPLICABLE TO PERSONNEL & STUDENTS

6:1 Non-Discrimination

As required by the 1979 Guidelines for Eliminating Discrimination in Vocation Education Programs, Fort Hays Tech | North Central is pleased to announce that it is offering the following Career and Technical Education programs for the 2025-2026 school year: Business Office Management; Business Technology; Agricultural Equipment Technology; Automotive Collision and Refinishing Technology; Automotive Technology; Construction Technology; Culinary Arts; Diesel Technology; Electrical Technology; Heavy Equipment Operations; Information Technology; Nursing (A.D. & LPN); Pharmacy Technician; Plumbing, Heating & Air Conditioning; Powersports Technology; Respiratory Care; Telecommunications and Network Technology, and Welding Technology. A listing of programs, including short term programs, may be found by visiting the Colleges website at <https://fhtechnnc.edu/programs>

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Fort Hays Tech | North Central will be based on merit and qualifications. Fort Hays Tech | North Central does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Fort Hays Tech | North Central's non-discrimination policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504, ADA, and the impending regulations, is directed to contact the following:

The VP of Student and Instructional Services at (800)658-4655, or compliance@fhtechnnc.edu.

PO Box 507

3033 US Hwy 24

Beloit, KS 67420.

Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

US Department of Education, Region VII

Office for Civil Rights

10220 N Executive Hills Blvd

Kansas City, MO 64153

Where discrimination is found to have occurred, Fort Hays Tech | North Central will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to hold accountable the responsible individual(s). Additional details regarding the investigation process can be found in the Faculty/Staff Handbook and the Student Handbook as approved by the Fort Hays Tech | North Central Tech Board of Trustees.

For further information on notice of non-discrimination, you may contact the U.S. Department of Education,

Office for Civil Rights at 1-800-421-3481 or visit <https://www2.ed.gov/about/offices/list/ocr/index.html>.

Nondiscrimination Policy

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Fort Hays Tech | North Central will be based on merit and qualifications. Fort Hays Tech | North Central does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Fort Hays Tech | North Central's non-discrimination policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504, and the impending regulations, is directed to contact the following:

Any person may also contact the Department of Education, Office of Civil Rights, 400 Maryland Avenue, S.W., Washington, DC 20202-1100, www.ed.gov.

6:2 Student Accessibility Services

Fort Hays Tech | North Central is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws, including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful, and inclusive environment and promote awareness, knowledge, and self-advocacy.

Fort Hays Tech | North Central acknowledges that traditional methods, programs, and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

Services are provided through Student Accessibility Services (SAS) staff located in the Student Success Center, on the Beloit Campus, and in Student Services, at the Hays Campus.

- Director of Learning Services may be reached at (785)-738-9020; or by mail at:
Fort Hays Tech | North Central College
3033 US Hwy 24
Beloit, KS 67420

Student Responsibilities

Students requesting support services will need to register ("self-disclose" and complete Student Accessibility Services Intake and Consent Form), provide appropriate documentation (if available) including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Services as part of the interactive process to create an Educational Accommodation Plan that will notify Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two (2) weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place.

Accommodations, Academic Support Services, or Auxiliary Aids

Reasonable accommodations, including academic support services and auxiliary aids, are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, Educational Accommodation Plan team, and assessment of individual

needs and course requirements.

Reasonable testing accommodations may include, but are not limited to:

- Extended testing time
- Reduced distraction testing environment
- Test reader and/or scribe
- Use of calculator

Academic support services/auxiliary aids may include, but are not limited to:

- Note-taking assistance (second set of notes, PowerPoint slides, or other visual aids provided)
- Sign Language Interpreter
- Preferential seating in the classroom
- Large print exams, handouts, signs, etc.
- Telecommunications devices
- Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the College, or pose a threat to others or public safety.

Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

If at any time throughout the academic year, a student feels that the agreed-upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS) staff. Fort Hays Tech | North Central is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy, and individual responsibility are promoted and expected.

6:3 Digital Accessibility

Fort Hays Tech | North Central is committed to providing accessible digital content. All employees and students are expected to meet the expectations of Web Content Accessibility Guidelines (WCAG) 2.1 A and AA standards created by the World Wide Web Consortium in compliance with Title II of the Americans with Disabilities Act of 1990 as well as the guidelines for digital accessibility in Section 508 of the Rehabilitation Act of 1973. Additionally, in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Amendments Act of 2008, Fort Hays Tech | North Central provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs, spaces, and activities the college provides.

Fort Hays Tech | North Central will regularly evaluate digital content to ensure it is accessible and meets the WCAG 2.1 A and AA standards to meet the guidelines of Title II of the ADA (1990) as well as the guidelines of Section 508 of the Rehabilitation Act of 1973.

6:4 Racial and Disability Harassment

The College is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated. Racial or disability harassment of employees or students of the College by board members, administrators, faculty, support personnel, students, vendors, and any others having business or other contact with the College is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Act Against Discrimination.

Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at the College, on college property, and at all college-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the College is prohibited, whether or not the harassment occurs on college grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to harass so any student, employee, or other individual associated with the College. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Violations of this policy by any employee shall result in disciplinary action, up to and including termination. Violations of this policy by a student shall result in disciplinary action under the student code of conduct.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

1. Affords a student or employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student or employee to participate in or benefit from the services, activities or programs of the College;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment or hostile work environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with:
 1. A student’s academic performance or ability to participate in or benefit from the services, activities or programs of the College or
 2. The employee’s work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The College encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately to the Title IX Coordinator. The College will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subjected to racial or disability harassment or has witnessed an act of alleged racial or disability harassment should report the alleged harassment to the Title IX Coordinator. Any college employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the Title IX Coordinator. If the Title IX Coordinator is the alleged

harasser, the complaint shall be reported to the College President. The

Title IX Coordinator, or College President, when necessary, shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the College's discrimination complaint procedure.

Employees who believe they have been subjected to racial or disability harassment should report the problem to the Title VII Coordinator. If the Title VII Coordinator is the alleged harasser, the employee should discuss the problem with the department chair or the College President.

Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the College's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above.

Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors that are unacceptable but do not constitute harassment may provide grounds for employee disciplinary action or discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the College will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the Title IX Coordinator, or the College President if the Title IX Coordinator is the alleged harasser.

Employees who fail to report complaints or incidents of racial or disability harassment to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity, the College President shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the College's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each college building. The policy shall also be published in student and employee handbooks as directed by the College President.

6:5 Sexual Harassment

The Fort Hays Tech | North Central (the College) Board of Trustees is committed to providing a positive

and productive working and learning environment free from discrimination on the basis of sex, including sexual harassment. The College does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated at the College. Discrimination on the basis of sex of employees or students of the College by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the College is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at the College, on college property, and at all college-sponsored activities, programs, or events within the United States.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the College. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee may result in disciplinary action, up to and including termination.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following:

1. A college employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcomed sexual conduct;
2. Unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The College encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Jennifer DeLuca Brown, (Vice President of Student and Instructional Services, 3033 Hwy 24, Beloit, KS, 67420, jbrown@fhtechnc.edu, 785-275-2028) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1967, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator.

Inquiries about the application of Title IX to the College may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The College takes all reports of sexual harassment seriously and will respond purposefully and promptly to every report of discrimination based on sex, including sexual harassment, of which the College has actual knowledge. Employees or students who believe they have been subjected to sexual harassment should discuss the concern with the Title IX Coordinator or any college administrator. All

employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator. If the Title IX Coordinator or a college administrator is the alleged harasser, the employee or student should discuss the problem with the College President.

Definitions

The following definitions apply to the College in responding to complaints of sexual discrimination, including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“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 to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated by the College who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance; creating systems to centralize records; gathering relevant data; contacting the complainant (and/or parents or guardians, if applicable) once the College has actual knowledge of alleged sexual harassment; coordinating the implementation of supportive measures; signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or

respondent. These individuals shall receive training on the definition of sexual harassment, the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate college officials may face disciplinary action. College officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors that are unacceptable but do not constitute harassment may also result in employee or student discipline.

If discrimination or harassment has occurred, the College will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a purposeful way to any reports of sexual discrimination, including sexual harassment of which the College has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The College will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the College's educational environment, or to deter sexual harassment.

These measures may include counseling, extensions of deadlines or course-related adjustments; modifications of work or class schedule; escort services; mutual restrictions on contact between the parties; changes in work locations, leaves of absence, increased security, and monitoring; and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

1. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College concerning which the formal complaint is filed.
2. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available on each college campus and the College website.
3. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
4. An investigation shall follow the filing of the complaint. If the complaint is against the College President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the Board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the College shall provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including sufficient details to prepare a response before any initial interview including:
 - a. The identities of the parties involved, if known;
 - b. The conduct allegedly constituting sexual harassment; and
 - c. The date and location of the alleged incident, if known.
2. The College's investigation procedures, including any informal resolution process;
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
5. Notice to the parties of any provision in the College's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, a notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not the parties;

- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response within 60 days of the initiation of the formal complaint. If the investigation requires longer than 60 days, both parties will be notified.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Hearing and Decision-Maker's Determination

Following the investigation, a live hearing will take place. Hearing procedures are as follows:

1. Both the complainant and the respondent may have an advisor present. The advisor may be an attorney but does not have to be. If either the complainant or respondent does not have access to an advisor, the College will provide one at no cost.
2. The decision-maker of the hearing must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow up questions.
3. Cross-examination must be conducted directly, orally, and in real-time by the party's advisor of choice, never by the party personally.
4. At the request of either party, the College must provide for the live hearing to occur with the parties located in separate rooms, with technology that enables all parties and the decision-maker to simultaneously see and hear the witness answering questions.
5. The decision-maker has the responsibility to determine the relevancy of the questions and explain in real-time any decision not to permit a question.
6. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence

concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

7. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
8. After the hearing, the decision-maker must issue a written determination, within 10 days, of responsibility based on a preponderance of evidence. If a written determination cannot take place within 10 days, both parties will be notified. The written determination must include:
 - a. Identification of the allegations at issue
 - b. Description of the procedural steps taken throughout the case
 - c. Findings of fact supporting the determination
 - d. Conclusions regarding the application of the Title IX policy
 - e. A statement and rationale as to the determination for each allegation
 - f. A statement of any disciplinary sanctions and whether any remedies will be provided to the complainant
 - g. A description of the procedures and permissible grounds for appeal
9. The College must make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review.
10. A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. The Title IX Coordinator is responsible for the effective implementation of sanctions and remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven (7) years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date, the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination, within 10 days, regarding responsibility or dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or

- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.
- A preponderance of evidence of a conflict of interest or bias must be proven by the appellant.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be audio or video recorded, and that documentation shall be kept with the case files for seven (7) years. Appeals shall be heard by an attorney, a hearing officer appointed by the Board, or the Board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner,

the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the College will take prompt, remedial action to prevent its reoccurrence. The College prohibits retaliation or discrimination against any person for opposing discrimination, including harassment, for participating in the complaint process, or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

The use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the College's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each college facility, shall be published in employee handbooks, and on the College's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the College, or distributing memoranda or other written communications to students and employees. In addition, the College is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

6:6 Parental Leave Updated 07/28/26

Purpose

Fort Hays Tech | North Central recognizes the importance of time for employees to welcome and care for a new child. The Board is committed to supporting employees during these significant life events while maintaining continuity of instruction and service to students. This policy outlines eligibility, benefits, and procedures for parental leave consistent with institutional needs and applicable law, including the Family and Medical Leave Act (FMLA).

Eligibility

All full-time employees with at least twelve (12) consecutive months of service are eligible for paid parental leave following a qualifying event, defined as:

- The birth of a child; or
- The placement of a child (up to age 17) with the employee for adoption

Paid Parental Leave Benefits

Eligible employees may take up to two (2) weeks of paid parental leave per qualifying event (regardless of the number of children involved).

Paid parental leave:

- Is paid at 100% of the employee's base rate of pay
- Must be used within twelve (12) weeks of the qualifying event, unless otherwise approved by Human Resources
- Is expected to be taken consecutively; intermittent use may be approved by the President or designee, in consultation with the employee's supervisor and Human Resources, when consistent with operational needs and applicable law.

Use of Additional Leave

Following paid parental leave, employees may use available leave as follows:

- Sick leave, in accordance with Board policy, including for childbirth recovery (if applicable)
- Vacation leave for bonding or caregiving
- Unpaid leave, subject to applicable law and Board policy

Coordination with FMLA

Paid parental leave under this policy runs concurrently with leave taken under the Family and Medical Leave Act (FMLA) when the employee is eligible and the leave qualifies for FMLA protection. The Board will designate qualifying leave as FMLA leave in accordance with applicable law.

Employees eligible for FMLA are entitled to up to twelve (12) weeks of job-protected leave in accordance with federal law.

Employees who are not eligible for FMLA will be provided job protection for the duration of approved paid parental leave under this policy. Requests for additional unpaid leave and job protection will be considered on a case-by-case basis in accordance with Board policy and operational needs.

Nothing in this policy is intended to limit or reduce any rights provided under the FMLA. In the event of a conflict between this policy and the FMLA, the FMLA will control.

Employees are responsible for complying with all FMLA notice and certification requirements, as applicable.

Compensation and Benefits During Leave

While using paid parental leave:

- Employees will continue to receive all regular benefits
- Employees will continue to accrue vacation and sick leave in accordance with Board policy

During unpaid leave, benefits will be continued in accordance with applicable law and Board policy. Employees may be responsible for their portion of benefit premiums during unpaid leave.

Holidays

Official and observed College holidays occurring during a period of paid parental leave:

- Will not count against the employee's paid parental leave balance
- Will be compensated in accordance with standard holiday pay practices

Timing and Forfeiture

- Paid parental leave must be used within twelve (12) weeks of the qualifying event
- Unused paid parental leave will be forfeited and may not be carried over, transferred, or donated

Academic-Year Employees

Employees on academic-year or less than 12-month contracts or employment agreements:

- May only utilize paid parental leave during their contracted work period
- Are not eligible to receive paid parental leave outside of their contract dates

Notice and Request Process

Employees are expected to provide at least sixty (60) days' advance notice of the need for parental leave when the need is foreseeable. When 60 days' notice is not practicable, employees must provide notice as soon as practicable.

To request leave, employees must:

- Consult with their direct supervisor to plan for coverage.
- Submit the request through the College's designated timekeeping system (e.g., BambooHR)
- Provide supporting documentation as required by Human Resources

General Provisions

- Paid parental leave is not transferable and may not be donated through a shared leave program
- Nothing in this policy is intended to limit any rights available under federal or state law

The Board reserves the right to interpret and administer this policy in accordance with applicable law and operational needs.

6:7 Breastfeeding Accommodations

Recognizing that breast milk promotes optimum growth and development of infants, the College accommodates mothers who choose to continue breastfeeding and avoid the use of infant formula, after returning to work or college.

Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that laws authorize mothers to breastfeed their infants where mothers and children are authorized to be, the College protects mother's right to breastfeed in public.

A breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for her child. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs.

Upon request, the College will provide a private room or space, close to an employee's work area to express milk. If requested by a breastfeeding student, the College will provide a similar private space to express milk. The private space will include a comfortable chair, an electrical outlet for the use of an electric breast pump, and nearby access to running water.

6:8 Discrimination and Other Complaints Procedure

The Board encourages all complaints regarding the College to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the Board as a whole or a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the College's programs and activities, is prohibited. The harassment of an individual on any of these grounds is also prohibited.

The Title IX Coordinator, P.O. Box 507, Beloit, KS 67420 has been designated to comply with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

The Section 504 Coordinator, P.O. Box 507, Beloit, KS 67420 has been designated to comply with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990.

Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints about Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the appropriate college compliance coordinator, as set forth above. Complaints by a student should be addressed to the appropriate compliance coordinator. Any college employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the compliance coordinator is the alleged harasser, the complaint shall be reported to the College President. Complaints by any other person alleging discrimination should be addressed to the appropriate compliance coordinator.

Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

Complaint Procedures:

1. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an employee becomes aware of a possible violation of this policy, they are expected to initiate a complaint even if the individual(s) involved do not want to initiate a complaint. Forms for filing written complaints are available in each department office and the compliance coordinator's office.
2. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
3. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the College President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the appropriate compliance coordinator or another individual appointed by the Board. The investigation shall be informal but thorough. All involved persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
4. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
5. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy will be followed.
6. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or

state law will be followed.

7. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the appropriate compliance coordinator.
8. The complainant may appeal the determination of the complaint. Appeals shall be heard by the appropriate compliance coordinator, a hearing officer appointed by the Board, or by the Board itself as determined by the Board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

The use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The College President shall report any unresolved complaint about policies to the Board at the next regularly scheduled board meeting.

Complaints About Facilities and Services

The College President shall report any unresolved complaint about facilities and services to the Board at the next regularly scheduled board meeting.

Complaints About Personnel

The College President shall report any unresolved complaint about personnel to the Board at the next regularly scheduled board meeting.

6:9 Drug-Free Schools/Workplace

The Fort Hays Tech | North Central Board of Trustees, administration, and staff believe that maintaining a drug-free educational environment is critical to the success of every student. Fort Hays Tech | North Central fully complies with all provisions of the Drug-Free Schools and Campuses regulations, 34 C.F.R. Part 86.

It is the policy of Fort Hays Tech | North Central that the possession, use, distribution and/or sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances (except as medically prescribed) by students and employees is prohibited on the College campus, within the College buildings, while operating college-owned vehicles or equipment, at any training station or any college-sponsored event. Violation will result in immediate disciplinary action, up to and including dismissal from college for students and up to and including termination for employees.

Appropriate legal action will be taken by Fort Hays Tech | North Central. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Employee Standard of Conduct

Employees of Fort Hays Tech | North Central shall not unlawfully manufacture, distribute, dispense, possess, or be under the influence of illicit drugs or alcohol on the College campus, within the College buildings, while operating college-owned vehicles or equipment at any training station or at any college-sponsored event.

As a condition of employment at Fort Hays Tech | North Central employees shall abide by the terms of this policy. Employees who violate the terms of this policy may be reported to the appropriate law enforcement officials and could be subject to any of the following disciplinary sanctions:

1. Short term suspension with pay.
2. Short term suspension without pay.
3. Long term suspension without pay.
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination of employment.

If an employee is required to participate in a drug and alcohol education, treatment, counseling, or rehabilitation program, the cost of such program shall be the responsibility of the employee.

Employees of Fort Hays Tech | North Central convicted of criminally violating the drug statutes of the State of Kansas or of the United States of America shall notify the President of Fort Hays Tech | North Central concerning the conviction within five (5) days of the conviction. Fort Hays Tech | North Central will notify the Department of Education within 10 days, and the Board of Trustees will initiate appropriate action within (30) days of receiving notification of an employee's conviction. Prior to applying sanctions under this policy, employees will be afforded all rights of due process to which they are entitled under their contracts or in the provisions of the laws of the State of Kansas. Nothing in this policy is intended to diminish the rights of Fort Hays Tech | North Central to take any other disciplinary action provided for in the Fort Hays Tech | North Central Board of Trustees policy handbook or the negotiated agreement.

Student Standard of Conduct

Students who violate the terms of the Fort Hays Tech | North Central Drug and Alcohol Policy violate the Fort Hays Tech | North Central Student Code of Conduct and could be subject to the following sanctions:

1. Suspension from classes and activities
2. Expelled from college
3. Mandatory attendance at counseling sessions and/or educational seminars
4. Community Restitution/Service
5. Parental Notification as provided by federal law
6. Probation, \$75 Fine, 10 Hours Community Service (for dorm students only)

Appropriate legal action will be taken by Fort Hays Tech | North Central. Students acting in an accessory role are also subject to disciplinary and legal action.

As indicated above, a student may be required to meet with a counselor and/or complete a drug or alcohol education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student. Students subject to these penalties will be afforded all rights of due process to which each student is entitled to by law or under current policies affecting student discipline.

Reasonable Suspicion

If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by Fort Hays Tech | North Central's contract vendor at the expense of the College.

1. A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.
2. Test results shall be sent directly to the College administrator, with a copy also sent to the employee or student. All test results will be considered confidential; access to the results will be limited to institutional personnel who have a legitimate need-to-know.
3. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The request must be submitted within 24 hours.
4. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
5. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
6. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
7. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

Information provided to all students and employees to comply with the Federal Drug- Free School and Campuses Regulations

The following information will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the College but not including continuing education students).

The administration will review this program biennially. The purpose of the review will be to determine the effectiveness of the program, to recommend changes in the program, and to ensure that disciplinary actions are appropriate.

Consequences of the use, misuse, and abuse of drugs and alcohol

Health Consequences:

Students and employees of Fort Hays Tech | North Central should be aware that the following health risks have been associated with the use, misuse, and abuse of drugs and alcohol:

1. Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage.
2. Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.
3. Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.
4. Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness, and tremors.
5. Marijuana: Irritation of the lungs, emphysema, increased heart rate, reduced short term

memory, and cancer.

6. Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.
7. Sedatives: Slowed body function, drowsiness, convulsions, and coma.
8. Prescription and Over-the-Counter Medications: Risks associated with the non-medical use, abuse or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above. Students and employees should note that the above listing is not intended as all-inclusive.

Legal Consequences:

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse, and abuse of controlled substances, pharmaceutical products, prescription, and over-the-counter medications and alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law. Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three (3) to five (5) years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing, or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

For the most recent & complete Federal Trafficking Penalties visit www.dea.gov/agency/penalties.htm

Treatment Facilities

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator on the internet at <http://dasis3.samhsa.gov/>. Assistance for substance abuse is available in Beloit at:

Pawnee Mental Health Services
207-5 North Mill
Beloit, Kansas 67420
Telephone (785) 738-6581

Assistance for substance abuse is available in Hays at:
Smoky Hill Foundation for Chemical Dependency, Inc.
2209 Canterbury Road
Hays, Kansas 67601
Telephone (785) 625-5521

6:10 Use of Tobacco Products in College Buildings and Vehicles

The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within 10 feet of any building or vehicle, owned, leased, or rented by the College.

Kansas law establishes the minimum age of 21 to sell, purchase, or possess cigarettes, electronic cigarettes, or tobacco products. Underage use or possession of any of these products is prohibited on property owned, leased, or rented by the College.

6:11 Weapons Policy

Introduction

Fort Hays Tech | North Central prohibits the possession and use of firearms, explosives, and other weapons on Fort Hays Tech | North Central property, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents ("Board") Policy and state law,

[K.S.A. 75-7c01, et seq.](#)

Definitions

For purposes of this policy:

1. The term "weapons" includes:
 - a. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
 - b. Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature;
 - c. Any BB gun, pellet gun, air/CO2 gun, stun gun or blowgun;
 - d. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than ¼ ounce;
 - e. Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick or other detonating device;
 - f. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
 - g. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
 - h. Any straight-blade knife of four (4) inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
 - i. Any martial arts weapon such as nun chucks or throwing stars;
 - j. Any longbow, crossbow, and arrows or other projectile that could cause serious harm to any person; or
 - k. No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on college-owned or operated property, and any college activity, function

or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.

- l. Any explosive or destructive device, including but not limited to dynamite, nitroglycerin, or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges, or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting.
- m. Any other dangerous or deadly weapon or instrument of like character.
2. The term “handgun” means:
 - a. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
 - b. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
3. The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.
4. The term “adequate security measures” shall have the same meaning as the term is defined in [K.S.A. 75-7c20](#), and “building” shall have the same meaning as the term “state-building” is defined in [K.S.A. 75-7c20](#).
5. The term “campus” means any building or grounds owned by the College or the Board and any building or grounds leased by the College or the Board for college use.

Policy

1. General Rules on Open Carry and Concealed Carry-on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus college-sponsored or supervised activities, except that, as required by law, the College does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of Fort Hays Tech | North Central’s place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of board-approved academic programs or college-approved activities without the advance written approval of the President or his/her designee.

Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in the preceding paragraph, it shall be a violation of board and college policy to openly display any lawfully possessed concealed carry handgun while on campus.

There are no college locations that have been designated as prohibiting concealed carry with permanent adequate security measures. The College may, from time to time, designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the College. “Restricted access entrance” means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. “Authorized personnel” means employees of a state agency or municipality and any person granted authorization pursuant to [K.S.A. 75-7c20 \(d\) \(2.\)](#) The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

2. Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 18 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 18 years of age [[K.S.A. 21-6302\(a\)\(4\)](#)];
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [[K.S.A. 21-6332](#)];
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [[K.S.A. 21-6301\(a\) \(10\)](#)];
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [[K.S.A. 21-6301\(a\) \(13\)](#)];
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [[K.S.A. 21-6301\(a\) \(13\)](#)];
- A firearm cannot be carried by an individual who has been convicted of a felony crime [[K.S.A. 21-6304](#)];
- An automatic firearm cannot be carried [[K.S.A. 21-6301\(a\)\(5\)](#)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [[K.S.A. 21-630\(a\)\(6\)](#)];
- Suppressors and silencers cannot be used with a firearm [[K.S.A. 21-6301\(a\)\(4\)](#)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [[K.S.A. 21- 6308,6308a](#)].

It shall also be a violation of this policy to possess otherwise, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

3. Carrying and Storing Handguns

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

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:

1. Carry it concealed on or about their person in a manner that complies with this policy, or;
2. Keep it securely stored at their residence or in their privately owned or leased vehicle

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With respect to this policy, “concealed” means completely hidden from view and does not reveal the weapon in any way, shape, or form. “About” the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier such as a backpack, purse, handbag, or other

personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must, at all times, remain within the exclusive and uninterrupted control and within the immediate reach of the individual.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an un-cocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:

- In any college classroom, lab, office, or facility;
- In an on-campus residential unit, except in the residential unit of the individual who is at least 18 years of age, who legally owns the handgun, and when the handgun is secured in an approved storage device;
- In any non-privately owned or leased motor vehicle; or,
- In any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

- In an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
- In an individuals' on-campus residential unit when the handgun is secured in a holster and in an approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Fort Hays Tech | North Central does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics;

- it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- It is constructed of sturdy materials that are non-flammable;
- It has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
- The device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

3. Additional Safety Measures

Fort Hays Tech | North Central and its employees, staff, administration, and trustees who do not provide adequate security measures in college buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act ([K.S.A. 75-7c01 et seq.](#)) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns ([K.S.A. 75-7C20 \(f\)](#)).

Nothing in the policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

Reporting and Temporary Actions

All reports of suspected violations of the concealed carry policy are made to the College President or his/her designee.

An employee who witnesses the unlawful handling of a handgun shall report the incident to the President or his/her designee.

Upon receipt of a report, Fort Hays Tech | North Central will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. Any report of weapons on a Fort Hays Tech | North Central campus will be investigated.

Employees who fail to report complaints or incidents regarding unlawful handling of a handgun to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of unlawful handling of a handgun may also face disciplinary action.

When a complaint contains evidence of criminal activity, the College President or his/her designee shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the College's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting unlawful handling of a handgun shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of unlawful handling of a handgun in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of unlawful handling of a handgun is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

Sanctions

Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by Fort Hays Tech | North Central Administration or the appropriate law enforcement agency and shall form a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement. Likewise, any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

1. **Students:** Students in violation of this policy are subject to suspension or expulsion from the College with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in college or college-sponsored activities. The suspension or expulsion may be appealed under the Fort Hays Tech | North Central Complaint and Grievance Policy. The President may recommend the suspension or expulsion be modified on a case-by-case basis under the provision (Probation). Students violating this policy will be referred to the appropriate law enforcement agency or agencies and if a juvenile to SRS. Those residing on campus shall honor the provisions of this policy plus all conditions of the housing agreement.
2. **Employees:** Prior to applying sanctions under this policy, employees will be afforded all rights of due process to which they are entitled under their contracts or in the provisions of the laws of the State of Kansas. Nothing in this policy is intended to diminish the rights of Fort Hays Tech | North Central to take any other disciplinary action provided for in the Fort Hays Tech | North Central Board of Trustees policy handbook or the negotiated agreement.

Notice and Training

Notice of this policy, the board policy, and the concealed carry law are given in this policy and shall also be given by way of reference to this policy in the College Faculty/Staff Handbook and the Fort Hays Tech | North Central Student Handbook and the student housing handbook.

Firearm safety instruction is highly recommended to all who choose to handle such firearms.

Related Statutes and Regulations

[K.S.A. 75-7C01, et seq.](#)

Questions

Questions regarding this policy are to be directed to the Dean of Instruction, VP Jennifer Brown at jbrown@fhtechnnc.edu (785) 738-9055.

6:12 Information Systems Use

The use of Information Systems, personal or college (computers, laptops, networking equipment, network resources, PDA's, servers, smartphones, tablets, telephones, etc.) on either the College's guest or private networks requires the acceptance of the Fort Hays Tech | North Central's Information Systems Use Policy. End users (you) are independently and solely responsible for complying with all applicable laws and policies in all of your actions related to your use of personal or college information systems and network resources, regardless of the purpose of the use.

Certain information systems are prohibited due to their potential to cause harm or damages, such as decreased network performance, introduction of viruses, or complete information system outages for a building or multiple building. End users (you) do not want to be responsible for information systems disruptions or outages, and with the availability of college-wide wireless access and college computers, end users (you) should have no reason to use a prohibited device. Any violation of this policy, a virus, malware or spyware infection of an Information System, outdated or no security (antivirus) software, attaching servers or additional networking equipment, or any copyright infringement; may result in the interruption of services and or loss of network privileges, the cancellation of housing contracts for students, dismissal from the College and or legal action without prior notification.

NOTICE: Fort Hays Tech | North Central reserves the right to update or change the posted Information Systems Use Policy at any time. All college Information Systems are business devices and should not be used as personal use systems. Please keep all college Information Systems use related to college business or research and not to a personal or home business type of use. This includes but is not limited

to the following practices:

1. It is the responsibility of all college Information Systems end users to read, understand, and follow Fort Hays Tech | North Central's Information Systems Use Policy.
2. Only authorized college faculty, staff, students, or guests (end users) are allowed to use college Information Systems and network resources.
3. There should be no expectation of privacy as all information, including personal information, placed or sent over the College's network is logged and may be monitored. Internet activity, email messages, and attachments may be monitored without prior notification if Fort Hays Tech | North Central deems this necessary. If there is evidence that an end-user is not following Fort Hays Tech | North Central's Information Systems Use Policy, the College reserves the right to take disciplinary action, including the loss of network privileges, the cancellation of housing contracts for students, and dismissal from the College and/or legal action.
4. End-users' personal devices (computers, laptops, tablets, PDA's, iPods, smartphones, etc.) may connect to the College's guest wireless network (Campus or Campus Guests) as long as they meet and follow Fort Hays Tech | North Central's Information Systems Use Policy. These devices are NOT permitted to connect to any other college network. For more information on the College's guest wireless service, please refer to our **Wi-Fi Warning and Disclaimer** posted on our public web and within each department. * Fort Hays Tech | North Central reserves the right to refuse or deny network services to any personal device if, for any reason, that device has questionable functionality or may be in violation of the Information Systems Use Policy. ** The College is not responsible, liable or accountable for any end user's personal devices, technical support or damages that may occur from the end-users connecting to the Internet (malware, spyware, viruses, etc.) via the College's guest wireless network.
5. End users are to refrain from installing any software onto any college Information Systems without prior approval from Fort Hays Tech | North Central's IT Department. Non-approved software may be removed from college Information Systems, and loss of use or other rights may occur.
6. End users are not permitted to change, add, remove, or modify any college Information Systems hardware, software, or operating system settings.
7. End users are not permitted to change, add to, remove from, or modify the College's network infrastructures in ANY manner without Fort Hays Tech | North Central's IT Department approval. This includes all Information Systems, network switches, access points, routers and servers of any kind (examples include, but are not limited to FTP, SMTP, DHCP, P2P (peer to peer), DNS, Remote Terminal Connections, IIS, NAT devices, distributed transaction servers, LAN\network scanners, wireless analyzers, proxies, packet analyzers, protocol analyzers, denial of service attacks, network discovery or brute force password cracking software, key loggers, locks, viruses or other harmful content) or other related networking hardware or software deemed to be malicious or harmful by Fort Hays Tech | North Central's IT Department.
8. End users should understand that offsite, cloud-based data storage, or backup sites such as carbonite, drop box, I Drive, Mozy, SkyDrive, Google drive, etc., are not supported by the College. The College provides onsite data storage to faculty, staff, and students if requested. * The College's data storage is NOT intended for use as primary data storage, but rather a secure replica of the end-user's data. Fort Hays Tech | North Central is not responsible for any data loss from using these sites. With respect to Google drive, your

account may be completely suspended for a violation of this policy.

9. End users are solely responsible for the content, retention, and compliance with all applicable laws and policies of any electronically generated material created in any format while using a college or personal device or networked service provided by the College.
10. All Information Systems use must be legal, ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared Information Systems resources (computers, network access, and network bandwidth).
11. End users are to refrain from invading another person's privacy, including viewing, copying, modifying, or destroying another person's data without explicit permission from the creator/owner of the data.
12. End users are to refrain from purposefully connecting, removing, damaging, destroying, modifying, or changing any college Information Systems hardware, software, or operating systems settings.
13. End users are to refrain from using Information Systems to harass, defame, or send any harmful, malicious, slanderous, unsolicited or fraudulent chat, email, text, IM, or spamming messages to others.
14. End users are to refrain from posting, displaying, viewing, sending, forwarding, or otherwise distributing libelous, defamatory, offensive, racist or obscene materials over the College's network.
15. End users are to refrain from sending or forwarding messages or attachments belonging to another user without first acquiring permission from the original sender.
16. End users are to refrain from installing, creating, distributing, or using unauthorized copies of licensed software, music or literature, videos, or other copyrighted materials.
17. End users are to refrain from using college information systems and network connections for frivolous activity, non-educational use, personal, or business/monetary gain.
18. Social media is to be used to promote the mission, visions, values, and programs of the institution.
19. Information Systems passwords are required to gain access to various resources on the College computer/telephone network and are considered private. These passwords will be reset once a semester. End users (you) are not to disclose your account information to anyone other than IT Administration for tech support. In certain circumstances, employees may be required to share account information during an absence in order for college work to continue. Any such instances must be approved in advance by the College President or designee. If, for any reason, you believe that your Fort Hays Tech | North Central account or password has been compromised, immediately inform the College's IT Department so that preventative
20. Measures may be taken to protect you and your Fort Hays Tech | North Central account. End users are required to log off or shut down all Information Systems after use.
21. AI Tools and Generators (ChatGPT, Meta, Co-Pilot, Dall-E, etc.) may be used in the academic setting,

but have limits in their use as described below. Please review the following as to when AI tools and AI generated content is permissible to use in both the workplace and classroom settings.

a. Students

i. Students may use AI, where permitted for class work and content generation. Students are responsible to check their course syllabi for individualized instructions in how AI use is permitted per course. Please be aware the use of AI generated content may result in misinformation or inaccuracies. Students should use with caution and double check generated content. Submitting AI generated work as your own, without attribution, will be considered academic dishonesty.

ii. The use of AI tools to create content enabling harassment, defamation, stalking, or sexual exploitation is not permitted. AI generated content is not permissible to break laws, institutional policies or licensing agreements.

b. Faculty/Staff

i. AI usage is permitted in the following applications:

1. Lesson planning
2. Professional development and training presentations
3. Personalized student support
4. Administrative assistant – automating tasks, drafting/revising communications, transcribing meetings
5. Event planning

Please note: Using AI for transcribing meetings may not be permitted in situations where sensitive information and privacy is a concern.

ii. AI usage is not permitted in the following applications:

1. Using AI generated code within institutional IT systems or services without permission from system administrators.
2. Using AI tools to create content enabling harassment, defamation, hostile environment, stalking or illegal discrimination.
3. Using AI to summarize and/or grade student work
4. Using AI tools to infringe copyright or other intellectual property rights
5. Uploading FERPA protected information, HIPPA protected information, Intellectual property, and information related to employees and their performance into AI tools for data analysis

iii. Faculty/Staff should work with their supervisor. The College reserves the right to limit and/or prohibit the use of AI

22. Fort Hays Tech | North Central uses "filtering" to make sure our employees, students, and guests do not view sites that contain or display objectionable material. Filtering can only be accomplished at an "all or nothing" level. We cannot turn on a site only for one person and no one else. Please understand that these filtering protocols apply to everyone - guests, students, and employees - using the guest wireless or any other college networks to access the Internet.
23. Fort Hays Tech | North Central and its employees will neither be held responsible nor liable for any criminal, civil, illegal, or illicit activity conducted by an end-user misusing any personal or college Information System and network resources. End users (you) are independently and solely responsible for complying with all applicable State, Federal, and international laws and policies in all of your actions related to your use of personal or college information systems and network

resources, regardless of the purpose of the use.

Student Housing Internet Access

For students living in student housing (Beloit campus only), a secured wireless Internet connection is available for laptops, tablets, and gaming consoles.

In order for the Internet at the student housing to function properly, the following rules MUST be followed:

- Each resident is allowed up to 3 devices (laptop, tablet, gaming console, or smartphone) to connect to the student housings' wireless Internet.
- No personal wireless routers are allowed in student housing.
- No personal wireless access points, bridges, or repeaters are allowed in student housing.
- Residents are encouraged not to share their student housing wireless key with any visitors, as doing so reduces available bandwidth to that building.
- Residents are encouraged not to turn on smartphone Hotspots in order to help reduce disruptive and unnecessary wireless signals and traffic.
- Residents are required to read and adhere to the Student Housing Acceptable Use Policy: <http://access.ncktc.edu/wp-content/uploads/2024/08/ISUP-updated-8-19-24.pdf>

Additional Acceptable Use Policy for Student Housing.

- All acceptable use rules set forth above continue to apply to use of college information systems in student housing, in addition to the following:
- All computers connecting to student housing's network are required to have current and up-to date security software and patches.
- Internet activity over student housing's network may be monitored at any time without prior notification. If there is evidence that a resident is not following this acceptable use policy, the College reserves the right to take appropriate disciplinary action, including, but not limited to, loss of network privileges, cancellation of housing contracts, dismissal from the College, and/or appropriate legal action.

Service provided "AS IS." Student housing's network provides access to the Internet on an "AS IS" basis with all the risks inherent in such access. The College makes no warranty that student housing's network or that any information, software, or other material on the student housings' network is free of viruses, worms, Trojan horses, spyware, malware, or other harmful components. By connecting to student housings' network, residents (end users) acknowledge and accept the risks associated with public access to the Internet and use of student housings' network. Service provided "AS AVAILABLE." student housings' network is provided on an "AS AVAILABLE" basis without warranties of any kind, either express or implied, that student housings' network will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of service, acts of God, warranties of title, non-infringement, nor implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the College, affiliates, or employees of the College shall create such a warranty. Indemnity. Under no circumstances shall the College, the provider of student housings' network, or affiliates, agents, or employees thereof, be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from the residents' use of or inability to use student housings' network or access to the Internet or any part thereof, or the residents' reliance on or use of information, services or merchandise provided on or through student housings' network, or that result from mistakes, omissions,

interruptions, deletion of files, errors, defects, delays in operation or transmission, or any other failure of performance. Residents agree to indemnify and hold harmless the College, the provider of student housings' network, including affiliates, agents, and employees thereof, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney fees) arising out of or related to the residents' use of student housings' network, any materials downloaded or uploaded through student housings' network, any actions taken by the residents in connection with the residents' use of student housings' network, any violation of any third party's rights or any violation of law or regulation, or any breach of this policy. Connection Assistance. The College's IT department will provide technical support for internal student housing network issues only, such as locked up access points or failed network switches. Any college hardware failures will be addressed and repaired as soon as possible. The College's IT department is NOT responsible for and will NOT provide technical support for residents' personal devices. Student housing network support times are Monday through Thursday, 7:30 A.M. to 4:30 P.M. and Friday 7:30 A.M. to 11:30 A.M. Residents should schedule assistance requests during these hours. For after-hour issues, residents should contact the Student Housing Supervisor or complete the Student Housing Assistance form on the College's Intranet to receive assistance on the next business day.

6:13 Digital Communications Policy Updated 07/28/26

Fort Hays Tech | North Central recognizes digital communication as an essential tool for supporting teaching, learning, student engagement, and institutional operations. This policy applies to all official College digital communication platforms, including but not limited to websites, social media, mobile applications, learning management systems, text messaging services, email, collaboration platforms, and other current or future electronic communication tools.

All official digital communications conducted on behalf of the College shall:

- Comply with all applicable federal, state, and local laws, including but not limited to FERPA, copyright, trademark, accessibility, and privacy requirements.
- Adhere to the College's Code of Conduct, Information Use Policy, Principles of Community, branding standards, and other applicable College policies.
- Be accurate, professional, and consistent with the mission and values of Fort Hays Tech | North Central.
- Be administered only through College-authorized accounts or communication platforms.

The President or designee shall have authority to establish procedures governing the creation, administration, and oversight of official College digital communication channels. The College reserves the right to edit, restrict, or remove content from College-managed digital communication platforms that is unlawful or that violates College policies, including content that is obscene, defamatory, threatening, harassing, discriminatory, abusive, fraudulent, commercial in nature, or otherwise inconsistent with the College's mission or applicable law.

The College may take appropriate action to prevent individuals or organizations from falsely representing an official relationship with Fort Hays Tech | North Central or using the College's name, logos, trademarks, or digital platforms without authorization.

Employees are responsible for exercising professional judgment when communicating through official College digital platforms and for protecting confidential and personally identifiable information. Student information, images, recordings, or educational records shall not be disclosed or shared except as permitted by FERPA and other applicable laws or with appropriate authorization.

The President or designee is responsible for developing and maintaining administrative procedures necessary to implement this policy, including standards for platform administration, content management, branding, acceptable use, and user conduct.

6:14 Copyright-Fair Use

Copyright Infringement. Almost all forms of original expression that are fixed in a tangible medium are subject to copyright protection, even if no formal copyright notice is attached. Written text (including e-mail messages and news posts), recorded sound, digital images, and computer software are some examples of works that can be copyrighted. Unless otherwise specified by contract, the employer generally holds the copyright for work done by an employee in the course of employment.

Copyright holders have many rights, including the right to reproduce, adapt, distribute, display, and perform their work. Reproducing, displaying, or distributing copyrighted material without permission infringes on the copyright holder's rights. However, "fair use" applies in some cases. If a small amount of the work is used in a non-commercial situation and does not economically impact the copyright holder, it may be considered fair use. For example, quoting some passages from a book in a report for a class assignment would be considered fair use. Linking to another web page from your web page is not usually considered infringement. However, copying some of the contents of another web page into yours or use of video clips without permission would likely be an infringement.

Penalties for Copyright Infringement. Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights guaranteed to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees, for details see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov). If you reproduce or offer full-length video or audio recordings for download without the authorization of the copyright owner, you are in violation of federal copyright law and could face civil as well as criminal penalties. Placing statements on your web site, such as "for demo purposes only" or that the video and audio files must be "deleted within 24 hours," does not prevent or extinguish this liability. There are several entities you may need to contact before you can use recorded music online. First, you should understand that the copyright in a sound recording is distinct from the copyright in the recording's underlying musical composition. Thus, even if you have secured the necessary licenses for publicly performing musical compositions (from, for example, ASCAP, BMI and/or SESAC) or for making reproductions of musical compositions (from, for example, the Harry Fox Agency), these licenses only apply to the musical composition, not the audio recording. Licenses to utilize particular video and audio recordings must be secured from the video and audio recording copyright owners – generally, the record company that released the recording.

Software Piracy. Unauthorized duplication, distribution, or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this behavior on-line causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies enforce their rights through courts and by lobbying for and getting stiffer criminal penalties.

Video and Audio Recording Piracy. Another form of copyright infringement is the unauthorized

duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files (e.g., MP3 format). The Recording Industry Association of America (RIAA) monitors the Internet daily and scans for sites that contain music.

They have been successful in getting the sound recordings removed from those sites. You can report violations to the

RIAA directly. Federal copyright law grants the copyright owner in a video and audio recording (typically, a record company) the exclusive right to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by the copyright owner, may violate their rights under federal law: a.) Making a copy of all or a portion of a video and audio recording onto a computer hard drive, server, or other hardware used in connection with a web site or other online forum. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server; b.) Transmitting a copy or otherwise permitting users to download video and audio recordings from a site or other forum; and/or c.) Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.

Steps to combat the unauthorized distribution of copyrighted material. Fort Hays Tech | North Central may limit the amount of bandwidth available to P2P applications, but we do not filter nor monitor such applications since much of the traffic is legal. If presented by a copyright owner, in the proper legal manner, a request to help with their investigation, we are required, by law, to provide all necessary assistance.

Alternatives to illegal file sharing. Fort Hays Tech | North Central actively encourages our users to use legal sources for their media needs. iTunes and Educause are examples of sites used to attain digital media legally.

6:15 Artificial Intelligence Use Policy Updated 07/28/26

Purpose

Fort Hays Tech | North Central recognizes that Artificial Intelligence (AI) technologies can enhance student learning, creativity, productivity, and operational effectiveness. The College encourages the responsible use of AI in support of its mission while protecting confidential information, complying with applicable laws and policies, and exercising sound professional judgment.

This policy establishes expectations for the responsible use of AI by students, employees, contractors, and others acting on behalf of the College.

Guiding Principles

The use of AI should:

Enhance—not replace—human knowledge, expertise, and professional judgment.

Support student learning, innovation, and operational effectiveness.

Protect the privacy and confidentiality of students, employees, donors, business partners, and the College.

Comply with applicable laws, Board policies, licensing agreements, and College procedures.

Promote accuracy, transparency, ethical conduct, and responsible decision-making.

Think Before You Paste

Before entering information into any AI platform, consider whether it is appropriate to share outside the

College.

As a general rule, if information should not be posted on the College's public website or shared with someone outside the institution, it should not be entered into a public or unapproved AI system.

Whenever practical, potentially identifiable information should be removed or anonymized. Users are responsible for understanding the privacy practices and terms of service of any AI platform they use.

Student Use

Students may use AI when permitted by their instructor and consistent with course requirements. Individual instructors may establish additional expectations within their course syllabi.

Students remain responsible for all submitted work and should verify the accuracy of AI-generated content. Submitting AI-generated work as one's own without authorization or proper attribution, when required, constitutes academic dishonesty.

Students shall not use AI to violate academic integrity standards, College policies, or applicable law, or to create content that enables harassment, discrimination, defamation, stalking, or other unlawful conduct.

Employee Use

Employees are encouraged to responsibly use AI to improve efficiency, communication, instruction, and service to students.

Appropriate uses may include, but are not limited to:

- Drafting correspondence, reports, presentations, and policies.
- Brainstorming ideas and improving writing.
- Developing lesson plans and instructional materials.
- Creating marketing or event materials.
- Summarizing publicly available information.
- Assisting with programming, spreadsheets, workflow development, or meeting support when confidentiality requirements permit.

Employees remain responsible for all work produced with AI assistance.

Protection of Confidential Information

Users shall not enter, upload, or disclose confidential, sensitive, proprietary, or personally identifiable information into public or unapproved AI systems.

Examples include:

- Student education records protected by FERPA.
- Personally identifiable information (PII).
- Protected health information (PHI).
- Employee personnel, payroll, or benefits records.
- Donor, Foundation, or advancement information.

- Non-public financial information, contracts, grant materials, or procurement documents.
- Board executive session materials.
- Legal, investigative, or attorney-client privileged information.
- Passwords, security credentials, cybersecurity information, or system configurations.
- Proprietary research, intellectual property, strategic plans, or information designated as confidential by law or College policy.

Whenever possible, users should anonymize information before using AI. If there is uncertainty about whether information may be entered into an AI system, it should not be entered until guidance is obtained from a supervisor or the Information Technology Department.

Human Review and Accountability

AI is intended to assist—not replace—human judgment.

Users are responsible for reviewing AI-generated content for accuracy, bias, completeness, legal compliance, and appropriateness before relying upon or distributing it.

AI may assist with decision-making but shall not replace meaningful human review in matters involving grading, admissions, financial aid, employment, discipline, or other decisions that significantly affect individuals.

Prohibited Uses

AI shall not be used to:

- Disclose confidential or protected information.
- Create fraudulent, deceptive, discriminatory, harassing, or unlawful content.
- Circumvent College security controls or generate malicious software.
- Violate copyright, licensing agreements, or intellectual property rights.
- Represent AI-generated content as an official College position without appropriate review and authorization.
- Violate applicable laws, Board policies, or College procedures.

Approved AI Platforms

The College may designate approved AI platforms that meet institutional privacy and security standards. Additional guidance or procedures regarding approved AI technologies may be issued as needed without requiring revisions to this policy.

Compliance

Violations of this policy may result in the suspension of technology privileges, corrective action, disciplinary action, or other remedies consistent with Board policy, College procedures, and applicable law.

Questions regarding the appropriate use of AI should be directed to an employee's supervisor or the

Information Technology Department.

Artificial Intelligence is intended to enhance—not replace—the knowledge, experience, creativity, and professional judgment of students and employees. The individual using AI remains responsible for the accuracy, integrity, legality, and quality of all work produced with its assistance.

6:16 Hard Drive Disposal

All computers, servers, and copier hard drives will be returned to the IT department when they are no longer in use. Once the IT department deems the hard drives non-reusable, they will be taken out of service for disposal. Physical destruction is the acceptable method of disposing of the hard drive storing college data. The College will use hardware and software that meets federal government standards to erase the hard drive.

6:17 Lock Out Tag Out

This establishes Fort Hays Tech | North Central policy for protecting anyone who performs service or maintenance on Fort Hays Tech | North Central's machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, troubleshooting, testing, cleaning, and dismantling machines, equipment, or processes.

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

This policy applies to all Fort Hays Tech | North Central employees, students, or contractors who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

6:18 Powered Industrial Truck

The purpose of this policy is to define the requirements for safely operating an industrial forklift on the Fort Hays Tech | North Central Campus. All employees, students, and contract personnel shall operate these devices in accordance with this program.

This policy is based on conformance with the Occupational Safety and Health Act of 1970. More specifically, it meets or exceeds OSHA 29 CFR 1910.178 Powered Industrial Trucks and ANSI 92.2.

This policy applies to the operation of all powered industrial trucks: forklifts, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines by college employees, engaged in college projects.

All employees and students who operate a forklift shall be trained in the safe operation of the specific device they will operate. This training will be provided by an authorized and qualified in-house faculty member, or an outside qualified trainer. This training will include, but not limited to:

- Classroom training on the specific forklift,
- A hands-on test to prove competency,
- Instructions on pre-use inspection,
- Record-keeping requirements.

Training must conform to all OSHA requirements.

Refresher training is required every three (3) years, whenever a new or different forklift is purchased, whenever the employee demonstrates a need for retraining, or when new personnel are hired.

6:19 Respiratory Protection Program

The purpose of this respiratory policy is to establish standard operating procedures to ensure the protection of all Fort Hays Tech | North Central employees/students from respiratory hazards through proper selection and use of respirators. This program applies to any employee who, during normal operations, non-routine tasks, or emergency operations, encounters a hazardous substance requiring a respirator. This would include harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

6:20 Gifts Between Employees and Students

The giving of gifts between students and staff members is discouraged. Unless approved in advance by the College President, staff members shall not give gifts to any student or class of students.

Students shall also be discouraged from collecting money or purchasing gifts for the faculty.

Student organizations, with prior approval of the organization sponsor and department chair, may donate a portion of the organization's funds to a department or the College for specific purposes enumerated by them. All donations must have final approval of the Board.

Staff members are prohibited from receiving gifts from vendors, salespersons, or other such representatives. Marketing and promotional items are not considered gifts.

If an employee accepts a gift from any person as outlined in this policy, the employee may be subject to disciplinary action. The College President shall be responsible for the administration of this policy.

6:21 Communicable Diseases

Whenever an employee or student has been diagnosed by a physician as having an infectious or contagious (communicable) disease, as defined by K.A.R. 28-1-1 and 28-1-2, the employee or student shall report the diagnosis and nature of the disease to the College President so that a proper reporting may be made to the county or joint board of health as may be required by [K.S.A. 65-118](#).

An employee afflicted with a communicable disease shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other college employees and to students. Employees with a communicable disease may be eligible for FMLA leave.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

A student afflicted with a communicable disease shall be excused from classes, will be ineligible to participate in any student activities, and will be removed from on-campus housing for the duration of the contagiousness in order to give maximum health protection to other college employees and students.

The student may be eligible to return to classes, student activities, and on-campus housing upon recovery from the illness or when the student is no longer contagious as authorized by the student's physician. In instances where the student may be academically ineligible to complete the program, as deemed by the Vice President of Student and Instructional Services and the Vice President of the Hays campus, the student may be eligible for Student Emergency Leave.

If a student or college employee has been diagnosed as having a communicable disease and the College President has been notified by the employee or student, the College President shall determine whether a release shall be obtained from the employee's or student's physician before the employee or student returns.

Decisions regarding the type of employment or academic setting for an employee or student with a communicable disease shall be made by the College President based upon consideration of the physical condition of the employee or student and the following factors:

- the nature of the risk;

- the duration of the risk;
- the severity of the risk, and
- the probability that the disease will be transmitted or cause harm to the employee or student and to others who will share the same setting.

No information regarding employees or students with communicable diseases shall be released by college personnel without the employee's or student's consent except to comply with state or federal law.

COVID-19 Contact Tracing

For the purposes of disease investigation and controlling the spread of COVID-19, if a student/faculty/staff member is identified as a close contact to a case, some limited information including the contact's name and phone number may be shared with Public Health Officials for the purposes of follow-up. Contact tracers will destroy any identifying information including the name and phone number once the close contact is no longer in quarantine. Students/faculty/staff members will have the ability to opt out of contact tracing.

6:22 Restraining Orders

Enforcement of court-issued protection orders is critical to ensure the safety of students and employees at Fort Hays Tech | North Central.

Any student or employee who has a restraining order, order of protection, no-contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the College) is highly encouraged to notify the local police department and the Vice President of Student and Instructional Services (Beloit students), the Vice President of the Hays Campus (Hays students) or Board Clerk (employees) of the threat. The student or employee should provide a copy of the restraining order to local law enforcement, as well as the Fort Hays Tech | North Central official listed above, so it is kept on file and can be enforced, if necessary.

Upon receiving notice that a student or employee holds a protection order, the designated Fort Hays Tech | North Central employee shall immediately schedule a meeting with the protected student to create a plan for enforcement of the protection order on the College's campus. The designated Fort Hays Tech | North Central employee shall work with the protected student or employee to create an enforcement plan regardless of whether the restrained individual is another student or employee. In addition, the designated Fort Hays Tech | North Central employee shall provide the protected student or employee with information about reporting violations of the protection order, assist him/her with reporting any violations, and provide him/her with a list of campus and community resources.

If the restrained individual is a student or employee, Fort Hays Tech | North Central shall make any necessary changes to the restrained student's enrollment/employment, participation, or environment in order to comply with the protection order and ensure the protected student or employee's safety. In addition, the designated Fort Hays Tech | North Central employee shall work with the protected student or employee and the College to make any changes to the protected student or employee's enrollment/employment, participation, or environment to which he/she consents and which are necessary to ensure his/her safety.

Changes to the restrained student or employee's enrollment/employment, participation, or environment that are made pursuant to a valid protection order do not require a written complaint or grievance by the student or employee. The restrained student or employee may file a grievance using the procedures set forth in the Fort Hays Tech | North Central Board Policy handbook to challenge any changes made to his/her enrollment/employment, participation, or environment to enforce a protection order.

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6:23 Surveillance Policy Updated 07/28/26

Surveillance cameras may be used to monitor all activity in or around any college facility. Surveillance footage, which can be used as a record of student or employee behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable individuals depicting their involvement in an altercation or other violation of law or college policy shall be considered a student/personnel record and shall be subject to current law for the release of record information.

The President or their designee will have access to review camera activity. Review of activity may include student or employee behavior or incidents on campus. Written requests to review data may be made to the President or designee.

Review of surveillance footage will be documented with the reviewer(s) and date of review. If surveillance footage is saved as a digital student record for purposes of an investigation, the student may request to review the footage through a written request to the Registrar.

6:24 Expressive Activity and Free Expression Updated 07/28/26

Fort Hays Tech | North Central recognizes that freedom of speech, expression, assembly, and association are fundamental rights protected by the United States Constitution and the Kansas

Intellectual Rights and Knowledge (KIRK) Act.

The College supports the free exchange of ideas and encourages civil discourse among students, employees, and visitors.

Individuals may engage in lawful, noncommercial expressive activity in outdoor areas of campus that are generally accessible to the campus community, provided such activity does not materially and substantially disrupt the functioning of the College, impede access to College facilities, interfere with the rights of others, or violate federal or state law.

The College may adopt and enforce reasonable, content-neutral time, place, and manner restrictions that are narrowly tailored to serve significant institutional interests and leave open ample alternative channels for communication.

The College shall not deny recognition, funding, facility use, or other benefits to a student organization or individual based on political, religious, philosophical, ideological, or academic viewpoints, except as otherwise permitted by law.

Nothing in this policy shall be construed to prohibit the College from enforcing laws or College policies concerning:

- Threats or intimidation
- Harassment as defined by law
- Violence or vandalism
- Obstruction of College operations
- Disruption of instructional activities
- Conduct that materially and substantially interferes with the functioning of the College.

The College President shall establish administrative procedures consistent with this policy and applicable law.

SECTION VII: PERSONNEL (See also Section VI)

7:1 Handbooks

All personnel handbooks shall be approved by the Board and adopted as a part of these policies.

7:2 Employee Involvement in Developing Policies

When developing personnel policies, the Board shall, to the extent practicable, involve college employees.

7:3 Job Descriptions

The College President shall develop a job description for each category of employee. The job description shall be filed with the Clerk.

7:4 Recruitment & Hiring

The College President shall have the authority to recruit personnel. He/she may request appropriate individuals to assist in this effort.

The Board shall approve all employee contracts. While this legal responsibility cannot be waived, the board delegates to the College President's authority to recruit staff members. In carrying out this responsibility, the College President involves administrators, department heads, deans, directors,

faculty, staff, and other appropriate personnel.

All employment contracts recommended by the College President are subject to ratification by the Board. The employment of any staff member is not official until approved by the Board.

Hiring sequence

A conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment-based upon unsatisfactory results of any reference and/or background checks performed;

- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the College President; and
- Approval of the contract or other documents by the Board.

7:5 Nepotism

The Board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any member of the board, except in areas when there is a shortage of qualified candidates.

When it is deemed necessary by the Board to employ such an individual, the related board member will not participate in any initial employment action or any disciplinary decision concerning the family member.

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law.

This provision shall not apply to any person who has been regularly employed by the Board prior to the adoption of this policy or to any person who has been regularly employed by the Board prior to the election or appointment of a new board member to whom the person is related.

The College President shall make reasonable efforts to determine whether a candidate for employment in the College is related to a board member. If a candidate is related to a board member, the College President will make this fact known to the Board.

7:6 Faculty Qualifications

Fort Hays Tech | North Central has established the following guidelines for determining faculty qualifications:

For General Education courses, instructors must hold a master's degree in the discipline in which the instructor is teaching. If the instructor holds a degree in a discipline other than what they teach, they must complete at least 18 graduate credit hours in the discipline. Instructors may be hired contingent upon progress towards academic credentials. Progress toward academic credentials means demonstrable, current, and consistent

progress toward the academic credential deemed relevant by the College. Instructors hired in this manner will be placed on a contingency plan, in which they must make consistent progress towards fully qualified status. Consistent progress means earning a minimum of 3 credit hours of progress towards the approved degree per semester. An approved plan for degree attainment from a regionally accredited institution must be on file with the Board Clerk. Failure to make adequate progress may result in disciplinary action.

For Technical Education courses, at a minimum, all technical faculty members are expected to have attained the industry-recognized credentials and degree's taught in the program and the credentials

required by the programs accrediting body (if applicable). These credentials must be earned prior to employment unless a contingency plan has been approved by the Vice President of Student and Instructional Services or designee.

The Board reserves the ability to hire General Education and Technical Education faculty based on equivalent experience. Equivalent experience means experience that is commensurate with achievement of academic credentials, such that it qualifies an instructor for the instruction. Equivalent experience can range from, but is not limited to, industry recognized credentials, significant accomplishments in the field, published articles in professional publications, master certifications, research or scholarship, recognized achievement, or extensive business and industry experience (in the field being taught). Previous years of classroom instruction does not alone constitute equivalent experience.

Faculty hired on or placed on a contingency plan will be reviewed annually to evaluate progress towards fully qualified status.

Fully qualified means having attained the required education level or equivalent experience as approved by the VP of Student and Instructional Services, the VP of Finance and Hays Operations, and the Dean of Instruction.

7:7 Employment Eligibility Verification

The College President shall maintain a file on all college employees, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status. Each employee shall be required to complete the oath of office and the I-9 form and show appropriate documentation as required by the I-9 instructions.

7:8 Criminal Background Check

All new hires shall be required to undergo a criminal background check. All current employees will be subject to a criminal background check at least every three (3) years. The College reserves the right to drug test employees at random or with suspicion.

7:9 Personnel Records

Personnel files required by the College shall be under the custodianship of the College President. Employees have the right to inspect their files upon proper notice under the supervision of an administrator or the records custodian.

The custodian of records should screen all records and files maintained by the College annually, and obsolete material shall be discarded.

Requests for References

Unless otherwise allowed by law, a request by a third party for the release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request, the College may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s);
- Job description and duties while in the College's employ;
- Last salary or wage;
- Wage history;
- Whether the employee was voluntarily or involuntarily released from service and the

reasons for the separation;

- Written employee evaluations that were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access.

7:10 Good Standing

All employees are encouraged to remain in “good standing” throughout their time of employment.

Good standing includes, but is not limited to: complying with all explicit obligations and duties of the position; not subject to any form of sanction, suspension, or disciplinary action; having no outstanding financial obligations to the College; not the subject of a criminal investigation; properly notified the Board of intent to resign or retire in a timely manner (consistent with contract terms, but never less than 10 working days); continues working productively throughout the duration of the notice period; actively helps the College succeed after submitting their notice (doesn't leave at an extremely inopportune time, completes details specific to duties, assists in identifying and training a replacement, etc.); and properly completes and documents the checkout process.

7:10 Retirement and Resignation

All employees are requested to notify the Board in writing of their intent to retire or resign as soon as possible.

Faculty members who give notice by the deadline set in the negotiated agreement may be eligible for a one-time incentive payment.

Non-faculty employees who give notice of their intent to retire or resign 90 days prior to the effective date may be eligible for a one-time incentive payment. If a retiring employee provides notice of their intent to retire at least 120 days prior to the effective date, the College may pay an additional one-time payment. Payment amounts are to be equal to those provided to faculty as established in the negotiated agreement.

All employees must be active, in good standing, and unless mutually agreed to, continue working throughout the duration of the notice period to be eligible for these payments.

7:11 Rehire Eligibility

Employees who leave in good standing with proper notice may be considered for rehire. Unless extenuating circumstances existed, former employees will not be considered for rehire, for a period of at least five (5) years if:

1. They were terminated by Fort Hays Tech | North Central for cause;
2. They resigned in lieu of termination
3. They previously abandoned their job at Fort Hays Tech | North Central
4. They were a student/employee who was suspended or expelled for misconduct, policy violations or criminal behavior.

Employees who worked at Fort Hays Tech | North Central for less than twelve (12) months will be considered 'new hires' if rehired. New hires are expected to undergo normal hiring and onboarding procedures.

Employees who were with the company for longer than twelve (12) months might not have to go through the same procedures as new hires. Their service may be recognized for longevity and sick leave accrual. Qualification for benefit plans will be based on compliance with applicable laws and otherwise remains at the college's discretion.

7:12 Assignment and Transfer

The Board retains the right to assign, reassign and transfer all personnel. If such reassignment or transfer involves a change in campus location, faculty members shall have such rights as are set forth in Article VIII, Section A of the negotiated agreement.

7:13 Employee Suspensions

The College President shall have the authority to suspend a faculty employee as outlined in the negotiated agreement. The College President shall have the authority to suspend a non-faculty employee with or without pay for a period of time which shall expire at the next regular or special board meeting, at which time the Board will determine whether additional discipline shall be imposed.

7:14 Probation

The authority to recommend to the Board that staff members be placed on probation is delegated to the College President. The Board, after hearing his/her recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a staff member on probation. The Board will establish the term of probation.

Probation for faculty members shall be implemented in accordance with Article V, Section D of the negotiated agreement.

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file. Failure by an employee to remedy the causes of probation may result in nonrenewal or termination of the employment contract.

7:15 Grievances

The purpose of this policy is to provide for the orderly and expeditious adjustment of grievances of individual non-faculty employees of the College at the lowest level. All faculty grievances must follow the procedure set forth in the negotiated agreement.

The term "grievance" shall mean any alleged violation of the terms and conditions of an employee's contract of employment. "Grievant" means an employee of the College having a grievance. Words denoting number shall include both singular and plural.

The adjustment of a grievance shall be accomplished as rapidly as possible. The number of days within which each step is prescribed to be accomplished shall be considered as the maximum, and every effort shall be made to expedite the process. Under unusual circumstances, the time limit prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom the grievance is being considered.

All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.

Upon the final determination of the grievance, the documents, communications, and records relating to the grievance and the final adjustment thereof shall be kept and maintained by the Board Clerk.

At each step of the procedure for adjusting grievances after the initial private conference(s) with the immediate supervisor, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or be represented by legal counsel.

All grievance hearings shall be confidential.

Excluded from the grievance procedure shall be employee evaluations, termination, and other matters for which law mandates another method of review.

Only the employee affected may file a grievance or an appeal from Levels 1 and 2.

The filing of the grievance at all levels beyond the informal conference in Level 1 shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act, and the names and addresses of any witnesses.

LEVEL 1

A grievant shall first take up the grievance with the immediate supervisor in a private informal conference(s) within 15 working days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the grievant is dissatisfied with the outcome of the initial private conference(s), the grievant may request a formal conference with the immediate administrative supervisor. Efforts should be made to understand the facts and the issues in order to find a solution. The formal conference shall occur within 10 workdays following receipt of the request.

LEVEL 2

If the grievant is not satisfied with the disposition of the grievance at Level 1 or no decision is reached within 10 workdays after a formal presentation, the grievant may appeal the matter in writing to the College President. The College President shall then confer with the grievant in an effort to arrive at a satisfactory solution within 10 workdays after the appeal has been received. If the grievant does not appeal the grievance to the College President within 30 workdays after the formal conference at Level 1, the appeal of the grievance shall automatically be waived.

LEVEL 3

If the grievance is not adjusted to the satisfaction of the grievant or if no decision is made within 20 workdays after the date the grievance was filed with the College President under Level 2, then the grievant may appeal the grievance to the Board for final adjustment of the grievance. The appeal to the Board shall be in writing to the Board Clerk within 10 workdays after the College President has rendered a decision or after the expiration of 20 calendar days. If the grievant does not appeal the grievance to the Board within 30 workdays after the formal conference at Level 2, the appeal of the grievance shall automatically be waived.

The Board, upon receipt of the grievance, may assign a hearing officer to hear the grievance and make findings and recommendations to the Board. The finding and recommendations shall be made to the Board within 10 workdays after the grievance has been assigned to the hearing officer. The Board shall rule upon the grievance within 30 workdays after receipt of the findings and recommendations of the hearing officer.

Rules for conducting a grievance hearing are as follows:

1. The hearing (when conducted by the Board) or the presentation of the hearing officer's findings and recommendation to the Board (when the hearing is conducted by a hearing officer) will be conducted in executive session;
2. Efforts will be made by all participants to eliminate repetitious testimony and/or materials; however, each participant will be given reasonable time to present testimony and/or materials;
3. The grievant will make opening remarks and present the case;
4. The administration will make its opening remarks and present its findings in the case;

5. Witnesses may be called individually by the grievant and administration to testify before the Board or the hearing officer;
6. The Board or the hearing officer may call additional witnesses and may authorize witnesses being called as a group;
7. The grievant and the administration may ask questions of the witnesses during the time they are testifying;
8. Members of the Board or the hearing officer may ask questions of all participants during the hearing;
9. A summary statement may be made to the Board or the hearing officer by the grievant;
10. A summary statement may be made to the Board or the hearing officer by the administration;
11. Any new materials injected into any summary statement may be rebutted;
12. If no hearing officer has been appointed by the Board, the Board will take the matter of the grievance under advisement and render its decision in written form to the grievant within 45 calendar days of the hearing; and,
13. The decision rendered by the Board shall be the final disposition of the grievance.

7:16 Personal Appearance

Fort Hays Tech | North Central strives to exemplify the highest standards of professionalism and maintain a workplace environment that is safe, well-functioning, and free from unnecessary distractions. As part of that effort, the College developed this standard to establish basic guidelines for appropriate work attire which will promote a positive image of the institution and give due consideration to safety and sound business practice; safety will always be the primary consideration. Employees should never display slogans, images, or symbols that are demeaning, feature profanity, obscenity, abuse, or other messages that do not promote a safe, respectful, and productive workplace.

Procedures

Fort Hays Tech | North Central expects all employees to be professional in appearance when coming to work, engaged in work-related tasks, or otherwise representing Fort Hays Tech | North Central on or off campus.

Administration should communicate any specific workplace attire and grooming guidelines to employees during new-hire orientation and evaluation periods. Any questions about the guidelines for attire should be discussed with the employee's supervising administrator.

Appropriate Attire Standards

1. In all cases, employees are expected to present a neat and clean appearance and are not permitted to wear ripped clothing or athletic wear.
2. Employees working in an office or instructional position not requiring shopwork, should wear business casual attire (no blue denim jeans).
3. Those working mostly in a shop, lab, clinical, outdoors or maintenance area shall dress according to the professional standard set in their program.
 - a. For these positions, t-shirts, jeans/scrubs and athletic shoes will be considered acceptable to meet the business casual standard.
 - b. Shorts and hats may be worn for those working outdoors, if merited by weather conditions.

- c. Personal protective equipment, including footwear, must be worn when appropriate and must follow the regular safety guidelines of the employee's position and duties.
- 4. Professional shirts with the Fort Hays Tech | North Central logo are encouraged, otherwise they should be non-proprietary.
 - a. Any t-shirt worn must be a Fort Hays Tech | North Central shirt or a non-proprietary t-shirt related to the faculty member's instructional program.

Special Event Attire

- 1. Nametags
 - a. Employees are encouraged to wear college-issued nametags at all times, but are expected to do so for special events and when representing the College at off-campus activities.
- 2. Business attire
 - a. Employees may be expected to wear Business Attire on special occasions upon the President's discretion.

Exceptions

The above standards shall be in effect except for Dress Down Days, working during non- business hours, and other special conditions.

- 1. Dress Down Days (Fridays/Non-Instructional Days, unless otherwise announced) On designated Dress Down Days, Fort Hays Tech | North Central or program-related non-proprietary t- shirts, jeans, and athletic shoes will be considered appropriate for all employees.
- 2. Working During Non-Business Hours
 - a. Employees may dress more casually than normally expected when working during non-business hours.
- 3. Other Exceptions
 - a. At the discretion of the President, in special circumstances, employees may be permitted to dress in a more casual fashion than is normally required. Exceptions may also be granted on a case-by-case basis for employees under the Americans with Disabilities Act or those with a medical condition which requires certain apparel. Exceptions may also be made for certain cultural/religious-based attire.

Violations

If an employee is found in violation, the supervising administrator is responsible for private counseling with that employee, and they shall work together to reach an agreeable decision as to what the steps to correct the issue will be. Employees with concerns after counseling may follow regular appeals procedures of Fort Hays Tech | North Central.

7:17 Employee-Student Relations

Employees shall maintain professional relationships with students, which are conducive to an effective educational environment. Employees shall not submit students to sexual harassment or harassment on the basis of race or disability. Employees are prohibited from dating and/or engaging in sexual relationships with students. Employees are responsible for the regulation of student conduct at college events and college-sponsored activities. The use of student labor to generate a profit for any entity,

private business, or individual is expressly prohibited and may result in disciplinary action up to and including termination.

7:18 Employee-Community Relations

Employees are encouraged to participate in community activities and organizations if these activities do not infringe upon employee's duties at the College. Prior permission must be obtained from the College President for participation in any non-college community activity, which takes place during the workday.

7:19 Use of Facilities and Equipment by College Employees

The use of facilities or equipment by faculty and staff for commercial gain is strictly prohibited. Employees may use the facilities and equipment for noncommercial purposes, provided the normal functions of the facility or equipment are not curtailed. In each instance, the use of the facilities and equipment is subject to the College President's written approval.

7:20 Conflict of Interest

College employees are prohibited from engaging in any activity, which may be a conflict of interest and/or detract from the effective performance of their duties. No employee will attempt, during the workday, to sell or endeavor to influence any student or college employee to buy any product, article, service, or other items, which would directly or indirectly benefit the College employee.

7:21 Outside Employment

The Board reserves the right of exclusive access to the professional services of its employees in accordance with the terms of employment.

Employees shall not be permitted to engage in outside employment which impairs the effectiveness of their service to the College. All activities associated with outside employment shall occur outside the employee's duty day.

Outside employment must be reported to, and approved by, the College President or designee. Failure to do so will result in appropriate disciplinary action, up to and including termination.

7:22 Employee Meetings

Employee meetings may be called by the administration as needed. All employees are expected to attend meetings unless approved in advance by administration.

7:23 Employee Development Opportunities

Opportunity shall be provided to all employees to develop their competence beyond the minimum skills necessary for their performance of assigned functions.

Faculty members are required to develop and submit, through normal supervisory channels, plans for the improvement of skills, knowledge, and technical performance capabilities.

All plans for self-improvements that involve the expenditure of college funds shall be approved in advance by the College President.

7:24 Professional Development

All staff members are required to attend professional development sessions provided by the College unless excused by the College President. Workshops, seminars, and similar programs may utilize all or a portion of the workday. On occasion, these programs may be combined with staff meetings.

Appropriate personnel will be selected to conduct the sessions.

Faculty are required to attend a minimum of 40 hours of professional development each academic year. Qualifying activities include, but are not limited to, conferences, workshops, industry recognized training, approved courses and in-house training. Credit hours taken will follow the clock to credit hour ratio as outline in board policy. Professional development must be approved by the VP of Student and Instructional Services or their designee.

A faculty member who fails to attain the required 40 hours of professional development may be subject to disciplinary action. If extenuating or unforeseen circumstance exist that prevent a faculty member from attaining the required 40 hours, they may appeal to the VP of Student and Instructional Services or their designee.

7:25 Consulting

Instructional employees may be excused from regular duty by the Board to perform technical or instructional services as consultants. Requests for approval to serve as a consultant shall be submitted in writing to the College President and approved prior to acceptance of the consulting opportunity.

Employees engaged in consulting during the regular academic day shall submit any compensation received over \$500, excluding reimbursement of employee expenses not paid by the College, to the College. Employees seeking to retain full payment for consulting will be required to take vacation, personal leave, or unpaid leave.

7:26 Leave for Conferences and Visitations

The College President shall have the authority to grant leaves of absence for any employee during the academic year for the purpose of attending professional conferences and/or visitations.

Employees desiring to attend conferences and make visitations shall file an application in writing with the College President or designee at least two (2) weeks prior to the first date of the leave being requested. The request shall explain in detail the length of the leave, the purpose, and the opinion of the person requesting the leave as to how it will benefit the College.

7:27 Longevity Pay

All full-time employees in good standing, will have a longevity factor of \$500 added to their base pay after completion of their 5th year of employment. Qualifying employees will receive an additional \$500 longevity pay to their base pay in each of their next 5 years of employment. To qualify, faculty must have attained the proper education level for their position. Therefore, for qualifying employees, on the 11th year of full-time employment they will receive another \$500 to the base pay for a total of \$1,000 in longevity pay. The same is true for the 16th year (\$1,500), the 21st year (\$2,000), the 26th year (\$2,500) and so on. All current longevity pay will be Grandfathered in at their present rate. Increases will only occur in the year the longevity increases (years 6, 11, 16, 21, 26, etc.).

7:28 Bereavement Leave

Bereavement leave may be granted with pay for death within the immediate family. A spouse, child, stepchild, parent, grand parent, grandchild, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister or an adult who stood in loco parentis to the employee during childhood are considered immediate family. Bereavement leave may also be granted when the deceased was residing with the employee at the time of death. Other bereavement leave may be granted at the discretion of the College President.

Employees are generally eligible for up to three (3) bereavement days. The length of each bereavement leave shall be determined by the College President, who may grant additional bereavement days if deemed necessary.

Bereavement days are not deducted from leave or salary of any kind. Bereavement pay is calculated

based on the base pay rate at the time of absence and will not include any special forms of compensation such as overtime.

The college may require verification (such as an obituary or funeral program) for the necessity of bereavement leave.

7:29 Disability Leave

The Board may grant leave of absence for disability with or without pay.

7:30 Family Medical Leave

Family and medical leave, as required by federal law, shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the College may only take an aggregate of 12 weeks of leave for the birth or adoption of a child within a 12- month period.

Leave is available for the following reasons:

1. The birth of a son or daughter of the employee and to care for the newborn child;
2. The placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
3. To allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. A serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. The need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member
Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(Leave for reason 1 or 2 must be taken w/in 12 months of the date of birth/placement of the child.)

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

The employee is eligible for family and medical leave if he or she has been employed by the College for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave, the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the Board Clerk on the payroll date or other time as the employee and College President may agree prior to the commencement of the leave. The Board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as is practicable.

Upon the employee providing notice of the need for leave, the employer will notify the employee of the following within five (5) business days, absent extenuating circumstances:

1. Whether or not the employee is eligible for FMLA leave;
2. The reasons that leave will or will not count as family and medical leave,
3. Any requirements for medical certification,
4. Employer requirement of substituting paid leave,
5. Requirements for premium payments for health benefits and employee responsibility for repayment if the employer pays employee share,
6. Right to be restored to the same or equivalent job, and
7. Any employer required fitness-for-duty certifications. Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the College President.

The College President may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions or a qualifying exigency as described in section 5 above, the College President may require an instructional employee to continue leave until the end of a semester, if:

1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. The leave begins in the last three (3) weeks of a semester and lasts more than five (5) days.

7:31 Jury Duty

An employee called to jury duty will be paid their regular wages. Days spent on jury duty are considered as contract days.

7:32 Military Leave

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Rights Act of 1994. The Act applies to military service that began on or after December 12, 1994, or military service that began before December 12, 1994, if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

1. Army, Navy, Marine Corps, Air Force, or Coast Guard.
2. Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve.
3. Army National Guard or Air National Guard. Commissioned corps of the Public Health Service.
4. Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

1. Active duty.
2. Active duty for training. Initial active duty for training. Inactive duty training.
3. Full-time National Guard duty.
4. Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions that can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration, or nature of an individual’s service. The law enhances protections for disabled veterans, including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Individuals performing military duty of more than 30 days may elect to continue employer-sponsored health care for up to 18 months at the cost of up to 102 percent of the full premium. For military service of fewer than 31 days, health care coverage is provided as if the individual had never left. All pensions, which are a reward for length of service, are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, if the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual’s timeframe for returning to work is based upon the time spent on military duty.

**TIME SPENT ON
MILITARY DUTY**

**RETURN TO WORK or
APPLICATION FOR REEMPLOYMENT**

Less than 31 days:

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus and eight (8) hour rest period.

More than 30, but less than 181 days:

Must submit an application for reemployment within 14 days of release from service.

More than 180 days:

Must submit an application for reemployment within 90 days of release from service.

The individual’s separation from service must be under honorable conditions in order for the person to

be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded, and separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor. Kansas law also requires reemployment if an individual is called to active duty by the state.

7:33 Sabbatical Leave

Sabbatical leave may be granted with or without pay at the discretion of the Board. Any employee desiring a sabbatical leave shall file a written application with the College President at least 90 days prior to the first day of the requested leave. The application shall be in writing and explain in detail the length of the desired leave, the purpose of the desired leave, and the applicant's reasons why the leave will be of benefit to the institution. The College President shall present the request to the Board at its next regular or special meeting together with a recommendation.

The employee receiving a sabbatical leave shall be entitled to all of the rights and privileges of employment that would have been received under regularly performed contracted functions during the period of such leave, except salary shall be discretionary with the Board.

7:34 Sick Leave

College administration must be notified in the event of an absence as soon as possible.

Faculty and Non-Vacation Earning Staff

Each full-time faculty member and non-vacation earning staff shall begin each academic year with ten (10) full days of sick leave credit with full pay, and days not used shall accumulate to the credit of the faculty member up to a total of seventy (70) days. Faculty members and non-vacation earning staff who have accumulated over seventy (70) accumulated sick days may convert the excess over seventy (70) to personal days at the rate of five sick days to one personal day. Unused sick days converted to personal days may accumulate to a maximum of five and are in addition to the three (3) personal days granted annually. Sick leave shall cover absences for the faculty member's own illness or for death or illness in the faculty member's immediate family.

Each full-time faculty member and non-vacation earning staff will begin each academic year with three (3) full days of personal leave. Personal leave not resulting from converting unused sick days must be used each year; it does not accumulate.

Vacation Earning Staff

Ten days of sick leave are acquired yearly accumulative to 70 days. Sick leave also includes death or sickness in your immediate family.

7:35 Exhaustion of Leave

Employees must take the appropriate leave for absences and exhaust all available paid time off prior to requesting leave without pay. Once all leave is exhausted, employees are expected to be at work during

assigned times. Upon exhaustion of all leave, employees must seek approval from their direct supervisor and the President to take leave without pay. Failure to seek approval may result in withholding of pay and/or disciplinary action up to and including termination.

7:36 Employee Tuition Assistance Program

Eligible Participants:

- **Eligible Employee** – an active employee of an FHSU Affiliate, in good standing, with a contract stipulating work of at least fifty (50) percent of full-time in a contract year.

** There is no length of service requirement for this benefit, eligible employees and/or their qualifying dependents may apply for this benefit immediately upon the employee's hire.*

Program Guidelines:

- Participant must be admitted to a Fort Hays affiliate institution.
- Other than tuition, participants must pay any applicable course fees and other course related expenses. *(FH Tech / NC employees do not pay the FH Tech / NC application fee.)*
- On-campus and Virtual College credit hours are included. The maximum allowed per benefit is the in-state on-campus tuition for undergraduate and graduate level courses.
- A 2.0 minimum cumulative GPA must be maintained.
- Classes cannot be taken during regular business hours unless there are extenuating circumstances and prior approval is granted by the employee's supervisor and the appropriate Dean/VP. *(FH Tech / NC employees apply to the VP of Student & Instructional Services.)*
- Employee must seek approval and obtain signatures from their supervisor and the appropriate VP/Dean on the Tuition Assistance application. *(FH Tech / NC apply to the VP of Student & Instructional Services. The application is in the Document Center.)*
- Non-credit workshops and community education courses are not included.
- Courses must be taken for professional development purposes that benefit both the employee and the institution.
- Employees with less than a full-time appointment will receive tuition benefits consistent with their FTE (i.e., A .5 FTE employee will receive a 50% reduction in tuition)
- If the participant withdraws from a course or program, any applicable tuition refund(s) for course or program withdrawals will reduce the participant's tuition waiver up to the full amount of the waiver before a check or direct deposit refund is given to the student.
- Specific to enrollment at Fort Hays State University:
 - Student must be a high school graduate.
 - A maximum of 6 credit hours (graduate or undergraduate) of tuition charges per semester is covered for fall, intersession/spring, and summer.
 - Concurrent courses are not included.
 - A 2.0 minimum FHSU undergraduate GPA, and a 3.0 graduate GPA, must be maintained.

APPLICATION DEADLINES	
Fall Semester	First Friday in August at 4:30 pm

Interession/Spring Semester	First Friday in December at 4:30 pm
Summer Semester	First Friday in May at 4:30 pm

7:37 Spouse & Dependent Child Tuition Assistance Program

Eligible Participants:

- **Spouse** – the lawful spouse of an *eligible employee.
- **Dependent Child** – an unmarried natural child, adopted child, stepchild or legal ward of an

*Eligible employee.

- Dependent child must be under the age of 25 on the first official day of classes of the applicable term.
- The dependent may be claimed as a dependent of the employee for income tax purposes based on IRS guidelines.
- In the case of a legal separation or divorce, a natural or adopted child or legal ward may participate regardless of which parent declares the child as a dependent for income tax purposes.

** An eligible employee is an active employee of an FHSU Affiliate, in good standing, with a contract stipulating work of at least fifty (50) percent of full-time in a contract year. There is no length of service requirement for this benefit, eligible employees and their qualifying dependents may apply for this benefit immediately upon the employee's hire.*

Program Guidelines:

- Participant must be admitted to a Fort Hays affiliate institution.
- A maximum of 15 undergraduate credit hours or 9 graduate credit hours of tuition charges per semester is covered for fall and interession/spring and 9 undergraduate credit hours or 6 graduate hours in the summer.
- Other than tuition, participants must pay any applicable course fees and other course related expenses.
- On-campus and Virtual College credit hours are included. The maximum allowed per benefit is the in-state on-campus tuition for undergraduate and graduate level courses.
- A 2.0 minimum cumulative GPA must be maintained.
- Employee must seek approval and obtain signatures from their supervisor and the appropriate VP/Dean on the Tuition Assistance application. *(FH Tech / NC employees apply with the VP of Student & Instructional Services. The application is in the Document Center.)*
- Non-credit workshops and community education courses are not included.
- Participants of part-time employees will receive tuition reduction commensurate with the level of FTE (i.e., The spouse/dependent of a .5 FTE employee will receive a 50% reduction in tuition)
- If the participant withdraws from a course or program, any applicable tuition refund(s) for course or program withdrawals will reduce the participant's tuition waiver up to the full amount of the waiver before a check or direct deposit refund is given to the student.
- Specific to enrollment at Fort Hays State University

- Student must be degree seeking.
- Student must be a high school graduate.
- Concurrent courses are not included.
- A 2.0 minimum FHSU undergraduate GPA, and a 3.0 graduate GPA, must be maintained.

APPLICATION DEADLINES	
Fall Semester	First Friday in August at 4:30 pm
Intercession/Spring Semester	First Friday in December at 4:30 pm
Summer Semester	First Friday in May at 4:30 pm

7:38 Tuition Reimbursement

Educational Plan of Study

An Educational Plan of Study must be submitted for a course to be considered for tuition reimbursement. Written approval must be obtained from the Dean of Instruction prior to registering for any course if you wish to seek reimbursement. Substitutions to or deviations from the Educational Plan of Study must be resubmitted for approval and could jeopardize your ability to seek reimbursement.

Tuition Reimbursement

All full time and part-time college employees may enroll in an unlimited number of Fort Hays Tech | North Central credit courses tuition-free. With the exception of the application fee, the employees must pay all associated fees and the cost of all books, materials, supplies, and equipment.

Employees are encouraged to take courses at Fort Hays Tech | North Central, or our affiliated partners (Fort Hays State University and/or Fort Hays Tech | Northwest) as those classes are tuition free to employees of the affiliates (See Board Policy 7:37 Employee Tuition Assistance Program).

All full-time employees are eligible for reimbursement for college credit courses at other colleges and universities subject to the following conditions:

1. Only tuition is reimbursed. All fees, textbooks, etc. are the responsibility of the employee.
2. All courses must be part of an approved degree plan.
3. Approval must be obtained prior to registration in each course.
4. The degree and level of degree being sought must advance the employee's ability to perform the duties of their current position within the institution.
5. Reimbursement will not exceed the highest Kansas public university rate for on-campus tuition at the time of application at the bachelor or graduate rate as appropriate. Reimbursement will be made upon receipt of official transcripts indicating completion with a grade of "C" or higher.

Tuition reimbursements will be made only as funds are available.

Instructors/employees accepting tuition reimbursement from the College must remain in employment with the College for the length of the degree they earned while with the College or three (3) years, whichever is less. If an employee resigns before they have fulfilled their time obligation, they must return a prorated percentage of the tuition assistance which they received to the College.

For example, employees earning an Associate's degree would need to remain employed for two (2) years after completing their degrees. Employees earning a Bachelor's degree or above would need to

remain employed for three (3) years after completing their degrees. If the employee leaves employment with the College prior to completing the degree, then the employee shall be required to repay 100% of the tuition reimbursement paid by the College. In the case of extreme hardship or extenuating circumstances, the College President may make an exception to the repayment requirement. The employee may appeal the President's decision to the Board within 10 days following receipt of the President's decision.

The proration calculation shall be based on the number of years the employee taught after completing the degree, divided by the length of time obligation.

7:39 Shared Sick Leave Program

I. Purpose

The Shared Sick Leave Program is a means to transfer sick leave to a qualifying employee experiencing a serious, extreme, or life-threatening illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate employment either personally or by a family member.

II. Provisions

1. Coverage
 - a. Common or minor illnesses, injuries, impairments, or physical or mental conditions that are not serious, extreme, life-threatening, or cause the employee to take leave without pay or terminate employment are excluded.
 - b. Shared sick leave is not intended to cover employees with unsatisfactory attendance records.
 - c. If the employee receives worker's compensation and/or long-term disability payments, the employee is not eligible to receive shared sick leave.
2. Duration
 - a. Shared sick leave is meant to cover only the duration of the current illness or injury for which it was collected up to a maximum of six (6) months from the date the employee began using shared sick leave if the employee qualifies for KPERS long-term disability payments. If the employee does not qualify for KPERS long-term disability payments after six (6) months of shared sick leave, and the illness, injury, impairment, or physical or mental condition still exists, the employee can then request more shared sick leave up to an additional six (6) months.
3. Compensation and Benefits
 - a. Shared sick leave will be paid at the receiving employee's rate of pay.
 - b. An employee in shared sick leave status will be treated the same as an active employee. The receiving employee is considered on paid leave and will continue to receive benefits as appropriate.
 - c. An employee will continue to accrue leave at the regular rate while on shared sick leave. Any sick leave accrued each pay period must be deducted before shared sick leave is used.
4. Employees
 - a. All full-time employees are eligible to receive or donate shared sick leave upon meeting all requirements of the program.

III. Request Procedures

1. Employees
 - a. The employee must submit a written request for shared sick leave to the Vice President of Finance and Operations. The written request needs to indicate what information the employee wants shared with Fort Hays Tech | North Central's Board of Trustees and employees. The exact information shared by the employee will be transferred to the Shared Sick Leave Form and must be signed by the employee before it will be taken to the Board for approval.
2. Vice President of Finance and Operations
 - a. The Vice President of Finance and Operations reviews the request to determine whether the employee has:
 - i. Exhausted, or will exhaust, all forms of paid leave (sick, vacation, and personal),
 - ii. At least six (6) months of service, and
 - iii. Satisfactory attendance record.
 - b. If the employee meets the above criteria, the Vice President of Finance and Operations obtains the appropriate medical documentation from the employee and/or the employee's physician.
 - c. If the request is for the care of a family member, the Vice President of Finance and Operations will determine whether the relationship meets the following requirements:
 - i. Persons related by blood, marriage, or adoption; and
 - ii. Minors residing in the employee's residence as a result of the court proceedings.
 - d. If the Vice President of Finance and Operations determines that the illness, injury, impairment, or physical or mental condition is:
 - i. Serious, extreme, or life-threatening, the sick leave request is forwarded with a recommendation to the Board.
 - ii. Not serious, extreme, or life-threatening, the shared sick leave request is denied. The denied Shared Sick Leave Request form is filed in the employee's medical folder. Vice President of Finance and Operations notifies the employee of the denial.
3. Board of Trustees
 - a. Upon receipt of a recommendation of approval, the Board at its regular monthly meeting or a special meeting:
 - i. Approves the use of all of the shared sick leave requested;
 - ii. Approves the use of a portion of the shared sick leave requested; or
 - iii. Denies the use of the shared sick leave requested.
 - b. Denial of the use of shared sick leave by the Board is not a determination that the situation is not a personal emergency. The Board may propose other possible alternatives, such as leave without pay.

- c. The decision to approve or deny the use of shared sick leave by the Board is final and not subject to appeal.

IV. Donation Procedures

1. Vice President of Finance and Operations
 - a. Notification to all employees of the need for shared sick leave will be the responsibility of the Vice President of Finance and Operations.
2. Employee
 - a. Donations must be made in writing to the Vice President of Finance and Operations.
 - b. The Vice President of Finance and Operations may designate donations to a requesting employee only after that employee has received final approval for shared sick leave.
 - c. Employees donating sick leave must have a sick leave balance of 240 hours after the donation is made.
 - d. Employees may make multiple donations during a particular approved occurrence as long as leave balance level requirements are met. Each donation must be made on a new form and approved by the Vice President of Finance and Operations.
 - e. Donations may be made to any eligible college employee.
 - f. Donations may be made from accrued sick leave or accrued vacation leave.
 - g. Donations must be made in full hour increments.

V. Unused Sick Leave

The Vice President of Finance and Operations will be responsible for calculating the prorated amount so that unused sick leave can be credited back to donors, in not less than full hour increments, and in an accurate and timely manner.

7:40 Remuneration

Any employee who does not earn vacation leave and has served at least five (5) years with Fort Hays Tech | North Central shall be paid a graduated rate for their unused accumulated sick leave time based on their years of service.

The maximum accumulated number of sick days is 70. Employees who had accumulated unused personal days prior to AY21 may remunerate any remaining unused personal days at five (5) times the daily rate listed below. The maximum number of unused personal days is five (5). The maximum total dollar amount for remuneration is \$1,900.

The graduated rates are as follows:

- 0-4 Years of Service \$0 per day
- 5-9 Years of Service \$5 per day
- 10-14 Years of Service \$10 per day
- 15 or more Years of Service \$20 per day

In order to be eligible for this benefit, employees must provide a 60-day written notice of retirement or resignation. If death should occur during service and if the staff member meets the above criteria, Fort Hays Tech | North Central will compensate the staff member's beneficiary as designated under the Kansas Public Employees Retirement System (KPERs).

7:41 Unused Vacation

Non-faculty employees who earn vacation time may qualify to be paid for their unused vacation time if they give proper and timely notification of their intent to resign or retire.

1. Hourly/Non-exempt employees are requested to provide a minimum of ten (10) business days' notice of their intention to separate employment.
2. Non-faculty salaried/exempt employees are requested to provide a minimum of thirty (30) business days' notice of their intention to separate employment.

The employee must also be in good standing to be eligible for these payments.

7:42 Salary Deductions

Salary deductions shall be made if required or authorized by law, permitted by board policy, the negotiated agreement, or voluntarily requested by the employee by written authorization for such items as optional fringe benefits, membership in the Wellness Center, and requested withholdings for meals and/or shop purchases. The College President shall develop forms to supply the necessary information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the College President during enrollment periods established by the Board.

The College shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The Board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor or the Vice President of Finance and Operations.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

7:43 Benefits for Part-Time Employees

The Board may allow benefits to be offered to part-time positions only if the offer would serve the best interest of the College in attracting or keeping more qualified employees. For purposes of this policy, "part-time" shall be defined as at least one-half of a full-time position (i.e., at least 1040 scheduled hours per contract year or 88 contract days for instructors per contract year).

If benefits are granted, the College will contribute toward the cost of health insurance at the rate of 75% the amount paid for full-time employees. Sick, vacation, and holiday leave shall be compensated as a pro-rated percent of the time granted for full-time employees.

7:44 Employee Protection

Each employee is responsible for maintaining proper control and discipline in the classroom, shop, and on the job. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance, which threatens physical injury to others. The Board and administration shall support employee efforts to maintain control and discipline in the College.

7:45 Bloodborne Pathogen Exposure Control Plan

The Board shall adopt an exposure control plan. The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

7:46 Equal Opportunity Employment and Nondiscrimination

The Board shall hire its employees on the basis of ability and the College's needs.

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Fort Hays Tech | North Central will be based on merit and qualifications. Fort Hays Tech | North Central does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Fort Hays Tech | North Central's non-discrimination policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504, ADA, and the impending regulations, is directed to contact the following:

The VP of Student and Instructional Services at (800)658-4655, or compliance@fhtechnnc.edu.

PO Box 507

3033 US Hwy 24

Beloit, KS 67420.

Any incident of discrimination or harassment in any form shall promptly be reported to the immediate supervisor or other level of management for investigation and corrective action by the compliance officer.

The College will not allow any form of retaliation against individuals who allege a violation of this policy or who participate in the investigation of an alleged violation of this policy. Any employee of the College who, after reasonable investigation, has been determined to have retaliated against an employee for making a good faith complaint under this policy is subject to appropriate disciplinary action, up to and including termination. An employee who perceives that he/she or another employee has been the subject of such retaliation or that this policy has otherwise been violated is required to make a complaint to their immediate supervisor or the compliance officer.

Any employee who is determined to have violated this policy shall be subject to appropriate disciplinary action, up to and including termination. Similarly, if a determination is made that the complaint was not made in good faith, with a genuine factual basis, the employee making the unfounded complaint will be subject to appropriate disciplinary action, up to and including termination.

Inquiries regarding compliance may be directed to the VP of Student and Instructional Services, Fort Hays Tech | North Central, PO Box 507, Beloit, Kansas 67420, phone (785)738-2276, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

7:47 Ownership of Intellectual Property Created by Employees

In order to encourage employee creativity and to protect the rights of both the creative employee and the public, the administration shall establish procedures to clearly assign the rights of ownership of employee products.

Rights of ownership, as used herein, include the right to copyright or patent and the right to sell and/or distribute.

The College has all rights of ownership of products produced by an employee during hours that the employee was paid by the College. The College has all rights of ownership of products produced by an employee in which the use of college supplies and/or equipment played a dominant role.

Ownership of products produced by an employee in a federal program during hours that the employee was paid by federal funds and/or in which the use of federally funded supplies or equipment played a dominant role lies in the public domain.

The employee has all rights of ownership of products produced by the employee other than during those

hours paid by the College and in which the use of college supplies and equipment did not play a dominant role.

The College may enter into an agreement in advance with an employee to produce a product. In such cases, the agreement shall assign whatever rights of use and ownership as may be appropriate.

If doubt exists as to whom the rights of ownership belong, the employee and the College President may execute a written agreement. If the employee does not initiate and enter into such an agreement within one year of the completion of the product, the rights of ownership shall pass to the College. The agreement shall provide:

- A specific description of all products covered by the agreement.
- A statement by the employee that the product was not produced during hours paid for by the College and that the use of college supplies and/or equipment did not play a dominant role in the production.
- That the employee is the owner of such product for all time and may alter such product as he/she chooses.
- That the College shall have free use of such product for all time and may alter such product as it chooses.
- That the College will not distribute such product to persons outside the College without the written consent of the employee.
- That the employee may copyright or patent the product as he/she chooses insofar as the College is concerned.

That the employee may distribute and/or sell the product as he/she chooses insofar as the College is concerned.

7:48 Faculty Supervision

The responsibility for the immediate supervision of faculty members rests with each department chair and the appropriate dean or director. The College President also has a right to supervise faculty members.

7:49 Department Chairs

This position is responsible for the development, implementation and evaluation of the program(s) of study offered within the department. They are responsible for managing the department resourced and the promotion of excellence within their program area. Department chairpersons are also responsible for leading and coordinating curriculum development and managing the program direction. The department chairperson is directly responsible to the Dean of Instructional Services.

General Responsibilities

The department chairperson serves as the facilitating link among faculty members and administration. All activities and roles of the department chairperson are undertaken in furthering the best interest of students and Fort Hays Tech | North Central.

1. Regular attendance and timeliness
2. Coordination of department activities and advisory committee work
3. Formulation of department budgets, utilization of funds, and purchasing of education supplies
4. Determination of class schedules with the approval of the Dean of Instructional Services

5. Formulation and continual updating of curriculum
6. Assist in placement and recruitment for the department
7. Responsibility for department equipment, maintenance, repair, and security
8. Assist in the keeping of department records and reports such as: annual reports, student absentee reports, student reports, inventory, department staff absences, securing, and reporting of department substitutes
9. Responsible for creating and updating of program review documentation
10. Formulation and submission of student learning assessment plans and reports for the program
11. Implementation and evaluation of the day-by-day operations of the department
12. Evaluation of internship placements and initialing arrangements for utilization
13. Defining the responsibilities of each staff member in the department
14. Counseling students and making recommendations and/or referrals when indicated
15. Maintaining inventory control
16. Representing the department with the College, employment agencies, and appropriate regulatory agencies.
17. Promoting good public relations.
18. Serving as a role model for staff and students.
19. Demonstrate a daily commitment to Fort Hays Tech | North Central's Mission, Vision and Values.

7:50 Faculty Ethics

All faculty members in the performance of assigned duties shall:

1. Recognize basic dignities of all individuals with whom he/she interacts in the performance of assigned duties;
2. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates for whom he/she is responsible;
3. Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another, which is known to be or, which may appear to be for the purpose of influencing his/her judgment or the performance of his/her duties;
4. Accurately represent his/her qualifications;
5. Be responsible for presenting any subject matter in a fair and accurate manner; and,

Extend to students the opportunity for individual action in pursuit of learning and take steps to ensure that the students have access to varying points of view.

7:51 Professional Day for Faculty

The Professional Day for Faculty shall be in accordance to Article II of the Negotiated Agreement.

7:52 Additional Duty

Based upon each instructor's time schedule and the needs of the institution, the College President may assign certain related non-teaching duties.

Faculty who qualify will be given first consideration for overload evening or summer teaching assignments in their program area.

7:53 Arrangement for Substitutes

Whenever an instructor is to be absent, he/she shall notify the Dean of Instruction or the Vice President of the Hays campus. Each faculty member shall make arrangements for securing necessary substitutes.

7:54 Faculty Evaluations

All faculty evaluations shall be conducted in accordance with Article VI of the negotiated agreement. The evaluation policy and instrument adopted by the Board governing the evaluation of the instructional staff are filed in the administrative building with the Board Clerk and may be published in the appropriate handbook. Evaluation documents shall be available to the College President, VP of Student and Instructional Services, the Dean of Instructional Services, and the Division Chairs under whose supervision the instructor works, the supervisor who evaluate the instructor, and others authorized by law.

Adjunct and concurrent faculty will be evaluated for the first three contracts then the evaluation cycle will rotate every three years from their last evaluation.

7:55 Program Probation/Termination Updated 07/28/26

The Board will consider any single instructor program for probation or program termination when its three-year average enrollment, based on the 20th day count, is below 10 students. A single-instructor program will also be considered for probation or termination if its 20th day count is less than 5 students in any single year. The Board will consider any multi-instructor program for probation, termination, or reduction in force when its three-year average enrollment as measure on the 20th day count falls below a 10:1 student/teacher ratio. A multi-instructor program will also be considered for probation, termination, or reduction in force if, in any single year, the student/teacher ratio falls below 5:1 on the 20th day count.

Full-time program students, part-time program students, dual enrolled high school students, and online program students will be used in calculating the FTE percentage ratio.

New programs will not be considered for probation due to enrollment for a period of 3 years from their start date.

7:56 Reduction in Force

If the Board decides that the size of the instructional staff must be reduced, the guidelines listed here shall be followed. Insofar as possible, the reduction of staff shall be accomplished by attrition due to resignations and retirements.

The following steps will be utilized by the College administrative staff to reduce the instructional staff: to determine the number of instructional positions to be reduced; the administrative staff will determine the educational program for the College in accordance with the educational goals established by the Board. The number of faculty needed to implement the College's educational program will then be determined by the administrative staff based on those educational goals in determining which faculty members will be non-renewed due to a reduction in force.

The educational goals and needs of the College, individual certifications, qualifications, training, skills, interests, and evaluations shall be considered.

If two (2) or more faculty members have similar certifications, qualifications, and skills in an instructional area, those faculty members who have tenure will be retained over those who are non-tenured. If all of the faculty members have similar certifications, qualifications, and skills and all are tenured, the faculty members who best meet the needs of the College, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of reduction of the instructional staff shall be considered for reemployment if a vacancy exists for which the instructor would qualify.

Employees who may be eligible for reemployment are required to notify the College of their current address. The College President will recommend to the Board reinstatement of any instructor he/she deems qualified and able to service the best interests of the institution. The Board shall not be required to consider reinstatement of any instructor after a period of one year from the date of non-renewal.

7:57 Nonrenewal and Termination

Nonrenewal or termination shall be in accordance with [K.S.A. 72-5436, et seq.](#)

7:58 Work Schedules for Non-Faculty Employees

Unless otherwise stated or approved by the college president or designee, the duty day shall be 7:30 a.m. to 4:30 p.m.

7:59 Non-Faculty Remote Work Policy

Definitions:

Alternate Work Locations: approved locations, other than the employee's central workplace where official college business is performed. The most common alternate work location is the home of the employee, subject to the approval described in this policy.

Central Workplace: an employer's place of work where employees are normally located. Most commonly the Beloit or Hays campus.

Remote Working: a work arrangement where the employee enters into a formal agreement with the college to perform their usual job duties in an alternate work location at least one day per week.

Policy

Remote Work is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No college employee is entitled to or guaranteed the opportunity to remote work. Certain positions are ineligible for remote work. For positions eligible for remote work, whether a particular employee may remote work is a decision made on a case-by-case basis taking into consideration an evaluation of the likelihood of the employee succeeding in a remote work arrangement and an evaluation of the supervisor's ability to manage remote workers. Remote work arrangements most commonly are for partial remote work, for example remote working one day per week.

Remote working may also be considered on a case-by-case basis as a reasonable accommodation for qualified employees with disabilities.

Employees who are approved for regular or frequent remote work will be required to sign a Remote Work Agreement with the college consistent with this policy. The Remote Work Agreement will include the signatures of the employee, their supervisor, and the college president (or designee).

All remote working employees perform essentially the same work that they would in the central workplace in accordance with their same performance expectations and other agreed-upon terms. Remote work agreements may be established for a long-term or short-term period.

An employee's classification, compensation, and benefits will not be changed solely on the basis of working remotely.

Eligible Positions and Employees

Supervisors will analyze the nature of a position and how the work is performed and determine which positions are appropriate to designate or approve for remote working. Several factors should be considered in determining the feasibility of remote work, including the college's ability to supervise the

employee adequately and whether any duties require use of certain equipment or tools that cannot be replicated at home.

Other critical considerations include:

1. Whether there is a need for face-to-face interaction and coordination of work with other employees
2. In-person interaction with outside colleagues, clients, or customers is necessary
3. The position in question requires the employee to have immediate access to documents or other information located only in the workplace
4. The remote work arrangement will impact service quality or college operations, or increase workload for other employees
5. The position can be structured to be performed independently of others with minimal need for support and little face-to-face interaction
6. Performance can be measured by quantitative or qualitative results-oriented standards, not time spent doing the job

If an employee in an eligible position requests approval for remote work, the supervisor will determine whether the employee is eligible. Generally, the following conditions must be met to approve an employee for remote work:

1. The employee has been in the position for at least twelve (12) months
2. The employee has no active formal disciplinary actions on file for the current or immediately preceding review period
3. The employee has a demonstrated ability to work productively on his/her own and is self-motivated and flexible
4. The employee received at least a satisfactory evaluation in the previous evaluation cycle

General Expectations and Conditions

1. **Compliance with Policies** -Employees must agree to comply with college rules, policies, practices and instructions and understand that violation of such may result in the termination of the remote work arrangement and/or disciplinary action, up to and including dismissal. Employees who remote work will be subject to the same policies as other employees, including policies relating to information security and data protection.
2. **Hours of Work**-The total number of hours that remote work employees are expected to work will not change, regardless of work location. The college also expects the same level of productivity from remote work employees that is expected from employees at the central workplace. Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the college. Hours worked in excess of those specified in the remote work agreement will require the advance approval of the supervisor.
3. Remote work is not intended to serve as a substitute for child or adult care. In order to be eligible to enter into a Remote Work Agreement, if children or adults in need of primary care are in the alternate work location during employees' work hours, another person would need be present to provide the care.
4. Supervisors may require employees to report to a central workplace as needed for work related meetings or other events or may meet with employee in the alternate work location as needed to discuss work progress or other work-related issues.

5. **Use of Leave** -Employees cannot use remote work in place of Family and Medical Leave, personal leave, vacation, Workers' Compensation leave, or other types of leave. Remote work can be used in place of sick leave when approved.

However, the college may determine whether or not it is appropriate to offer remote work as an opportunity for partial or full return to work based on the colleges return-to-work policies following an injury or illness and the criteria normally applied to decisions regarding the approval of remote work.

6. **Liability** - The college assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The college also assumes no liability for damages to employee's real or personal property resulting from participation in the remote work program.

Employees agree to practice the same safety habits they would use in the college and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

5. **Equipment and Materials** -Normally, the college will provide equipment and materials needed by employees to effectively perform their duties; however, the college will not duplicate resources between the central work place and the alternate work location.

Remote work employees may use college-owned equipment only for legitimate college purposes. Remote work employees are responsible for protecting college-owned equipment from theft, damage and unauthorized use. The college will maintain, service and repair college-owned equipment used in the normal course of employment. The college will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service.

The remote work agreement may also permit employees to use their own equipment, provided the use of such equipment has been approved by the IT Director or designee. When employees are authorized to use their own equipment, the college is not responsible for the cost, repair or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the remote work agreement.

6. **Costs of Remote Work** - The college is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a remote work alternate work location.
7. **College Information** - Employees must safeguard college information used or accessed while remote work, in accordance with the College's Acceptable Use Policy and other applicable information technology policies. July 2021 Board Packet-Page 52 Remote work employees must agree to follow college-approved security procedures in order to ensure confidentiality and security of data.

7:60 Non-Faculty Employee Compensation

Non-faculty employees shall be paid according to pay rates established by the Board. There shall be no overtime unless prior approval is granted.

7:61 Non-Faculty Employee Overtime

All employees of the College are subject to the provisions of the Fair Labor Standards Act, as amended. It is the policy of the College to minimize the need for work performed in overtime status. Any such overtime must be approved by the College President, prior to the commencement of such overtime work. No work in an overtime status will be performed without the required written approval.

7:62 Non-Faculty Employee Evaluation

All non-faculty employees may be evaluated at least once a year by their immediate supervisor(s). Evaluation documents will be reviewed with the employee and their supervisor. All documents will be signed and placed in the employee's personnel file.

7:63 Non-Faculty Employee Vacations

Vacation leave may be granted non-faculty employees by the Board. Vacation leave for administrative employees is addressed in Section 3. All full-time non-faculty personnel who work a 12-month schedule shall accrue vacation leave at the following rates:

- 1st year: 6.67 hours per month up to a maximum of 10 days
- 2nd year: 7.33 hours per month up to a maximum of 11 days
- 3rd year: 8.0 hours per month up to a maximum of 12 days
- 4th year: 8.67 hours per month up to a maximum of 13 days
- 5th year: 9.33 hours per month up to a maximum of 14 days
- 6th year and beyond: 10 hours per month up to a maximum of 15 days.

The maximum number of days non-faculty personnel can carry over accrued vacation will be the equivalent of three (3) years of their allotted vacation leave. Any vacation leave in excess of the three-year equivalent must be used each fiscal year, July 1 through June 30. Failure to use vacation leave in excess of the three-year maximum will result in a loss of those days. Administrators shall approve employee's requests for vacation leave in advance of time requested, as well as monitor leave balances to assure that vacation time is planned and utilized as intended in this policy.

Accrued vacation time/pay shall be verified and a comprehensive worksheet prepared for the annual audit to disclose the liability of this factor in the financial statements.

The College will pay for accrued vacation leave for employees who leave in good standing by voluntarily resigning or retiring. Employees who are terminated are not considered to be leaving in good standing and will not be paid for accrued vacation leave.

7:64 Non-Faculty Employee Holidays

Paid holiday leave may be granted to non-faculty employees. Paid holidays shall be designated on the academic calendar. Skeleton crews, as determined by the College President, may be on duty during such holidays.

SECTION VIII: NEGOTIATIONS

8:1 Negotiations Goals and Scope

The Board shall negotiate with its professional employees as provided by law. Professional negotiations are for the purpose of determining the terms and conditions of employment as defined by law.

Negotiations shall cover only topics that are mandatorily negotiable under current law.

The Board reserves the right to negotiate any topic the Board deems in the best interest of the College.

8:2 Board Negotiations Agents

The Board shall select as its agents those persons the Board feels will best represent the interests of the College. Each year the Board shall designate its agents for the purpose of negotiating during the current

academic year. The College President and the Board President shall make recommendations to the Board in regard to who shall be the chief negotiator for the Board and other members of the negotiation team.

8:3 Use of College Facilities and Equipment

College facilities shall be made available for negotiating sessions without cost to the professional employees' organization. If the representatives of the professional employees wish to negotiate in facilities not furnished by the Board, none of the costs of any other facility or facilities shall be paid by the Board. The Board may make college equipment available for negotiating sessions.

8:4 Negotiating Procedures

The time, place, duration, notification, agenda, and rules of order shall be as agreed by the Board team and the professional employees' team.

Board distribution of information concerning negotiating sessions shall be discretionary with the Board.

Upon request, the Board shall furnish to the association any information, which is public record. Information not currently available in the form requested by the association, at the discretion of the Board, may be supplied if the association reimburses the Board for any additional expenses.

One member of the Board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the Board.

The Board's team, through the College President, shall keep the Board fully advised at all times as the status of negotiations. The Board, also through the College President, shall report to the staff such information as the Board deems advisable.

The Board reserves the right to release information to the media and public regarding negotiations. All tentative agreements shall be reported to the Board.

8:5 Ratification Procedures

The Board shall not engage in piecemeal ratification of agreements. The Board will not take action on the total "package of agreements" until after the faculty association has acted upon the same package of agreements. If, after the completion of impasse procedures, the Board and professional employees' association have not reached an agreement, the Board shall take action to conclude the matter as provided by law. All tentative or preliminary agreements shall be placed in one package and presented to the Board for its consideration. The Board may announce its ratification of the agreement.

SECTION IX: ACADEMIC POLICIES

9:1 Institutional Improvement Planning

Institutional improvement is a strategic, common-sense process for attaining quality educational results. Planning must be a continuous process to implement improvement to achieve projected goals, to encourage the pursuit of the College's mission, to comply with the current Board of Regents guidelines and regulations, and to encourage all staff to understand the College environment.

9:2 Evaluation of Instructional Programs

The evaluation of the curriculum and related services of the College is an on-going process. The College President shall develop guidelines by which the instructional staff will evaluate student academic achievement, instructional programs, or parts thereof on a regular basis.

The College President may establish advisory committees to study each program. The advisory committees shall provide recommendations for proposed changes, modifications, or elimination of any part of the instructional program. The College President will take appropriate action on the recommendations for changes.

Faculty and administration review the effectiveness of individual instructional programs at least every three (3) years. This review process may lead to recommendations for modifications of practice, changes in content and courses, and expansion or discontinuance of the program of instruction.

9:3 Research and Academic Assessment

The College President shall budget monies from the general operating budget for educational research and assessment programs, accelerate the implementation of these programs, and share the information with instructional staff. The College President shall encourage evaluation of technological advances in education, support the use of tools or techniques to enhance instructor effectiveness or productivity, and develop a reasonably detailed budgeting system that includes periodic reviews designed to assist the Board in policy planning and general oversight.

9:4 Assessment of Student Learning

Fort Hays Tech | North Central is committed to the continuing process of improving learning opportunities for our diverse community of learners. This is accomplished through a process of ongoing assessment of student learning. All programs shall have a unique set of student learning objectives and program outcomes. The student achievement level of the stated learning objectives and program outcomes is measured through assessment activities throughout the academic year. The results of the assessment activities are used for improving programs and making curricular changes to maximize student learning.

9:5 Resource Personnel for Curriculum Development

The College President shall have the authority to seek out available resources for use by the instructional staff to assist with curriculum development. Resource personnel shall be used in a manner consistent with board policies. The College President is also encouraged to use employers, community leaders, and students in a manner consistent with these policies.

The College President shall have the responsibility to organize the instructional staff into appropriate committees to plan, study, modify, change, or develop curriculum and or programs.

9:6 Approval of Courses

No course of study shall be eliminated, or new courses added, without the approval of the Dean of Instruction and the academic affairs committee.

9:7 Class Size

Student-instructor ratios will be determined by class enrollment, instructor availability, budget limitations, and facility utilization and shall not be subject to negotiations.

9:8 Class Schedules

Class schedules will be developed each year in accordance with the needs of the students and these policies.

9:9 Final Examinations

Final examinations may be given at the option of the instructor.

9:10 Grading System

The Board encourages the use of a uniform grading system based upon a 4.0 GPA. The work of the student is evaluated as follows:

Excellent	A
Good	B
Average	C
Below Average	D
Failing	F

All students shall be evaluated at the end of each term with reports of the grades going to the registrar's office and the student.

9.11 Credit Hour Calculation

Fort Hays Tech | North Central uses the Carnegie Credit Hour model for determining the number of clock hours per credit hour of instruction: 15 hours of lecture instruction; 30 hours of laboratory instruction; and 45 hours of clinical, on-the-job training or internship instruction.

Fort Hays Tech | North Central uses a consistent standard for determining the appropriate amount of time a class should meet, depending upon the type of instruction being delivered.

The conversion table below identifies the appropriate number of hours a class should meet per credit hour of instruction.

Lecture (1:1)	Lecture/Lab (1.5:1)	Lab (2:1)	Clinical/Internship (3:1)
15-29 = 1 credit	22.5-44 = 1 credit	30-59 = 1 credit	45-79 = 1 credit
30-44 = 2 credits	45-67 = 2 credits	60-89 = 2 credits	80-134 = 2 credits
45-59 = 3 credits	67.5-89 = 3 credits	90-119 = 3 credits	135-179 = 3 credits
60-74 = 4 credits	90-112 = 4 credits	120-149 = 4 credits	180-224 = 4 credits
75-89 = 5 credits	112.5-134 = 5 credits	150-179 = 5 credits	225-269 = 5 credits
90-104 = 6 credits		180-210 = 6 credits	270-314 = 6 credits
			315-359 = 7 credits
			360-405 = 8 credits

9.12 The Dean's List

The objectives of the Dean's List are to:

1. give recognition to students who are doing outstanding work;
2. encourage students to improve to their highest level of achievement; and,
3. raise the standards of achievement for each department and thereby increase the standards of excellence for the entire college.

The Dean's List will be published following the distribution of fall and spring semester grade reports.

The College will attempt to relay the honor rolls to hometown newspapers. This information shall also become part of the student's graduation credentials.

9:13 Classroom Materials and Equipment

Each department chair will submit an instructional materials and equipment list in priority order to the appropriate supervisor at a time designated by the appropriate supervisor. The Operations budget and the Capital Outlay Budget shall be compiled by the Vice President of Finance and Operations from the requests submitted by the department chairs.

9:14 Student Safety

The College will endeavor to provide a safe environment for students. The College President, together with the staff, will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each faculty member to stress the importance of safety to the students periodically during the year. Local building safety rules and regulations will also be explained to students at the beginning of each academic year and periodically thereafter by the instructor.

Instructors who teach in hazardous curriculum areas will teach safety rules inherent in the particular subject matter.

Appropriate safety signs or other safety items are to be posted on or near potentially dangerous devices or machinery.

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the instructor. Instructors shall conduct periodic reviews of safety rules during the year.

9:15 Instructional Aides and Adjunct Faculty

The Board recommends the use of instructional aides and adjunct faculty where practicable and funding level allows.

9:16 Partnerships

The Board may enter into partnership programs between the College and business and/or educational institutions for the mutual benefit of the students, professional staff, and the outside organization.

There will be an annual review of the partnership's goals and objectives. The Board will be informed of the results of the annual review.

9:17 Resource Speakers

It is useful to invite appropriate persons not on the staff to speak to, or meet with, groups of students as part of the educational process.

The instructor and department chairs are expected to exercise judgment regarding those who are being considered as resource speakers at the College.

Instructor and department chairs should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic or procedure.

The ideas, procedure, and/or methods presented and the resource person invited to present them shall have a demonstrable relationship to the curricular or extra-curricular activity in which the participating students are involved.

9:18 Field Trips and Excursions

Field trips and excursions are encouraged when a reasonable educational objective can be established. The instructor shall notify the appropriate supervisor of each trip planned and of the resources needed

one week in advance on approved forms. The form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, and anticipated costs to the student and the College.

9:19 Student Advising Program

The advising program shall be organized to meet the needs, interests, and abilities of all individual students, each with their own particular capabilities, aptitudes, and personalities.

The advisor shall perform advising services within the guidelines of the College mission, job description, and established policies and procedures of the College.

9:20 Academic Freedom

Academic freedom encompasses the right of faculty to full freedom in research and in the publication of results, freedom in the classroom in discussing their subject, and the right of faculty to be free from institutional censorship or discipline when they speak or write as citizens.

Faculty should consider that the material they speak and write is what the public will use to judge the College. Therefore, the expectation of the College is that material presented in the classroom is accurate, exercises restraint, and shows respect for the opinion of others. Faculty should make every effort to indicate they are not college spokespersons.

9:21 The Library Bill of Rights

The Board adopts the American Library Association's Library Bill of Rights, which states that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

9:22 Religion in the Curriculum and School Sponsored Activities

No religious belief or non-belief shall be promoted or disparaged by the College or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear educational issues of overriding concern that prevent it.

Teaching About Religion

Faculty may teach about religion, religious literature and history but are prohibited from promoting, expounding upon, criticizing, or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with this policy, religious themes may be presented in the curriculum and as part of school activities. Music, art, literature, and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study.

The emphasis on religious themes in the arts, literature, and history should only be as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays

Holidays that have a religious and secular basis may be observed. School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

9:23 Live Work

Live work is sometimes performed to facilitate and enhance student learning.

Fort Hays Tech | North Central recognizes the importance of hands-on work for students enrolled in technical programs. Performance of live work in the academic setting may enhance student learning and also serve citizens in the surrounding community.

Any service performed by Fort Hays Tech | North Central students enrolled in a technical program under the supervision of a faculty member is considered live work.

The use of student labor, college equipment, supplies, or facilities to generate a profit for any entity, private business or individual is expressly prohibited and may result in disciplinary action up to and including termination.

9:24 Academic Program Review

Fort Hays Tech | North Central will monitor the quality and viability of all its programs. All instructional programs shall be reviewed as scheduled by the Dean of Instruction. Information shall be provided to the President on program performance and cost. Information on instructional program enrollment, retention, student progress, and outcomes shall also be provided to the President.

SECTION X: STUDENT POLICIES

10:1 Admissions

The Board procedures for admission and registration of students will be published well in advance of each term so that all concerned will have complete information about enrollment requirements. The Board expects that administrative procedures for student admissions will be designed so that enrollment is handled expeditiously and with the least possible inconvenience.

Programs may establish technical requirements to ensure student success and safety.

10:2 Awards and Scholarships

Student awards/scholarships shall be limited to those approved by the College President.

10:3 Repeating a Course or Program

Students wishing to repeat a specific content area or an entire program may do so with the approval of the College President. The student will be responsible for all costs. Admission is on a space-available basis.

10:4 Transfer

All Credit Transfers

Transcription of credit from another institution by Fort Hays Tech | North Central will require the student to:

1. Have an **official transcript** from the secondary or post-secondary institution on file with Fort Hays Tech | North Central (Student-issued transcripts are not acceptable.);
2. Have a **D or higher**, or the equivalent of 1.0 on a 4.0 scale grade, in all classes being considered for transfer or award;

Note: Certain programs require a C or higher grade for credit to be awarded, please consult with the Department Chair to determine the requirements of each program. Approved departmental academic requirements supersede institutional academic requirements.

3. **Only for courses approved for certificate/degree credit** will be considered for credit at the awarding institution;

Note: A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by Fort Hays Tech | North Central.

Credit for any articulated courses and/or transfer credit (high school and/or postsecondary coursework from another accredited institution) will appear on the student's Fort Hays Tech | North Central transcript. Credits awarded from other institutions will be used to calculate the student's cumulative grade point average

General Education Courses

General education courses taken at regionally accredited colleges, universities, or other recognized institutions may be submitted to the Fort Hays Tech | North Central Registrar for evaluation and possible acceptance. The Registrar will consult with the Vice President of Student and Instructional

Services or designee to make the final determination of transferability. General education coursework must be at the 100 level or above. If a student has completed an associate or higher-level degree from an accredited institution of higher education, prior to entering a program of study at Fort Hays Tech | North Central, the general education courses will be accepted in total for the Fort Hays Tech | North Central general education requirements. These courses must meet the general education requirements of Fort Hays Tech | North Central's accrediting body.

Technical Education Courses

Technical education courses taken at another accredited postsecondary or higher education institution may be submitted to the Fort Hays Tech | North Central Registrar for evaluation and possible acceptance. The program instructor and Department Chair will make the determination of transferability with final approval by the Vice President of Student and Instructional Services or

designee.

Technical education coursework eligible for transfer must have been completed within five (5) years prior to enrollment.

Evidence of relevant experience in the industry may be presented for coursework taken more than five (5) years before a request for transfer of credit is made, or Fort Hays Tech | North Central coursework taken more than five (5) years before a request is made. This evidence will be evaluated by the Vice President of Student and Instructional Services or designee and the appropriate Department Chair for transferability.

Articulated Credit

Students may seek tuition reduction or award of credit received from a secondary institution that has in place a current articulation agreement with Fort Hays Tech | North Central. Determination of tuition reduction or award of credit will be based on the terms and status of the articulation agreement. Any student seeking transfer of credit or award of articulated credit must meet the same admissions requirements as all Fort Hays Tech | North Central students.

Transfer of Fort Hays Tech | North Central Technical Education Credit Between Programs

With approval from the program instructor and Vice President of Student and Instructional Services or designee and upon completion of a written request for academic credit transfer, students may transfer program-specific courses in one program of study to other Fort Hays Tech | North Central programs of study.

Transfer of Courses from Fort Hays Tech | North Central

Students wishing to transfer credit from Fort Hays Tech | North Central to another higher education institution must request, in writing, a transcript be sent from the Registrar to the receiving higher education institution. The receiving institution will determine the acceptance of Fort Hays Tech | North Central coursework for transfer of credit. Written requests must be submitted to:

Fort Hays Tech | North Central College Office of the Registrar
3033 US Hwy 24, P.O. Box 507

Beloit, Kansas 67420

Credit for Prior Learning

Credit for Prior Learning, also referred to as Prior Learning Assessment (PLA), is intended to expedite adults' completion of post-secondary education programs by evaluating an individual's existing knowledge and competencies and awarding credit as appropriate.

1. Credit for Prior Learning may be earned by documenting skills acquired through work and life experiences. These experiences could include military training programs, industry certifications, documented work experience, or civic/volunteer experiences.
2. CPL credit may be awarded based on an evaluation by trained faculty of the College, ACE (American Council on Education) recommendations, CAEL (Council for Adult and Experiential Learning) recommendations, successful apprenticeships, 3rd party certifications, professional licensure, or assessing prior military credits. The method of evaluation will be determined following the review of transcripts and upon a written request of the applicant.
3. CPL will only be awarded for students enrolled in a full-time program at Fort Hays Tech | North Central. Fort Hays Tech | North Central may award no more than 50% of the total program hours for CPL.

4. Written requests for CPL must be submitted to the Registrar at least 30 days prior to the beginning of the first semester of the program. Questions regarding CPL can be directed to the office of the Registrar.

10:5 Intercampus Transfer

Students seeking transfer from one Fort Hays Tech | North Central campus to another, between the first and second year of the same two (2)-year program, must work through the Registrar to obtain approval of the program department chairs on both campuses. The department chairs will consider the availability of space and resources, as well as evidence of the student's ability to complete the program successfully.

Transfer from one Fort Hays Tech | North Central campus to another, once the program has started or once the academic year is underway, will not be permitted under normal circumstances. In the event of extenuating circumstances, a student may submit a written request for intercampus transfer to the College President. The President will consider feasible options for the College and the student to mitigate the circumstances. Additionally, the decision may take into account input from any of the affected parties on both campuses considering the availability of space and resources, as well as evidence of the student's ability to successfully complete the program.

10:6 Readmission (See also Disciplinary Sanctions)

Students whose enrollment has been terminated, either voluntarily or otherwise, may apply for readmission.

Applications for readmission shall be submitted to the registrar. If the student who is applying for readmission has been previously expelled, the College President may refuse readmission, depending upon the reason for the termination of enrollment.

10:7 Graduation

Formal public graduation activities shall be conducted under the College President's control and supervision. All qualifying students shall be entitled to participate in graduation exercises unless participation is denied for appropriate reasons. Qualifications for graduation are set forth in the student catalog/handbook. The College President shall make this determination.

10:8 Student Records

All student records are to be treated as confidential and primarily for local college use or as otherwise stipulated in accordance with the Family Educational Rights and Privacy Act (FERPA). Fort Hays Tech | North Central will take reasonable steps to protect student's privacy related to their transgender status, including their birth name or sex assigned at birth. Each college campus shall establish appropriate procedures for the granting of a request by students or by parents (if allowed under FERPA) for access to the student's records within a reasonable period of time, but in no case, more than 45 days after the request has been made.

The student, or parents if the student is under 18, shall have an opportunity for a hearing to challenge the content of the student's records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student; to provide an opportunity to correct or delete any inaccurate, misleading or otherwise inappropriate data; and to insert into student records the written explanation of the content of the records.

Any eligible parent or student may inspect the personal records of the student during regular office hours. The College reserves the right to interpret selected records for students and/or parents at the time of the inspection.

For the purpose of this policy, whenever a student attains 18 years of age or is enrolled in a program of

post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents of students, or the students, if they are 18 years of age or older, must be informed annually by the College President of the rights accorded them by this section. In addition, the public must be informed annually by the College President of the categories of information the institution has determined to be directory information.

10:9 Release of Student Records

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided in this policy.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
2. Students should submit to the College Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.
3. The right to request an amendment of the student's education records that the student believes are inaccurate or misleading.
4. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should contact the College Registrar in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
5. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes, but is not limited to, a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, insurer, billing or payment processing company); organizations conducting certain studies for or on behalf of the school; affiliated organizations serving the College in advancement, fundraising, alumni relations, or similar services; a person serving on an official College committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks; other institutions or third parties with whom the College has partnered or affiliated for purposes of providing academic, student support or engagement, or other opportunities or services (including but not limited to College affiliated institutions of higher education, Fort Hays Tech | Northwest and Fort Hays State University); or appropriate officials in cases of health and safety emergencies .

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

For the sake of illustration, and in addition to those individuals referenced above, school officials with a

legitimate educational interest may include, but are certainly not limited to, those individuals (including faculty and staff) that may be involved in: data or information management processes, financial aid and any related systems or processes, advising and student support services, or any other College-affiliated systems, processes, or services that may be utilized in the interest of supporting or advancing the educational experience of a student.

Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

1. The right to file a complaint with Fort Hays Tech | North Central alleging that the College violated any student rights under FERPA at the following address:

Fort Hays Tech | North Central
Office of the Registrar
3033 Hwy 24
Beloit, KS 67420

2. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays Tech | North Central to comply with the requirements of FERPA at the following address:

Family Policy Compliance Officer
US Department of Education
600 Independent Avenue SW
Washington, DC 20202-4605

Student Directory Information

The following types of personally identifiable information are designated as student directory information by Fort Hays Tech | North Central. They include the student's:

1. Name
2. Address (local and permanent)
3. E-mail address
4. Telephone number
5. Grade level or classification
6. Major field(s) of study
7. Participation in officially recognized activities
8. Dates of attendance
9. Degrees and dates awarded
10. Awards and academic honors received
11. Most recent previous educational institution attended
12. Enrollment status (i.e., full/part time)
13. Photograph or likeness

The Registrar is designated as the Student Privacy Officer. Students have the right to notify the institution that they do not want any or all of the types of information listed above to be designated as directory information. Notification must be in writing and must be received by the Registrar prior to the beginning of the academic semester.

FERPA privacy rights attach at the time a student applies at Fort Hays Tech | North Central and are governed by and subject to the provisions of FERPA (20 U.S.C. 1232g; 34 CFR Part 99), as amended from time to time.

10:10 Disposition of Records

Annual notice shall be given to parents (if students are under 18) and eligible students concerning student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for these notices shall be on file in the educational record custodian's office.

To eliminate unnecessary or outdated information, the official custodian shall review student records periodically.

10:11 Attendance Policy

Attendance Policy: Class attendance is necessary for students to learn and succeed. The College intends to establish expectations that resemble those of a workplace environment. Students are expected to attend class every session. Students should be punctual in their attendance and participate fully in all class-related activities to include: labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence.

Due to the diversity of programs offered and the various formats in which they are delivered, Fort Hays Tech | North Central allows each department to develop its own approved attendance policy, which best suits their program. The attendance policy will be outlined in the course syllabus and may be factored into the student's daily grade and/or final grade. Students are advised to meet with their instructor regarding the attendance policy for each class/program.

If a student's absences exceed the limits of the program's attendance policy, instructors may recommend a student be dismissed from the class or program. The final decision on the recommendation will then be made by the administration. The decision will then be communicated to the student and the instructor.

10:12 Student Code of Conduct

Student conduct is expected to be consistent with the Fort Hays Tech | North Central Principles of Community

The College President shall develop rules and regulations consistent with board policy necessary to govern student conduct. These rules shall be reviewed at least annually by the Board and adopted by reference as a part of these policies.

A student shall not use any conduct intentionally to cause substantial and material disruption or obstruction of any lawful college function. Neither shall a student urge other students to engage in conduct intended to cause a disruption or obstruction of any college function.

A student shall not fail to comply with a reasonable request of college personnel during any period of time when the student is properly under the authority of the college.

Violation of any provision of this student conduct may result in suspension and/or expulsion.

The following student behaviors are unacceptable:

1. Violation of college rules
2. Possession, storage, use and/or sale of chemical substances on campus
3. Possession, storage or use of lethal weapons on campus

4. Use of tobacco products in college buildings
5. Disruptive behaviors and conduct
6. Verbal abuse of a college employee, student or other person(s) not employed by the College while on campus or involved in college activities
7. Physical abuse of a college employee, student or other person(s) not employed by the College while on campus or involved in college activities
8. Acts of vandalism to college property and/or other's personal property
9. Threats (by word or deed)
10. Theft/extortion of college property or personal property
11. Profanity and/or obscenity
12. Intimidation of others
13. Open defiance
14. Fighting
15. Violation of college policies
16. Any other acts which disrupt the normal educational environment of the College

Violation of any provision of this student code of conduct may result in appropriate disciplinary action. Any of the following disciplinary measures may be utilized for violations of the student code of conduct:

1. Probation
2. Community Restitution (campus or community service)
3. Monetary Restitution
4. Suspension
5. Expulsion

If the student is a high school student under the age of 18, the school district administration will be informed, and the College will confer with the school district administration regarding the appropriate disciplinary action.

10:13 Attendance Policy

Attendance Policy: Class attendance is necessary for students to learn and succeed. The College intends to establish expectations that resemble those of a workplace environment. Students are expected to attend class every session. Students should be punctual in their attendance and participate fully in all class-related activities to include: labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence.

Due to the diversity of programs offered and the various formats in which they are delivered, Fort Hays Tech | North Central allows each department to develop its own approved attendance policy, which best suits their program. The attendance policy will be outlined in the course syllabus and may be factored into the student's daily grade and/or final grade. Students are advised to meet with their instructor regarding the attendance policy for each class/program.

If a student's absences exceed the limits of the program's attendance policy, instructors may recommend a student be dismissed from the class or program. The final decision on the recommendation will then be made by the administration. The decision will then be communicated to the student and the instructor.

10:14 Academic Honesty

Membership in the Fort Hays Tech | North Central learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

1. Plagiarism: i.e., taking someone else's intellectual work and presenting it as one's own. Each department sets standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
2. Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or electronic devices during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
3. Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
4. Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:

1. Verbal or written warning
2. Lowering of grade for an assignment
3. Lowering of term grade

Administrative sanctions may include but are not limited to either of the following:

1. Suspension from the course, program or college
2. Dismissal from the course, program or college

10:15 Academic Appeal

Students who believe they have been treated unfairly with regards to academic regulations or grading procedures have the right to an appeals process. The first step must be to address the issue with the instructor. If the student is not satisfied with the result, the student ~~can~~ may appeal the decision, in writing, to the Dean of Instruction within 10 business days of the event, such as but not limited to, a final grade posting, assignment grade posting, academic dishonesty, etc. The Dean of Instruction will deliver a decision to the student within 10 business days.

A student who wishes to appeal the decision of the Dean of Instruction may do so by filing a written appeal to the Vice President of Student and Instructional Services within 10 business days of the decision. A decision will be delivered to the student within 5 business days. A student who wishes to appeal the decision of the VP of Student and Instructional Services may appeal to the College President within 10 days of the decision. The College President will deliver a decision to the student within 5 business days. The decision of the College President is final.

The student may be permitted to remain and participate in class with the exception of clinical and internship experiences during the academic appeals process pending no other conduct or disciplinary actions or sanctions are placed on the student.

10:16 Drug Testing Policy

Fort Hays Tech | North Central has an obligation to provide a safe learning environment for all students and community members who may be impacted by the training of students in certain programs. Fort Hays Tech | North Central offers several programs that require students to work with and around hazardous equipment with the potential to cause severe injury or death. In addition, Fort Hays Tech | North Central offers nursing programs that require direct patient care. Students in these lab/shop areas and patient care areas must be attentive and focused on their actions, as well as others around them.

Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students that are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and community members. The purpose of this policy is to promote safety and prevent a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes.

Fort Hays Tech | North Central partners with Business and Industry leaders through an Advisory Board process. Per their recommendations, as well as industry standards, the areas of concern are the Nursing Programs, Heavy Equipment, Welding, Diesel Technology, and the Agricultural Equipment Technology Programs.

1. Nursing students are required to complete clinical training, which includes direct patient care.
2. Heavy Equipment students are required to operate very large equipment, such as bulldozers, motor graders, evacuators, backhoes, loaders, scrapers, and directional drills.
3. Welding students are required to use welding machines and tools, solvents and gases, and are exposed to high heat temperatures.
4. Diesel Technology students are required to use truck lifts, overhead cranes and forklifts, and to drive customer vehicles, tractors, dozers, graders, evacuators, and school buses.
5. Agricultural Technology Equipment students are required to use overhead cranes, forklifts, and to drive customer equipment.

The policy for each of these programs follows:

1. **Testing:** All enrolled shall be subject to drug and alcohol testing.
 - a. Testing shall be coordinated by the Director of Nursing, or the Dean of Student Success and will be conducted at least once each semester.
 - b. Test results shall be forwarded directly to the Director of Nursing, or the Dean of Student Success. All test results will be considered confidential but may be accessed by college officials for disciplinary purposes
 - c. Absences and tardiness will not be tolerated and failure to appear within the designated testing window will be considered a missed test.
 - d. In the event of a positive test, the Director of Nursing or Dean of Student Success give the student an opportunity to discuss the result of the test. A review of all medical records will be made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. If after the review by

Director of Nursing or Dean of Student Success, there is no valid explanation for the screening results then the results will stand, and the student may request a retest of the sample at the student's expense. This request must be submitted within 24 hours.

- e. Students that provide a negative dilute result on a drug screen are required to repeat the drug screen at their expense within 5 business days of receiving notification from the Dean of Student Success. If the result of the retest is a negative dilute, the test result will be considered negative.
- f. Refusal to provide a specimen for testing shall be grounds for suspension or expulsion from the student's program.
- g. Test results or specimens that have been determined to be altered by the student shall be grounds for suspension or expulsion from the student's program.
- h. If the student does not request a retest of the sample, or if the sample is positive again upon retesting, the student shall be suspended or expelled from the program.
- i. Positive test results will result in a recommendation of expulsion from the College.
- j. Students may reapply for admission into the college the following academic year. Prior to returning, students may be required to provide a negative drug test.

2. Initial Enrollment or Re-enrollment: All students enrolling in the nursing programs shall be responsible for obtaining a drug screening from their respective campuses selected medical lab. Students are responsible for their own expenses.

- a. The test results shall be forwarded directly to the Director of Nursing by the lab. All test results are confidential and access to the results shall be limited to the Director of Nursing. These individuals shall have the authority to determine institutional personnel having a legitimate need to know access to specific information.
- b. Tests must be taken within 30 days prior to the first day of class. Students will not be able to participate in class until the results are received. Exceptions may be granted by appealing to the Director of Nursing or the Dean of Student Success.
- c. The lab shall also forward a copy of the results to the student.
- d. In the event of a positive test result, the student may request a retest of the sample at the student's expense.
- e. If the student does not request a retest of the sample or if the sample is positive again upon retesting, the student shall not be permitted to start the program.
- f. Students who are denied permission to start the program due to a positive drug testing result may reapply for admission the following academic year.

3. Confidentiality:

- a. All results obtained and received will be kept confidential in separate medical record files. Access to such files shall be strictly limited.
- b. No information from such drug testing reports shall be provided to any person other than those whose duty requires them to have access to such information.
- c. Drug test results shall be used only as outlined in this policy. Such results shall not be used for any other purpose unless required to be produced by court order.
- d. Drug test results will not be transferred to other academic institutions or provided to potential employers.

- e. Drug test results shall not be provided to law enforcement unless required to be produced by court order.

10:17 Sexual Misconduct

The College is committed to providing a safe learning and working environment. In compliance with federal law, specifically, the Jeanne Clery Act (“Clery Act”) and the Campus Sexual Violence Elimination Act (“SaVE Act”), the College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to students, faculty, and staff, as well as contractors and visitors.

Fort Hays Tech | North Central will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals whom the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the College, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any nonconsensual sexual act proscribed by Federal, tribal, or state law, including when the victim lacks the capacity to consent.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of the survivor;
2. A person with whom the survivor shares a child in common;
3. A person who is or was residing in the same household as the survivor; or
4. Any person against someone who is protected from that person’s acts under the domestic or family violence laws of the Jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor and where the existence of such relationship shall be determined based on a consideration of 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

Stalking occurs when an individual engages 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.

Reporting an Incident

The College encourages any member of the College community (including students, staff, contractors, and visitors) who have experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Title IX Coordinator.

Individuals who are on the Beloit campus can make an in-person report at the Vice President of Student and Instructional Services office. Individuals who are on the Hays campus can make an in-person report at the Vice President of the Hays Campus office. College staff will assist all members of the College community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Title IX Coordinator can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor

should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the College's Title IX Coordinator at 785-738-2276 or titleix@ncktc.edu.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the College's Title IX Coordinator at 785-738-2276 or titleix@ncktc.edu.

The Title IX Coordinator will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within the College. For more information, please visit our website for information on how to report an act prohibited by this policy.

Written Notification of Rights and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking that has occurred on property owned or leased by Fort Hays Tech | North Central or that involves a program or activity associated with the College, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

1. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
2. Seek a criminal complaint for threats, assault and battery, or other related offenses;
3. Seek medical treatment (the Title IX Coordinator will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
4. Request the Title IX Coordinator and/or local police remain at the scene until your safety is otherwise ensured;
5. Request that the Title IX Coordinator and/or local police assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
6. Obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing, he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic

communications sent by the stalker, should be saved and not altered in any way.

On-Campus and Off-Campus Resources

The College, the City of Beloit, the City of Hays, and Mitchell and Ellis counties all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the College in order to access the following resources.

The following college employees and on-campus offices can assist members of the College community in considering their options and navigating through any resources or recourse they may elect to pursue:

- Vice President of Student and Instructional Services, Jennifer Brown, 785-738-9055 jbrown@fhtechnnc.edu
- Vice President Finance & Hays Operations, 785-623-6150; dbaumann@ncktc.edu

Off-Campus Resources Available:

- Beloit Police Department, 785-738-2203
- Hays Police Department, 785-625-1030
- Mitchell County Hospital Health Systems, 785-738-2266
- Hays Medical Center, 785-623-5000
- Pawnee Mental Health, 785-738-5363
- Battered Women's Crisis Center, Hays, KS, 785-625-4202
- Kansas Coalition Against Sexual & Domestic Violence, 888-363-2287
- Domestic Violence Association of Central Kansas, 800-874-1499

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, the College is committed to providing them a safe as possible learning or working environment. Upon request, the College will make any reasonably available change to complainants or respondent's academic, living, transportation, and working situation.

When a reported incident of abuse involves more than one member of the College community, the College's Title IX coordinator may also issue an Institutional No Contact order, prohibiting the individuals from contacting one another, either on or off-campus. Students and employees may contact the Title IX Coordinator for assistance.

Local law enforcement will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

The College is committed to ensuring that orders of protection issued by courts are fully upheld on all college-owned, used, and controlled property as well as properties immediately adjacent to the College. Therefore, if any member of the College community obtains an order of protection or restraining order, he or she should promptly inform the Title IX Coordinator and provide them a copy of that order so that the College can enforce it. The College is also committed to protecting survivors from any further harm. If the Title IX Coordinator determines that an individual's presence on campus poses a danger to one or

more members of the College community, they can issue an institutional No Contact or No Trespass Order barring that individual from college property until resolved by Board of Trustees action.

Survivor Confidentiality

The College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community. Different college officials and personnel are able to offer varying levels of privacy protections to survivors.

The College requires all employees to share with the College's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however, the College may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to local law enforcement will be requested on behalf of Fort Hays Tech | North Central by the Title IX Coordinator to determine if a Title IX investigation is warranted. Reports may also be made public (maintaining the survivor's anonymity) if there is a concern for the safety of other members of the community.

Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the College community are required by policy to report any instances of known child abuse or neglect to the Title IX Coordinator. The Title IX Coordinator will, in turn, report information to the appropriate state authorities.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with the College's Title IX Coordinator or other college officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the College's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however, the College may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. The College thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those college officials who must be informed of the information pursuant to college policy. Failure by a college employee to maintain privacy in accordance with college policy will be grounds for discipline.

While federal law requires the College to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit the identification of survivors.

College Educational Programs

The College is committed to increasing the awareness of and prevention of violence. The College makes continued efforts to provide students and employees with education programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, the College offers practical guidance for risk reduction, violence prevention, and bystander intervention, including but not limited to:

1. Personal Safety Workshops – In an effort to educate the College community about safety, the College provides opportunities for all members of the College community to learn about safety precautions. College officials conduct and/or coordinate awareness workshops for college community members on a wide variety of subjects including, but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.
2. New Student Orientation – Student orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of the Student Services department to new students.
3. Crime Bulletins and Alerts – college officials periodically distribute crime bulletins or alerts to inform members of the College community about incidents of crime in the areas surrounding the College that may pose an imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to specific incidents, but as general reminders to college community members about measures that members of such community can take to enhance personal and property security.
4. New Employee Orientation – All new employees receive training on Sexual Harassment and Title IX through the Title IX Coordinator.
5. Student Activities Programs – These programs are run through the Student Services department and inform students on a wide variety of topics such as alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.
6. Bulletin Board Campaigns – The Student Services department uses passive programming strategies throughout campus to provide information on crime prevention and safety issues related to college students on and off-campus.

Additional information about prevention efforts can be found on the College website.

Conduct Proceedings

The College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the College. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact Orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension. Interim measures must be available for the complainant and the respondent. Additionally, Fort Hays Tech | North Central must make every effort to avoid depriving any student of her or his education.

The College's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from college housing, dismissal from college housing, suspension from the College, or dismissal from the College. In addition, the College may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Title IX Coordinator and adjudicated pursuant to the Student Code of Conduct and incidents involving employees and college affiliates who are found by the College to have engaged in behavior that violates college policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings that have occurred on property owned or leased by Fort Hays Tech | North Central or that involves a program or activity associated with the College shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

Once an investigation has opened, both the complainant and respondent shall be given written notice. The notice shall provide at a minimum the following factual details:

- Identification of parties involved in the conduct proceedings
- Specific policy provisions for the complainant and respondent
- Precise conduct violation
- Date and location of the alleged incident

Additionally, each party shall receive written notice in advance of any interviews or hearings with sufficient time to prepare for meaningful participation.

The College seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of receipt of that complaint unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks, or vacations that occur during the pendency of an investigation or other unforeseen circumstances. In these matters, the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

If both parties voluntarily agree to it and the Title IX Coordinator determines it is appropriate, Fort Hays Tech | North Central may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution. If a voluntary resolution cannot be reached between the two (2) parties, a formal investigation will be conducted.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred.

Prior to a final determination, a written report summarizing the evidence provided during the investigation must be completed. Both parties will have an opportunity to respond to the report in writing in advance of any determination. The complainant and respondent will have the same

meaningful access to the information utilized to make a final determination.

When the Title IX Coordinator completes an investigation both the complainant and the respondent shall simultaneously be informed in writing within 7 business days of the outcome of the investigative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

10:18 On Campus Driving Privileges

Only street-legal vehicles will be allowed on campus; special circumstances may be granted by the College President.

Reckless Driving:

Any person who drives any vehicle in willful or wanton disregard for the safety of persons or property is guilty of reckless driving and is subject to losing driving privileges on campus.

Passengers Riding in the Back of Pickup Trucks or on the Hood:

It is unlawful to have passengers riding in the bed of a pick-up truck or on the hood, no matter the age of the passenger. If this occurs on the Fort Hays Tech | North Central campus, the driver and each passenger shall be fined and could be subject to additional punishments as seen appropriate by the Vice President of Student and Instructional Services.

Parking Violations:

Students are expected to adhere to parking requirements as established by the City of Beloit. Students are not to occupy more than one space or back into a space (unless loading or unloading). Violators will be subject to a fine.

Failure to pay fines assessed under this policy may result in the loss of driving privileges on campus and put a hold on the student's account.

10:19 Disciplinary Sanctions

The purpose of these rules is to define an orderly procedure which, if followed, would be identified as "just and reasonable" in the eyes of the Board, administration, instructor, student, and parent/guardian, if under the age of 18, in resolving academic issues. If the student is a high school student under the age of 18, the school district administration will be informed, and the College will confer with school district administration regarding the appropriate disciplinary action.

Academic Issues

Step I: Student Conference

The conference shall follow the procedures outlined below and shall occur as soon as possible of the disciplinary issue:

1. Conduct a private conference with the student.
2. Specify on the student conference form causes of concern; cite exact instances; make sure all parties are aware of what the issues are.
3. Determine a plan of action.
4. Provide a completion date for students to attempt to correct deficiencies.
5. Give a signed and dated copy of provisions to students at the completion of the conference.

6. Faculty/staff should keep copies of all conference forms.
7. Send a copy of the conference report to the Office of the Dean of Student Success.

If warranted or behavior continues and/or increases, the student will be referred to the office of the Dean of Student Success and the following procedure will be used:

Step II: Conference with the Dean of Student Success

The faculty or staff member shall report results of the previous conference to the Dean of Student Success to give complete, up-to-date background of the case.

The Office of the Dean of Student Success with the faculty or staff member and the student shall outline specific areas of concern and develop a plan of action. The plan of action shall outline specific timelines and expectations for improvement. This plan of action shall be signed and dated by all parties.

Step III: Conference with the Vice President of Student and Instructional Services

In the event of failure of Steps, I and II, the Office of the Dean of Student Success and/or the Vice President of Student and Instructional Services shall take appropriate corrective actions up to and including expulsion. Students shall be advised of any such action, and/or expectations of future behavior, in writing.

A suspension or expulsion notice (if applicable) shall advise the student and parents, when appropriate, (of their Due Process Rights). The College has the authority to bypass any step or steps in the procedure as deemed necessary by college officials.

Disciplinary Action Procedures

If the student is a high school student, the school district administration will be informed, and the College will confer with the school district administration regarding the appropriate disciplinary action.

1. **Community or Campus Service:** The use of community or campus service may be used as deemed necessary by college administrators. Any student assigned these sanctions will be placed on a plan of action that includes a timeline for completion, a contact for the service to be performed, and a total number of hours to be completed. Failure to complete assigned community or campus service may result in further disciplinary action up to and including expulsion from the College.
2. **Monetary Restitution:** Monetary restitution may be assigned as a sanction as deemed necessary by college administrators. When monetary restitution is assigned as a sanction, the student will be notified in writing of the amount and due date for such restitution. Any money not paid by the due date will be applied to the student's account. Failure to pay assigned monetary restitution may result in further disciplinary action up to and including expulsion from the College.
3. **Probation:** The use of probation is authorized when deemed necessary, both for academic and non-academic issues. Any student placed on probation shall be given a written list of the terms and conditions of probation by the person granting probation; and the student shall sign a statement to the effect that the terms and conditions have been received, fully explained, and understood. The student shall indicate willingness to abide by them; and in case of failure to do so, the sanction originally imposed may be reinstated at the discretion of the person granting the probation. Failure to honor the terms of probation may result in further disciplinary action up to and including expulsion from the College.
4. **Suspension:** A suspension may be imposed by the College President or designee at any time it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe such an interim suspension is required to protect lives or property and to ensure the maintenance of order. Short-term suspension of less than 10 days may be imposed by the Vice President of Student and Instructional Services as needed. Short-term suspensions may be appealed in writing within three (3) business days to the College President. If the decision is not appealed within three (3) business days, the student will be

deemed to have waived the appeal and the decision by the Vice President of Student and Instructional Services shall be deemed final. Long-term suspension is an official action taken by the College, which suspends all rights as a student at Fort Hays Tech | North Central during a specified period of at least 10 days and not more than 180 days. During any period of suspension, the student suspended may not attend classes, activities, or events sponsored by the College and may not be on any property owned or used by the College. If the suspension is more than two (2) days, academic assignments will not be accepted during the period of suspension and will not be made up. Violations of suspension will result in appropriate criminal charges being filed, as well as additional disciplinary action being taken. Suspension does not absolve the student of any financial obligations to Fort Hays Tech | North Central. Depending on the offense, students may be suspended from student housing, but still allowed in college classes. In certain circumstances, deemed appropriate by college administrators, students may be suspended from program courses, but allowed to stay in general education courses.

Expulsion: Expulsion may be for a minimum of one full semester and may be imposed for an entire academic year or an extended period beyond the current academic year. When expelled from Fort Hays Tech | North Central, a student may not participate in any college function and may not be on any property owned or used by the College. Violations of the terms of expulsion may result in the College pursuing criminal and/or civil remedies. When a student is expelled from the College, F grades are recorded for any classes not completed in the current enrollment period. Students who have not been previously expelled may apply for reinstatement to the College by submitting a letter of appeal to the College President requesting a hearing.

Students expelled for an extended-term beyond the current academic year must wait two (2) years before seeking reinstatement.

Any student who is recommended by the Vice President of Student and Instructional Services to receive a long-term suspension (more than 10 days) or expulsion, will be granted a disciplinary hearing. The student may be placed on short-term suspension until the hearing can be conducted. The hearing shall be conducted no later than 10 days after the recommendation for long-term suspension or expulsion by a hearing officer who has the authority to suspend or expel. The College President shall designate a hearing officer other than himself/herself.

The hearing officer shall explain that the purpose of the hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, his/her parents or guardian (if the student is under 18), counsel and witnesses to present other information to be considered before a decision is made.

The student will be notified in writing, either by e-mail or letter, at least three (3) business days prior to the hearing. The notice will state the time, date, and place of the hearing. If a student fails to appear for the scheduled hearing, the hearing officer will dismiss the appeal and the earlier decision will be deemed final.

At any long-term suspension/expulsion hearing the following will occur:

1. The student will have a right to hear charges of conduct violations read.
2. Each party will have the right to have an adviser present (including an attorney) at the party's own expense.
3. Each party will have the right to hear the testimony and see the evidence presented at the hearing.
4. Each party will have the right to present witnesses to be heard by the hearing officer.
5. Each party will have the right to testify and give reasons supporting its position.
6. Proceedings will be tape-recorded, except for hearing officer deliberations.
7. A written report will be prepared by the hearing officer affirming, modifying, or reversing the

decision from which the appeal was made. Copies of the written report will be e-mailed to the student at the student's college e-mail address and delivered to the Vice President of Student and Instructional Services and the College President.

If either party is dissatisfied with the decision of the hearing officer, the hearing officer's decision may be appealed to the College President by submitting a written request for appeal to the President's office within five (5) business days after the date of the hearing officer's written report of the decision. If neither of the parties appeals during the time specified, the hearing officer's decision will be deemed final.

If, in the opinion of the President, the behavior of the student is reasonably expected to cause continued material disorder, disruption or interference with the school's operation, the President may find that the sanction will stand pending the outcome of the appeal.

Upon receipt of a request for appeal, the President will review the taped record and any written materials submitted at the disciplinary hearing. At the President's sole discretion, the parties may be asked to appear or the parties may be asked to present additional evidence. If additional evidence is requested, it will be presented in a manner granting each party the same due process rights as those outlined above. Within 10 days of delivery of the request for appeal or within 10 days after the date upon which the parties appear or additional evidence is presented to the President, the President will affirm, modify, or reverse the decision of the hearing officer. The President's decision will be set forth in a written report and the report will be mailed to the student at the student's last known address.

A student who wishes to appeal the decision of the President may petition the Board through the Board Clerk in writing and request a hearing on the specific issue. Such a petition must be filed within five (5) academic days of receiving notice of the decision. All decisions of the Board are final.

10:20 Restitution Fees and Charges

The College President shall distribute a fee schedule approved by the Board to college personnel authorized to charge and collect certain fees.

10:21 Complaints and Grievances

Each student, through parents or legal guardian if under 18 years of age, has the right to file a grievance if they believe they have been treated unfairly or improperly. No student shall be subject to reprisal for participating in a grievance procedure. If a student believes they have been subjected to prohibited discrimination, the College has procedures in place to evaluate those specific complaints. Suspensions and expulsions are not be subject to the grievance procedure.

1. Purpose:

This policy provides an equitable and orderly process to resolve general grievances/complaints made by students for improper treatment, specifically by a Fort Hays Tech |North Central employee, student, and/or an employee of a firm under contract with the College.

2. Definitions:

- a) **Active Student:** A student is defined as a registered part-time or full- time student at Fort Hays Tech | North Central.
- b) **Grievant:** An individual who is an active student with the College who has a grievance against the College as a result of the action or inaction of a college employee or student.
- c) **Grievance:** An unwritten or written claim raised by a student alleging improper treatment charged by a student against any person employed by the College with respect to the application of the provisions of rules, policies, or procedures. The grievant must be personally affected by the alleged violation and inequitable action.
- d) **Formal grievance:** The written stage of the student grievance process.

- e) Informal grievance: The unwritten stage of the student grievance process.
- f) Respondent: A college employee, student, and/or an employee of a firm under contract to the College identified by the grievant as causing or contributing to the grievance.
- g) Business day: Any day that the College is open.

3. Informal Grievance Procedure:

- a) Students must first attempt to resolve grievances informally. Given the nature of grievances covered by this procedure, it is expected in most circumstances, students should first raise the issue with the respondent. In the event this is not feasible, the student will contact the Dean of Student Success within five (5) business days of the alleged incident.
- b) Students who have grievances with Fort Hays Tech | North Central students, which do not involve violations of state, federal or local law or violations of the Student Code of Conduct, should direct their concerns to the Dean of Student Success within five (5) business days.

4. Formal Grievance Procedure:

Level 1 If the grievance cannot be resolved informally, the student may file a written grievance regarding the respondent through the Dean of Student Success within ten (10) business days. Within ten (10) business days of receipt of the written grievance, the Dean of Student Success will investigate the grievance, which may involve interviewing any or all involved parties, and respond with a written decision to the grievant and the respondent.

Level 2 If not satisfied with the decision of the grievance at Level 1, the grievant or respondent may file an appeal through the Vice President of Students and Instructional Services within ten (10) business days. Within ten (10) business days of receipt of the written appeal, the Vice President of Student and Instructional Services will review the appeal, consider any new evidence or factors, determine if further investigation or additional interviews are necessary, and respond with a written decision to the grievant and respondent.

Level 3 If not satisfied with the decision of the grievance at Level 2 the grievant or respondent may file an appeal through the College President within ten (10) business days. Within ten (10) business days of receipt of the written appeal, the College President will review the appeal, consider any new evidence or factors, determine if further investigation or additional interviews are necessary, and respond with a written decision to the grievant and respondent. The decision of the College President is final.

10:22 Demonstrations and Disruptive Conduct Updated 07/28/26

The College recognizes the rights of students to engage in lawful expressive activity, including peaceful demonstrations and assemblies, in accordance with the College's Expressive Activity and Free Expression Policy and applicable law.

The College President shall establish reasonable, content-neutral procedures governing the time, place, and manner of demonstrations as necessary to protect public safety, preserve the orderly operation of the College, and ensure access to College facilities. Such procedures shall not be based upon the viewpoint or content of the expression.

Demonstrations or other expressive activities may be restricted or terminated when they:

- Materially and substantially disrupt instructional activities or other College operations;
- Obstruct access to College facilities or interfere with the movement of persons or vehicles;
- Threaten the health or safety of any person;

- Involve violence, vandalism, or other unlawful conduct; or
- Otherwise violate applicable federal or state law or College policy.

Participation in a demonstration does not excuse students from complying with attendance requirements, academic expectations, lawful directives of College officials acting within the scope of their authority, or other applicable College policies.

Students who refuse to comply with lawful directives necessary to restore order or who engage in conduct that materially and substantially disrupts College operations may be subject to the Student Code of Conduct and applicable disciplinary procedures.

College employees who become aware of demonstrations or conduct that materially and substantially disrupts College operations or presents a threat to the safety of persons or property shall promptly notify the College President or designee.

The College President or designee may request assistance from law enforcement when reasonably necessary to protect persons, property, or the orderly operation of the College.

10:23 Measures to be Taken to Ensure Student Rights Updated 07/28/26

Students shall enjoy academic freedom and the rights of free speech, expression, assembly, and association as protected by the United States Constitution, the Kansas Constitution, and applicable state and federal law. In the exercise of these rights, students are expected to respect the rights of others and comply with College policies and applicable law.

The following measures shall be taken to ensure student rights:

- Encourage student involvement in College activities through the Student Senate and other recognized student organizations.
- Inform students of their rights to engage in lawful expressive activity, including peaceful assembly, speech, petition, and the distribution of noncommercial materials, subject to reasonable, content-neutral time, place, and manner restrictions.
- Inform students of their responsibility to respect the rights of others, public and private property, and the orderly operation of the College.
- Encourage students to provide suggestions for improving the College and its programs.
- Encourage student participation in the development and review of College policies.
- Administer College policies in a viewpoint-neutral manner consistent with the College's Expressive Activity and Free Expression Policy and applicable law.

10:24 Interrogations and Investigations Conducted on Campus

A reasonable, cooperative effort shall be maintained between the College administration and law enforcement agencies. Law enforcement officials may be summoned in an investigation of alleged criminal conduct on the College premises or during a college-sponsored activity. They may also be summoned to maintain or restore order when the presence of the officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary. The College's administrators shall at all times act in a manner which protects the rights of students and shall cooperate with law enforcement officials. Law enforcement officers seeking to interrogate students or staff or otherwise conduct investigations on campus must report first to the College President or designee.

A student who has attained the age of 18 has the right to agree to submit to questioning without the agreement of parent, guardian, or representative.

The College President shall have the authority and duty to conduct investigations and to question students about infractions of college rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner, which minimizes interference with regular education and college activities.

The College President shall determine when law enforcement officers should be requested to investigate alleged criminal behavior on college property. He/she may request that law enforcement officers conduct an investigation and question students who are potential witnesses of alleged criminal behavior during regular hours.

Should the student not be 18 years of age or older, a reasonable attempt will be made to contact the students' parents, guardian, or representative prior to questioning by law enforcement officers.

Reasonable requests of the parents, guardian, or representative shall be observed. Notification or attempted notifications to parents, guardian, or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian, or representative during any questioning of the student, the College President or designee shall be present.

The College President shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the College President is not satisfied with either the identification or probable cause, the request shall be denied. The College President shall attempt to notify the officer's superior of the reasons for the denial of the request and shall document the attempt.

The law enforcement officers shall be required to obtain prior approval of the College President before beginning any interrogation or investigation on college property. The administrator shall document the circumstances as soon as possible.

In instances where college rules have allegedly been violated, the College President may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The College President may have another adult present during questioning of students.

During an investigation of the violation of college rules, the College President shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials. The College President or designee may request to be allowed to sit in on the interrogation or interview.

Information of criminal conduct not related to the College shall be turned over to law enforcement officials, without additional investigation by college officials.

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by college officials unless the student has been placed under arrest.

When an emergency exists, the College President may summon law enforcement officials to take a student into custody. Law enforcement officers may be requested to assist in controlling disturbances of the College environment.

When a student has been taken into custody or arrested on college property without prior notification of the College President, the staff present shall notify the College President of the circumstances as quickly as possible.

College administrators shall notify at least annually local law enforcement officials of the policy and rules regarding law enforcement contacts on college property. Law enforcement officials will be asked to inform their staffs of the terms of the College's policies and rules.

10:25 Student Organizations

Students may form clubs and other groups organized to promote or pursue specialized activities outside the classroom. Membership must be open to all interested and eligible students. The administration and the Board shall approve student organizations and a faculty member shall attend the meetings or activities as a sponsor.

The administration shall establish regulations for the operation of college-sponsored clubs. Student clubs shall operate for the welfare and in the best interests of students. Clubs may not conduct their activities on college property without prior permission from the administration.

A Student Senate under the direct control of an administrator may be established. This organization may exercise only the authority expressly delegated to them by the administrator.

In instances where members of the student organization travel to off-campus activities or competitions, students must be in good standing with their academic program and with the College. Students who are on any type of disciplinary sanction will be ineligible to travel to off-campus activities or competitions to represent the College. Organization advisors are expected to verify with the Office of the Dean of Student Success about a student's ability to represent the College prior to the student participating in off-campus activities or competitions.

10:26 College Dismissal Procedure

In the event of an emergency, such as a blizzard or any other event during the day, which interferes with the normal conduct of the College, classes will be dismissed only upon action of the College President or designated representative.

Classes will not be dismissed due to storms that arise during the day as long as it is feasible for students and faculty to remain in safety. If adverse weather conditions exist before classes begin, the department chairs will consult with the College President concerning dismissal.

Every student will be notified of these rules and regulations at the beginning of each academic year.

In the event of a bomb scare or similar emergency, the department chair may immediately vacate the building and conduct the students to a place of safety. The department chair shall then notify the police station, the county sheriff's office, or the Kansas Highway Patrol of the threat and request a thorough inspection of the buildings and grounds. If no threat is found to the safety of the students and if there is sufficient time remaining in the day to warrant continuation, classes may be resumed.

The Fort Hays Tech | North Central Communication System will be used to inform all students, faculty, and staff of changes to the College schedule.

10:27 Emergency Drills

Periodically, the College will conduct emergency drills that instruct students in the proper procedures to follow in case of a tornado alert, fire, or any other emergency. Such emergency drills shall also be conducted for students living in the residence halls.

Each department chair shall conduct briefings with the faculty concerning the crisis management plan. Each instructor will explain the crisis management plan to students under his/her jurisdiction at a time to be determined by the department chair.

Students living in the residence halls shall be informed of the crisis management plan at least once each semester by the Vice President of Student and Instructional Services or designee.

10:28 Student Accidents

Accident and illness may occur in the classroom and on college grounds. All personnel shall follow first

aid procedures and contact 911 if necessary.

The College may provide appropriate first aid and CPR training for identified personnel. This training may be provided as a part of the in-service plan or other program established by the Board.

The College encourages employees to administer first aid and CPR to students in case of an emergency. Employees should defer first aid treatment to the most qualified person on the scene.

First aid shall be limited to the applying of simple bandages or infection preventatives, CPR, and to any other justifiable emergency aid, such as stopping excessive bleeding, to prevent further injury, disability, or death. If anything beyond the application of simple bandages or infection preventatives is required, college staff will immediately request emergency medical assistance.

Neither diagnosis nor treatment except under emergency conditions, are within the responsibilities of college personnel.

Employees must submit an accident form following the incident to the Vice President of Student and Instructional Services/Vice President of the Hays campus.

10:29 Student Insurance

Insurance may be provided by students or their parents through their personal insurance coverage. All heavy equipment operation and nursing students shall be covered by an adequate accident and hospitalization policy. All nursing students participating in clinicals must show evidence of liability insurance coverage.

10:30 Emergency Leave Policy

Any student in good academic standing who voluntarily withdraws from all classes due to military service, medical condition or extenuating circumstances may return to Fort Hays Tech | North Central without paying tuition and fees beyond the initial full tuition and fees cost for the semester in which they withdrew. In order to be eligible for the waiver of tuition and fees, the student must obtain approval from the College President at the time of withdrawal. Students are responsible for the cost of books, tools, etc. and the full tuition and fees for all subsequent semesters. If a student owes money to the College for returned funds for financial aid or third-party payments, due to emergency leave, the student can file an appeal. Supporting documentation from a healthcare provider, military supervisor or another authoritative source is required for an appeal. Without such documentation, the appeal will not be heard and will be returned to the student. A committee will review the student's appeal and provide a recommendation to the President, who will approve or reject the committee's recommendation.

10:31 Accommodation Policy for Students w/Disabilities

Fort Hays Tech | North Central is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities (both temporary and permanent) and is committed to providing reasonable accommodations in accordance with applicable state and federal laws. The College acknowledges that traditional methods of instruction or delivery of programs and services are not always appropriate or sufficient to accommodate the limitations experienced by persons identified with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained and the safety of all persons considered.

Student Responsibilities

Students requesting accommodations are responsible for self-disclosing disability and registering for services, providing appropriate documentation, communicating with the Director of Learning Services as part of the intake interview process to create an Education Accommodation Plan, and notifying instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two (2) weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible). Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, and assessment of individual needs and course requirements.

If at any time throughout the academic year, a student feels that the agreed-upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS). Fort Hays Tech | North Central is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy, and individual responsibility are promoted and expected.

Grievance Procedure

Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations shall have the right to invoke the Grievance Procedure.

Confidentiality

All information regarding a student's disability is confidential. All documentation will remain separate from academic records and will not be released to an individual or source external to Fort Hays Tech | North Central without the student's written consent. In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to Fort Hays Tech | North Central faculty and/or staff.

The Director of Learning Services serves as coordinator of accommodations for students with disabilities at Fort Hays Tech | North Central. Any student who requires accommodations or would like more information regarding services should contact the Director of Learning Services at 1-785-738-9020 or by mail at:

Fort Hays Tech | North Central - Student Success Center
Attn: Director of Learning Services

PO Box 507, 3033 US Hwy 24

Beloit, KS 67420

10:32 Fundamental Alteration Determination Updated 07/28/26

Decisions regarding whether a requested accommodation constitutes a fundamental alteration will be made by the Director of Learning Services in collaboration with the instructors of the courses in which the accommodation would be used. If the Director of Learning Services and the instructor are unable to reach a reasonable agreement on whether the accommodation would fundamentally alter the course, a Fundamental Alteration Determination Committee will be convened.

The committee will include the faculty member asserting the claim of fundamental alteration, Dean of Instruction/Chair of academic affairs, a second faculty member from the department who is knowledgeable about the course and its content, a faculty member from outside the department, the Director of Learning Services, and the Dean of Student Success. Using the protocol outlined below, the committee will determine whether the requested accommodation would fundamentally alter the course.

Fundamental Alteration Protocol

1. If there is a reasonable basis to believe a legitimate question of fundamental alteration exists, confirm that the instructor, department, and/or program have clearly identified the essential requirements of the course and/or program and have communicated those requirements to

students.

2. Assemble a committee of impartial individuals who collectively possess expertise in the academic discipline, any applicable licensing requirements, relevant accreditation standards, the student's disability, and accommodation practices. The committee should not consist solely of individuals from the department offering the course or program.
3. The committee will identify the purpose of the requirement by reviewing information provided by the instructor, department, or program concerning essential requirements, including curriculum approval materials or course development documents. The committee must ensure that the requirement is not based merely on custom or routine practice without a direct relationship to essential course or program objectives.
4. The committee will evaluate whether the requirement aligns with comparable programs at other educational institutions and with relevant national standards or expert guidance. The committee will also consider whether there is a unique justification for a requirement that is not commonly adopted elsewhere.
5. The committee will review any information provided by the student that is relevant to determining whether adequate notice of the essential requirement was given and whether the requested accommodation would undermine the purpose of that requirement.
6. The committee will determine whether the requested accommodation would invalidate the objective of the requirement. If the accommodation would not invalidate the objective, it will be implemented.
7. If the accommodation would invalidate the requirement's objective, the committee, or designated members of the committee, will promptly and thoroughly explore alternative accommodations in consultation with the faculty member, Student Accessibility Services, the program, and the student.
8. In conducting this review, the committee will address the following questions:
9. Are there alternative methods by which the student can acquire or demonstrate mastery of the skill while still meeting the fundamental objectives of the course or program?
10. Has the committee conducted a diligent search for possible alternatives?
11. Have all necessary individuals been involved in the process?
12. Have other postsecondary institutions identified alternative approaches that achieve the College's objectives without fundamentally altering requirements?

If, after a thorough and reasoned review conducted without discriminatory pretext, the committee concludes that the requested accommodation would fundamentally alter the essential elements of the course or program and that no reasonable alternative accommodations are available, the accommodation request may be denied.

10:33 Limited English Proficiency Policy (LEP)

Fort Hays Tech | North Central recognizes Limited English Proficiency (LEP) students as individuals who have difficulty speaking, reading, writing, or understanding the English language. Fort Hays Tech | North Central has developed support services for enrolled students who meet conditions of LEP. A student may be eligible for these services by meeting one or more of the following conditions:

1. The student is not a native of the United States or has a native language other than English and comes from an environment where a language other than English is dominant.

2. The student comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency.
3. The student is migratory and has a native language other than English and comes from an environment where a language other than English is dominant.
4. Designated programs may have English proficiency requirements.

10:34 Student Housing Policy

Students living in on-campus housing must be enrolled at Fort Hays Tech | North Central and must be at least, or will become, 18 years of age by the beginning of the second semester. Exemptions may be granted for extenuating circumstances from the Vice President of Student and Instructional Services.

Residents must maintain regular attendance in at least 12 credit hours, and 9 of those hours must be on-campus classes. If a student stops attending classes without extenuating circumstances, or enrollment falls below a full course load of 12 credit hours, the student may be asked to vacate on-campus housing.

10:35 Job Placement Guarantee Updated 07/28/26

Fort Hays Tech | North Central offers a guaranteed job placement in the student's program of study. If job placement is not achieved within 9 months of a student completing their program, Fort Hays Tech | North Central we will re-train the student in another program, tuition-free for one year.

Minimum qualification: In order to qualify, the student must meet all of the following guidelines:

- Cumulative GPA of 2.5
- 95% attendance rate in all courses
- Program Instructor recommendation
- Willingness to relocate
- Provide evidence of an active employment search

Appeal Process: Any Fort Hays Tech | North Central student wishing to appeal this policy must submit a written appeal to the Dean of Instructional Services within a year of a student's program completion. The Vice President of Students and Instructional Services has 30 academic days to investigate the submitted appeal and render a decision. To appeal the decision of the Dean of Instruction, the student must submit a written appeal to the President within 5 academic days. The President will render a decision on the appeal within 5 academic days of its filing. A written notice of the President's decision will be mailed to the student. To appeal the decision of the President, the student may petition the Board of Trustees through the Clerk of the Board in writing and request a hearing. Such appeal must be filed within 5 academic days of receiving notice of the President's decision. All decisions of the Board of Trustees are final.

SECTION XI: GENERAL PUBLIC RELATIONS

11:1 Public Information Program

The Board accepts responsibility for keeping the general public informed about the College's function and operation. All decisions shall be made in public. Executive sessions will be held only for specific reasons, as provided by law. The College President is responsible for implementing the College's public information program.

11:2 Board-Community Relations

The Board is committed to keeping the community informed about college functions and to solicit patron involvement in these functions.

11:3 Information Campaign

The College President shall supervise all college information campaigns. The College President shall issue progress reports to the Board.

11:4 Media Relations

The Board will attempt to cooperate with media representatives. News and information concerning college events and programs may be released to the press with the College President's approval.

Prior to release, the College President shall approve all other news releases prepared by college employees or students. All news conferences and interviews shall be scheduled so that they do not disrupt the College's regular educational activities. Upon request, the College President shall prepare copies of approved news releases for board members.

11:5 Interviews with Students

Representatives of the news media seeking to interview a student during regular hours must first have the College President's approval.

11:6 College Events

Working press members shall be admitted free of charge to all college activities if they present proper credentials. To the extent possible, space will be provided at all special events for members of the working press to cover college activities.

The College President is authorized to establish rules and regulations for broadcasting and taping college activities. Members of the media shall notify the College President prior to the event they wish to cover so that arrangements may be made for their equipment.

11:7 Visitors to the College

The Board encourages patrons and parents to visit the College. Visits shall be scheduled through the College.

The administration has the authority to request aid from any law enforcement agency if any visitor refuses to leave or creates a disturbance. Violation of this policy may lead to removal from the building or grounds and denial of further access. Violators of this board policy may also be subject to the state trespass law.

11:8 Visitors to College Dormitories

Dormitories and dormitory parking lots are restricted areas. Anyone under 18 years of age, who is not a Fort Hays Tech | North Central student will not be permitted into these areas without written permission from the dean of student experiences, Vice President of student and instructional services, or the College President. Violators will be asked for identification and requested to leave. Repeat violators will be charged with trespassing.

11:9 Free Materials Distribution at the College Updated 07/28/26

The College supports the lawful distribution of noncommercial materials as a form of protected expressive activity consistent with the College's Expressive Activity and Free Expression Policy and applicable law.

The College President may establish reasonable, content-neutral time, place, and manner regulations governing the distribution of noncommercial materials on College property. Such regulations shall be narrowly tailored to support the orderly operation of the College, protect public safety, preserve access to College facilities, and shall not be based on the viewpoint or content of the material.

Distribution of materials may be restricted only when it materially and substantially disrupts College operations, obstructs access to College facilities, threatens the health or safety of others, or otherwise violates applicable law or College policy.

Materials Produced by Outside Individuals or Organizations

Outside individuals or organizations may distribute noncommercial materials on College property in accordance with College policies and established procedures. No student shall be required to accept or participate in the distribution of any materials.

Political Campaign Materials

No student shall be required to accept or participate in the distribution of political campaign materials.

Advertising in College Buildings

Commercial advertising or solicitation in College buildings or on College property is prohibited unless authorized by the College President or designee. Advertising in student publications may promote products by brand name, provided such advertising complies with applicable College policies. Advertisements promoting illegal activities, controlled substances, or drug paraphernalia are prohibited.

Mailing Lists

Student mailing lists and contact information shall not be released to individuals, organizations, or vendors for the purpose of distributing materials except as permitted by law or College policy.

11:10 Use of Tools and Equipment by Non-College Individuals

Except in the following cases and under these conditions, all college tools, equipment, and other materials are to be used only for college purposes by college personnel.

Instructional tools and equipment are available for use by educational organizations with which college personnel is affiliated when approved by the College President.

No instructional tools or equipment shall be taken from an area or used in the area without the knowledge and consent of the instructor.

The College President, upon the advisement of the instructor from which the equipment is to be loaned, shall make the final decision.

No request for the use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the College fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The College may also require the purchase of insurance.

11:11 Gifts

Persons or organizations desiring to make gifts to the College should contact the College President. All gifts or donations must be approved by the President before being accepted. Gifts exceeding \$10,000 in value should be approved by the Board before being accepted. Once accepted, the gift shall be considered college property.

11:12 Complaints

The Board encourages all complaints regarding the College to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the Board as a whole or a board member as an individual, it shall be referred to the administration for study and possible action.

The College President shall report any unresolved complaint about policies to the Board at the next regularly scheduled board meeting.

Complaints regarding discrimination and harassment shall be made in accordance with the Discrimination and Other Complaints Policy set forth in section 6:5.

11:13 Unmanned Aircraft System Policy

The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). This policy extends to any and all property owned, rented, leased, and controlled by Fort Hays Tech | North Central. All UAS operators must comply with all federal (FAA), state, and local laws and operate the UAS in a responsible manner. The operator must not photograph, video, or monitor areas where other members of the College community or members of the general public would have a reasonable expectation of privacy. Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of college policies may subject the individual(s) to both criminal and/or disciplinary action. The UAS must have auto-land or return to home capabilities. The UAS must be electric plant-powered. The UAS cannot be designed to deploy/drop payload or other items.

Damages/injuries occurring to college property or individuals will be the responsibility of the operator.

For educational use, promotional use, or official college business, the employee/contractor operating the UAS must have a Certificate of Authorization (COA) from the FAA on file with the College President. Any student operating a UAS for educational purposes must be under the direct supervision of an employee of Fort Hays Tech | North Central with a COA. The UAS must be flown in a designated UAS area.

For non-educational use or recreational use, the UAS operator needs to file a Request to Operate an Unmanned Aircraft System (UAS) with the College President and receive approval from the President prior to the operation of the UAS. If the request to operate a UAS is approved, I agree to comply with the Fort Hays Tech | North Central unmanned aircraft system policy, along with all federal (FAA), state, and local laws and to operate the UAS in a responsible manner.