

Policy Manual



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ACCREDITATION STATEMENT

Colby Community College is coordinated by the Kansas Board of Regents and accredited by the Higher Learning Commission. Individuals should direct questions, comments or concerns to:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411
800-621-7440 or 312-263-0456
<https://www.hlcommission.org>

[Revised October 2022]



ACCREDITING BODIES

Kansas State Board of Nursing
 Landon State Office Bldg., 900 SW Jackson
 Topeka, KS 66612
 (785) 296-4929
<https://ksbn.kansas.gov>

American Veterinary Medical Association
 1931 North Meacham Road, Suite 100
 Schaumburg, IL 60173-4360
 (800) 248-2862
<https://www.avma.org>

Commission on Dental Accreditation
 211 East Chicago Avenue
 19th Floor
 Chicago, IL 60611
 (312) 440-4653
<https://coda.ada.org>

Commission on Accreditation in Physical
 Therapy Education
 3030 Potomac Ave., Suite 100
 Alexandria, VA 22305-3085
 (703) 684-7373
<https://www.capteonline.org>

Kansas Board of Emergency Medical Services
 Landon State Office Bldg., Room 1031
 900 Jackson Street
 Topeka, KS 66612
 (785) 296-7296
<https://www.ksbems.org/ems>

Accreditation Commission for Education in
 Nursing, Inc.
 3390 Peachtree Road NE, Suite 1400
 Atlanta, GA 30326
 (404) 975-5000
<https://www.acenursing.org>

[Updated July 2023]



ALCOHOL/DRUG-FREE WORKPLACE POLICY AND DRUG-FREE AWARENESS PROGRAM



CHILD ABUSE

A college employee or student who has reason to believe that a minor has been abused on the Colby Community College campus, on property owned or leased by the college, or while members of the faculty, staff or student body are participating in a college-who .3 (uni)6.33333333.egee (e)]TJd 2 2.1ce (el.cVAJe (e)]vTJ



COPYRIGHT INFRINGEMENT

All Colby Community College administration, faculty, staff and students are expected to comply with the United States Copyright Act. *[Revised April 2014]*

What works are copyrighted?

Unless you know for a fact that a particular work is in the public domain, you should assume that it is protected under copyright law. Works that can be copyrighted include books, magazines, maps, engravings, prints, musical compositions, charts, dramatic works, photographs, paintings, drawings, sculptures, motion pictures, computer programs, sound recordings, choreography and architectural works. Any of these forms that are stored digitally and available online are also protected by copyright.

Limitations of Copyrights

Intellectual property law allows certain limited use of copyrighted material without permission of the copyright holder. Some examples would include the use of copyrighted material for:

- Commentary
- Criticism
- News reporting
- Research
- Teaching or scholarship
- Archiving
- Access by the visually impaired

These exceptions fall under the “Fair Use” provisions of the law and allow some limited use of copyrighted materials in academic settings without permission of the copyright holder.

What is Fair Use?

Fair use is a set of recognized limitations to the exclusive rights of the copyright holder. Fair use provisions are intentionally vague in nature and offer only guidelines for the use of copyrighted material. When deciding if a particular use of copyrighted material falls under fair use provisions you must consider:

- The nature of the copyrighted work
- The purpose and character of the use
- The amount and substantiality of the portion used
- The effect of use on the potential market for the copyrighted work

The key word in the application of the fair use doctrine is “limited.”



Broadcast and Performance Licensing

Whenever recorded music is broadcast or theatrical plays and music are performed by college groups, the college must pay a licensing fee.

CCC Responsibilities when Copyright Violation Occurs

Disable access to the materials violating copyright and suspend the network connection of the computer using these materials.

Inform the alleged infringer of the existing complaints. CCC does not perform digital forensics, but can provide more information about the specific files that prompted a copyright complaint.

Forward the student's name to the Vice President of Student Affairs office for disciplinary action. Violations can result in sanctions including but not limited to warning, probation, interim suspension, suspension, or expulsion. *[Revised April 22, 2014]*

Student Responsibilities

Students are responsible for all activities on the campus network originating from computer(s) registered in their names. Copyright holders reserve the right to contact the college for each instance of copyright infringement. Students may need to seek legal counsel and may be required to pay fines. *[Added 9-19-11]*

TEACH Act

Colby Community College abides by the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002, Division C, Title III, Subtitle C of the 21st Century Department of Justice Appropriations Authorization Act, Pub. L. No. 107-272, 116 Stat. 1758, 1910 (amending chapter 1, Title 17, United States Code, to incorporate provisions relating to use of copyrighted works for distance education, enacted November 2, 2001. *[Added 9-17-12]*

[Policy Reviewed Jan. 2021]



CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

In compliance with Title II of Public Law 101-542 (The Crime Awareness and Campus Security Act of 1990), the following policies have been put in place at Colby Community College. The policy statements will be in the College Catalog when revisions are scheduled. [Revised April 22, 2014]

- A. Students are encouraged to inform appropriate college officials, e.g., the Residence Life Director, Living Center Coordinators and Vice President of Student Affairs of any illegal activities. Students will be informed that these are the appropriate officials through the use of their college catalogs and orientation activities. [Revised April 2014; September 2020]
- B. Twenty-four hour supervision of the Living Centers is maintained. The Living Center Coordinators or their substitutes are present during all calendar days in which students are on campus. Dorms are closed from the conclusion of the fall semester until the day before spring registration. Exceptions to this policy may be made by the Vice President of Student Affairs for the following reasons: (1) Resident student is participating in a college activity; (2) resident student is an international student; (3) resident student is employed by CCC and has to perform campus duties; (4) student is performing an internship or externship associated with their respective degree.



DEGREES AND CERTIFICATES

The college awards the following degrees and certificates:

Associate of Arts Degree

Associate of Science Degree

Associate of General Studies

Associate of Applied Science Degree

Certificates of Completion

Technical Certificates

[Reviewed October 2022]



selection process. It is expected that all discussions and shared information be kept confidential by the committee; violation of privacy may result in disciplinary action by the college. All candidates should be asked the same set of questions in order to ensure fairness in the process. Follow-up questions may be asked only for the purposes of clarification of a candidate's response. All application materials will be maintained in the President's office and may not leave the administration area in Thomas Hall.

- g. Following interviews and deliberation, the search committee will submit to the President a report which includes the top three finalists (or less, if fewer are deemed suitable) in order of preference. The President, along with additional administrators when appropriate, will interview any or all of the finalists and notify the committee of the final selection. The President will subsequently recommend the final candidate to the Board of Trustees for employment with the College.
- h. A complete file of all search committee materials, including applications, reports, notes and other written communication, will be maintained in the President's office for a minimum of three years.



- a. Marital status or the prospect of marriage shall not be a condition for employment. No employee shall have direct supervisor responsibilities over another employee in which the supervisor is an immediate family member or they are engaged in a romantic relationship.
 - b. Employment of a qualified person to a permanent or temporary position shall be made without regard to family relationships such as the person holds with other faculty or staff members, except in areas of financial management and where the appointment involves supervisory relations or participation in management decisions affecting salary, promotion or continuing employment of a spouse. *[Revised April 22, 2014]*
 - c. Efforts shall be made to place women and members of minorities in administrative and institutional roles throughout the College. *[Revised April 22, 2014]*
 - d. All those at any level responsible for committee assignments will make genuine efforts to assure that all groups are represented on policy and decision-making committees for the College. *[Revised April 2014]*
5. Promotion. All individuals responsible for promotion of the college faculty and staff shall make genuine efforts to assure that all groups are represented on policy and decision-making committees for the College. *[Revised April 2014]*



ESSENTIAL SKILLS OUTCOMES

Each degree offered has a specifically defined core curriculum. The courses may vary among degrees but are all designed to prepare students for success in their chosen fields, both in additional academic



HARASSMENT

Colby Community College will not tolerate discriminatory harassment on the basis of any status protected by College policy or law. All employees, students and constituents are entitled to a working environment and educational environment free of discriminatory harassment. No individual should be harassed or discriminated against on the basis of race, color, national origin, religion, sex, age, or disability. The College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom, or the 1st Amendment. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. Colby Community College will seek to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may, to the extent it has the authority to do so, also impose sanctions on the harasser. The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by: oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Offensive conduct that does not rise to the level of discrimination may not result in the imposition of discipline under College policy, but may be addressed through remedial actions, education, training and/or effective conflict resolution mechanisms.

For assistance with conflict resolution employees should contact the Human Resources Manager and the area supervisor and students should contact the Director of Residence and Student Life or Dean of Student Affairs.

Sexual Harassment

The Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice and is prohibited under College policy. Colby Community College has adopted the following definition of sexual harassment:

Sexual harassment is unwelcome, sexual or gender-based verbal, written, online and/or physical conduct, and is based on power differentials (quid pro quo). Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the appropriate Title IX Coordinator.

[Revised October 2020]



HIPAA

Colby Community College shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Appropriate and timely professional development activities regarding HIPAA requirements shall be provided.

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. Notice shall be provided to staff and students as required by law.

[Reviewed January 2021; October 2023]

MISSION

Challenge students to adapt to a diverse society. Create opportunities for student growth. Connect student learning with professional experiences.

[Reviewed February 2020; July 2022; October 2023; June 2024]

NOTICE OF NON-DISCRIMINATION

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion. For inquiries regarding the non-discrimination policies, contact the Vice President of Student Affairs, Colby Community College, 1255 S. Range Ave., Colby, KS 67701, (785-460-5490). -,V



Exceptions

The Kansas Open Records Act recognizes that certain records contain private or privileged information, and the agency is not required to provide access to those records. The Act lists several exceptions, including but not limited to:

- Records closed by the rules of evidence
 - Personnel records of public employees
 - Medical treatment records
 - Criminal investigation records
 - Notes, preliminary drafts, or records in which opinions are expressed or actions are proposed
 - Records for which disclosure would constitute a clearly unwarranted invasion of personal privacy
 - Proprietary business information
 - Records protected by attorney/client privilege
- For the complete list, see K.S.A. §45-221(a).

Records more than 70 years old may be disclosed without regard to the above-listed exemptions, unless exempt under other federal or state laws.

Records only partially exempt will have the exempt portions excluded prior to production. Records that would unduly disclose individual identities will not be produced.

Nothing in the Kansas Open Records Act supersedes federal law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

While FERPA permits disclosure of student “Directory Information” without student consent, Colby Community College’s Student Policy does not define email addresses in bulk as Directory Information; therefore, listings of multiple student email addresses are not produced for any purpose.

Colby Community College does not produce listings of student names and addresses for commercial purposes pursuant to K.S.A. §45-230. If a request is made to obtain names and contact information of students or personnel (directory information), the response will include a certification form that must be signed under oath (a notarized statement) affirming that the information will not be used for solicitation or any other prohibited purpose. If the notarized certification form is not submitted to Colby Community College, the request will be denied.

Fees

Commensurate with the actual costs in College employee time and resources, fees shall be charged for the retrieval, review, and production of public records. In accordance with K.S.A. §45-219, the following fee rates are established by the College may be applied, with payment of total estimated fees required by cash, check or money order *in advance* of records production if the estimated fee expense is equal to or exceeds \$25.

All charges or fees shall be paid by certified check or money order made payable to "Colby Community



College" and should be sent to:

Freedom of Information Officer
Colby Community College
1255 S Range Ave
Colby KS 67701

If the actual cost in time and resources exceeds the fee estimate, the requestor will be billed for the balance of fees incurred, with full payment required before records production. If the actual cost is less than the fee estimate, the requestor will be refunded any difference over \$5.00. Fees are:

~~Existing employee~~ rate based upon the individual's annual salary/hourly pay rLoupTc 0 Tw[-0.005 Tw [(i





College purchasing policy.

3. A draft of the publication should be edited by the requesting department and sent to the Public Relations Office for review.
4. Once a publication is produced, an electronic copy should be shared with the Public Relations Office to be archived.

Logo and Branding Standards

Visual materials, in both print and electronic form, convey the identity of the College. The overall goal is to formalize a unified institutional identity consistent with the Mission and Vision. Only approved logos as listed in the institutional style guide should be used on CCC documents, publications, and electronic mediums. The Public Relations Office will not authorize publications that do not comply with the logo guidelines.

Logo

The “Power C” is the official logo for Colby Community College and should be used when there is clear messaging from Colby Community College and for athletics.

Several versions of the CCC logo, horizontal and vertical, are available for different situations and layouts. Do not change or manipulate logo proportions or add any visual effects to the logo.

[Revised October 2022]

PURPOSES

To adequately address its institutional mission, Colby Community College has adopted seven purposes. They are intended to be dynamic and flexible to meet both student and community needs.

The Purposes are as follows:

1. Offer two-year college transfer programs leading to an associate degree for students who wish to obtain a baccalaureate degree after transferring to a four-year college or university.
2. Offer both Associate of Applied Science degrees and certificate programs in vocational and technical education for students who wish to gain competence in specific skill areas or to upgrade skills.
3. Offer a developmental education program to serve all students who need improved academic



4. Offer continuing education courses and community service activities and assist economic development by providing customized on-site training.
5. Offer students a full range of support services.
6. Offer facilities and human resources in support of educational, civic and cultural endeavors.
7. Offer state-of-the-art technology systems to enhance the quality of life.

[Reviewed February 2020; July 2022; October 2023; June 2024]

VISION

Colby Community College will be a national leader in academic and student success to transform the lives in the communities we serve.

[Reviewed February 2020; July 2022; October 2023; June 2024]



APPENDIX

[Employee Complaint Form](#)

