

KANSAS CITY KANSAS COMMUNITY COLLEGE



Recruit/Enroll/Retain/Goal Attainment * Institutional Vibe * Communication * Person-to-Person Services

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Meeting Agenda May 21, 2019 – 5:00 P.M.

Upper Jewell

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Audience to Patrons and Petitioners
5. Recognitions/Presentations
 - KCKCC Debate Team and Coaches Darren Elliott and Scott Elliott. KCKCC Debate swept all three Debate Events in recent Phi Rho Pi National tournament.
 - KCKCC Music and Audio Engineering Programs. John Stafford, Associate Professor of Music and Director of The Standard and students.
 - Student Senate – Transition from current officers - swearing in of 2019-2020 officers.
6. Board Committee Reports
7. Consent Agenda:
 - (Item A) Approval of Minutes of the April 16, 2019 Meeting
 - (Item B) Approval of Recommendations for Payment
 - (Item C) Ratification Items
 - (Item D) Approval of Personnel Items (H.R.)
8. Student Senate – Ms. Aliyah Shaw, President
9. President's Report – Dr. Greg Mosier
10. Marketing & Community Outreach Officer Report – Ms. Tami Bartunek

11. **VP-Academic Affairs Report** – Dr. Beth Krueger
12. **VP-Student Affairs Report** – Dr. Delfi Wilson
13. **Information Services Report** – Mr. Peter Gabriel
14. **Human Resources Officer Report** – Ms. Christina McGee
15. **Finance & Administrative Services CFO Report** – Mr. Mike Beach
16. **Unfinished Business**
17. **New Business** –
 - Discussion and/or Approval of 2019-2020 Board Meeting dates/times
 - First Review of Twelve New Policies (Listed in Library under Policies/2019 Policies)
18. **Executive Session** – For consultation with the College attorney which would be deemed privileged in the attorney-client relationship.
19. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, June 18, 2019 - 5:00 p.m. - Main Campus

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
April 16, 2019**

CONSENT AGENDA - A

9:00 A.M.

Dr. Thomas R Burke
Technical Education Center

Meeting Minutes

- 1) **Call to Order and Pledge of Allegiance:** The March meeting of the Board of Trustees was called to order at 9:00 a.m. by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Trustee, Tyrone Garner.
- 2) **Roll Call:** Indicated the following present - Trustees: Donald Ash, Rosalyn Brown, Ray Daniels, Evelyn Criswell, Tyrone Garner, Janice McIntyre, and Linda H. Sutton.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda. Trustee Sutton moved to approve the Agenda and Trustee Criswell seconded. The Motion Carried.
- 4) **Audience to Patrons and Petitioners:** There was no one wishing to address the Board.
- 5) **Recognitions/Presentations:**
 - The Technical Education Culinary students were thanked for the wonderful breakfast they prepared for the Board of Trustees prior to the meeting and recognized for their culinary skills along with their instructors, Chef Richard McPeake and Chef Justin Williams. Chef Justin is the high school culinary instructor and presented two of his students, whose signature dishes, recently placed in competition. Chef McPeake is the TEC culinary instructor and presented the students, who helped with breakfast preparation, along with the high school culinary students.
 - The Lady Blue Devils, along with their coach, Joe McInstry, were recognized for their recent accomplishments. The Lady Blue Devils are the 2019 NJCAA Division II Women’s Basketball National Champions. Coach McInstry was voted NJCAA DII National Coach of the Year and player, Nija Collier was chosen NJCAA DII National Player of the Year, the first for KCKCC. Speaking, Coach McInstry stated how proud he is of the team and that it was the best in twelve years. He then presented the game ball to Dr. Mosier in recognition of Dr. Mosier’s support of the team and attendance of several of the games. Dr. Mosier stated that he will “cherish it forever.”
 - Dr. Stacy Tucker presented the PTK students who were recently presented awards at the PTK Regional Convention. William Kelly and Ashley Newner were honored as All State Academic Team members, Ruby Delacruz was named Officer of the Year and Ravion Spencer, who became involved in PTK this year, assists new incoming students. Heaven Hanson, who was named to the All-State Team two years ago, is a KCKCC alum and was recently accepted into Nursing School.
 - Shai Perry and Marquis Harris presented the students who are recipients of the American Association of University Women (AAUW) Scholarships. Karol Hernandez-Peneda and Angel Quintana spoke of their appreciation for having received the scholarships and shared their stories of enrollment at KCKCC

and what it has meant to them and their families. The other recipients present were Bailee Cochran and Edith Garcia.

6) **Board Committee Reports:**

- Trustee McIntyre congratulated Heaven Hanson on her acceptance to Nursing School and spoke of the success of the Ethnic Festival.
- Trustee Criswell reported on the April 9th Finance Committee meeting and also talked about the Summer Kids on Campus Program.
- Trustee Criswell spoke on the mid-year budget review, with 0-based budgeting, and suggested that it seemed to be going well.
- Trustee Criswell talked about the Recovery Plan and asked to have further information presented at a future Board Meeting.
- Trustee Criswell talked about the Child Care Center and the Requests for Proposals that have been presented to the College and said she was looking forward to hearing the outcome of the entity chosen.

7) **Consent Agenda:** Chair Brown called for a motion to approve the Consent Agenda. Trustee McIntyre moved to approve the Consent Agenda and Trustee Sutton seconded. The **Motion Carried**.

8) **Student Senate Report** – There was no Report this month.

9) **President's Report:** Dr. Mosier reported on the following:

- Congratulated and thanked the students in the Culinary Program.
- Again congratulated the Lady Blue Devil Women's Basketball Team and Coach McIntyre.
- Congratulated the Phi Theta Kappa honor students
- Talked about the Debate Team sweeping all three of their events at the recent Debate and that they will be recognized at the May 21st Board Meeting.
- Reported that this is National Community College Month and that events are taking place throughout the campus.
- Spoke of the Higher Learning Conference that took place this month in Chicago, IL and that a number of Administrators and Faculty attended. The other conference, taking place at the same time and attended by a number of faculty and Administrators, was the (AACC) American Association of Community Colleges.
- Dr. Mosier introduced Dr. Chand Mihir, KCKCC's new Director of Institutional Effectiveness.
- Gave a brief update on the request for proposals regarding the Child Care Center.
- Reported that the KCKCC Wyandotte Downtown Campus will open in the fall of 2019
- Classes, via KCKCC, that will be offered to employees at the Amazon facility

Trustee Ash stated, "Dr. Mosier, staff, faculty, and colleagues, this is just the tip of the iceberg of wonderful things to come."

Trustee Garner commented on the great community that is KCKCC.

Hearing no further comments or questions, Chair Brown called for a motion to accept the President's report. Trustee Ash moved and Trustee McIntyre seconded. The **Motion Carried.**

10) **Community Outreach and Marketing Report:** Tami Bartunek reported on the following:

- Presented t-shirts representing Community College Awareness Month
- Stated that the “digital footprint” regarding women is growing
- Presented Matt Plummer, Digital Sales Manager and Sarah LaVota, Integrated Account Executive from 38 the Spot, KSHB-TV. Mr. Plummer presented a digital update that was from March 2018 – April 2019 of the digital ads for KCKCC and the number of views received. Mr. Plummer spoke of search engine marketing and the rate the KCKCC ads are viewed.

Trustee Criswell asked about geographical fencing of individual households and also, if a correlation could be made between enrollment and marketing.

Dr. Mosier commended Matt and his team for their work the past several months but also asked who the ads are reaching and how do we track that information.

Trustee Garner asked about the marketing toward the Latino and African American communities and what does this mean. Mr. Plummer responded that by the digital demographics information, they are able to see where the interests are of either Hispanic, African American or white communities.

Hearing no further comments or questions, Chair Brown called for a motion to accept the Community Outreach Report. Trustee Daniels moved and Trustee McIntyre seconded. The **Motion Carried.**

11) **Vice-President for Academic Affairs:** Dr. Krueger reported on the following:

- The team attending the Higher Learning Conference in Chicago and work with the Accreditation Agency.
- Asked several of the HLC attendees to express their views on the Conference:
 - Dr. Jelena Ozegovic talked of the “marriage of assessment and teaching” and stated that “good teaching inspires learning.”
 - Dr. Tiffany Bohm talked of the information learned, regarding credit hours and online learning, and stated that this conference was “the best of the last three.”
 - Dr. Cecelia Brewer talked of this being her first time attending HLC but what impacted her was learning that a “positive level of assessment,” and understanding that the College is moving in the right direction.
- Dr. Krueger announced the two recipients, of the recent Teacher Awards, are Dr. Wiley Wright, Professor and coordinator of Mortuary Science and Mr. Hershel Martin, Adjunct Instructor in Math, Science, and Computer Technology.
- Reported on recognition of the KCKCC Fire Science Program
- Reported on the excellent passing rate of the KCKCC Practical Nursing Program
- Reported that the car, donated by the Wyandotte County Sheriff's Dept., is currently being readied for use.

Hearing no further comments or questions, Chair Brown called for a motion to accept the VP-AA Report. Trustee McIntyre moved and Trustee Sutton seconded. The **Motion Carried.**

12) **Vice-President of Student Affairs:** Dr. Delfi Wilson reported on the following:

In Dr. Delfi Wilson's absence, her report was presented by Dr. Shawn Derritt, Dean of Student Services.

- Highlighted the Student Veterans' Association Consortium, hosted by K-State on March 23-24, 2019
- Reported hosting of the upcoming KCKCC Student Veteran Association Dinner, Thursday, May 9th at 5:30 p.m. at TEC., at which Trustee Tyrone Garner is the keynote speaker. Trustee Garner is a U.S. Army Veteran.
- April 17th is the Annual Health Fair. This year, the Fair will provide a mobile mammogram truck. Trustee Criswell commented at the availability of the mammogram truck and the number of women able to access the service.
- Trustee McIntyre commented on the health education provided at the Fair.

Hearing no further comments or questions, Chair Brown called for a motion to accept the VP-SA report. Trustee Sutton moved to accept and Trustee McIntyre seconded. The **Motion Carried.**

13) **Chief Information Officer Report:** Peter Gabriel reported on the following:

- Information Services completed the back-ups for all servers
- Pat Kelly, Academic Support Coordinator, will be conducting classes revolving around Microsoft Teams.

Dr. Moser commended Mr. Gabriel on the changes made by not having all the systems in the same room.

Hearing no further comments or questions, Chair Brown called for a motion to accept the report. Trustee Sutton moved to accept and Trustee Criswell seconded. The **Motion Carried.**

14) **Human Resources Report:** Christina McGee reported on the following:

- Spring 2018 the College disseminated the Noel Levitz Employee Satisfaction Survey. This survey collects information regarding the work satisfaction of current employees. This survey is currently scheduled to be implemented on a three year rotation.
 - Employee evaluations will now only be one page instead of three
 - Will review self-evaluations
 - H.R. will be re-evaluating Merit Leave
- Updated external job postings on the website so potential employees can more easily find and apply
- Quarterly employee survey reports that, "H.R. is doing well in acclimating employees in to KCKCC."
- Per the Noel Levitz Survey, current employees will continue on a three-year cycle per their contract.

Trustee Daniels asked as to whether an exit interview is conducted. Ms. McGee responded that most resigning or retiring employees choose to do an online exit survey.

Trustee McIntyre congratulated and thanked Ms. McGee and Human Resources on their collaborative effort.

Trustee Daniels congratulated Ms. McGee on the work she has done on policies

Hearing no further comments or questions, Chair Brown called for a motion to accept the H.R. Report. Trustee Daniels moved and Trustee McIntyre seconded. The **Motion Carried.**

- 15) **Finance & Administrative Services Report** – Mr. Mike Beach reported on the following:
- Highlights of the mid-year budget review – “Nothing to suggest we won’t be compliant.”
 - With Zero-Based Budget there is more control. Departments cannot spend money beyond their budget.
 - As the Zero-Based budget is launched into 2019-2020 – departments will present their budget to the Extended Cabinet for approval.
 - Building & Grounds is balancing a significant number of projects:
 - Learning Commons – almost complete
 - Fire Science Building
 - Child Care Center
 - South lake bridge has been designed and will soon be installed, weather permitting
 - Campus Police conducting Cleary training
 - KCKCC will host conference regarding shootings, bombings, etc. next month
 - Expenditures are under 70% - normally at 75%
 - Potential surplus – should not be construed as a year after year occurrence. Needs to go specifically to surplus or a one-time event.

Trustee Sutton commented that she was happy to see the lift taken out of the Humanities area.

Chair Brown called for a motion to accept the report. Trustee Daniels moved to approve and Trustee Sutton seconded. The **Motion Carried.**

16) **Unfinished Business:** There was no unfinished business to address.

- 17) **New Business:** Dr. Mosier read the following Resolutions:
- Approval of the Mid-America Education Hall of Fame Alcoholic Liquor Resolution for April 27, 2019. Trustee McIntyre moved to approve and Trustee Sutton seconded. The **Motion Carried.**
 - Approval of change to Bank Signatories to Dr. Mosier, Mike Beach and Dr. Beth Ann Krueger. Trustee Ash moved to approve and Trustee Sutton seconded. The **Motion Carried.**

18) **Executive Session:** Chair Brown called for a motion to enter into Executive Session for matters of non-elected personnel to protect the privacy rights of the person(s) to be discussed. Mr. Greg Goheen, College Attorney, suggested a time of 15 minutes with no action to follow. Trustee Ash moved and Trustee Daniels seconded at 11:12 a.m. The **Motion Carried.** The Trustees to return at 11:25 a.m. Upon return, Dr. Mosier reminded everyone of the Blue Devil 5K & Kids Trot on Saturday, May 4th at 8:00 a.m. at the Health Professions Building.

- 19) **Adjournment:** Hearing no further business Chair Brown called for a motion to adjourn. Trustee Daniels moved and Trustee Ash seconded. The **Motion Carried.**

The meeting of the Board of Trustees adjourned at 11:31 A.M.

ATTEST:

Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

KANSAS CITY KANSAS COMMUNITY COLLEGE



Recommendations for Payment

CONSENT AGENDA Item B

May 21, 2019

1. Approval in the amount of **\$178,533.00** to **P1 Group, Inc.** for air handler replacement of upper and lower Wellness Center. Requested by Sandy Becker, B & G and Mike Beach. Capital Projects Fund

2. Approval in the amount of **\$62,760.00** to **City Wide Maintenance** for Fire Science remodel, includes additional installation of two doors, two cased openings, and painting of cased openings. Painting of window trim in office. Requested by Carolyn Jacqua and Mike Beach. Capital Projects Fund

3. Approval in the amount of **\$434,555.46** to **Security Bank of KC** for debt service – TEC – COP. Requested by Mike Beach and Marie Branstetter. General Fund

4. Approval in the amount of **\$327,766.90** to **Gaumard** for twelve simulation mannequins, monitors, bedside virtual monitors and software. This will include two-day installation and training services. Requested by Dr. Tiffany Bohm and Mike Beach. General Fund

5. Approval in the amount of **\$158,895.00** to **KbPort** for Health Professions equipment, installation, integration, training, and support. This will later include on-site training. Requested by Dr. Tiffany Bohm and Mike Beach. General Fund

6. **April bills totaling \$3,039,329.40 includes March VISA bills of \$231,912.78.**

Updated: 5-9-2019

KANSAS CITY KANSAS COMMUNITY COLLEGE



Items for Ratification

Consent Agenda Item C

May 21, 2019

1. \$10,403.16 to **McAnany, Van Cleave & Phillips, PA** for monthly services **{March}** (1/12 flat fee of \$8,666.66, attorney fees of 276.00, 1,437.50 and 23.00). Requested by Mike Beach.
2. \$10,997.66 to **McAnany, Van Cleave & Phillips, PA** for monthly services **{April}** (1/12 flat fee of \$8,666.66, attorney fees of 928.50 and 1,402.50). Requested by Mike Beach.
3. \$12,647.51 to **City-Wide Maintenance** for TEC 1 janitorial/porter service. Requested by Carolyn Jaqua and Mike Beach.
4. \$12,317.68 to **American Digital Security LLC** for Leavenworth cameras – card access-videos-fire. Requested by Mike Beach.
5. \$13,869.94 to **Adorama, Inc.** for multimedia equipment/TEC. Requested by Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.
6. \$20,116.00 to **XS Lighting** for Performing Arts Center. Requested by Gary Mosby and Mike Beach.
7. \$20,245.00 to **Southwest Communication Systems, Inc.** for multi-media equipment. Requested by Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.
8. \$20,000.00 to **Taskstream Holdings, LLC** for Assessment Software. Requested by Dr. Beth Ann Krueger and Mike Beach.
9. \$11,314.16 to **Kansas Lawn & Garden** for May installment payment. Requested by Sandra Becker and Mike Beach.
10. \$13,529.80 to **B &H Photo** for (3) multi-media camcorders and (4) dual wireless basic kits for TEC. Requested by Carolyn Jaqua, Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.

11. \$14,678.00 to **B & H Photo** for (2) Schoeps Tube condensers and (4) Desisti Softied multimedia equipment for TEC. Requested by Carolyn Jaqua, Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

May 21, 2019

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Baker, Sara	LPN College Nurse	Student Services	Student Affairs	05/02/19
Resignation	Bradley, Kara M.	Financial Aid Specialist I	Financial Aid	Student Affairs	05/15/19
Resignation	Demenge, Amy	Veterans Certifying Specialist II	Military and Veterans Center	Student Affairs	05/10/19
Resignation	Epperson, Yvette	Practical Nursing Instructor	Health Professions	Academic Affairs	05/31/19
Resignation	Hundley, Joshua	EMS Clinical Coordinator I	Health Professions	Academic Affairs	05/17/19
Resignation	Huwaldt, Kinsey	Assistant Athletic Trainer	Athletics	Student Affairs	05/27/19
Resignation	Kreiling, Andrew	Part-Time Maintenance Worker	Maintenance	Facility Services	04/12/19
Resignation	Mason, Alton	Assistant Men's Basketball Coach	Athletics	Student Affairs	04/30/19
Resignation	Newton, Kelley	Head Men's Basketball Coach	Athletics	Student Affairs	05/01/19
Separation	Brown, Dennis	FT Custodian	Facility Services	Finance	04/10/19
Resignation	Hundley, Joshua	EMS Clinical Coordinator I	Health Professions	Academic Affairs	5/17/19

*** During the April 2019 Board meeting, the Board of Trustees did not approve this action during the public session. “Formal action to approve waiving \$1,500 early release fee for Jason Dang. Resignation of Mr. Dang was approved during the April 2019 Board meeting, with action to approve waiving of fee taken during Executive Session.”

RECOMMENDATIONS/APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
Pay Correction	Buchholz, Dalton	Part-Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	05/01/19	\$11.57 per hour
Pay Correction	Loffredo, Jazz	Part-Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	05/01/19	\$11.57 per hour
Pay Correction in accordance to Master Contract	McFadden, Bronyal	Associate Professor Nursing	Nursing	Health Professions	04/26/19	\$77,425.32 annually
New Hire	Denning, Andrew H.	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/15/19	\$20.00 per hour
New Hire	Gallegos, Veira M.	Accounting Specialist II	Business Office	Finance	04/23/19	\$36,000 annually
New Hire	Glasgow, Dawn	Part Time Open Enrollment Instructor	Adult and Continuing Education	Career and Technical Education	05/02/19	\$20.00 per hour
New Hire	Goodman, Denise J.	Part Time Adult Education Substitute Instructor	Adult and Continuing Education	Career and Technical Education	05/01/19	\$20.00 per hour
New Hire	Goudeau, Cynthia V.	Director of Assessment	Academic Support & Assessment	Academic Affairs	05/13/19	\$65,000 annually
New Hire	Grover, Alexander D.	Adjunct Instructor-Electrical Technology	Electrical Technology	Career and Technical Education	08/12/19	\$783 per credit hour
New Hire	Perry, Chris	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/16/19	\$20.00 per hour
New Hire	Oatney-Becker, Kyle R.	Computing Services Specialist I	Computing Services	Information Services	06/15/19	\$40,800 annually
New Hire	Pittman, Ryan C.	Part Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	04/22/19	\$11.57 per hour
New Hire	Shaw, Clinton	Custodian II	Facilities Services	Finance	05/01/19	\$33,280 annually

New Hire	Whitten, Deon	Part-Time Temporary- Director for Kids on Campus	Adult and Continuing Education	Career and Technical Education	05/28/19	\$7,000 (Kids on Campus program 6/3/19 -7/19/19)
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Policy: 5.10 (New)

Cash Receipts

Purpose

To identify controls and safeguards to ensure appropriate receiving, recording and reconciliation of funds collected by the college.

Policy Statement

- A. The Bursar, through the College Business Office, is responsible for properly collecting, receipting and verifying all monies received by the college. This responsibility may be delegated to auxiliaries or departments to facilitate the receipting process, but oversight responsibility remains with the Bursar.
- B. Any department planning a business-related activity involving the collection of funds must contact the bursar to receive instructions and materials.
- C. The Bursar, in consultation with the accounting staff, will determine whether a sale is subject to sales tax. It is expected that appropriate sales tax is collected. Any office collecting funds must contact the bursar to determine sales tax requirements prior to any sales.
- D. A valid college receipt shall be issued to all persons or entities making payment to the College, with the exception of receipts from appropriations, grants, and contracts. This receipt may be a cash register receipt, a ticket, a handwritten pre-printed receipt, or other forms that have been pre-approved by the Bursar.
- E. All receipted monies are to be deposited with the Business Office, or with advance authorization deposited directly at the bank, daily.
- F. If funds received are infrequent and minor in amount, they may be turned in to the Business Office weekly or when \$50.00 is accumulated, whichever comes first. Adequate facilities must be available to safely store the funds. Funds should not be left unattended or unsecured.
- G. Cash collected may not be expended, retained or used as reimbursement for any reason. All purchases must be made using a purchasing card or requisition.
- H. All departments desiring to receive payments by debit/credit card, ACH transfer, e-pay, or other internet payment method, must have authorization from the Bursar prior to establishing the procedure. Such procedures and payment processing equipment shall be in compliance with Payment Card Industry (PCI) standards. This includes instructions in brochures, documents or web page mechanisms to receive such payments. The department is required to pay any and all merchant discount fees or other processing fees associated with receiving payments.

Change funds should only be used through the Business Office. They should be requested prior to each event where receiving cash is anticipated. At the completion of the event, the change fund and a reconciliation are to be returned to the Business Office by the end of the next business day. (see “E” above for adequate safe-keeping of funds). Change funds are subject to verification or recall by the Bursar any time without prior notification.

Board Approved: 5/21/2019

DRAFT

Policy: 5.03

College Business Hours

Purpose

To Establish standard business operating hours for each Kansas City Kansas Community College (KCKCC) location.

Policy Statement

College Business Hours

KCKCC Main Campus normal hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

KCKCC Thomas R. Burke Technical Education Center normal hours of operation are Monday through Friday 7:00 a.m. to 6:30 p.m. when evening classes are in session and to 4:00 p.m. when they are not.

KCKCC Pioneer Career Center normal hours of operation are Monday through Thursday 7:30 a.m. to 8:00 p.m. and Friday 7:30 a.m. to 4:30 p.m.

Summer hours may differ.

Expectation of Business Hours

Some departments offer extended hours. Departments operating under extended hours are to keep hours up-to-date on their departmental page of the KCKCC website.

Employees are expected to work regular college operating hours unless otherwise assigned.

All locations are expected to be operational under the hours identified above. Alterations to location identified operational hours require presidential approval.

Revision Approved: 5/21/2019

Policy: 1.06

College Closings

Purpose

To address how certain conditions may impact the operations of Kansas City Kansas Community College (KCKCC) and establish guidelines for how decisions will be made to cancel classes, close the College, and/or to cancel or postpone college events and activities.

Scope

This policy applies to closing due to inclement weather or any College closing.

Policy Statement

It is the policy of KCKCC to remain open at all possible times in order to maintain our commitment to providing service to our students. However, the College reserves the right to interrupt or reduce services in such a way as to limit negative impact for sustained periods of time.

Board of Trustees Policy delegates the responsibility of deciding when to close the College to the President or designee. Only the President or designee has the authority to close any and all locations of the College; and their judgment is the sole criterion upon which such a decision can be made.

In the event of KCKCC closing, all employees should check the KCKCC homepage, text alerts, and local television channels for the latest information regarding the College closing. All employees should have a valid phone number on file through Campus Police to be notified of the closing via the Emergency Notification System.

By Board of Trustees Policy, if the College is continued as per schedule and individuals cannot report to their daily assignments, these days will be counted as workdays and individuals will be expected to report, barring unsafe risks, even though they may be late. Each employee should call their supervisor/office informing the person on duty of such a delay and then plan to reach the College as soon as circumstance and conditions allow.

All employees who do not come to work for any reason on days the College is open shall report such absence to their supervisor, and take and report the appropriate leave or take the time off without pay.

Please see Procedure 1.06.1 for additional information.

Revision Approved: 5/21/2019

Procedure: 1.06.1

College Closing Procedure

Below are the **procedures** that will be followed in relation to the College's Closing Policy (1.06).

1. The President or their designee directs the Campus Chief of Police and/or other individuals to assess current and forecasted weather conditions for the College's service area, including road conditions in proximity to all KCKCC locations, and to confer with the designated Facilities representatives regarding conditions on KCKCC property.
2. Concurrently, the KCKCC Chief of Police, President and/or designee communicates with KCK Public Safety and other area College representatives or School District superintendents and needed.
3. Campus Police and the President or their designee share their assessments.
4. Based on the shared assessments, the President or their designee determines whether to maintain normal operating hours, close, or implement a delayed opening of the College.
5. If the decision is made to close, or delay the opening of the College, the President or their designee communicates with Campus Police and/or the Chief Marketing and Outreach Officer to utilize the Emergency Notification System (ENS) to communicate a predetermined communication to faculty, staff and students. Campus Police implements the ENS. The Chief Marketing and Outreach Officer ensures the message is posted to the KCKCC website home page, and predetermined television and radio stations.
6. Campus Police contacts the Chief Financial Officer to arrange for snow removal services, or other treatments as necessary.

Daytime Considerations for Possible Afternoon or Evening Early Closings:

When the College geographic area is experiencing or expecting inclement weather conditions that would present travel conditions for students/employees/community members coming to KCKCC locations or leaving College locations at the conclusion of their normally scheduled activities that would make travel unsafe, the College will close earlier than its normally scheduled hours.

At all times possible, a decision to close the College early that would affect night time classes will be made by 4:00p.m. and communicated via the ENS via text, phone and email messages. Messages delivered via these medias are to be considered the only official KCKCC announcement.

Overnight Time Table for Possible Late Start or College Closings:

If forecasted weather conditions are determined to produce unsafe travel conditions for the following day, when possible, a decision to implement a delayed start or to close KCKCC locations will be made the night before. At all times possible the decision will be made in a timely fashion so ENS alerts and announcements to television and radio stations can be made by 10:00pm.

If forecasted weather conditions are still uncertain for the following day, at all times possible, the following schedule is followed.

- 3:00 - 3:45 AM - Campus Police drive a variety of road types and locations in the metro area and consult with KCK Public Safety and other official sources to best determine weather and road conditions in the Metro Area. Simultaneously, the College President or their designee drive a variety of road types and conditions in the county perimeter to best determine road conditions for individuals traveling to a KCKCC location from a distance.
- 3:45 AM - The President or their designee and KCKCC Campus Police consult to best determine current and forecasted weather and road conditions.
- 4:00 AM - A decision is made as to whether the College will be maintain normal operational hours, close for the day, or implement a delayed start.

Methods used to communicate the official College decision is identical to the method described above.

College Closing Additional Information:

For inclement weather, the following are major, *but not all*, factors to decide whether to close, open regular time, or open with a delayed start.

- Does the storm have a wide breadth or is it a narrow band that will not be over the area for an extended time?
- What time is the storm anticipated to arrive and depart from the area?
- What is the projected outcome and accumulation for the storm, ice and/or snow?
- If it can be determined the night before that it is a large storm or it will continue to impact the area the following day, the decision may be able to be made the day prior.
- If it is not clear the impact the storm will have on the area, the timing is uncertain, and/or the next day forecast calls for clear weather, the decision will not be made until the next morning. (This course of action provides the most accurate and up-to-date information to make an informed decision.)

KCKCC Policy: 2.23

Employment Categories

Purpose

It is the intent of Kansas City Kansas Community College (KCKCC) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Policy Statement

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

- **Non-exempt** – employees whose work is covered by the Fair Labor Standards Act (FLSA). Nonexempt employees are entitled to minimum wage and overtime under the provisions of federal and state laws.
- **Exempt** – employees that are exempt from minimum wage and overtime provisions of the FLSA. The nature of exempt work may require exempt employees to work more than regularly scheduled hours in a work week.

An employee's exempt or non-exempt classification may be reviewed and changed only upon written notification from the Human Resources Department.

Employment Classifications/Definitions:

Administrator

Administrators are employees that include the President of KCKCC, Vice Presidents, Chief Officers and Deans. These employees are responsible for planning, organizing, directing and evaluating their departments.

Full-time staff

A full-time staff employee is one who is regularly scheduled to work forty (40) or more hours in a week. There could be specific exceptions that would allow for a deviation to the 40 or more hour work week, due to college approved business-related needs.

Part-time staff

A part-time staff employee is regularly scheduled for less than 29 hours per week in a position expected to be active for more than 6 months.

Temporary staff

A temporary staff employee is one whose position will be active for less than 6 months. Temporary employees are those that are hired to complete short-term assignments.

Full-time faculty

A full-time faculty employee is one whose salary is determined by either the 182 or 212 day salary schedule in the Master Contract.

Adjunct Faculty

A part-time faculty employee who regularly teaches ten (10) credit hours or less on a semester by semester basis. Employees are assigned responsibilities based on credit hours.

Acting Appointment

An acting appointment is defined by an employee filing a position on a temporary basis until the permanent full-time employee is expected to return to work.

Interim Appointment

An interim appointment is defined by an employee filling a vacant position on a temporary basis until a competitive search process is completed.

Revision Approved: 5/21/2019

DRAFT

Policy: 2.01

Employment Reference Checks

Purpose

To ensure that Kansas City Kansas Community College (KCKCC) is recruiting and hiring the best qualified candidate to contribute effectively to the College, it is the policy of KCKCC to check references of all internal and external applicants.

Policy Statement

Employment references will be conducted by the hiring supervisor or a designee that has been preapproved by the Human Resources Department. The Human Resources Department will provide an approved reference check form to hiring supervisors. The completed reference check form will be return to the Human Resources Department to be retained with the entire hiring packet.

Revision Approved: 5/21/2019

KCKCC Procedure 2.71.1

Discrimination and Harassment

Purpose

Kansas City Kansas Community College (KCKCC) is committed to providing an inclusive and welcoming environment for all members.

In accordance with the College's Discrimination and Harassment Policy 2.71, this procedure explains the process that will apply when an employee files a complaint of discrimination or harassment.

I. Discrimination and Harassment Defined

Discrimination

Discrimination is the denial of opportunity to, or adverse action against, a person because of that person's race, color, religion, national origin, age, disability, sex/gender (to include orientation, identity or expression), military/veteran status or any other characteristic protected by law and/or KCKCC policies. Actions or policies that provide unequal opportunity or adversely affect the terms and conditions of a person's employment or learning environment at KCKCC and which are motivated or based, in whole or in part, upon any of the foregoing categories can constitute discrimination in violation of KCKCC's nondiscrimination policy.

Harassment

A form of discrimination that occurs when verbal or physical conduct based on an individual's protected status unreasonably interferes with that individual's work performance or creates a hostile work environment for that individual, including affecting their personal safety or participation in collegesponsored activities.

- A. Hostile Environment** -Unwelcome conduct by an individual(s) against another individual based upon protected category/status that is sufficiently severe or pervasive that it alters the conditions of employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is hostile must be based on all of the circumstances. These circumstances could include the severity of the conduct, the frequency, and whether it is threatening or offensive.
- B. Sexual Harassment** – includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - 2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting that individual; or
 - 3. Such conduct has the purpose or effect of creating a hostile work or education environment.

II. Reporting Incidents of Discrimination or Harassment

An individual who believes they have been the subject of discrimination or harassment is required to report the incident to Chief Human Resources Officer or designee (“investigator”). The report should be reported promptly and no later than 180 calendar days of the most recent incident. Any student, faculty or staff who knows of, receives information about or receives a complaint of discrimination or harassment is required to report the information to the Chief Human Resources Officer or designee.

All supervisors are required to report any complaints they receive of discrimination or harassment to the Chief Human Resources Officer or designee.

III. Employee representation

Staff employees

During the investigation and determination process, both a complainant and respondent are permitted to have a support person accompany them to investigatory meetings for the purposes of support throughout the investigation process. The support person will not be permitted to stand in for, speak for or act on behalf of the complainant or respondent. The support person must agree to maintain confidentiality of the process.

Professional employees

In accordance with applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting. The union representative will not be permitted to stand in for, speak for or act on behalf of the complainant or respondent. The union representative must agree to maintain confidentiality of the process.

IV. Complaint

Once the allegation/complaint is received by the Chief Human Resources Officer or designee, they will provide the employee with a copy of the discrimination and harassment policy and procedure. The Chief Human Resources Officer or designee will discuss the employee’s allegation/complaint with them and familiarize the employee with the process.

Any anonymous complaints received regarding harassment or discrimination will be responded to the extent possible. The response to such reports may be limited if information contained in the reports cannot be verified by independent facts.

V. Investigation

Every allegation/complaint will be investigated promptly and thoroughly, including any alleged instances of retaliation, intentional false charges or breaches of confidentiality. The Chief Human Resources Officer or designee may request that an independent investigator conduct the investigation at any time during the process.

VI. Interim Actions

Under appropriate circumstances, the Chief Human Resources Officer or designee, may reassign or place an employee on administrative paid leave at any point in time during the investigation process. The determination to reassign or place an employee on paid administrative leave will be a result of the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and/or other relevant factors.

VII. Methods of Resolution

- A. **Informal Resolution** – This informal process is intended to resolve actual or perceived instances of harassment and discrimination through agreement of mutual understanding between the parties involved at the lowest level. Possible resolutions by agreement of the parties may include but are not limited to: a.) a meeting between the Chief Human Resources Officer or designee, the complainant and the respondent; b.) a meeting between the Chief Human Resources Officer or designee and the respondent; c.) a recommendation for training course or seminars and/or d.) referral for mediation.

At the conclusion of the informal procedure, each party will be asked to sign an acknowledgement that the informal procedure was performed with their agreement and resulted in a resolution that was satisfactory. Signing the acknowledgement document is the final step in the informal resolution process and entirely voluntary. There will be no adverse consequences for anyone who declines to participate in the informal resolution procedure.

- B. **Formal Resolution** – A formal complaint may be filed as the first course of action or following the informal complaint process if there is no mutual acceptable resolution during the informal process. The complainant will be asked to provide their allegation in writing to the Chief Human Resources Officer or designee.

The complainant and respondent will be notified that an investigation has been initiated and will have the opportunity to provide any relevant information. The purpose of the investigation is to determine whether it is more likely than not that the alleged conduct occurred and, if so, whether it constitutes prohibited discrimination or harassment.

The investigation should be completed within 60 days following the initiation of the formal complaint unless there are specific circumstances that will impact the investigators ability to complete the investigation in the 60 day timeframe.

At the conclusion of a formal complaint the Chief Human Resources Officer or designee will develop a report that identifies the issues, facts gathered, conclusion and recommendations. Both complaint and respondent will be provided with correspondence regarding the conclusion of the investigation.

VIII. Determination

Within five (5) business days of the conclusion of the investigation, the investigator will provide a separate written determination to both the complainant and respondent. The written determination will explain the scope of the investigation and explain where any allegations in the complaint were found to be substantiated or unsubstantiated. In the event the investigator finds that prohibited discrimination occurred, the written determination will include a statement of appropriate corrective and disciplinary

action to be taken. The specific disciplinary or corrective action is considered a personnel matter and will not be disclosed to the complainant.

The Chief Human Resources Officer or designee in conjunction with the appropriate supervisor will also implement reasonable and appropriate measures to ensure that the complaint is not subject to further discrimination and to remedy the effects of any discrimination that may have occurred.

IX. Appeal Process

Within ten (10) business days after receipt of the determination, the complainant or respondent may appeal the findings of the investigator. An appeal must be filed in writing to the President or designee. The appeal must consist of a specific and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal. Appeals are not intended to open a new investigation of the complaint.

The President or designee will issue a decision on the appeal to all parties involved. The decision on appeal should be made within (10) business days from the date the appeal was received. The President may uphold or reverse the finding, decrease or increase the corrective action/disciplinary action or take other action as deemed appropriate. The written decision of the president on the appeal will constitute the final decision and exhaust the complainant's and respondent's administrative remedies under this procedure.

X. Maintenance of Report/Complaint Procedure Documentation

Upon completion of the complaint process, the complaint file will be maintained in a secure location in the Human Resources Department in accordance with applicable records retention schedule.

Policy: 3.01

Insurance

Purpose

To attract and retain valuable employees, Kansas City Kansas Community College (KCKCC) will offer a comprehensive and competitive benefits program.

Scope

All full-time employees (reference Employment Category Policy 2.04) are eligible to participate in insurance benefit programs (i.e. health, dental, vision, etc.) that are available at KCKCC.

This policy will be in accordance with any provisions outlined in the Master Contract.

Policy Statement

The Board of Trustees reserves the right to change, amend or terminate any of the benefits at any time. A list of the current benefits provided to eligible employees, along with detailed explanations of each, will be found in the employee benefits booklet and on the Human Resources webpage. Administration of such benefits is delegated to the Human Resources Department, including maintenance of the explanation of benefit summaries.

In accordance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), KCKCC will provide covered employees and their dependents who lose their insurance coverage for a qualifying event with temporary continued health insurance coverage.

Revision Approved: 5/21/2019

Policy: 2.55

Outside Employment

Purpose

Kansas City Kansas Community College (KCKCC) recognizes that some employees may hold additional jobs or participate in activities outside their employment with the KCKCC. This policy is set forth to establish guidelines regarding outside employment.

Policy Statement

The primary responsibility of all employees at Kansas City Kansas Community College (KCKCC) is to accomplish the duties and responsibilities that have been established for their position. No employee is to engage in any outside employment which will in any way interfere with his/her college working hours or assigned duties. All employees will be judged by the same performance standards and will be subject to KCKCC's scheduling demands, regardless of any existing outside work requirement.

The following conditions apply to all employees that engage in outside employment or activities.

1. No employee shall engage in any outside employment or activity which involves the misuse of the facilities, equipment, supplies and college personnel.
2. No employee shall engage in any outside employment or activity if it involves such time demands that would interfere with the employee's work performance.
3. Employees who have accepted outside employment or other activities may not use accrued sick leave to engage in outside employment or other activities. Employees that are absent for outside employment or activities will be required to use vacation, merit or personal leave.

Revision Approved: 5/21/2019

Policy: 2.35

Overtime and Compensatory Pay

Purpose

To manage the use of overtime and compensatory time in accordance with the Fair Labor Standards Act (FLSA).

Policy Statement

I. Overtime

In accordance with FLSA, non-exempt employees are eligible to receive overtime pay at a rate of one and one-half (1 ½) times their regular pay for time worked in excess of 40 hours per work week.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

II. Paid Days Off

Any non-exempt employee required to work on a Kansas City Kansas Community College (KCKCC) approved paid day off shall be paid one and one-half (1 ½) times the regular rate or awarded compensatory time off at one and one-half (1 ½) hours whether or not such paid day off is part of their regular schedule.

III. Scheduling and Working Overtime

Before overtime is worked, an employee must have verbal and/or written approval from their supervisor. A failure to obtain approval prior to working overtime, could result in discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

IV. Time Worked

Approved paid absences, including sick leave, vacation leave, holiday leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are paid at an employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

V. Compensatory Time

A non-exempt employee who is required to work beyond the normal workweek, during their regularly scheduled work week, shall be granted either compensatory time off, at one and one-half time (1 ½), or one and one-half (1 ½) time pay for the hours beyond the normal work week, as arranged with the employee's supervisor and approved by the appropriate administrator.

Compensatory time earned must be used by the next two pay periods in which it was approved. The employee's supervisor will determine when compensatory time can be used within the allotted timeframe.

If an employee is not able to use their accrued compensatory time within the next two pay periods timeframe, KCKCC will pay out the accrued compensatory time. Compensatory time off must be scheduled so that normal, efficient departmental operations are maintained. It is the responsibility of the supervisor whose budget it will be charged to approve all overtime pay, and/or to schedule compensatory time. The supervisor shall maintain and report accurate records of all compensatory time earned and used to the Payroll Department.

Revision Approved: 5/21/2019

DRAFT

Policy: 2.29

Performance Evaluation

Purpose

Kansas City Kansas Community College (KCKCC) is committed to developing and retaining employees by encouraging supervisors to provide regular feedback and evaluation of performance throughout the year. Evaluations are a tool to provide feedback and documentation about an employee's performance, to provide clear communication of job expectations and goals, and to formally recognize employees for their contributions to KCKCC.

Scope

KCKCC requires that all supervisors provide each staff member a formal evaluation on an annual basis. Employees represented by the collective bargaining agreement will have their work performance evaluated and processed according to the terms outlined in the Master Contract.

Policy Statement

Evaluation of New Employees

Supervisors are required to provide new staff members with a formal evaluation prior to the end of the third and six months of employment with KCKCC.

Within the first 30 days of employment, supervisors should create goals for the new employee. Supervisors should review the position description and the needs of the department in the creation of these goals.

Performance Improvement Plans & Additional Evaluations

Performance improvement plans and/or additional evaluations may also be conducted outside of the KCKCC's annual timeframe at any point in order to recognize an employee's contribution to the College, to identify professional development opportunities, to provide formal feedback to an employee, or to clearly define conduct-related issues, performance goals, objectives and timelines.

Revision Approved: 5/21/2019

Procedure: 2.29.1

Performance Evaluation

Purpose

The purpose of the evaluation process is to encourage and recognize strengths, discuss positive approaches for meeting goals and identify and correct weaknesses.

Procedure Statement

The Human Resources Department will be responsible for notifying supervisors and employees of the annual evaluation time period. To assist supervisors in conducting performance evaluations, the Human Resources Department will provide employees with approved forms containing specific guidelines.

Process

1. The human resources department will send a reminder to all supervisors regarding the evaluation process and where to locate the approved evaluation forms for the annual performance appraisal process.
2. The employee will complete a self-evaluation form and provide the form to their supervisor for review prior to receiving the supervisor's formal evaluation.
3. The supervisor's evaluation will be completed on the approved forms. The supervisor will meet with the employee to discuss the evaluation. A copy of the evaluation will be provided to the employee.
4. If the employee wants to respond to the evaluation, the response must be made in writing to the supervisor no later than two weeks of receipt of the evaluation.
5. After the evaluation is completed, the form will be signed by the supervisor and employee.
6. The supervisor will submit all evaluation forms to the Human Resources Department for placement in the employees personnel file for a period not less than three years from the date of the evaluation.

The three (3) and six (6) month evaluations for new employees should follow the same process as outlined above.

Policy: 2.73 (NEW)

Progressive Discipline

Purpose

To provide supervisors/managers with a consistent and fair process for handling disciplinary matters and to help employees correct the issues to become successful and productive.

Scope

This policy applies to all employees. The policy will not conflict with any provisions outlined in the Master Contract.

Policy Statement

Where appropriate and effective, Kansas City Kansas Community College (KCKCC) will engage in progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. The purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for improvement in future performance.

Although employment is based on mutual consent, both the employee and KCKCC have the right to end employment at will, with or without cause or advance notice.

Progressive discipline is not applicable in every instance where discipline action is warranted. If an employee's violation of work expectations or policies involves gross misconduct, the employee may not be eligible for progressive discipline and instead will be subject to more serious discipline action, up to and including immediate termination. The progression of disciplinary steps which will be followed may vary at the sole discretion of KCKCC and will not necessarily be limited to those actions listed in this policy.

The progression of steps of discipline may include any or all of the following:

1. **Counseling and Verbal Coaching:** Counseling and a verbal coaching are discussions by the supervisor with the employee regarding their behavior. The supervisor is expected to clearly describe the expectations and steps the employee must take to resolve or improve the performance. The discussion should be documented but should not be sent to Human Resources (HR) to place in the employee's personnel file.
2. **Written Warning:** A written warning involves formal documentation of the behavior. The immediate supervisor will meet with the employee to review any additional incidents regarding performance and or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. The documentation will be submitted to HR to be placed in the employee's personnel file.

3. **Final Written Warning:** A final written warning will be issued if the supervisor has determined that the behavior has not improved. The supervisor will meet with the employee to review any additional incidents regarding performance and or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. The documentation will be submitted to HR to be placed in the employee's personnel file.

Termination of Employment: The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, KCKCC will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning prior to proceeding to a recommendation to terminate employment. However, KCKCC reserves the right to combine and skip steps depending on the circumstances of each situation.

Supervisor's recommendation to terminate employment must be approved by HR and the Cabinet member for the division.

There may be circumstances when one or more steps are repeated or skipped or an employee may be placed on administrative leave pending an investigation. Supervisor are required to contact HR to review any written disciplinary actions prior to being issued.

By using the discipline steps, we hope that most employee issues can be corrected at an early stage, benefiting both the employee and KCKCC.

Board Approved: 5/21/2019

Policy: 5.05a (REMOVE POLICY)

Smoking on Campus Policy

Specific smoking restrictions are established for these KCKCC buildings:

Humanities, Lewis, Jewell, EMT, Nursing & Flint buildings

No Smoking in the front areas (west side) of the buildings, from the front entrances to the street curbs. Smoking would only be allowed in the back (east side) of the buildings where there are 2 (interior & exterior) doors plus a distance of 25 feet from the entrance or in designated smoking area.

PAC

No Smoking in the front areas (west or south side) of the building, from the front entrances to the street curbs. A Smoking area would be established to the side of the Performing Arts Center.

Field House

No Smoking in the front areas (west side) of the building, from the front entrances to the street curbs. Allowed in a smoking area 25 feet away from the doors located through the Double Doors on the North East side of the building.

Allied Health

No Smoking in the front areas (east side) of the building, from the front entrances to the street curbs. Smoking would only be allowed in the back (west side) of the building only where there are 2 (interior & exterior) doors plus a distance of 25 feet from the entrance or in designated smoking area.

CEB

No Smoking in the front areas (east side) of the building, from the front entrances to the street curbs. Smoking would only be allowed in the back (west side) of the building only where there are 2 (interior & exterior) doors plus a distance of 20 feet from the entrance or in designated smoking area.

Conference Center

No smoking within 25 feet of the entrance door.

Buildings and Grounds

No smoking within 25 feet of the entrance door.

Childeare Center

No Smoking in the front areas (west side) of the building, from the front entrances to the street curbs.

Leavenworth Center

~~No smoking within 25 feet of the entrance door.~~

TEC

~~Restrictions in accordance with USD 500 smoking policy.~~

Enforcement:

~~The enforcement of this policy should be the institutional peers of this facility. It is essential for the students, faculty, and staff to help with this enforcement in a polite, collegial & non aggressive way.~~

Board

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