

FACULTY HANDBOOK

2022-2023



Hands-On Skills. High-Tech Careers.

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COLLEGE OVERVIEW

Mission Statement

North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement

North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

Core Values

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

DEDICATION

INNOVATION

COLLABORATION

COMMUNICATION

Principles of Community

NCK Tech is dedicated to the teaching and learning of professional and technical skills in an increasingly diverse and ever-changing environment. NCK Tech is a place where all people, regardless of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or family status, ancestry, ability, age, military or veteran status, or religion may work or obtain an education. All employees and students seek to empower all persons to contribute to their families, communities, and societies. In the spirit of creating and maintaining a professional and respectful space for all who come here to learn and teach, we – students, staff, faculty, and administration – acknowledge the following:

- *We come to NCK Tech with different experiences, expectations, values, and practices;*
- *Some of our differences are visible, others are not;*
- *Our differences may create misunderstandings, fears, and emotional reactions;*
- *We must work together to create mutual understanding;*
- *We strive to overcome the negative consequences of our differences;*
- *We seek to celebrate our shared humanity and shared goals;*
- *We accept responsibility for maintaining and creating a learn/work environment where our differences are valued and mutually accepted;*
- *We agree to respect everyone's right to have and to share personal beliefs and opinions without fear of public condemnation;*
- *We agree to reject prejudice, discrimination, and intolerance in the NCK Tech community.*

ORGANIZATION AND ADMINISTRATION

Board of Trustees

Carolyn Finney
Donald Miller
Bob Becker
Lance Smith

Justin Rexroat
Dale Montgomery
Glennys Doane

Cabinet

President – Eric Burks

Vice President of Instruction and Student Services – Dr. Corey Isbell

Vice President of Finances and Hays Operations – Diana Baumann

Leadership Council

President – Eric Burks

Vice President of Instruction and Student Services – Dr. Corey Isbell

Vice President of Finance and Hays Operations – Diana Baumann

Dean of Enrollment Management – Tricia Cline

Dean of Instruction – Jennifer Brown

Dean of Student Experience – Shane Britt

Dean of Student Success – Jayme Owen

Director of Advancement – Mendi Anschutz

Standing Committees

Academic Affairs - Provides oversight of the College's curriculum and academic policies. The committee is responsible for approving new curriculum and revisions to existing curriculum. The committee is comprised of faculty, staff, the Registrar and the Dean of Instruction.

Assessment Committee - Provides guidance on all NCK Tech assessment processes. The committee helps educate faculty and the campus community about assessment and assessment best practices and works to create a culture of assessment. The committee is comprised of faculty and staff representing all divisions and student affairs.

Employee Engagement Committee - Provides input to improve the campus climate and coordinate employee engagement activities. Activities include wellness initiatives, holiday parties, back to school barbeques and other informal gatherings and activities. The committee is comprised of faculty and staff representing both campuses.

Online Committee - Provides oversight and guidance into NCK Tech's online education options. The group oversees the review process for all new online courses. The committee is comprised of faculty from both campuses and the Dean of Instruction.

Student Information Processes Committee - Provide insight and evaluation to NCK Tech's processes. The committee works to improve internal processes and those processes directly impacting students. The committee is comprised of staff and administration.

Administration and Staff

Refer to BambooHR for the full, most updated NCK Tech faculty and staff directory. This directory will include name, titles, email and phone numbers.

PERSONNEL POLICIES AND PROCEDURES

Non-discrimination Policy

NCK Tech is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the VP of Student and Instructional Services (Section 504/ADA Compliance Officer and Title VI, Title VII, & Title IX Compliance Officer) at (785)738-9055, cisbell@ncktc.edu, or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

The Non-discrimination policy in its entirety can be found in the NCK Tech's Board Policy Handbook - Policy 6:1.

Continuing Contract

The Board of Trustees desires a continuity of services as long as services are satisfactory. Determination to non-renew an appointment shall be based on incompetence, insubordination, neglect of duty, immorality, or any other good and just cause. In the event a tenured employee is not to be offered a new contract the employee shall have a right of notification, in writing, with reasons. Such notification shall have a right to a public hearing with the Board of Trustees prior to final action by the Board if the employee makes a request, in writing, for such a hearing.

In the event that either party fails to honor its contract, it shall be the duty of the offended party to notify the Kansas Board of Regents of such violation.

Acceptable Use Policy

Refer to NCK Tech's Board Policy Handbook – Policy 6:10. It is the employee's responsibility to review the acceptable use policy annually. Employees must abide by and sign proper documentation via the Bamboo HR system.

Grievance Procedure

A grievance procedure has been established in the Board Policy Handbook 7:16. The initial step is an informal conference with your immediate supervisor.

Leave Time

- **Sick Leave**
Refer to Article IV of the Negotiated Agreement.
- **Bereavement Leave**
Refer to NCK Tech's Board Policy Handbook – Policy 7:28.
- **Exhaustion of Leave**
Refer to NCK Tech's Board Policy Handbook – Policy 7:35.
- **Benefits for Part-Time Employees**
Refer to NCK Tech's Board Policy Handbook – Policy 7:42.
- **Remuneration Policy**
Refer to NCK Tech's Board Policy Handbook – Policy 7:39.

Instructional Member Absence

When a faculty member plans to be absent from duty, the faculty member should make prior arrangements with the Dean of Instruction or the Associate Dean of Instruction (Hays campus) to indicate how their classes will be covered in their absence. The faculty member is responsible to arrange for a substitute. The faculty member should submit an Absence Request for the period of the absence and submit it to their supervisor prior to their absence.

When a faculty member is unexpectedly absent from duty, the faculty member should notify the Dean of Instruction or the Associate Dean of Instruction as soon as possible and indicate how their classes will be covered in their absence. The faculty member is responsible to arrange for a substitute whenever possible or notify the Dean of Instruction or the Associate Dean of Instruction (Hays campus) if unable to do so. Upon returning, the faculty member should fill out an Absence Record for the period of the absence in Bamboo HR.

All time for faculty will be taken in either 4-hour or 8-hour increments.

Holidays

The following holidays are declared at NCK Tech:

- New Year's Day
- Spring Break
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day

- Thanksgiving Day (3 days – Wednesday, Thursday, and Friday)
- Christmas Eve and all working days between Christmas Eve and New Year’s Day

If any declared holiday falls on a Saturday or Sunday, the holiday will be observed on either the Friday preceding or the Monday following the holiday at the discretion of the President or his/her designee. Holidays are annually approved through the College Calendar. The President or his/her designee has the authority to modify the approved calendar.

Employee Meetings

Refer to NCK Tech’s Board Policy Handbook - Policy 7:23.

Faculty Members Holding Public Office

It shall be the policy of NCKTC to encourage staff members to participate in the activities of their local communities. Staff members should be encouraged to seek public elected offices as long as the responsibilities of the office are not in conflict with the staff member’s commitment to the College. In fairness to the College, the staff member should consult with the President or designee concerning the public elected office being sought.

College Hours

College operating hours are Monday through Friday 7:30 am to 4:30 pm.

Communications

All employees are expected to communicate with their colleagues and supervisors on a consistent basis and in a professional manner. Those with access to computers should check their e-mail at least daily and respond in a timely manner. Keeping others informed is essential to the successful operations of the College.

Parking

All vehicles should be parked in approved parking zones in order to allow free movement of equipment.

Mailboxes

Each faculty member has a mailbox in the office. Mailboxes should be checked daily.

Use of Facilities

To rent spaces in the Student Union, contact the Dean of Student Experience. Wellness Center rentals will go through the Wellness Center Director. Refer to NCK Tech’s Board Policy Handbook - Policies 4:19 and 7:20.

Marketing and Design Work

To keep consistency of our brand identity, all usage of NCK Tech’s visual elements must be approved by the Marketing Director for all external marketing and communications. An Identity Standards Manual is available to communicate the proper visual identity of North Central Kansas Technical College (NCK Tech).

Final approval of all NCK Tech branding/marketing is required. This includes all brochures, t-shirt designs, handouts, giveaways, etc. To request design or marketing services, please submit the request form on the NCK Tech Intranet. To submit marketing pieces for approval please contact the Marketing Department at marketing@ncktc.edu or (785) 738-9008.

Digital Communication

The College values digital communication and supports open communication amongst all employees. Refer to NCK Tech’s Board Policy Handbook for the full Digital Communications Policy – Policy 6:11.

FINANCIAL MANAGEMENT

College Keys/Access Cards

Each staff member is responsible for the safekeeping and use of the keys and access cards issued to them. Staff should not loan keys or access cards to non-College personnel or to students. Access cards need to be turned in upon an employee leaving NCK Tech.

Salespeople on Campus

All salespeople should be cleared through the Administration Office before contacting staff or students. Staff and students should be contacted only after College hours unless requested by a staff member.

Fixed Assets

All departments are responsible for the reporting requirements of the fixed assets located within their department. A fixed asset inventory will be conducted each fiscal year. All additions, deletions, sales, or transfers are to be reported to the Fiscal Office.

Lending Policy

Many requests are received from community groups and individuals to borrow tools, equipment, and instructional materials. As a general policy, it has been found to be unwise to approve such requests. Except in the following cases and under conditions herein described, all College tools, equipment, and other materials are to be used only for College purposes by College personnel:

1. Instructional equipment is always available for use on College property for educational organizations with which local NCKTC personnel are affiliated when approved by the individual immediately responsible for the equipment or the President.

2. No instructional tools or equipment shall be taken from an area or used in the area without the knowledge and consent of the instructor.

Final decision for loaning will be made by the President upon the advisement of the department from which the equipment is to be loaned.

New Employee – Payroll Procedures

All new employees must see the Accounts Payable/Payroll Clerk prior to beginning their new position with NCKTC. The following items and information will be needed.

1. Complete Salary Reduction Agreement (Cafeteria Plan)
 - a. Health Insurance (optional)
 - b. 125 Elections – e-packet available on the NCKTC intranet
 - c. Complete W-4, K-4 and I-9 (you will need your Social Security card and driver's license to complete this process)
 - d. KPERS Application (completed on KPERS website) must be returned to AP/PR
 - e. Vehicle Operations Form
 - f. Any other miscellaneous deductions (Wellness Center, Meals, United Way, etc.)
 - g. Direct Deposit information.
2. All full-time employees are covered by the Workman's Compensation Act
3. Keys can be obtained from the Clerk of the Board on the Beloit campus and from the Administrative Assistant at the Hays Campus

Purchase of Goods & Services/Cutoff Date for Bills

In purchasing goods and services for North Central Kansas Technical College, 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 NCKTC. 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.

All purchases are to be made through the purchasing procedure. Each department head is responsible for the requisition and use of departmental instructional supplies. Invoices should be given to Accounts Payable as soon as possible after receipt of the invoice, but no later than Thursday of the week of receipt. All purchases, other than

those that can be purchased and recorded on a local vendor log, must have prior approval of the supervising administrator.

Timecard Procedure

Employees needing to fill out timecards will do so in BambooHR Time Tracking. All timecards will be approved by employee supervisors.

Procedures for Purchasing or Procurement of Goods and Services

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Procedures for Purchasing or Procurement of Goods and Services

1. All purchases start with the completion and submission of a NCKTC "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 should submit requisitions online with copies of quotes or invoices attached. Once submitted, the requisition will be forwarded to their respective supervisor(s) for review and approval, whereby they are forwarded to the Vice President of Finance & Hays Operations for final approval.
2. 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 NCKTC Purchase Order, and entry into the college general accounting system. Once a purchase order has been issued, a purchase on behalf of the College may be made.
3. The online purchase requisition will be moved back to the status of the Department Chair or staff who initiated the requisition. When the product is 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. Purchases for materials that are of routine or recurring nature may be procured from established vendors with revolving credit arrangements without individual requisitions up to the amount of \$200 per transaction.

Travel Expense Policy

NCK Tech employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the College. The College may reimburse employees, within prescribed limitations, for all necessary and actual travel expenses incurred during travel on official college business. All travel by employees shall be entered into the online purchase requisition system for approval. Employees should provide themselves with sufficient personal funds for all anticipated expenses. Advances from the College to cover expenses are not allowed. In exceptional circumstances or hardship cases, an advance for travel must be authorized by the Vice President of Finance and Operations for an amount that will cover the anticipated travel expenses. If a travel advance is given to an employee, the employee is required to turn in a Statement of

Travel Expenses along with receipts upon returning to the College. If the allowed expenses are less than the advance, the employee is expected to reimburse the College immediately for the difference. If the employee cannot immediately pay back the difference, travel advances are recoverable from the employee by: 1. Set off against the accrued pay or other amounts due to the employee; and 2. Other methods provided by law. If a traveler paid for another traveler's expense, these expenses are still subject to the same limitations as for the employee. The employee is expected to turn in a statement of travel expenses online or by presenting to the Vice President of Finance and Operations upon returning to the College. The employee is required to turn in all receipts and required documentation with the statement of travel expenses.

College Vehicle Use

A person must have a valid driver's license and a clean driving record for three 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.

College vehicles need to be reserved in advance. The Hays campus reserves cars individually in the BOC Main Office. Beloit employees will reserve college vehicles from the Administration Office's Administrative Assistant.

Private Vehicle

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 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 costs and expenses of any type.

Mileage will be calculated as the distance between the college and the location of the meeting/lodging.

Public Transportation

An employee may get authorization for general public transportation such as commercial air flights, passenger trains, buses, etc., if the transportation is determined to be the most economical and advantageous to the college. Employees are reimbursed for authorized public transportation expenses incurred by submitting the official transportation receipt with the employee's statement of travel expenses except when tickets are purchased directly by the college. Employees may also be reimbursed for transportation expenses and parking fees incurred for travel to and from the college, the airport or other terminal, the lodging establishment and the meeting location.

Lodging Reimbursement

The standard lodging rate is determined by gsa.gov. Taxes and fees associated with lodging are not considered when applying the maximum lodging limit to the traveler's lodging rate. If the lodging rate is more than the limitation rate, the motel must be a conference motel, or the traveler must have prior approval from the Vice President of Finance and Operations in order to receive full reimbursement.

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.

The meal allowance rates are as follows:

Breakfast: \$12.25

Lunch: \$15.25

Dinner: \$27.50

If traveling out of state, please refer to gsa.gov for established meal reimbursement rates at that location.

Clothing Allowance

Three (3) shirts or shop coats with an NCKTC logo of a style, fabric, and color approved by the administration will be furnished to each faculty member. The total reimbursable amount for each faculty member shall not exceed \$100.00.

Instructional Processes

College Catalog/Student Handbook

Instructors are responsible for knowledge and enforcement of rules in the North Central Kansas Technical College Catalog and Student Handbook.

Student Information/Records

Faculty should be familiar and understand their role in regards to the Family Educational Rights and Privacy Act (FERPA). Refer to NCK Tech Board Policy Handbook policy 10:8.

Program Schedules/Class Times

Refer to Article II of the Negotiated Agreement. Faculty must submit class time schedules to the Dean of Instruction prior to the beginning of the semester.

Advisory Council

Extensive use of advisory councils is utilized. Each department shall have a committee which meets with the department at least two (2) times a year. The membership is made up of five to nine persons who represent the trade in labor, management, and business. In addition, a current student, a past student, and a lay representative should be on the council. An attempt shall be made to maintain ethnic balance and gender equity in the composition of the council. The deadlines below may be modified by the Dean of Instruction. The agenda should include, but is not limited to the following items:

Before November 15:

1. Establish membership, who they represent, date of termination
2. Advise as to general training policies, course outline and employment needs
3. Assist in development of good public relations programs
4. Encourage understanding of financial support
5. Explain purposes of advisory council
6. Assist with long range planning
7. Assist in the evaluation of the program
8. Review instruction as it relates to the needs of the labor market
9. Assist with recruitment

Before April 15:

1. Assist in promoting legislative matters
2. Review and recommend approval of Internship training plans and agreements
3. Assist with identification of internship stations
4. Assist in making a community survey of employment needs
5. Advise as to facilities and equipment priorities
6. Assist in youth organization activities
7. Consider pre-enrollment

A current copy of the advisory members list will be kept by each department with one copy being forwarded to the Administrative Assistant to the Vice President of Student and Instructional Services.

Faculty Credentials

All faculty must hold credentials recognized by North Central Kansas Technical College, qualifying them for the position held. It is the responsibility of the instructor(s) to keep and upgrade their credentials. Refer to NCK Tech's Board Policy Handbook policy 7:6.

Official copies of transcripts from a regionally accredited institution and other academic certification, health certification and any other certificate information, shall be given to the Administrative Assistant to the President to be placed in personnel files. (Board of Trustee Policy) Documentation will be kept on file for all faculty to help monitor progress towards the proper credential.

Education Plan of Study & Tuition Reimbursement

Education 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 Vice President of Student and Instructional Services 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 NCK Technical College credit courses tuition free. The employees must pay all associated fees and the cost of all books, materials, supplies and equipment.

All full-time faculty 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 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 years whichever is less. If an Instructor 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, Instructors earning an Associate's degree would need to remain employed for 2 years after completing their degrees. Instructors earning a Bachelor's degree or above would need to remain employed for 3 years after completing their degrees. If the Instructor leaves employment with the college prior to completing the degree, then the Instructor 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 Instructor may appeal the president's decision to the board within ten (10) days following receipt of the president's decision.

The proration calculation shall be based on the number of years the Instructor taught after completing the degree divided by the length of time obligation.

Professional Development

North Central Kansas Technical College places a strong emphasis on educational quality and outcomes necessary to achieve success. One of the factors necessary for an institution to achieve successful outcomes is that of a quality faculty and staff which meets minimum requirements with regards to practical work experience, continuing education and development in both the instructional and professional aspects of their position. As per Article II of the Negotiated Agreement, all faculty will attend a minimum of 40 hours of professional development each academic year.

All professional development (both internal and external events), including workshops, conferences, post-secondary courses, certification training and all other training's, must be entered into NCK Tech's systems for record-keeping. These must be approved by the Dean of Instruction prior to the training.

Faculty Evaluations

Refer to the Negotiated Agreement Article VI.

Academic Improvement Process

Faculty proposing curricular changes including new courses and/or course revisions must follow the following procedure. All forms may be found on NCK Tech's Intranet.

1. Faculty/staff member fills out an academic change request form. This may also require the addition of a syllabus.
2. Submit to Program Department Chair for approval
3. Submit to Dean of Instruction to discuss change and receive approval.
4. After approval from the Dean of Instruction, the form will be reviewed and signed off by the Registrar and the VP of Student and Instructional Affairs. At any point, the request may be returned for revision.
5. Submit to Academic Affairs Committee for approval
6. Dean of Instruction will submit to President of College for approval

Changes will be published in the next academic year's catalog. This process MUST be completed for course content change; course title change; credit hour change; adding or deleting a course; or new course development. This process is NOT necessary for a change in textbooks. Please consult the Dean of Instruction if questions on what changes may or may not qualify for this process.

Students, Parents, and Public on Tour of Campus

The instructors have, as their primary responsibility, the instruction of the students currently enrolled. However, it is occasionally necessary to interrupt the instructional process to tour prospective students around our campus. These tours and interruptions will be kept to a minimum and an instructor should try to optimize the loss of the learning time by continuing the classroom work.

Instructional Affairs

It is the position of the Board of Trustees that the following areas of College policy and regulation be strictly enforced:

1. All semester grades and final grades issued to students shall be verifiable as the composite source of:
 - a. Classroom tests and assignments
 - b. Laboratory skill grades
 - c. Cooperative training evaluation scores
 - d. Other factors predetermined by the instructor and communicated to the student.
2. All departments shall follow the approved semester syllabi, program of study, and course objectives as developed by the departments and documented in the curriculum management system.
3. Subjects shown as completed during the semester shall have a final grade and the final grade shall be given during the semester that the course is shown as completed on the department program of study.
4. All department chairpersons shall have documented evidence, lesson plans, and student tests demonstrating knowledge and competency, that each student has received proper safety indoctrination before beginning the laboratory experience part of the skill acquisition program.
5. Personal property owned by staff members, except that property used in the teaching process, shall not be stored in College owned or leased facilities without the permission of the President in writing.

Class Attendance & Absence Policy

Class attendance is necessary for students to learn and succeed. The college intends to establish expectations which 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; including labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence

To produce the desired attendance habits instructors should clearly state expectations, consistently apply the attendance policy to all students and provide meaningful activities for class each day that are assessed for a grade. It should be each instructor's goal to help students improve their attendance and enforce a policy that promotes student success.

Due to the diversity of program offerings and the various formats in which they are delivered, NCK Tech allows each department to develop their own attendance policy best suiting their program. Each department/program is responsible to:

1. Develop an attendance policy that applies to each course they teach with reasonable expectations clearly stated in the syllabus.
2. Submit their policy for approval to the Dean of Instruction or Associate Dean of Instruction.

Each instructor is responsible to:

1. Inform students of the program's attendance expectations and include the policy in the syllabus for each course.
2. Keep records of class attendance for each session; documenting the reason for the absence.
3. Conference with students when their attendance does not meet expectations. Conferences should be recorded on a Student Conference Form and copies provided to the student and administration.

Viable attendance policies will include:

1. Allowable reasons for absences and how they will be counted.
2. Expectations for the student notifying the instructor if they will be absent; including contact information.
3. Consequences as absences are accumulated and an established limit for maximum absences.
4. Conditions in which make-up work is allowed.
5. Explanation of how tardies will be calculated in relation to the attendance policy.

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. Recommendations will only be considered if the policy has been approved, attendance has been recorded, conferences have been held and properly documented, AND the student is failing the course. Recommendations should be submitted in writing to the Vice President of Student and Instructional Services.

The final decision on the recommendation will then be made by administration. The decision will then be communicated to the student and the instructor.

Employment Interviews

Time spent by the student on department approved employment interviews will be counted as in attendance for the total class hours of that student.

Field Trips & Outside Resource Personnel

Instructors are encouraged to supplement their lessons with resource personnel from outside and inside NCK Tech. Field trips may be scheduled when the education advantages have been explored and communicated to the Dean of Instruction Services. If the field trip is scheduled for out of town, a REQUEST FOR FIELD TRIP form must be submitted to the Dean of Instruction or the Associate Dean of Instruction ONE WEEK prior to the trip. If the request is approved, it will be returned to the instructor who will complete the form, including a listing of all students going on the field trip and where the class and/or instructor(s) can be reached in the event of an emergency.

Off Campus Activities or Competitions

In instances where members of the student organization travels 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.

Grades

Grades and attendance records are to be maintained in the college's student information system weekly at a minimum. Grades and attendance must be entered weekly at a minimum.

Grading & Reporting

The students work is evaluated as follows:

Excellent	A
Good	B
Average	C
Unsatisfactory	D
Failing	F

Incompletes shall be utilized only when, in the instructor's opinion, there are extenuating circumstances and the student should be given the opportunity to receive additional time for a grade for the semester. If an Incomplete grade is given the Incomplete must be changed to a letter grade within the first two week of the next term. Fall incompletes will have the first two weeks of the spring term, spring incompletes will have the first two weeks of the summer term to complete, and summer incompletes will have the first two week of the fall term.

The only time an instructor may use an incomplete grade is at the end of each semester. No incompletes will be allowed at the conclusion of the last grading period. Any exceptions to this procedure must be cleared through the instructor and the Dean of Instruction. It will be the responsibility of the instructors to keep the office of the Dean of Instruction apprised of all students' status regarding incompletes.

Instructors may use a "+" or "-" designation with their grade on their own records to indicate the degree of deviation or strength of the letter grade. The "+" or "-" will not appear on the transcript.

Classroom Management

NCK Tech should prepare students for a productive career through the development of mind and skills. Activities conducted with each program of study and involving the College should foster this development. Instructors should maintain an environment where students are expected to conduct themselves as mature individuals with respect for the rights and privileges of others. Instructors should maintain a level of discipline that is conducive to teaching and learning. Classroom management of the classroom, shop area or laboratory is the responsibility of the instructor. NCK Tech believe in developing a positive and welcoming learning environment for all students. Instructors shall be with students during scheduled learning times for

Instructors shall be with their students during the time the students are assigned to the supervision of the instructor, or students supervised. All students participating in laboratory training experiences shall have supervision. In case the instructor is unable to be present for the laboratory experience, a qualified substitute shall be employed. When several training crews are assigned away from the immediate supervision of the instructor, student supervisors may be temporarily assigned. These student supervisors must have shown previous good judgment and must have earned superior grades.

When a student disrupts, disturbs, or otherwise interferes with classroom activities, or, when a student's behavior represents a threat to him/herself or the safety of others, the instructor may immediately exclude the student from class. In each instance, the instructor is required to inform the Dean of Student Success by means of a Student Conference Form by the next working day.

Student Discipline

Refer to NCK Tech's Board Policy Handbook policy 10:18.

Safety

All students will be informed of the safety procedures necessary to function safely in their classes. They will also be required to comply with all safety regulations determined necessary in the College as well as in the individual department. House Bill 152 states that all students, instructors, and visitors in shop and lab areas must wear approved eye protection devices. Each department chairperson must conform to the minimum eye and face safety standard as outlined in "ANS Practices for Occupational and Educational Eye and Face Protection." All visitors to areas that require protection will be issued safety glasses and are required to wear them, unless they are using some other safety lens protection.

Illegal Act/Activity

North Central Kansas Technical College, having as one of its primary objectives the training of students for employment in the world of work, shall evoke the following rules.

1. The Administration and Police force shall be notified as soon as possible after it has been determined that materials, supplies, parts, monies, etc. are missing.
2. Charges will be filed with the policy against any student known to have been involved in an illegal activity that affects the College. Any student found guilty of being a participant in or an accomplice to an illegal act or activity shall have a hearing and at that time be informed of the charges. Charges may result in *expulsion of the student. Other acts that will not be considered acceptable student behavior at NCKTC include lying, cheating, etc., and will be dealt with by the department and administration ranging from a reprimand, suspension to expulsion. *Expulsion means students cannot attend class or any function of North Central Kansas Technical College.

Work Done for: Staff, Agency & Public

It is necessary to ask the public to allow us to gain experience by acquiring real live problems in the various areas of instruction. There are certain general guidelines that need to be considered when accepting these responsibilities.

1. Repairs are made on parts cost only, plus appropriate shop fees, with no labor charge being made.
2. Work must not be solicited by any department.
3. Since this is a student learning situation no work is guaranteed. Customers must be made aware of this and sign a completed Work Order Form prior to starting the job.
4. To maintain good working relations with local industry, training project should not be competitive.
5. Owners of items brought in for repairs MUST be informed that if the work is not completed by the end of the College year, the owner has the option of removing the item being worked on or paying an hourly fee to the College for the instructor to complete the work. (The hourly fee is established by the Board of Trustees)

Student Organizations & Activities

Each department is encouraged to have students participate in organizations or clubs. Instructors are encouraged to involve students in these clubs:

1. Business Professionals of America
2. Skills USA
3. National Trade and Industrial Organizations

SAFETY, HEALTH, CONDUCT AND SECURITY

Emergency Operations Plan

This plan is designed to assist the College community to cope with the anticipated needs generated by an emergency situation and to assist with communication of those events and needs. The effectiveness of this plan relies on every member of the College community to be familiar with and follow these policies and procedures in the event of an emergency. Employees should review the plan and distribute it to appropriate members of the College community.

Emergency Notification

A key component of the NCKTC's Emergency Operations Plan is the NCK Tech notification system. This alert system serves as the primary means for which emergency situations will be communicated to faculty, staff, and students who may be on campus and potentially at-risk during an emergency. Therefore, it is essential for all faculty, staff, and students to keep their contact information current so they can be notified in the event of an emergency. Once students register, they will receive NCKTC weather related closings and emergency notifications via cell phone text/voice messages and emails with NCK Tech's notification system.

Severe Weather/Tornado Procedures

The Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.

If severe weather warnings are issued or severe weather seems imminent the Incident Commander will initiate communication plan and emergency notification alert. If time allows, students, staff, and visitors on campus should evacuate to designated tornado shelter, otherwise go to interior hallways or smallest interior room avoiding areas with windows.

Beloit Campus Designated Tornado Shelters:

If time allows the **primary emergency shelter is the Racquetball Court in the Wellness Center or the basement of the Dean of Student Experience**, otherwise evacuate to the interior hallways or smallest interior room avoiding areas with windows such as the *designated tornado shelters listed below:

- Administration – Tornado Shelter in Wellness Center
- Agricultural Equipment Technology – Hallway of wash area
- Automotive Technology – Interior walls of office & classroom
- Automotive Collision Technology – Restroom & office area
- Student Success Center & General Education – Interior walls of classroom & wash area
- Carpentry/Cabinetmaking – Interior classroom walls & wash area
- Diesel Technology – Classroom & tool room west walls
- Electrical Technology & Business Office Management – Inside hallways
- Heavy Equipment Operation – Shower room & tool room
- Information Technology – Interior walls or restrooms
- Plumbing, Heating & Air Conditioning – Interior walls of classroom & wash area
- Practical Nursing –Restrooms and Nursing Directors office
- Student Union – Tornado Shelter in Wellness Center
- Welding – To the Ag Equip Tech Building, hallway of wash area

Hays Campus Designated Tornado Shelters:

- Administration – Storage room located in each classroom, or women’s restroom
- Associate Degree Nursing – Kitchen area
- Automotive Technology – Offices
- Business Technology – Storage room located in each classroom, or women’s restroom
- Business Office Management – Storage room located in each classroom, or women’s restroom
- Electricity/PHAC –Interior classrooms
- Carpentry-Cabinetmaking & Culinary Arts, CNA/CMA–Interior offices and hallway
- CDL-Sternberg Museum - Follow safety procedures
- Pharmacy Technician – Interior offices and hallway
- Practical Nursing – Kitchen area
- Telecommunications and Network Technology - Lab area within the building
- Welding – Interior hallways

**A study was conducted to determine the most likely safe place in the event of a severe weather event. The areas listed above were designated by the Division of Emergency Preparedness, in both Mitchell and Ellis counties.*

Safety

NCKTC’s greatest concern is the safety of its faculty, staff, and students. All employees are expected to maintain a safe learning environment and to model safe practices to prevent accidents whenever possible. The use of proper safety gear, including eye protection, ear protection, hand protection, and hard hats should be monitored by faculty and students.

Injury & Accident Reports

Faculty are responsible for immediately reporting injuries or accidents within their respective departments. These reports shall be completed and submitted to administration in a timely fashion – within the same day as the injury. Documentation is available on the NCK Tech’s Intranet.

Building Security

It is the responsibility of each instructor to assure their classroom, shop and/or laboratory are secured, and the buildings locked, at the end of the instructional day. Faculty and staff working in buildings after hours are to keep the doors to the building locked at all times.

Smoking Policy

In accordance with HB 2412, all buildings are hereby declared nonsmoking effective July 1, 1995. HB 2221 passed January 2, 2010 amended KSA 21-4009 Section 2 paragraph (a) to read that smoking may not occur within a ten-foot radius of a doorway, open window or an intake vent of a building unless it is defined as an exempt building. The use of tobacco products in any form and/or electronic cigarettes is prohibited in vehicles, owned, leased or rented by the college.

Professionalism

All employees are expected to conduct themselves with integrity, to refrain from dishonest or unethical conduct, and to comply with the letter and spirit of all applicable laws.

North Central Kansas Technical College employees, serve as representatives of the College and should not engage in conduct or activity that may raise questions about the College's honesty or impartiality, or otherwise create a negative impression of the institution. Employees are expected to avoid any activity which might result in, or might reasonably be expected to create, an appearance of influence or favoritism.

Use of Profanity

Use of profanity is discouraged. Language should be appropriate in the classroom as well as on campus in general.

Illegal Act/Activity

All NCK Tech employees are expected to follow all local, state and federal laws.

Employee Standard of Conduct

Refer to NCK Tech's Board Policy Handbook – Policy 6:7.

Drug Policy and Reasonable Suspicion

Refer to NCK Tech's Board Policy Handbook – Policy 6:7.

Sexual Harassment Policy

Refer to NCK Tech's Board Policy Handbook - Policy 6:4.

Weapons Policy

NCK Tech prohibits the possession and use of firearms, explosives, and other weapons. Refer to NCK Tech's Board Policy Handbook – Policy 6:9.

Surveillance Policy

Purpose This procedure establishes guidelines and responsibilities for the electronic surveillance system at NCK Tech.

Camera Location, Operation and Control

- a. College buildings and grounds may be equipped with video monitoring devices.
- b. Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damages, or security incidents.
- c. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on College grounds or premises.
- d. Cameras shall not be used to monitor private or semi-private rooms such as washrooms and offices.
- e. The President or designee shall manage, control, and audit the use of cameras, monitors, recordings, computers used to store images, computer drives, and all other video records.
- f. Only individuals authorized by the College President shall have access to video monitors, or be permitted to operate the controls.

- g. Video surveillance cameras shall not have audio recording capabilities; or any such audio capabilities will not be enabled if they are available.

Use of Video Recordings

- a. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to official College policies, Student Code of Conduct, and/or NCK Tech Board Policies.
- b. The College may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- c. Video recordings may be released to third parties in conformance with the requirements of a local, state, or federal law enforcement agency.
- d. The College or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- e. The College shall not use video monitoring for other purposes unless expressly authorized by the College President or designee or NCK Tech Board Policy

Protection of Information and Disclosure/Security and Retention of Recordings

- a. Videos are initially recorded on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and then the oldest video segments are overwritten by the newest segments.
- b. No attempt shall be made to alter any part of a video recording.
- c. Video recordings that may be relevant to the investigation of an incident will be transferred from the computer hard disk onto removable media such USB drive or external hard drive.
- d. All saved video records not in use should be securely stored in cloud storage.
- e. All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the College President.
- f. The College President or designee must authorize access to all video records.
- g. A log shall be maintained by the President or designee of all episodes of access to, or use of recorded materials. The log shall include:
 - 1. the video number and date of recording,
 - 2. the name of the individual or agency that was given access to the recording,
 - 3. the date that access was given,
 - 4. the reason that access was given, and
 - 5. the date when access is no longer available to the individual or agency.
 - 6. Copies of surveillance recordings need not be kept by the College if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.

Video Monitors and Viewing

- a. Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
- b. Only the President or designee shall have access to video monitors while they are in operation.
- c. Video monitors should be in controlled access areas wherever possible.
- d. Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- e. All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operators will monitor activity based on suspicious behavior, not individual characteristics.