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ACCREDITATION STATEMENT

Colby Community College is coordinated by the Kansas Board of Regents and accredited by the Higher Learning



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

The Alcohol/Drug-Free Workplace Policy and Awareness Program is designed to enhance the physical health and safety of our employees and students and to provide a safe workplace. All employees and students are expected to be in suitable mental and physical condition while at work or in a learning environment and to perform their jobs in a satisfactory fashion.

In accordance with this policy, when the use of central nervous system depressant or controlled substances interferes with work performance, which could include termination or expulsion, will be taken.



CHILD ABUSE

A college employee or student who has reason to believe that a minor has been abused on the Colby Community College campus, on property owned or leased by the college, or while members of the faculty, staff or student body are participating in a college-related activity off-campus, or who has received a report or such alleged abuse, must report this information 4 Tg72.024 2.024 642.1 Tm0 g03e4(1 Pra)-2r g0nt wh



COPYRIGHT INFRINGEMENT

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

What works are copyrighted?

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

Limitations of Copyrights

Intellectual property law allows certain limited use of copyrighted material without permission of the copyright holder. Some examp



considered fair use. The expectation is that you will obtain permission as soon as it is feasible. Using something over a period of multiple semesters or years is not within the spirit of the fair use exception.

One Course, One School, One Time

The copies should include a notice of copyright acknowledging the author of the work.

What Counts as Fair Use?

Here are some general examples of excerpts from published materials that might be copied and used in the classroom and fall under the fair use guidelines for a limited period of time:

- x A chapter from a book (never the entire book)
- x An article from a magazine or newspaper
- x Short stories, essays or poems (A single work is the norm whether it comes from an individual work or a collection.)
- x A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper
- x Poetry (short poems of 250 words or less)
- x Prose (short excerpts of 1,000 words or less)
- x Illustrations (copies of charts, graphs, diagrams, drawings, cartoons, or pictures)

The idea of fair use for classroom copying is that whenever possible the work should be purchased. Classroom copying is not meant to replace textbooks or workbooks used in the classroom. Pupils cannot be charged more than the actual cost of photocopying. The number of copies cannot exceed more than one copy per pupil, and a notice of copyright must be included on each copy.

What Should Be Avoided?

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Broadcast and Performance Licensing

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

CCC Responsibilities when Copyright Violation Occurs

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

Inform the alleged infringer of the existing complaints. CCC does not perform digital forensics, but can



DEGREES AND CERTIFICATES

The college awards the following degrees and certificates:

- x Associate of Arts Degree
- x Associate of Science Degree
- x Associate of General Studies
- x Associate of Applied Science Degree
- x Certificates of Completion
- x Technical Certificates

[Reviewed October 2022]



EMPLOYMENT

As an Equal Opportunity Employer, Colby Community College the College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application



selection process. It is expected that all discussions and shared information be kept confidential by the committee; violation of privacy may result in disciplinary action by the college. All candidates should be asked the same set of questions in order to ensure fairness in the process. Follow-up questions may be asked only for the purposes of clarification of D FDQGLGDWH application materials will be retained in the 3 UHV LGHQW V RIILFH DQG PD\ QRW OHDYH WKH DG PLQLV

- g. Following interviews and deliberation, the search committee will submit to the President a report which includes the top three finalists (or less, if fewer are deemed suitable) in order of preference. The President, along with additional administrators when appropriate, will interview any or all of the finalists and notify the committee of the final selection. The President will subsequently recommend the final candidate to the Board of Trustees for employment with the College.
 - h. A complete file of all search committee materials, including applications, reports, notes and RWKHU ZULWWHQ FRPPXQLFDWLRQ ZLOO EH HDLQWDLQH three years. *[Revised June 2011]*
2. Salary. Salary and wages shall not be related to or based on race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion of any employee. As additional women and minority group members are hired, their salaries and level of employment must favorably compare with other newly hired employees with the same qualifications. Officials responsible for final salary and wage decisions will periodically review existing salaries to ensure compliance with this policy. If necessary, the President may advise the vicepresidents or supervisor to readjust the salary recommendation to correct inequities related to race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion.
 3. Fringe Benefits. In addition to wages and salaries, any employment benefits appropriate to particular groups of employees of Colby Community College who receive all or part of their salaries from the Board of Trustees will be applicable to all personnel regardless of race, color, gender, age, disability, national origin or ancestry, sexless or



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

[Reviewed July 2020]



ETHICS/INTEGRITY

Colby Community College is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other



ESSENTIAL SKILLS OUTCOMES

Each degree offered has a specifically defined core curriculum. The courses may vary among degrees but are all designed to prepare students for success in their chosen fields, both in additional academic endeavors as well as in the workplace. The College has identified the following expectations for all students who complete a degree at Colby Community College:

- x Student demonstrates accountability for their actions in and out of the classrooms.
- x Student communicates effectively and professionally in a variety of settings.
- x Student gains confidence in both academic and personal abilities.
- x Student develops and use the following skills: open-mindedness, creativity, problem solving, critical thinking, teamwork, work ethic, time-management, and adaptability.

[Revised October 2022. The Essential Skills Outcomes were created and voted on by the Academic Council to replace the General Education Outcomes.]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

Colby Community College complies with the Family Educational Rights and Privacy Act of 1974 in the collection, maintenance and dissemination of official student records. These records are subject to inspection and review by the student. The college has 45 days to respond to individual requests; however, this amount of time would not normally be required. Students wishing to challenge the accuracy of their records may contact the Vice President of Student Affairs or the Registrar.

The college is authorized under Section 43 (Buckley Amendment) to publish and will publish directory information, collectively or individually, unless students notify the Student Privacy Officer (Registrar) in writing of any or all of the categories that should not be released. This notification by students must be made by the end of the third week of classes in the fall and spring semester and by the end of the first week of classes for the summer session.

Faculty and staff are expected to comply with the law. No confidential student information should be re OHDVHG LQFOXGLQJ LQIRUPDWLRQ UHODWLYHQWRleVWXGHQWV information.

[Reviewed January 2021]



HARASSMENT

Colby Community College will not tolerate discriminatory harassment on the basis of any status protected by College policy or law. All employees, students and constituents are entitled to a working environment and educational environment free of discriminatory harassment. No individual should be harassed or discriminated against on the basis of race, color, national origin, religion, sex, age, or disability. The &ROOHJH¶V KDUDVVP HQW SROLF\ LV QRW PHDQW WR LQKLELW R outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom, or the 1st Amendment. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

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HIPAA

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

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

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

[Reviewed January 2021; October 2023]

MISSION

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

[Reviewed February 2020; July 2022; October 2023]

NOTICE OF NON-DISCRIMINATION

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion. For inquiries regarding the non-discrimination policies, contact the Vice President of Student Affairs, Colby Community College, 1255 S. Range Ave., Colby, KS 67701, (785-460-5490). *[Revised April 22, 2014; reviewed November 2020, March 2023]*

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

U.S. Commission on Civil Rights Central Regional Office
400 State Avenue, Suite 908
Kansas City, KS 66101
913-551-1400

U.S. Equal Employment Opportunity Commission
Gateway Tower II 4th & State Avenue, 9th Floor
Kansas City, KS 66101
913-551-5655



CCC prefers that requests to access public records be submitted with the form on the institution's website at www.colbycc.edu/open-records. Please include the following information in your request:

- A contact person
- Organization (if requesting on its behalf)
- Mailing address
- Email address
- Daytime telephone number
- A specific description of the requested records to expedite the process

Requests can also be sent to:

Freedom of Information Officer
 Colby Community College
 1255 S. Range Ave.
 Colby, Kansas 67701

publicinfo@colbyscc.edu

* Regular office hours on all business days, excluding Saturday and Sunday, are from 8:00 am ±5:00 p.m. The College is closed on official holidays and seasonal breaks.

Delayed and Declined Requests

All effort is made to fully respond to your records request as soon as it is received; however, a determinative response may be delayed if:

- Clarification or refined scope is required.
- Legal issues must be resolved before requested records can be produced.
- The records are archived or stored off-

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The type of request



Exceptions

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

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

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

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

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

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 therefore, listings of multiple student email addresses are not produced for any purpose.

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

Fees

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

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



[Adopted November 2019]



5. Offer students a full range of support services.
6. Offer facilities and human resources in support of educational, civic and cultural endeavors.
7. Offer state-of-the-art technology systems to enhance the quality of life.

VISION

Colby Community College will be a model of excellence in education, research, and service to the community.



APPENDIX

[Employee Complaint Form](#)

