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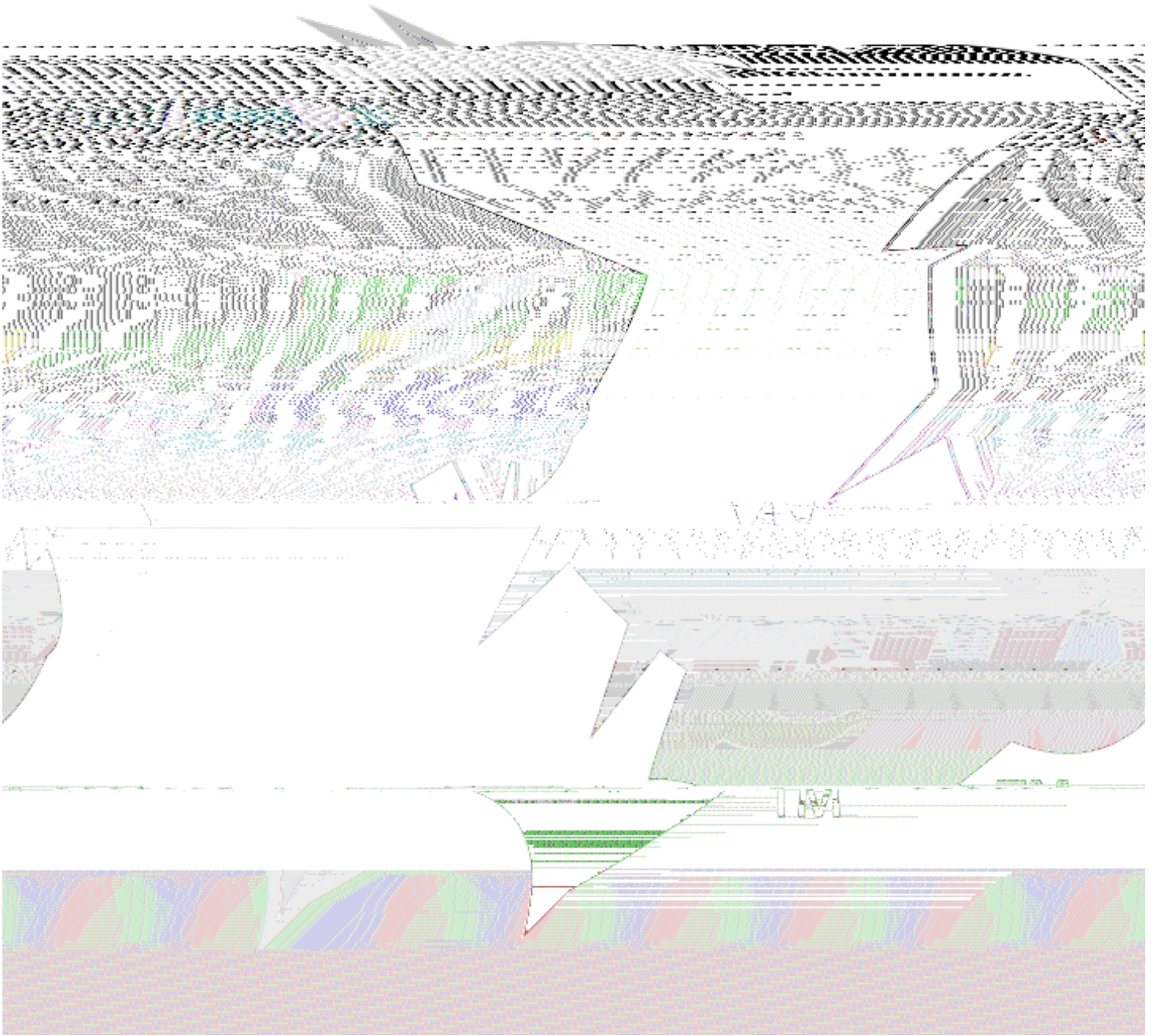
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freedom to assure high-quality and relevant instruction and training.

*Commitment to Quality*

We believe that high-quality educational and technical programs, excellent student services, and well-qualified faculty and









continuity of governance. The President of Fort Hays Tech Northwest became an employee of the university and a direct report to the President of Fort Hays State University. The



for attending official board meetings for the college.

### Board Advisory Committees

Area advisory board members are selected to represent the interest of the public in the management and operation of Fort Hays Tech Northwest.





regularly or specially called meetings.

In carrying out the policy for handling complaints, the Board will, therefore, observe the following procedure:

- 2- Neither the Board as a whole nor





## Contract Authorization

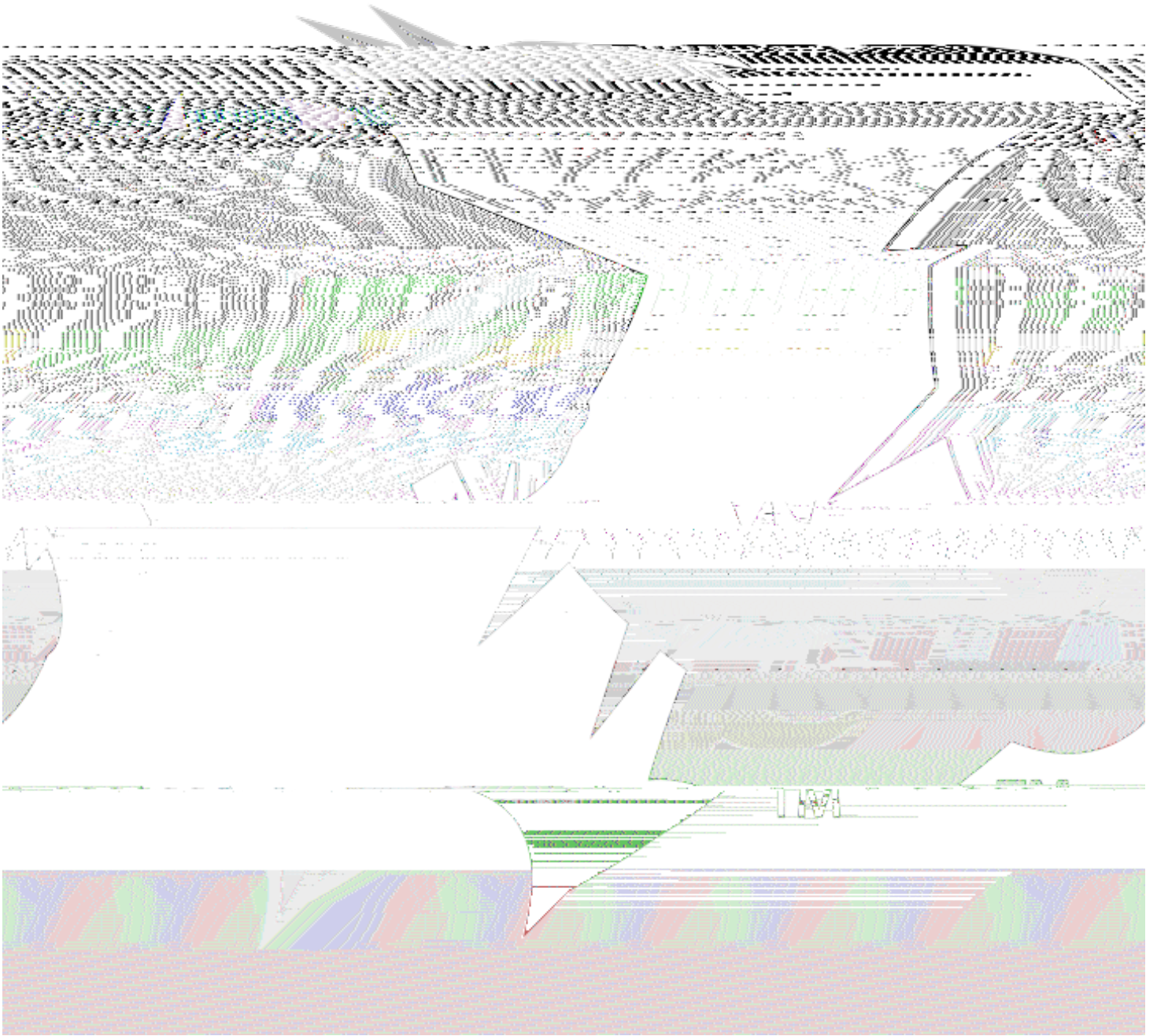
The President of Fort Hays Tech Northwest, in consultation with the President of Fort Hays State University, is the only employee authorized to sign contracts or legally binding documents on behalf of Fort Hays Tech Northwest. Employees other than the President of Fort Hays Tech Northwest, or his/her authorized designee, are not permitted to sign contracts or legally binding documents of any type.

Employees are encouraged to schedule time to review





Programs will be evaluated, not



## Purchasing

### Ethical Standards in Contracting Policy

Fort Hays Tech Northwest expects contractual partners to have high ethical standards and operate legally and professionally. The college takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on the institution's behalf. No contractual partner may engage in activities detrimental to the college, including HLC criterion. This includes school districts, other colleges, state agencies, federal agencies, vendors or other contractual partners. Fort Hays Tech Northwest



not agree to submit to the jurisdiction of any other court other than a court in the state of Kansas.

The College reserves the power to omit or modify any of the otherwise mandatory contract provisions determined or annunciations from time





2/- The acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure.

## Fiscal Controls

### Accounts, Depositories, and Investments

Bankwest of Goodland, Farmers and Merchants of Colby, Peoples State Bank, and First National Bank are the official depositories for Fort Hays Tech Northwest monies.

The President of Fort Hays Tech Northwest is given authorization to invest any and all excess funds in all accounts of the college in Certificates of Deposit in amounts deemed feasible by said President of Fort Hays Tech Northwest during any college year in order to earn interest on such excess funds. All idle funds shall be invested in approved financial institution duly insured, wit/or hardware including network

budget.

### Budget Planning and Requests

All employees with operational oversight of programs or offices must submit a three-year budget request plan in the spring of each year to the Executive Vice President of Operations. Requests for equipment shall be prioritized by most urgent need for the current year and the subsequent two years. The budget request process informs administration of the need for equipment in an effort to secure funds through Perkins, grants, or other means. Employees will be notified of approved purchases on an as needed basis and as funds are available. Prior approval from the Executive Vice President of Operations is required before ordering equipment. Every effort should be made to align budget planning efforts, both at the program and institutional level, with the pillars of the strategic plan.

### Grants

#### Grant Funding Policy

It is the interest of Fort Hays Tech Northwest, that the college engage in securing funding



future expenditures are classified appropriately.

- All spending of grant funds must be coordinated between the Grant Writer, Business Office, and related employee to ensure it is spent appropriately and documented for any follow-up reporting required for the grant.
- It is the responsibility of the Grant Writer to complete or coordinate follow-up reporting with faculty and/or staff members associated with the grant. It is expected that faculty and staff associated with the grant will provide documentation and communicate with the Grant Writer in a timely manner. All reporting is expected to be completed in a timely manner and in accordance with grant reporting requirements.





## Hiring Policy

Fort Hays Tech Northwest is committed to attracting and retaining highly qualified employees in accordance with the principles and standards set forth through equal opportunity employment. Below are the procedures for filling vacancies.

### !" Vacancies/New Positions

When a vacancy occurs or a new additional position is proposed, the position supervisor, Executive Vice President for Operations, and the President of Fort Hays Tech Northwest will develop and review the essential duties and qualifications required for the position. Presidential approval is required to fill the vacant/new position. Notice of vacancies, unless filled internally, shall be announced by Human Resources through advertising options such as, but not limited to, newspaper, college website, third party sites, and other methods deemed appropriate.

### #" Screening Process for Part-Time and Full-Time Employees

The screening of applicants will be conducted by a hiring committee established by the President of Fort Hays Tech Northwest. When selecting individuals for the committee, consideration should be given to ensuring appropriate representation from relevant employee groups. Applications and resumes will be forwarded to the committee by the Office of Human Resources. Each member of the committee will review the applications and provide interview recommendations to the Office of Human Resources. Based on committee feedback, the President of Fort Hays Tech Northwest will select the candidates to interview. The selection committee will interview the candidates and make a hiring recommendation to the President of Fort Hays Tech Northwest.

### \$" Reference & Background Checks

Reference checks must be conducted prior to extending an offer of employment. Administration will conduct a background check on every employee at the time of hire. If concerns about an employee's background check occurs, and the employee did not disclose the concern prior to being hired, the College reserves the right to terminate employment.

### %" Employment Selection

Once the

during the semester. Every effort should be made to remain within the standard





For purposes of this Policy, immediate family shall mean the spouse, child, father, mother, father-in-law, mother-in-law, grandparent, grandchild, sister, brother, sister-in-law, brother-in-law, son-in-law or daughter-in-law or any other relative that resides in the same household.





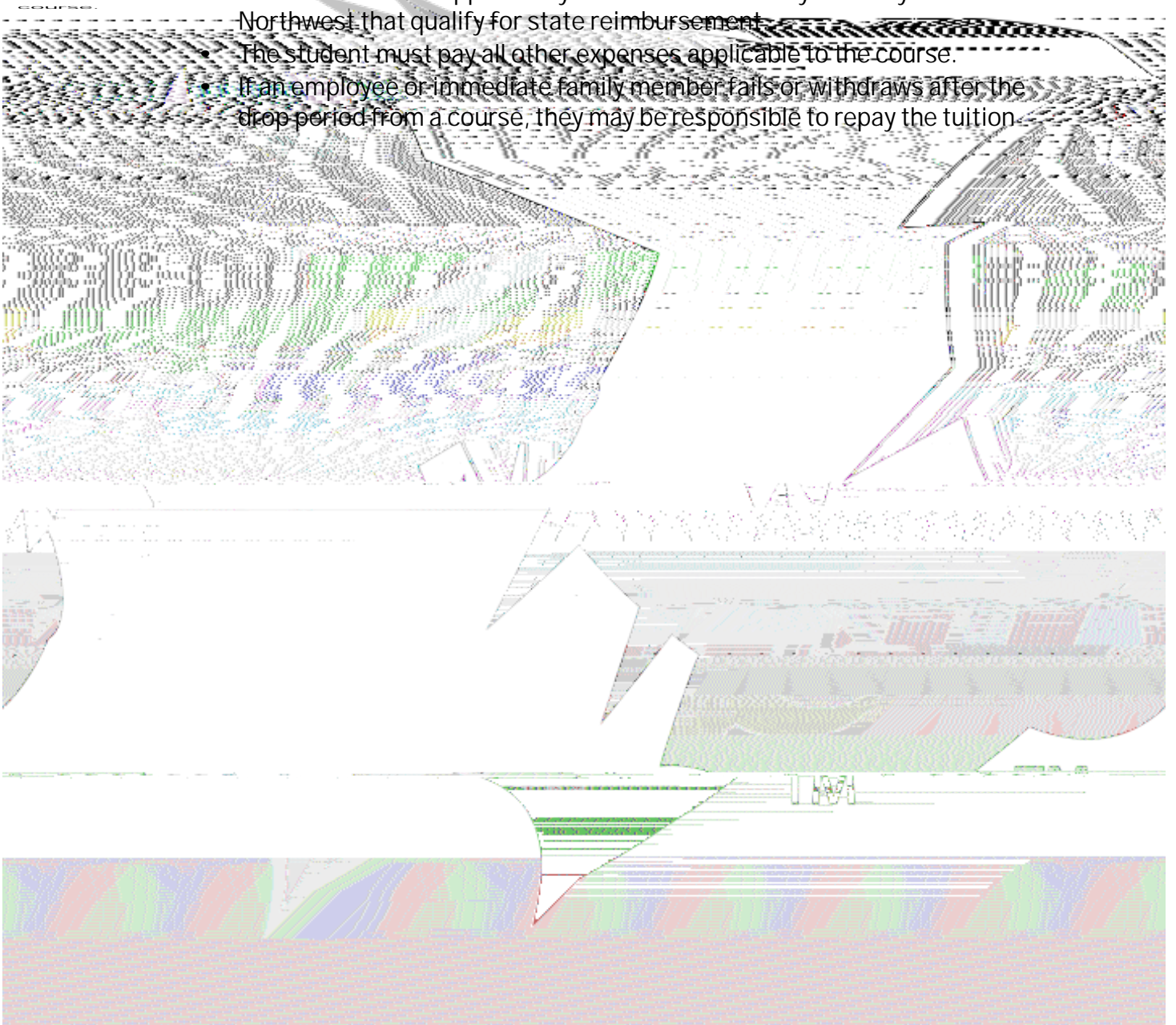


## Tuition Waiver Policy

Fort Hays Tech Northwest offers college employees and their immediate family members the opportunity to take courses through a tuition waiver.

The following criteria must be followed in order to be eligible for tuition waiver:

- Recipient must be immediate family member of a Fort Hays Tech Northwest employee, which includes: spouse and dependent children (as defined by federal financial aid regulations).
- The tuition waiver applies only to courses offered by Fort Hays Tech Northwest that qualify for state reimbursement.
- The student must pay all other expenses applicable to the course.
- If an employee or immediate family member fails or withdraws after the drop period from a course, they may be responsible to repay the tuition.



the employee to exhaust all sick and/or annual leave earned by the employee and to lose compensation.

#### Use of Catastrophic Leave Bank

- The catastrophic illness or injury must require the services of a licensed practitioner who is practicing within the scope of their license under the law.
- Employees who use leave from the pool are not required to pay back to the pool.
- Once leave has been donated to the





" Maternity/Paternity/Adoption Leave  
Full-time eligible employees will be allowed five (5) paid days for the birth



!"#\$%&'()\*+,-./:;<=>?@





PAY SCHEDULE FOR  
ADJUNCT INSTRUCTION:

1 Credit-Hour Class

2 Student:	\$ 70.00
. Students:	\$140.00
/ Students:	\$210.00
1 Students:	\$280.00
3 Students:	\$350.00
4 Students:	\$420.00
7-14 Students:	\$490.00

Course Overload Pay

15-19 Students:	\$790.00
20+ Students:	\$990.00

2 Credit Hour Class

1 Student:	\$140.00
2 Students:	\$280.00

4 Credit-Hour Class

2 Student:	280.00
. Students:	560.00
/ Students:	840.00
1 Students:	1120.00
3 Students:	1,400.00
4 Students:	1,680.00
7-14 Students:	1,960.00

Course Overload Pay

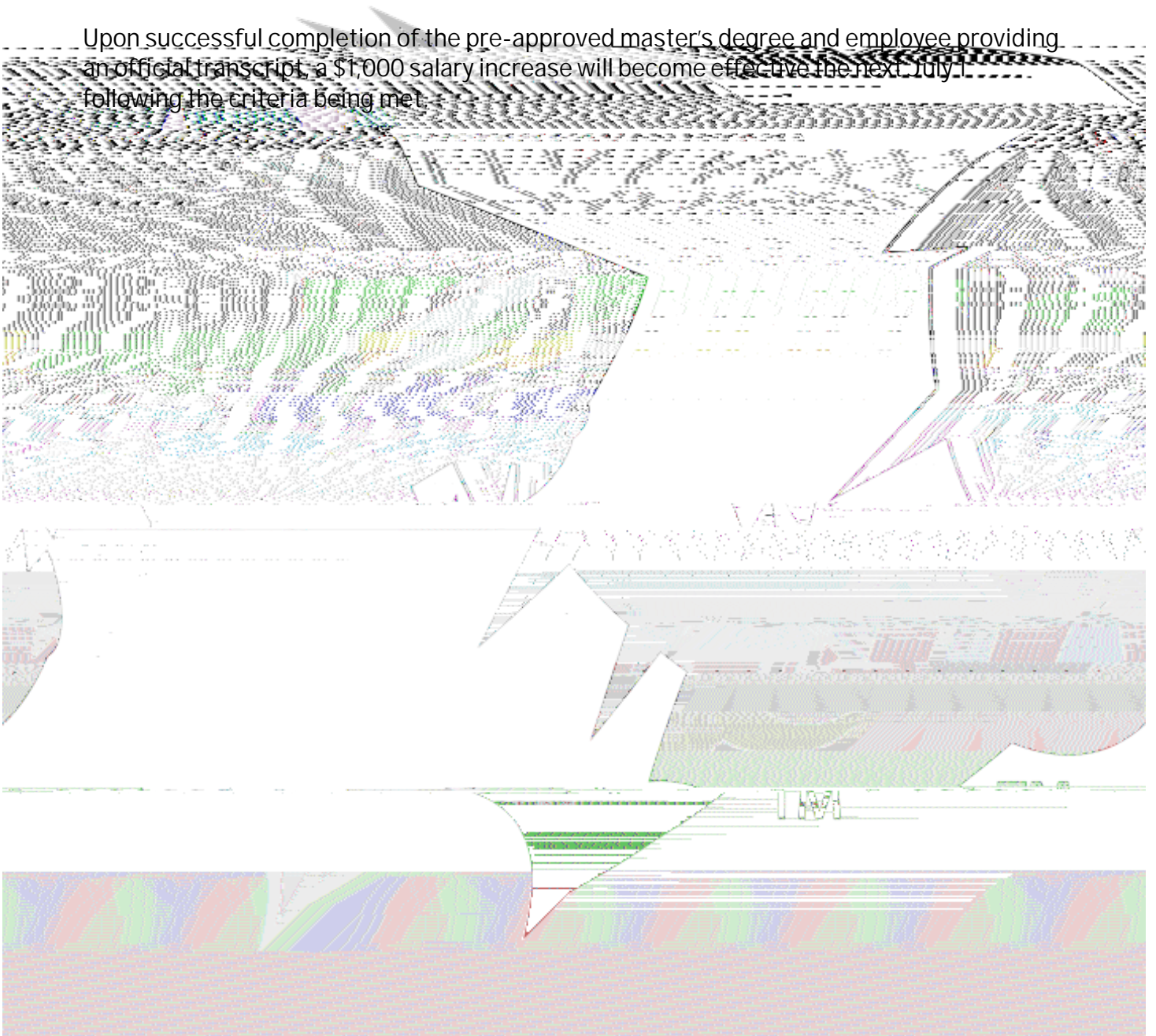
15-19 Students:	
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## Employee Degree Completion Compensation

Upon successful completion of the pre-approved associate's degree requirements and the employee providing an official transcript, a \$500 increase in salary will become effective the next July 1 following the criteria being met.

Upon successful completion of the pre-approved bachelor's degree and employee providing an official transcript, a \$1,000 salary increase will become effective the next July 1 following the criteria being met.

Upon successful completion of the pre-approved master's degree and employee providing an official transcript, a \$1,000 salary increase will become effective the next July 1 following the criteria being met.





## Employee Personnel File

The official personnel records of all employees of Fort Hays Tech Northwest will be kept by the college Office of Human Resources. It is the responsibility of the Office of Human Resources to assure the security and privacy of these records.

Upon appropriate request to the Office of Human Resources, an employee shall have access to his/her work-related personnel records dated, except for confidential records to which access is restricted.

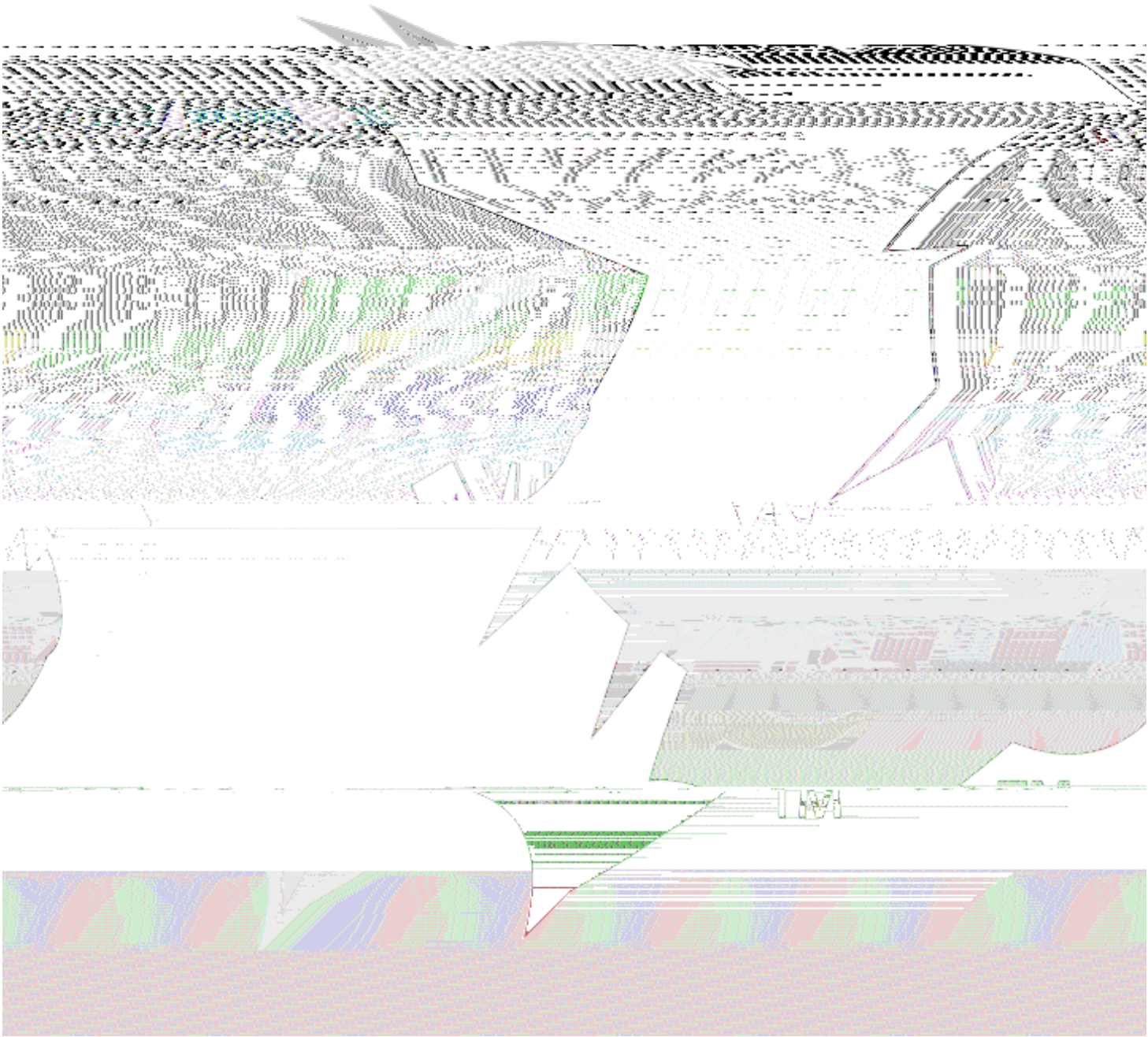
An



College provides on-campus counseling support as well as information about related services that are available in the local community. At the same time, Fort Hays Tech Northwest expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others. Implied in these expectations is the understanding that students are responsible fo



Possession and







termination of employment.

- 1- In cases involving the possession or consumption of alcohol by an underage student or the possession or consumption of illegal drugs, depending upon the nature of the circumstances, the College may elect to implement educational, administrative, medical, counseling, disciplinary action, or a combination of interventions. Disciplinary sanctions can include dismissal (i.e., expulsion) from the College, suspension from classes and other activities or privileges, termination of employment, or other penalties permitted by College policy. Employees and students may also be required to undergo an assessment and/or complete an appropriate course of education, counseling or rehabilitation.
- 3- In addition to this policy, student who live in College housing also are subject to housing policies regarding the possession, consumption, and being in the presence of alcohol and/or illegal substances.
- 4- Disciplinary sanctions become part of a student or employees permanent record.
- 5- In the case of student violations, the College may (in accordance with the Federal Educational Rights and Privacy Act - FERPA) choose to contact parents or legal guardians of students who have violated College policies on substance abuse.
- 6- Finally, students are urged to be mindful of the fact that they are subject to all federal, state and local laws related to the use, possession, and distribution of alcohol and other drugs - whether on or off the campus - and the College reserves the right to involve local law enforcement agencies as the situation warrants.
- 6- Employees alleged to be in violation of College policies may be subject to disciplinary action through the applicable Human Resources venue.

#### Tobacco-Free Campus Policy

Fort Hays Tech Northwest supports a tobacco and smoke-free learning and working environment. Use of tobacco and smoke products is prohibited in any college building or property. Although not encouraged, the use, and disposal of, tobacco and smoke products is permitted in an individual's automobile.

Tobacco and smoke products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or "E" cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.



- Enrollment – Current and previous year as of fall certification date.
- Job placement – 70% or greater, the last two years.





development plans prior to issuing the technical certificate from Fort Hays Tech Northwest.

- /- Enroll and receive transcript credit in technical courses in the semester of approval.

The above criteria will allow an instructor at Fort Hays Tech Northwest to obtain the college's technical certificate. The Area Advisory Board shall receive proof of all such criteria having been met, and then grant the technical certificate to each eligible Fort Hays Tech Northwest faculty member.

#### *Associate of Applied Science*

Upon an instructor receiving a Fort Hays Tech Northwest technical certificate the instructor will be eligible to receive an Associate of Applied Science degree from Fort Hays Tech Northwest if the following is met:

- 2- Completion of required college general education degree requirements and elective credit with a "C" grade or better.
  - Possess a high school diploma.
- /- File a plan for degree completion and make application for graduation with Fort Hays Tech Northwest administration.

The above criteria will allow an instructor at Fort Hays Tech Northwest to obtain the college's AAS degree. The Area Advisory Board shall receive proof of all criteria having been met for an individual to be eligible to be granted the Fort Hays Tech Northwest degree.

#### Faculty Credential Policy

Fort Hays Tech Northwest will employ qualified faculty members who have the formal education or

President of Fort Hays Tech Northwest. College personnel will not be given more than forty-five days of delay for payment of bills owed the college without special Presidential approval. If the college employee is unable to pay the bill in full, then a payment payroll deduction may be set up through the business office. All balances must be paid in full by June 30th of the billing year. Due to the size of some automotive related projects, employees must get written permission from the President of Fort Hays Tech Northwest to have a balance exceeg year. Due to the size of some automotive related projects,





General Expectations

Nonexempt Work Attendance Policy

All nonexempt employees (hourly staff) are required to use the time clock system to record their hours worked. Nonexempt employees are required to clock in and out for payroll and attendance purposes. Each nonexempt employee will be













for personal use under any circumstances without the authorization of the President of Fort Hays Tech Northwest.

- Observe all college regulations, seek professional growth, and participate in curriculum study and improvement.
- Are encouraged to join professional, trade organizations, and other affiliated organizations.
- 



Academic Advancement, on a Faculty Work Day will be considered dereliction of duty and will result in disciplinary action up to and/or including termination.

### Faculty Assessment of Student Performance

Instructors should remember that the technical certificate and degree issued by





- 2- The purchase order shall be used for presentation to the firm from which supplies and items for repair orders are desired. Instructors are asked to keep close control on the purchase orders. The purchase orders are received by signing each invoice after all purchases desired have been received. They will then need to be turned into the accounts receivable office as soon as you receive it.
- Tax will not be charged on any college purchases other than those related to housing. It will be the employee's responsibility to see that the proper price of all parts, supplies, etc. are recorded on the job or repair order ticket.
- /- It is the employee's responsibility to turn in all invoices (for college supplies, equipment, or repair order material) to the college Fiscal Control II office for processing at the end of each day, with proper notations thereon as to department and whether the invoice is for

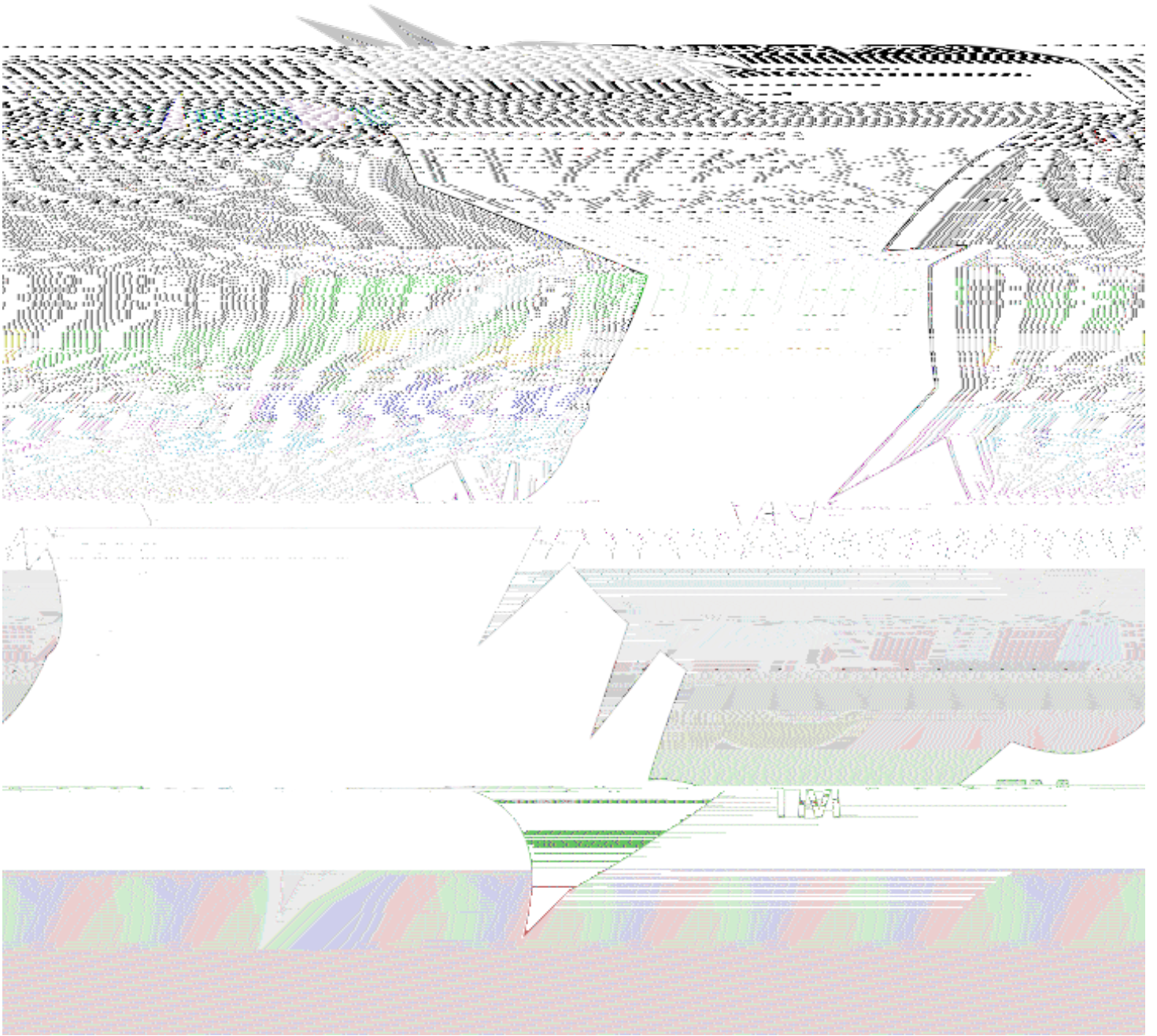




taken between instructional periods and not used to shorten the daily schedule. Please use the following guidelines:

Morning Breaks (not to







for continuous improvement and for verification of programs and institutional effectiveness. These guidelines outline the process for a systematic collection of data about a program of study in order to improve the program's effectiveness and evaluate its strengths and potentials.

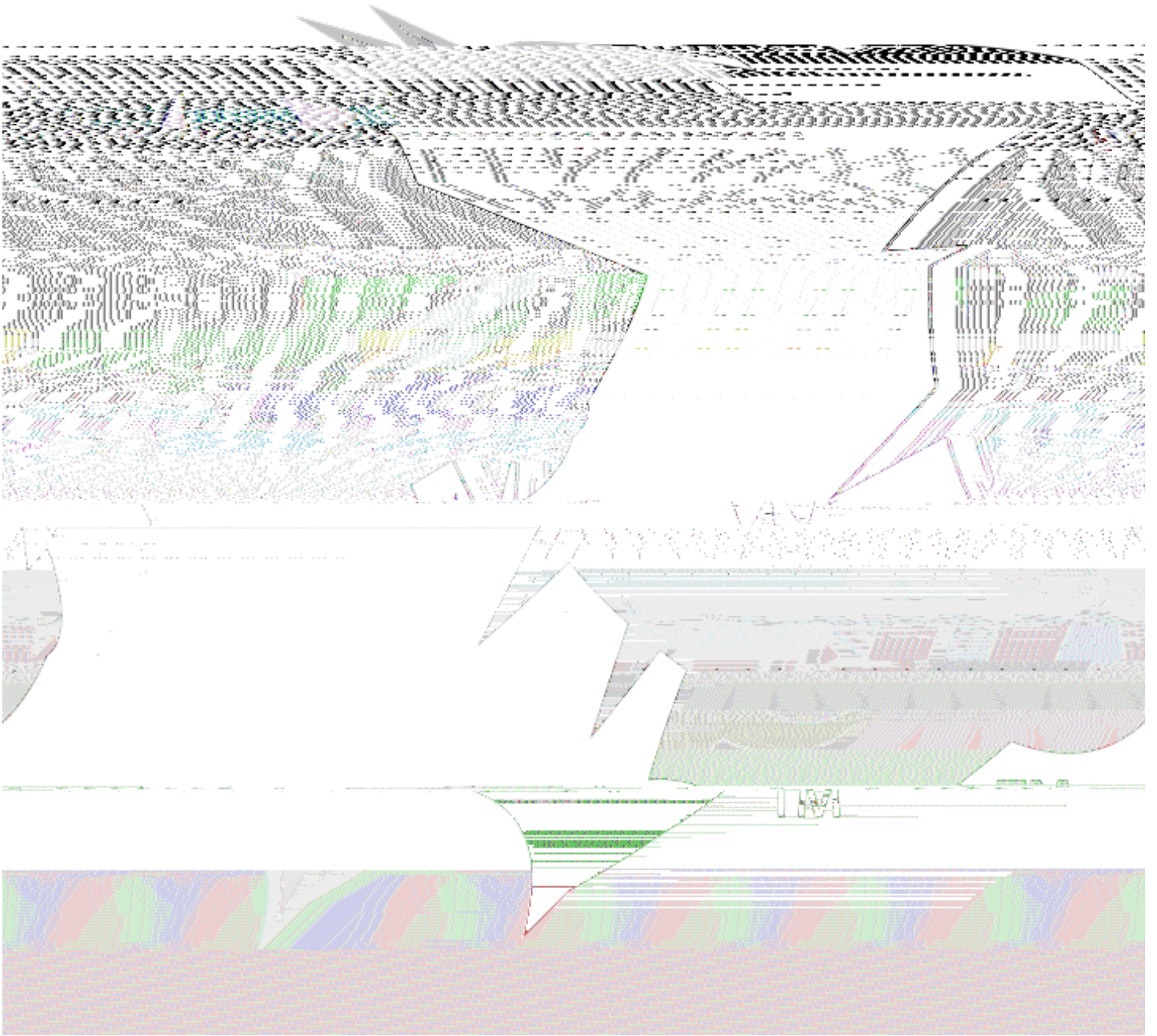






# Professional Development







### Minimum Evaluation Criteria

Evaluations and accompanying forms shall, at a minimum, evaluate employees on the following criteria per K.S.A. 72-2410. Evaluation forms and processes may include, but are not limited to, additional criteria pertinent to the culture and work undertaken as an employee of Fort Hays Tech Northwest.

Minimum



need improvement.

EIPs are used to establish expectations and address performance or behavioral concerns either in conjunction with an annual performance review or at any point when, in the supervisor's assessment, an employee needs clarification of his/her current job





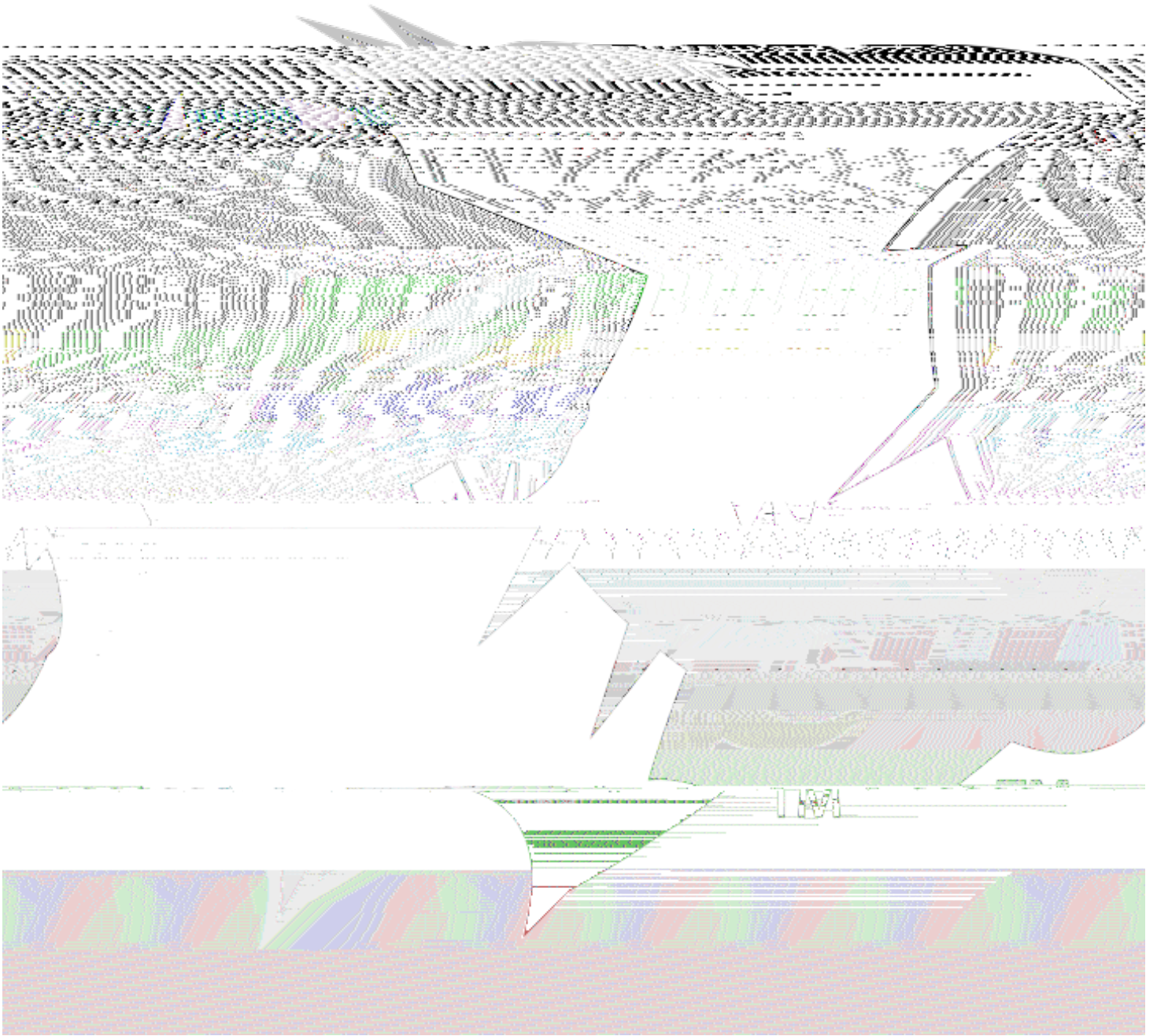
Appointments/Demotions

The President of Fort Hays Tech Northwest shall make recommendations for

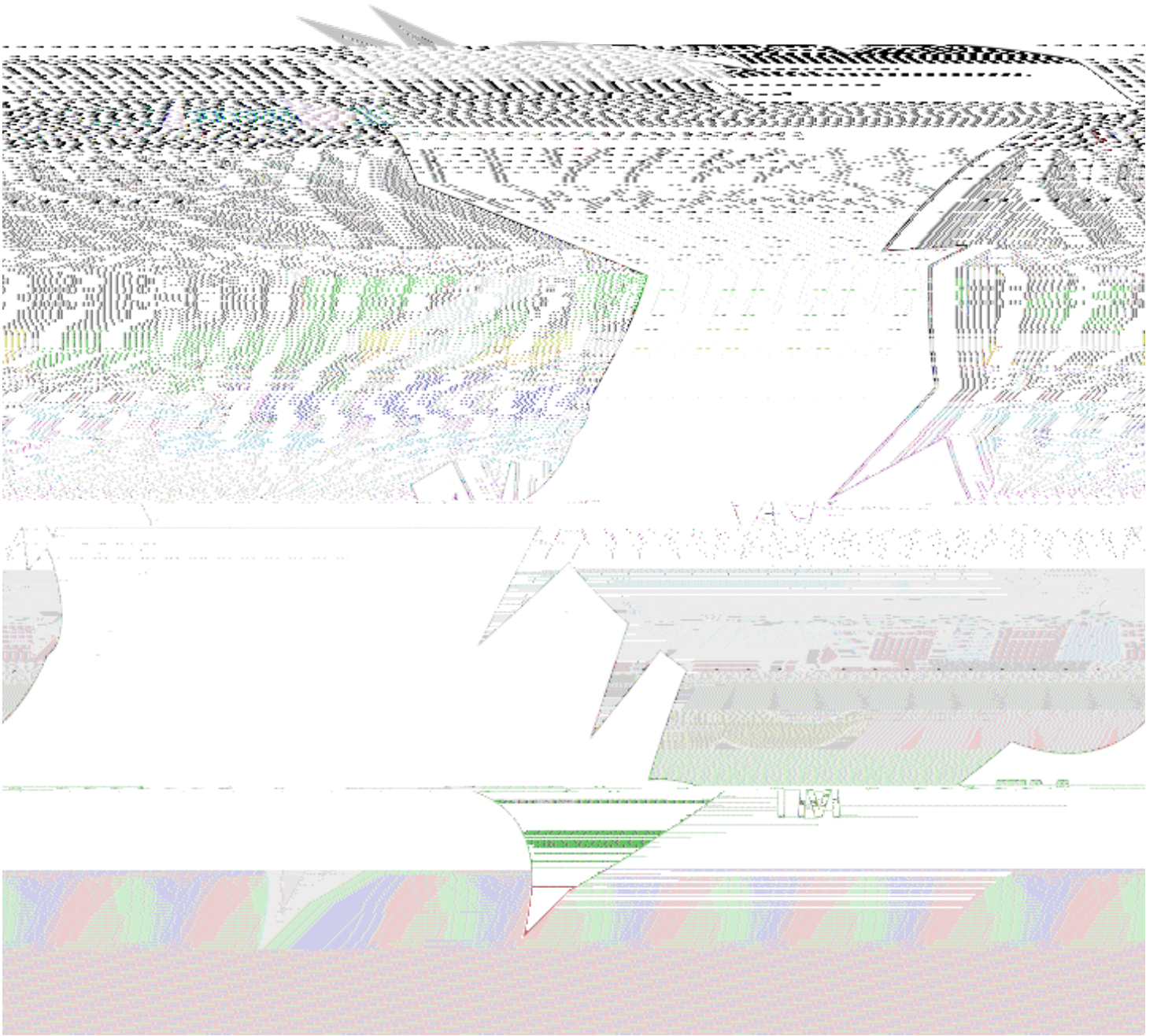




conviction for









## Jurisdiction; Timing; Criminal Proceedings

### *Jurisdiction*

The College will promptly respond under this Operating Procedure when it has actual knowledge of alleged prohibited conduct allegedly caused by an employee of the College;

- 2- If such employee is employed by the College at the time of the alleged prohibited conduct (including conduct that is alleged to have occurred during any leave or academic recess, provided that there is an expectation of continued employment at the College), and,  
Where the alleged prohibited conduct allegedly occurred in or impacts an education program or activity of the College

### *Timing and Availability of Procedures*

Individuals are encouraged to report alleged prohibited conduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged prohibited conduct may result in the loss of relevant evidence and witness testimony and may impair the College's ability to enforce this Operating Procedure

Employees and students who make reports or complaints of prohibited conduct, or

proceedings to process a complaint under this Operating Procedure. Nothing in this Operating Procedure is intended to limit the authority of Fort Hays Tech Northwest to take appropriate disciplinary action against any individual who violates College rules or policies.

### The Process: Initial Steps

*Intake Meeting with Complainant* Upon receipt of a report of any allegation of prohibited conduct, the Executive Vice President for Operations or a designee (each referred to individually as the "Officer") will first schedule an individual intake meeting with the Complainant in order to provide to the Complainant a general understanding of Employee Discrimination, Harassment, or Retaliation Policy and Operating Procedure, as well as the option and process to file a formal complaint; to identify supportive measures available to the Complainant including, but not limited to, counseling, altering s92mtn 00456 actual





Following the filing of a formal complaint, the Officer will appoint a trained individual to investigate the alleged prohibited conduct ("Investigator"). This Investigator will interview witnesses, summarize information learned from those involved, collect related documents and submit summary findings to the Officer that are likely to be helpful in determining whether dismissal of the complaint is appropriate (the "Investigation").

=-





## Grounds for Dismissal

At any time during the grievance process under this Operating Procedure, the following Dismissal provisions apply.

### =- Mandatory Dismissal

If at any time, the Officer determines that such alleged conduct, if proved, would be Sexual Harassment, as defined by the Sexual Harassment Policy, the Officer must dismiss the complaint under this Operating Procedure but shall transfer it to be processed under the Sexual Harassment Complaint Operating Procedure.



and/or Supervisor will neutrally facilitate communication with the parties (either separately or together, as appropriate) to reach a mutually agreeable resolution, which will be memorialized in an Informal Resolution agreement, and the complaint will be resolved. The Informal Resolution agreement will generally be reached within ninety (90) days from initiation of the Informal Resolution process. The Officer





if the investigation reveals that prohibited conduct has occurred, the Respondent will be subject to disciplinary action. In determining an appropriate disciplinary action, any record of past violations of College policies and procedures, as well as the nature and severity of such past violation(s) may be taken into consideration. The purpose of the discipline will be to: (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the Complainant and the College community. Any discipline imposed by the





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Sexual Harassment violates the dignity of individuals, impedes the realization of Fort Hays Tech Northwest's educational goals, is unlawful and will not be tolerated. Specifically, Sexual Harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Kansas Acts Against Discrimination and could lead to criminal prosecution.

### Reports

If you have any questions or concerns about Sexual Harassment, or if you wish to make a report of Sexual Harassment, students and employees are strongly encouraged to immediately contact the appropriate person(s) listed in the Sexual Harassment Complaint Operating Procedure. In an emergency, you may also contact the Goodland Police Department at (785) 896-4570, or if you are off campus, call 911 if immediate assistance is needed.

Fort Hays Tech Northwest







Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421-3481; fax: 202-453-6012; TDD: 800-877-8339; email: [OCR@ed.gov](mailto:OCR@ed.gov); or on the web at <http://www.ed.gov/ocr>).

Form of the Report. The initial report can be either written or verbal. Anyone with a mandatory duty to report shall promptly report directly to a Title IX Coordinator.





purposes, "retaliation" includes intimidation, threats, harassment and other adverse action threatened or taken against any such Complainant, Respondent, or third

party. Retaliation should be reported promptly to a Title IX Coordinator and may result in disciplinary action independent of the sanction imposed in response to the Sexual Harassment allegations.

#### " Effect of Criminal Proceedings

Because Sexual Harassment may constitute both a violation of College policy and criminal activity, the College encourages individuals to report alleged Sexual







- 2- Submissions. The parties may provide the Investigator with a list of witnesses they propose to be interviewed, a list of relevant documents to be obtained, and a description of any other information they believe to be relevant to the Investigation on or before a date set by the Investigator. In the absence of good cause, as determined by the Investigator's sole discretion, the parties may not introduce witnesses, documents or other information after the deadline set by the Investigator.
- Investigation. During the ongoing Investigation, each party may submit a written statement to the Investigator, with any documentation deemed relevant, or if the Investigator determines that unresolved issues exist that would be clarified by the submission of additional information, the Investigator may request such additional information be submitted. The Respondent and Complainant have the option not to provide a written statement; however, the exercise of this option will not preclude the Investigation from proceeding.
- Investigative Report. The Investigator shall summarize the factual findings in a report, typically within sixty (60) days from receipt of the complaint, unless additional time is needed in which case the parties will be notified of the extension.

The Investigator will provide evidence directly related to the allegations upon the conclusion of the Investigation and the final investigative report to the Title IX Coordinator, both parties and any advisors. Each party will have ten (10) days to provide a written response, if desired.

**§" Third Parties**

Third parties may assist each party in the Investigation process, however, third parties may not participate other than to support and confer privately with the individual the third party is intended to support, unless they are witnesses in the Investigation.

**V. Grounds for Dismissal**

At any time during the Investigation or Resolution Process, the following Dismissal provisions apply.

**!" Mandatory Dismissal**

Title IX requires the Title IX Coordinator to dismiss the complaint, if (1) even if proved, the alleged behavior would not constitute Sexual Harassment; (2) the alleged behavior did not occur in the College's education program or activity; or (3) the alleged behavior did not occur against a person in the United States.

#"

§ Dismissal Procedures

Upon dismissal, the Title IX Coordinator shall promptly send written notice of dismissal and the reasons





on behalf of the College.

- 3- Conversion to Formal Resolution. The Complainant or Respondent may, at any time prior to the conclusion of Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead.

#### #" Formal Resolution

Following the conclusion of the investigation, if not otherwise resolved or dismissed, the Title IX Coordinator shall appoint a Hearing Officer and schedule a live hearing on the matter, requiring the attendance of the Hearing Officer, Respondent, Complainant, the party's individual advisors, and witnesses. The Hearing Officer shall serve as the decision





evidence, any hearing transcript or recording, and any notice of dismissal or Final Outcome Letter before making an initial ruling regarding the original complaint, which shall be limited to the Grounds of Appeal described herein and issued within fourteen (14) business days of the date the appeal is submitted. If additional time is needed to complete this review, the Reviewing Officer shall notify the Complainant and the Respondent that the review has been delayed and indicate the reasons for the delay. The Reviewing Officer, if not the President of Fort Hays Tech Northwest, shall provide the initial ruling to the President of Fort Hays Tech Northwest with the Reviewing Officer's factual findings, and within thirty (30) days of the date of the appeal, the President of Fort Hays Tech Northwest will make a final ruling/determination whether the dismissal or Final Outcome is supported by the evidence and if additional action is necessary. Decisions by the President of Fort Hays Tech Northwest are final and not subject to appeal by either party.

**§ Effective Date of Sanction**

Sanctions imposed for Sexual Harassment are not effective until the resolution of any timely appeal of the decision.

**Miscellaneous**

**! College's Counsel**

Title IX Coordinators and designees may seek advice from the College's legal counsel throughout the process on questions of law and procedure. The College's legal counsel will not make factual determinations under this Operating Procedure.

**# Privacy**

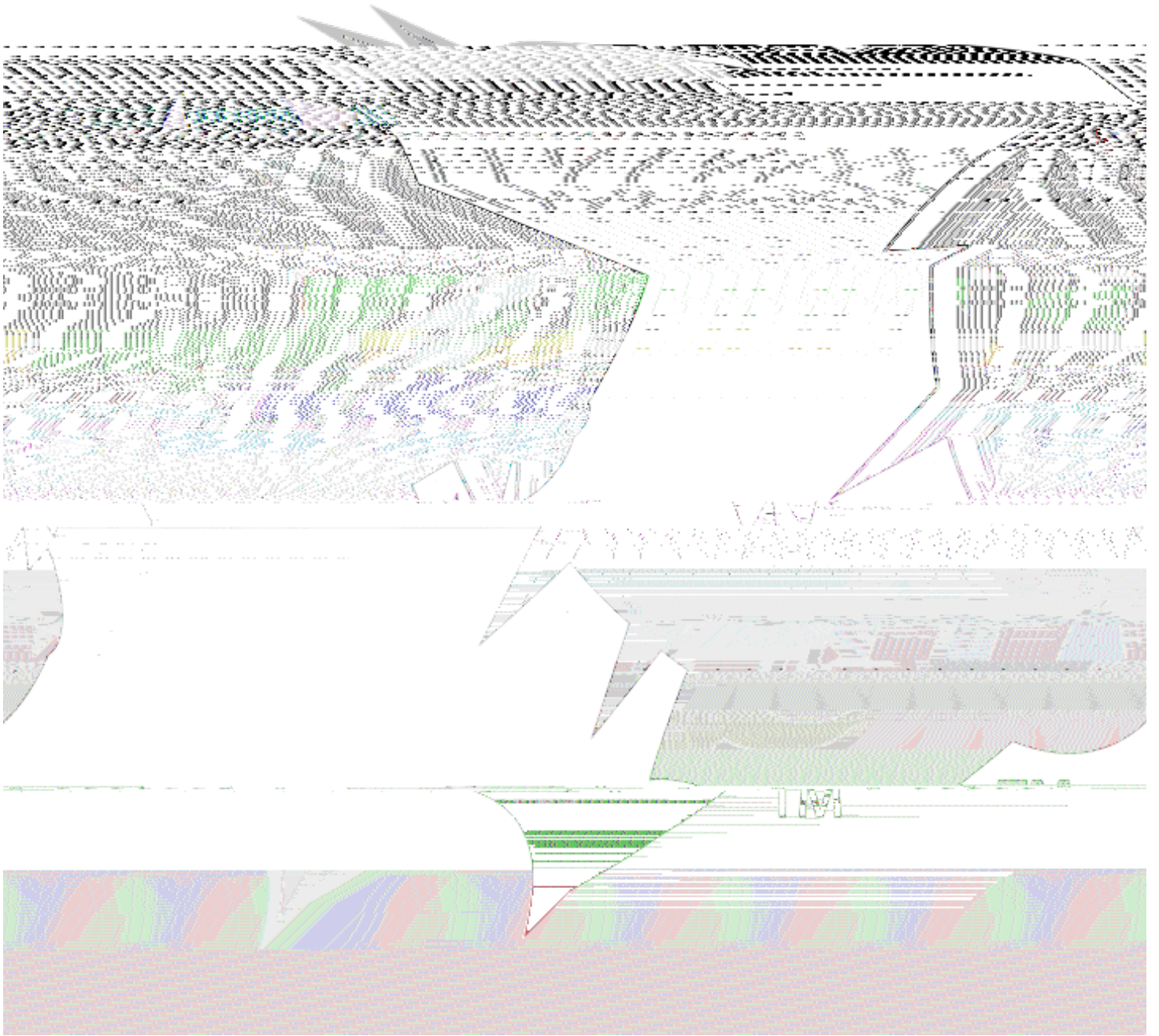
Participants in



personal hygiene, to respect the rights of others, and to make an effort at self-adjustment, which circumstances of their employment may require. At the same time, employees have every right to expect administration: to treat employees fairly, to be alert and receptive to ways to improve working conditions, to be available to discuss an employee complaint before it reaches the grievance stage, to make careful, accurate, and complete inquiry into the facts and circumstances as perceived by all parties involved, to act with reasonable speed on all matters within its authority, and to provide employees with assistance in filing a grievance. In this respect, it behooves the administration and employee to work for an equitable solution to a complaint before it becomes a grievance.

The following steps shall be taken consecutively in starting a grievance, and no step may be commenced unless the preceding step has been concluded. The time limits specified below are to insure prompt action and not as a defense against or for the grievance.







### Staff Meetings

Staff members shall attend regular staff meetings as scheduled by administration. In a standard semester, meetings are generally held on the first Friday of each month. Offices will be closed to business while the meeting commences.

### Faculty Meetings

Faculty members shall attend such meetings unless specifically excused by the Vice President of Student and Academic Advancement. Faculty meetings are generally held on the first Monday of each month during the regular college year, but are open to being moved based upon college activities. The Vice President of Student and Academic Advancement conducts the meetings with input from the administrative staff and faculty.

### Division Chair Council

A council comprised of the chairs of each academic division, Vice President of Student and Academic Advancement, Dean of Academic Advancement, and the President of Fort Hays Tech Northwest shall be comprised for the purposes of advancing academic programs at the college. Both administration and academic division chairs should utilize this forum to introduce new ideas, share concerns, improve communication with faculty, review and revise policies, and route program changes and improvements for approval.

### Meet



- Review program reviews
- ~~Oversee~~ ~~Oversee~~ course/program development and deletion
- Maintain course syllabi development and implementation in all programs
- Review annual departmental assessment reports and data
- 



# College Facilities and Equipment







!"#\$%&'()\*+,-./:0.

and regardless of whether such access/use occurs on campus.

Definitions:

"Communication Systems" include without limitation, Fort Hays Tech Northwest sponsored/provided: e- mail (i.e. student/employee email accounts, and other messaging tools and their associated systems), phone, internet, intranet and other internal and external employee and student portals.

"Technology" includes without limitation, Fort Hays Tech Northwest sponsored/provided: network use/access (whether wired/wireless and/or remote/on-campus), and all associated equipment, hardware, software, services and access to data.

Procedures:

Property of Fort Hays Tech Northwest

2. *Technology and Communication Systems and Fort Hays Tech Northwest Information:* Fort Hays Tech Northwest's technology and communication systems and all Fort Hays Tech Northwest related information accessed, created, input, stored, copied, sent, received or downloaded by users on or through the technology and communication systems; regardless of whether it is viewed/accessed/created on a personal, password-protected, web-based email account are owned and controlled by Fort Hays Tech Northwest, subject to any ownership and access/control rights users and third parties may have in the underlying information (i.e., Fort Hays Tech Northwest email accounts are monitored/accessible by Fort Hays Tech Northwest only in accordance with third party provider terms and conditions). Fort Hays Tech Northwest information includes, but is not limited to: all documentation, e-mails and e-mail attachments, postings on any Fort Hays Tech Northwest sponsored web-based forums and/or social media accounts, charts, student records, statistics and strategies, working papers, manuals, correspondence, notes, contracts, agreements and software which Fort Hays Tech Northwest and/or its employees use in its operations. Fort Hays Tech Northwest reserves the right, in its sole discretion, to determine whether an employee, student or other user is entitled to establish, access or maintain a particular Fort Hays Tech Northwest technology or communication system, such as an e-mail account.

*.- Equipment, Hardware and Software:*

Any equipment, hardware or software provided by the college shall remain the property of Fort Hays Tech Northwest

Northwest. The Information Technology Department in its sole discretion, can require a user to disconnect personal technology from the college network at any time.

Software installed on a college computer or other device must either be licensed to the college or to the user (with the license readily available to be produced for inspection should a software audit be necessary), except for software in the public





property of the college (subject to any ownership, access and control rights of Users and third parties), and therefore are subject to monitoring by the college. As set forth above, Users shall have no expectation of privacy in the Technology and Communication Systems, with respect to both college information and non-college information.

- Users must not attempt to gain access to another User's data or programs without appropriate authorization. Users should take reasonable steps to ensure sensitive information and files (such as personnel information, student data) are protected and should not disclose their passwords to anyone.
- Use of Technology and Communication Systems to transmit or store data must comply with privacy laws and guidelines such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach-Bliley (GLB) Act. Disclosure of sensitive and/or protected



custodial staff. The maintenance staff is a critical team within the operation of the college, and it is important that each member of the team work in close harmony with each other to see that all aspects of maintenance and custodial duties are performed properly.

Faculty are expected to maintain their facilities in good working order, free of debris, and in such a way as to not create additional strain on maintenance staff.

### Plan for Facility Maintenance

The custodial and maintenance staff at Fort Hays Tech Northwest is considered extremely important to the success, health, and safety of the college. All interior and exterior areas of the campus must be proactively maintained so that facilities and grounds are kept in safe and operational condition. All local, state, and federal OSHA laws are adhered to. College work-study and program students may assist the full-time maintenance and custodial staff.

The plan for maintenance and improvement of the Fort Hays Tech Northwest campus is to assure that the maintenance staff follows specific duties of responsibility. The plan is as follows:

#### Annually

- Paint interior walls of facilities as needed
- Complete maintenance check of all furnaces and air conditioning
- Insure that fire alarm







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disclosure.

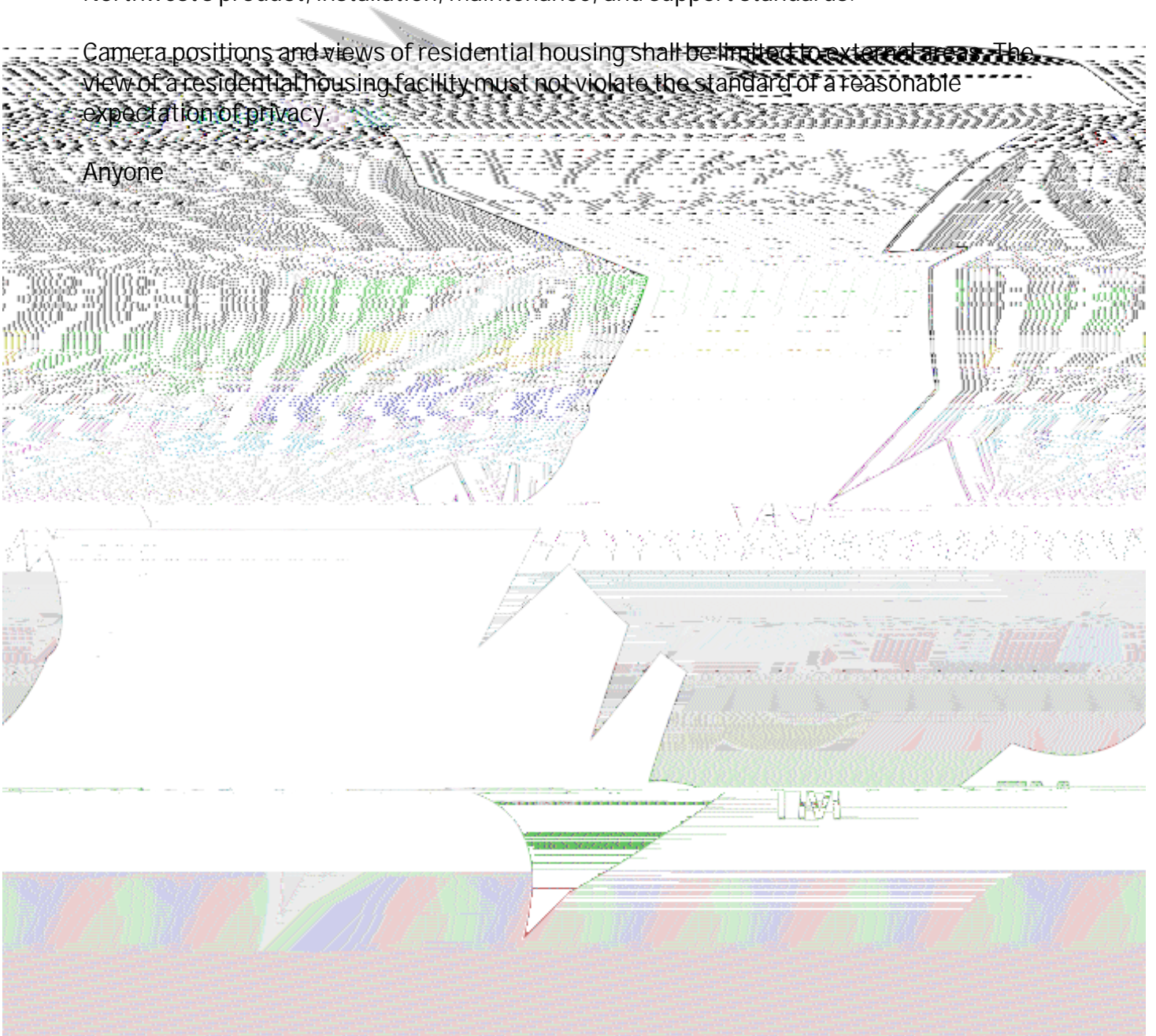
All camera installations are subject to federal and state laws.

### Installation and Placement of Cameras

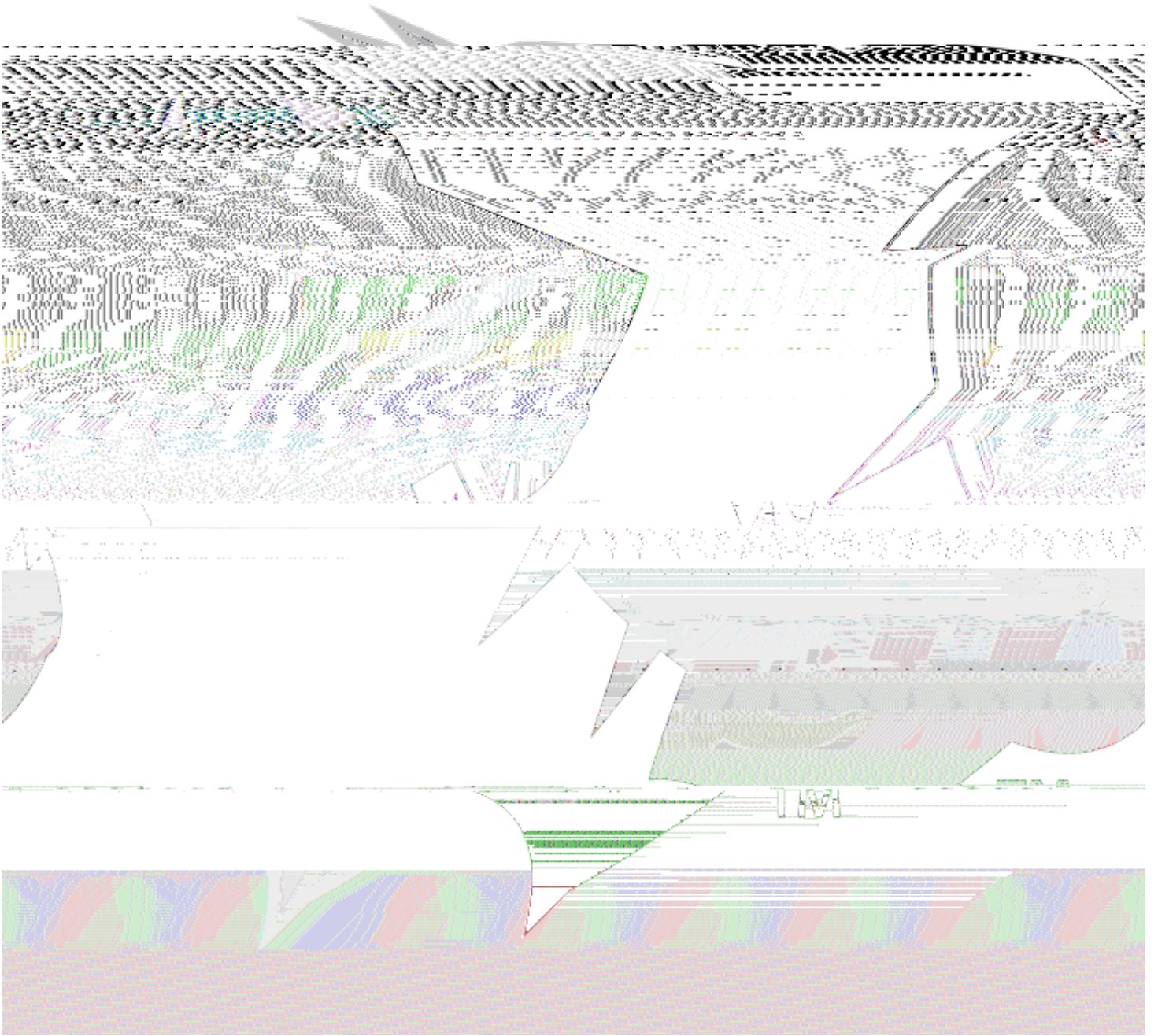
All security cameras must connect and remain connected to the Fort Hays Tech Northwest centralized surveillance system, in accordance with Fort Hays Tech Northwest's product, installation, maintenance, and support standards.

Camera positions and views of residential housing shall be limited to external areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Anyone









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## Training

All individuals that generate or handle hazardous waste must take hazardous waste management training and must receive on-the-job hazardous materials/waste training appropriate to their specific job duties that is provided









available to take role.

### Medical Emergencies/Injuries

- Call 911, or 9-911 with on-campus phones, for injuries or medical emergencies requiring immediate action.
- If a person is seriously injured, do not move him or her unless there is a life-threatening danger (i.e. falling debris, fire, an explosion, etc).
- Call the Vice President of Student and Academic Advancement or the Business Office to report the injury or medical emergency and to see if an ambulance is en route (when applicable).
- Remain with the victim until emergency crews arrive.

### Accidents

- A Fort Hays Tech Northwest accident report must be submitted to the Vice President of Operations within 24 hours of the accident, regardless of the severity of the injury.
- The term "accident" applies to any personal

### Injury: Crime/Criminal Activity

- Do not attempt to apprehend or interfere with the criminal except in a case of self-protection.
- If safe to do so, take time to get a good description of the criminal. For example: if the criminal is entering a vehicle, note the license number, make, model, color, and any outstanding characteristics.
- Call 911 or 9-911 when using on-campus phones
- Call the Vice President of Student and Academic Advancement or Business Office and advise them of the situation and remain where you are until contacted by an officer.
- In case of theft, property damage, or minor injuries, contact the Vice President of Student and Academic Advancement to submit a report.

### Civil Disturbances

- Notify the Vice President of Student and Academic Advancement
- College personnel should attempt to isolate those causing the trouble.
- Under the discretion of the Vice President of Student and Academic Advancement, police authorities may be contacted.

### Bomb Threat

If received in the form of a phone call: The person receiving the call should try to keep the caller on the line to obtain voice qualities, speech patterns, age, sex, and mental condition, and try to obtain the following information:

- 2- Ask the caller to repeat the message. For example, tell the caller you don't understand.
- "- Keep the caller engaged in conversation as long as possible.
- ;- Ask questions: Where is the bomb, when will it detonate, why did you place the bomb, what does it look like, what kind of bomb is it.





'- The violent offender may bang on the door and yell for help like a victim,



- ;- Evacuate to a safe area at least 500 feet away from the building. Assist disabled people in evacuation. Instructors will take roll of students.
- <- Do not return to the building until you are instructed to do so.
- \*- Call 911 or 9-911 when using on-campus phones

.- Low Hazmat Incident

- "- In a low or moderate risk Hazmat incident with an incidental spill of insignificant toxic, flammable, explosive, or reactive material, you will be asked to evacuate the building at the discretion of the instructor/supervisor.

Proper authorities will notify you when it is safe to return to the area

Internal Gas Leaks

- \*- Notify the Vice President of Student and Academic Advancement
- ;- Evacuate the building if necessary
- <- Notify maintenance personnel
- \*- The Vice President of Student and Academic Advancement and maintenance personnel will determine if the fire department should be notified.
- "- If necessary, the Vice President of Student and Academic Advancement and maintenance personnel will notify the proper college officials for a decision to cancel activities in a building or section of campus.

Evacuation

- The fire alarm or verbal notification will signal evacuation of the building.
- Walk; do not run to the nearest exit.
- Identify and assist those people who may need special assistance in evacuating the building. It is suggested that wheelchair occupants or people with mobility impairment should prepare for emergencies ahead of time by showing other classmates or instructors how to assist in case of emergency. During an emergency, people who need special assistance should move to the nearest exit and ask for assistance from others.
- Once outside the building, move away from the building to a distance of at least 500 feet to allow emergency crews to safely operate.
- Notify the Vice President of Student and Academic Advancement or emergency crews if you suspect that a person may still be in the building.
- Do not return to the evacuated building unless directed to do so by public safety personnel.



- Agencies
  - Police Department
  - Fire Department
  - Sherman County EMS
- Emergency Treatment
  - Business Office
  - Vice President of Student and Academic Advancement
  - Sherman County EMS
  - Fire Department
  - Police Department
- First-Aid Supplies
  - All Departments

### Shock

Shock - (A collapse of circulatory function, caused by severe injury, blood loss, or disease) can be deadly

Signs of shock are:

- 2- Skin is pale and cold to the touch.
- Skin may be moist and clammy.
- Victim is weak and may faint.
- 1- Pulse is rapid (more than 100 beats per minute) and faint.
- 3- Rate of breathing is



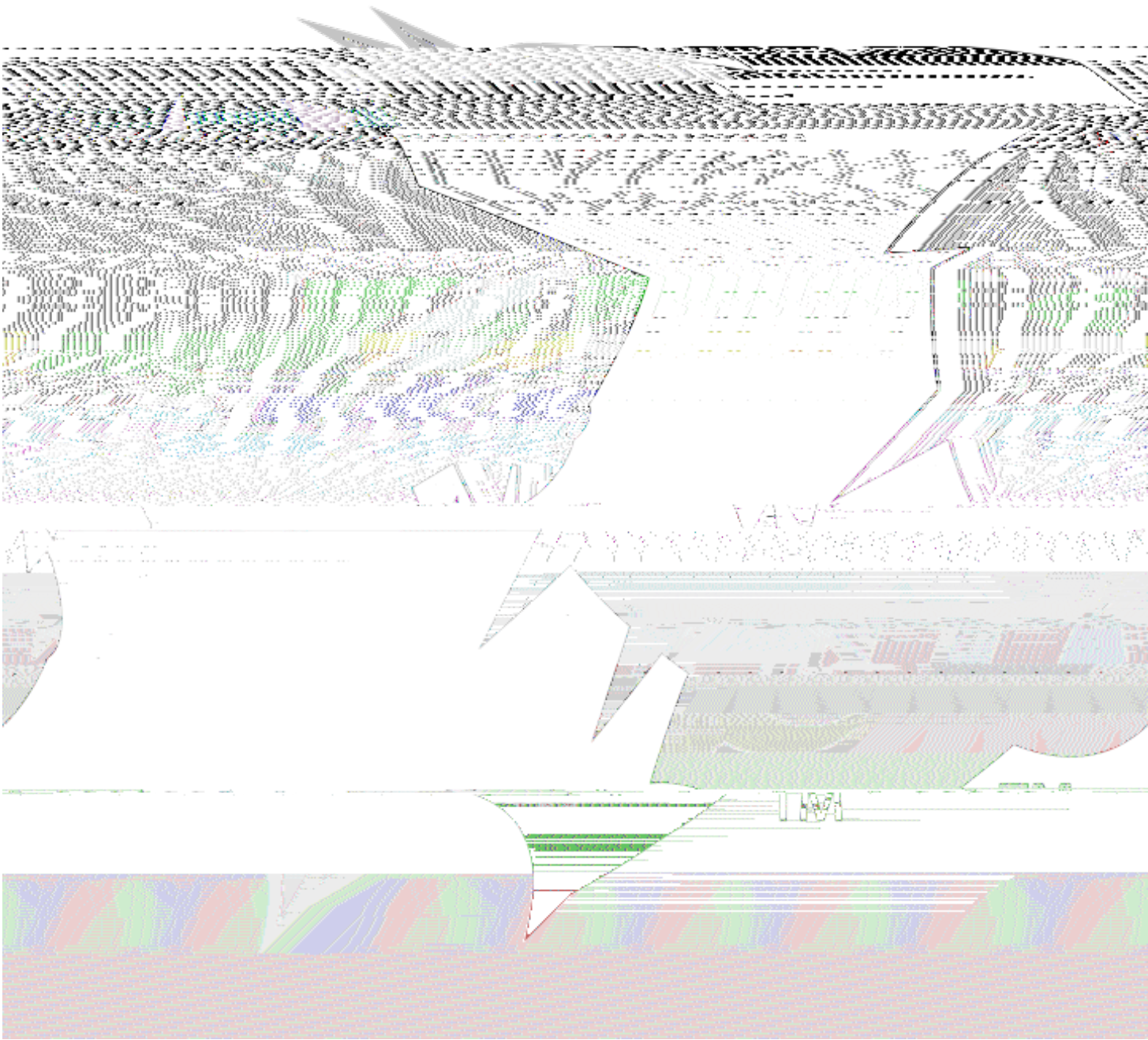
chemical burns to the eye. Seek professional help as soon as possible.

Burns

There are three types



The college policy will be that all students and instructors, as well as visitors, will wear an approved set of safety glasses while in the shops.





## College Identity Standards

It is critical for brand identity that employees are consistent in the utilization of brand standards. Employees are required to follow the brand standards outlined in the identity standards manual on the Employee Portal.

Every Fort Hays Tech Northwest publication distributed to an off-campus audience **MUST BE reviewed by the Director of Marketing** prior to printing. ~~Any concerns about the appropriate use of the logo should be directed to the Director of Marketing.~~

### Disclaimer

Information within this handbook was prepared as correctly and

