Policies & Procedures Manual
2016-2017

1200 S. Main St., McPherson, KS 67460

www.centralchristian.edu

620-241-0723
Central Christian College of Kansas has long had the premise that people are molded by a variety of factors: spiritual, intellectual, emotional, social and physical. These furnish the foundation for establishing life as it is to be lived with a Christian ethic and Christian ideals. This tradition, spanning more than one hundred years of teaching and working with young people, still stands firm and true.

This handbook has been compiled to help you as a teacher or a professional staff person realize the continued impact Central Christian College can have in the lives of young people who enroll. This handbook has two purposes:

1) to codify policies and procedures for understanding and easy reference,

2) to state College expectations clearly for evaluation.

**Mission Statement:** Christ-centered education for character

Revised May 2016
Purpose, Objectives, and Organization

Purposes and Objectives

The purposes and objectives of Central Christian College are outlined in the College catalog located at:

http://www.centralchristian.edu/academics/catalog/index.asp.

Board of Trustees

A listing of the Central Christian College Board of Trustees is located in the College catalog at http://www.centralchristian.edu/academics/catalog/index.asp.

The Board of Trustees meets four times a year—the second Monday in January (teleconference), all day fourth Friday of March in McPherson, second Monday in July (teleconference), all day second Friday of October in McPherson.

Administrative Organization

The updated organizational chart can be found on the network drive at http://www.centralchristian.edu/
General Policies and Procedures

Drug Free Workplace Statement

Central Christian College of Kansas provides the following information in compliance with the Drug-Free Schools and Communities Act of 1989, and in support of the College’s commitment to assist its students and employees in engaging in safe and healthy conduct, in keeping with the Fit Four Model and a Christ Centered Education for Character.

Central Christian College of Kansas, as a Free Methodist affiliated institution, adheres to the covenantal and constitutional guidelines as outlined in the Book of Discipline of the Free Methodist Church, USA. Employees of the College are expected to adhere to these policies and to abide by the lifestyle expectations articulated in the Book of Discipline. A copy of the discipline can be found in the Office of the President. All employees are required to affirm adherence to this policy as part of the employment process.

It is the policy of Central Christian College of Kansas that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the College (hereinafter referred to as "workplace"). Any officer or employee of the College, including faculty, other unclassified personnel, support staff, and student employees, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

Central Christian College prohibits the manufacture, possession, use, distribution, sale, or purchase of illicit drugs and alcohol by students and employees (regardless of age) on College property or as part of any College activities. Employees of the College are prohibited from serving or allowing students to manufacture, posses, use, distribute, sell, or purchase illicit drugs or alcohol, regardless of location.

As a condition of employment, all employees of Central Christian College of Kansas shall abide by the terms of this policy statement and will notify the College of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. Central Christian College of Kansas will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. A listing of controlled substances will be maintained in the office of the Chief Student Affairs Officer, The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. Any definition of a “legal substance” or “legal use” may be further clarified or sanctioned by the College, beyond terms used by Federal or State agencies, including abuse of substances that an individual is legally entitled to possess or use.

The Colleges reviews this policy on an annual basis to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Modifications in the policy are implemented based on this assessment. The last review occurred on June 02, 2015.

Drug Awareness Program

The Central Christian College of Kansas Drug Awareness Program includes but is not limited to the following:

1. Drug-Free Workplace Policy statement (above) - This policy is reviewed as part of the initial employment
process and remains available in the Policy and Procedures Manual. Student related policies are available in the Student Handbook.

2. Special programs - Educational programs on drug awareness and substance abuse will be presented on a periodic basis to inform employees of the dangers of drug abuse in the workplace and promote a drug-free work environment and workplace.

3. Counseling Services – The Student Development Office and Campus Ministries Office is a resource available to all employees for drug awareness and substance abuse counseling, information, and programs. Employees are encouraged to use this resource to assure a drug-free environment and workplace.

4. Reasonable Suspicion – The college reserves the right to require an employee to submit to an alcohol or drug test whenever it is reasonable to suspect a violation of the free drug and alcohol workplace policy. The appropriate Reasonable Suspicion form is on file in the office of the Chief Student Affairs Officer.

5. Penalties for policy violation - In accordance with College disciplinary policies and practices, when an employee is found in violation of this policy he or she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their expense, in a substance abuse or rehabilitation program before being allowed to return to work. Appropriate action will be taken within 30 days of notice to the College of a conviction or violation of the statement on drug-free workplace.

Possible Sanctions

Legal sanctions under federal, state, and local law for the unlawful possession or distribution of illicit drugs and alcohol are severe. Such sanctions include substantial fines, imprisonment, loss of driving privileges, and loss of federal financial aid.

Penalties for violations of drug and alcohol under federal law for unlawful possession of a controlled substance in violation of 21 U.S.C. §844(a), include:

- **First Conviction**: term of imprisonment of not more than 1 year, a minimum fine of $1,000, or both.
- **Second Conviction**: At least 15 days in prison but not more than 2 years, minimum fine of $2,500 but not more than $250,000 for an individual, or both.
- **After two convictions**: At least 90 days in prison but not more than 3 years, minimum fine of $5,000 but not more than $250,000 for an individual, or both.

For more information about maximum penalties for violation of the Federal Controlled Substances Act and Related Laws, see [http://www.fas.org/sgp/crs/misc/RL30722.pdf](http://www.fas.org/sgp/crs/misc/RL30722.pdf). Unlawful distribution of a controlled substance to an individual without that individual’s knowledge with the intent to commit a crime of violence, including rape is punishable by up to 20 years of imprisonment; a maximum fine of $250,000. 21 U.S.C. §841(b)(7).

Unlawful distribution of a controlled substance, possession with intent to distribute, or manufacturing a controlled substance in, on or within 1000 feet of a public college or university is punishable by not less than 1 year of imprisonment and twice the maximum penalty provided by law. For second convictions, the mandatory minimum term of imprisonment is 3 years and three times the maximum punishment provided by law. 21 U.S.C. §860.

Penalties for drug traffickers and possessors also include loss of federal benefits, including student loans and federal financial assistance, and civil penalties up to $10,000 for each violation. 21 U.S.C.§862 and 21 U.S.C. §844a(a).

**Drugs – State law penalties**

Under Kansas law, the penalties for the unlawful possession or distribution of drugs are based on the quantity of drug, type of drug, and criminal history of the defendant. See K.S.A. 2012 Supp. 21–5706. Maximum penalties range from fines of $100,000 to $500,000 and imprisonment from 10 months to 17 years.

**Alcohol – related penalties under State law**
It is illegal under Kansas law and local ordinances for persons under 21 years of age to possess, consume, obtain, purchase or attempt to obtain alcoholic liquor or cereal malt beverages. Maximum penalties include a fine up to $500 dollars (a mandatory minimum fine of $200 for persons 18 and 21 years of age); completion of 40 hours of public service; completion of a community-based alcohol and drug educational or training program with costs assessed to the offender; and mandatory suspension of driving privileges for 30 days for a first conviction; 90 days for a second conviction; and 1 year for a third or subsequent conviction.

Convictions for Driving Under the Influence (DUI) include a mandatory alcohol and drug evaluation and requirement to following any recommendation made as a result of that evaluation with costs assessed to the defendant, and additional penalties, including:

**First Conviction**

1. A fine of not less than $750 nor more than $1,000, and
2. Imprisonment of not less than 2 days nor more than 6 months.
3. Mandatory minimum 48 consecutive hours in imprisonment
4. Driving privileges suspended for 30 days, followed by a 180-day ignition interlock restriction

**Second Conviction**

1. A fine of not less than $1,250 nor more than $1,750
2. Imprisonment of not less than 90 days nor more than 1 year
3. Mandatory minimum 120 hours imprisonment
4. Driving privileges suspended for one year, followed by a 1 year ignition interlock restriction

**Third Conviction**

1. A fine of not less than $1,750 nor more than $2,500
2. Imprisonment of not less than 90 days nor more than 1 year
3. Mandatory minimum 90 days imprisonment
4. Driving privileges suspended for 1 year, followed by a 2 year ignition interlock restriction

**Fourth Conviction**

1. A fine of not less than $2,500
2. Imprisonment of not less than 90 days nor more than 1 year
3. Mandatory minimum 90 days of imprisonment
4. Driving privileges suspended for 1 year, followed by a 3 year ignition interlock restriction (For a fifth conviction, driving privileges are suspended for 1 year, followed by a 10 year ignition interlock restriction)

Refusal to take a preliminary breath test is a traffic infraction usually resulting in a fine. Refusal to take the breath, blood or urine test offered at the police station for a first offense will result in suspension of driving privileges for one year, and two years required use of an ignition interlock device.

Local city ordinances for drug and alcohol offenses impose sanctions similar in severity to state law.

**College Sanctions**

Employees of the college who violate the terms of this policy will be reported to the appropriate officials and will be subject to the following possible sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination of employment.

Before the imposition of sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts. Nothing in this policy is intended to diminish the right of the College to take any other disciplinary action which is provided for in College Policies.

If an employee is to participate in a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

**Health Risks**

The consumption of alcohol poses several health risks including impaired judgment, impaired coordination, and impaired attention which may lead to difficulty in safely navigating one’s environment or difficulty in safely operating a motor vehicle. Consuming alcohol may alter a person’s ability to learn or retain information, or negatively impact academic, occupational, or social functioning. At low doses, alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as alcohol dependence. Alcohol dependence is marked by increased physiological tolerance of alcohol’s effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include autonomic hyperactivity such as anxiety, sweating, and tachycardia; tremors, nausea, vomiting, hallucinations, psychomotor agitation, seizures, and death.

Long-term use of alcohol can cause permanent damage to vital organs, particularly to the brain and the liver.

Illicit drug use poses multiple health risks that can negatively impact academic, occupational, and social functioning. For information on specific adverse effects of a particular drug, please refer to the United States Drug Enforcement Administration list of illicit drugs and associated risks at [http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf)

**Drug or alcohol Counseling and related programs available to employees:**

Drug and alcohol counseling, treatment, and related programs are available through the Student Development Office and through the local McPherson community. For more information about substance abuse assessment screening and counseling contact the Student Development Office or one of the following resources:

- Central Kansas Foundation (620-241-5550) Hotline: 785-825-6224
- Prairie View (620-245-5000)

**Notice of Nondiscrimination**

Central Christian College complies with Titles VI (concerning discrimination on grounds of race, color or national origin) and VII (concerning employment discrimination on grounds of race, color, religion, gender, or national origin) of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, with all other applicable statues prohibiting discrimination, and with all the related regulations.

Central Christian College, in compliance with these acts, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in, its programs and activities, and discriminates upon the basis of religion only to the extent permitted by law.
Inquiries related to Title IX (Non-Discrimination on the basis of sex in education programs or activities that receive federal financial assistance), may be referred to the Business Manager, 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 307).

Inquiries related to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, or any other alleged discrimination not involving Title IX, may be referred to the Provost, 1200 S. Main, PO Box 1403, McPherson, KS 67460, (phone: 620-241-0723, ext. 345).

Although certain of its facilities are not fully physically accessible to handicapped or disabled persons, Central Christian College will take such means as are necessary to ensure that Central Christian College fully complies with all applicable laws and regulations concerning handicapped or disabled persons. The accessibility standard required by Federal law for "existing facilities" is that the recipient's program or activity, when viewed in its entirety, must be readily accessible to handicapped persons. Central Christian College may meet this standard through such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central Christian College is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

**Nondiscrimination Policy in Employment**

It is the College’s policy to afford equal employment opportunity without regard to an individual's race, color, gender, national origin, handicap, medical condition, or age in hiring, retention, termination, promotion, wages and benefits, privileges, working conditions, and in the application of any policy, practice, rule, or regulation. Functioning as an integral part of the Church, we can and do discriminate on the basis of religion in hiring and retention, but only to the extent permitted by applicable law.

Central Christian College of Kansas, as a Free Methodist institution, adheres to the covenantal and constitutional guidelines, delineated in the Book of Discipline of the Free Methodist Church, USA., consistent with the history, theology, mission and character of the Free Methodist Church. Employees of Central Christian College of Kansas are expected to adhere to these policies and to abide by the lifestyle expectations associated with the Book of Discipline as guidelines for Christian living. These guidelines are taken into consideration during the hiring process.

A copy of the discipline is available through the Office of the President or by contact the Free Methodist Church of north America: [http://fmcusa.org/bookofdiscipline/](http://fmcusa.org/bookofdiscipline/).

**SEXUAL HARASSMENT/VERBAL ABUSE/ABUSIVE OR HOSTILE ENVIRONMENT**

In accordance with Title IX, Central Christian College affirms that its students, Faculty, Staff, and Administrators and Applicants for employment have the right to be free from sexual harassment by any member of the College community. In order to emphasize respect for the dignity of persons, Central Christian College will not tolerate sexual harassment, or the existence of a verbally abusive or hostile environment.

Sexual harassment is defined as attempted sexual coercion, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or verbal conduct of a sexual nature. Therefore, any words or behavior that produces an atmosphere of intimidation or hostility or is verbally abusive, is viewed as harassment. This also includes sexual harassment by use of e-mail.

Central Christian College is prepared to handle sexual harassment complaints in strict confidence. Any individual who believes he or she has been sexually harassed may submit a written and signed complaint to the Sexual Harassment Officer, who at the present time is Chris Smith, Chief Student Affairs Officer. When a formal complaint is filed, the Sexual Harassment Officer will thoroughly investigate the matter in confidence. If the incident involves Faculty or Staff, Chris Smith, Chief Student Affairs Officer, will advise. After reviewing all the facts, it will be decided whether there is a preponderance of the evidence to believe that sexual harassment is more likely than not to have occurred.
If the incident involves students only, the case will then be taken to the Disciplinary Affairs Committee. If the incident involves Faculty or Staff, the case will then be taken to the President’s Cabinet.

Disciplinary action, including expulsion or employment termination, may be taken against any student, Faculty or Staff member, or administrator who is found guilty of sexual harassment.

**SEXUAL MISCONDUCT**

Sexual misconduct is a much broader category of behavior than the traditional concept of rape or date rape. It is when one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person’s consent.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person’s power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him/her incapable of understanding the nature of the contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct.

Stalking may also be considered sexual misconduct as unwanted and obsessive attention which relates to harassment and intimidation and is a criminal offense.

Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct incidents should be reported as soon as possible to the Student Development Office, a residence life staff member, or a member of the Student Development Office such as the Chief Student Affairs Officer or Director of Residence Life. The Student Development Office can provide referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, College officials (other than representatives of Counseling Services) are required to report sexual misconduct incidents to the Student Development Office for possible investigation and student conduct response. Regardless of if the assailant is a student(s) or an employee of the college, a student conduct complaint will be filed with the Student Development Office. This does not preclude the student’s right to seek criminal prosecution.

The Student Development Office advises, but does not require, all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the office of Student Development and the McPherson Police Department stand ready to assist all members of the community in that regard. Whenever reasonable, the College will respect a student’s right to report an alleged sexual assault confidentially. All reported incidents become part of the campus crime report statistics.

Both the accused and the accuser have the right to a swift and thorough process; however, the timeliness of such a process is predicated on a number of factors. Typically the matter should be concluded within 7-10 business days from the time that the collection of information has been completed. The accused and the accuser will be informed of the College’s final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused in writing. If the College’s evidentiary findings conclude that it is more likely than not that sexual misconduct has occurred, sanctions will be imposed for the accused, and restorative measures will be implemented for the accuser.

Central Christian College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault, if requested and reasonably available. To request assistance in changing your academic or living situations contact the Student Development Office.

The College is committed to the prevention of sexual misconduct. Residence Life and the Student Development Office present sexual assault awareness and prevention programs during the year.

**Whistle Blower Policy**
Central Christian College is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and the College’s commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistle-blowing. This whistle-blowing policy is intended to cover protections for the employee if he/she raises concerns regarding fellow employees, vendors, board members or others associated with Central Christian, such as concerns regarding:

1. Incorrect financial reporting  
2. Unlawful activity  
3. Activities that are not in line with institutional policy, or  
4. Activities, which otherwise amount to serious improper conduct

**Safeguards**

1. **Retaliation** – Retaliation, of any type, for reporting concerns under this policy will not be tolerated.  
2. **Confidentiality** – Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality.  
3. **Anonymous Allegations** – This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:  
   a. The seriousness of the issue raised  
   b. The credibility of the concern, and  
   c. The likelihood of confirming the allegation from attributable sources  
4. **Bad Faith Allegations** – Allegations made in bad faith may result in disciplinary action.

**Step 1 – Process for Raising a Concern**

Concerns should first be addressed with your immediate supervisor or administration. If an employee does not believe that serious or sensitive concerns can be raised through the normal channels, has been unable to receive a satisfactory response, or if the concern involves someone within the reporting chain, such concerns, including those relating to financial reporting, unethical or illegal conduct, may be reported, in writing, directly to the President. The President will research the allegation and take appropriate action. Those actions vary from simply referring problem to appropriate supervisor all the way to taking legal action against a person for conduct.

If an employee feels the alleged conduct concerns the President or a Cabinet member the employee can make his/her concerns known to the Chairman of the Board of Trustees. The Chairman of the Board or his/her designate will review the allegation and take appropriate action. If the allegation is about a cabinet member, the Chairman or his/her designate will refer the information to the President to research and take appropriate action. If the alleged conduct concerns the President, the Chairman or his/her designate will research and take appropriate action.

Routine, employment-related concerns should continue to be reported, in writing, through your normal chain of command channels such as your supervisor and/or to the President.

Timing – The earlier a concern is expressed, the easier it is to take action.

Evidence – Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith and provide all reasonably available information.

**Step 2 – How the Report of Concern will be Handled**

The action taken by the College in response to a report of concern under this policy will depend on the nature of the concern. The Audit Committee of the College’s Board of Trustees shall receive information on each report of concern
and follow-up information on actions taken.

1. Initial Inquiries – Initial inquiries will be made to determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved without the need for investigation.

2. Further Information – The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern. The person initiating the inquiry may or may not be informed of the outcome depending on the circumstances.

**Nepotism**

Relatives at Central Christian College shall not be employed in a direct supervisory-subordinate relationship.

For the purposes of this policy, “relatives” is defined as the employee’s spouse, or close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, second cousin, any in-law relative, and persons married to them.

Exceptions to this policy will be made only upon approval by the President’s Cabinet.

Grandfather clause: Any employment arrangement in effect on July 1, 2005, which involves related persons, is not affected by this policy.

**Family Educational Right to Privacy Act**

Faculty and staff must be aware and follow the federal law known as the Family Education Right to Privacy Act of 1974 (FERPA or the “Act”) gives students and former students the right to inspect, review and copy education records related to them. No one outside the institution shall have access to, nor will the institution disclose, any information from students’ education records without the written consent of the student, except to personnel within the institution with a need to know, to officials of other institutions in which students seek to enroll, to appropriate parties in connection with financial aid to a student, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons. A record of student release of information is located in the Academic Office. All of these exceptions are provided for under the Act. Only those members of the College community, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the office of the Registrar, Business Office, Financial Aid, Office of Admissions, Chief Student Affairs Officer, and academic personnel within the limitations of their need to know. The College will give all notices that may be required under the Act.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and, with respect to members of athletic teams, weight and height.

Students may have directory information non-disclosed by notifying the Office of the Registrar in writing within two weeks after the first day of class for the fall term. A request for such non-disclosure will be honored by the institution for only one academic year; therefore, to be effective, instructions to withhold directory information must be filed annually in the office of the registrar.

Students may not inspect and review the following as outlined by the Act: financial aid information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors, if they have waived their rights of inspection and review of such information; or education records containing
information about more than one student, provided, however, that in such case the institution will permit access to that part of the record which pertains to the inquiring student, but no other parts. Central Christian College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Upon request, a record that is required by the Act to be made available will be made available within a reasonable time, and in no event later than 45 days after the request. The student should direct the request to the custodian of the record in question. Copies of the record will be made available to the student at the student’s expense (usually limited to the cost of copies). A student may also request explanations and interpretations of the records from the official in charge. If the student believes that a particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the College will afford an opportunity for a hearing to challenge the content of the record. Prior to any formal hearing, the official in charge of the record is authorized to attempt, through informal meetings and discussions with the student, to settle the dispute. If the student is not satisfied, he or she may request a hearing. The student will have an opportunity at the hearing to present any relevant evidence. Without regard to whether the student requests a hearing or to the outcome of the hearing, the student shall have the right to place with the contested record a statement commenting on the record.

All personal information about a student released to a third party will be transferred on condition that no one else shall have access to it without the student's consent.

The Office of the Registrar can identify the kinds of education records maintained on students at Central Christian College.

Public Notice Designating Directory Information

Central Christian College hereby designates the following categories of student information as public or "Directory Information." Subject to the qualifications and exceptions set forth below, such information may be disclosed by the institution for any purpose, at its discretion.

Category I       Name, address, telephone number, dates of attendance, class.

Category II      Previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category III     Past and present participation in officially recognized sports and activities, height and weight of athletes, date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, the student must see that written notification is received prior to September 15 in the office of the registrar at Central Christian College, McPherson, Kansas. Forms requesting the withholding of "Directory Information" are available in the registrar's office.

Failure to specifically request the withholding of categories of "Directory Information" constitutes individual approval for disclosure. If students direct the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused (subject to applicable time limits on non-disclosure directions).

The institution will honor requests to withhold any of the categories listed, but, if it receives a request for such information, cannot assume responsibility to contact student for subsequent permission to release it. The institution assumes no liability for the consequences of honoring instructions to withhold information. The College also shall not be required to begin disclosing information after any applicable non-disclosure time limit expires, unless student delivers to the institution a written request to begin making such disclosures.
Red Flags Policy (Identity Theft Prevention Program)

Central Christian College developed this Identity Theft Prevention Program (Program) pursuant to the Federal Trade Commission’s (FTC) Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of the College’s Board of Trustees. After consideration of the size and complexity of the College’s operations and account systems, and the nature and scope of the College’s activities, the College determined that this Program was appropriate for the College.

Red Flags Rule - Definitions Used in this Program:

- “Identity Theft” is a “fraud committed or attempted using the identifying information of another person without authority.”
- A “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of Identity Theft.”
- A “Covered Account” includes all student accounts or loans that are administered by the College.
- “Program Administrator” is the individual designated with primary responsibility for oversight of the program. See number 6 below.
- “Identifying Information” is “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person,” including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, or routing code.

Under the Red Flags Rule, the College is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

- Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.
- Detect Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft.
- Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

1. Notifications and Warnings from Credit Reporting Agencies Red Flags
   b. Notice or report from a credit agency of a credit freeze on an applicant.
   c. Notice or report from a credit agency of an active duty alert for an applicant.
   d. Receipt of a notice of address discrepancy in response to a credit report request.
   e. Indication from a credit report of activity that is inconsistent with an applicant’s usual pattern or activity.

2. Suspicious Documents – Red Flags
   a. Identification document or card that appears to be forged, altered or inauthentic.
   b. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document.
   c. Other document with information that is not consistent with existing student information.
   d. Application for service that appears to have been altered or forged.

3. Suspicious Personal Identifying Information – Red Flags
   a. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
b. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).

c. Identifying information present that is the same as information shown on other applications that were found to be fraudulent.

d. Identifying information presented that is consistent with fraudulent activity such as an invalid phone number or fictitious billing address.

e. Social security number presented that is the same as one given by another student.

f. An address or phone number presented that is the same as that of another person.

g. A person fails to provide complete personal identifying information on an application when reminded to do so.

h. A person’s identifying information is not consistent with the information that is on file for the student.

4. Suspicious Covered Account Activity or Unusual Use of Account – Red Flags

   a. Change of address for an account followed by a request to change the student’s name.

   b. Payments stop on an otherwise consistently up-to-date account.

   c. Account used in a way that is not consistent with prior use.

   d. Mail sent to the student is repeatedly returned as undeliverable.

   e. Notice to the College that a student is not receiving mail sent by the College.

   f. Notice to the College that an account has unauthorized activity.

   g. Unauthorized access to or use of student account information.

5. Alerts from Others – Red Flags

   • Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

Detecting Red Flags

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, academic records, home address or other identification.
- Verify the student’s identity at time of issuance of student identification card (review of driver’s license or other government-issued photoidentification).

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account.

- Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
- Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
- Verify changes in banking information given for billing and payment purposes.

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

- Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency.
- In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address
for the applicant that the College has reasonably confirmed is accurate.

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- Continue to monitor a Covered Account for evidence of Identity Theft.
- Contact the student or applicant (for which a credit report was run).
- Change any passwords or other security devices that permit access to Covered Accounts.
- Not open a new Covered Account.
- Provide the student with a new student identification number.
- Notify the Program Administrator for determination of the appropriate steps(s) to take.
- Notify law enforcement.
- File or assist in filing a Suspicious Activities Report (“SAR”).
- Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information – In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

- Ensure that its Website is secure or provide clear notice that the Website is not secure.
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
- Ensure that office computers with access to Covered Account information are password protected.
- Avoid use of social security numbers.
- Ensure computer virus protection is up-to-date.
- Require and keep only the kinds of student information that are necessary for College purposes.

**Program Administration**

Responsibility for developing, implementing and updating this Program lies with the Chief Operations Officer. Division Directors will act as an ad hoc committee. The Ops Officer will be responsible for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to effectively implement the Program. College employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the College’s failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, College staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management’s response, and recommendations for changes to the Program.

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:

- Require, by contract, that service providers have such policies and procedures in place.
- Require, by contract, that service providers review the College’s Program and report any Red Flags to the Program Administrator or the College employee with primary oversight of the service provider relationship.
Non-disclosure of Specific Practices – For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered “confidential” and should not be shared with other employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

The Committee will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Committee will consider the College’s experiences with Identity Theft situations, changes in the methods, changes in Identity Theft detection and prevention methods, and changes in the College’s business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

Code of Responsibility for Security and Confidentiality

It is the policy of Central Christian College to insure the security and confidentiality of information used in our college operations and to comply with all applicable laws and regulations providing for such security. Security and confidentiality are matters of concern for all faculty, staff, and students within the college who have access to our computer data systems or physical facilities.

All records created by employees as a part of their work are the property of the College. All persons working in the college offices who have access to constituent information hold a position of trust relative to this information, and they must recognize the responsibility to preserve the security and confidentiality of this information. Therefore, any person with access to any constituent information through the facilities of the college:

- Will not make or permit improper or unauthorized use of any information.
- Will not seek personal benefit, or permit others to benefit personally, by any confidential information.
- Will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with college policies.
- Will not knowingly include, or cause to be included, in any record or report a false, inaccurate, or misleading entry.
- Will not remove any official record or report (or copy thereof) from the office where it is kept except in the authorized performance of his or her duties.
- Will dispose of records in accordance with record retention procedures.
- Will not aid, or act in conspiracy with, another to violate any part of this code.
- Will immediately report any violation of this code to his or her work supervisor.

As custodians of official College records, we all share the responsibility for ensuring the security and privacy of the records and data we maintain.

A violation of this code may lead to reprimand, suspension, dismissal or other disciplinary action, consistent with the general policies of the College related to personnel (including student employee) discipline.

Each employee is required to sign a statement of compliance at the time of hiring. Forms are available in the President’s Office.

Network Acceptable Use Policy

Overview
Central Christian College of Kansas’s (CCC) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CCC’s established culture of openness, trust and integrity. Central Christian College of Kansas is committed to protecting CCC’s employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of CCC. These systems are to be used for business purposes in serving the interests of the institution, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every CCC employee, student and affiliate who deals with information and/or information systems. It is the responsibility of every CCC campus computer user to know these guidelines and to conduct their activities accordingly.

**Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at CCC. These rules are in place to protect the employee, students, affiliate and CCC. Inappropriate use exposes CCC to risks including virus attacks, compromise of network systems and services, and legal issues.

**Scope**

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at CCC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased and/or operated by CCC.

**General Use and Ownership**

1. While CCC’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on college systems remains the property of CCC. In the course of administering CCC’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to CCC.

2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Cabinet level departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems.

3. CCC recommends that any information that users consider sensitive or vulnerable be encrypted.

4. For security and network maintenance purposes, authorized individuals within CCC may monitor equipment, systems and network traffic at any time.

**Security and Proprietary Information**

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.

2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords will be changed quarterly, user level passwords will be changed every six months. All PCs, laptops and workstations will be secured with a
password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when unattended.

3. Use encryption of information in compliance with Central Christian College of Kansas's Acceptable Encryption Use policy. (To be prepared.)

4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the “Laptop Security Tips.”

5. Postings by employees from a CCC email address to newsgroups must contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of CCC, unless posting is in the course of business duties.

6. All hosts used by the employee that are connected to the CCC Internet/Intranet/Extranet, whether owned by the employee or CCC, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.

7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of CCC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CCC-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by CCC.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which CCC or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a CCC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

7. Making fraudulent offers of products, items, or services originating from any CCC account.

8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification to CCC is made.

11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

12. Circumventing user authentication or security of any host, network or account.

13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

15. Providing information about, or lists of, CCC employees to parties outside CCC.

16. Accessing any internet site that displays, speaks of or relates to activities that are deemed inappropriate under the CCC's Social Media Guidelines and/or the CCC Life Style Covenant, as it pertains to administration, faculty, staff and students of CCC. (example - pornography)

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

6. Use of unsolicited email originating from within CCC's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by CCC or connected via CCC's network.

7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
Blogging

1. Blogging by employees, whether using CCC’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of CCC’s systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate CCC’s policy, is not detrimental to CCC’s best interests, and does not interfere with an employee's regular work duties. Blogging from CCC’s systems is also subject to monitoring and acceptable use as written in CCC’s Social Media Guidelines.

2. CCC’s Confidential Information Policy (to be prepared) also applies to blogging. As such, Employees are prohibited from revealing any institution confidential or proprietary information, trade secrets or any other material covered by CCC’s Confidential Information policy when engaged in blogging.

3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of CCC and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by CCC’s Non-Discrimination and Anti-Harassment policy.

4. Employees may also not attribute personal statements, opinions or beliefs to CCC when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of CCC. Employees assume any and all risk associated with blogging.

5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, CCC’s trademarks, logos and any other CCC intellectual property may also not be used in connection with any blogging activity.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment by immediate supervisor and/or cabinet level authority.

Definitions

Blogging—Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Host(s) computing devices- laptops, computers, cell phones, smartphones, PDAs, computer tables, tablet PCs

Spam—Unauthorized and/or unsolicited electronic mass mailings.

Computer System Policy

Central Christian College shall be the owner of all files, programs, and data on the Central Christian College network, including hard drives and Central Christian College disks at employees’ individual work-stations.

The College reserves the right to inspect any such files, programs or data through the system supervisor or the President’s Cabinet with a system supervisor. The assigned supervisors of the Central Christian College computer systems (or any other person or persons designated by the College) shall have access to all files, programs, and data on the computer network, including hard drives and Central Christian College disks at individual work-stations, but not to personal disks maintained by an employee. Central Christian College suggests that any files of a personal nature should be stored on the employee’s personal disk. Nothing in this section is intended to give any employee use of the College’s computer system or equipment in any way that is inconsistent with the College’s policies as
Central Christian College allows employees to use the network for a reasonable amount of personal use, provided such use does not hinder full completion of the employee’s responsibilities. Employees are expected to pay for printing costs incurred through their personal use (five cents per copy).

There shall always be a minimum of two system supervisors at all times. The President’s Cabinet shall approve all computer supervisors and may revoke any supervisor status.

Password Policy

Computer passwords must meet the first three of the following requirements and should follow the remaining guidelines (We require that all passwords be changed every six months and cannot be one of the previous four passwords.):

1. Contain both upper and lower case characters (e.g., a-z, A-Z).
2. Have digits and punctuation characters as well as letters e.g., 0-9, !@#$%^&*()_+|~, etc.
3. Contain at least eight alphanumeric characters.
4. Are not words in any language, slang, dialect, jargon, etc.
5. Are not based on personal information, names of family, etc.
6. Passwords should never be written down or stored online. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase.

Please keep in mind the following:

- Don’t reveal a password over the phone to ANYONE.
- Don’t reveal a password to student workers.
- Don’t reveal a password in an email message.
- Don’t reveal a password to your supervisor.
- Don’t talk about a password in front of others.
- Don’t hint at the format of a password (e.g., ”my family name”).
- Don’t reveal a password on questionnaires or security forms.
- Don’t share a password with family members.
- Don’t reveal a password to co-workers while on vacation.

If student workers need access to files located in your directory, Information Technology staff can easily make arrangements for your student worker to have access without jeopardizing the integrity of your account.

Network Share (G:) Drive – G:/Groups/Shared

Following is a list of the most frequently used items located on the network drive (on campus use):

- COMMITTEE MINUTES —2016-17 (ALL committee minutes should be updated here)
- FORMS--including the new employee and exiting employee checklists
- LOGOS--including campus map, athletic, academic, corporate and Fit Four logos, digital signage templates and guidelines, letterhead template, style guide, and official colors and font scheme
- ORGANIZATIONAL CHART
- POLICIES & PROCEDURES MANUAL
- STRATEGIC PLAN
- TELEPHONE DIRECTORY

These items are updated as necessary and the most current version is available on the G: drive.
Information Technology and Web Requests

You can make specific IT requests at http://support.intra.centralchristian.edu. You can make specific Web requests at http://centralchristian.edu/webfix.asp.

Fringe Benefits

The following fringe benefits are available to all employees who are half-time or more. When an employee is less than full-time, some of the benefits will be offered on a pro-rated basis.

- **Sick Leave.** Fifteen paid workdays per year are allowed for the sickness or other medical needs of the employee or the employee’s immediate family members. These days can be accumulated up to a maximum of 90 work days. Sick leave hours/days must be reported to the Business Office upon use with use of the appropriate form. At the end of an employee’s time of employment at the College, accumulated sick leave will not be paid out as a cash benefit. Employees who have been out sick for more than five consecutive days are asked to obtain a doctor’s release and provide it to their supervisor. Nothing herein is intended to be inconsistent with any employee’s rights under the Family and Medical Leave Act (FMLA).

- **Funeral Leave.** Employees will be allowed a maximum of five days funeral leave per funeral, if needed, for the death of a family member (i.e. parent, grandparent, brother, sister, and mother/father-in-law), with the specific length of leave that is appropriate to be decided in each case by the College in consultation with the employee. The length of funeral leave for the death of a spouse or child will be arranged as appropriate for particular cases. An employee will be allowed up to two hours off for in-town funerals of friends.

- **Pregnancy and Maternity/Paternity Leave.** Accumulated sick leave days may be used by reason of the employee’s pregnancy or maternity. Any hours used beyond available sick leave will be unpaid. Nothing herein is intended to be inconsistent with any employee’s rights under the Family and Medical Leave Act (FMLA). Please report sick leave/vacation hours by email to your supervisor and the Payroll Clerk using the appropriate Vacation/Sick Leave Request Form.

- **Medical Insurance.** The group medical insurance available to employees is a self-funded major medical policy offered through a third party administrator, Blue Cross and Blue Shield. Current plans are available in the Business Office and you can choose the plan that works best for you and your family. By policy, CCC employees pay approximately 25% and Central Christian College pays 75%.

- **Retirement Program.** Central Christian College participates in the TIAA-CREF Retirement Program. Employees decide their participation level with a minimum contribution of 4%. Central Christian College may offer an employee matching contribution as set by the College administration. There is a one-year waiting period for participation in the employee match program. All investments purchased through Central’s retirement program are fully funded and vested with the employee at the time of contribution. This program meets all requirements of recent E.R.I.S.A. legislation. Please see the Business Office for further details and to sign up.

- **Term Life Insurance.** A group term life insurance program is available through Advance Insurance Company. Central Christian College pays the entire premium for a $25,000 policy for the employee (half-time or more).

- **Social Security; Worker’s Compensation.** Central Christian College also pays into the social security fund and provides workers’ compensation insurance as mandated by law.

- **Moving Expenses.** Central Christian College assists with costs associated with full-time employees having to relocate to McPherson, KS for employment. Unless otherwise approved by the Chief Financial Officer, moving costs are treated as a reimbursable expense. Original receipts must be submitted to the Business Office in order to be considered. The College will reimburse 75% of moving expenses, up to $1,900.
• **Cafeteria Plan.** CCC participates in Section 125 of the IRS Code where certain medical and childcare expenses may be tax sheltered. This plan is administered by Security Benefits of Topeka, KS. An early fall staff meeting is called to explain and review the program. Supplemental insurance including life, health, cancer, and dental are also available at the employee’s expense.

• **Facility Use.** Upon proper authorization, employees may be allowed to use College facilities for personal use. Employees must contact their immediate supervisor and/or the facility manager in a timely manner to obtain the proper permission. Personal use of facilities will not interfere with College use.

• **Meal Benefit.** All full-time staff and faculty are allowed two $1.00 meals to be eaten in the cafeteria per week. At least one of those meals must be used to network with students. The second meal can be for meetings or staff networking. Benefits are not provided to employees’ family members, nor can the remaining benefit apply to family members. This benefit is only available during those times when meals are being served to traditional students.

• **Tuition Discounts** (Traditional and EXCEL). Employees (full-time) are eligible for full tuition discount in the first year of service. This discount is for tuition only and doesn’t include books or fees. The employee **must** file the FASFA and apply for PELL and SEOG. If PELL and SEOG are received, the employee could apply it toward books or fees. In addition, the amount of PELL and SEOG received will be used as a reduction in the tuition cost and the balance will be a Faculty/Staff discount. All discounts are prorated for part-time service. Federal aid does reduce the amount of the tuition discount. Outside scholarships (e.g. Kiwanis, Wal-Mart, etc.) may be used room/board. Grants or scholarships, given by the College are applied to tuition prior to the tuition discount.

Employees/dependents must be making some minimal academic achievement in the classroom. If a student drops below 2.5 GPA they will be reviewed for continued eligibility of this benefit. This benefit is limited to one earned degree only, except for consecutive completion of an Associate and a Bachelor’s. Once a degree has been earned, eligibility for additional majors or degree is void.

Dependents of **former** employees (full-time for 20+ years) are eligible for **75%** tuition discount. Dependents of former employees (full-time for 15+ years) are eligible for **50%** tuition discount.

Use of the Tuition Discount incurs a commitment to continued service to the College, based on the following proration:

a. 3 years of service = no repayment required
b. 2 years of service = 1/3 repayment of discounted tuition
c. 1 year of service = 2/3 repayment of discounted tuition
d. Less than one year of service = full payment of discounted tuition

• **Retired Employee Health Insurance Plan.** Central Christian College will provide certain health coverage benefits for those employees who retire from the Institution and meet the following qualifications:
  • Be 65 years old at retirement
  • Served the College full time for at least 15 years (3/4 time qualifies as a full year)
  • Enrolled in Medicare
  • Not working full time

As a retiree, Central Christian will pay the monthly premium for coverage under Plan 65 (Blue Cross and Blue Shield of Kansas). Premiums will increase as retiree gets older and CCC will continue to match premium increases until retiree reaches age 70—after that CCC will no longer increase monthly contributions and retiree will be responsible for remaining cost increases. If retirement occurs before age 65, the retiree can apply for Cobra under the current health insurance plan for up to 18 months. There will be an additional 2% charge from Benefits Management Inc. for all billing and handling expenses. All premiums would be billed directly to the retiree.
**Vacations**

The following holidays are recognized as Paid Holidays for staff (non-academic):

- Thanksgiving – 2.5 days, Noon Wednesday through Friday
- All School’s Day – 1 day
- Memorial Day – 1 day
- Good Friday – 1 day
- July 4th – 1 day
- Christmas – 1.5 days, Noon December 24 through December 25
- New Year’s – 1.5 days, Noon December 31 through January 1

For hourly employees qualifying for holiday pay, time sheets, including holiday hours, must be submitted by the close of the pay period or the holiday pay is forfeited.

**Vacation Policy**

Teaching faculty, food service, and residence hall personnel take vacations according to the academic calendar. All other staff (half-time or more) vacations are scheduled as follows:

The employee is to consult with his or her supervisor ahead of time in planning vacation time to fit the workload. Amount of paid vacation (reduced pro rata for partial years of employment):

Administrators who report directly to the President will receive four (4) weeks of vacation per year.

Other full-time staff will receive vacations in the following amounts:

1. During Employment Years 1-5: 10 days paid vacation
2. During Employment Years 6-10: 15 days
3. During Employment Years 11 or more: 20 days

Employees who begin employment during the July 1-December 31 period will receive vacation time accruing at the rate of .8 days per month through the following June 30. July 1 starts their second employment year.

Employees who begin employment during the January 1-June 30 period will receive vacation time accruing at the rate of .8 days per month through June 30. July 1 starts their first employment year.

Vacation time must be used by July 31 of the fiscal year following the fiscal year in which it accrues and must be reported to the Business Office upon use. Vacation not timely used is lost and is not paid. The College’s fiscal year is July 1-June 30.

Part-time staff members (½ time or greater) receive pro-rated vacation time according to the above schedule. (e.g. A one-half time worker will receive ½ of above-described vacation.)

Employees whose employment is terminated will receive compensation for the amount of vacation time they have earned but not used as of their departure date.

Please report vacation and sick leave hours by email to your supervisor and the Payroll Clerk.

**Extra Hours**

Job descriptions for some staff positions include the possibility of an occasional need to work beyond a regular 40-
hour week. As with any organization, this extra time spent is understood as “a part of the job.” No extra, work-time records are kept for salaried positions with the purpose of “making up” the time by reducing hours at a future time.

In isolated situations, an administrator may approve time off in recognition of excessive time spent above and beyond the time customarily required by the job. It is understood that this is an exception to accepted procedures.

**Paychecks**

Central Christian College payroll is run on a monthly basis and checks are distributed on the last working day of the month. Payroll checks or pay report for employees with direct deposit are generally placed in employee mailboxes or distributed by department supervisors. When an employee is terminating, the final payroll check will be available when adequate provision is made for keys to College facilities and for an inventory of College equipment, and when his/her office or work space is in order. Direct deposit of payroll check is also an option; check with the Business Office.

Deductions for the following items will be withheld, if they apply and have been properly authorized: federal income tax, social security, state tax, TIAA retirement, contributions, rent, cafeteria meals, and faculty/staff dues (from the September check).

**Student Payroll and Work Study for Supervisors**

INSTRUCTIONS FOR REPORTING WORK: Students are to submit completed time sheets to the Business Office by 5:00 pm on the Monday following each week of work. Blank time sheets are available from the Business Office. As the supervisor, we ask that you assist in making sure that the time sheets are filled out completely. A completed sheet will have the following information:

- Name of student (printed at the top right)
- Week Ending Date (upper left)
- Student Signature (lower left)
- Your Signature (lower right)

The work week always begins on Sunday and ends on Saturday. Therefore, the “Week Ending Date” is always the Saturday date of each week. “Time In” and “Time Out” is to be recorded for each time the student works. Students may round to the nearest quarter hour (i.e. 9:15, 10:30).

PLEASE NOTE: We reserve the right to dock one hour of work from any time sheet turned in after the 5:00 pm Monday deadline. It is the responsibility of the student to turn in his or her time sheet.

There are nine pay periods during the school year. Please keep in mind that these pay periods do not necessarily follow a monthly schedule.

**Purchasing/Reimbursement Policy**

Central Christian College (CCC) recognizes that employees of the College will be required to incur expenses to conduct business and to further the mission of CCC.

The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely review and reimbursement of authorized expenses incurred by personnel. CCC will reimburse only reasonable, necessary and documented expenses incurred by personnel in the performance of regularly assigned, authorized, or approved duties.

When incurring business expenses, CCC expects personnel to:
1. Stay within their allocated budget
2. Exercise discretion and good business judgment with respect to those expenses
3. Be cost conscious and spend ministry funds as carefully and judiciously as the individual would spend his or her own funds
4. Report expenses, supported by required documentation, as they were actually spent

Budget managers are expected to make requests no later than 30 days before the end of the fiscal year.

The following purchasing and reimbursement procedures must be followed by all employees of CCC:

- **Cash Advances.** Employees must give at least 72 hour notice to the Accounts Payable Clerk and use the correct expense request form (i.e. approved expense request). Phone and email requests will not be an acceptable way to request cash advances, since all money requests require a signature. Once the purchase has been made, receipts, other documentation, and any leftover cash must total the original amount requested and be brought to the Accounts Payable Clerk. Please be aware, that during the school year, checks are usually cut around 10:30am daily and will usually be ready no later than 12:00pm. Check requests made after this time will not be processed until the following day.

- **Personal Reimbursement.** Expenses will not be reimbursed unless the individual requesting reimbursement submits an approved reimbursement expense request and it is supported with receipts or any other necessary documentation. Personal reimbursement requests should be submitted at the conclusion of any trip or immediately after any purchase made. Reimbursement requests will not be accepted later than 30 days after travel and/or the date of purchase.

Receipts and/or other documentation totaling $50 or less can be taken directly to the Payroll Clerk for reimbursement. The employee will need to know the account number to be charged before turning in their paperwork along with a completed petty cash request form. No reimbursement will be made without proper documentation to support it.

For those reimbursements over $50, employees will be expected to a) complete an approved expense request form, b) attach receipts and/or other documentation, and c) return to the Accounts Payable Clerk three days prior to reimbursement dates. Faculty and Staff reimbursement checks are on the 15th and last day of the month.

College personnel who leave unidentified paperwork on the Accounts Payable Clerk’s desk run the risk of not being reimbursed correctly for personal expenses.

- **Check Reissues.** In case a check is lost, stolen or ruined, a reissue can be made. Please contact the Payroll Clerk or Accounts Payable Clerk to stop payment on the check and reissue another one. Please allow a 24 hour period for the new check to be reissued.

- **Invoices and Receipts.** Receipts are required for all expenditures billed directly to CCC, including airfare and hotel charges. Anyone may occasionally misplace or forget to obtain a required receipt. In such instances, a separate signed statement by the claimant indicating that the receipt was lost but restating the required information (vendor’s name, description of the service provided, date, and total expenses including tips), will be accepted. This is expected to be the exception, however, rather than the rule, and frequent losses or other abuses may result in denial of future claims. The accounts payable clerk will have a form available for such circumstances.

Employees should turn in all invoices to the Accounts Payable Clerk. Invoices should not stay on an
individual’s desk for longer than a couple of days. Before turning in an invoice, the employee needs to code it with the correct account number, initial it, and date it. If an employee does not know their account number, please ask the Accounts Payable Clerk or the Accountant. An employee who desires to make a purchase for over $100 must have the approval of their supervisor before placing the order. When ordering by telephone, please ask that your name and/or department name appear on the invoice.

- **College Credit Cards.** There are credit cards available to check out for school use in the Business Office. School credit cards should never have personal charges placed on them. **Credit cards should be returned within a maximum of 24 hours with a completed credit card checkout form.** Purchases over $100 require the signature of employee’s supervisor. Please make sure you exercise the following credit card safety tips:
  
  - Please make online purchases only through Central’s computers. When using a shared computer, always select "No" when prompted by the computer to remember your password for the next time you visit.
  - Only do business with companies that you are familiar with. Shop with established businesses so you can more easily resolve problems.
  - Always use a credit card on a secure server. Check for the padlock icon in the bottom corner of the browser and the prefix https:// which indicates that the site is secure.
  - Read the fine print; make sure you understand everything that you are agreeing to when using the credit card.
  - Do not save any credit card information for automatic purchases on any website.
  - When shopping online do not send your credit card details to retailers by email.
  - Print or keep electronic copies of your receipts, including confirmation numbers and emails.

- **Wal-Mart Credit Card.** Designated ‘buyers’ at Wal-Mart are only those who have been issued a credit card. Wal-Mart card and tax-exempt card that can be checked out through the Business Office for one-time College purchases.

**Travel and Other Expense Reimbursement Policy**

Central Christian College (CCC) recognizes that employees of the college will be required to travel or incur other expenses to conduct business and to further the mission of CCC.

The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely review and reimbursement of authorized expenses incurred by Personnel. CCC will reimburse only reasonable, necessary and documented expenses incurred by Personnel in the performance of regularly assigned, authorized, or approved duties.

When incurring business expenses, CCC expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend funds as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report which should be submitted upon returning from a trip but in no case more than 30 days after the completion of travel. The request must include:

- The individual’s name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each organization-related activity during the trip.
• An itemized list of all expenses for which reimbursement is requested.

**Receipts**

Receipts are required for all expenditures billed directly to CCC, such as airfare and hotel charges. Documentary evidence is required to support all expenditures for lodging and any other expenditure of $75 or more. No expense in excess of $75 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). Anyone may occasionally misplace or forget to obtain a required receipt. In such instances, a separate, signed statement by the claimant, indicating that the receipt was lost but restating the required information, will be accepted. This is expected to be the exception, however, rather than the rule and frequent losses or other abuses may result in denial of future claims.

**General Travel Requirements**

1. **Necessity of Travel.** In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which CCC will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits outweigh the costs. Less expensive alternatives, such as participation by telephone, or the availability of local programs or training opportunities should be considered.

2. **Personal Travel Expenses.** Individuals traveling on behalf of CCC may incorporate personal travel or business with their Company-related trips; however, Personnel shall not arrange Company travel at a time that is less advantageous or involving greater expenses to CCC in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by CCC.

3. **Air Travel**
   
a. **General.** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.

   b. **Frequent Flyer Miles and Compensation for Denied Boarding.** Personnel traveling on behalf of CCC may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

4. **Lodging.** Personnel may be reimbursed for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on your itinerary shall be considered in determining reasonableness. Personnel shall make use of any possible discount rates for hotels.

5. **Out-of-Town Meals.** Personnel are reimbursed for the reasonable and actual costs of meals (including tips).

6. **Ground Transportation.** Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:
   
a. **Courtesy Cars.** Many hotels have courtesy cars or vans which will take you to and from the airport at no charge. Employees should take advantage of the free service whenever possible. Another alternative may be a shuttle or bus.
b. **Taxis.** When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

c. **Rental Cars.** Car rentals can be expensive so other forms of transportation should be considered when practical. Employees may rent a car while out of town provided the cost to CCC is less than alternative methods of transportation. Use of a rental car is encouraged when the expense would be less than receiving mileage reimbursement for use of a personal vehicle.

d. **Personal Cars.** Personnel are compensated for use of their personal cars when used for ministry business. When individuals use their personal vehicle for such travel, including travel to and from the airport, mileage will be paid at the currently approved IRS rate per mile.

In the case of individuals using a personal vehicle to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the amount of the lowest available round trip coach airfare.

7. **Parking/Tolls.**

   a. Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc. are the responsibility of the employee and will not be reimbursed.

   b. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

8. **Other Expenses.** Reasonable telephone and fax charges due to absence of Personnel from the individual’s place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

9. **Spousal Travel.** CCC doesn’t normally pay for spouse expenses.

**Children in the Workplace**

Employees are not to bring children to their work areas during the workday if the employee is responsible for their supervision. Occasional visits are acceptable as long as they are brief and the child is under someone else’s supervision. If the employee is responsible for the child’s care, then vacation time must be taken so that the employee may stay home with the child. (i.e. Employees may not babysit or provide childcare for their children in the workplace.)

**Faculty/Staff Dues**

The dues for this year are $20.00/full-time individual and $10.00/part-time/adjunct individual. Dues are taken out of the September paycheck. The purpose of the dues is for the Faculty/Staff Social Committee to send out remembrances (hospitalizations, illnesses, births, deaths, departures, retirements, etc.) throughout the year, so we do not have to ‘pass the hat’ every time one of these events occurs. Inquiries concerning how the funds are used can be addressed in by Dea Favara. Contact Dea Favara (dea.favara@centralchristian.edu) when a special event occurs.

Faculty/Staff socials can be found on the Toby Calendar.

**Retirement Policy**

In accordance with the law, Central Christian College has no mandatory retirement age.
Grievance Procedure

Grievance: a wrong considered as grounds for complaint; resentment or complaint, or the grounds for complaint, against an unjust act (The Random House College Dictionary).

Informal Grievance Resolution

Whenever people work together, there will be disagreements, irritants, or abrasiveness which should be resolved. Central Christian College faculty and staff, recognizing that these situations need to be worked out in order for the work of the department or office to be done efficiently and effectively, and attempting to practice the gift of love and consideration, will seek first to bring reconciliation. This will necessitate personal contact with the other party(ies) in which gracious and honest sharing of the differences can be given. An agreement based on forgiveness and Christian love can then be worked out. If necessary, a colleague, friend, or associate may serve as the third party to facilitate communication and a solution.

Before the formal grievance process is initiated, the complainant’s immediate supervisor or senior administrator(s) must be consulted. He or she will attempt to lead an informal process of communication, reconciliation, and forgiveness. There will also be a review of job descriptions, lines of authority, work habits, and other work settings which through adjustment might bring resolution of the tension and conflict.

Formal Grievance Procedure

After the above procedures have been used without success, a staff member who has a grievance against Central Christian College or another employee of Central Christian College shall present the grievance in writing according to the following procedure:

The Employee Benefits Committee (Grievance Committee) will receive the written grievance. The Employee Benefits Committee will investigate the complaint and respond with an answer within five business days. If the response is not acceptable to the complainant, he or she may submit a signed statement of appeal to the President’s Cabinet within five business days.

The President’s Cabinet will meet with all parties concerned and respond in writing within ten business days. If the President’s Cabinet’s resolution is unsatisfactory to the person bringing the grievance, Christian mediation will be sought. Such mediation shall be non-binding. The cost of this process will be shared by the College and the complainant. The President will help arrange this process.

If mediation does not affect a settlement among all parties, the President shall make the final decision. The President shall consider the mediation’s recommendation, if any, but shall not be bound to follow it.

Emergency Policy

In the case of an emergency situation involving Central Christian College, senior administrators working with local law officials will provide direction and response as outlined in the Campus Emergency Plan.

Emergency Notification

In the case of an emergency in which college needs to notify its employees in mass, the college will use the Tiger Alert emergency notification system. Three primary alerts indicate the specific response with details to follow. The three primary alerts are:

Evacuate the Building – relocate to your buildings designate evacuation location.

Seek Shelter – relocate to your buildings designated shelter location.
Shelter in Place – stay in your current location lock the doors and shut off the lights. Further details will be included in the text.

Emergency Procedures: Fire

For Persons Evacuating From the Immediate Area

- Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.

<table>
<thead>
<tr>
<th>If I’m in...</th>
<th>Then I go to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillespie Hall</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>Kline Hall</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>Parsons Hall</td>
<td>Church South Entrance</td>
</tr>
<tr>
<td>Stoll Hall</td>
<td>Science Hall – East Doors</td>
</tr>
<tr>
<td>Science Hall</td>
<td>Front Steps of Broadhurst Student Center (BSC)</td>
</tr>
<tr>
<td>Lloyd S. Alleman Building</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>CCM, Art &amp; KCTC</td>
<td>Wesley Black East Entrance</td>
</tr>
<tr>
<td>All Other Buildings</td>
<td>Front Steps of Science Hall (East Doors)</td>
</tr>
</tbody>
</table>

Emergency Procedures: Tornado

When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- By Student Development Staff
- Tiger Alert System¹
- Through the campus telephone contact system
- By campus email
- By the city of McPherson warning signal
- By television and radio

Tornado WATCH

A tornado “watch” means that the probability is dangerously high for a tornado to develop. The National Weather Service specifies the time period and the area for which the watch is in effect.

What You Should Do:

- Be alert to weather conditions during this time.

¹ Campus telephone contact system consists of Administrators contacting their direct reports and following the organizational chart from the top down with each level notifying the level below
• Be prepared for the possibility of a tornado.
• Familiarize yourself with emergency procedures and shelter areas.
• Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
• Close all doors, including main corridors, making sure they latch. (You do not want to wait for a warning to take these measures.)

**Tornado WARNING**

A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud has been sighted in a specific area.

**What You Should Do:**

- Remain calm - this will help you to think clearly
- Relay the warning to others in the area and people that you are responsible to notify.
- Proceed to a designated shelter area within your building.
- Crouch near the floor or under heavy, well-supported objects and cover your head.

Note: There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

**Areas of Safety**

Designated shelter areas within your building (rooms and corridors in the innermost part of the building and basements)

**Areas to Avoid**

- Stay clear of windows, corridors with windows, or large free-standing expanses.
- DO NOT use elevators during a tornado warning.

**TORNADO SHELTER INFORMATION:**

<table>
<thead>
<tr>
<th>If You Are In...</th>
<th>Find Shelter In...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parsons Hall</td>
<td>Parsons Hall Basement</td>
</tr>
<tr>
<td>Stoll Hall</td>
<td>Stoll Pit Storage Under Stairs</td>
</tr>
<tr>
<td>Kline Hall</td>
<td>Inside Rooms With No Windows</td>
</tr>
<tr>
<td>Gillespie Hall</td>
<td>First Floor Bathrooms</td>
</tr>
<tr>
<td>Four-Plex/Tri-Plex</td>
<td>BSC Basement or Parsons Hall Basement</td>
</tr>
<tr>
<td>Mingenback Hall</td>
<td>Parsons Hall Basement</td>
</tr>
<tr>
<td>Wesley Black/Greer Auditorium</td>
<td>Basement Under Stage Area</td>
</tr>
<tr>
<td>Science Hall</td>
<td>Basement Floor- away from windows</td>
</tr>
<tr>
<td>Briner Library/ Reimer Business Center</td>
<td>Media Room in back of Library</td>
</tr>
<tr>
<td>Broadhurst Student Center</td>
<td>Broadhurst Student Center Basement</td>
</tr>
<tr>
<td>CCM Building/Warehouse</td>
<td>Bathrooms</td>
</tr>
<tr>
<td>Ed Pyle Sports Complex</td>
<td>Inside Hallways- away from glass doors</td>
</tr>
<tr>
<td>Lloyd S. Alleman Building</td>
<td>Bathrooms</td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>Inside Hallways-away from glass doors in the Gymnasium</td>
</tr>
</tbody>
</table>

If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If you are in a building without a shelter area and don't have time to reach one, seek a position away from windows or doors where
there may be flying glass. Sit down and cover your head.

**Building Coordinators**

In an effort to guarantee that students are provided the highest quality educational experience, the College has appointed a central contact person for each College building/field/court. The purpose of this role is to communicate information about special circumstances that effect building occupants and to serve as the primary reference point in an emergency. It is through the Building Coordinator that the College can facilitate communications, support capital planning and improvement, and represent user needs. While the intent is not to create a “position” or “load”, there may be times the College does assign load to provide greater oversight and management of building with high public use.

**Daily Oversight**

1. Tour building on a regular basis to identity areas of concern regarding equipment or facilities, including cleanliness, odor, or other aesthetic concerns.
2. Relay maintenance requests to the Physical Plant Manager through the ticket system and follow-up on requests.
3. Notify occupants of possible disruption of services or access, posting appropriate notices.

**Emergencies: Building Coordinators are expected to:**

1. Be familiar with the emergency plan in place for their assigned building(s), and or floor(s). The plan will include but not be limited to the following:
2. Assist in the evacuation of the building or in movement of individual to save locations within the building (Tornado Warnings)
3. At the assembly point, providing information between Emergency Management Team (EMT) and evacuees;
4. Preventing reentry into the building until the all-clear has been given (or exiting of the building in case of shooter or weather emergency).
5. Serve as liaison to the Emergency Manager
6. Assess the scope of a building emergency, taking action as appropriate.
7. During an evacuation, maintain a record of all personnel reporting to the assembly area.
8. Coordinate through Facilities Management Work Control to arrange for additional emergency equipment, personnel or other assistance.
9. Review lessons learned from incidents and drills with faculty and staff.
10. Maintain Building Emergency Coordinator Kit.

**Maintenance Requests**

We have a work order system that is web-based. Access [http://maintenance.intra.centralchristian.edu](http://maintenance.intra.centralchristian.edu) and follow this list of steps:

1. You will see a Login screen.
2. Type your regular user name and password (same as what you use to login to your PC).

3. Click on New Ticket and a screen will pop up that looks like an email form.

4. To: These are categories that help me direct the ticket. If I don’t like what you selected I will change it. This does not assign the ticket. I do that...

5. Service: Choose from the selection.

6. SLA: Buildings. Choose the building in which the work needs to be done.

7. Text: Type in your maintenance request.

8. If you have an attachment, such as a picture, attach it to the message.

9. Submit.

There will be an auto reply thanking you for your request. You will get emails referring to the stage of the work order. When the work is done, maintenance will close the ticket and you will receive a notice.

**Keys**

The College uses the Stanley/Best Security lock system. Keys should be checked out ONLY through Maintenance and Facilities.

Faculty and Staff requests for keys will be made through the OTRS system.

Students will receive room keys through their respective Resident Director. Students will return room keys to their respective Resident Director before departure in the summer or as directed by the Chief Student Affairs Officer. Faculty and staff will return any keys to Maintenance and Facilities upon termination of employment.

Students needing room keys will request replacement keys through their respective Resident Director. Students needing work related keys will request these keys through their work supervisor.

If a student decides to end their employment, the student should return the key(s) to his/her work supervisor. The supervisor will return keys to Maintenance and Facilities.

If a key is lost or stolen, please contact maintenance right away, as we may need to re-key that area. There is a $35.00 minimum charge for any lost key, payable to the Business Office.

**Central Vehicle Usage**

Central Christian College maintains a fleet of vehicles that can help in the fulfillment of the college’s mission. These vehicles are used continually by many different groups, many times back-to-back. Therefore, the following guidelines will help us best maximize these resources and help us all be good stewards.

[Defensive Driving Course. All college employees and students who desire and/or will be required to drive a college vehicle shall take an eight hour defensive driving course prior to driving a college vehicle. Defensive driving courses are offered periodically throughout the summer and school year. Attendance at a defensive driving course is required only once during a student, faculty and/or staff’s tenure at Central Christian.](#)

[1] College-owned vehicles cannot be checked out/used for personal use due to insurance regulations.
Central Christian College maintains a fleet of vehicles that can help in the fulfillment of the college’s mission. These vehicles are used continually by many different groups, many times back-to-back. Therefore, the following guidelines will help us best maximize these resources and help us all be good stewards.[2]

**College Vans.** College-owned vans are available to be checked out for school-related activities or events. There are 2 minivans (16 passengers), 4 passenger vans (14 passengers) and 1 K-Tag available. If an employee needs to check out a van, they need to contact the Fleet Manager or Facilities Office Assistant in advance to schedule the use of one. An employee using a van for an in-town trip will need to pick up keys from Maintenance Office. On the day you have scheduled a vehicle, arrive at the correct office (before 4:00pm) to receive keys, log book, and mileage report form.

If an employee needs to check out a van for an out-of-town trip, they will need to pick up keys, log book, a mileage sheet, and a K-Tag (if travelling on the Kansas Turnpike) from the Fleet Manager. Gas cards can be found in the back of the log book, along with the needed pin numbers for certain gas cards. When the employee returns to town, they need to clean the inside of the vehicle and fill up the vehicle with fuel before returning it to the designated parking area at the College. Vans/Trailers park in the lot west of the maintenance building. Cars can be parks in designated Science Hall parking. Fill out the mileage report and trip diary in the log book. The employee needs to turn in keys, log book, the completed mileage sheet, and K-Tag (if applicable) to the Maintenance Office immediately when they return to campus. If the individual is returning late at night, they can bring back the items first thing in the morning. If arrival occurs after business hours, please slide keys, log book, K-Tag, and COMPLETED mileage report under the appropriate office door. The vehicle may be needed first thing in the morning.

The mileage report needs to be filled out entirely, noting any vehicle concerns in the comment area. Vehicle concerns should also be sent via campus email to the “fleet” group, indicating the vehicle year, make and model in the subject line, and indicating the concerns in the body of the email. If there is more than one thing, please list these 1), 2), etc. Any fuel receipts placed on the gas cards need to be attached to the mileage report.

Students will be approved to drive a van to a school related activity if they have taken the eight-hour defensive driving course and if he/she is 18 years of age or older. If a vehicle is driven by a student driver, their supervisor needs to reserve the vehicle and explain to them how to fill out the log book and mileage report. The employee also needs to remind students to turn in all gas receipts with the mileage report.

School vehicles are not however, allowed to be checked out for personal use by a student or employee of the college.

**College Cars.** There are three cars available. If an employee needs a College car, they will need to reserve, check out, and pick up keys from the Admissions Office Manager.

**Bus and Trailers.** If an employee needs to use the college bus or one of the two trailers, please contact the Fleet Manager. Driver must have Class B, CDL license with air brake and passenger endorsement.

**Mileage Rates.**

Mileage rates for school vehicles are as follows:

- Cars - $0.30 per mile
- Mini Vans - $0.35 per mile
- 16 Passenger Vans - $0.45 per mile
- 44 Passenger Bus - $0.90 per mile

**Mailroom**

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[2] College-owned vehicles cannot be checked out/used for personal use due to insurance regulations.
The mailroom is for everyone’s use and is located on the first floor of Science Hall and contains mail services and duplicating machines.

**Fundraising Policy**

Any fundraising activities by College departments, clubs, teams, organizations, etc. must first be approved by the Chief Development Officer in order to avoid multiple “asks” of the same donor groups and/or individuals.

**Parking Permits**

Every vehicle that parks on campus needs a Parking Permit. Parking Permits are issued by the Student Development Office. Faculty/Staff Parking Permits are provided free of charge. A brief registration form needs to be completed and the permit will be issued. Please keep in mind that these permits are reusable and can be transferred if you change vehicles. Just remember to communicate any change of vehicle information to the Student Development Office. While we have certain lots designated just for students, the Faculty/Staff permits are universal and allow you to park in any lot on campus. But due to lot limitations, we ask that Faculty/Staff do not park in the residence hall lots. A campus parking map is available in the Student Development Office.

**Calendar and Scheduling of Events**

The master calendar is located in the President’s Office (Toby T. Tiger) and is under the auspices of the President’s Cabinet. Most items can be added to the calendar simply by sending a request to toby@centralchristian.edu. Items that impact the entire campus or affect other events must be reviewed by the President’s Cabinet (or their designate) before being placed on the activities calendar. Generally, first come-first served will prevail in making the schedules. Requests to view the calendar can be made to toby@centralchristian.edu.

**Total Staff Meetings**

Total staff meetings are called by the President. These meetings take precedence over other activities. The meetings will be approximately one hour in length. It is expected that all faculty members and professional employees will attend regularly. Some of these regularly scheduled meetings will be devoted to professional concerns and others to business that is the concern of the total staff.

**Emeritus Status**

A staff member who retires after the age of 55 and has been a full-time employee for at least ten years, and whose career is characterized by outstanding excellence and distinguished service to the college, may be granted emeritus status by the Board of Trustees.

**Volunteers**

Volunteers have been and continue to be a vital part of the Central Christian College ministry. Central Christian College’s interaction with the volunteers will basically follow Section II. General Policies and Procedures of the Policies and Procedures Manual.

**Hosting Disciplined Students**

On occasion, the Student Development Office will issue a discipline that displaces a student from their residence hall for reasons that may not be disseminated to employees of the College in accordance with certain privacy laws. In those instances, students may ask a faculty/staff person to host them in their home. While it is not the intent of Central Christian College to dictate the activity in one’s own home, as a matter of policy and courtesy, employees of the College must obtain permission from the Dean of Student Development to house students who are displaced.
because of College issued discipline.

Athletics and Athletic Handbook

Access to the Athletic Manual can is available through the Tigers Athletic: Manual.

Athletic Scheduling Related to Class Attendance

To alleviate the problem of students missing the first day of classes related to a semester, no athletic events will be scheduled in such a way as to cause absence from any class on record (including warm-up, game preparation, travel, etc.) during the first three-day sequence of any semester start. In addition, teams are prohibited from scheduling games that will cause a student to miss the same class in sequence during any given week, which could be a T/R or M/W/F schedule.

Athletics/Ministry Team Travel Budget

The policy is that these funds are for trip expenses such as meals (when not provided), gas, tolls, and bus/driver pay, etc. They are not to pay for group admission to events, theme parks, movies, etc. while on trips. Any money that is used to cover these kinds of expenses must be raised separately as restricted funds by the coach or team director, or covered by the students themselves.

College Sponsored Activities/Excusing Students

The sponsor of any organized group, class, share team, or athletic team will submit the names of the group members and the time scheduled to be away from campus to the Academic Office three school days before the group’s departure.

The absence from class of any student so listed for participation in an approved activity shall be an excused absence; but, if a teacher believes that a student’s absences are putting the student’s class performance at risk, the teacher shall request the Academic Office not to approve the student’s name for further participation in off-campus activities.

The Academic Office will issue an approved excuse list concerning “official” student absences. A list of approved activities is listed below. The Academic Office does not issue excused absences due to illness or personal hardships. These must be handled by the individual instructors on a case-by-case basis. Please notify the Academic Office concerning students who are facing personal hardships, such as hospital stays, extended illness, funerals, etc. While the Academic Office will not grant an “official” excuse, we will be sure to notify other affected faculty and staff of the situation.

Approved Absences

- College sponsored athletic events
- College sponsored artistic (drama/ministry team/ music) events
- College approved colloquia
- Course related field trips
- Other college approved events (approval granted through Academic Office)

Obtaining Official Excuses

Submit an e-mail to hannah.litwiller@centralchristian.edu with the following information 3 days before the event:

- Date of excused absence
- Times that the students are to be excused (don’t forget about night classes)
- Event type (athletic/class/drama/music)
• List of names of the students to be excused

Archives

The purpose of the Archives is to preserve (to collect, keep, and share) the story of Central Christian College’s programs, property, and people. The Archives program has been created by the president to fulfill the Central Christian College Board of Trustees’ mandate for the preservation of records. Students, staff, alumni, and friends are urged to use the Archives as a resource. Information request forms are available and may be turned in to a member of Archives personnel for an appointment to review the requested materials.

A Record Retention Schedule (located at G:/Groups/Shared/Archives) is used to identify records for preservation or destruction. The archivist reviews the Record Retention Schedule with each office/department annually.

Committees

Each year, members of the Central Christian College of Kansas community are given the privilege of serving on a committee. These committees are a vital part of the College’s governance process, allowing small groups to address concerns of the College. Appointments to these committees are made by the President and Provost, in conjunction with the President’s Cabinet. While each committee is free to elect officers, the Chair for each committee is appointed by the President.

It is the role of standing committees to assist in the work of the College. Each committee is empowered to act within the authority stipulated in its purpose statement. Some committees are advisory in nature and are primarily employed to provide counsel to the leadership of the College and serve as a means through which appeals may be addressed.

Any decision affecting other segments of the College or any current policy, procedure, or practice must be submitted to the President’s Cabinet as a recommendation.

Committees are responsible to meet regularly and maintain a permanent record of all minutes. Minutes should be distributed to all members of the committee for revision and approval.

A PDF copy of all committee minutes must be filed in G:Groups/Shared/Committee Minutes 2016-2017.

A committee speaks as a unit only in its actions. All discussions, individual statements, voting records and internal workings are restricted information. A committee member who relates any such information to others undercuts the confidence of all other committee members and hurts the work of the group. On the other hand, actions of the committee are public information. The committee has discretion to decide the optimum manner for making its actions public.

A standing committee may request a member or subgroup to research an item or issue under consideration. An individual member may need to find out how those represented view an issue. In these instances, the committee member must make doubly sure that all understand that an issue is under consideration only, that the committee is trying to determine the optimum procedure, and that all information will be used only to further the work of the committee. Committees may enlist the insight of others by having them attend meetings, though only those assigned to the committee may vote on the business of the committee.

The College recognizes three types of committees:

• Governance: These are committees that have been empowered to make decisions and take action on behalf of the College, within the scope of its purpose.
• Advisory: Advisory committees are standing committees that provide research, analysis, and counsel to a Standing Governance Committee. These committees meet regularly and are empowered to submit
recommendations to the President’s Cabinet or Academic Affairs and Assessment Committee (as appropriate).

- **Working**: Working Committees are standing *ad hoc* committees. These committees have annual responsibilities, but may not require ongoing work of the members. The scope of the committee is very specific. As such, the Chair will call the members together at appropriate times in order to respond to specific needs of the College.

**Governance Committees:**

**President’s Cabinet**

The President’s Cabinet includes the senior administrators of the College. This group initiates major policies, resolves crucial issues, confirms hiring of personnel, establishes the calendar, presents concerns to the president, and acts as the Appeal Committee for personnel and student discipline, while planning and controlling the operating budget of the College.

**Academic Affairs and Assessment Committee**

Improvement of instruction; curricula; planning long-term program of faculty studies, in-service training; policy for educational media; educational standards; class attendance; direct institutional standards; direct institutional research. Elect college graduates to Alpha Kapa Sigma, nominate candidates for Junior and Senior College Who's Who. Advise and operationalize the assessment of academic achievement.

**Athletic Committee**

Implement general and specific policies regarding athletic activities, coordination of scheduling of athletic activities and work closely with the athletic director. Assumes fiscal responsibility for the athletic budget.

**Council on Assessment & Institutional Research**

The Council on Assessment and Institutional Research (CAIR) is the primary administrative team charged with oversight of institution-wide assessment activities and initiatives. Primarily, CAIR has the responsibility to facilitate the assessment activities of the College. This includes the development and enforcement of policy, investigation and application of best practices used in Higher Education, identification of areas needing analysis, and recommendations for improvement.

**Disciplinary Affairs Committee (DAC)**

Responsibility for the enforcement of college policies governing student life as found in the Student Handbook and Student Life section of the catalog and the sanctioning of appropriate discipline. The DAC also serves as an appellate committee for student grievances not otherwise associated with the student discipline process.

**Strategic Planning Committee**

Chaired by the President, as a minimum the committee includes the administrative officers and two representatives from each of the following groups: full-time faculty, full-time staff, local alumni, and local trustees. Its responsibility is periodically (at the call of the chairman) to review the strategic plan of the College with adjustments, new studies, and regular assessments of the strategic initiatives in the plan.

**Advisory Committees**

**Admissions and Aid Committee**

Review and recommend modifications to admissions and financial aid criteria. Research and
propose tuition and room/board cost adjustments to President’s Cabinet. Recommendations are considered by the President’s Cabinet.

Aviation Advisory Committee

Functions as an advisory committee to the Aviation program, reviews student progress throughout the year, keeps in contact with Mac Air Corporation, the owner and flight instructors. Recommendations are considered by the Academic Affairs and Assessment Committee.

Employee Benefits Committee

Members of this committee are appointed by the President to review and consider current and future employee benefit programs. The committee is empowered to suggest modifications to current plans and suggest alternative plans. The committee may be called upon to conduct research on behalf of the President. Recommendations are considered by the President’s Cabinet.

Information Processing Committee

Planning and implementation of information processing – campus wide.

Professional Education Committee

This group processes program policies, resolves crucial issues relating to adult students and faculty, designs a marketing strategy for the current on-land offerings as well as on-line programs. Recommendations are considered by the Academic Affairs and Assessment Committee.

Spiritual Development Committee

The mission of the Spiritual Development Committee is to encourage spiritual development on campus as a lifelong pursuit of Christian discipleship and fellowship as a result of saving faith in Jesus Christ. The Spiritual Development Committee assists the Director of Spiritual Formation in the development and evaluation of events, activities, and ministries that will benefit the Central Christian College community, the greater McPherson Community, and missions/ministry around the globe (this may include chapels, small groups, ministry teams, etc.). This Committee is configured similarly to that of a “Pastor’s Cabinet” as outlined in the Book of Discipline.

Student Government Association (SGA)

Facilitates opportunities for campus interaction and voices the students’ opinion regarding recommendations for change in Central Christian College’s policies and procedures.

Teacher Education Committee

Review Kansas State Department of Education guidelines and certify viability of the program and to assist in managing the CCC Education Department. Recommendations are considered by the Academic Affairs and Assessment Committee.

Working Committees

Admissions Review Committee

Determine acceptance or non-acceptance of incoming freshman/transfer students who do not meet standard admissions policies.

Archives Council
The College archives, formed fall 2004, shall be governed by an Archives Council consisting of the President, the Provost/Chief Academic Officer, the Librarian, a faculty member, and the archivist. The archivist shall be the chairperson of the committee. The Archives Council shall adopt policies, procedures and projects designed to attain the objectives of the archives.

**BG Products Business Lecture Series Committee**

Plan the lecture series for each academic school year in the area of business.

**Building Committee**

Formed April 2002 and approved by the President’s Cabinet to meet at the call of the President. Responsibilities include: a) To coordinate the planning process for any new or major renovating construction projects on the campus; b) To coordinate and determine the selection of architect and construction firms for any new or major project on campus; and c) To recommend for final authorization of any new building or major renovation project to the Board of Trustees.

**Chaney Lecture Series Committee**

Plan the yearly lecture series which can be both a chapel and/or a classroom speaker combination.

**Chaney Music Symposium Committee**

Plan the Music Symposium for each academic calendar year.

**Curriculum Review Committee**

Assist faculty in preparing curriculum proposals that uphold the academic integrity of Central Christian College of Kansas. They are empowered to achieve this end by providing comprehensive analysis of all curriculum proposals, in light of the mission and model of the College. The committee has no administrative oversight and is not authorized to approve or disapprove curriculum.

**Internal Review Board (IRB)**

This committee serves as the ethical review committee charged to approve, monitor, and review all research associated with faculty, staff, or student research. They serve as the permission granting body concerning all research and may mandate modifications or disapprove research efforts. Any research project must receive endorsement by this body before proceeding.

**Library Committee**

Review library procedures and policies; promote student and faculty use of the library; develop the basic "college planning" for these functions and provide the needed reports. Plan ways to increase use of the library, plan policies relative to acquisition of library books; standards of conduct in library; supervision.

**Professional Development Committee**

Develop policy and review the professional development needs of the faculty (staff). Initiate the planning for on-campus in-service activities.

**Progress Review Committee**

Review academic progress of students. Develop a plan of action for students having academic difficulty.
School of Professional and Distance Education AAAC Sub Committee

To present program curriculum and new program proposals to the CCC AAAC. This committee will conduct research in order to complete the appropriate program change forms to the Provost and the AAAC. Recommendations are considered by the Academic Affairs and Assessment Committee.

School of Professional and Distance Education Progress Review Committee

Review academic progress of SPE students. Develop a plan of action for students having academic difficulty.

Staff Social Committee

Planning social events and recreation for the staff; the purchasing of and presentation of remembrances for staff upon special occasions. Determination of dues.

President Opportunity Challenge (POC) Probationary Committee

Determines continued student eligibility for the POC program.

Summary of Changes:

- Page 2. Updated organization charts to accurately reflect the current organization structure
- Multiple pages. There are five references to the FM church book of discipline. Re worded the reference to match the current name of the Free Methodist Church, USA.
- Page 30. Rewrote the section for supervisors concerning student payroll and student time cards to reflect updated processes.
- Removed the cell phone policy. The policy is no longer being used and has been removed from the manual.
- Removed student section of grievance procedures. This manual is for faculty and staff.
- Removed Section XXXVI. Photographic needs, publishing, etc. This process was not being followed and we are hiring a marketing director to rewrite best practice to meet our needs.
- Removed 2016-17 calendar and replaced with a link to current calendar
- Removed section on campus clubs. Information was for students
- Updated policy on Tuition Discount to reflect Cabinet rulings on multiple degrees/majors.