

Policies and Procedures Manual

2011-12



Central Christian College of Kansas
McPherson, KS

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

Adopted by
Board of Trustees
October 8, 2010

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I. Purpose, Objectives, and Organization

A. Purposes and Objectives

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

<http://www.centralchristian.edu/downloads/catalog.pdf>

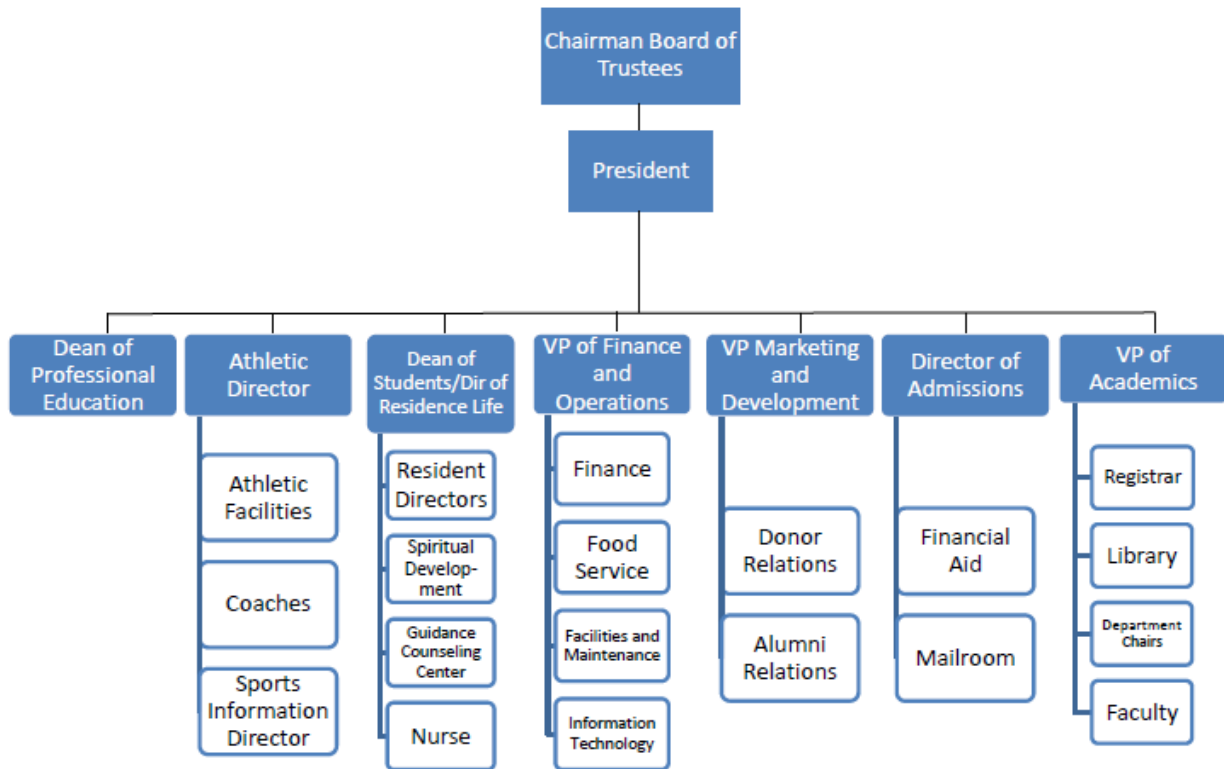
B. Board of Trustees

A listing of the Central Christian College Board of Trustees is located on page 184 of the College catalog at <http://www.centralchristian.edu/downloads/catalog.pdf>

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.

C. Administrative Organization

Currently the College is organized as follows:



II. Academic Policies and Procedures for Faculty

Central Christian College employees are generally categorized as faculty, staff, or administration. All three groups are vital to the success of the institution. Since Central Christian College is an academic institution, there are certain policies and procedures that pertain to faculty members (those who meet regularly scheduled classes of students plus the librarian, registrar, and dean of student development) which do not apply to other employees of the institution. This section of the handbook contains those policies and procedures.

A. Academic Freedom

1. Central Christian College believes that a teacher is entitled to full freedom in research and publication subject to adequate performance of other academic duties. Research and writing is encouraged but the faculty member must remember to meet all obligations as a teacher.
2. The teacher is entitled to freedom in the classroom in discussing subject matter, but should be careful not to introduce controversial material which has no relation to the subject. Faculty service implies responsibility to respect the aims and world-view of Central Christian College and other faculty members.
3. The college teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, freedom is given from institutional censorship or discipline, but special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge the profession and the institution by his/her teachings. The faculty member should strive at all times to be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

B. Academic Load

Academic load is calculated by the vice president of academics and prepared on worksheets for the departments. In general, the policy is:

1. Each full-time faculty member is responsible for 32 semester hours per year. Normally, a regular college load is 12-14 semester hours per semester and four hours during interterm.
2. The extra-curricular activity load is normally four semester hours of the total 32 semester hours per year. Examples are advising, class sponsorships, committee assignments, accreditation reports and other related duties as assigned by the vice president of academics. If an instructor is not involved with extra-curricular activities, he or she may be assigned additional class hours to complete the 32 semester hours taught per year. If an instructor is over or under a full load, the administration can make a salary adjustment. The vice president of academics will review deviations and hardship cases for a final disposition of a teacher's load.

C. Adjunct and Overload Pay

The following is the payment schedule for adjunct, faculty, and overload pay for full-time faculty:

Directed Studies
\$50.00/credit hour/student

Adjunct/Overload
Master's \$400/credit/course
Doctoral \$450/credit/course

D. Calendar and Scheduling of Events

The master calendar is located in the **academic office (Toby)** and is under the auspices of the President's Cabinet. Any item must be approved by the **vice president of academics** before being placed on the activities calendar. Generally, first come-first served will prevail in making the schedules. However, there are certain requirements the faculty has decided should be applied:

1. No activities should be scheduled which conflict with normal campus spiritual emphasis meetings or normal church times.
2. It is recommended that groups (such as Phil Beta Lambda) should decide on regular meeting dates and get those dates set on the calendar through the year so as to avoid as many conflicts as possible.

A dynamic calendar is kept on Outlook and is accessible to all faculty and staff.

E. Class Attendance

Attendance at all classes, laboratories, field trips, and rehearsals is the privilege and obligation of each Central Christian College student. The interaction of students and teacher is an integral part of the educational process and cannot be replaced. Temporary leave of absence will be granted by the vice president of academics on proof that an emergency exists. Absences resulting from illness may be verified by the school nurse, hall directors, or parents for students living at home. At the beginning of each semester, each teacher will publish and distribute the class requirements which will include attendance regulations. One-fourth or more total classes missed will result in being dropped from the class unless there are mitigating circumstances. Individual departments or instructors may have policies which allow fewer misses before dismissal or before grades are impacted.

F. Athletic Scheduling – Related to Class Attendance

To alleviate the problem of students missing the first day of classes, in the Fall semester, the policy is that no athletic events will be on the first two-day sequence of the first classes, which could be a TW or WR, etc. Back-to-back MWF or TR games, causing students to miss the same class in sequence, are not to be scheduled.

G. Athletics/Music 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.

H. Cell Phone Policy

All cell phones are to be turned off or set on vibrator when faculty and/or students attend classes, chapel, dramas, or music events, etc.

I. Committees

Faculty members are given committee assignments each year. This is an important aspect of faculty service at Central Christian College. Committee responsibilities are published at the end of this handbook. Other committee officers may be elected by the committee.

Minutes of each meeting are to be kept in permanent records. The President's office is the repository for the standing committee minutes during the summer months. Normal channels for policy making are sub-committee to standing committee to President's Cabinet to Board of Trustees. Each committee should meet regularly upon a fixed date set by the group during its first committee meeting. Place regular meeting schedule on the master calendar in the vice president of academics' office. Reports of committee actions and/or referrals will be called for during regular faculty and/or staff meetings. Minutes distribution will include members of the committee and such others as the committee directs.

The College standing committees are the means whereby much of the basic work of the school is transacted. Committees provide opportunity for small groups to carefully work in areas of responsibility and take action or make recommendations. Representative of all segments of the campus community, these committees have jurisdiction in their respective areas as published at the beginning of each academic year. Many employees (not just faculty members) are members of one or two standing committees.

Committees make recommendations when their action would modify College policy or have an effect on other segments of the College community.

Standing committee recommendations may go to any of the following:

1. Faculty and staff
2. An administrator
3. Another standing committee
4. Total staff and faculty meetings
5. The Student Activities Council (SAC)

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.

Central Christian College is pleased to receive the understanding, creativity, maturity, and responsible thought of ALL members on standing committees.

J. Department Promotion and Fund Raising

Instructional departments are encouraged to develop lists of alumni and other friends to receive specialized information about their departments.

Faculty members are encouraged to solicit for specialized projects for their departments. It is important to follow the following procedures. First, secure approval from the vice president of academics for the project. Then, contact the vice president of advancement and review the project information. Names to be solicited will be authorized by the development office.

Responses from those solicited will come directly to the development office where the money will be receipted and the response information forwarded to the respective faculty member.

K. Educational Media

The College has audio-visual equipment and materials which are available through the library. See the media coordinator (director of the library) if you have questions about availability.

The equipment is available to any faculty member. Please do not loan equipment to students, non-school groups, or other individuals without clearance from the media coordinator. Always use care in transporting and operating the machines. Be sure you know how to operate the

equipment before you use it. Report in writing to the media coordinator any repairs needed by the equipment.

L. Faculty Hiring

When a faculty position becomes vacant or a new position is necessary, the procedure for filling the position is as follows:

1. The vice president of academics outlines in writing the job description and the qualifications that a candidate needs to possess.
2. The department chairman has the privilege of giving input about the search, interview, and selection of a candidate or candidates.
3. When viable candidates communicate interest in the position, information about Central Christian College is sent to those individuals.
4. As things progress, the candidates may be invited to campus to interview with administrators, faculty members, staff members, and students.
5. An exit interview is held with the president, vice president of academics and the department chairman.
6. When an agreement is reached between those people about the best candidate for the position, a contract is offered to that person.

M. Faculty Meetings

Faculty meetings are held every other week on Wednesdays throughout the school year. These meetings are required of all full-time faculty members and suggested for part-time faculty members. Adjunct faculty members may attend as their schedules allow.

A faculty member must be at least half-time to vote on faculty matters.

N. Faculty Responsibilities

Being a faculty member at Central Christian College is a high honor and a sacred trust. This position is critical for the student body and the whole college community. Faculty members with a variety of skills are hired to round out the faculty and, therefore, responsibilities will differ. However, in general a faculty member should:

1. Seek to be a person of deep faith and integrity.
2. Strive to advance in one's chosen discipline.
3. Be faithful in teaching and mentoring students on the Central Christian College campus.
4. Make a meaningful contribution to the Central Christian College community, the church of one's choice, and the McPherson community.

O. Faculty Status

Faculty members are classified as full-time, part-time, or adjunct. The vice president of academics negotiates with faculty members and assigns loads. All individuals who meet regularly scheduled classes have faculty status, plus the librarian, registrar and dean of student development. All who have faculty status (adjunct, part-time, or full-time) are invited to participate in faculty meetings, but only those who are half-time or more are allowed to vote. Faculty contracts are issued annually in the spring with the responsibilities clearly delineated.

P. Final Examinations

No final examination will be given apart from the published schedule except in an extreme emergency. **A student must complete an application and be approved by the registrar.** A fee of \$20 will be charged to the student for each examination taken at a time other than that shown in the published schedule.

Q. Grades and Grade Reporting

There is one final semester grading period. Interterm is a separate grading period from the semesters. The grades are due in the vice president of academics' office not later than 48 hours following the end of the period. Once the grades are turned in, they become part of the permanent records and cannot be changed **except by the faculty member or through an official appeal process.**

R. Inventory

Each spring all teaching faculty will be asked to fill out an inventory sheet to be submitted to the vice president of academics. It will list all college owned equipment and materials, textbooks, charts, maps, or anything else in the particular faculty's discipline. This will be checked regularly so that the college can purchase depleted supplies of consumable items during the summer months and try to honor requests for additional equipment. The inventory is to be submitted in the spring before the final paycheck is received.

S. New Courses and Curricula

If a faculty member wants to create a new curriculum or offer a new course, he/she should present a curricula prospectus form or a course prospectus form. These forms may be obtained in the offices of the vice president of academics and student development. After the curriculum or course prospectus form has been completed, it must be presented to the Academic Affairs Committee for approval, followed by approval from the faculty as a whole.

T. Plagiarism and Cheating

The Central Christian College plagiarism and cheating policy is on file in the vice president of academics' office. The policy, approved by the faculty, explains the penalty for three levels of dishonesty on daily assignments, major examinations or projects other than the final

examination, and comprehensive final examination or major project which constitutes a final examination equivalency. Discipline for academic dishonesty will be the responsibility of the dean of students, working through the established discipline committee of the College. Normal appeal opportunities are available to the student.

U. Professional Development

Central Christian College strongly supports the pursuit of continued education and development. As such, the Institution seeks to assist faculty and staff in their educational pursuits, as resources are available to do so.

Faculty pursuing advanced degrees from institutions that receive accreditation from entities beyond the six accrediting agencies officially recognized by Central Christian College will be subject to certain restrictions. Catalog references concerning these degrees will receive a footnote designating the accrediting body of the degree. In order to meet the minimum standards for accreditation, faculty must hold an accredited degree one level above the target student body. Therefore, any adjustments in the student body, requiring higher degree levels, may disqualify faculty for advancement and may require divestiture from certain positions.

1. Doctorate Degree Assistance (leave of absence)

After four years, full-time faculty members are eligible to apply for a **leave of absence (maximum of one semester)** at full pay to **complete** their doctorate. If the faculty member receives his or her doctorate prior to returning to CCC, they will owe five years of service. If they do not have their doctorate degree when they return to CCC, they will owe six years of service. The committee, appointed by the president, approves the faculty members receiving this doctoral leave of absence. If the faculty member chooses to leave Central before fulfilling this arrangement (six or five years), the **salary dispersed during the leave of absence** will be prorated for the number of years served with the remainder due to the College as payback.

2. In-Service Training and Professional Growth

Each faculty member, and selected staff members, is encouraged to attend professional meetings in their academic discipline (one national meeting every three years—state meetings the other two). Limited funding is available to cover expenses of travel and registration. The College encourages each faculty member to attend a meeting annually to meet with individuals in the same academic discipline, to share ideas, to come back more thoroughly prepared and excited to teach effectively. Each administrator will review staff requests to attend professional meetings on an individual basis.

3. Tuition Assistance Program (TAP)

An essential component to the fulfillment of the mission of the College is the recruitment, hiring, and retention of the highest qualified faculty, staff and administration. To meet that ideal, the College has adopted a Tuition Assistance Program (TAP) in order to encourage the professional development of eligible employees.

The tuition assistance program is available to all full-time (benefit eligible) employees for the purpose of completing a degree not available at Central Christian College of Kansas. Enrollment in the program is limited to the current budget funds available and projected tuition costs. Requests for entry into the program are made through the Vice President of Academics, with supervisory pre-approval. Preference for program participation will generally be given to faculty or other institutionally driven necessities.

TAP Terms of Agreement

The employee will submit a written justification requesting entry in to TAP. The request must include, the date, degree being sought, description of the degree granting institution, type of program, rationale for the program (as it relates to employment at the College), target completion dates, time restraints (including residency requirements), and cost of the program.

The College will reimburse the Employee at the rate of \$208.00 (calculated from the in-state tuition cost for graduate degrees at Wichita State University). The reimbursement will occur after the employee submits a reimbursement request with evidentiary proof the course was satisfactorily completed. Special arrangements can be made if the individual is seeking advancement on the tuition cost.

The employee will compensate the College by maintaining employment with the College for a period of three years for a Master's, (or five for a Doctoral degree) following the completion of the program or repay a pro-rated amount on the unpaid balance of the amount reimbursed.

If the Employee should terminate the course of study or if employment with the College is terminated (for any reason), any funds reimbursed or advanced shall immediately become due and payable back to the College **(based on a graduated scale)**.

Work/Education Conflicts

Unless the educational plan includes a sabbatical, the individual needs to work with his or her departmental supervisor to accommodate any conflicts between the educational calendar and the work schedule. Permission of the departmental supervisor must be obtained before an employee can be accepted into the program. Supervisors are encouraged to work with the employee to develop a mutually beneficial arrangement. If the supervisor determines that an educational pursuit will adversely affect the services associated with the department, the supervisor retains the right to reject the request.

Eligible Programs

Eligible programs include those programs from *accredited* institutions. These include institutions recognized by the Higher Learning Commission (HLC). Programs not recognized by HLC are not eligible for TAP support, **unless the degree is above the minimum standard for accreditation**. These requirements apply to all Online and Distance programs.

Faculty seeking graduate level degrees, above the minimum standard for accreditation (one degree higher than currently being awarded), may apply for TAP in relation to a program accredited by some other entity other than the six regional accrediting bodies.

Faculty obtaining degrees at unaccredited institutions may not be eligible for promotion, chairmanship, or other privileges depending on the direction and development of the College.

TAP resources are not available for workshops, seminars, symposiums, CEU's, certification programs, and other programs related to these listed here. Departmental funds are to be utilized to fund these professional development programs.

Grade Requirements

An employee must receive a grade of "C" or better to be eligible for tuition assistance. The employee must furnish a copy of his or her grade(s) to the Academic Office.

An employee, who receives a grade below a "C" will be ineligible to participate in the program for one semester and will either not receive reimbursement for the course or will be required to reimburse the College (in the case of an advancement).

An employee, who receives an “Incomplete” or drops out of a schedule course, will have until the end of the following semester to complete the coursework and submit his or her final course grade to the Academic Office. An employee must do this to continue participating in the TAP program. If the course is not satisfactorily fulfilled, the employee will be ineligible to participate in the program for at least one semester and will either not receive reimbursement for the course or will be required to reimburse the College (in the case of an advancement).

4. Graduate Assistant Program

The Graduate Assistantship Program was created to provide professional experience to complement graduate instruction and research while contributing financial assistance to those pursuing graduate degrees. The program is designed to support the successful completion of the degree and enhance career opportunities through applied professional experiences. The program is administered by the vice president of academics.

Graduate assistant compensation will be administered like the Tuition Assistance Program, though the amount of assistance will be negotiated with the vice president of academics in return for services rendered to Central Christian College. It is understood that the Graduate Assistant will be enrolled as a full-time student in an approved graduate program.

The Graduate assistant will not be reimbursed for any course receiving below a “C” grade, nor will the College reimburse a student for repeating or extending a course. Extension of this agreement beyond the date(s) listed above will only occur by permission of the vice president of academics. At the conclusion of this agreement, there is no further encumbrance for either party. It is the responsibility of the graduate assistant to ensure all tax related liabilities are met. Payment will be made directly to the individual. Graduate assistants may seek other College or non-college related employment beyond the requirements stipulated in this agreement.

V. Resignation and Termination

Central Christian College does not have a system of academic tenure. Faculty members serve on annual contracts. Contracts normally are distributed the first week of March. If a faculty member chooses not to return to Central Christian College, early notice is appreciated. At the very latest, notification should be made by April 1.

If a teacher is dismissed before the end of the contract year, he/she may demand a hearing before a special College committee appointed by the president. The teacher is to be informed in

writing of the basis for the dismissal. He or she may make a defense against the charges and have an advisor present of his or her choosing.

W. School Sponsored Activities

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 vice president of academics three school days before the group's departure. The vice president of academics will publish and distribute the list to the appropriate people.

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 vice president of academics not to approve the student's name for further participation in off-campus activities.

X. Syllabi

A syllabus for all college classes should be on file in the academic office by the end of the first week of classes. The content of the syllabus:

1. *Preliminary Information*
 - Title and number of the course
 - Credit allowed for the course
 - Name of instructor
 - Place and frequency of class
 - Required text/materials
 - Suggested text/materials
2. *Contact Information*
 - Instructor's office location
 - Office hours
 - E-mail address
 - Campus telephone number
3. *Course Objectives*
 - General purpose of the course with a statement of its relationship to other courses, such as pre-requisites, major and minor field requirements, and its relationship to the objective of the college.
 - Learning outcomes and concepts (attitudes, knowledge, and skills)
4. *Course Procedures*

- Principal methods of instruction
 - Lectures
 - Laboratories
 - Independent study
 - Seminars
 - Responsibilities of the student
 - Required and recommended reading
 - Research papers
 - Projects
 - Experiments
 - Assessment of Academic Achievement
 - Relationship to course objectives
 - Evaluation techniques
 - Grading procedures, weighting, etc.
 - Attendance
 - Students are required to attend all classes unless there is an approved excusable college activity, serious student illness, or death in the immediate family. Students are subject to being dropped from the class if there are more than two weeks of unexcused absences.
5. *Academic Integrity*
- There is an approved policy on *plagiarism* and cheating on file in the academic office. Plagiarism and/or cheating, depending on the situation, may lead to failure of a particular exam or project with no opportunity for make-up or extra credit, or failure of the course.
6. *Tentative Class Schedule*
- It is recommended that a day-by-day class schedule, including assignments, tests, projects, etc., be included in the syllabus.
7. *Americans with Disabilities Act*
- Any student who has a documented learning or physical disability and wishes to access academic accommodations under the 1973 Rehabilitation Act of the Americans with Disabilities Act must contact the Central Christian College Guidance Office director as soon as possible. This office is located within the student development office suite. The student must have appropriate documentation of the disability and the need for the requested accommodation on file with the guidance director before accommodations can be provided.

In general, the syllabus should be between three (3) and six (6) pages in length. It should be considered an aid for instruction. It is very important to have all classroom policies and procedures included.

It is also important that the instructors follow their own syllabi, as students may hold them accountable for the times and topics included in the syllabi.

Y. **Textbook Ordering**

Textbooks are sold through an online partnership with Akademostextbookx.com. The online bookstore coordinator will contact faculty prior to each requisition due date. Those books that

are unable to be ordered through the online partnership will be ordered and sold directly through the bookstore on the campus of Central Christian College.

A used book buyer is on campus at the end of first and second semesters to buy back books from the students who so desire. Cash is given to the student at the time of the transaction.

Z. Transcripts

All teachers must have an official transcript of all academic work on file in the vice president of academics' office. Each teacher will be responsible for seeing that his or her transcript has been secured. Expenses related to transcripts and certificates are to be met by the teacher.

III. General Policies and Procedures

All employees of Central Christian College agree to faithfully exemplify and practice the standards of the evangelical Christian lifestyle, which include integrity, love, justice, and which rule out the use of or participation in the following: non-medical drugs, alcoholic beverages, tobacco in any form, pornographic material, immoral sexual behavior, and gambling.

A. Drug Free Workplace Statement

The unlawful possession, use, or distribution of illicit drugs or alcohol by students or employees on the property of Central Christian College or as part of any of the activities of the college, is strictly prohibited. An "illicit drug" is any drug (whether or not it is technically a controlled substance) that the user or possessor is not lawfully entitled to use or possess. Abuse of any drug that the user or possessor is legally entitled to use or possess is also strictly forbidden.

Students who violate this policy will be reported to the appropriate law enforcement officials and will be subject to the following possible sanctions:

1. Placement on probationary status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Expulsion.

Students subject to these sanctions will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a campus counselor. A student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing any such program will be the responsibility of the student.

Employees of the college who violate the terms of this policy will be reported to the appropriate law enforcement 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.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs, of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area.

This program will be reviewed biennially by the President's Cabinet. The purpose of the review will be to determine the effectiveness of the program, to recommend changes in the program, and to ensure that the sanctions are appropriately and consistently enforced. The review committee will make its findings and recommendations in a written report which will be presented to the President.

B. 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.

C. 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 2007 Book of Discipline, paragraph 4810+, 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.

For an online copy of the 2007 Free Methodist Book of Discipline, visit http://www.freemethodistchurch.org/pdfs/resources/FMC_Book-of-Discipline.pdf

D. Discrimination and Harassment

Any form of legally prohibited discrimination or harassment, including without limitation sexual harassment, by or against any Central Christian College employee or against any applicant for employment is absolutely prohibited. Any incident of possible discrimination or harassment (sexual or other) should be brought immediately to the attention of the dean of student development (or, if this is inappropriate under the circumstances, to the director of finance or the president), who will thoroughly investigate the matter in confidence. After reviewing all the facts, the President's Cabinet will make a determination concerning whether reasonable grounds exist to believe the alleged misconduct has occurred. Disciplinary action, up to and including discharge, will be taken against any employee who is found to have engaged in prohibited discrimination or harassment.

Without limitation, sexual harassment can include:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
8. Physical conduct such as touching, assault, impeding, or blocking movement.

The College's policy against discrimination and harassment also protects Central Christian College students and prohibits misconduct by students.

E. 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.

F. Children in the Work Place

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.)

G. Family Educational Right to Privacy Act

A 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. 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, dean of student development, 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.

H. Code of Responsibility for Security and Confidentiality of Data

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:

1. Will not make or permit improper or unauthorized use of any information.
2. Will not seek personal benefit, or permit others to benefit personally, by any confidential information.
3. 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.
4. Will not knowingly include, or cause to be included, in any record or report a false, inaccurate, or misleading entry.
5. 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.
6. Will dispose of records in accordance with record retention procedures.
7. Will not aid, or act in conspiracy with, another to violate any part of this code.
8. 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.

ARCHIVING DATA

The purpose of the Archives is to preserve the story of Central Christian College's program, property, and people, particularly God's grace through His people.

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.

The purpose of the Record Retention Schedule is to identify records for preservation or destruction.

Most current records are being created digitally. Valuable **digital records** should be copied to the archives by email at the time of creation. Valuable web page data should be copied to the archive at the time of posting on the web.

The individual files in the Advancement Office serve as hard-copy permanent files. Upon the individual's death, the hard copy file is transferred to the Archive. The institution is in a transition from hard copy to digital individual files.

Record Retention Schedules for each office and instructional department are listed below. The archivist will review these schedules with each office/department each year.

Offices: Board of Trustees, President, Academic, Admissions and Financial Aid, Professional Education, Advancement, Athletic, Finance, Student Development

Instructional Departments: Business, English, Education, Fine Arts (Music/Art/Theatre), Library, Ministry and Theology, Science and Math, Social Science, Sport Science

The standard format for each Record Retention Schedule includes these four parts:

- 1. Digital Immediate Transfer.** These records should be emailed to Archives upon creation.
- 2. Hard Copy Immediate Transfer.** These records should be transferred upon publication/printing.
- 3. Hard Copy Delayed Transfer.** These records should be retained by the office of origin, then transferred to Archives.
- 4. Digital/Hard Copy Destroy.** These records should be retained by the office of origin, then destroyed. (They are *not* sent to the Archives.)

Attention: There may be records of value for preservation that have not been identified on the Record Retention Schedules (e.g., emails and other correspondence). Records in question may be forwarded to the Archives for appraisal.

BOARD OF TRUSTEES

1. **Digital Immediate Transfer**
Minutes – Board and Committee Meetings
Miscellaneous: Charter, Bylaws, Articles of Incorporation
2. **Hard Copy Immediate Transfer**
(None Identified)
3. **Hard Copy Delayed Transfer**
(None Identified)
4. **Digital/Hard Copy Destroy**
(None Identified)

PRESIDENT

1. **Digital Immediate Transfer**
Reports for Trustees
Minutes – President’s Cabinet, All-Staff Meetings
Policy/Procedures Manuals and Statements
Events – Anniversaries, centennials, inaugurations, dedications, ground breakings
Planning – Strategic planning, campus plans
2. **Hard Copy Immediate Transfer**
Event Programs (Advancement Office, Servant Leader Award)
3. **Hard Copy Delayed Transfer**
KICA, FMAHA (AFMEI) Retain three years.
Faculty/Staff Contracts/Letters of Employment – Retain while active. Transfer to individual file in the Advancement Office.
Trustee Individual Files – Retain while active. Transfer to individual file in the Advancement Office.
4. **Digital/Hard Copy Destroy**
Unemployed Applicants

ACADEMIC

1. **Digital Immediate Transfer**
Reports for trustees
Accreditation Reports
Minutes – Faculty, Academic Affairs
2. **Hard Copy Immediate Transfer**
Data Books – self studies
Commencement Week Programs
Fall Staff Workshop
Student Transcripts – Retain one electronic copy and transfer one paper copy to archives.
3. **Hard Copy Delayed Transfer**
Individual Student Files – Transfer to individual file in Advancement Office annually.
Diplomas undelivered – Store in safe. After 20 years, transfer to individual file in Advancement Office.
Accreditation Reports Reviews – Records, data, reports, reviews
4. **Digital/Hard Copy Destroy**
Class Enrollment Form – Retain current year plus two.
Drop-Add Forms – Retain current year plus two.
Faculty Grade Reports – Paper – Retain current year plus two.

Transcript Requests by Students – Retain current year plus two.

Class Syllabi – Retain current copy only.

Yearly Class Schedules and by Department – Retain as needed.

ACT Scores – Retain as needed.

Faculty Load and Credit Served – Retain as needed.

ADMISSIONS AND FINANCIAL AID

1. Digital Immediate Transfer

Reports – Statistical (annual), trustees

Minutes – Admissions and Student Aid Committee and staff meetings

2. Hard Copy Immediate Transfer

Publications – Promotional recruitment literature (viewbooks, brochures)

Events – Preview Days, Open House

3. Hard Copy Delayed Transfer

Applicant Files – Active – Retain in Admissions/Financial Aid offices one year after student's completion of course work at CCC. Retain in Admissions storage four more years. Purge file and transfer to individual files in the Advancement Office.

I-20 Immigration Authorization – Document filed with INS indicating eligibility for study. Retain in applicant's file.

4. Digital/Hard Copy Destroy

Applicant Files – Inactive – individual folders on “drop” applicants for admission. Retain current year in Admissions Office. Retain in Admissions storage four more years.

Pre-Application Individual documents – (No file folder has been made for the individual.) Includes documents such as high school and college transcripts, score reports from agencies such as ACT/SAT/TOEFL, financial aid information, correspondence, and other documents. Retain current year in Admissions Office and four more years in Admissions storage

PROFESSIONAL EDUCATION

1. Digital Immediate Transfer

Report – Statistical (annual, trustees)

Minutes – Committees and staff meetings

2. Hard Copy Immediate Transfer

Publications – Promotional recruitment literature (viewbooks, brochures)

3. Hard Copy Delayed Transfer

Applicant Files – Retain until student withdraws or completes/graduates, then transfer to individual files in the Advancement Office.

4. Digital/Hard Copy Destroy

Cohort Enrollment Records – Retain as long as needed.

Faculty Grade Reports – Paper – Class lists, reports and changes prepared by faculty to report the grades students received in each class (class lists, grade books). Retain as long as needed.

Class Syllabi – Retain current copy only, for each class taught.

ADVANCEMENT

1. Digital Immediate Transfer

Reports for trustees

Minutes – Alumni Association Board, staff meetings

Publications – First Friday

Photographs (digital) – Download annually in July/August.

2. Hard Copy Immediate Transfer

Planned Giving Plans and Reports – Stoll and Kline Society Lists. Transfer annually in July/August.

Publications – Central Bulletin

Events – Homecoming, Alumni Summer Weekend

3. Hard Copy Delayed Transfer

Press Releases (newspaper clippings) – Transfer annually in July/August.

Major Capital Campaign – Retain two years after campaign completion.

Ministry Team Plans and Reports – Retain two years.

Annual Fund Plans and Reports – Retain two years.

Individual Files – Alumni, employee, parent, trustee, donor, volunteer. Transfer to Archive upon death of individual.

4. Digital/Hard Copy Destroy

Pledge Cards

ATHLETIC

1. Digital Immediate Transfer

Report – Trustees, NCAA, NAIA, other offices

Minutes – Athletic Committee, staff meetings

2. Hard Copy Immediate Transfer

Publications

3. Hard Copy Delayed Transfer

Individual Sports Files – Files of each sport containing program, statistics/score books, rosters, records set. Transfer annually in July/August.

Events – Athletic Banquet, programs, reports

Trophies – Archive in Pyle Sports Center display cases

4. Digital/Hard Copy Destroy

Letters of Intent – Retain as long as needed.

Eligibility Reports

FINANCE

1. Digital Immediate Transfer

Reports – Trustees, Federal and State financial reports, AAUP, EEOC, and IPEA, 990

Minutes – Committee and staff meetings, Information Technology, Maintenance, Food Service, Staff Welfare

Planning – Strategic planning reports, campus facilities, financial

Summer Rental Activity Schedule

2. Hard Copy Immediate Transfer

Annual Budget Report – Two hard copies?

Audits – College Audit, Student Aid Audit Federal financial reports. Two hard copies.

3. Hard Copy Delayed Transfer

Endowment Gifts – Retain while active.

Property Gifts – Retain while active.

Investment Records – Retain while active.

Insurance Records – Retain while active.

Student Loan Documents – (Perkins) original loan documents support for due diligence in collections efforts.

Student file – Retain one year after final payment. Transfer to individual File in the Advancement Office.

Application for Employment – hired. File in individual folder in the President's Office.

Personnel – Active – Individual Files on current employees containing insurance, retirement, and other benefit records. Retain while active, then transfer to individual files in the Advancement Office.

Building Plans – Architectural plans, drawings, campus plans, specifications

Bonds/Annuities – Bond files, cancelled coupons, matured gift annuities

4. Digital/Hard Copy Destroy

Accidental Injury Report – PER-17 standard accidental injury report form. Retain seven years after termination.

Accounts Payable – Reports, reviews. Retain seven years after audit.

Bank Records – Cancelled checks reconciliations, credit cards, deposit slips and related records. Retain seven years after audit.

Fees – Enrollment fees, refunds, estimates, receipts generally and funds collected on behalf of the College and supporting documentation. Retain seven years after audit.

Local Agency Group Health Insurance List – List of local agency employees enrolled in GHI (current staff). Retain seven years.

Payment/Purchasing Documents – Federal – Agency purchase orders, interdepartmental vouchers, inter-funds, invoices, etc., supporting purchase and payment using federal money. Retain seven years after audit.

Student Accounts Receivable – Retain one year after attendance. Keep in storage seven years.

Payroll Activity Reports – Monthly payroll reports. Retain seven years after audit.

Sales Tax Reports – Monthly/quarterly sales tax reports to Controller’s Office or to Kansas Department of Revenue (EFT). Retain seven years.

Time and Leave Records – Classified, unclassified, student, and hourly time worked and leave used. Retain seven years after audit.

STUDENT DEVELOPMENT

1. **Digital Immediate Transfer**

Reports for trustees

Minutes – Committee and staff meetings. Resident Directors, Student Council, Chapel, Retention, Spiritual Development

Organizations-Student Government – Student governing association, student senate

2. **Hard Copy Immediate Transfer**

Printed Publications – Activity calendar, Fall Orientation, Faculty/Staff/Student Directory, Student Handbook – two hard copies

3. **Hard Copy Delayed Transfer**

Guidance

Class Sponsors/Class Activities Events

Personnel Applications – hired – File in individual folder in the President’s office.

Student file – Retain student file – Retain one year after termination. Transfer to individual files in the Advancement Office.

4. **Digital/Hard Copy Destroy**

Residence Hall Documentation – Materials submitted in support of application. Retain five years after last attendance.

Vehicle Registration – Retain one year after enrollment.

Student Attrition List

Insurance Registration – Retain one year after current.

Personnel Applications – not hired – Retain two years.

Student Progress Review – Retain two years.

Student Retention – Retain two years.

Accidental Injury Report – PER 17 standard accidental injury report form; must be maintained in separate medical file. Retain five years after termination.

BUSINESS DEPARTMENT

1. **Digital Immediate Transfer**

Reports – Academic Dean and faculty

Minutes – Committee and staff meetings

2. **Hard Copy Immediate Transfer**

Printed Publications

3. **Hard Copy Delayed Transfer**
BG Products Lecture Series – Retain two years.
PBL Club – Retain two years.
4. **Digital/Hard Copy Destroy**
(None Identified)

TEACHER EDUCATION DEPARTMENT

1. **Digital Immediate Transfer**
Reports – Academic Dean and faculty, Kansas State Department of Education
Minutes – Committee and staff meetings
2. **Hard Copy Immediate Transfer**
Printed Publications – Student Handbooks (Teacher Education Handbook, Clinical Teaching Experience Handbook for student teaching)
3. **Hard Copy Delayed Transfer**
Accreditation – Retain two years.
Student Records – Individual files. Retain while in the program. Transfer to Advancement.
4. **Digital/Hard Copy Destroy**
(None Identified)

ENGLISH DEPARTMENT

1. **Digital Immediate Transfer**
Reports – Academic Dean and faculty
Minutes – Committee and staff meetings
2. **Hard Copy Immediate Transfer**
Student Publications – *Centralian* Yearbook, Student Newspaper, Tiger's Eye
3. **Hard Copy Delayed Transfer**
(None Identified)
4. **Digital/Hard Copy Destroy**
(None Identified)

FINE ARTS DEPARTMENT – MUSIC/ART/THEATRE

1. **Digital Immediate Transfer**
Reports – Academic Dean and faculty
Minutes – Committee and staff meetings
2. **Hard Copy Immediate Transfer**
Performing Groups Printed Programs
Publications – Programs, concerts, recitals
Chaney Music Series
3. **Hard Copy Delayed Transfer**
Taped Performances – Plays/Productions (video/DVD).
Framed Drama Presentations (for display) – Retain two years.
4. **Digital/Hard Copy Destroy**
(None Identified)

LIBRARY

1. **Digital Immediate Transfer**
Reports – Academic Dean and faculty
Minutes – Library Committee, staff meetings
2. **Hard Copy Immediate Transfer**
Publications

Alumni Books – Books written by or about alumni

3. Hard Copy Delayed Transfer

FM Denomination – Discipline, retain current edition. Yearbooks and People Magazine (Missionary), retain 10 years.

4. Digital/Hard Copy Destroy

Purchase Orders – Books, supplies, equipment. Retain as long as needed.

Reports – Budget, access, accession. Retain as long as needed.

Monthly Acquisition Report – Retain as long as needed.

MINISTRY AND THEOLOGY DEPARTMENT

1. Digital Immediate Transfer

Reports – Academic Dean and faculty

Minutes – Committee and staff meetings

2. Hard Copy Immediate Transfer

Chaney Lecture Series – Announcement or printed flyer, schedule of lectures, notes and/or handouts from lectures

Wesley Lecture Series – Announcements or printed flyer, schedule of lectures, notes and/or handouts from lectures

3. Hard Copy Delayed Transfer

Trips – Interterm. Retain two years.

4. Digital/Hard Copy Destroy

(None Identified)

SCIENCE /MATH/AVIATION DEPARTMENT

1. Digital Immediate Transfer

Reports – Academic Dean and faculty

Minutes – Committee and staff meetings

2. Hard Copy Immediate Transfer

(None Identified)

3. Hard Copy Delayed Transfer

Flying Tiger Aviation Club. Retain two years.

Science Club. Retain two years.

Ecology Trips – Interterm. Retain two years.

4. Digital/Hard Copy Destroy

(None Identified)

SOCIAL SCIENCE DEPARTMENT

1. Digital Immediate Transfer

Reports – Academic Dean and faculty

Minutes – Committee and staff meetings

2. Hard Copy Immediate Transfer

(None Identified)

3. Hard Copy Delayed Transfer

(None Identified)

4. Digital/Hard Copy Destroy

(None Identified)

SPORT SCIENCE DEPARTMENT

1. Digital Immediate Transfer

Reports – Academic Dean and faculty

Minutes – Committee and staff meetings

2. **Hard Copy Immediate Transfer**
(None Identified)
3. **Hard Copy Delayed Transfer**
(None Identified)
4. **Digital/Hard Copy Destroy**
(None Identified)

I. 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. Please report sick leave/vacation hours by email to the Payroll Clerk. Give type of leave, date of leave, and number of hours.

1. *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. **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.** Nothing herein is intended to be inconsistent with any employee's rights under the Family and Medical Leave Act (FMLA).
2. *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.
3. *Pregnancy and Maternity/Paternity Leave.* Accumulated sick leave days may be used by reason of the employee's pregnancy or maternity. Nothing herein is intended to be inconsistent with any employee's rights under the Family and Medical Leave Act (FMLA).
4. *Medical Insurance.* The group medical insurance available to employees is a self-funded major medical policy offered in conjunction with a third party administrator. The plan is administered by Benefit Management, Inc. of Great Bend, KS.

With a self-funded plan, the employer has direct involvement in determining the coverages and exclusions to be offered. A fixed amount of each monthly premium goes to pay administrative costs, with the balance deposited into a fund used for the payment of claims.

Benefit Management, Inc. purchases reinsurance to cover the potential of a large claim exceeding \$40,000.

Employees are now being offered a choice of two different levels of coverage within the health insurance plan. The basic features and coverage of the plan have not changed. However, if the employee is willing to accept more risk (higher

deductibles, higher co-insurance, etc.) the monthly premium share can be significantly reduced. The Traditional Plan is the same plan offered for the past several years. The Base Plan is the one that offers higher deductibles and co-insurance for less cost to the employee.

The traditional plan deductible is \$350 per person and \$700 per family per year. The maximum out-of-pocket expense, including the deductible, is \$850 per person and \$1,700 per family per calendar year. If the base plan is selected, these amounts are higher. The deductible is \$750 per person; \$1,500 per family. Maximum out-of-pocket is \$1,750 per person and \$3,500 per family.

The insurance plan utilizes a Preferred Provider Organization Network (PPO). Most doctors and hospitals in the area are in the network. This provides additional deductions, discounts, and write-offs. Other plan features are:

- Prescription card – plan pays 70% and the individual pays 30%
- Office visits - \$15.00 co-pay with the traditional plan and \$25.00 for the base plan. The remaining charges are covered by the plan.

The current monthly premiums and the breakdown for the plans for full-time employees are:

Traditional Plan			
	Benefit Mgmt., Inc. Premium	Central Christian College Pays 85%	Employee Pays 15%
Family	\$760.00	\$646.00	\$114.00
Employee/Spouse	\$570.00	\$484.50	\$85.50
Employee/Children	\$570.00	\$484.50	\$85.50
Single	\$274.00	\$232.90	\$41.10

Base Plan			
	Benefit Mgmt., Inc. Premium	Central Christian College Pays 85%	Employee Pays 15%
Family	\$380.00	\$323.00	\$57.00
Employee/Spouse	\$285.00	\$242.25	\$42.75
Employee/Children	\$285.00	\$242.25	\$42.75
Single	\$137.00	\$116.45	\$20.55

5. *Retirement Program.* Central Christian College pays 6% of employee's (half-time or more) salary into the TIAA-CREF Retirement Program provided the employee pays 4%. There is a provision for salary reduction whereby the employee may choose to take advantage of tax deferral on his/her contributions. There is a one-year waiting period for participation. 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.

6. *Term Life Insurance.* A group term life insurance program is available through Advance Insurance Company. Central Christian College pays all of the premium for a \$25,000 policy for the employee (half-time or more).
7. *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 is received, the employee could apply it toward books or fees. All discounts are prorated for part-time service.

Spouses and dependent children (as defined under Federal Student Aid guidelines) of full-time staff members are entitled to a 50% equivalency tuition discount during the employee's first year of service, 75% during the second year, and 100% during the third year and thereafter.

Spouses and dependent children (including senior administrators) of full-time faculty members are entitled to a 100% equivalency tuition discount during the first year of service and thereafter.

Faculty and staff dependents may receive up to a maximum of full tuition (not including fees) from Central Christian College (books are not included). Federal aid or outside scholarships (e.g. Kiwanis, Wal-Mart, etc.) do not reduce the amount of the tuition discount and may be used for books or room/board. Athletic, academic, or honor scholarships, etc. (those types given as a rebate by the College) simply reduce the stated amount of the tuition discount.

Dependents of retired employees (full-time for 20 years) are also eligible for tuition discounts and would follow the same policy.

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

8. *Social Security; Worker's Compensation.* Central Christian College also pays into the social security fund and provides workers' compensation insurance as mandated by law.
9. *Moving Expenses.* Central Christian College pays for 75% of the costs of a "self-move" with the employee covering the remaining 25%. If the employee chooses to have a van line make the move for them, Central Christian College will pay 75% of what a self-move would have cost.
10. *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. Security Benefit also offers supplemental insurance including life, health, cancer, dental, available at the employee's expense.
11. *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.

12. *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 stay on the group plan to age 65 with two stipulations:

- Deductibles and out-of-pocket expenses will double
- The retiree will pay the fixed premium

J. 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*).

1. 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.

2. 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.

3. Student Grievance Procedure

Central Christian College students have the right to file formal grievance against any employee of the College should he/she feel as though their rights have been violated or that they have been unfairly treated or harassed.

Grievances are to be submitted in writing to the Dean of Students Office where they will be filed in confidence. Any formal grievance will be considered by the Dan of Student Development and restoration and/or disciplinary actions to be issued to an employee of Central Christian College will be done so by that employee's immediate supervisor following the recommendations of the President's Cabinet. Appeals are to be submitted directly to the President of the College and will be reviewed by a committee appointed by the President. These documents are kept on file in the Student Development Office for three years with copies distributed for the employee personnel file.

Students who file false grievances levied against faculty/staff will be referred to the Judicial Affairs Committee for possible disciplinary action.

K. 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.

L. Keys

The Best Lock system is in use on campus. Keys are checked out through the physical plant office.

Staff are allowed to keep keys checked out until termination of employment. Keys lost and keys not turned in upon termination of employment will incur a charge (\$35.00/key payable in the Business Office). Please keep track of the keys that are entrusted to you. If you don't, please be prepared to pay the above fee.

M. Mailroom

The mailroom is for everyone's use and is located on the first floor of Science Hall and contains mail services and duplicating machines.

N. Notice of Non-Discrimination

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 statutes 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 director of finance, 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 311). 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 Vice President of Academics, 1200 S. Main, PO Box 1403, McPherson, KS 67460, (phone: 620-241-0723, ext. 320).

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.

O. 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 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).

P. 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 stated elsewhere.

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.

Q. 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. Please consider very carefully the consequences should you decide to withhold any category of "Directory Information" from disclosure. If you 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 your request to withhold any of the categories listed, but, if it receives a request for such information, cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, the institution assumes no liability for the consequences of honoring your instructions that such information be withheld. The College also shall not be required to begin disclosing information after any applicable non-disclosure time limit expires, unless you deliver to the institution your written request to begin making such disclosures.

R. 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:

1. *Cash Advances.* Employees must give at least 24 hour notice to the Accounts Payable Clerk and use the correct expense request form (i.e. petty cash for \$50 or less and **approved expense request** for over \$50). Phone and email requests will not be an acceptable way to request cash advances, since all money requests require a signature. Once a 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 1:30pm. Check requests made after this time will have to wait until the next business day.

2. *Personal Reimbursement.* Expenses will not be reimbursed unless the individual requesting reimbursement submits a written request. 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 a 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.

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. The turn-around goal for these requests is one week.

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

3. *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.

Employees need to 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 Director of Finance. An employee who desires to make a purchase for over **\$100** must have the approval of their supervisor before placing the order.

4. *College Credit Cards.* There are credit cards available to check out for school use in the Business Office. When an employee checks out a credit card they need to fill out a credit card purchase form, return the form and credit card after use, and bring the invoice to the Accounts Payable Clerk when it arrives. Purchases over **\$100** require the signature of an employee's supervisor. It is not acceptable for an employee to use a credit card at a later date, simply because they know the number; the employee must check out the credit card each time they want to make a purchase. Personal use of a school credit card is not allowed.

5. Travel Requirements and Reimbursements

On occasion, college personnel will be required to travel while representing the needs of the college. The following policies will assure that travel expenditures are appropriate:

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 college-related trips; however, personnel shall not

arrange college 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, miles or other transportation, are the sole responsibility of the individual and will not be reimbursed by CCC. CCC does not normally pay for hotels, meals, or other expenses incurred by a spouse and/or children.

3. *Lodging.* Personnel may be reimbursed for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the event is located, and proximity to other venues on their itinerary shall be considered in determining reasonableness. Personnel shall make use of any possible discount rates for hotels.
4. *Out-of-Town Meals.* Personnel are reimbursed for the reasonable and actual costs of meals (including appropriate tips).
5. *Parking/Tolls.* Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on college 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. On-airport parking is permitted for short business trips. For extended trips, personnel should use off-airport facilities.
6. *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.
7. *Air Travel.* Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. 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.
8. *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 an individual 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 Vehicle.* Personnel are compensated for use of their personal vehicles 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 \$0.30 per mile. These reimbursement requests need to be turned in on an **approved expense request form**, which can be picked up in the Business Office. The form needs to be completed, with applicable receipts for meals, lodging, or other expenses attached, and turned into the Accounts Payable Clerk. The turn-around goal for these requests is one week.

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. Cabinet members will monitor this for their subordinates.

9. *Student Groups Missing Meals.* Student groups are not reimbursed food costs for missing meals with the exception of students who are absent for at least seven days in a row on Interterm trips.

T. School Vehicle Usage

1. *School Vans.* College-owned vans are available to be checked out for school related activities or events. If an employee needs to check out a van, they need to contact the Payroll Clerk 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 the Payroll Clerk in the Business Office.

If an employee needs to check out a van for an out of town trip, they will need to pick up keys, log book, and a mileage sheet from the Payroll Clerk in the Business Office. 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 college. The employee needs to turn in keys, log book, and the mileage sheet to the Payroll Clerk immediately when they get back. If the individual is arriving back late, they can bring back the items first thing in the morning or they can slide them under the Business Office door.

The mileage report needs to be filled out entirely, noting any vehicle concerns in the comment area. 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. 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.

2. *School Cars.* If an employee needs a school car, they will need to reserve, check out, and pick up keys from the Admissions Office Manager. If it is necessary for an employee to use a vehicle and all of the Admissions' cars are checked out, the individual, as a last resort, may check to see if the Development Office or Excel Office have a car or van available for use.

3. *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
- Bus - \$0.90 per mile

U. Cell Phone Policy

Central Christian College does not issue cell phones for work. We compensate those who use personal cell phones while at work. The policy goals are: 1) Reduce cost to CCC, and 2) compensate more employees for using personal cell phones for business.

Employees work requirements for communication devices fall into three levels:

1. Talk, Text, and data – travelers and those needing access to email or web
2. Talk and text – employees actively recruiting students
3. Talk – employees making non-recruiting, college-related calls

The groups below define communication requirements while working:

Group A – Position requires all three levels of communication service. Employees will be paid \$50/month. There are generally:

1. Admissions staff
2. Sports Information Director
3. President
4. Selected directors

Group B – Position requires talk and text communication services. Employees are paid \$35/month. These are generally:

1. Head coaches
2. RDs/Student Development
3. Vice Presidents who travel
4. Faculty who recruit

Group C – Position requires talk communications. Employees will be paid \$20/month. These are generally:

1. Vice Presidents and Directors
2. Mid-level

Group D – Position requires occasional talk communication service. Employees will be reimbursed \$10/month. These are generally:

1. Assistant IT director
2. Selected assistant coaches
3. Selected other staff and faculty

Group E – In addition to the above requirements, some individuals will need additional communication services in addition to their assigned group. On a case-by-case basis, these individuals will receive more service and will be paid \$45/month.

Notes to employees:

1. Reimbursement rates based on cell phone costs for basic phones/service in current market.
2. This payment will be counted as income on W-2.
3. CCC will not provide an allowance for purchasing a phone.
4. If available, employees can use restricted funds to pay personal cell phone bill provided they limit payment to \$25 per month or up to 70 percent of personal cost. Those who use a restricted fund can't contribute personally due to tax implications.
5. The President's Cabinet will review this plan annually to ensure groups are properly compensated. Adjustments can be made through appropriate supervisor to the Cabinet for approval.

V. Retirement Policy

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

W. 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.

X. Paid Holidays

Paid holidays are:

- | | |
|-----------------------------|--|
| 1. Thanksgiving | 2 days |
| 2. All School's Day | 1 day |
| 3. Memorial Day | 1 day |
| 4. Good Friday | 1 day |
| 5. July 4 th | 1 day |
| 6. Christmas and New Year's | Noon December 24 to end of Christmas break |

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.

Y. 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 ($\frac{1}{2}$ time or greater) receive pro-rated vacation time according to the above schedule. (e.g. A one-half time worker will receive $\frac{1}{2}$ 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.

Z. 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.

AA. 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 III. General Policies and Procedures of the Policies and Procedures Manual.

BB. 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.

CC. Athletics and Athletic Handbook Link is Located at:

http://www.ccctigers.com/d/2010-2011/General_Athletics/Athletic_Handbook_2010-11_-_Body.pdf

DD. Professional Education

The Professional Education Department has policies for the following programs:

1. Dual Credit Handbook:
http://www.centralchristian.edu/academics/pdf/Dual_Credit_Handbook_11-19-10.pdf
2. Faculty Excel Program Handbook:
http://www.centralchristian.edu/academics/pdf/Excel_Faculty_Program_Handbook.pdf
3. Adult Learning Program Handbook:
http://www.centralchristian.edu/academics/pdf/AL_Program_Handbook.pdf

EE. 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

1. 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.

- 2. Timing – The earlier a concern is expressed, the easier it is to take action.
- 3. 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.

FF. Red Flags Policy (Identity Theft Prevention Program)

- 1. Program Adoption – 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.

2. Definitions and Program
 - a. 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.
 - b. Fulfilling Requirements of the Red Flags Rule – 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.
3. Identification of Red Flags – 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:
 - a. Notifications and Warnings from Credit Reporting Agencies Red Flags
 - Report of Fraud accompanying a credit report.
 - Notice or report from a credit agency of a credit freeze on an applicant.
 - Notice or report from a credit agency of an active duty alert for an applicant.
 - Receipt of a notice of address discrepancy in response to a credit report request.
 - Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.
 - b. Suspicious Documents – Red Flags
 - Identification document or card that appears to be forged, altered or inauthentic.
 - Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
 - Other document with information that is not consistent with existing student information.

- Application for service that appears to have been altered or forged.
- c. Suspicious Personal Identifying Information – Red Flags
 - Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
 - Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).
 - Identifying information present that is the same as information shown on other applications that were found to be fraudulent.
 - Identifying information presented that is consistent with fraudulent activity such as an invalid phone number or fictitious billing address).
 - Social security number presented that is the same as one given by another student.
 - An address or phone number presented that is the same as that of another person.
 - A person fails to provide complete personal identifying information on an application when reminded to do so.
 - A person’s identifying information is not consistent with the information that is on file for the student.
 - d. Suspicious Covered Account Activity or Unusual Use of Account – Red Flags
 - Change of address for an account followed by a request to change the student’s name.
 - Payments stop on an otherwise consistently up-to-date account.
 - Account used in a way that is not consistent with prior use.
 - Mail sent to the student is repeatedly returned as undeliverable.
 - Notice to the College that a student is not receiving mail sent by the College.
 - Notice to the College that an account has unauthorized activity.
 - Breach in the College’s computer system security.
 - Unauthorized access to or use of student account information.
 - e. 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.
4. Detecting Red Flags
 - a. Student Enrollment – 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 photo identification).
 - b. Existing Accounts – 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.

- c. Consumer (“Credit”) Report Requests – 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.
5. Preventing and Mitigating Identity Theft – 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 step(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.
- a. 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.
6. Program Administration
 - a. Oversight – Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (“Committee”) for the College. The Committee is headed by a Program Administrator who may be the President or his or her appointee. Two or more other individuals appointed by the President or the Program Administrator comprise the remainder of the committee membership. The Program Administrator 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.
- b. Staff Training and Reports – 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.
 - c. Service Provider Arrangements – 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.
 - d. 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 share with other Green 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.
 - e. Program Updates – 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.

GG. Clubs and Organizations

Campus clubs and organizations are under the umbrella of Student Government Association. Each club is required to have a faculty/staff advisor and apply for SGA recognition on an annual basis.

Each club must provide and maintain the following:

1. A faculty/staff advisor
2. A Constitution and Bylaws consisting of:
 - Article I: Name of Organization
 - Article II: Purpose Statement
 - Article III: Requirements for Membership
 - Article IV: Officers (Need at least a President and Treasurer)
 - Terms of Office
 - Selection Process
 - Article V: Advisor (Must be a CCC faculty or staff member)
 - Article VI: Leadership Meetings (When, where, and how often do you meet?)
 - Article VII: General Meetings (When, where, and how often do you meet?)
 - Article VIII: Rules of Procedure (How is your organization organized?)
 - Article IX: Amendments

BYLAWS

- Article I: Duties of Officers
- Article II: Duties of Advisor
- Article III: Elections and/or Member Selection
- Article IV: Finances (What are your sources of income and what are your expenses?)
- Article V: Activities (What do you do?)

Funding for club activities has been set aside to be distributed by Student Senate at the request of campus clubs and organizations. Only SGA recognized clubs are eligible for these funds. This allows campus organizations to receive College funds even if those funds are not included in the College's general budget.

As new clubs are formed, SGA recognition gives these organizations the rights and privileges of existing campus organizations including reservation of campus facilities and posting of advertising on campus.

SGA recognition encourages the development of new clubs based on student interest and leadership providing our students with more opportunities for campus involvement and encouraging students to take leadership initiative by providing them with basic resources to get new clubs off the ground.

Recognition by Student Government Association also ensures that campus organizations have consistent membership, responsible leadership, and an active advisor.

HH. Publications

1. *Centralian* (yearbook)
2. *Tiger Chronicle* (newspaper)

II. Student Activities Council (SAC)

When necessary, specific advisors will be assigned for each event; however, all faculty and staff are urged and requested to attend as much as possible.

IV. Standing Committees

1. 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.

2. 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.

3. Academic Affairs / 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 Plan (required by HLC-NCA). Develop the basic college "planning" for these functions and provide the needed reports.

4. 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.

5. 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.

6. Professional Development Committee

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

7. Performing Arts Advisory Committee

Develop policy and review of campus productions.

8. 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.

9. BG Products Business Lecture Series Committee

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

10. Chaney Music Symposium

Plan the Music Symposium for each academic calendar year.

11. Chaney Lecture Series

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

12. Admissions and Financial Aid Committee

Review and update admissions and financial aid criteria. Recommend tuition and room/board cost adjustments to President's Cabinet. Assist dean of admissions as needed.

13. Progress Review Committee

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

14. Admissions Review Committee

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

15. Fine Arts Public Use Committee

16. 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 "2007 Free Methodist Book of Discipline."

17. Employee Benefits Committee

Study monetary and non-monetary incentives for employment; tenure, sabbatical leaves, fringe benefits, etc. The work of the committee will be submitted to the staff, the President and through him to the Board of Trustees.

Develop the basic college "planning" for these functions and provide the needed reports.

Serve as the appeal committee for staff desiring to review administrative decisions (or College policies and procedures).

The Employee Benefits Committee will meet annually to review faculty/staff salaries and send a proposal for salaries for the ensuing year.

18. Staff Socials

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

19. Retirement Committee

Planning retirement for faculty and staff; including the purchasing and presentation of remembrances upon their retirements.

20. Information Processing Committee

Planning and implementation of information processing – campus wide.

21. Web Page Committee

The Web Page Committee provides a forum for dealing with issues regarding Central's Web page such as design, content, structure, and maintenance as it effects all areas of the College and the greater public. This committee also provides a working team to help support the Web Master in the ongoing growth of the Web page.

22. 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.

23. 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.

24. CCC Booster Club

Generate fan support, financial backing, and special events for the Comprehensive Intercollegiate Athletic Program at Central Christian College.

25. Judicial Affairs Committee (JAC)

Responsibility for the formulation, change, and/or referral of policies governing student life as found in the Student Handbook and Student Life section of the catalog. Develop dining commons and food service policies and practices. Develop the basic college planning for these functions and provide the needed reports.

26. Appeals Committee (Consisting of the President's Cabinet)

The committee will hear the appeal of any student that has been dismissed from school, for any reason. The appeal will be heard only if:

- a. There is new evidence related to the dismissal.
- b. It appears that the Judicial Affairs or Academic Retention Committee did not give the student a fair hearing.
- c. The Dean of Student Development will distribute the student's written appeal to the members of the Appeals Committee. The chairman of the Appeals Committee will obtain feedback from the committee members as to whether the appeal should be heard.
- d. If the appeal is heard by the Appeals Committee, their decision will be in the form of a recommendation to the Judicial Affairs or Academic Retention Committee, who will review the recommendation and make the final decision.

27. Dining Room and Food Service Sub-committee

Develop and plan dining room policies and food service recommendations.

28. Strategic Planning Committee

Formed in 1997, the strategic planning committee came into being as a result of the mandate of the Board of Trustees to the administration of the College. It is the committee which coordinated the original strategic planning exercise and presented its planning document to the Board of Trustees in October, 1998 and again in 2010.

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.

29. 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.
- c. To recommend for final authorization of any new building or major renovation project to the Board of Trustees.

30. Archives Council

The College archives, formed fall 2004, shall be governed by an Archives Council consisting of the president, the provost and vice president of academics, the librarian, a faculty member, and the archivist. The archivist shall be the chairperson of the committee, the provost and vice president of academics, co-chairperson. The Archives Council shall adopt policies, procedures and projects designed to attain the objectives of the archives.

31. FERPA (Family Education Rights to Privacy Act) Committee

This committee is responsible for understanding and communicating updates to FERPA as well as evaluating the institution's compliance with regards to student privacy. The committee is also a resource for the campus for employees who may have questions regarding FERPA to insure that they do not violate the regulations.

V. CENTRAL CHRISTIAN COLLEGE ACADEMIC CALENDAR: 2011-2012

Fall Semester – 2011

August 22-23 (Mon-Tue)	Faculty/Staff Workshop
August 24-26 (Wed-Fri)	Office Days
August 27 (Sat)	Freshman/New Student Orientation & Registration (Office Day)
August 29 (Mon)	Returning Student Orientation & Registration
August 29 (Mon)	Servant Leader Day
August 29 (Mon-6:30 pm)	CCC evening classes begin
August 30 (Tues-7:30 am)	CCC day classes begin
September 2 (Fri)	Direct Study/Practicum/Internship applications due
September 6 (Tues)	Last day to make a change w/o fee
September 9 (Fri)	Last day to change course or add new course for credit
September 14 (Wed)	All-School Picnic (no classes)
September 26 (Mon)	Last day to drop 1st term course w/o grade
October 14-16 (Fri-Sun)	Family Homecoming Weekend
October 21 (Fri)	Mid-Semester
October 24-25 (Mon & Tues)	Fall Break (no classes)
Oct 25 (Tues-6:30 pm)	Term 2 begins--classes resume
October 28 (Fri)	Last day to add Term 2 classes
November 1 (Tues)	Advisor/Advisee Convocation
November 1-4 (Tues-Fri)	Registration
November 2 (Wed)	Registration Day (no classes)
November 3 (Thurs)	Last day to drop semester course w/o grade
November 17 (Thurs)	Last day to drop 2nd Term course w/o grade
November 23 (Wed-7:30 am)	Thanksgiving vacation begins (Staff ½ day)
November 28 (Mon-7:30 am)	Classes resume
December 12 (Mon)	Reading Day (no classes)
December 13-15 (Tues-Thurs)	Final Examinations (begin Monday evening)
December 19 (Mon-12:00 noon)	Grades due
December 24-January 2	Offices closed

Interterm – 2012

January 3 (Tues)	Registration/Office Day – Orientation (2:00 pm)
January 4 (Wed-8:30 am)	CCC classes begin
January 6 (Fri)	Last day to change course or add new course for credit
January 12 (Thurs)	Last day to drop course w/o grade
January 26 (Thurs)	Last day of Interterm courses
January 27 (Fri)	Office Day
January 31 (Tue 12:00 noon)	Grades due

Spring Semester – 2012

January 30 (Mon) 2:00-3:00 pm	Registration/ Office Day – Orientation (2:00 pm)
January 30 (Mon-6:30 pm)	CCC evening classes begin
January 31 Tues-7:30 am)	CCC day classes begin
February 3 (Fri)	Direct Study/Practicum/Internship applications due

February 7 (Tue)..... Last day to make a change w/o fee
 February 10 (Fri)..... Last day to change course or add new course for credit
 February 27 (Mon) Last day to drop 1st term course w/o grade
 March 16 (Fri)..... Mid-semester
 March 16 (Fri-4:00 pm) Spring Break begins
 March 26 (Mon-7:30 am)..... Term 2 begins and classes resume
 March 29 (Thurs)..... Last day to add Term 2 class for credit
 April 4 (Wed) Last day to drop a semester course w/o grade
 April 6 (Fri) Good Friday (no classes)
 April 10-12 (Tues-Thurs) Pre-registration for Summer 2012 & 2012-13 (FA, WI, SP)
 April 10 (Tues) Advisor/Advisee Convocation
 April 11 (Wed) Registration Day (no classes)
 April 18 (Wed) Last day to drop 2nd Term course w/o grade
 May 11 (Fri) All Schools Day (no classes)
 May 14 (Mon) Reading Day (no classes)
 May 14-17 (Mon eve-Thu) Final Examinations (begin Monday evening)
 May 18 (Fri) Baccalaureate and Honors Night
 May 19 (Sat-2:30 pm)..... Commencement
 May 22 (Tue-4:00 pm)..... Grades due

Summer – 2012

June 4 (Mon) Online classes begin
 June 7 (Fri)..... Last day to drop with partial refund
 July 15 (Sun) Last day of Summer courses
 July 29 (Fri) Final faculty evaluations & grades due