



Employee Handbook



Mission

This Mission of Colorado Northwestern Community College is to enhance people's lives by providing and accessible, affordable, quality education.

Vision

Colorado Northwestern Community College will be the college of choice for students seeking a unique education grounded in the Colorado experience.

Value Statement & Core Values

Innovative teaching, outreaching education, and continual assessment will ensure that our students have the skills to further their education, succeed at meaningful careers, and prosper in a complex and increasingly diverse world.

- **Achievement:** Provide holistic and broadly-based student support to prepare out students to achieve their educational, professional, and personal goals.
- **Life-long Learning:** Offer educational programs that encourage continued education as well as respond to evolving workforce environments.
- **Diversity:** Value and promote diversity.
- **Innovation:** Utilize innovation to provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado.
- **Community Involvement & Development:** Create and nurture meaningful and mutually beneficial partnerships with Northwest Colorado community and beyond.

The Colorado Northwestern Community College (CNCC) employee handbook has been compiled as a reference and resource manual for College staff. The handbook contains a number of relevant policies and procedures which pertain primarily to exempt contractual employees at the College. These policies and procedures have been established by both Colorado Northwestern Community College and the State Board for Community Colleges and Occupational Education. The contents in this handbook are intended to serve the best interests of Colorado Northwestern Community College, its faculty, administration, staff and students. Furthermore, it is the College's intent to continually review and revise these policies and procedures to reflect changes in the operation of the College and the Community Colleges of Colorado System. It should be noted that both State Board and Colorado Northwestern Community College policies and procedures are continuously subject to change, and the College reserves the right to change policies and procedures at its discretion.

As a State System College, all State Board for Community Colleges and Occupational Education policies and/or state legislative action will take precedence over local institutional policy. Also, all personnel matters relating to classified staff are governed by the Rules and Regulations of the Colorado State Personnel System. The latest copy of the Rules and Regulations of the Colorado State Personnel System is on file with the Department of Human Resources. All employees have access to the above Rules and Regulations and any other written College or Board policy. Colorado Northwestern Community College adheres to the above policies in all personnel practices as they apply to all employees.

For all updated training information and forms, please refer to the current year Convocation Guide. Detailed information including, but not limited to:

- ADA Accommodations and Service Animals
- Business Office Information
 - Travel
 - Direct pay
 - Purchasing
 - Reimbursement of Expenses
- FERPA
- Employee Benefits
- Departmental Information
- Campus Maps
- Strategic Plan
- Employee Directory
- Grants and Foundation Information
- Fleet Usage & Agreements

In any instances where CNCC procedures might conflict with State Board Policies and Procedures or State Statute, the State Board Policies and Procedures and State Statutes take precedence and are the rule. For a full list of State Board for Community Colleges & Occupational Education Policies and Procedures visit <https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>

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Boards

The State Board for Community Colleges and Occupational Education (SBCCOE)

The State system of community colleges is under the governance, management and jurisdiction of the State Board for Community Colleges and Occupational Education which is possessed with that authority and delegated those duties in H.B. 1237 (1986 legislation) concerning the Powers and Duties of the State Board. The Board consists of eleven members, nine of whom are appointed by the Governor with the consent of the Senate.

The tenth and eleventh members of the Board are respectively, a faculty member and a student at a College within the system of community colleges. The term of these latter offices is for one year, and these two members of the Board serve in an advisory capacity without the right to vote. The Board members appointed by the Governor each serve a four-year term representing all geographic areas of the State. No member of the Board may be appointed for more than two full consecutive terms.

The College Advisory Council

The College Advisory Council of Colorado Northwestern Community College is a seven member Council appointed by the State Board and comprised of residents from the College's service area. Terms of members appointed to the Council shall be four years. It is suggested that the membership be comprised of 3 members from the Board of Trustees and 3 members from the Board of Control, with one additional member selected at large from the outlying service centers of the College.

The Board of Trustees and Board of Control

Colorado Northwestern Community College has two additional boards. The Rangely Junior College Board of Trustees and the Moffat County Affiliate Junior College Board of Control manage financing from tax levies in the original Rangely taxing district and Moffat County. These Boards consist of five members of each board elected by the voters of each taxing district. These Boards' functions were modified to assist the College in financing when the College joined the Community Colleges of Colorado in 1999. Each board controls the funds collected from the mill levy of the taxing district and determines how those dollars will be spent in support of the campuses of Colorado Northwestern Community College. Budget requests from the campuses are presented to the respective Boards each year and the Boards have the authority to determine the manner of expenditures.

The College President

The President of Colorado Northwestern Community College is the chief executive and administrative officer of the College. The duties and responsibilities of the President are defined in Policy [BP 3-15](#).

The Colorado Commission on Higher Education (CCHE)

The General Assembly has established a central policy and coordinating board for higher education in the state of Colorado known as the Colorado Commission on Higher Education (CCHE), referred to in this article as the "Commission".

The duties and powers delegated to the Commission apply to all state-supported institutions of higher education, including, but not limited to, all post-secondary institutions in the state supported in whole or part by state funds, and including junior colleges and community colleges, extension programs of the state-supported universities and colleges, local district colleges, and area vocational schools and specifically the Regents of the University of Colorado and the institutions it governs. The governing boards and institutions of the public system of higher education in Colorado, including the University of Colorado, are obligated to conform to the policies set by the Commission within the authorities delegated to it in House Bill 1187. (1985). (CR23-5-117)

The Commission consists of nine members appointed by the Governor with the consent of the Senate.

General Policies & Procedures

Equal Employment Opportunity

The total campus community of Colorado Northwestern Community College shares the responsibility of exercising good faith efforts to ensure equal educational and employment opportunities for all students and employees. It is the responsibility of each faculty and staff member to assure appropriate compliance on all issues.

All faculty and staff must:

- Attend workshops or seminars conducted by the Affirmative Action Officer or designee to ensure implementation of the Equal Opportunity/Affirmative Action Program
- Provide encouragement and/or career counseling to prepare all students, especially underrepresented and special populations, for educational and employment opportunities commensurate with their abilities
- Exemplify the spirit and intent of CNCC in their recommendations for employment of faculty or staff for CNCC's respective organizational units

It is the responsibility of those who believe they have been the subject of discrimination on one or more of the following grounds – race, color, religion, sex, national origin, age, or handicap – to notify the Affirmative Action Officer and file a completed Grievance Form. It is the responsibility of each employee who suspects some type of discrimination in a College practice, procedure, or policy to inform the Affirmative Action Officer who will investigate and recommend appropriate action. For more information about EEO, contact CNCC's EEO/AA Coordinator.

Notice of Nondiscrimination

CNCC prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education [BP 3-120](#) or [BP 4-120](#). The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. CNCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

CNCC has a Title IX and Equal Opportunity Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For more information contact the Department of Human Resources. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, or by phone at (303) 844-3417.

Title IX

Colorado Northwestern Community College has a legitimate and compelling interest in prohibiting sexual harassment. Furthermore, the College has an obligation to discipline those who engage in sexual harassment behavior. Conversely, persons accused of sexual harassment have considerable interest with regard to their reputation. The College must, therefore, strive to balance the interests of those making the accusation and the accused. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can constitute sexual harassment when:

Submission to such conduct is made wither explicitly or implicitly a term or condition of a person's employment or educational opportunity

Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals

Such conduct has the purpose or effect of substantially interfering with an individual's working or learning environment. All students, staff, faculty, and administrators should be aware that the College deplores and condemns such behavior, and that the College is prepared to take appropriate action for prevention or correction

Complaints of sexual harassment will be dealt with in a manner, which will consider fairly the concerns of both the complainants and the respondents. In determining whether alleged conduct constitutes sexual harassment and in taking disciplinary measures, all of the information available, including the nature of the sexual advances and the context in which the alleged incident occurred, will be considered. In some cases, sexual harassment constitutes unlawful sexual discrimination for which legal remedies are available under Title VII of the Civil Rights Act of 1964, as amended or the Colorado Anti-discrimination Act of 1957.

Although all members of the Colorado Northwestern Community College community are encouraged to resolve sexual harassment problems through the internal procedures set forth in the following policies, an individual may choose to file a complaint directly with the Equal Employment Opportunity Commission or the Colorado Civil Rights Commission.

Due to anticipated changes in applicable Title IX laws, the policies and procedures described in this handbook may require updating after publication. Updated policies and procedures will be posted at <https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>.

For the full on Title IX material and how to file a complaint, contact the Title IX Coordinator or refer to the sexual misconduct procedure see, [SP 3-120a](#), [SP 4-120a](#).

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are classified as "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school

- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors, and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (Special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Alternatively, you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

For the full policies about CCCS System FERPA policies see, [BP 4-80](#).

Americans with Disabilities Act Amendments (ADAA)

The Americans with Disabilities Act Amendments (ADAA) extends federal civil rights protection in several areas (including colleges) to people who are considered "disabled". ADAA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for disabled people. To be considered "disabled" under the ADAA, a person must have a condition that impairs a major life activity. Major life activities, which impair higher learning, include: self-care, manual tasks, walking, seeing, hearing, speaking, breathing, and working. CNCC is required by the ADAA to make reasonable accommodations to the known physical and mental limitations of otherwise qualified students with disabilities, unless we can demonstrate that the accommodation required would impose an undue hardship on CNCC. In general, a reasonable accommodation is an adaptation to a program or facility (including classrooms) that allow a qualified student with a disability to participate in a course and/or a program (preferably in the most integrated setting which is appropriate). Accommodations may include changes in policies, practices, or services.

The following examples may apply:

- Qualified interpreters for the hearing impaired
- Qualified readers or taped texts for students with visual impairments
- Acquisition or modification of equipment or devices
- Other similar services and actions

Faculty are expected to comply with ADAA guidelines and offer accommodations as approved through the CNCC ADAA officer. The Director of Student Support serves as CNCC's ADAA Officer. Students must declare a disability with the ADAA Officer and provide supporting documentation. The ADAA Officer will review all documentation and determine appropriate accommodations. A letter will be sent to the student's instructors and Academic Advisor outlining approved accommodations. Should a student volunteer information concerning a disability, refer the student to the Director of Student Support.

For more information about ADAA, please visit [The Americans with Disabilities Act Amendments Act of 2008](#) or talk with CNCC's Student Success & Retention Coordinator.

For the full policies on CCCS System ADAA policies see, [BP 3-120](#) and [SP 3-120b](#).

Standards of Conduct

The institution's and the public's expectations are very high. They want consistent high quality and service. CNCC is proud of its employees and realizes that everyone wants to do a good job. A key element in quality is the first impression one receives. In establishing standards, our employees are made aware of performance expectations that will lead to consistently meeting or exceeding the expectations of our customers.

- All employees will be expected to be aware of the standards
- Individuals should feel free to tactfully remind co-workers of standards not being followed
- All supervisors will be responsible for explaining the standards to those who report to them and also what actions will be taken if the standards are not adhered to

CCCS Code of Ethics

Public confidence in the integrity of state government demands that public officials demonstrate the highest ethical standards at all times. Those who serve the people of the State of Colorado as public officials should do so with integrity and honesty, and should discharge their duties in an independent and impartial manner. Any effort to realize personal gain through official conduct, other than as compensation set through established processes, or disclosure of confidential information, is a violation of the public trust. External obligations, financial interests, and activities of each employee of the State Board must be conducted so there is no real or perceived conflict or interference with the employee's primary obligation and commitment to the Colorado Community College System.

All employees of the State Board for Community Colleges and Occupational Education shall be responsible for upholding the following code of ethics ([BP 3-70](#)):

- Shall serve the public with respect, concern, courtesy and responsiveness
- Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence and trust in government
- Shall not use public office to bestow any preferential benefit on anyone related to the officer, appointee or employee by family, business or social relationship
- Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain
- Shall not accept outside compensation for performance of state duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expense, or other thing of monetary value that could result in real or perceived preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, or disclosure or use of confidential information acquired through state employment
- Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for official action taken
- Exception: Employees may accept awards from non-profit organizations for meritorious public contributions
- Shall not perform work for individual benefit when the work in question falls within the regular assignment of the individual
- Shall not engage in outside employment unless:
 - The outside employment is disclosed to the employee's immediate supervisor
 - The outside employment does not interfere with the performance of state duties

- Shall not use state time, property, equipment, or supplies for personal benefit or the benefit of outside employers or activities
- Shall not engage in a substantial financial transaction for his or her private business purposes with a person the employee inspects, regulates, or supervises in the course of his or her official duties
- Shall not assist any person for compensation or a contingent fee in obtaining any contract, claim, license, or other economic benefit from the State
- Shall not perform an official act directly and substantially benefiting a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent
- Shall not use state time, property, equipment or supplies for private purposes or any other purpose not in the interests of the State of Colorado
- Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government
- Shall carry out all duties as a public servant by exposing corruption or impropriety in government whenever discovered
- Shall support equal access and employment opportunities in state government for all citizens of the State of Colorado
- Shall comply at all times with the standards of conduct set forth in title 24, article 18 of the Colorado Revised Statutes.

For the full policies on CCCS Code of Ethics see, [BP 3-70](#).

CNCC Policies

Emergency Closure

It may be necessary to close the Colorado Northwestern Community College campus for emergency reasons. The President or designee will notify the media when the campus is to be closed. Day closures will be announced on the local radio between 7:00 a.m. and 8:00 a.m. Evening closures will be announced before 5:00 p.m. Any closures at the Craig Campus will be announced on KRAI (93.7) and closures at the Rangely Campus will be announced on KIFX-THE FOX (98.5 in Vernal, Utah).

Work Study

The Federal Work Study Program (FWSP) provides employment positions for undergraduate students who demonstrate financial need. These earnings assist students with educational expenses.

Objectives and Purpose of the Program

The objectives and purpose of the FWSP are to provide:

A source of financial aid to undergraduate students who demonstrate financial need

Work experience which enhances the participants' education, whenever possible

An employment pool to CNCC, and to several non-profit community organizations.

Procedures for establishing all work-study positions

The Department wanting to hire work-study students will complete a Request for Work study Employees, indicating the number of student workers desired and a description of duties and skills required. The Request for Work-study Employees form must be signed by the Department Supervisor or Program Director. Completed forms are submitted to the Financial Aid Director. The job duties and the required skills are reviewed by the Financial Aid Director for placement. Approved positions are posted in the Work-study Positions book for students.

Supervisor Responsibilities

- Supervisors must not allow students to work without having signed a Work Referral, which the student obtains from Financial Aid after completing all required paperwork
- Supervisors are responsible for training work-study students placed in their departments
- Supervisors are responsible for notifying work-study students of unacceptable performance and for setting guidelines for expected improvement
- Supervisors are responsible for verifying the accuracy of work-study timesheets
- Supervisors are responsible for the timely submission of timesheets to the Human Resource Office
- Supervisors are responsible for monitoring student hours to insure students do not exceed their work-study award. Reports will be provided by the Human Resource Office to assist Supervisors in monitoring students who are approaching their limits.

Recruiting/Retention Policy

It is against CNCC policy to provide commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or financial aid to any persons or entities engaged in student recruiting, admissions activities, or making decisions regarding the award of student financial assistance. This policy is explained in the hiring and on-boarding process for new personnel. The recruiting and admissions departments are paid on a salary basis with no commission or bonus compensation structure. Increases in pay or promotion come based off of merit and the employee's ability to accomplish and exceed set goals. Employee's goals are not tied to individual numbers/enrollment numbers but overall contributions to the team and CNCC.

Student Tuition & Fee Appeals Policy

Applicable Policy: SAP-5 - Accounts Receivable Policy

A student receivable is deemed valid at such time that a student has enrolled in classes and the student has not dropped classes by census date (Colorado Community College System (CCCS) SAP-5 Accounts Receivable Policy). CNCC's Student Tuition & Fee Appeals Policy provides for CNCC's discretion, within the language of SAP-5, to define parameters and processes for the College to address institutional errors, disputes about the validity of debt, and emergencies or unforeseeable events that prevent students from complying with established drop and withdraw deadlines for a course.

Appeal for Extenuating Circumstances

A student may appeal for approval of a late withdrawal and/or tuition credit for emergencies that exist beyond the students' control preventing compliance with the established drop and withdraw deadlines for the course.

Appeals will be submitted to CNCC's Controller on a prescribed form, and will be considered by an appeals committee chaired by the Controller, with representatives from Financial Aid, Admissions, Advising, and Instruction.

Appeal Guidelines

The appeal reason must meet all of the below criteria:

- The circumstance must be severe enough that it caused you to miss a significant number of class sessions or class assignments
- The circumstance must be something that occurred after the deadline to drop your class for a refund or to withdraw from the course
- The circumstance must be something that was beyond your control or choice. Appeals must be submitted no later than the semester after the semester being appealed (for example, an appeal for the fall 2018 semester must be submitted by the end of the spring 2019 semester)
- Repeated appeals for the same reason or circumstance will not be considered
- You must be able to provide appropriate documentation supporting your appeal
- If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.

Appeal Reasons

- Medical emergency is a severe medical illness or serious injury that involves either the student, an immediate family member (spouse, children, and parents), or a person with which the student has a significant relationship (must provide an explanation of the significant relationship)
- An employment change for the student is considered only if it is a mandatory change to your work schedule that was beyond your control. Accepting a new job or promotion is not a valid reason to appeal and appeals for this reason will be denied
- Death is a death involving a family member (spouse, children, and parents) or a person with which the student has a significant relationship (must provide an explanation of the significant relationship)

As a general guideline, only appeals for medical emergencies, mandatory employment changes and death will be considered. The committee will consider other life events on a case-by-case basis. The "other" life event needs to be an extraordinary issue faced by the student that prevented them from completing their coursework.

Appeal for Institutional Error

A student or staff member may appeal for approval of a corrective action in situations where a CNCC staff made an error in processing a student enrollment, drop, withdraw, or accounting process which is unknown to the student prior to the dates which allow the students to drop, or withdraw or resolve the error prior to established dates and deadlines for the term. If the student is aware of such error prior to the established dates, it is the student's responsibility to drop from the courses or take corrective actions. If approved for a late drop or processing error, tuition and fees related to the course will be not be considered a valid debt and related tuition and fee charges will be removed.

Appeals will be submitted to CNCC's Controller on a prescribed form, and will be considered by the Controller (for Institutional Errors described herein), or by an appeals committee chaired by the Controller, with representatives from Financial Aid, Admissions, Bursar, and Instruction.

Appeal Guidelines

Appeals must be submitted within a reasonable time frame from the date the institutional error is discovered (typically within a week), and no later than end of the semester being appealed unless approved by VPBS or President. Staff must be able to provide appropriate documentation supporting the appeal. If an appeal is denied, a student or staff may request to have the appeal reconsidered, only if the student/staff can supply additional documentation to support the appeal. When a second review is requested, the decision made by the Controller/committee is final.

Appeal Reasons

- Instructor Drop for Non-Attendance - instructor failed to process drop request before census
- Student Intended to Drop Prior to Census - did not drop prior to census due to incorrect syllabus, hold on account, concurrent enrollment student notified high school staff only, etc.
- Student enrolled in wrong section -seeking to drop one section and enroll in another (same term)
- Administrative errors such as class cancelations - drop not processed prior to census
- Other - All reasons other than those specifically listed above will need to be reviewed by the Appeals Committee to determine if this was an Institutional Error that should result in a corrective action

Appeal for Validity of Charges

A student may appeal the validity of the tuition and fee charges on the student account. Tuition and fee charges are deemed valid at such time that a student has enrolled in classes and the student has not dropped classes by census date. Late drops approved based on an Appeal for Institutional Error will not be considered valid charges. Colorado Community College System (CCCS) SAP-5 Accounts Receivable Policy states "Evidence of a valid debt may include, but is not limited to, the following: A signed student agreement, evidence of registration, evidence of attendance, evidence of grade earned, documentation of payment made, etc." A student may appeal the validity of the debt by contacting the CNCC Accounting Office. The objection must be in writing and provide a factual explanation as to why the amount of debt is incorrect. This objection must be received by the CNCC Accounting Office no later than 30 days after the date of a "Certification of Student Loan Debt and Due Process Rights" that is mailed to students with outstanding account balances prior to accounts being sent to collection agencies.

Academic Use of Alcohol for On Campus Training

Applicable Policy: BP 19-30

Standard of Conduct

In compliance with the federal Drug Free Schools and Communities Act, Colorado Northwestern Community College prohibits the unlawful manufacture, dispensation, possession, use, or distribution of

a controlled substance (illicit drugs and alcohol) of any kind and in any amount including marijuana. These prohibitions cover any individual's actions which are part of any College activities, including those occurring while on College property or in the conduct of College business away from the campus.

President's Written Approval

Acceptable Use of Alcohol – Each event, must be separately approved in writing from the President. This will clearly state the educational purpose, time, date, etc, and CNCC manager in charge. There will be no blanket approvals. Use attached Event Approval Form.

Note: Fiscal Policy does not permit the following:

- Creation of a blanket Purchase Order (PO). A new PO must be submitted each semester
- CNCC will not reimburse employees for alcohol purchase. CNCC must issue a check (from an invoice and PO) straight to vendor
- Storage of opened or unopened alcohol on CNCC property
- Storage of CNCC purchased alcohol on personal property
- Violation of the Fiscal Policy items above or lack of adherence of the procedure below will result in employee discipline up to and including dismissal.

General Process Required

- Obtain letter of approval from CNCC President, including dates of activity, 1 month prior to alcohol being purchased
- Create a PO including Vendor information AND attaching the letter of approval 1 month prior
- Clearly state the business purpose, and If applicable - attach the lesson plan/program learning outcome/course competency information to the PO request
- Get signatures on PO. The following individuals MUST sign the PO prior to submitting to Purchasing 1 month prior
- Dean of CTE/Arts & Sciences
- Vice President of Business Administration
- Submit PO to purchasing for processing 1 month prior
- Work with Vendor to pick up alcohol AND invoice for alcohol
- 'OK to Pay' the invoice after all alcohol has been received. Be sure to include the following with the 'ok to pay' invoice:
- Receiving documents

PO number listed on invoice (i.e. ok to pay PO#XXXX)

Date

Initials

Attach a letter verifying proper disposal of alcohol

All opened alcohol is to be disposed of by pouring down the sink or toilet

Manager in charge will ensure all unopened product is secured and returned for credit at the vendor

CNCC cannot store unopened product at any location (college or employee)

Combine all documents and place into the Purchasing folder for payment

Management Administration of Event

The CNCC manager in charge will ensure the safety, security and protection of all individuals involved in the educational experience that requires alcohol. The manager in charge is responsible to provide adequate review and documentation. This will include the following (but not limited to):

- Liability of the College and all the participants
- CNCC students, staff and faculty may not participate as role players
- Verification of participants' age
- Transportation of participants
- Quantity limitations

Time and Leave

Leave must be approved by the employee's immediate supervisor 24 hours' in advance when foreseeable, unless an alternate approving authority is identified in the applicable section of this Policy. It is the responsibility of the employee to comply with procedures for requesting and reporting leave. Unauthorized absence constitutes grounds for dismissal or other disciplinary action; e.g., the supervisor may charge unauthorized absence to sick or annual leave, or treat the absence as leave without pay and adjust the employee's salary accordingly.

Social Media Guidelines

Purpose

Colorado Northwestern Community College (CNCC) Marketing Department has developed social media guidelines to help properly portray, protect and promote the college and to assist CNCC departments, staff and faculty to create, manage, and contribute to college-related social media accounts. A Communications Committee has been established to discuss social media options and approve account applications.

These guidelines are based on the Colorado Community College System President's Procedure [SP 3-125f](#) to help college employees use social media effectively, protect their personal and professional integrity, protect student information, and follow other organizational guidelines.

These guidelines require that:

- Official CNCC departments, programs, groups, etc. complete an application for any CNCC social media account
- Each social media account has at least two CNCC staff or faculty as responsible administrators
- Each officially approved account includes a disclaimer statement articulating that content and opinions contained on the site do not necessarily represent those of the college
- Inappropriate, offensive, injurious and illegal content will be removed by the account administrator or at the direction of the Communication Committee/Marketing & Recruiting staff. Inappropriate content includes the following:
 - Confidential information about the college, its staff, or its students
 - Obscene, hostile, threatening, injurious, or illegal messages or suggestions
 - Endorsements of any cause, opinion, product or company. This includes any advertising
 - Violations of copyright, privacy, security, or other laws and CNCC policies
- College employees adhere to the same standards of conduct online as they would in the workplace and follow best practices for social media
- Facebook Accounts Only: Official Facebook pages must have prominently displayed language directing the public to the CNCC official website

Uses of Social Media

The term "social media accounts" refers to accounts created on Twitter, Facebook, LinkedIn, YouTube, blog sites, or any other service that promotes user-driven output and feedback. These guidelines apply only to social media accounts created by CNCC staff and faculty for official CNCC business purposes of college groups, departments, and programs. Any social media account that is officially representing CNCC in a public capacity must be approved through the application process.

CNCC Social Media Accounts Structure

Communications Committee/Marketing & Recruiting

The Communications Committee will consist of members from various college departments and campuses. This committee will be responsible for approving social media account applications, will share ideas for accounts and upcoming events announcement, and will generally monitor

existing accounts. The Communications Committee will work with the Department of Marketing to regularly review content posted on college-authorized social media sites and, with respect to any site maintained in the name of the college, may remove or cause the removal of any content for any lawful reason, including but not limited to content that it deems threatening or obscene, is a violation of intellectual property rights or privacy laws, is otherwise injurious or illegal, or does not comply with these CNCC Social Media Guidelines.

Lead Account Administrator

The Lead Account Administrator will be responsible for posting any new accounts or pages, will work with departments and account administrators to keep updates current, and will manage the general college accounts with consistent and current updates.

Account Administrators

Account administrators will be assigned for the various departments and types of accounts. Should a college employee administrator of an account leave the college for any reason or no longer wishes to be an account administrator, it is their department/division's responsibility to designate another college employee to be an account administrator and remove the former employee's administrative permission to the site.

Student Club and Organization Accounts

Student clubs and organizations may create social media accounts, although the advising faculty/staff member must submit an application and agree to monitor the account's activity for adherence to policies outlined in the Student Code of Conduct, the Student Handbook, and these guidelines. Violations of these policies may result in disciplinary action and may include appropriate legal action. Additionally, if there are continuing issues in the administration of an account, it could be closed as deemed appropriate by the Communications Committee/Marketing & Recruiting.

Social Media in the Classroom

While faculty are not prohibited from having students use social media to learn about it, faculty must use CCCS' official learning management system (e.g., Desire 2 Learn) instead of social media sites for facilitating coursework and teaching. If students are using social media as part of a classroom project or assignment, they are expected to abide by the Student Code of Conduct. Faculty must be careful to adhere to all Family Educational Rights and Privacy Act (FERPA) policies when using social media in the classroom.

Procedures for Submission of Social Media Application

- An online application must be submitted to Communications Committee/Marketing & Recruiting. As part of the application, personnel must submit:
 - Names of CNCC employees to be account administrators
 - The profile image/avatar for each account to ensure the CNCC brand is upheld
 - The intended purpose of the account
- The Communications Committee and/or Marketing & Recruiting Department will review all applications and consult with the account requestors as necessary
- Once approved, the Lead Account Administrator will create the page/account under the CNCC generic account

Responsibilities of Communications Committee/Marketing & Recruiting

- Create and coordinate social media training for the college
- Review and approve all social media applications

Responsibilities of Lead Account Administrator

- Create and manage college-wide social media accounts on Facebook, Twitter, LinkedIn, YouTube, etc.
- Maintain and administer social media guidelines, best practices, and community management plan
- Maintain list of officially-recognized social media accounts and administrators
- Be a resource for departments and programs to help with social media
- Track and report social media metrics

Responsibilities of CNCC staff, faculty and students participating in social media on behalf of CNCC:

- CNCC employees and students are expected to adhere to the same standards of conduct online as they would in the workplace, including:
 - FERPA
 - CNCC organizational guidelines
 - Student Handbook and Student Code of Conduct
- Laws and policies respecting contracting and conflict of interest, as well as policies for interacting with students, parents, alumni, donors, media and all other college constituents apply online and in social media just as they do in personal interactions. Employees are fully responsible for what they post on social media sites
- Use good judgment about content and respect privacy laws. Do not include confidential information about the college, staff, or students
- Post only content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal
- Representation of your personal opinions as being endorsed by the college or any of its organizations is **strictly prohibited**. CNCC's name or logos may not be used to endorse any opinion, product, private business, cause, or political candidate
- When posting content on any social media site, account administrators represent that they own or otherwise have all of the rights necessary to lawfully use that content or that the use of the content is permitted by fair use. Posters also agree that they will not knowingly provide misleading or false information and will indemnify and hold the college harmless for any claims resulting from the content
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos or videos, always include citations. Provide a link to the original material if applicable

Advertising on Social Media Sites

Employees outside of the college's marketing office are **not** authorized to enter into advertising agreements with social media sites.

Personal Social Media Accounts

If employees also maintain their own personal social media accounts, they should avoid creating confusion over whether or not the account is associated with CNCC. If they identify themselves as CNCC faculty or staff member online, it should be clear that the views expressed on their site are not those of the college and they are not acting in their capacity as a CNCC employee. Personal social media accounts should not be used to post official CNCC statements. Faculty and staff should be especially mindful of the ethical considerations of their interactions with students via social media sites.

While not a requirement, CNCC employees may consider adding the following disclaimer to personal social media accounts: "While I am an employee at Colorado Northwestern Community College, comments made on this account are my own and not that of the college."

Definitions

Poster/User/Contributor - A person submitting content to any social media site that is officially recognized by the college.

Social Media - various forms of discussion and information sharing including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums.

Examples include but are not limited to”

- Google and Yahoo Groups (reference, social networking)
- Wikipedia (reference)
- My Space (social networking)
- Facebook (social networking)
- YouTube (social networking and video sharing)
- Flickr (photo sharing)
- Twitter (social networking and micro-blogging)
- LinkedIn (business networking)
- News media comment sharing/blogging

Social Networking - the practice of expanding the number of one’s business and/or social contacts by making connections through individuals. While social networking may include joining clubs and organizations or staying connected through phone conversations and written correspondence, this collection of guidelines focuses on Social Networking as it relates to the Internet to promote such connections and is only now being fully recognized and exploited, through Web-based groups established for that purpose.

Communication Committee - the committee consisting of Director of Marketing, Public Information Officer, Webmaster, a representative from Student Services, a representative from Instruction and Recruiting staff

Facility Usage Policy

Purpose

The College recognizes that freedom of expression and assembly are important aspects of the educational experience. The College provides opportunities for discourse, debate, sharing of ideas, and other expressive activities while operating and maintaining an effective, safe and efficient institution of higher education.

This protocol sets out how to make arrangements for use of publicly available spaces for expressive activity in a constitutionally protected manner consistent with the needs of the College to identify the appropriate time, place and manner for these activities in order to coordinate multiple uses of limited space, provide adequate services to support the campus, maintain the safety and appearance of the campus and preserve financial accountability.

Application

This protocol applies to use of publicly available spaces for non-commercial expressive activity by the general public. This protocol does not apply to space requests for official College activities, authorized uses by recognized student groups and CNCC-affiliated entities, rentals under the College’s protocol for facilities use, or solicitation and vending.

Priority for Use of Publicly Available Space

College facilities that are identified as publicly available spaces will be made available for non-commercial expressive activity by groups in the following order of priority:

- Official College activities
- The campus community (including students, employees, recognized student groups, and CNCC - affiliated entities)
- Members of the general public.

Campus Contacts for Reserving Space

Members of the Campus Community should arrange any use of publicly available space, whether for official/authorized College activities or for other expressive activities, through their campus contact.

- For students and recognized student groups: Department of Campus Life
- For employees: Executive Assistant to the Vice President of Instruction, Executive Assistant to the President, or Executive Assistant to Vice President of Student Affairs
- For members of the general public: Executive Assistant to the Vice President of Instruction, Executive Assistant to the President, or Executive Assistant to Vice President of Student Affairs

Reserving and Using Space

The following provisions apply to the use of publicly available space for non-commercial expressive activity:

- Those planning to engage in expressive activities as a group or individuals planning to engage in expressive activities intended to attract the attention of passers-by must reserve appropriate space for a proposed activity at least 24 hours in advance. Reservations, including expected number of attendees and the proposed manner in which the activity will be conducted assist in identifying an appropriate location and time, thus avoiding conflicts that could require rescheduling an activity and permit the College to evaluate necessary services and costs. Where an activity requires more than a nominal increase in services to accommodate the event, or results in damages, the additional costs of such services and/or damages may be assessed to the individual or group reserving the space
- Internal campus controlled streets and walkways are for public ingress and egress for activities open to the public. Persons must abide by all applicable laws, policies, procedures and protocols and not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic
- Persons must not engage in activity that defames, is obscene, incites violence, or threatens physical harm
- Persons must not obstruct, disrupt, interrupt, or attempt to force the cancellation of any event or activity
- Persons shall comply with the directions of a College official or law enforcement officer acting in the performance of his or her duty
- Persons shall not disrupt official College activities or other reserved or authorized uses, or impede pedestrian or vehicle traffic or access to buildings
- Continuing to approach anyone or stop anyone who has indicated a lack of interest is prohibited
- Amplification is not permitted unless prior arrangement has been made through the reservation process for the activity to take place at a time and place where the amplification will not interfere with official College activities or the space is being rented and the rental agreement provides for amplification. No individual or group will be permitted to use amplification that interferes with official College activities
- Signs, images and demonstrative items or artwork used in connection with the activity must be hand-held. They may not be affixed to College facilities. No structures may be used or erected
- Persons on campus may be required to provide picture identification and provide information regarding their status as a student or employee upon request
- Campaign fundraising is not allowed
- Candidates for public office may not use student groups to directly or indirectly secure the use of College facilities for free or at a reduced rate for campaigning in violation of law. Candidates

may rent available facilities or solicitation or vending space in accordance with the College's protocols for facilities rental and solicitation and vending

- To avoid the appearance that the College supports or opposes a particular candidate, ballot issue of referred measure, College facilities may not be used for collecting signatures for ballot initiatives, referred measures, or candidate petitions, except when the collector rents space in accordance with College protocol for facilities rental or protocol for solicitation and vending. Streets and sidewalks abutting campus property that are under the local government's jurisdiction are available for signature collection in accordance with federal, state and local law
- Distribution of Literature:
 - Distribution of non-commercial literature is considered an expressive activity and may take place by reservation in publicly available space identified for expressive activity in accordance with this protocol or in conjunction with a reservation of vending and solicitation space or a facilities rental. College property, such as parking lots and internal campus walkways and other spaces are for supporting official College activities and for authorized activities of the Campus Community and are not available to the general public for distribution of commercial or non-commercial literature. Streets and sidewalks abutting College property that are under a local government's jurisdiction are available for distribution of literature in accordance with federal, state and local law
 - Those distributing literature may not continue to approach anyone who has indicated a lack of interest, follow or stop anyone, shout, or interfere with any person's progress
 - Those distributing literature should be considerate about collecting any litter that may be generated as a consequence of their distributions and are expected to collect literature that is left over or that is on the ground in the area in which it is distributed
 - Literature distributed on campus that contains the College's name or acronym in the organization's name or that contains any reference to being affiliated with the College, or references an activity as taking place at the College, must include the statement that the literature is not an official College publication and does not represent the views or official position of the College

Publicly Available Space

Publicly available space identified in this protocol is also available for assembly and expressive activity in accordance with law, Board Policy and System Procedure and this protocol. Publicly available space(s) are currently identified as available for reservation for expressive activity in our Facility Usage Reservation Form.

If the space(s) is/are unsuitable for the proposed activity because of logistical, support services or safety concerns, the College will work with the requester to identify and reserve other suitable space on campus on a case-by-case basis.

In addition to the above space(s) available for reservation by members of the general public and the Campus Community for expressive conduct, students may assemble for spontaneous expressive activity without a reservation, on College walkways and outdoor common areas, so long as they remain at least 50 feet from building entrances and otherwise conduct their expressive activities in a manner consistent with this protocol.

Refusal of a Reservation

The Room Reservation Committee monitors and responds to requests to reserve space. When deemed appropriate by the Room Reservation Committee, a requester may be asked to meet with a representative from the Committee to clarify the request before a reservation is made so as to assist the requester to conform the request to the requirements of law, policy, procedure and this protocol and discuss time, place and manner considerations for effective communication that protects the safety of the requester, the Campus Community and any visitors. The Room Reservation Committee may refuse a reservation request for the following reasons:

- Conflict with an earlier request to reserve the same space and time, whether for official College activity or other previously reserved use
- Failure to conform to the requirements of law, Board Policy, System Procedure or this protocol
- An adjacent space is being used for an official College activity or a previously reserved use that renders the requested space unsuitable for the proposed activity
- The request form is incomplete
- The request alone or cumulatively with other requests exceeds more than fifteen days in a semester or is for more than five consecutive days
- Lack of resources necessary to support an activity in a manner that preserves College facilities and protects the safety of the campus.

Refusal of a reservation may not be based on the viewpoint of the proposed activity.

Request for Review of Refusal of a Reservation

If a request for a reservation is refused by the Room Reservation Committee, the requester may request review of the refusal by the President's Office, whose decision will be final.

Enforcement

Activities that commence without a reservation may need to be moved or cancelled if the size and nature of the event cannot be accommodated without jeopardizing the safe and orderly operations of the campus or a previously scheduled use. If an activity attracts more attendees than can be effectively managed by available staff and/or resources, or is otherwise occurring in a manner that fails to observe this protocol, a College official acting in the performance of his or her duty shall determine appropriate action up to and including directing individuals in violation of this protocol to leave campus or cancelling the activity and directing participants to disperse. Any participant who fails to leave campus or disperse after having been requested to do so by a College official or law enforcement officer acting in the performance of his or her duty may be subject to arrest and/or issued a no trespass order.

Violation of this protocol may result in being asked to leave immediately. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this protocol. Students and employees also may be subject to discipline up to and including suspension or expulsion for students and dismissal or termination for employees.

Disclaimer

This protocol provides operational directives that interpret Board Policies and System Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice or benefit. To the extent that any provision of this protocol is inconsistent with federal or state law, State Board for Community Colleges and Occupational Education Policies Board Policies (BPs) or System Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. The College reserves the right to modify, change, delete or add to this protocol as it deems appropriate.

Definitions

Amplified Sound - sound that is increased or enhanced by any electric, electronic, or mechanical means, including handheld devices such as megaphones and sound trucks. Other sound, specifically individual shouting or group chanting/singing is subject to general requirements concerning disruption of official College activities.

Campus Community - employees, students, recognized student groups and CNCC affiliated entities.

Campus Contact - the person through whom a member of the Campus Community or general public arranges space for their official College activities and/or authorized activities in support of the College.

CNCC-Affiliated Entities - any foundation, partner, governmental agency or nonprofit service provider acting in support of the Colorado Community College System mission in accordance with prior approval by the Chancellor or College President or designees.

College Facilities CNCC controlled buildings, grounds, space, property and other facilities including but not limited to residence halls, buildings and the space within and between buildings, parking lots, athletic facilities, sidewalks, lawns, fields, shelters, amphitheaters, airspace, and all other spaces where events may be held, activities may take place, or that may require services.

Literature - any printed non-commercial material that is produced for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers, and magazines, but does not include the College bulletins or newsletters or official College material. Distribution of commercial literature is governed by the College's solicitation and vending protocol.

Non-commercial Expressive Activity - the verbal or symbolic expression of an idea, thought or opinion and may include speeches, assembly, vigils, picketing, distribution of literature, displaying hand-held signs and other similar activities intended to communicate an idea or opinion. It does not include commercial soliciting and vending. For those interested in commercial solicitation and vending, please refer to the campus protocol for solicitation and vending

Official College Activities - College or System activity undertaken by or under the authority of a College or System official within the scope of his or her duty as part of the CCCS mission.

Publicly Available Space - an area of College facilities that has been identified as conducive to and available for non-commercial expressive activity by the Campus Community and/or members of the general public by reservation as outlined in this protocol.

Recognized Student Group - a student group such as Student Government or PTK.

Access Control Policy

Scope

It is the purpose of this policy to enhance security in its buildings, Colorado Northwestern Community College (CNCC) controls access to all buildings by limiting and controlling the use and function of both access cards and keys. It applies to any person granted access to any CNCC property and to all keys, cards and other devices that control access to CNCC property issued to all faculty, staff, students, contractors, outside vendors, as well as conference and camp participants.

Purpose

- No person shall knowingly possess any key to the lock of any building or other property owned by the Colorado Northwestern Community College, or a department, division, agency or political subdivision thereof, without receiving permission from a person duly authorized to give such permission to possess such key.
- No person, without receiving permission from a person duly authorized to give such permission, shall knowingly duplicate, copy or make a facsimile of any key to a lock of a building or other

property owned by the Colorado Northwestern Community College, or a department, division, agency or political subdivision thereof.

Authority for This Policy

This policy is issued by authority of the Colorado Northwestern Community College and Vice President of Student Services and the Human Resource Director.

Policy Statement

Department of Facilities, Department of Campus Life and Coordinator of Campus Safety seek to maintain a safe campus environment for students, faculty, staff and visitors. These departments shall work collaboratively with members of the community to ensure that community colleges in Craig and Rangely have access requirements for keys and electronic cards are met. Unauthorized use of devices to gain entry to university property and/or failure of individuals to safeguard keys at all times will be addressed promptly.

CNCC Facilities

All buildings owned, rented, leased by, or under the control of the university including residence halls, leased housing, and student activity buildings; all structures owned, rented, leased by, or under the control of the university such as parking garages, amphitheater, stadiums, tents, and trailers; and temporary contractor/subcontractor facilities, tents, and structures located on university property.

Policy and Procedure

Colorado Northwestern Community College has two main types of access systems, mechanical keys and locks and electronic access. Electronic access is a campus-wide card access system consisting of an access control database and server; access control hardware that is installed in individual buildings; and the Identification (ID) Cards that are held by individual users. The electronic access control system is centrally administered by Department of Facilities with system rights granted to Residence Life for facilities under their purview. Electronic access is provided by a person obtaining an ID card and that card being granted specific access rights.

Residence Halls and Apartment Housing

Residence halls and/or apartments are locked at all times and accessible only by access card or key. Any office or authorized individual requiring an exception to the above (e.g. service, construction, move-in, move-out) must get approval from the Department of Campus Life or Coordinator of Campus Safety in advance of the activity. Nonresidents (including, but not limited to faculty, staff, contractors and outside vendors) must display visible identification issued by the Department of Campus Life whenever they are in a residential facility.

Residential Buildings

Department of Campus Life manages student access card and key authorization and use for all residence halls. Students have 24 hour access to the residential building in which they currently reside. All mechanical keys must be returned to Department of Campus Life at the end of each academic year or summer session. Department of Campus Life maintains records of issued access cards and keys.

Academic Buildings

General card access to academic buildings is granted to students as determined by Department of Campus Life. If a department requires additional card access or keys for undergraduate or graduate students, a written request from the Authorized Signatory must be provided to the Department of Campus Life. Coordinator of Campus Safety issues keys and Department of Campus Life activates card access directly to authorized students, faculty and staff. Faculty and staff requesting keys and/or card access must present to Department of Campus Life a memorandum signed by an Authorized Signatory or an email request from an Authorized Signatory.

Vendor Access

Authorized vendors or contractors requiring access to CNCC property should arrange for access through the appropriate department – typically, the department or unit issuing the contract with the vendor. For electronic access, the responsible, card access through Department of Campus Life. As with CNCC students, faculty, and staff, access must be approved by the appropriate Authorized Signatory and be arranged through Department of Campus Life. Vendors and contractors may check out keys from the Department of Campus Life or Coordinator of Campus Safety. Unless other arrangements have been made, keys must be returned by the end of each working day. The issuing department is responsible for all charges resulting from lost vendor keys.

Camp and Conference Participants

Conference Services, with support from Department of Campus Life or Coordinator of Campus Safety, authorizes and manages the issuance of access cards and keys for camp and conference participants. Access cards will be given unique numbers and once enabled for each camp by SC, will be issued directly to participants by Conference Services. Mechanical keys will be issued to Conferences Services by Campus Life. Access cards and keys will only be valid for the duration of the camp or conference. Conference Services will notify Department of Campus Life and Coordinator of Campus Safety, if access cards or keys are lost. All access cards and keys will be collected upon the completion of the camp or conference.

Return of Keys

When keys are broken or are no longer required, the key holder shall return the key to the Department of Campus Life and Coordinator of Campus Safety, as applicable. The Coordinator of Campus Safety shall document return of the key in the key management system and provide a receipt to the key holder. Department of Campus Life is authorized to manage residence hall keys in accordance with its internal policy.

Responsibilities of Cardholders; Reporting Lost or Stolen Cards

Cardholders are responsible for immediately reporting their card key loss via the housing@cncc.edu website. If unable to access the website, they must immediately contact the Department of Campus Life and Coordinator of Campus Safety during normal working hours. These offices will immediately identify the individual's card as lost in the access control system. Faculty and staff should also notify the Department of Campus Life as soon as possible. If the card was stolen, the individual is responsible for filing a report with Department of Campus Life and Coordinator of Campus Safety as soon as possible and no later than the next working day. There is a fee associated with replacing ID cards.

Requests for Special Access Control Systems

Specific areas within the CNCC separate, more secure access control system(s). These areas fall under the High Risk or High Security categories (e.g. controlled substance storage rooms, areas where money is stored). To obtain a separate, more secure access control system, an Authorized Signatory must request, with justification, to remove an area from CNCC master key system or the electronic access control system. The requests will be submitted to Department of Campus Life for consideration by the Vice President Student Affairs. Unauthorized locks are prohibited on doors and if found will be removed, discarded and replaced by a standard university key system. Any damage or repair necessitated by the removal of unauthorized locks will be the responsibility of the department installing the non-standard locks.

Approval, Amendment, and Interpretation

This policy was approved by the Vice President of Student Services. The Department of Campus Life interprets this policy, and is directed to review this policy and its implementation to ensure continued effectiveness no later than August 2025.

Definitions

Access Control - Control of entry and/or exit to an area by any means (mechanical or electronic).

Access Control Key - Any device used to gain entry and/or exit to a controlled system -- normally a mechanical key, card key, or fob.

Electronic Access Control - Access control using electronic or electromechanical devices to replace or supplement mechanical key access. Electronic access is administered through a computerized card access control system operated by Department of Campus Life and maintained by Department of Facilities.

Electronic Access Control Application Administrator – CNCC Department of Campus Life is responsible for operation of the electronic card access system and the entering and deletion of access control authorizations.

Electronic Access Software System Administrator - CNCC Department of Information Technology is responsible for maintenance of the electronic card access software.

Tobacco Free Policy

Tobacco/Vape/Smoke/Nicotine Free CNCC is committed to providing a safe and healthy environment for its employees, students, and visitors. Considering findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards:

- It is the intent of the College to promote a tobacco free environment and smoking is not permitted on the Rangely campus or the Craig campus.
- The use, distribution, or sale of all types of tobacco in College buildings, at events on College premises, any campus-sponsored events held at off-campus locations, or in College-owned, rented, or leased vehicles, is prohibited.

Definitions: Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking/vaping product and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall always remain enforced.

Administration of Personnel

Classified Employees

Classified employees are those who fill permanent (full-time or part-time) or temporary positions within the Colorado State Personnel System, as defined by the State of Colorado Department of Personnel Board Rules and Personnel Director's Administrative Procedures. The hiring authority for classified employees is the System or College President or his/her designee.

These employees are subject to the rules of the State Personnel System. The Board may establish policies and the System President may establish procedures for classified employees, which are not in conflict with Department of Personnel Board Rules and Personnel Director's Administrative Procedures. Temporary classified positions shall not work more than 28 hours in a work week.

Non-Classified Employees

Non-classified employees are those who fill positions which are exempt from State Personnel System, pursuant to C.R.S. 24-50-135(1). Non-classified positions shall be assigned by the System or College President, or his/her designee, to one of the following categories:

Presidents

Presidents include the System President and the College Presidents within the System. The employment of Presidents is subject to the terms and conditions of their contracts and to [BP 3-15](#), Conditions of Employment for College Presidents, and [BP 3-16](#), "Conditions of Employment for System President".

Administrators, Professional and Technical Staff

Administrators, professional and technical staff are those employees whose duties are comprised of more than 50% administrative, supervisory, professional and/or technical duties performed by positions that have been exempted from the State Personnel System. This includes those College and System administrators hired on or after December 8, 1985, except the President. Administrators, professional and technical staff are at-will and subject to the terms of their letters of appointment. These staff shall have status according to one of the following:

Regular Staff

Those employees hired full-time or part-time with a regular schedule, including those hired to fill interim appointments.

Seasonal Staff

Those employees hired to work during seasonal periods and whose positions are scheduled to end when the seasonal program ends. Seasonal status must be approved through established State regulations.

Hourly Staff

These employees are hired on an irregular (non-traditional) schedule. These positions may include, but are not limited to, tutors, advisors and course developers. Hourly staff shall not work more than 28 hours in a week.

Temporary Staff

Those employees hired to work on a temporary basis to fill a temporary need. Temporary appointments shall not exceed 12 months, except as approved by the System or College

President. Temporary staff shall not work more than 28 hours in a week, except those working as a PERA retiree.

Faculty

Faculty employees are those whose assignments are comprised of at least one-half of duties as a teacher, which may include but not be limited to, program coordinator and related activities. Counselors and librarians holding faculty contracts prior to July 1, 1995 may also be treated as faculty. Faculty members shall be assigned status according to one of the following:

Regular Faculty

Regular faculty may be full-time or part-time and are contracted on a provisional or non-provisional basis for at least one-half of a full-time equivalent workload. Regular faculty positions are funded entirely by funds appropriated to the Board by the General Assembly and allocated by the Board to a College, and/or funds received from a school district for purposes of providing secondary vocational education (state funds). Faculty members who were hired to fill provisional or non-provisional positions funded by state funds and who are assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds shall retain their status as regular faculty members. Regular faculty members have rights as defined in [BP 3-20](#), Due Process for Faculty.

Limited Faculty

Limited faculty may be full-time or part-time and hold contracts that are expressly limited so as to carry no expectancy of continued employment beyond the term of the contract, as determined by the College President. Limited faculty employment in state-funded positions shall not extend beyond three years. Limited faculty employment may be extended beyond three years only if the position is funded from other than State funds. State funds are defined in [BP 3-20](#). Limited faculty are subject to the terms of their contract.

Instructor

Those hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any such appointment shall be for less than one academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment and have no benefits except those provided by law. College presidents shall establish employment standards for instructors, including but not limited to, workload, hiring procedures, performance evaluation, personnel records and other related issues, consistent with system guidelines.

Legal Protection for Employees

This policy applies to the state system community colleges and to the central System office. It is the intention of the Board that its employees shall be defended in any lawsuit against them which arises from actions taken in the performance of their duties, so long as such actions are within the scope of their employment and they have not acted in a willful or wanton manner.

Employment Background Checks

The Office of Human Resources requests a background check from the Colorado Community College System contracted consumer reporting agency as follows:

- Criminal history in the states where the individual resides or resided in the past seven years for all employment
- Credit history for positions where credit information is substantially related to the job
- Driving history for employment that includes driving a State of Colorado vehicle or transporting students

In accordance with this procedure, all employment finalists and volunteers are required to sign a Criminal Record Disclosure, a Release Authorization for conducting a background check and a General Release and Authorization. A refusal to sign these forms will result in the offer of employment being null and void. The Human Resources Office will be responsible for providing finalists and volunteers with the required forms including a summary of their rights under the Fair Credit Reporting Act.

In the event that a determination regarding an employee's, volunteer's or finalist's criminal/credit/driving record may result in an adverse personnel decision, the Human Resources Office is responsible for notifying the individual, in writing, of the disposition of his/her history check. Individuals may contact the Human Resources Office within ten (10) days of the date of written notification to challenge the results of a history check. Criminal history checks may be challenged by requesting a fingerprint-based verification check, of which the cost is the responsibility of the employee, volunteer or finalist. This waiting period may delay the start date on the offer of employment for up to ten (10) days. In the event a history check is not challenged or if a challenge is unsuccessful, the Human Resources Office is responsible for notifying the individual, in writing utilizing the format shown on Attachment E, of the final decision disposition.

Current Employees

The Colorado Community College System reserves the right to conduct a criminal, credit and/or driving background check on a current employee. For employees hired prior to February 1, 2006, written authorization from the employee is obtained prior to conducting a background check. Human Resources annually checks driving records of employees whose position responsibilities include operating a state vehicle. Employees and volunteers are required to notify their immediate supervisor if they are charged of a felony or other offense of moral turpitude that adversely affects the employee's ability to perform the job or has an adverse effect on the Colorado Community College System no later than five (5) days after the date of such a charge. Employees whose position responsibilities include operating a state vehicle are required to notify their immediate supervisor if their driver's license is suspended, revoked or canceled no later than five (5) days after the date of such action.

Current employees who are finalists for positions within the Colorado Community College System are to have a current background check on file. A background check is considered current if it was conducted within the last 12 months. The background check, and credit and driving history if applicable, shall be reviewed according to the position requirements.

Prospective Employees and Volunteers

In order to evaluate qualifications and suitability for employment or volunteering, the Colorado Community College System requires employment finalists and volunteers to provide information on qualifications, previous employment, criminal history, and, when applicable, credit and driving history. After an employment finalist has been identified an offer of employment can be made, but must be contingent upon a successful background check. Background checks shall not be performed until the applicant has been identified as a finalist or a conditional offer of employment has been made to the applicant.

For the full policies on Employment Background Check see, [SP 3-10a](#).

Due Process

It is the purpose of this policy to:

- Promote excellence within the state system community colleges
- Protect academic freedom and intellectual inquiry
- Recognize the responsibility of the college presidents to provide leadership and sound fiscal management of their institutions

- Provide a fair and orderly process for the involuntary termination of employment of faculty members at state system community colleges

Scope

This policy applies to any Board employee at a state system community college whose employment is covered by a regular faculty contract for continuing service, with the following conditions:

- The employee is assigned to a position funded entirely by state funds, or is assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds
- The employee's contract is for at least 50% of full-time service
- The employee's work assignment includes at least one-half of a full-time equivalent workload (.5 FTE) performing duties as a teacher, which may include program coordination/development, and related activities. Counselors and librarians holding faculty contracts prior to July 1, 1995 shall also be covered by this policy.

Precedence

This policy shall have precedence over all other policies of the Board or college which are in conflict or are inconsistent with this policy.

Definitions

Academic Freedom: The absence of constraint or coercion of choosing what one will teach (within the constraints of official course descriptions and official course syllabi), investigate, study or present in all fields of learning.

Dismissal: The involuntary termination of a contract of employment during the term or upon the expiration of the contract for reasons other than reduction in force.

Evaluation: The regular formal process used to review and record an employee's performance of his/her assigned duties.

Fiscal Emergency: An emergency caused by a reduction in the sum total of general fund revenues appropriated to the Board and cash funds received by the Board, and/or a reduction in the Board's allocation to a college; which reduction(s) threaten the ability of a college to maintain its previous level of operations or previous standards in the fulfillment of its role and mission, as determined by an affirmative vote of the Board.

Non-renewal: Failure or refusal to offer to an employee a new contract of employment for the subsequent year.

President: The chief executive officer of a state system community college. Program areas: Units within a college which may provide the basis for determining which employee(s) will be reduced when a reduction in force is necessary.

Reduction in Force: Termination of the contract of employment based on reasons other than non-renewal or dismissal for cause.

State Funds: Funds appropriated to the Board by the General Assembly and allocated by the Board to a college; and/or funds received from a school district for purposes of providing secondary vocational education.

Time: Unless otherwise indicated, holidays, weekends, and faculty non-working days shall not be counted when computing time.

Reassignment

At the discretion of the president, an employee may be reassigned by changing job title, job description, and/or assignment. If the reassignment occurs during the term of an employment contract, there will be no reduction in compensation during that contract term. The president's decision is final and is not subject to review.

Provisional Employees

Provisional Period

Employees shall serve a provisional period from the date of employment until the completion of employment under three consecutive full year regular contracts. The provisional period may be extended for one additional year, but not to exceed four years, if the college president determines that additional time should be allowed.

Removal from Provisional Status

A provisional employee shall be non-renewed at the end of the provisional period unless the college president approves removal from provisional status.

Non-Renewal

Grounds

A provisional employee's contract may be non-renewed without cause at the end of any contract. A non-provisional employee's contract may be non-renewed on grounds of below standard evaluations for two consecutive years.

Notice

Notice of non-renewal shall be given by the president no later than sixty days preceding the end of the contract term. The effective date shall be no sooner than the end of the then current contract date.

Review

There shall be no review of non-renewal of a provisional employee's contract. A non-provisional employee whose contract is non-renewed shall have the right to request within ten days of service of notice a peer review as provided hereinafter.

Dismissal, Suspension or Other Disciplinary Action for Cause

Grounds

The following shall constitute grounds for dismissal, suspension, and other disciplinary action:

- Insubordination
- Neglect of duty
- Conviction of a felony or acceptance of a guilty plea or a plea of nolo contendere to a felony
- Moral turpitude
- Incompetence after notice and opportunity to improve
- Mental or physical disability which, even with reasonable accommodation, substantially interferes with the person's ability to perform the essential functions of the job in question. Termination under this ground shall be in compliance with Federal law which prohibits discrimination against persons with disabilities
- Failure to fulfill provisions of employment contract
- Other good and just cause as determined by failure to meet reasonable written and published standards.

Notice

Notice of dismissal, suspension, or other disciplinary action may be given by the president at any time and shall state the grounds and effective date.

Review

An employee who is dismissed or suspended in excess of fifteen work days under this policy shall have the right to request within ten days of service of notice a peer review as hereinafter provided. An employee who is suspended for fifteen or less work days or otherwise disciplined shall have the opportunity to provide a written response to the charges which shall be placed in the employee's personnel file. An employee who is suspended for 15 or less work days may request, within 10 days of service of notice of the suspension, a review by the System President. The review will consist of a meeting between the System President or his/ her designee, the College President or his/her designee and the faculty member, at which time the faculty member will be given an opportunity to rebut the facts which support the suspension. The decision of the System President will be final and not subject to further review.

Reduction in Force

Grounds

The grounds for reduction in force shall be:

- Justifiable lack of work
- Justifiable reduction in a program area
- A reduction or elimination of funds received from a school district for purposes of providing secondary vocational education, as determined by the president
- A Board declaration of a fiscal emergency as defined in this policy

Initial Determination

It is the responsibility of the president to determine whether one of the above situations will require a reduction in force. As soon as it becomes apparent to the president that a reduction in force is necessary, the president shall determine the number of reductions which may be accommodated by retirements, resignations, dismissals, non-renewals, leaves, or other types of normal attrition. Faculty not holding regular full-time or regular part-time contracts and faculty holding provisional contracts in program area(s) affected shall be reduced prior to the reduction in force of any regular non-provisional faculty member in the same program area.

Criteria for Reduction

When staff reduction cannot be satisfied by any of the above methods, the president shall identify the person(s) to be reduced in affected program area(s) based upon consideration of service credit as provided hereinafter, evaluations as defined in this policy, and affirmative action.

Notice

The president shall give a minimum of sixty days written notice prior to termination due to a reduction in force.

Review

An employee who is reduced in force shall have the right to request within ten days of service of notice a peer review as hereinafter provided. There shall be no right to peer review of a Board declaration of fiscal emergency.

Rehire

Regular employees who have been reduced in force under this policy shall have the right to be rehired into the program area at the institution from which they were reduced when an opening occurs in a regular position. Such right shall extend for a period of three years from the effective date of their reduction. Employees who are so rehired shall have all the benefits of service credit, salary, and fringe benefits reinstated. Regular employees who have been reduced in

force under this policy shall have the right to request that their name be placed on a system-wide rehire list maintained by the System President. When there are openings in regular positions at any state system community college and there are no employees who have the right to rehire under the above provision, the president of the hiring institution may decide to waive the institutional hiring procedures and hire directly from the rehire list. If the president hires from the rehire list he may require a one year provisional period. Other terms and conditions of employment shall be negotiated at the time of employment.

Procedure for Determining Program Area and Service Credit

Program areas

The following provisions regarding Program Areas shall apply:

- The college president shall give written notice to each employee of the program area to which they are assigned at the time of employment
- Employees shall be notified of any changes in their program area assignment
- Upon request, any employee covered by this policy shall be given a list of faculty members in his/her respective program area(s) with notation of service credit earned under this policy by each.

Service Credit

In an effort to provide a fair and equitable determination of reduction in force and yet recognize the benefit of assignment flexibility, service credit shall be granted in accordance with the following guidelines:

- Employees shall accrue service credit on the basis of each year's assignment, as follows:
 - Assignment of greater than 50% of the workload in a given program area will result in one year's service credit in that program area
 - If the faculty member does not have more than 50% of the workload in any one program area, the president will determine the area in which the faculty member is to receive one year's service credit. In addition to that one-year's service credit, one quarter (.25) years' service credit will be given in each additional program area where the work assignment is 50% or less
 - Faculty members involuntarily assigned to another program area shall be allowed to carry to their new program area the service credit earned in their original program
 - Faculty members who are appointed to an administrator position and subsequently return to a faculty position shall have any service credit they earned in their previous faculty assignment reinstated. Employees who are on an interim assignment as an administrator shall continue to accrue service credit in their designated program area during the period of the interim assignment up to a maximum of two years
 - Employees hired prior to September 1, 1988, will be given one year's service credit in their 1988-89 designated program area for each year of institutional seniority accrued as a faculty member. Seniority credit granted to employees for service as an administrator prior to July 1, 1986, shall also be credited to the employee's 1988-89 designated program area
 - Part-time employees covered by this policy shall receive service credit on the same basis as full-time employees, but prorated in terms of the percentage contract they hold

For the full policies, appeals and timelines see [BP 3-20](#), [SP 3-20a](#), [SP 3-20b](#), [BP 3-23](#)

Drug Free Workplace

Policy Statement

The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on College-owned or controlled property. Violations of this policy will result in disciplinary sanctions up to and including termination.

Reporting of Convictions

Pursuant to law, any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the college/System president of such no later than five days after the conviction. The college/System president must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction. Employees who work under a federal contract must be provided with a copy of this policy statement.

Violations

Upon notification from the employee pursuant to the policy, or actual notification from any other source that an employee has been convicted of violating any criminal drug statute in the workplace, the president or designee shall take the following steps:

- Within ten days of receipt of notice of the conviction, send notification of such to appropriate federal agency(ies)
- Within 30 days of receipt of notice of any relevant conviction, take appropriate personnel action pursuant to Section 4 of the Drug-free Workplace Act of 1988.

Options are:

- To impose penalties (corrective action under Board policy or State Personnel Rules up to and including termination)
- To require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by an appropriate federal, state, local, or other agency.

If the college receives notice that a classified employee has been convicted of violating a criminal drug statute in the workplace, a copy of the college's notification of such to appropriate federal agencies must be forwarded to the State Personnel Director.

Drug Free Awareness Program

All CNCC employees receive a copy of the Drug Free Workplace policy and procedure upon hire. For further assistance, contact The Human Resources Office or Colorado State Employee Assistance Program (C-SEAP) <https://www.colorado.gov/c-seap>. Based on the Drug-Free Schools and Communities Act of 1989; it is the policy of CNCC to provide a workplace that is free of alcohol and drug abuse. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on College-owned or controlled property. Violations of this policy will result in disciplinary sanctions up to and including termination. Violations may also be referred to the proper authority for prosecution. Health Issues Associated with Drug Use Drug abuse refers to the use of natural and/or synthetic chemical substances for non-medical reasons. Drug abuse can affect a person's physical and emotional health and social life. Following are some commonly abused drugs with possible health effects.

Federal Sanctions for Drugs

Under Federal law, the manufacture, sale, or distribution of all Schedule I and II illicit drugs (e.g., cocaine, meth-amphetamines, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony.

- For first offenses, maximum penalties range from five years to life (20 years to life if death or serious injury is involved) and fines up to \$4 million for offenses by individuals (\$20 million for other than individuals)
- Penalties vary depending upon the quantity of drugs involved
- Federal law also prohibits trafficking of marijuana, hashish and mixtures containing such substances
- For illegal trafficking medically useful drugs (e.g., prescription and over-the-counter drugs), maximum prison sentences for first offenses range up to five years, and up to 10 years for second offenses
- Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to \$100,000 for first offenses, imprisonment up to two years and fines up to \$250,000 for second offenses
- Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to 20 years and fines up to \$250,000 for first offenses, depending upon the quantity of crack possessed.

Medicinal and Recreational Marijuana Use

Colorado Northwestern Community College policy does not allow employees to use, possess, transport, or sell marijuana or paraphernalia in or on its facilities or property. Medical and recreational marijuana use is not permitted under Federal Law or recognized by the American with Disabilities Act (ADA), and its use in any form is not permitted on College property or during sponsored activities as a condition of compliance with Federal Law.

Definitions

Stimulants: These include amphetamines and cocaine that stimulate the central and peripheral nervous system and the cardio-vascular system, resulting in decreased fatigue, interference with sleep patterns and decreased appetite. Health risks include drug-induced psychiatric disturbances, strokes, and destruction of nasal tissue, bronchitis, skin ulcers, increased heart rate, and increased heart rate to cardiac fibrillation, heart attack and death.

Depressants: These include barbiturates, tranquilizers, and methaqualone (“soapers”). Possible effects include disorientation and loss of coordination. An overdose can cause coma or death. Depressants taken in combination with alcohol are especially dangerous.

Hallucinogens: These include lysergic acid diethylamide (LSD, aka “acid”). Health risks include drug induced hallucinations and other psychiatric disturbances. Birth defects in user’s children could also result. Overdose can result in psychosis episodes and even death.

Cannabis: These include marijuana and hashish. Chronic use can result in respiratory difficulties, bronchitis, impairment of heart contraction, impairment of fertility, increased rate of chromosomes breakage and acute memory impairment. Episodic use can result in panic reactions. As with alcohol, impaired perceptions and motor functions, and inability to carry out multi-step tasks, contribute to motor vehicle crashes and other trauma.

Narcotics: These include heroin, morphine, codeine and opium. Risks include infection, malnutrition, hepatitis and respiratory depression. Overdose can result in coma and possible death.

Inhalants: These include aerosol products, lighter fluid and paint thinner. Associated health risks include paralysis; damage to lungs, brain, liver and bone marrow; hallucinations; convulsions; coma; and death.

Evaluation of Job Performance

Faculty

Faculty will be evaluated according to their documented responsibilities, job description, and the ability to meet program, college and Board goals related to their areas of responsibility. These documented responsibilities and goals will determine the specific focus of the faculty member's work and evaluation in the two principal evaluation categories: teaching and service.

A faculty member would typically be expected to devote 70 percent of his or her effort and attention to teaching activities and 30 percent to service activities. These percentages may be modified in circumstances including but not limited to: Provisional status; reduced teaching loads for department chair or other leadership duties; special assignment or projects, such as accreditation; or where performance concerns have been identified. The modified percentages should be specified in the performance plan.

The final overall evaluation rating is not meant to be a weighted average of ratings in each category, but should reflect the faculty member's overall performance based on his or her individual responsibilities.

Compliance with State Board policies and System President's procedures is a requirement of all State System employees; noncompliance will be an overall negative factor in a faculty member's evaluation.

The evaluation of teaching will include but is not limited to consideration of student evaluations and direct observation by supervisors. Evaluators should consider all the following components of teaching:

- Class structure and organization
- Course materials, including syllabi, course outlines, and lesson plans
- Command of subject matter; demonstrated currency in the field and in teaching methodology; presentation skill
- Professional and courteous interaction with students; availability to students during office hours; student engagement
- Promotion of student achievement

In addition, evaluators should consider other factors that may be relevant based on the faculty member's job description, responsibilities and individual and college/department goals. These may include, but are not limited to: assessment of student learning; documented teaching and curriculum improvement based on assessment results; incorporation of course, program, and college student learning outcomes; incorporation of student retention strategies; and integration of technology into course work as appropriate to the discipline.

Service includes fulfilling the mission and goals of the college outside of the classroom. Components of service to be considered in the evaluation should be based on the faculty member's job description, role, goals, and documented responsibilities. These may include but are not limited to departmental service, including curriculum coordination and development, advising and outreach, administrative assignments, and committee work; system, college-wide and campus committee work; sponsoring and participating in student activities; and attendance at college activities and events. Additional activities may include serving as the college representative on a local board or commission, making community or professional presentations, serving as a liaison to local schools, or serving as an elected or appointed member of local boards. Service also includes professional and courteous interaction with

colleagues, staff and community as typically demonstrated by active engagement, collaboration, and constructive cooperation in department and college activities. This shall not diminish lively, critical debate which is both necessary and appropriate in an academic institution.

The College Presidents, with input from faculty and other pertinent staff, will develop procedures for conducting evaluations that will assess each faculty member's proficiency in performing the duties of his or her position. Such procedures will meet the following guidelines:

- Faculty members will develop and submit for supervisor approval an annual performance plan incorporating teaching and service. Individual performance objectives will be based on the faculty members documented responsibilities and the department and college goals. Plans and associated factor percentages may be modified in the event of a change in faculty role
- Faculty members shall receive annual performance evaluations from trained supervisors which shall be reviewed by the second level supervisor. The delegated faculty supervisor has discretion to require more frequent comprehensive evaluations as the supervisor deems necessary
- Faculty members will prepare a brief written summary of their activities for the year and the contribution and outcome of those activities to teaching and service and their performance objectives
- Performance evaluations and ratings shall be narrative – not numerical
- There shall be three performance ratings; Exemplary, Commendable, Needs Improvement
- A formal evaluation conference shall be held at least once during each evaluation cycle. A written report of the conference, including supervisor's rationale for the rating, will be provided to the faculty member
- The faculty member shall have the opportunity to respond to the formal evaluation report for the record
- A faculty member may petition the college president for a review of the formal evaluation report within 10 days of receipt of that report. Each college president will establish guidelines for a prompt review of the appeal; these guidelines may include a requirement that the faculty member seek to resolve the dispute informally with a dean or vice-president before a review by the president
- Faculty members must meet the standards for Commendable performance or above in both teaching and service to receive an overall rating of Commendable or above
- Faculty members must meet the standards of Exemplary performance in both teaching and service to receive an overall rating of Exemplary.

Only faculty members whose performance rating is "Commendable" or above are eligible for salary increases.

For the full policies on performance see, [SP 3-31](#). For a description of the faculty salary plan see State Board Policy [BP 3-55](#) & [SP 3-55](#)

Administrators and Professional/Technical Staff

This procedure applies to exempt administrators and professional technical staff (APT) employed by the state system community colleges and system office staff. Employees will be evaluated according to their documented responsibilities, job description, and the ability to meet program, Board and college goals related to their areas of responsibility.

All performance evaluations shall be conducted annually in written form and shall include:

- The extent to which the employee accomplished established objectives for the evaluation period
- Information on the extent to which the employee exhibited or failed to exhibit one or more of the following
 - Adaptability, flexibility, creativity
 - Leadership

- Problem analysis, decision making
- Planning, organizing and coordinating
- Initiative exercised
- Accomplishment of college goals
- Ability to communicate/interact with others
- Ability to delegate effectively
- Other characteristics related to job

Performance evaluations and ratings shall be narrative – not numerical. APT evaluations are not grievable; however, an employee may submit a written response to the evaluation to be included in the personnel file. Only employees whose performance rating is Commendable (three rating criteria) or Meets Expectations (four rating criteria) or above are eligible for salary increases.

For the full policies on salary increases see State Board Policy [BP 3-45](#) & [SP 3-45](#)

Employee Grievances

This procedure applies to Administrator/Professional Technical employee(s), Faculty Adjunct Instructor(s), hourly employee(s), which would include student hourly's and work-study's. This procedure shall not apply to College Presidents or Classified employee(s). Classified employee(s) should follow the Department of Personnel Board Rules to file a grievance.

Except as noted herein, an employee may grieve any action which violates or inequitably applies Board Policies, System President's Procedures, or College Procedures and which adversely affects the employee's working conditions. Claims of discrimination and/or harassment based on federal or state civil rights laws are not covered under this procedure. Such claims are processed pursuant to either [SP 3-50b](#) or [SP 4-31a](#).

Nongrievable Matters

The following matters are not grievable under this policy except as noted:

- Matters over which the employer is without authority to act
- Evaluations (See Board policy on evaluations)
- Dismissals, non-renewals, reductions-in-force, suspensions, disciplinary actions. (See Board policies on due process)
- Reassignments except that a reassignment of a Regular Faculty member which results in a reduction in pay or a loss of due process rights shall be grievable.

Filing a Complaint

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

Procedure

Employees must timely submit all grievances in writing (See Appendix) to the Human Resources (HR) Department. All grievances shall be assessed by the preponderance of evidence standard. HR shall designate an individual(s) to be the investigator(s) over the complaint.

The investigator(s) shall initially determine whether the complaint is grievable or Nongrievable.

- If grievable, the investigator(s) shall inform the Complainant and Respondent of the grievance.
- If the investigator(s) determines the complaint is not grievable, s/he shall inform the Complainant of this decision in writing. This decision is final.

Informal Process

Before pursuing a formal complaint process, every reasonable effort should be made to constructively resolve the issues with CCCS employees at the informal level. The investigator(s) shall be the facilitator over the informal resolution process. If informal resolution is not successful, the investigator(s) shall open a formal grievance case.

Formal Process

The investigator(s) will contact or request a meeting with both the Complainant and Respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint. The investigator(s) may also contact or request a meeting with relevant college staff, students, or others as part of the investigation. At the investigator's discretion, the investigator(s) may discontinue meetings with anyone that is causing disruption, and will proceed to make a determination based on the information known at that time.

The Complainant(s) and the Respondent(s) have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The System or College may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

Audio and/or Video Recording

The System and the Colleges, at its discretion, may audio or video record any meeting throughout the process. No other audio or video recording will be allowed.

Decision

Based on the preponderance of evidence, the investigator shall issue a decision, in writing, to both the Complainant and Respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The Complainant and Respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the investigator within seven (7) days of service of the decision.

Appeals

In the event of an appeal, the investigator shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The investigator will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. The party requesting the appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

- A procedural or substantive error occurred that significantly impacted the outcome of the decision (e.g. substantiated bias, material deviation from established procedures)
- To consider new evidence, unavailable during the original complaint or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the investigator to reconsider in light of the new evidence, only. If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the investigator with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the investigator in cases of bias, the appeals officer or committee may order a new grievance hearing be held by a different individual acting

in the place of the designated investigator. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

Special Grievance Process Provisions

- College as Complainant - As necessary, college reserves the right to initiate a complaint, to serve as Complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.
- Standard of proof - The College will use the preponderance of evidence standard in the grievance proceedings, meaning, the college will determine whether it is more likely than not the incident occurred.
- False Reports - College will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including termination for employees. For CCCS employees, false reports will be considered a violation of [BP 3-70](#), Code of Ethics. False reporting may also be a violation of state criminal statutes and civil defamation laws.

Retaliatory Acts

If any person who files a grievance, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such grievance, feels they are being subjected to retaliatory acts may report such incidences to the HR Department. It is a violation of this procedure to engage in retaliatory acts against any person or who files a grievance or any person who testifies, assists or participates in a grievance proceeding, investigation or hearing relating to such grievance. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

For the full description of this policy see State Board Policy [SP 3-50a](#) & [BP 3-50](#)

Civil Rights Grievance and Investigation Process

Board Policy [BP 3-120](#) and [BP 4-120](#) provide that individuals affiliated with the System or Colleges shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies, in its employment practices or educational programs and activities.

Prohibited Conduct

Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived civil rights classifications.

Definitions

Discriminatory Harassment - verbal or physical conduct, based on one or more actual or perceived civil rights classifications, that is sufficiently severe, persistent, or pervasive to alter the conditions of a person’s employment and/or unreasonably interfere with a person’s ability to participate in or benefit from the System or College’s educational program and/or activities, from both a subjective and objective viewpoint.

Retaliatory Harassment - is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of discrimination and/or harassment.

Sexual Misconduct includes, but is not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

For more information on sexual misconduct, please refer to System President's Procedure [SP 3-120a](#), Sexual Misconduct (if the accused is a CCCS employee, authorized volunteer, guest, or visitor), or [SP 4-120a](#), Sexual Misconduct (if the accused is a student).

Other Civil Rights Offenses include, but are not limited to the following, when the act is based upon one or more actual or perceived civil rights classifications:

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the System or College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; hazing is also illegal under Colorado law
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
- Violation of any other System or College rule

Filing a Complaint

The System and the Colleges do not permit inappropriate civil rights behavior, including discrimination, harassment, and retaliation, in our work environment, and/or educational programs and activities. The System and Colleges can respond to a complaint only if it is aware of the allegations made. Further, the System and Colleges can more effectively investigate the sooner the allegation is brought to its attention. Any person who believes they have been subjected to a civil rights violation should follow this procedure to report these concerns. The System and Colleges will act on any informal or formal grievance made under this procedure and brought to the attention of the Title IX and/or EO Coordinator.

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report. The System and each College must include a clearly visible link on its web page which directs to the form used by the System or College which will serve to initiate a grievance. However, the System and the Colleges must give due consideration to any complaint submitted in writing, regardless of format. If use of the online form is not preferred, please report all concerns or complaints relating to civil rights violations to the Title IX/EO Coordinator at the System or the Colleges. The System and the Colleges are required to publish the name, title, address, phone number, and email of the Title IX and/or EO Coordinator.

The complaint should clearly and concisely describe the alleged incident, when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced

within the body of the formal grievance. Additionally, the initiator of a grievance should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

CCCS employees, unless deemed a confidential resource by law, have an ethical obligation to report any incidences they are aware of concerning civil rights violations. Employees unsure of the scope of this requirement may direct their questions to the Title IX and/or EO Coordinator. Failure to report will be considered a violation of [BP 3-70](#), Colorado Community College System Code of Ethics, and may result in discipline, up to and including termination.

All CCCS employees receiving reports of potential civil rights violations are expected to promptly contact the Title IX and/or EO Coordinator within 24 hours of becoming aware of a report or incident. In all cases, the Title IX and/or EO Coordinator will give consideration to the victim in how the grievance is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in the grievance process. As necessary, the System and the Colleges reserve the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

The System and the Colleges will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including the sanctions listed herein. False reporting may also be a violation of state criminal statutes and civil defamation laws.

Confidentiality

CCCS employees and officials affiliated with the System and Colleges, depending on their roles, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, complainants should be aware of confidentiality and mandatory reporting requirements when consulting System and College resources.

On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for individuals to report crimes and policy violations and these resources will take action when victimization is reported to them. Most resources on campus fall in the middle: neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances, such as the existence of an immediate threat of harm to oneself or others. Confidentiality can only be guaranteed for information shared exclusively with mental health counselors, either on or off campus, campus health service providers, off-campus rape crisis resources, legal professionals, and/or members of the clergy.

The System and Colleges will provide on- and/or off-campus mental health counselors free of charge. Confidential resources endorsed by the College are asked to submit anonymous statistical information to the College for Clery Act purposes (see below) unless they believe it would be harmful to their client, patient, or parishioner.

Statutory Reporting Obligations

Certain campus officials have a duty to report criminal misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture

of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student affairs/student conduct officers, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Complainants should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

For more information on Clery Act reporting requirements please contact the College's designee in charge with overseeing the Clery Reporting obligations.

For a full description of this policy and procedures, see State Board Policy [SP 3-50a](#)

Health and Other Benefits

Tuition Assistance Program

All employees are encouraged to develop job skills and abilities which will benefit the employee as well as the College and System. The Board also recognizes the value of access to educational services for both our employees and their dependents. As a result, employees covered under the scope of this policy and classified staff as well as their eligible dependents may enroll in state-funded credit courses at any College within the System or CCCOnline and be reimbursed by the College or System office.

Employee Benefit Trust

There is hereby established an employee benefit trust with a board of trustees to be appointed by the Board on the recommendation of the System President. There shall at all times be at least one member of the Board on the board of trustees.

Approval of Benefits Package

The Board hereby delegates to the System President the authority to approve the health and other benefits package for its eligible employees. The package shall include the statutory requirements for workers' compensation insurance, unemployment compensation, and retirement pursuant to the rules of the Public Employees' Retirement Association (PERA). The package will also include group health benefits or some other form of such coverage as an option and may include other benefits such as dental, vision, disability plans, group life insurance, travel and/or accident insurance, tax sheltered annuities, early retirement plan(s), and other benefits. Employees outside the scope of this policy may qualify to enroll in the health benefits portion of the benefits package. Eligibility will be determined annually according to procedures established to meet the requirements of the Affordable Care Act (ACA) and its implementation within the System.

The Board hereby delegates authority to the System President to negotiate insurance plans and to complete other arrangements needed to implement the health and other benefits.

Retirement

Employees of the Board are entitled to regular retirement, early retirement, or disability retirement, in accordance with the rules and regulations of PERA. Employees who meet the qualifications and who retire under the PERA Defined Benefit plan shall receive payout of unused accrued leave in accordance with the provisions contained in the annual and sick leave sections of this Policy.

Employees enrolled in the PERA Defined Contribution plan do not retire under PERA. Employees enrolled in the PERA Defined Contribution plan who can provide official documentation to Human Resources showing that their combined years of service and age would have allowed them to retire under the PERA Defined Benefit plan shall receive payout of unused accrued leave in accordance with the with the provisions contained in the annual and sick leave sections of this Policy. It is the employee's responsibility to work with PERA to gather and to provide this documentation to Human Resources.

Employees who were hired or reinstated under the scope of the Policy before July 1, 1988, and who take early (reduced) retirement under PERA regulations shall be entitled to have the College/System continue to pay the employee's share of the group health and life insurance premium up to the amount paid for active employees until the employee reaches age 65. Payment shall be made to the PERA health insurance plan. Retired employees are eligible for temporary employment within the System in accordance with PERA rules at a rate of pay determined by the hiring President. PERA retirees employed on a temporary basis are not eligible for leave and other benefits with the exception of the tax sheltered annuities. Health benefit eligibility will be determined according to procedures established to meet the requirements of the Affordable Care Act and its implementation within the System.

Leave Benefits

The Board recognizes that there are legitimate reasons why an employee may be absent from assigned duties. The conditions under which employees may be granted such authorization are specified in the following sections of this Policy. Faculty and administrators, professional and technical staff who were employed with the System between .5 FTE and .75 FTE prior to July 1, 2015, with no break in service, shall also receive leave benefits according to this Policy.

Approval Required

Leave must be approved by the employee's immediate supervisor in advance when foreseeable, unless an alternate approving authority is identified in the applicable section of this Policy. It is the responsibility of the employee to comply with procedures for requesting and reporting leave at their College or System office. Unauthorized absence constitutes grounds for dismissal or other disciplinary action; e.g., the supervisor may charge unauthorized absence to sick or annual leave, or treat the absence as leave without pay and adjust the employee's salary accordingly.

Accrual

Unless otherwise stated, sick and annual leave are accrued at the end of each month, for use beginning the first of the following month. Current system processes result in leave accruals being generated when central payroll processes. Employees are not eligible to use leave in the month in which it is earned. Supervisors must consider leave balances when approving leave so as not to approve leave in the same month in which it is earned.

Pay During Leave

Leave may be granted with or without pay depending upon the reason for the leave. When leave with pay is granted, the full salary and benefits due the employee during the period of absence from duty will be provided unless this Policy requires a different arrangement.

For a full description of these policies visit [BP-3-56](#), [SP 3-60a](#), [SP 3-60b](#), [SP 3-60c](#), [SP 3-60d](#), & [SP 3-60e](#).

Professional Development

Policy Statement

The Board is committed to providing professional development opportunities for faculty and staff that fosters organizational development through activities that develop a better understanding of the system/colleges role and mission, enhances student learning, develops leadership and management skills, and promotes individual and organizational effectiveness. Professional development is a shared responsibility between the system, college and the individual. Participation in professional development activities is not an entitlement but is granted on the basis of merit. Professional development participation is granted at the discretion of the president, subject to availability of funds and approval of the supervisor. Unless otherwise specified herein, this policy applies to faculty, adjunct instructors, administrators, professional/technical staff, contract staff and classified employees.

Professional

The president at his/her discretion may grant professional development leave with full pay, reduced pay, or without pay to eligible employees to improve individual effectiveness, to improve the ability of the organization to meet established goals and objectives, to improve job competencies, to ensure workplace currency, to work toward the completion of a degree or other job related activities. Leaves granted under this provision will be in accordance with board policies, state laws, state fiscal rules, state personnel rules, and in consideration of budgetary needs, work schedules, and the impact on the ability to fulfill the role and mission of the college or the system.

Professional Development Programs

The following models provide the framework for a comprehensive professional development program designed to improve the effectiveness and/or professional competencies of all employees.

- Orientation Programs
- Basic Skills Training
- Professional Growth/Improvement
- Supervisory Training
- Management and Leadership Development
- Sabbatical Leave for Teaching Faculty

For a full description on this policy see [BP 3-65](#)

CCCS Voluntary Retirement Incentive Plan

Purpose

A large number of the positions within the Colorado Community College System (CCCS) are occupied by individuals earning at the highest levels of their respective salary scales. With the prospect of increasingly stringent budget limitations, the provision of positive incentives to encourage voluntary, early retirement as a means of re-structuring total salary obligations is deemed to be in the best interests of CCCS and our employees. For this purpose, the State Board for Community Colleges and Occupational Education authorizes and establishes the Voluntary Early Retirement Incentive Plan, according to the stated terms and conditions below.

Eligibility

- All Full-Time, Regular Faculty, Administrative, Contract Professional and Technical and Professional Education (non-classified) employees of CCCS member colleges and system office who are covered by due process procedures under State Board policies.
- Must be qualified to receive PERA retirement benefits at the time of retirement under the terms and conditions of this plan.
- See Options Section for additional eligibility information.

Effective Dates

The early retirement incentive plan will be offered from July 8, 2003, until rescinded by CCCS or the individual colleges. Each college and the system office have the right to determine the pool of money available to participate in this plan, and may offer and rescind this plan accordingly. Employees will be

processed on a first-come, first-serve basis. Employees may elect to retire under this plan by giving written notice of their intent to retire and their desired effective date of retirement to their Human Resource Office. At the request of the college/system, an employee must be willing to complete his/her current employment agreement. By mutual consent of both the employee and college/system, retirements under this plan can be arranged prior to the completion of the employee's current employment agreement. However, employees must retire within one year of providing notice under this plan.

Options

- Provide a payout equivalent to a percentage of employee's current year base salary, dependent upon graduated years of service to Colorado Community College System. No consideration would be given for years of state employment outside of the Colorado Community College System:
 - 20+ years of CCCS service – 25% of current year base salary
 - 15-19 years of CCCS service – 22.5% of current year base salary
 - 10-14 years of CCCS service – 20% of current year base salary
 - If employees are not eligible for the early retirement health subsidy currently provided for in [BP 3-60](#) and are currently enrolled in the CCCS benefit plan, employees accepting the terms and conditions of this plan may be eligible to have the college/system continue to pay the employee's share of the group health and life insurance premium, up to the maximum amount paid for active employees (\$250 per month), for a period of 3 months following their retirement
- Colleges may elect in their plans to use a combination(s) of options 1 and 2 as listed above.

Payout

Payment of the retirement incentive will not be due, nor shall payment be made, until the tenth day after the effective date of the early retirement incentive agreement, and then only if the employee has complied with the terms and conditions of the agreement. Employees will receive one lump sum with their final paycheck, or they may choose to spread the payout into two equal payments, on the condition that both payments are made in the same calendar year.

General Terms and Conditions

- Base Salary is the employee's base employment agreement for the position. It does not include extra duty, course overloads, or overtime pay, which may have been paid to the employee during the course of the year
- A Year of CCCS Service shall be defined as regular, full-time employment by the college/system in which the employee completed the scheduled days as noted in the employment agreement
- Incentives are subject to all appropriate federal and state taxes
- Since the payment made under this Early Retirement Incentive Plan is offered as an inducement to retire, the salary incentive is not considered earned wages for retirement purposes and will not generate contribution to any other retirement plan or affect the highest average salary calculation for PERA
- This policy shall not be applicable to any employee terminated for cause
- Employee may be required to provide proof of eligibility in terms of age, years of CCCS and/or PERA service
- An employee participating in the early retirement incentive plan waives all rights to continued full-time employment by CCCS
- Employee understands that once a resignation is submitted under the terms and conditions of this plan, it may not be rescinded, unless approved by the System or College President, and the employee relinquishes all rights associated with due process, per [BP 3-20](#)

Furloughs for Exempt Employees

The following rules govern the implementation of unpaid mandatory and voluntary furloughs for exempt employees of the State Board for Community Colleges and Occupational Education. The decision to require mandatory furloughs of exempt employees may be made separately by the individual colleges and the System office. Individual colleges and the System office also may differentiate the manner of implementing furloughs with respect to different classes of exempt employees.

Mandatory Furloughs

Exempt Administrators, Contract Professional Staff, and Technical and Professional Educational Staff may be subject to mandatory furloughs under the following conditions:

- Mandatory furloughs apply to all such employees regardless of the funding source(s) for their respective operations
- Scheduling of time off for mandatory furloughs is subject to supervisor approval
- Supervisors are encouraged to approve an employee's requested scheduling of time off for mandatory furlough, unless doing so would create an unreasonable disruption to the operation of the unit
- Vacation or sick leave may not be substituted for mandatory furloughs. With respect to mandatory furloughs, all similarly situated Exempt Administrators, Contract Professional Staff, and Technical and Professional Education Staff shall be furloughed for the same length of time

Mandatory furloughs apply to all faculty members regardless of the funding source(s) for their respective positions. Faculty members may be subject to mandatory furloughs under the following conditions:

- Furloughs for faculty members are not to be taken during scheduled class times for that faculty member, but should be taken at non-class meeting times during the minimum 40-hour faculty workweek
- Supervisors are encouraged to approve a faculty member's requested scheduling of time off for mandatory furlough other than at class meeting times, unless doing so would create an unreasonable disruption to the operation of the unit
- Leave time may not be substituted for mandatory furloughs
- With respect to mandatory furloughs, all similarly situated faculty members shall be furloughed for the same length of time

Voluntary Furloughs

Exempt employees may take voluntary furloughs, not to exceed 72 days per fiscal year, subject to approval of their supervisors upon a mutually agreed schedule. Exempt employees who take voluntary furloughs will accrue eight hours of sick leave for each day of the first five days of voluntary furlough approved and taken, up to a maximum of 40 hours of sick leave thus accrued. This sick leave will be in addition to the monthly sick leave accrual under [BP 3-60](#). It also will add to the maximum hours of sick leave used for calculating payouts on retirement. Thus an exempt employee hired or reinstated after July 1, 1989, who takes five days of voluntary furlough, could accrue up to a maximum of 280 hours of sick leave as the basis for payout on retirement from community college system employment.

Conflicts of Interest – Relationships

Scope

This procedure applies to all State Board for Community Colleges and Occupational Education Board (Board or SBCCOE) members and all employees of the Colorado Community College System office and the Community Colleges.

Purpose

It is Board policy that none of its employees or its Board members shall engage in any activity or relationship that places them in a conflict of interest between their official activities and any other interest or obligation. All activities of SBCCOE are to be conducted in a manner that is free of real or perceived conflict of interest or favoritism. A conflict of interest requires all employees and Board members to disqualify themselves from participating in a decision when a personal interest is present. In addition, employees and Board members shall avoid any relationship, influence or activity that may adversely affect or give the appearance of adversely affecting an employee's independent judgment in making decisions related to their job. Certain activities create a conflict of interest or appearance of favoritism unless they are properly disclosed, approved or managed. These activities can be undertaken only after appropriate disclosures, approvals or management in accordance with this procedure.

Board standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications for the position, ability and performance. Educational decisions are based on academic performance and conduct. This procedure is intended to reinforce the Board's commitment to employment and educational practices that create and maintain constructive working and educational relationships and which reflect the Board's commitment to employment and educational practices that are fairly, efficiently and consistently applied.

Conflicts Involving Immediate Family

Employment of immediate family members

The employment of qualified immediate family members of Board members or employees is permissible as long as such employment does not create actual or perceived conflict of interest. The employment of immediate family members is subject to the following:

- Immediate family members are permitted to work in the same department, provided no direct reporting or direct supervisor to subordinate relationship exists. In addition, employees may not act in an evaluative capacity in relation to members of the employee's immediate family who are in the employee's line of supervision but are not direct reports. The employee in the evaluative position must recuse himself or herself from evaluative actions concerning the immediate family member
- Disclosure and Authorization Requirements for Resolving Conflicts Involving Employment of Immediate Family Members
- Employment anywhere within the System of a Board Member's or the System President's immediate family member must be approved by the Board prior to the appointment. Approval is requested using Appendix A-1
- Employment anywhere within the System of a College President's or a System Vice-President's immediate family member must be approved by the System President prior to the appointment and disclosed to the Board. Approval is requested using Appendix A-2
- Employment of an immediate family member in the line of supervision of a System staff employee must be approved by the System President prior to the appointment and disclosed to the Board. Approval is requested using Appendix A-3
- Employment of an immediate family member in the line of supervision of a College employee must be approved by the College President prior to the appointment and disclosed to the System President by the College President. Approval is requested using Appendix A-4

Evaluation of a student's academic work or delivery of academic services by an immediate family member

An employee shall not evaluate the academic work of a student who is a member of the employee's immediate family, except in circumstances described within and in accordance with this procedure.

A College employee shall disclose to the employee's supervisor the enrollment of his or her immediate family member in a class taught by the employee or any other circumstance where the employee is in a position to deliver academic services to an immediate family member. Disclosure is required prior to enrollment in the class or delivery of other academic services.

The supervisor shall reasonably attempt to find an alternative arrangement that removes the employee from delivering the academic service or evaluating the student's academic work while preserving the student's educational opportunity. For instruction, the supervisor shall identify another suitable class within the College or through CCCOnline. If the supervisor determines that another class is not available, the supervisor shall reasonably attempt to identify another qualified person to evaluate the student's academic performance in the class in which the student is enrolled.

Prior to implementing any alternative arrangement, the supervisor shall submit the proposed alternative arrangement to the College President for review. The College President has the discretion to approve, modify or reject the proposal. The College President is not required to approve an alternative arrangement that involves an additional cost to the College. If no alternative class or evaluator is available and the class is required for the student's course of study, the President shall direct the supervisor to review the employee's evaluation of that particular student in a manner that assures an unbiased evaluation.

Amorous Relationship Conflicts

The Board is committed to fostering an employment and educational climate characterized by professional and ethical behavior free of discrimination and conflict of interest. Amorous relationships between an employee and another person within the System or College community may impair or undermine the learning and work environments when one person in the relationship has authority over the other or an unequal level of power exists.

Amorous relationships, whether romantic or sexual, create a conflict with the requirements of [BP 3-70](#), Colorado Community College System Code of Ethics ("an amorous relationship conflict") that must be disclosed when an employee exercises evaluative, supervisory, educational or professional responsibility, in the workplace or academically, over the other party to the relationship, whether that party is an employee or a student.

For System staff, the System President will determine actions necessary to resolve the conflict. For College employees, the College President will determine actions necessary to resolve the conflict. These determinations will take the form of directives issued in accordance with this procedure. The System President or College President, as applicable, must issue a Directive for each disclosure that adequately addresses the conflict in a manner that removes the family member from exercising evaluative, supervisory, educational or professional responsibility over the other party to the relationship.

Relationship conflicts arising as a result of an employee exercising evaluative or supervisory authority, or educational or professional responsibility over a spouse, domestic partner or civil union partner are deemed Conflicts Involving Immediate Family, not amorous relationship conflicts and are managed in accordance with Section I of this procedure.

Disclosure and Reporting Requirements for Amorous Relationships

College employees involved in an amorous relationship conflict must disclose the relationship to the College President at the earliest opportunity. System staff involved in an amorous relationship conflict must disclose the relationship to the System President at the earliest opportunity. Disclosures shall be accomplished using Appendix C-1.

For College employees, the College President will determine actions for resolving an amorous relationship conflict appropriate to the circumstances and consistent with the interests of CCCS. For

System staff, the System President will make this determination. Upon determination of actions for resolving the conflict, Directives will be issued using Appendix C-2 and the appropriate Human Resources office will provide a copy of the Directives to the parties to the relationship and affected supervisors.

There will be no sanctions for violation of this procedure imposed on employees who disclose the relationship in accordance with this procedure at the earliest opportunity and comply with any Directives to resolve the conflict. An employee who fails to report such relationship in accordance with this procedure at the earliest opportunity or fails to comply with any Directives to resolve the conflict may be subject to discipline, up to and including dismissal, in accordance with Board policies and State Personnel Board Rules. Failure to issue effective directives is also breach of this procedure, which may result in sanctions.

Even if an amorous relationship does not create a conflict of interest requiring disclosure (i.e. the employee does not exercise evaluative or supervisory authority, or educational or professional responsibility over the other party to the relationship), relationships between employees with unequal power or between an employee and a student can become problematic because of the complex and subtle effects of the power differential in these relationships. The employee in the position of power may misapprehend the existence or level of consent of the other party. The possibility exists that, if the relationship sours, the employee may be subject to claims of sexual harassment. In addition, an employee's amorous relationship with a student or with an employee at an unequal level of power may have an effect on others. Others may perceive that the student or employee is favored by the employee in the more powerful position and be afforded undue access and advantage above others. An employee who engages in this type of relationship is on notice that these types of relationships are discouraged and the employee assumes the risk of internal complaints of discrimination and attendant discipline and/or legal action and responsibility for damages.

Financial Transaction Conflicts

The Board is committed to financial practices that avoid the appearance of favoritism and conflict of interest.

Prohibited transactions

No Board member or employee may participate in a Board, College or System decision to undertake a financial transaction that:

- Provides a financial benefit to the Board member or employee, or a related party
- Is with a nongovernmental entity in which the Board member or employee is a director, president, general manager, or similar executive officer or owns or controls a substantial interest

In addition, no Board member or employee may engage in a substantial business transaction for private business purposes with an employee under his/her direct supervision.

Transactions requiring board approval

Any Board member or employee who believes that a transaction with the System may create the appearance of a conflict of interest or favoritism should request Board approval before such a transaction is undertaken.

College or System financial transactions require prior Board approval if the transaction:

- Provides more than a de minimis (aggregate of \$50 annually) financial benefit to a Board member or employee, or a related party
- Provides more than a de minimis (aggregate of \$50 annually) financial benefit to a nongovernmental entity in which a Board member or employee is a director, president, general manager, or similar executive officer or owns or controls a substantial interest
- A financial benefit does not include holding a minority interest in a corporation

If a Board member or employee discovers after the conclusion of a transaction that he/she, has received a financial benefit from a transaction with the College or System, or a related party has received a financial benefit from a transaction with the College or System, Board ratification may be requested using Appendix D if the receipt of such financial benefit was not a result of willful disregard of the requirements of this procedure. If the Board does not ratify the receipt of such financial benefit, the Board member, employee or related party must divest himself/herself of the financial benefit. Board approval for financial transactions governed by this procedure is requested using Appendix D. The Board member or employee is responsible for submitting the request to the procurement staff of the System or Colleges that would procure the goods, services or benefits offered by the Board member, employee or related party for a description of the process used to select the requesting party and information regarding other parties offering the same or similar good, services or benefits. The System/College(s) procurement staff will forward the request to their President for approval. The System President or College President(s) will forward approved requests to the System Legal office with a draft agenda item for presentation to the Board. The System or College President(s) will approve a transaction only if the System President or College President(s) determines that it provides a benefit to the System or College(s) that cannot be readily obtained elsewhere and that the benefit to the Board member or employee is incidental when compared with the benefit to the System or College(s).

A request for Board approval will be brought forward only if it includes sufficient information for the Board to determine that the benefit to the Board member or employee is incidental when compared with the benefit to the System or College(s).

If the Board approves the transaction, the Board member or employee must disclose the transaction to the Secretary of State 72 hours prior to completion of the transaction. Disclosure to the Secretary of State should not be undertaken unless and until Board approval occurs.

FOOTNOTE #1: Pursuant to Article XXIX section 3(6), the fifty-dollar (\$50) limit . . . shall be adjusted by an amount based upon the percentage over a four-year period in the United States bureau of labor statistics consumer price index for Denver-Boulder-Greeley, all items, all consumers, or its successor index, rounded to the nearest lowest dollar. The first adjustment was done in the first quarter of 2011 which increased the limit to fifty three (\$53.00) dollars. Adjustments shall be made every four years thereafter.

Definitions

Employee: Any person hired or contracted by the State Board for Community Colleges and Occupational Education, the Colorado Community College System office, or a community college. This includes all full time and part time employees whether permanent or temporary, but not independent contractors.

Immediate Family Member: A Board member's or employee's spouse; children, step-children, and their spouses; brothers and brothers-in-law; sisters and sisters-in-law; parents and parents-in-law; grandparents and grandparents-in-law; aunts and uncles; nieces and nephews; grandchildren and their spouses; and members of the immediate household which shall include, but are not limited to domestic and civil union partners.

Related Party: An immediate family member; an estate or trust in which a Board member or employee or his or her immediate family member has a beneficial interest; or an entity in which a Board member or employee, or his or her immediate family member is a director, officer, or has a financial interest.

Line of Supervision: The immediate supervisor or any person in the ascending order of supervision up to and including the College and System President.

De Minimis Financial Benefit: A financial benefit that has an aggregate value of \$50.00 (see footnote 1) or less in a calendar year.

For Appendix's and required forms see [SP 3-70a](#)

Whistleblower Protection Policy

Scope

This policy applies to all employees in the System.

Policy statement

Colorado Community College System (CCCS or System) employees have an obligation to conduct the System's business in an ethical manner and in compliance with applicable laws. The purpose of this policy is to provide protections to employees reporting misconduct and establish a process for reviewing reports of inappropriate conduct within the System, including, but not limited to, misuse, misappropriation, or misreporting of CCCS funds or its physical assets, questionable auditing or accounting practices, mismanagement of a CCCS program, department, resources, or causing harm to the public interest because of an abuse of authority or violation of law.

Disclosure of whistleblower information

A Whistleblower complaint may be filed, either verbally or in writing, regarding knowledge or good faith suspicion of a CCCS employee misusing, misappropriating, or misreporting CCCS funds or its physical assets, engaging in questionable auditing or accounting practices, mismanaging a CCCS program, department, or resources, or causing harm to the public interest by abuse of authority or violation of law. The report may be submitted to any of the following: (1) the CCCS Concerns Hotline; (2) the employee's supervisor or appointing authority; (3) the Chief Human Resources Officer at the System office or the Human Resources Director at the employee's College; or (4) the CCCS Director of Internal Audit. The [CCCS Concerns Hotline](#), is hosted by an external entity, allowing for anonymous reporting so as to ensure confidentiality and provide a safeguard against retaliation. Whistleblower complaints that are not received through the CCCS Concerns Hotline should be forwarded immediately to the Director of Internal Audit upon receipt. All Whistleblower complaints will be reported to the Audit Committee and the Chancellor.

Responsibilities upon receipt of whistleblower complaint

Upon receipt of a Whistleblower complaint, the Director of Internal Audit or her/his designee will acknowledge receipt of the complaint, determine whether or not the reporter wishes to remain anonymous, and advise them of the process under this policy.

The Director of Internal Audit may consult with the Chief Human Resources Officer and any other relevant System or College staff to evaluate the Whistleblower information provided and determine whether an investigation is warranted. Once this preliminary review is conducted, the reporting party will be notified by the Director of Internal Audit or her/his designee as to whether an investigation will occur.

Investigation

Anonymous reporters must timely respond to questions and requests for information that are sent to them. A failure to timely respond will result in inconclusive findings. Employees shall cooperate fully with any investigation initiated pursuant to this policy. Any employee engaged in conduct intended to impede an investigation may be subject to corrective and/or disciplinary action, up to and including termination of employment. The reporting party should refrain from gathering evidence that they would

not otherwise be permitted to access. Once an investigation is complete, the Chancellor or his/her designee will evaluate any recommended action. If the Director of Internal Audit is the subject of the complaint, the complaint shall be forwarded directly to the Office of the Chancellor and the Audit Committee Chair. If the Chancellor is the subject of the Complaint, the complaint shall be forwarded to the Audit Committee Chair and the Chair of the State Board for Community Colleges and Occupational Education. If the State Board for Community Colleges and Occupational Education is the subject of the complaint, the complaint shall be forwarded to an external agency for review and further action.

To the extent the matter reported is deemed by the Chancellor to place CCCS at material risk, financial or otherwise, or involve a College President or any senior management at the System office, the Chancellor is responsible for reporting the concern to the Audit Committee, and the Audit Committee Chair will report the complaint to the State Board for Community Colleges and Occupational Education.

Reports involving criminal implications will be reported to local law enforcement and/or the relevant prosecutorial office. For misconduct that is substantiated through the investigation process, the wrongdoer(s) may be subject to corrective and/or disciplinary action, up to and including termination of employment.

Retaliation prohibited

Except as provided below, no disciplinary action, as defined by C.R.S. § 24-50.5-102, shall be threatened, initiated or administered against a CCCS employee on account of the employee's disclosure of information or on account of the employee's providing information in response to a subpoena or other legal process. This shall not apply to:

- An employee who discloses information that he or she knows to be false or who discloses information with disregard for the truth or falsity thereof
- An employee who discloses information which is confidential under any provision of law

Filing a retaliation complaint

A retaliation complaint may be filed and will be addressed in the same manner as outlined in this procedure for other whistleblower complaints.

Procedures

The Chancellor shall promulgate such procedures as may be needed to implement this policy.

Faculty and Instructor Workload

This policy applies to regular faculty and instructors employees by state community colleges.

Components of Faculty Workload

Basic components of faculty workload include class instruction, class-related work, and other professional duties, which may include, but are not limited to: Advising students; serving on institution-wide committees and statewide task forces; student recruitment; sponsorship of student activities; job placement and community outreach services; participating in professional organizations which enhance the educational mission of the college; and developing innovative approaches to learning.

Faculty Assignments

The assignment of class hours, office hours, and other professional duties to individual faculty members shall occur at the college level. The supervisor shall establish equitable workloads to the extent possible among faculty members after taking into account all activities assigned to faculty and the inherent characteristics of the discipline to which the faculty member is assigned. These considerations shall include, but are not limited to, number of classes, class hours, class size, number of preparations, delivery mode, centrality to role and mission, committee work, sponsorship of student

activities, need for student advising, need for student recruitment, job placement, and community outreach services, as well as resource generation.

Faculty Standard Load

Full-time faculty will have a minimum of a 40-hour work week in keeping with the requirement for all state employees. This includes an expectation that faculty perform all professional duties assigned by the college, including but not limited to, meeting all classes, meeting all office hours, serving on college or System committees, and engaging in professional development activities. These professional duties may be performed either on or off campus.

Faculty Overload

Overload assignments should be limited so as not to erode the professionalism of the faculty member. An overload for a regular faculty member is defined as a duty assignment (such as a discrete course) in addition to the faculty member's academic year teaching load. An overload assignment must be in writing and approved by the college president, or his/her designee, which cannot be below the Vice President or Provost level.

Instructor Workload and Hours

Basic components of instructor workload are class instruction and class-related work. For purposes of the Affordable Care Act, instructor weekly work hours shall be measured by crediting the instructor with a total of 2.25 hours of service per week (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers) for each hour of teaching or classroom time. In addition, an instructor will be credited with one hour of service per week for each additional hour the instructor spends performing other duties he or she is required to perform (such as required office hours or required attendance at faculty meetings).

Maximum Credit Limit for Faculty and Instructors

In order to preserve the quality of education, system-wide credit assignments should not exceed 21 credit hours per semester. In extenuating circumstances, the college president may approve an assignment in excess of the 21 credit hour limit for a faculty member or instructor teaching at a single System college. For faculty members and instructors teaching at multiple System colleges, an exception to the 21 credit hour limit requires each college president's approval. College presidents shall report their approval of credit assignments in excess of 21 credit hours to the CCCS president on a semester basis. Individual colleges have discretion to adhere to college-specific credit limits below 21 credit hours for college-specific academic reasons.

For a full description of this policy see [BP 3-80](#)

Copyrights and Patents

Scope

This policy applies to employees at the state system community colleges and at the System central office.

Policy Statement

The Board seeks to provide an environment in which faculty and other employees can discover, examine critically, preserve, and transmit the knowledge and wisdom which will help to improve the quality of life for present and future generations. The rights of the Board and its employees concerning production, ownership, and use of copyrightable and patentable materials are controlled by this policy.

Disclosure Statement

Employees who develop or plan to develop materials which may be copyrightable or patentable shall submit a disclosure statement to the president when such materials are developed or will be developed,

in whole or in part, with college/system assistance. The disclosure statement will include the specifics of any contract, grant, or assignment by the college or outside agency; the extent of utilization of college/System facilities and personnel; the names, titles, and roles of personnel to be involved; brief descriptions of the materials produced or to be produced and of the anticipated use of produced materials; and the calendar of development and utilization of the produced materials. Failure to submit a timely disclosure statement of any such project may result in the project's being deemed the property of the Board.

Determination of Category

The president or designee will assign the project to one of the following categories:

- Wholly Individual Efforts: Materials which are produced by employee(s) with no significant use of other college/System personnel, time and/or facilities and with no significant consumption of college/System expendable materials; and which are not prepared in accordance with a college/System assignment or contract. Ownership resides exclusively with the individual(s) initiating the effort and all proceeds are kept by the individual(s)
- Wholly College/System efforts: Materials produced by employee(s) on college/System time using college/System facilities in accordance with the terms of the employment contract or assignment, or under a contract/grant. Ownership resides exclusively with the Board or its designee. The board reserves the right to protect such materials by copyright/patent application except in those cases where the terms of a contract with an outside sponsor require the assignment of such rights to the sponsor. Any net proceeds from the materials are the property of the Board
- College/System-assisted efforts: Materials produced by employee(s) with use of other college/System personnel, college/System time and/or facilities, and/or with consumption of college/System expendable materials. Such materials include but are not limited to those materials produced by individuals for personal use (book manuscripts, class lecture notes, laboratory outlines, extramural photographs, etc.)
- Ownership resides with the employee(s) who produced the materials. Distribution of net proceeds from any commercial use of the materials shall be subject to written agreement negotiated between the employee(s) and the president or designee. If there is no written agreement, the board shall receive fifty percent (50%) of the net proceeds

Use of Facilities

College/System-assisted efforts must have the approval of the president prior to use of college/System time, facilities, materials, and/or staff. The immediate supervisor and/or other appropriate college/System authority(ies) may approve use of college/System facilities and expendable materials by employees who are engaged in individual efforts, so long as such use does not interfere with normal operations, and expendable materials used are replaced.

Use of Produced Materials

Approval of the president is required prior to sale of produced materials as a part of the college's required curriculum.

Procedures

The System president shall promulgate such procedures as may be needed for the implementation of this policy.

Definitions

Copyrightable Materials: Any material which can be copyrighted under federal law. The term includes but is not limited to books, articles, study guides, proposals, brochures, pamphlets, lab manuals; lectures, music and dramatic composition; films charts, transparencies, prints, slides, filmstrips; video and/or audio tapes and cassettes; live audio and/or video productions;

programmed instructional materials; computer generated materials; and computer programs in any reproducible or usable form.

Patentable Materials: Any material which can be patented under federal law. The term includes but is not limited to ideas which utilize a unique process or technique; and tangible assimilated materials or equipment.

President: Refers to the college president when materials are developed by employees at a college and to the system president when materials are developed by members of the system central staff.

Evidence Preservation

Scope

This policy applies to all employees of the State Board for Community Colleges and Occupational Education throughout the State.

Policy Statement

It is the policy of the Board that all employees who are placed on notice of litigation that has commenced, or that is reasonably anticipated, shall preserve evidence that might be relevant to the litigation or potential litigation, including paper and electronic records and physical evidence. Records required to be preserved include all documents, e-mails, reports, photographs, videos, films, drawings, recordings, voice mail messages, or any other form of written or electronic communications related to the claim or potential claim.

Application

This procedure applies to all employees within the Colorado Community College System (CCCS or System).

Basis

Pursuant to Board Policy BP 3-100, all employees who are placed on notice of litigation, or that is reasonably anticipated, shall preserve evidence that might be relevant to the litigation or potential litigation, including paper and electronic records and physical evidence. Records required to be preserved include all documents, emails, reports, photographs, videos, films, drawings, recordings, voicemail messages, or any other form of written or electronic communications related to the claim or potential claim.

Procedure

The System President delegates to each College President the responsibility to ensure this procedure is implemented at their College. The System President will be responsible to ensure this procedure is implemented at the System Office. The System and College Presidents shall designate someone to be the contact(s) responsible in overseeing the evidence preservation process at CCCS or the Colleges. Once designated, he/she shall notify CCCS Legal Affairs of this designation.

CCCS Legal Affairs shall be responsible to initiate all preservation requests, in writing, to the applicable preservation contact. The preservation contact shall be responsible for coordinating with CCCS Legal Affairs, CCCS Information Technology (IT) and College IT the preservation process, which includes, but is not limited to:

- Communicating to all pertinent individuals of the need to preserve all relevant evidence
- Communicating with CCCS IT to make sure all pertinent email accounts are being preserved
- Communicating with College IT to make sure all necessary steps are being taken to preserve relevant electronic evidence

Retaliation

It is a violation of this procedure to engage in retaliatory acts against anyone involved with the preservation of evidence.

Revising this procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately. The System President shall develop a system-wide procedure documenting the process for creation, distribution, and implementation of litigation hold notices to assure evidence preservation.

Records Management and Colorado Open Records Act Requests (CORA)

Scope

This policy applies to the System office and all System community colleges.

Policy Statement

It is the policy of the Board to maintain records in compliance with State and Federal retention and privacy laws, comply with the Colorado Open Records Act and protect records maintained by the Colleges and the System office.

Procedure

The System President shall develop such system-wide procedures as are reasonably necessary to protect and maintain records and provide rules for responding to public records requests in a manner that prevents unnecessary interference with the regular discharge of official duties. The System office and each System community college shall designate a custodian of records to coordinate records retention and maintenance and receive and coordinate responses to public records requests.

Application

This procedure applies to the System office and all System Community Colleges (Colleges).

Basis

Board policy states that the System President shall develop system-wide procedures as are reasonably necessary to protect and maintain records and provide rules for responding to public records requests (each, a Request) as that term is defined under the Colorado Open Records Act (CORA), C.R.S. § 24-72-200.1 et seq. The provisions of this procedure set forth rules for the inspection of public records. These rules are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Custodian of Records (Custodian) or the Custodian's office. The System office, every College, and every requestor submitting a CORA Request shall adhere to the following procedures.

Procedure

The System shall designate an individual to serve as the System's Custodian of Records. Every College shall also designate an individual to serve as their own Custodian of Records. This Procedure must be published on the System and every College's website, along with the e-mail, fax and mailing address for the individual designated as Custodian of Records posted on the website. All CORA Requests must be submitted in writing to the System Custodian, if System records are requested, or to the Custodian for the individual College for which records are requested. Requests made to any other person or office will not be accepted.

Requests may be mailed. The date the request is received by the Custodian will be considered the "date of receipt." Requests sent via e-mail will not automatically be accepted. Due to spam filters and similar computer software, CCCS cannot guarantee that an e-mail request has been received by the Custodian. At the sole discretion of the Custodian, e-mail requests shall be

deemed rejected unless and until the Custodian expressly confirms acceptance of the request. Should the Custodian accept an e-mail request, the statutory time for response will begin when the Custodian provides confirmation to the requestor. If a request is sent via e-mail to anyone other than the Custodian, or if the Custodian does not accept such an e-mail request, it will not be considered as received by the System or the College.

All requests for records must be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated, the Custodian may require the requestor to provide a more specific request before responding. If a public record is requested to be delivered digitally, and is requested to be searchable or sortable, the Custodian will first determine whether it can be provided to the requestor in the format desired. If it cannot be provided in either a searchable or sortable manner, the custodian will still provide a copy of the record in a digital format if it is able to do. The custodian is not required to produce a public record in a searchable or sortable format if:

- Producing the record in the requested format would violate the terms of any copyright or licensing agreement between the System or College and a third party, or result in the release of a third party's proprietary information
- After making reasonable inquiries, the Custodian determines it is not technologically or practically feasible to permanently remove information that the Custodian is required or allowed to withhold within the requested format
- It is not technologically or practically feasible to provide a copy of the record in a searchable or sortable format
- It would require purchasing software or creating additional programming or functionality in its existing software to remove the information

If the Custodian is not able to comply with a request to produce a public record digitally, he/she must produce the record in an alternate format or issue a denial pursuant to state statutory requirements, and must provide a written declaration attesting to the reasons the custodian is not able to produce the record in the requested digital format. With exception to digital format requests, while not required, the Custodian may, at the Custodian's sole discretion, choose to manipulate or analyze information in a way not used by the System or College to which the request is directed in order to respond to a request. For digital format requests, the Custodian shall alter an existing public record, or remove fields of information if the content is either required or permitted to be withheld. Additionally, the Custodian will produce a public record in a format accessible to individuals with disabilities.

Time for response to CORA Requests that comply with this procedure shall be as follows:

- The normal time for production shall be three (3) working days, beginning on the first business day after the request is received by the custodian

Such periods may be extended upon determination by the Custodian that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the original three-day period. These time periods for responding to requests shall not apply to (i) requests that do not comply with this policy, (ii) requests that are broad or burdensome such that they interfere with regular work duties, or (iii) requests if the requestor has failed to pay the appropriate charges. CORA Requests shall not take priority over the regular work activities of System or College employees. Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be \$.25 per page or, for documents in non-standard formats, the actual duplication costs
- At the Custodian's sole discretion, the requestor may be charged a reasonable research, retrieval and review fee based on the actual cost of responding to the request; provided, however, that the hourly rate for employee time is \$30 per hour. There shall be no charge for

the first hour of employee time. If the Custodian charges research and retrieval fees under this provision, copying shall be charged at a rate of \$.25 per page

- Where the record is a result of computer output other than word processing, the requestor will be charged, unless waived or reduced by the Custodian, the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system
- Where the record is a result of such manipulation or analysis, the requestor will be charged, unless waived or reduced by the Custodian, the actual costs of creating the record. Persons directing subsequent requests for the same or similar records to the System or College may be charged a fee not in excess of the original fee
- Unless waived by the Custodian, the requestor will be charged the cost of transmitting the records to the requestor by United States mail or other delivery service
- Payment must be received prior to the requestor receiving copies. Failure to make payment may result in the debt being referred to collections. A requestor who has failed to pay for past records requested must pay all outstanding charges before receiving records
- If charges are expected to exceed \$25, the Custodian will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the Custodian's estimate and the receipt by the Custodian of a written response to proceed will not be counted against the time period set forth above
- If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal working hours. Such inspection shall occur on-site and may be supervised by a System or College representative

Subsequent to the approval of this procedure, if CORA is amended to modify the maximum amount of any charges described above, the procedure will be applied consistent with the provisions of such amendments. Every CORA Request must comply with this procedure. Custodians are not obligated to act upon a CORA Request unless and until the Request meets the requirements of this procedure.

Contacting the Custodian of Records

In addition to any requirements under this procedure and CORA, a request must include the requestor's full name, mailing and e-mail address, and be sent to the System or College Custodian of Records.

Revising This Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

Sexual Misconduct Procedure

Application

This procedure applies to the Community Colleges within the Colorado Community College System (CCCS) and the System Office. Allegations that an individual has engaged in any of these prohibited behaviors will be investigated under System President's Procedure (SP) 3-50b, Civil Rights Grievance and Investigation Process (if the accused is a CCCS employee, authorized volunteer, guest, or visitor), or SP 4-31a, Civil Rights Grievance and Investigation process (if the accused is a student).

Basis

The System and College communities have the right to be free from sexual violence. All members of the System and College communities are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCS believes in a zero tolerance policy for sex/gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention,

and a respondent is found to have violated this procedure, serious sanctions will be implemented to reasonably ensure that such actions are never repeated. This procedure has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This procedure is intended to define the System and College's expectations and to establish a mechanism for determining when those expectations have been violated.

When both the complainant and respondent are CCCS employees, authorized volunteers, guests and/or visitors, the System and Colleges will comply with Title VII of the Civil Rights Act of 1964. When a complainant and/or respondent is a student, the System and Colleges will comply with Title IX of the Education Amendments of 1972 (Title IX). For all individuals who this procedure applies to, the System and Colleges will adhere to their obligations under the Violence Against Women Reauthorization Act (VAWA) of 2013.

Procedure

The System President delegates to each College President the responsibility to ensure procedures for the effective investigation and remediation of prohibited conduct is implemented at their College. The System President will be responsible to ensure such procedures are implemented at the System office.

Conflicts of Interest

While a particular interaction must be offensive to both a reasonable person and to the complainant to be defined as harassment, CCCS employees and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

It is the policy of the State Board for Community Colleges and Occupational Education that none of its employees or its Board members shall engage in any activity or relationship that places them in a conflict of interest between their official activities and any other interest or obligation. Conflict of interest requires all employees to disqualify themselves from participating in a decision when a personal interest is present; therefore, [SP 3-70a](#), Conflict of Interest-Relationships, requires all employees involved in an amorous relationship to excuse themselves from any authority or evaluative role with respect to the other person. Please refer to [SP 3-70a](#) for more information and disclosure requirements.

Education and Prevention

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking pursuant to Colorado law
- Defines what behavior and actions constitute consent to sexual activity in the State of Colorado
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks
- Provides information on the procedures the college will adhere to after a sex offense occurs

Retaliatory Acts

If any person who reports an incident of sexual misconduct or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct, feels they are being subjected to retaliatory acts may report such incidences to the EO or Title IX Coordinator.

It is a violation of this procedure to engage in retaliatory acts against any person who reports an incident of sexual misconduct, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

Interpretation and Revision

This procedure defines and prohibits sexual misconduct. If statutory provisions, regulatory guidance, or court interpretations change or conflict with this procedure, the procedure can be deemed amended as of the time of the decision, ruling or legislative enactment to assure continued compliance. CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

Definitions

ADA, Title VI and Title VII/Equal Opportunity Coordinator(s) (EO Coordinator)” The employee designated by the System or College President to oversee all civil rights complaints, including sexual misconduct, when employees are both the complainant and the respondent. The President may also designate a “Deputy” EO Coordinator.

The EO Coordinator’s responsibilities include, but need not be limited to:

- Contact for government inquiries
- Point person for all civil rights complaints involving employees as complainant and respondent
- Creator and implementer of appropriate procedures
- Assurance of First Amendment protection
- Prevention and remediation of stalking
- Prevention and remediation of intimate partner and relationship violence
- Prevention and remediation of bullying and cyberbullying
- Oversight and coordination of prompt and equitable grievance procedures
- Coordinator of the interaction of multiple student and employee grievance processes
- Supervisor of investigations
- Compliance auditor
- Trainer or convener of broad training requirements for CCCS employees, boards, investigators and appeals officers

Coercion: Unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complainant: A person who has been subjected to alleged sexual misconduct and/or related retaliation. For purposes of this procedure, a complainant can be a CCCS employee, student, authorized volunteer, guest, or visitor.

Consent: Must be clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Also, in order to give effective consent, one

must be of legal age. Further, consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

Disciplinary Authority: The individual with authority, or delegated authority, to impose discipline upon a respondent.

Force: The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes resistance or produces consent.

Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. Incapacitation could result from mental disability, sleep, involuntary physical restraint, or from the ingestion of rape drugs. Possession, use and/or distribution of any of these substances, including, but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at www.911rape.org. Sexual activity with someone whom one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this procedure. Use of alcohol or other drugs will never function as a defense to a violation of this procedure.

Jurisdiction: Applies to behaviors that take place on the campus, at System or College sponsored events, and may also apply off-campus and to actions online when the Title IX/EO Coordinator determines that the off-campus conduct affects a substantial System or College interest. A substantial System or College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or College is located
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
- Any situation that is detrimental to the educational interests of the System or College
- Any online postings or other electronic communication by students, including but not limited to cyber-bullying, cyber-stalking, and/or cyber-harassment, occurring completely outside of the System or College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment
- Off-campus discriminatory or harassing speech by employees may be regulated by the System or College only when such speech is made in an employee's official or work-related capacity
- Offensive conduct that does not rise to the level of discrimination or harassment may not result in the imposition of discipline under the System President's Procedures, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms

Respondent: A person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a respondent can be a CCCS employee, authorized volunteer, guest, visitor, or student.

Title IX Coordinator: The employee designated by the System and the College President to oversee all civil rights complaints, including sexual misconduct, when students are complainants and/or respondents. The Title IX Coordinator's responsibilities include, but need not be limited to:

Contact for government inquiries

- Point person for all civil rights complaints involving a student as complainant and/or respondent
- Creator and implementer of appropriate procedures
- Assurance of First Amendment protection
- Prevention and remediation of stalking
- Prevention and remediation of intimate partner and relationship violence
- Prevention and remediation of bullying and cyberbullying
- Oversight and coordination of prompt and equitable grievance procedures
- Coordinator of the interaction of multiple student and employee grievance processes
- Supervisor of investigations
- Compliance auditor
- Trainer or convener of broad training requirements for CCCS employees, boards, investigators and appeals officers

Sexual Misconduct Offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Sexual Harassment may be the result of a hostile environment, quid pro quo, and/or retaliation.

Hostile environment: Exists when a person is subjected to sex- or gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive to alter the conditions of a person's employment and/or unreasonably interfere with a person's ability to participate in or benefit from the System or College's educational program and/or activities, from both a subjective and objective viewpoint. The determination of whether conduct constitutes prohibited harassment can be based on the following circumstances:

- The frequency of the conduct
- The nature and severity of the conduct
- Whether the conduct was physically threatening
- Whether the conduct was humiliating
- The effect of the conduct on the alleged victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance
- Whether a statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
- Whether the speech or conduct deserves the protections of the First Amendment and/or academic freedom

Quid pro quo: Sexual harassment exists when a person engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct is used in determining educational and/or employment decisions.

Retaliatory: Sexual harassment is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of sexual misconduct.

Non-Consensual Sexual Contact Any intentional sexual touching, however slight, with any object by any individual upon any individual that is performed without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse: Any sexual penetration or intercourse (anal, oral or vaginal); however slight, with any object by any individual upon any individual that is performed without consent and/or by force.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as letting uninvolved persons hide in a closet to secretly observe an act of otherwise consensual sex)
- Engaging in voyeurism
- Knowingly transmitting a sexually transmitted infection (STI) or human immunodeficiency virus (HIV) to another person
- Exposing one's genitals in non-consensual circumstances and/or inducing another to expose their genitals
- Viewing or possessing child or adult pornography at work or on System or College-owned property
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Other forms of sexual misconduct include, but are not limited to, the following, when the act is based on a person's actual or perceived sex or gender:

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the System or College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; hazing is also illegal under Colorado law
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
- Violation of any other System or College rule

Affirmative Action/Anti-Discrimination

Scope

This policy applies to all employees of the Community Colleges within the System and its System Office.

Procedures

The System President shall promulgate procedures necessary to implement this policy.

Policy Statement

Individuals affiliated with the System or Colleges shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce. Therefore, the System Office and each Community College shall have an Equal Employment Opportunity/Affirmative Action (EEO/AA) Program which promotes practices that support diversity, equity and inclusion of all employees and students.

Equal Employment Opportunity/Affirmative Action Program

Scope

This procedure applies to the Colorado Community College System (System) and the Community Colleges within the System.

Basis

Board Policy specifies that the System and each Community College shall have an Equal Employment Opportunity/Affirmative Action (EEO/AA) Program which promotes practices that support diversity, equity and inclusion of all employees and students.

Procedure

Consistent with Board Policy [BP 3-120](#), the System and each Community College shall develop an EEO/AA Program that seeks to remedy the underutilization of women, minorities, veterans and individuals with disabilities. Each program shall address the following key areas:

Key Area #1:

Take appropriate action to recruit and retain a diverse student body. Each Community College that identifies areas of underutilization will develop and implement strategies to address necessary student recruitment and retention.

Key Area #2:

Assure equity in outcomes for students from underrepresented groups, as compared to overall student outcomes. Each Community College shall identify problems with retaining and graduating any identifiable group of students, and develop and implement strategies to resolve these problems.

Key Area #3:

Initiate and maintain activities designed to enhance harmony for all who work and study on campus, in order to improve the quality of educational opportunities. Each Community College shall recognize and celebrate diversity through activities, environment and enrichments to the curriculum.

Key Area #4:

Take appropriate action to recruit and retain a diverse workforce that over time reflects the diversity of the labor pool from which the System or Community College recruits and selects. The System and each Community College will annually update an affirmative action plan that identifies areas of underutilization and strategies to address the underutilization when the disparity is significant (greater than 20% of total).

Key Area #5:

Educational services and employment practices should be sensitive to the needs of individuals with disabilities, and efforts should be made to accommodate such needs. The System and each Community College shall establish an interactive process for providing accommodations for persons with disabilities in its employment practices and educational programs and activities. The System and each Community College shall submit their annual affirmative action plan to System Human Resources no later than July 1st of every year. Compliance with this procedure and the EEO/AA program developed hereunder shall be a factor for consideration in the evaluation of the performance of System and Community College employees charged with overseeing the program. When search committees are utilized, diversity should be a consideration when comprising and instructing the committee.

Revising This Procedure

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this System President's Procedure, the System retains the right to revise accordingly and for the changes to take effect immediately.

Electronic Communication Policy

Cellular Phone, PDA Device, AirCards

In conducting System business, employees sometimes find it necessary to use a Cellular Phone, PDA Device or AirCard. The following procedure shall govern the use of Cellular Phone, PDA Devices and AirCards that are owned by the System.

Availability of Cellular Phone, PDA Devices and AirCards

- System staff may use operating funds to purchase state-issued Cellular Phone, PDA Device and AirCard as provided below for use in conducting school business
- System staff may at times use personal Cellular Phone, PDA Device or AirCard to conduct school business

The employee can request reimbursement for such use by submitting a copy of their phone bill on which the business calls can be documented. The regular travel expense reimbursement request form should be used.

Employee Responsibilities

By using the State purchased Cellular Phone, PDA Devices and AirCards, the employee agrees to:

- Use the Cellular Phone, PDA Devices and AirCards to conduct state business only with only limited and incidental personal use.
- Reimburse the state for all costs associated with personal use (calculated as personal call minutes used/total call minutes used X total monthly bill for call minutes) by attaching a check to the Cellular Phone, PDA Device and AirCard bill when it is presented for payment

- Make reasonable efforts to safeguard the Cellular Phone, PDA Devices and AirCards
- Make reasonable effort to avoid late charges by promptly presenting all invoices for payment as soon as received by the employee or the department

Any violation of above use requirements may lead to the cell phone, PDA device or Air Card to be revoked.

General Computer and Information Systems Procedure

In support of its mission, to provide an accessible, responsive learning environment that facilitates the achievement of educational, professional and personal goals by our students and other members of our communities in an atmosphere that embraces academic excellence, diversity and innovation, the Colorado Community College System (CCCS or System) provides access to computing and information resources for students, faculty, and staff within institutional priorities and financial capabilities. This procedure contains the governing philosophy for regulating faculty, student, and staff use of the System's computing resources. It spells out the general principles regarding appropriate use of equipment, software, networks and data. In addition to this procedure, all members of the CCCS community are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

The rules and conditions of this procedure apply to all users of all systems in all locations of the System. Willful violations of the following policies and procedures may result in disciplinary action, which may result in actions up to and including termination and necessary legal action.

Colorado Open Records Act

In accordance with the Colorado Open Records Act (CORA) (CRS § 24-72-201 et seq.), it should be recognized that all public records are open for inspection by any person at reasonable times. The basic definition of "public records" in CORA is "all writings made, maintained, or kept by the state..." This includes information and email on state employees' computers. The only public records that fall outside this policy are records identified in specific exceptions set forth in CORA, in other Colorado statutes, and in federal law, such as student educational records pursuant to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA).

CCCS has the right to monitor any and all aspects of its computer and telecommunications systems including employee email, voice mail, and file structures on any CCCS system. CCCS's right to monitor its computer system and telecommunications equipment includes, but is not limited to, monitoring sites users visit on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users, and reviewing email sent and received by users. The computer and telecommunication systems are provided to employees to assist them in meeting the requirements for the performance of their positions in CCCS. Employees should not have an expectation of privacy in anything that they create, send, or receive on CCCS systems. Since systems are provided for CCCS business, all transactions and all data on the systems are considered to be business-related and therefore owned by the CCCS. All systems owned by CCCS are to be used primarily for CCCS business purposes, including academic pursuits. Incidental and occasional personal use is permitted only to the extent that it does not result in a direct cost to CCCS or interfere with CCCS business. CCCS's control of all information on CCCS computers does not implicate intellectual property rights. Intellectual property rights are governed by Federal statutes and by the State Board for Community Colleges and Occupational Education's Board Policy 3-90.

Employees using CCCS systems should adhere to the following rules which apply to all computer and telecommunications resources including mainframe hosts, mid-range hosts, microcomputer hosts, file servers, desktops, notebooks, laptops, handheld devices, network infrastructure, phone systems, voice mail systems, Internet connectivity, bulletin board systems, email systems and other resources. Throughout the policy "IT" refers to CCCS-IT and/or the College IT department as appropriate.

This procedure will be updated from time to time at CCCS's discretion. Changes to this procedure will be made periodically by CCCS:

- When there is a change in applicable state or federal law.
- When academic or administrative use of emerging or existing technologies require procedural and/or support review
- When new technology becomes available or existing technology changes in a way that increases CCCS's exposure to risks and consequently requires new control procedures

Confidential Information

All CCCS employees and associates have an obligation (and are required by law) to protect confidential information, which includes but is not limited to FERPA protected student educational records, financial aid information, and personally identifiable information. Any questions regarding what information is public and available for sharing should be referred to your supervisor who will then confer with CCCS Legal Department. The confidentiality obligation also pertains to any party accessing any communication system. Uploading or sharing of confidential data, files, documents, or information is prohibited on websites or by using programs that have not been specifically approved by CCCS.

Confidential information may only be stored on secure servers owned or provided by CCCS. Confidential information shall not be stored anywhere in the cloud, unless explicitly provided or supported by CCCS, on personal computers or laptops, or any portable electronic devices.

User ID's and Passwords

Anyone using a CCCS computer, application or communication system must have a unique User ID and Password. This includes user accounts for the Local Area Network, Servers, and task-specific software applications such as Banner and Desire2Learn. To maintain system security, users are not to login as another user. Generic logins will not be issued unless an application requires it with no work-around. Each System college shall have a provision that open access computers for libraries are off the production network and are monitored for use.

The network and various application systems require all users to change their passwords every sixty (60) days. Passwords must be at least eight (8) characters in length and contain at least three (3) of the following four (4) conditions: upper-case characters, lowercase characters, numeric character, or special character (such as a numeric or punctuation character). Easily guessed passwords, such as the name of a spouse or child, job title, address, etc., should not be used.

For protection of users and the confidentiality of data, users are prohibited from disclosing their passwords to others. Logins and passwords are not to be written down and/or displayed or kept in places such as desk drawers, keyboard trays, etc. If a user suspects that their password has been disclosed, they are required to change it immediately. User accounts are not transferable to temporary employees; if someone will be filling in for a user during an absence, a temporary account must be used for the interim employee. Security will be set up to make the user's data accessible by the person filling in.

Unattended Computers or Mobile Devices

For protection of users and the confidentiality of data, users are required to logout, shut down their workstations, or activate a screen saver with password protection when leaving their computers unattended, even if leaving for only a few minutes.

Logging off/Shutting Down

Users are to completely log off and turn off their computers when leaving for the day. Users should always stay until their system shuts down according to the normal shutdown process. If the computer

fails to shut down properly, the local computer support desk should be notified. Never turn off the power before the shutdown process is completed to avoid possible file corruption.

Administrator Access

By default, all CCCS users are provided with Standard User Access to their individual computer workstations. This level of access grants the user the ability to utilize all IT (system and college) installed resources, while not allowing the user to install or maintain software, or make any modifications to the computer's operating system.

Exceptions may be granted to CCCS users who require Administrator Access to their computer workstation to perform specific job related duties, which cannot be performed using any other means or workaround. These exceptions must be pre-approved in writing by the user's supervisor and system Chief Technology Officer or college IT Director or designee as appropriate

Use of Administrator Access should be consistent with an individual's role or job responsibilities as prescribed by management. When an individual's role or job responsibilities change, Administrator Access should be appropriately updated or removed. In situations where it is unclear whether a particular action is appropriate, and within the scope of current job responsibilities, the situation should be discussed with the user's supervisor and system Chief Technology Officer or college IT Director or designee.

Inappropriate use of Administrator Access

The following constitute inappropriate use of Administrator Access to CCCS computing resources unless pre-approved in writing by the user's supervisor and IT:

- Circumventing user access controls or any other formal security controls
- Circumventing bandwidth limits or any other formal computing controls
- Circumventing formal account activation/suspension procedures
- Circumventing formal account access change request procedures
- Circumventing any other CCCS procedures that are in written form and/or approved by some level IT

The following constitutes inappropriate use of Administrator Access to CCCS computing resources under any circumstances, regardless of whether there is supervisor or IT approval:

- Accessing Non-public Information that is outside the scope of specific job responsibilities
- Exposing or otherwise disclosing Non-public Information to unauthorized persons
- Using Administrator Access for personal reasons to gain information about a system, practice, individual or entity

Software

All users must comply with all software licenses, copyrights, and all other state and federal laws governing software licensing and intellectual property.

CCCS IT and college IT staff provides and installs software that has been determined is necessary for business purposes and can be installed or downloaded to CCCS equipment without damage to CCCS systems of interests ("Official Software"). CCCS is the owner or licensee of Official Software and is responsible for enforceable contract or license terms associated with ownership or licensure (enforceable terms do not include terms of adhesion or terms that are against public policy). Any software installed or downloaded on CCCS hardware by individual employees, whether used for business or personal reasons, is not Official Software and the contract or license terms are the responsibility of the employee who downloads or installs the software.

Internet and Email

Any incidental and occasional use of CCCS electronic mail resources for personal purposes is subject to the provisions of [BP 3-125](#) and this procedure. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent via email, viewed and downloaded, or passed by any other form of communication, including social media, or be displayed or stored. Exceptions may be made for various instructional purposes.

Creation and forwarding of non-business email including advertisements, chain mail, solicitations, promotions, political material, etc., are not allowed. Creation of officially recognized CCCS or college social media accounts must adhere to [SP 3-125f](#).

Charitable or community-related Internet use or sending of emails may be disseminated only with prior approval of a college or System president, as appropriate. Use resources in a manner consistent with the administrative, instructional, and educational and research objectives of the community college system. Following are examples of prohibited use of the system computers, E-mail and Internet:

- Sending or storing mail judged to be obscene, known to be false, harassing or otherwise abusive or transmitting to others, in any location, images, sounds or messages which might reasonably be considered harassing
- Initiating or propagating chain letters
- Attempting to forge electronic mail messages or using someone else's electronic mail
- Creating or willfully disseminating computer viruses
- Copying copyrighted material (such as software), except as permitted by law or by contract of the copyright owner
- Accessing, downloading, printing or storing obscene, sexually explicit images, text, or services on college owned computers

Exception

If the access is deemed necessary in connection with research or debate on sexual themes in art, literature, history and the law or the routine exchange of information among professionals concerning child abuse and sexual assault.

- Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit
- Accessing personal interest sites, viewing chat rooms or using recreational games during work hours
- Using System owned computers for commercial gain or private profit

Virus/Malware Protection

Various procedures are in place to protect the CCCS information systems from virus/malware infection. Since removable media can introduce a variety of malicious software into the campus network, users should exercise caution in their use of these devices. Any time removable media is used to transfer files it should be scanned prior to file copy. All system hard disks will be scanned for viruses/malware on a regular basis according to established standard procedures. Background scanning should always be enabled on client systems to check for viruses/malware. If a malicious program is found, a message will be displayed and the file with the virus/malware will be identified. If this happens, the user must call the computer support desk immediately and must not use the system until authorized IT personnel have diagnosed and eliminated the virus/malware. Disabling or elimination of virus/malware programs by users is considered a violation of procedure.

Hardware

CCCS-owned computer equipment and peripherals may not be removed from the premises, relocated, or loaned to others without prior written authorization from computer support desk or appropriately authorized individual. Some employees who travel frequently may be assigned a laptop or portable device by the employee's manager. Computers or peripherals not owned by CCCS may be used on the CCCS premises only as a stand-alone device not connected to any CCCS computer, network or

telecommunication system. Exceptions to this may be the connection of personal computers to public wireless, projection systems or other devices that are not part of the production network. This must be supervised by a CCCS employee. CCCS is not liable for any damages to personal systems used in this manner. Only authorized IT staff are allowed to install applications or configure these devices. Some employees may be allowed to connect either their own computers or CCCS owned computers to CCCS network from home or when traveling on college business, using a secure CCCS-assigned VPN or remote access application. However, computer support desk and IT personnel are not allowed to service any computer not owned by CCCS. All computer equipment assigned to employees must be returned intact upon termination of employment.

Mobile Device Usage

Smart phones and other mobile devices combine telecommunications capabilities with some data application extensions. Although iPads and tablets do not currently have telecommunications capabilities, they are considered mobile devices for the purposes of this procedure. Employees use these devices to check email, read documents, transmit pictures and perform other limited office communication tasks. CCCS has adopted the following policies with respect to these devices:

- All user installed applications, purchased or free, on CCCS-owned mobile devices need to have a legitimate business purpose and/or educational need. Users may install these applications at their own risk and are personally liable for any damages. Individual users do not have the authority to bind CCCS to software license agreements or any vendor contract terms and conditions. If any issues arise from the installation or usage of these applications they will be removed at the discretion of IT. If the user pays for an application that has to be removed by IT, the user is not eligible for reimbursement for the cost of the application, nor will a user be reimbursed for an application they purchased in the event that the mobile device is returned to CCCS as a result of termination or change in employment or responsibilities
- Applications purchased through the Apple Volume Purchasing Program or otherwise purchased using CCCS funds must be acquired through approved purchasing procedures and are the property of CCCS and will not be installed on personally owned devices
- All CCCS-owned mobile devices must be password protected with data erase measures enabled if they possess the capability. Mobile devices with secure digital cards shall be encrypted if they possess the capability
- Users of CCCS-owned mobile devices who have either lost or had their device stolen shall report the loss or theft immediately to their supervisor and IT. Upon such report being made, IT shall disable the device and ensure that it can no longer connect to the CCCS network

Remote Access and Internet Access Accounts

Remote system access including, virtual private network connections, Virtual system connections, account ID's, and passwords are to be kept in strictest confidence. Users are not to give the connection ID, number, addressing or the passwords to anyone else. Employees who need remote access may request it from the computer support desk at their college. All requests for remote access must be authorized in writing by the employee's appropriate supervisor.

Prohibited Activities

Prohibited activities on CCCS computers and telecommunications systems include but are not limited to:

- Sending, receiving, displaying, printing, otherwise disseminating, or storing material that is fraudulent, harassing, illegal, abusive, indecent, embarrassing, profane, sexually explicit, obscene, intimidating, or defamatory. Exceptions may be made for legitimate instructional purposes
- Transmitting to others, in any location, images, sounds or messages that might reasonably be considered harassing
- Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit

- Attempting to forge electronic mail messages or using someone else's electronic mail
- Accessing personal interest sites, viewing chat rooms (except chat rooms integrated within the course management system), or using recreational games for other than occasional or educational use
- Using CCCS computers for commercial gain or private profit
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, music, videotapes, books, or other copyrighted sources, and copyrighted software
- Exporting software or technical information in violation of U.S. export laws
- Posting or emailing scams such as "make money fast" schemes or pyramid/chain letters
- Threatening bodily harm or property damage to individuals or groups
- Making fraudulent offers of products, items, or services originating from a user's account
- Attempting to access the accounts of others, or attempting to penetrate security measures of other entities' systems ("hacking"), whether or not the intrusion results in corruption or loss of data
- Accessing another person's computer, computer account, files, or data without permission.
- Using any means to decode or otherwise obtain restricted passwords or access control information
- Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain access to any system
- Initiating or facilitating in any way mass unsolicited and unofficial electronic mailing (e.g., "spamming", "phishing", "flooding", or "bombing")
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to data
- Engaging in any other activity that does not comply with the general principles presented above

Web Accessibility Procedure

Scope

This procedure applies to web-based information and services which includes, but is not limited to, websites, instructional materials, and online services that are developed or maintained by the Community Colleges and all entities within CCCS. Colleges must ensure that web-based information is accessible for use by faculty, staff, students, prospective students and the public. This procedure does not apply to unauthorized web pages published by students or employees, which are not used to conduct College business or instructional activities. Furthermore, this procedure does not apply to third-party content linked to a College or System website unless the College or System uses the third-party website or web content to allow members of the public to participate in or benefit from the College or System's services, programs, or activities.

Purpose

The Colorado Community College System (CCCS) is committed to facilitating access to its Colleges' instruction, communication, and business processes for the broadest possible audience. CCCS strives to employ principles of Universal Design and the use of the World Wide Web Consortium's WCAG 2.0 standards in the design, development, implementation, and enhancement of its web-based information and services.

Procedure

Colleges and the System will be responsible for having a written web accessibility plan in place by December 31, 2014. The College Presidents shall designate individual(s) with the authority to ensure accountability and compliance. The plans must specify the date in which all official College web-based information will conform to the Web Content Accessibility Guidelines 2.0 (WCAG) – Level AA. The plan

may distinguish dates between creating new material versus revising and converting current web-based information, also known as legacy information. Colleges and System Office should take into consideration their budgets, staffing resources, and training needs when determining these dates. Colleges and System will make their top priority the systems visible to the most users with highest regard given to public-facing and student-facing systems. The lowest priority will be those systems which are being phased out in the near future.

If a College or the System has a circumstance where a specific application and/or program cannot meet these requirements, a written request for an exception to this procedure may be submitted to the System President or her/his designee.

Vendor Agreements

Colleges and the System shall purchase from vendors who show that, in good faith, they are working towards complying with the Web Content Accessibility Guidelines 2.0 (WCAG), as appropriate for the services they provide, unless an extraordinary circumstance exists. Any current agreements already in existence with a College or the System are exempt from this procedure.

Revising This Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

For a full description of these policies refer to [BP-3-125](#) and [SP 3-125b](#), [SP 3-125c](#), [SP 3-125d](#), [SP 3-125e](#), [SP 3-125f](#), [SP 3-125g](#)