

Proposed changes for the 2022-2023 Staff Handbook

Overview:

- 1) Minimal changes throughout. Updates to position titles, updated wording (Staff Resources – now Warrior Information Network [WIN]), etc.
- 2) Changes that require notice (see below):
 - a. IHCC Management Council removed and replaced with IHCC Lead.
 - b. Leadership team frequency of meetings
 - c. Travel and Lodging policies updated
 - d. Addition of Institutional Compliance Committee
 - e. Updates to the Emergency Notification System
 - f. Employee Assistance Program (EAP) updated website

a)

Management Council/IHCC Lead

~~All of Leadership Team plus Deans, Department Chairs and Program Directors and others with management responsibilities.~~

Purpose

~~Meet to give IHCC Lead provides faculty and hear reports staff members an opportunity for professional development on each area represented. A guest from the community is also invited to hear the College reports relevant topics and to give a report institutional priorities. The IHCC Leadership Team identifies faculty and staff who attend based on their business or agency, etc. This is a communication body, the professional development topic.~~

Frequency of Meetings

~~Meets once a month September through May (4 quarterly (4 meetings annually)-annually).~~

b)

Leadership Team

President, Vice President, Learning & Engagement, Vice President, Student Development & Operations, Chief Financial Officer, Executive Dean, Enrollment Services & Registrar, Chief Technology Officer, Executive Dean, Transfer & Workforce Education, Executive Dean, Centerville Campus & Academic Services, Director, Human Resources, Executive Director, Foundation & Development, Director, Marketing & Community Relations.

Purpose

This body discusses and develops a strategic plan for operation of the College and makes recommendations to the President who in turn makes recommendations to the Board of Trustees if Board approval is needed. They also perform program evaluations and review the Divisional Plans for Excellence. This is a decision making body.

Frequency of Meetings

~~Meets once a month bi-weekly and annually in a retreat in alternating years to retreat to evaluate personnel and to formulate strategic and tactical plans. (13 meetings annually)-plans.~~

c)

Reimbursement for Travel Expenses

Travel reimbursements are processed by the Business Office and completed in accordance with the travel policy. Appropriate forms are available on the ~~College website under Business Office Forms and Policies~~-WIN network. Employee ID numbers are required from individuals for use in payment of all claims. The College does not reimburse mileage to employees for travel to their designated work site with one exception. An adjunct instructor and clinical nursing instructors may be reimbursed for travel to their designated worksite if they travel more than 30 miles (one way). Travel reimbursement is based on the concept of a round-trip basis and will always be calculated at the least cost to the ~~College~~-College. Employees using their personal vehicle and traveling less than 20 miles roundtrip on College business will not be reimbursed mileage. Employees traveling are required to use their own cash or credit card and obtain itemized receipts on all reimbursable items, including meals. If the employee was issued a College credit card (pCard), the employee must use pCard for meal purchases and obtain the itemized receipt for monthly submission. Reimbursements will be made on a paid itemized receipt basis except for appropriate mileage. Travel advances are not allowed. Employees using school owned vehicles may check out a gas credit card for long trips. School gas credit cards may only be used with school owned vehicles. Students are not allowed to operate College owned or rented vehicles. An exception to this would be if a student is specifically hired as a driver.

c)

Lodging

Hotel charges must be listed on the travel reimbursement report. Itemize those charges by the day and attach corresponding itemized receipts provided by the hotel. ~~Some hotels will accept purchase orders. With approved travel, employees must check with the hotel in advance as to their acceptance of a purchase order for lodging to avoid paying state hotel, ensuring State sales tax. If acceptable, a purchase order needs to be created after the travel tax is approved. Final not charged. Final payment to the hotel is to be covered by a purchase order or personal a personal credit card. A College purchasing card is available to confirm lodging reservations for approved travel by contacting Accounts Payable in the Business Office. If purchase orders are not accepted by the hotel, contact Accounts Payable in the Business Office for other options. Maximum Office. Maximum allowable charge for in-state hotel lodging per day will be \$100.00. A rate higher than \$100.00 will be allowed in scheduled group meeting situations when the excess rate is noted on the travel request form and approved in advance by the Executive Dean, Student Development & Athletics, Executive Dean, Enrollment Services & Registrar or Chief Financial Officer, whichever is appropriate. Hotel-appropriate. In addition, in order to be reimbursed for an in-state hotel, that hotel must have completed Human Trafficking Prevention Training, found at <https://www.stopthow.org>. Hotel rates for out-of-state lodging will require approval prior to the trip with the limits indicated on the travel request form and approved by the President. For best available rate, check with the business office on any state rates or partnerships that have been established.~~

d)

Institutional Compliance Committee

The committee is composed of approximately 16 individuals representing various offices and departments that are involved with compliance related matters.

Purpose

The purpose of the Indian Hills Community College Institutional Compliance Committee is to ensure the College conducts its operations and activities ethically, transparency, and in compliance with all legal and regulatory requirements.

Frequency

Meets quarterly (4 times a year)

e)

Emergency Notification System

Indian Hills Community College offers the IHCC Alert system to all students, faculty, and staff. ~~Students.~~The IHCC Alert system is used to notify students, faculty and staff in the event of school delays/closings due to inclement weather or in the event of a school closing/delay or a campus emergency. Students and employees can participate by visiting <http://www.indianhills.edu/about/alert.php> and registering phone numbers ~~and mobile devices~~ or email addresses they want alerted in the event of a campus emergency. To ensure the IHCC Alert system is functioning properly, IHCC conducts a test of IHCC Alert at least once each ~~term.~~ term. Personal contact information may be updated by completing an emergency contact form located on the the IHCC WIN app or at win.indianhills.edu.

~~In the event of a campus emergency, IHCC will also initiate the AlertUs system. This mass notification platform allows us to get the attention of our computer users immediately. When an emergency occurs, we will activate AlertUs. All PCs owned by Once activated, the College AlertUs system will have create a full-screen, pop-up alert taking over the whole screen with a warning. Personal contact providing information may be updated by completing an pertinent to emergency contact form located on the IHCC website under Staff Resources. all college owned PCs.~~

f)

Employee Assistance Program (EAP)

Work Life Balance EAP is designed to help employees find solutions for the everyday challenges of work and home as well as for more serious issues involving emotional and physical well-being. This is a confidential service between the employee and consultant/counselor. Additional information can be found at www.lifebalance.net ~~www.Unum.com/LifeBalance~~ (user ID and password = lifebalance) or call 1-800-654-1446. Worldwide Travel Assistance provides medical emergency assistance when traveling. Additional information can be found at www.unum.com/travelassistance or call 1-800-872-1414.

The EAP also offers Life Planning Financial and Legal Resources. This is a face-to-face, personalized financial counseling service that provides survivors of eligible employees and/or employees facing a life-threatening illness with financial advice. Additional information can be found at www.lifeworks.com (user ID = unum; password = support).

In order to access these services, employees must relay that they are covered by UNUM to receive this benefit.