

2.A - Core Component

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

Argument

1. *The institution develops and the governing board adopts the mission.*

NOTE - THIS WILL BE REWRITTEN WHEN THE NEW STRATEGIC PLAN IS ADOPTED ALONG WITH ANY CHANGES TO THE MISSION.

The current Mission of the College:

"JCCC inspires learning to transform lives and strengthen communities."

Vision:

"JCCC will be a national leader through educational excellence and innovation."

and Values:

"Integrity - We hold ourselves accountable for decisions and actions."

"Collaboration - We respect diversity of thought in building a culture of collaboration."

"Responsiveness - We respond to the needs of our students and communities through relevant offerings."

"Leadership - We pursue leadership roles in our communities and higher education."

The Mission, Vision and values of the College were developed as part of a year-long Strategic Planning process in 2014. The Board of Trustees were part of the strategic planning processes, participating in both Trustee retreats, campus wide meetings, and listening sessions with external constituencies. At the end of the planning processes the Board of Trustees adopted the three-year plan and the new Mission, Vision and Values statement at their July 2014 Board meeting.

No changes were made to the Mission, Vision or Values during the 2017-2020 Strategic Planning process, the campus is currently in a cycle of Strategic Planning and a survey was sent to the campus that seeks to revisit the efficacy of the mission, vision and values statements.

2. *The institution operates with integrity in its financial, academic, human resources and auxiliary functions.*

College policies, as approved by the Board of Trustees, reflect the College's commitment to legal and ethical behavior. The policies set standards for handling finances, income and investments, budgeting, purchasing and contracts, travel and reimbursement of expenses, employee conduct and performance, hiring, handling complaints and discipline, conflicts of interest, and student conduct and discipline. The standards are developed by the appropriate areas (i.e., Student Success and Engagement works with legal counsel on policies that affect students) and are communicated through numerous channels to staff and faculty, students, and the public.

The College has established a code of ethics that trustees and certain administrators (president, executive vice presidents, vice presidents, associate vice presidents, executive directors, and the director of audit and advisory services) must abide by to ensure conflicts of interest are addressed early and appropriately.

In order to ensure that all matters regarding the solicitation and award of college contracts is free from actual or perceived conflicts of interest, all members of the JCCC Procurement Services staff annually submit an annual Conflict of Interest and Disclosure form. Additionally, all college staff who serve on Request for Proposal (RFP) or Request for Bid (RFB) selection committees are provided, before deliberations begin, a reminder of their responsibility to report any conflicts of interest and requirements regarding communications with potential vendors in the selection process.

To ensure that matters are handled with integrity, JCCC established an in-house legal department in 2011 with the Office of General Counsel. The Office of the General Counsel works with all areas of the College on contracts, grants, policies and procedures, safety and security, open records, board governance, personnel, external audit and student matters as well as areas of federal regulation, including copyright and trademarks; reasonable accommodations for students with disabilities; FERPA; EPCRA; the Drug-Free Schools and Communities Act; Title IX, the Clery Act, and the Violence Against Women Act; Title IV and financial aid. The Office of General Counsel also works proactively with departments to create checklists and forms to complement the College's policies and procedures to create consistency knowledge transfer and ensure best practices.

The College's department of audit and advisory services works with other College departments to help them achieve their business objectives and serves as an independent appraisal function for College management and the Board of Trustees. Through its auditing function, the department provides an assurance function focusing on activities to help ensure that College assets and records are protected, the reliability and integrity of information is intact, College resources are being used economically and effectively, the College is in compliance with laws and regulations, and that institutional goals and objectives are being met.

2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

Argument

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.

JCCC is committed to being open with all stakeholders. The College has a strong web presence where information is easily available to the public. College policies, as approved by the Board of Trustees, reflect the College's commitment to transparency for constituents, legal and ethical behavior. The policies set standards for handling finances, income and investments, budgeting, purchasing and contracts, travel and reimbursement of expenses, employee conduct and performance, hiring, handling complaints and discipline, conflicts of interest, and student conduct and discipline. The standards are developed by the appropriate areas and are communicated through numerous channels to staff and faculty, students, and the public. College standards are also communicated internally in a number of ways. All employees receive a daily compendium of messages via an email system called InfoHub to inform them of College events, deadlines, and processes. The InfoHub messages are housed in a SharePoint site along with information from various departments that is always available to employees. Also, a fleet of digital signs throughout the campus promotes upcoming events and deadlines. Additionally, periodic messages from key leadership are emailed to all employees and/or students.

New administration and staff members are required to participate in new employee orientation sessions where they learn about the College's mission, culture, and processes and procedures. Training in ethical standards and behaviors is required of all employees at JCCC. Every year, each employee is trained on preventing harassment, diversity and inclusion, FERPA standards, campus safety and cyber security, email and messaging safety. The training consists of interactive online training modules with mastery tests. The training is mandatory for all full-time and part-time employees; non-compliance leads to discipline up to and including termination.

Periodic management topics meetings are another venue for providing supervisors training on such topics as performance management, tips for JCCC travel, leadership, change management, and security issues. This forum was used extensively during the Covid-19 pandemic to keep the campus informed on current requirements mandated by the state or county, back to campus plans, and work ~~for~~ from home guidelines.

The College has established a code of ethics that trustees and certain administrators (president, executive vice presidents, vice presidents, associate vice presidents, executive directors, and the director of audit and advisory services) must abide by to ensure conflicts of interest are addressed early and appropriately.

Based on the actual content of the case, the initial recipients determine the appropriate primary case manager. Primary case managers typically include the Director, Audit & Advisory Services, the Vice-President, Human Resources, or other appropriate college personnel. Because the ethics report line is one of several intake methods, each case is handled consistently with similar received cases regardless of the method, following existing college policies and procedures.

The primary case manager for each report will review whether the content of a report concerns an ethical issue or if there is a more appropriate avenue to address the concern. For example, if

the issue is deemed to be a human resources matter and not an ethical issue, the Vice-President of HR would notify the reporter and suggest possible alternatives to address the reporter's specific concern(s).

In some cases, college staff tasked with investigating the report will attempt to obtain additional information from the reporter, if necessary, via the ethics report line's two-way communication function. This functionality allows for two-way communication for anonymous reports via a "report key" feature.

At the quarterly meeting of the Board Audit Subcommittee, a summary report on the activities of the Ethics Report Line is presented, including statistics on the number of cases received and general information about their disposition. This information is reflected in the monthly board meeting minutes as part of the quarterly Audit Committee report. In addition, Audit & Advisory Services produces an annual benchmarking report that compares key metrics related to the Ethics Report Line to those same benchmarks as reported by thousands of organizations to Navex Global, the parent company of Ethics Point. By comparing key data such as number of days to case closure, category of report, rate of anonymous reporting, etc., the annual benchmarking report serves to add transparency and clarity to the Ethics Report Line process. The data communicated through the quarterly and annual reports are vital to ensuring appropriate oversight to the process.

- 3. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.*

The primary communications device concerning all aspects of the student experience is the College website. Students find information online concerning college programs (both credit and noncredit), program requirements, faculty and staff, tuition and fees, governance, and accreditation relationship with the Higher Learning Commission and specialized accrediting agencies. In addition to the website, the College provides a variety of printed marketing and program materials as well as academic expectations for students and external constituencies.

2.C - Core Component 2.C

The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.

5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

Argument

1. ***The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.***

The Board of Trustees is a seven-member body elected from the county. The board meets as a full body monthly and the agenda and full board packet are available online for constituents. Board members serve on one of the board's standing committees that facilitate the gathering of information and recommendations from faculty and administration on policies, curriculum, financial and budget decisions, human resources, and planning decisions. These standing committees meet monthly. Minutes of the standing committees are provided to the full board in the board packet each month.

The Board may also establish special or ad hoc committees to perform special functions. Two or three times a year, the Board holds an informal retreat or a workshop with members of the College administration to familiarize itself with various aspects of College operations, such as facilities, strategic planning, or the budget or with facilitators for training in effective board governance. New trustees receive an orientation from College administration on the aspects of the College they need to be familiar with, such as finances, academics, facilities, and operations. New members of the board are introduced to the College through meeting with key stakeholders before taking office. This includes areas of the College such as Student Services, Institutional Effectiveness, the Foundation, Assessment and Program Review, Procurement, Audit and Advisory Services, legal counsel, and others.

2. ***The governing board's deliberations reflect priorities to preserve and enhance the institution.***

The College's Strategic Plan is the mechanism by which priorities are identified to preserve and enhance the institution. The President's Cabinet has the responsibility to monitor strategic and annual plan progress on an ongoing basis. Tracking tasks is part of the regular agenda for Cabinet meetings. At the end of each academic year, the President's Cabinet, together with the Office of Institutional Effectiveness, evaluates the strategic planning process and adjusts the process as necessary for improvements and reports updates to the Board of Trustees.

The annual plan is presented to the Board of Trustees each year in the fall. It contains outcomes and milestones developed by Cabinet liaisons and project leaders that are consistent with the College's core values, strategic goals, and tasks. Outcomes are directly related to the associated tasks in the strategic plan. Each year, the projects are evaluated relative to the achievement of planned outcomes. The Board of Trustees evaluates the president on overall annual plan performance. Institutional achievements are documented in the annual outcomes report.

3. ***The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.***

Meetings of the Board of Trustees are public, and each board meeting includes a public forum for constituencies to provide feedback to the board. During the pandemic, the open nature of the board meeting was accomplished through a published Zoom link. Additionally, two board members serve on each of the Board's standing committees, one of whom acts as chair, as well as one College administrator appointed by the College president. Staff, faculty, and students may also serve on these committees, and frequently present at monthly meetings. This framework allows for transparency of processes and encourages communication.

The College also uses multiple points of communication through avenues such as daily InfoHub announcements via email, digital signage, printed materials such as newsletters, group list serves, Town Hall meetings, regular meetings of the Instructional Deans' Council, the College website, and all staff and all faculty meetings at the beginning of each term as well as following an open-door policy with senior leadership.

4. *The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.*

A seven-member Board of Trustees, elected at-large to overlapping four-year terms, governs the college. According to Kansas Statute 71-201, "The board of trustees...shall have custody of and be responsible for the property of the community college and shall be responsible for the management and control of the college." The board sets the budget and local tax levy and governs the college by adopting recommended College policies compliant with state and federal requirements.

The College has established a code of ethics that trustees must abide by to ensure conflicts of interest are addressed early and appropriately. Specifically, Board Policy 114.01 states that Board members agree "[t]o avoid the reality or the appearance of conflict of interest and to refuse to use the Board position for personal or partisan gain, thereby ensuring that the welfare of the institution is placed above personal interest or the interests of family members or others who may be personally involved in substantial affairs affecting the institution. Board members shall not use their position to advance their own economic, professional or social status."

5. *The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.*

The College is governed by a seven-member Board of Trustees elected at-large from the community to four-year terms. The Board governs the College through the appointment of a president and setting the budget and local tax levy. In odd calendar years, three or four trustees face re-election. Contact information for the trustees is made public on the College website. The Board meets monthly, usually on the third Thursday of the month. The meeting schedule, as well as board packets and minutes, are available online. The monthly meetings are recorded, and both audio and video recordings of the meetings are also available online.

To facilitate the work of the College there are four standing Board committees that meet regularly:

- The *Learning Quality Committee* makes recommendations to the full Board regarding strategic initiatives for the learning engagement process, learning outcomes, faculty and student development, workforce education, curriculum, academic quality, and achievement of academic outcomes.
- The *Management Committee* makes recommendations to the full Board on finance, facilities, information services, and the JCCC Foundation. The committee oversees long-range financial planning strategies, recommends budget guidelines to the Board, and reviews the financing for major College purchases and capital improvements as well as facilities planning, major renovations, and new facilities development.
- The *Human Resources Committee* makes recommendations to the full Board on policies involving general personnel matters, including compensation, benefits, grievance, employee relations, training and development, cultural proficiency, inclusion, and other issues of concern to College employees. The committee receives and discusses updates on operational and organizational structure, but it does not consider personnel issues specific to a particular employee.
- The *Audit Committee* oversees the internal and external audit functions of the College. The committee receives reports from JCCC's Office of Audit and Advisory Services, reviews reports and other information arising from the College's confidential reporting [line, and line and](#) oversees the relationship with external independent auditors. The committee accepts the annual audited financial statements of the independent auditor and recommends acceptance of the audited financial statements to the full Board. The College's financial reports may be found online

2.D - Core Component 2.D

The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

Argument

The concept of the modern college rises from the medieval concept of *collegium*, which roughly translates to “connection of associates or colleagues.” Such connection between academics has become the foundation of institutions like JCCC, marking the faculty and the governance thereof the central fact of the existence of any college. Preservation of the autonomy of this association of academics, free from the control of either church or state intervention, has been accepted by society as the cost of colleges acting in their role of furthering knowledge, fostering understanding, and cataloguing and transmitting our history, artistic and professional skills, and philosophical quandaries to each new generation as it seeks its turn at the helm of the great ship of humanity.

Understanding the importance of the role played by the great swell of academics under these circumstances, members of the modern *collegium* famously committed to a set of principles, proposing that these same would govern themselves and all who would enter the academic echelon, holding each academic personally accountable to a higher standard of conduct within the classrooms wherein they plied their craft. These ideas, collectively known as the “1940 Statement of Principles on Academic Freedom and Tenure” form the foundation of the concept loosely termed Academic Freedom. Though these tenets were designed primarily with

baccalaureate granting institutions in mind, since the community college has no provision for tenure and none is implied here, where they concern the activity of teaching and learning in the classroom there is absolute synchronicity between these ideals and the academic ideals of the institution.

In acknowledgement of that synchronicity, the office of the Chief Academic Officer of Johnson County Community College endorses the American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom and will use such as guidance in matters affecting academic branch governance, protection of classroom integrity, and discipline of faculty who fail to act within said tenets.

2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

Argument

1. ***Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.***

Academic integrity is guided by the College's published JCCC Policies and Procedures and supplemented through faculty and student organizations throughout the College. JCCC respects and values the academic freedoms of faculty within the limits of the adopted course descriptions, outlines, and learning outcomes. The College also recognizes the importance and value of student exposure to a full range of viewpoints. As an open-access community college, research is encouraged but not required of the College's faculty. Continuing professional development is outlined as a faculty expectation in the full-time faculty job description.

As previously outlined, staff at JCCC are also held to standards of regulatory compliance, ethical behavior and fiscal responsibility with training taking place yearly.

2. ***The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.***

The Research Participant Protection Program (RPPP) or the Institutional Review Board (IRB) ensures the safety and well-being of human subjects participating in research studies being conducted by the College's students, faculty, and staff, including all research projects involving human participants occurring at the College. If research involves gathering data from living

human beings or identifiable information associated with living human beings from any source, then the RPPP must review and grant approval (or exemption) for the project before it begins. The RPPP monitors research studies to ensure that the human, civil, and legal rights of human research participants are respected and that researchers are adhering to the highest ethical standards.

3. *The institution provides students with guidance in the ethics of research and use of information resources.*

The College continues to seek out ideal learning environments and share effective practices for advancing quality. The College has invested in faculty access to originality checking software, Turnitin, and the current learning management system provides a variety of tools to protect the integrity of exams and quizzes. Faculty who teach online are required to complete the College's iTeach training program, which includes information on protecting the integrity of online testing.

The College's Student Code of Conduct notes that students enrolled at JCCC are expected to conduct themselves as responsible individuals at all times while participating in any course or College activity or event and while representing the College either on- or off-campus. Student participation in College-sponsored programs is considered a privilege, not a right. Therefore, students participating in such programs are expected to adhere to the Code of Conduct and to all specific conditions of participation in any sanctioned activity, event, or program; these conditions include, but are not limited to, behavioral conditions as described in contracts/agreements for athletic, academic, and extracurricular scholarships or activities.

4. *The institution enforces policies on academic honesty and integrity.*

Violations of this campus policy may be reported pursuant to the Student Disciplinary Action Operating Procedure for disciplinary action if the College determines that a student has violated any provision of this Student Code of Conduct or has not acted in the best interest of other students, employees, or the College as a whole. In addition, the College may refer student conduct to appropriate authorities if determined necessary.

All College faculty and staff are required to complete annual training on harassment and information security, which includes FERPA requirements. The College maintains an ethics reporting hotline and reports are reviewed by a cross-functional team. All new faculty are required to attend a faculty orientation that covers topics such as copyright, the ethical use of primary and secondary sources, the reporting of ethical violations, and the appropriate use of College and grant funds.

2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

The Criterion 2 narrative and evidence section provides a broad overview of the College's governance and leadership policies and structures. As a public institution with an elected Board

of Trustees the processes of Board management using the Board committee structure, along with the public nature of all Board meetings and minutes provides a high level of transparency in the College's ethics and integrity.

The College operates through generally understood, repeatable, and documented processes and policies that are explicit, compliance based and subject to review and improvement. The ethical requirements for administration, faculty, staff and students are generally understood and the promotion of appropriate policies and implementation of effective practices are evident.