

# **TURTLE MOUNTAIN COMMUNITY COLLEGE**

---

## *POLICY MANUALS*

Approved: 2/22/16

# Contents

|   |           |
|---|-----------|
| <b>1.0.0000 INTRODUCTION .....</b>  | <b>14</b> |
| <b>1.1.0000 INSTITUTIONAL GOVERNANCE .....</b>  | <b>14</b> |
| 1.0010 BOARD OF TRUSTEES _____  | 14        |
| 1.0020 BOARD OF DIRECTORS _____   | 14        |
| <b>1.2.0000 HISTORY AND ACCREDITATION .....</b>   | <b>14</b> |
| 2.0010 HISTORY _____  | 14        |
| 2.0020 ACCREDITATION _____  | 15        |
| <b>1.3.0000 PHILOSOPHY .....</b>  | <b>16</b> |
| 3.0010 PHILOSOPHY _____   | 16        |
| <b>1.4.0000 MISSION OBJECTIVES.....</b>   | <b>16</b> |
| 4.0010 INSTITUTIONAL MISSION STATEMENT _____  | 16        |
| <b>1.5.0000 INSTITUTIONAL GOALS .....</b>   | <b>16</b> |
| 5.0010 INSTITUTIONAL GOALS _____  | 16        |
| <b>1.6.0000 GOVERNMENT AND ORGANIZATIONAL STRUCTURE .....</b>   | <b>17</b> |
| 6.0010 MODEL OF EXTERNAL AND INTERNAL ADMINISTRATION _____  | 17        |
| 6.0020 DESCRIPTION OF CHART ITEMS _____   | 17        |
| <b>1.7.0000 COMMITTEES .....</b>  | <b>18</b> |
| 7.0010 LONG RANGE PLANNING AND SELF-STUDY COMMITTEES _____  | 18        |
| 7.0020 INSTITUTIONAL COMMITTEES _____   | 18        |
| <b>2.0.0000 BOARD OF TRUSTEES BY LAWS .....</b>   | <b>23</b> |
| <b>2.1.0000 NAME AND AUTHORITY OF COLLEGE AND GOVERNING BOARDS .....</b>  | <b>23</b> |
| 1.0010 NAME _____   | 23        |
| 1.0020 COLLEGE AS AGENCY OF TRIBE _____   | 23        |
| 1.0030 CHARTER AND AUTHORITY OF COLLEGE _____   | 23        |
| <b>2.2.0000 PURPOSE .....</b>   | <b>23</b> |
| <b>2.3.0000 APPOINTMENT OF MEMBERS OF THE BOARD OF TRUSTEES .....</b>   | <b>24</b> |
| 3.0010 APPOINTMENT _____  | 24        |
| 3.0020 MEMBERSHIP YEAR _____  | 24        |
| 3.0030 COMPOSITION _____  | 24        |
| 3.0040 TERM OF OFFICE _____   | 24        |
| <b>2.4.0000 POWERS OF THE BOARD OF TRUSTEES.....</b>  | <b>24</b> |
| 4.0010 APPOINTMENT OF MEMBERS OF BOARD OF DIRECTORS _____   | 24        |
| 4.0030 REMOVAL OF MEMBERS OF THE BOARD OF DIRECTORS FOR CAUSE _____   | 25        |
| 4.0040 REVIEW OF DECISION OF BOARD OF DIRECTORS TO APPOINT OR REMOVE PRESIDENT OF COLLEGE OR RENEW OR NON-RENEW CONTRACT OF PRESIDENT _____ | 25        |
| 4.0060 SELECTION OF OFFICERS OF THE BOARD OF TRUSTEES _____   | 26        |

|                 |   |           |
|-----------------|---|-----------|
| 4.0080          | APPROVAL OR DISAPPROVAL OF AMENDMENTS TO BYLAWS OF BOARD OF DIRECTORS _____           | 26        |
| 4.0090          | PROPOSAL OF AMENDMENTS TO BYLAWS OF BOARD OF TRUSTEES _____                           | 26        |
| 4.0100          | VOLUNTARY ATTENDANCE AT MEETINGS OF BOARD OF DIRECTORS _____                          | 26        |
| <b>2.5.0000</b> | <b>BOARD OF TRUSTEES OFFICERS, ELECTIONS OF OFFICERS AND DUTIES OF OFFICERS .....</b> | <b>27</b> |
| 5.0010          | ELECTED OFFICERS _____  | 27        |
| 5.0020          | ELECTION OF OFFICERS AND TERMS _____  | 27        |
| 5.0030          | CHAIR _____   | 27        |
| 5.0040          | DUTIES OF THE VICE-CHAIR _____  | 28        |
| 5.0050          | DUTIES OF THE SECRETARY _____   | 28        |
| <b>2.6.0000</b> | <b>MEETINGS OF THE BOARD OF TRUSTEES.....</b>   | <b>29</b> |
| 6.0010          | MEETING TIMES _____   | 29        |
| 6.0020          | EXECUTIVE SESSIONS _____  | 29        |
| 6.0030          | RULES OF ORDER _____  | 29        |
| <b>2.7.0000</b> | <b>COMMITTEES.....</b>  | <b>29</b> |
| 7.0010          | COMMITTEE OF THE WHOLE _____  | 29        |
| 7.0020          | SPECIAL COMMITTEES _____  | 29        |
| <b>2.8.0000</b> | <b>CONFLICT OF INTEREST .....</b>   | <b>29</b> |
| 8.0010          | DISCLOSURE OF CONFLICT OF INTEREST _____  | 29        |
| 8.0020          | UNCERTAINTY REGARDING CONFLICT OF INTEREST _____                                      | 30        |
| 8.0030          | DEFINITION OF CONFLICT OF INTEREST _____  | 30        |
| <b>2.9.0000</b> | <b>AMENDMENTS TO BYLAWS OF BOARD OF TRUSTEES .....</b>                                | <b>30</b> |
| 9.0010          | APPROVAL OF BYLAWS BY TRIBAL COUNCIL _____  | 30        |
| 9.0020          | APPROVAL OF AMENDMENT BY BOARD OF TRUSTEES AND BOARD OF DIRECTORS _____               | 30        |
| 9.0030          | NO AMENDMENT TO VIOLATE CHARTER OF COLLEGE _____                                      | 31        |
| 9.0040          | APPROVAL BY HIGHER LEARNING COMMISSION, IF NECESSARY _____                            | 31        |
| 9.0050          | ANNUAL REVIEW OF BYLAWS BY BOARD OF TRUSTEES _____                                    | 31        |
| <b>3.0.000</b>  | <b>BOARD OF DIRECTORS BYLAWS .....</b>  | <b>34</b> |
| <b>3.1.0000</b> | <b>PURPOSE OF THE BOARD OF DIRECTORS .....</b>  | <b>34</b> |
| <b>3.2.0000</b> | <b>ORGANIZATION OF THE BOARD.....</b>   | <b>34</b> |
| 2.0010          | NAME OF BOARD OF DIRECTORS _____  | 34        |
| 2.0020          | COMPOSITION OF BOARD OF DIRECTORS _____   | 34        |
| 2.0030          | TERM OF OFFICE _____  | 34        |
| 2.0040          | VACANCIES _____   | 35        |
| 2.0050          | AUTHORITY OF INDIVIDUAL MEMBERS OF THE BOARD _____                                    | 35        |
| <b>3.3.0000</b> | <b>POWERS AND DUTIES OF THE BOARD OF DIRECTORS.....</b>                               | <b>35</b> |
| 3.0010          | OVERSIGHT AND CONTROL OF THE COLLEGE _____  | 35        |
| 3.0020          | SPECIFIC POWERS AND DUTIES OF BOARD OF DIRECTORS _____                                | 35        |
| <b>3.4.000</b>  | <b>OFFICERS OF BOARD .....</b>  | <b>36</b> |
| 4.0010          | NAMED OFFICERS _____  | 36        |
| 4.0020          | MANNER OF ELECTION AND TERMS OF OFFICE _____  | 36        |

|                 |   |           |
|-----------------|---|-----------|
| 4.0030          | VACANCY IN OFFICE _____   | 37        |
| 4.0040          | DUTIES AND RESPONSIBILITIES OF THE CHAIR OF THE BOARD _____   | 37        |
| 4.0050          | DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR OF THE BOARD _____                                    | 37        |
| 4.0060          | DUTIES AND RESPONSIBILITIES OF THE SECRETARY OF THE BOARD _____                                     | 37        |
| 4.0070          | DUTIES AND RESPONSIBILITIES OF THE TREASURER OF THE BOARD _____                                     | 38        |
| 4.0080          | DUTIES AND RESPONSIBILITIES OF THE PRESIDENT OF THE COLLEGE AS EXECUTIVE OFFICER OF THE BOARD _____ | 39        |
| <b>3.5.0000</b> | <b>COMMITTEES OF THE BOARD .....</b>  | <b>40</b> |
| 5.0010          | STANDING COMMITTEE OF THE WHOLE _____   | 40        |
| 5.0020          | SPECIAL COMMITTEES _____  | 40        |
| <b>3.6.0000</b> | <b>MEETINGS OF THE BOARD.....</b>   | <b>41</b> |
| 6.0010          | ANNUAL ORGANIZATIONAL MEETING _____   | 41        |
| 6.0020          | REGULAR MEETINGS _____  | 41        |
| 6.0030          | SPECIAL MEETINGS _____  | 41        |
| 6.0040          | EXECUTIVE SESSIONS _____  | 41        |
| 6.0050          | NOTICE OF MEETINGS _____  | 42        |
| 6.0060          | OPEN MEETINGS _____   | 42        |
| 6.0070          | MANNER OF HOLDING MEETINGS _____  | 42        |
| 6.0080          | APPEARANCES BEFORE THE BOARD _____  | 42        |
| 6.0090          | QUORUM _____  | 42        |
| 6.0100          | REQUIRED VOTE _____   | 43        |
| 6.0110          | ACTION BY RESOLUTION _____  | 43        |
| 6.0120          | ACTION BY MOTION _____  | 43        |
| 6.0130          | EMERGENCY MEETINGS _____  | 44        |
| 6.0140          | AGENDA _____  | 44        |
| 6.0150          | ORDER OF BUSINESS _____   | 44        |
| 6.0160          | MINUTES OF MEETING _____  | 44        |
| 6.0170          | ADOPTION OF POLICY _____  | 45        |
| 6.0180          | RULES OF CONDUCT FOR MEETINGS _____   | 45        |
| 6.0190          | HONORARY DEGREE POLICY _____  | 45        |
| 6.0200          | RETREAT _____   | 45        |
| <b>3.7.0000</b> | <b>CONFLICT OF INTEREST .....</b>   | <b>45</b> |
| 7.0010          | DISCLOSURE OF CONFLICT OF INTEREST _____  | 45        |
| 7.0020          | UNCERTAINTY REGARDING CONFLICT OF INTEREST _____  | 46        |
| 7.0030          | DEFINITION OF CONFLICT OF INTEREST _____  | 46        |
| 7.0040          | RULES OF ETHICAL CONDUCT FOR MEMBERS OF BOARD OF DIRECTORS _____                                    | 46        |
| <b>3.8.0000</b> | <b>AMENDMENTS TO BYLAWS OF BOARD OF DIRECTORS .....</b>   | <b>47</b> |
| 8.0010          | APPROVAL OF BYLAWS BY TRIBAL COUNCIL _____  | 47        |
| 8.0020          | APPROVAL OF AMENDMENT BY BOARD OF TRUSTEES AND BOARD OF DIRECTORS _____                             | 47        |
| 8.0030          | NO AMENDMENT TO VIOLATE CHARTER OF COLLEGE _____  | 48        |
| 8.0040          | APPROVAL BY HIGHER LEARNING COMMISSION, IF NECESSARY _____  | 48        |
| 8.0050          | ANNUAL REVIEW OF BYLAWS BY BOARD OF DIRECTORS _____   | 48        |
| <b>4.0.0000</b> | <b>FISCAL MANAGEMENT.....</b>   | <b>51</b> |
| <b>4.1.0000</b> | <b>INTRODUCTION.....</b>  | <b>51</b> |

|   |           |
|---|-----------|
| <b>4.2.0000 FISCAL MANAGEMENT.....</b>                | <b>51</b> |
| 2.0010 GOALS _____                                    | 51        |
| <b>4.3.0000 BUDGET ADMINISTRATION.....</b>            | <b>52</b> |
| 3.0010 BUDGET COMMITTEE _____                         | 52        |
| 3.0020 BUDGET CHANGES AND AUTHORIZATIONS _____        | 52        |
| 3.0030 FUNDING SOURCES _____                          | 52        |
| 3.0040 BUDGET REPORTS _____                           | 52        |
| <b>4.4.0000 PROGRAM PERFORMANCE .....</b>             | <b>52</b> |
| <b>4.5.0000 ACCOUNTING REQUIREMENTS.....</b>          | <b>53</b> |
| 5.0010 FISCAL YEAR _____                              | 53        |
| 5.0020 DOCUMENTATION _____                            | 53        |
| 5.0030 MATCHING FUNDS _____                           | 53        |
| 5.0040 ACCOUNTING RECORDS _____                       | 53        |
| 5.0050 JOURNAL ENTRIES _____                          | 53        |
| 5.0060 ANNUAL AUDIT _____                             | 54        |
| 5.0070 BILLING POLICY and PROCEDURE _____             | 54        |
| 5.0080 TUITION AND PARTIAL FEE WAIVER _____           | 54        |
| 5.0090 UNRECOVERABLE TUITION/FEES AND BAD DEBTS _____ | 55        |
| 5.0100 LOST OR STOLEN EQUIPMENT _____                 | 55        |
| 5.0110 RECORD RETENTION _____                         | 55        |
| 5.0120 CASH DEPOSITORIES _____                        | 55        |
| 5.0130 LETTERS-OF-CREDIT _____                        | 56        |
| 5.0140 DIRECT DEPOSITS _____                          | 56        |
| 5.0150 SAFEGUARDING OF FUNDS _____                    | 56        |
| 5.0160 BANK ACCOUNTS _____                            | 56        |
| 5.0170 CHECKS AND CHECK SIGNERS _____                 | 57        |
| 5.0180 CHECK VOIDING _____                            | 57        |
| 5.0190 PETTY CASH _____                               | 57        |
| 5.0200 BANK RECONCILIATION _____                      | 57        |
| 5.0210 FINANCIAL AID DISBURSEMENTS _____              | 57        |
| 5.0220 SPONSORSHIPS _____                             | 57        |
| 5.0230 TELEPHONE USAGE _____                          | 57        |
| <b>4.6.0000 INSTITUTIONAL WORK PROGRAM .....</b>      | <b>58</b> |
| 6.0010 PURPOSE: _____                                 | 58        |
| 6.0020 INTRODUCTION _____                             | 58        |
| 6.0030 ELIGIBILITY: _____                             | 58        |
| 6.0040 DEPARTMENTS: _____                             | 58        |
| 6.0050 REQUIREMENTS: _____                            | 59        |
| 6.0060 TERMINATION: _____                             | 59        |
| <b>4.7.0000 METHODS OF PROCURMENT .....</b>           | <b>59</b> |
| 7.0010 SMALL PURCHASE METHOD _____                    | 59        |
| 7.0020 SEALED BID _____                               | 59        |
| 7.0030 COMPETITIVE PROPOSALS _____                    | 60        |

|   |           |
|---|-----------|
| 7.0040 NONCOMPETITIVE PROPOSALS _____                   | 60        |
| 7.0050 TEN PERCENT WITHHOLDING _____                    | 60        |
| 7.0060 CONSULTANT SERVICES _____                        | 60        |
| 7.0070 SUSPENSION AND DEBARRMENT _____                  | 60        |
| <b>4.8.0000 PURCHASING / PURCHASING AUTHORITY .....</b> | <b>61</b> |
| 8.0010 CONTROL OF OBLIGATIONS _____                     | 61        |
| 8.0020 ACQUISITION GUIDELINES _____                     | 61        |
| 8.0030 APPROVAL LIMITATIONS _____                       | 62        |
| 8.0040 PURCHASE/PAYMENT REQUISITIONS _____              | 63        |
| 8.0050 PURCHASE ORDER FORMS _____                       | 63        |
| 8.0060 UNAUTHORIZED PURCHASES _____                     | 63        |
| 8.0070 EMERGENCY PURCHASES _____                        | 63        |
| 8.0080 PURCHASE ORDER SIGNER _____                      | 64        |
| 8.0090 VOCATIONAL REHABILITATION REQUISITIONS _____     | 64        |
| 8.0100 PACKING SLIPS _____                              | 64        |
| 8.0110 ACCOUNTS PAYABLE SYSTEM _____                    | 64        |
| 8.0120 PAYMENT OF ACCOUNT PAYABLES _____                | 64        |
| 8.0130 GENERAL POLICIES _____                           | 64        |
| <b>4.9.0000 TRAVEL .....</b>                            | <b>65</b> |
| 9.0010 TRAVEL ADVANCE LOANS _____                       | 65        |
| 9.0020 TRAVEL APPROVAL _____                            | 65        |
| 9.0030 TRAVEL EXPENDITURES _____                        | 65        |
| 9.0040 LODGING _____                                    | 65        |
| 9.0050 OTHER COSTS _____                                | 66        |
| 9.0060 RESERVATIONS _____                               | 66        |
| 9.0070 TRAVEL IN HIGH-COST AREAS _____                  | 66        |
| 9.0080 TRAVEL OF 24 HOURS OR LESS _____                 | 66        |
| 9.0090 TRAVEL OF 24 HOURS OR MORE _____                 | 66        |
| 9.0100 LOCAL TRAVEL _____                               | 66        |
| 9.0110 METHODS OF TRAVEL _____                          | 66        |
| 9.0120 TRAVEL LOANS _____                               | 67        |
| 9.0130 FILING OF CLAIM _____                            | 67        |
| <b>4.10.0000 CONFLICT OF INTEREST .....</b>             | <b>67</b> |
| 10.0010 INTRODUCTION _____                              | 67        |
| 10.0020 POLICY STATEMENT _____                          | 68        |
| 10.0030 SCOPE _____                                     | 68        |
| 10.0040 DEFINITIONS _____                               | 69        |
| 10.0050 TYPES OF PROHIBITED CONFLICT _____              | 71        |
| 10.0060 Disclosure and Consultation _____               | 72        |
| 10.0070 SANCTIONS _____                                 | 73        |
| 10.0080 RECORDS _____                                   | 73        |
| <b>4.11.0000 PROPERTY MANAGEMENT .....</b>              | <b>73</b> |
| 11.0010 CAPTIALIZED EQUIPMENT _____                     | 74        |
| 11.0020 DEPRECIATION OF EQUIPMENT _____                 | 75        |

|  |           |
|--|-----------|
| 11.0030 EQUIPMENT ACQUISITION _____                      | 75        |
| 11.0040 EQUIPMENT DISPOSALS _____                        | 76        |
| 11.0050 EQUIPMENT LOCATION CHANGES _____                 | 76        |
| 11.0060 LOST OR STOLEN EQUIPMENT _____                   | 76        |
| 11.0070 PHYSICAL INVENTORY _____                         | 76        |
| 11.0080 TERMINATION OF EMPLOYMENT INVENTORY _____        | 76        |
| 11.0090 PROPERTY REMOVED FROM PREMISES _____             | 77        |
| 11.0100 NON-CAPITALIZED EQUIPMENT DEFINITION _____       | 77        |
| 11.0120 LAND, BUILDINGS, and BUILDING IMPROVEMENTS _____ | 77        |
| 11.0130 SUPPLIES AND MATERIALS _____                     | 77        |
| 11.0140 OFFICES AND KEYS _____                           | 77        |
| 11.0150 SALE OF PROPERTY AND EQUIPMENT _____             | 78        |
| <b>4.12.0000 PERSONNEL POLICIES.....</b>                 | <b>78</b> |
| 12.0010 TIME AND ATTENDANCE _____                        | 78        |
| <b>4.13.0000 BOARD/COMMITTEE MEETING .....</b>           | <b>78</b> |
| 13.0010 MEETING EXPENSE _____                            | 78        |
| 13.0020 OTHER BOARD EXPENSES _____                       | 79        |
| <b>4.14.0000 FINANCIAL REPORTS AND STATEMENTS .....</b>  | <b>79</b> |
| 14.0010 BOARD OF DIRECTORS _____                         | 79        |
| <b>4.15.0000 INVESTMENT POLICY STATEMENT .....</b>       | <b>79</b> |
| 15.0010 Statement of Purpose _____                       | 79        |
| 15.0020 Statement of Responsibility _____                | 79        |
| 15.0030 Role of Investment Committee _____               | 79        |
| 15.0040 Investment Philosophy _____                      | 80        |
| 15.0050 Investment Objectives _____                      | 81        |
| 15.0060 Spending Policy: _____                           | 81        |
| 15.0070 Investment Strategy _____                        | 81        |
| 15.0080 Specific Investment Goals _____                  | 81        |
| 15.0090 Total College Asset Allocation Guidelines _____  | 82        |
| 15.0100 Volatility of Returns _____                      | 82        |
| 15.0110 Performance Review Evaluation _____              | 83        |
| 15.0120 Pooled Equity Fund _____                         | 83        |
| 15.0130 Pooled Fixed Income Fund _____                   | 83        |
| 15.0140 Termination of Investment Manager _____          | 84        |
| <b>4.16.0000 POLICY FOR VEHICLE USE .....</b>            | <b>84</b> |
| 16.0010 General Considerations _____                     | 84        |
| 16.0020 How to Request _____                             | 85        |
| 16.0030 On a Trip _____                                  | 86        |
| 16.0040 On Return _____                                  | 86        |
| <b>4.17.0000 PHYSICAL PLANT.....</b>                     | <b>87</b> |
| 17.0010 HANDICAPPED PARKING _____                        | 87        |
| 17.0020 PARKING IN FIRE ZONES _____                      | 87        |

|   |           |
|---|-----------|
| <b>5.0.000 PERSONNEL POLICY .....</b>                                   | <b>3</b>  |
| <b>0.0010 INTRODUCTION .....</b>  | <b>3</b>  |
| <b>0.0020 EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY .....</b>     | <b>4</b>  |
| <b>0.0030 PERSONNEL FILE .....</b>                                      | <b>4</b>  |
| <b>0.0040 PERSONNEL RECORDS.....</b>                                    | <b>4</b>  |
| <b>0.0050 UPDATED INFORMATION.....</b>                                  | <b>4</b>  |
| <b>0.0060 DISCLOSURE .....</b>  | <b>5</b>  |
| <b>0.0070 DEFINITION OF EMPLOYEE.....</b>                               | <b>5</b>  |
| <b>0.0080 EXEMPT EMPLOYEE .....</b>                                     | <b>5</b>  |
| <b>0.0090 NON-EXEMPT EMPLOYEE .....</b>                                 | <b>5</b>  |
| <b>0.0100 TERMS OF APPOINTMENT .....</b>                                | <b>5</b>  |
| 0.0110 EMPLOYEE CATEGORIES.....   | 5         |
| <b>5.1.0000 HIRING PROCESS – OVERVIEW .....</b>                         | <b>6</b>  |
| 1.0010 SECTION 1: GENERAL PROVISIONS (See Appendix A5-1) .....          | 6         |
| 1.0020 SECTION II: POSITION CLASSIFICATIONS.....                        | 7         |
| 1.0030 SECTION III: RECRUITMENT PROCESS .....                           | 8         |
| 1.0040 SECTION IV: SCREENING PROCESS .....                              | 8         |
| 1.0050 SECTION V: HIRING COMMITTEE .....                                | 8         |
| <b>5.2.0000 NEW EMPLOYEE PROCESSING PROCEDURE .....</b>                 | <b>10</b> |
| 2.0010 QUALIFICATIONS FOR NEW EMPLOYMENT .....                          | 10        |
| 2.0020 NEW EMPLOYEES.....   | 11        |
| 2.0030 NEW EMPLOYEE ORIENTATION .....                                   | 11        |
| 2.0040 REINSTATEMENT .....  | 11        |
| <b>5.3.0000 FRINGE BENEFITS.....</b>                                    | <b>11</b> |
| 3.0010 BENEFITS TABLE .....   | 11        |
| 3.0020 SOCIAL SECURITY AND MEDICARE.....                                | 12        |
| 3.0030 WORKFORCE SAFETY and INSURANCE EMPLOYER SERVICE.....             | 12        |
| 3.0040 STATE UNEMPLOYMENT INSURANCE .....                               | 12        |
| 3.0050 RETIREMENT.....  | 13        |
| 3.0060 SERVICE AWARD.....   | 13        |
| 3.0070 EMPLOYEE AND BOARD MEMBERS TUITION AND PARTIAL FEE WAIVERS ..... | 13        |
| 3.0080 PAYROLL DEDUCTIONS.....  | 13        |
| 3.0090 PAYROLL CHANGE NOTICE.....                                       | 14        |
| <b>5.4.0000 EMPLOYEE ASSIGNMENT AND EXPECTATIONS .....</b>              | <b>14</b> |
| 4.0010 TEMPORARY REASSIGNMENTS .....                                    | 14        |
| 4.0020 CODE OF CONDUCT .....  | 14        |
| 4.0030 NEPOTISM .....   | 16        |
| <b>5.5.0000 STAFF SALARY AND WAGE SCALE.....</b>                        | <b>17</b> |



|  |           |
|--|-----------|
| 5.0010 INTRODUCTION _____  | 17        |
| 5.0020 POSITIONS CLASSIFICATIONS _____                               | 17        |
| 5.0030 PREVIOUS EXPERIENCE _____                                     | 17        |
| 5.0040 EXCEPTIONAL EXPERTISE/HARD TO FILL _____                      | 17        |
| <b>5.6.0000 PERFORMANCE EVALUATION .....</b>                         | <b>18</b> |
| 6.0010 EVALUATION PROCESS _____                                      | 18        |
| <b>5.7.0000 FACULTY APPOINTMENTS.....</b>                            | <b>20</b> |
| 7.0010 PROCEDURE _____   | 20        |
| 7.0020 TERMS OF EMPLOYMENT _____                                     | 21        |
| 7.0030 TIME DEADLINES FOR LETTER OF INTENT _____                     | 21        |
| 7.0040 NONRENEWAL OF FACULTY _____                                   | 21        |
| 7.0050 TERMINATION OF APPOINTMENT BY A FACULTY MEMBER _____          | 22        |
| 7.0060 DISMISSAL DURING A CONTRACT PERIOD _____                      | 22        |
| 7.0070 ADMINISTRATIVE ACTIONS OTHER THAN DISMISSAL _____             | 22        |
| <b>5.8.0000 FACULTY SALARY AND WAGE SCALE.....</b>                   | <b>23</b> |
| 8.0010 INTRODUCTION _____  | 23        |
| 8.0020 SALARY DIMENSIONS _____                                       | 23        |
| 8.0030 PREVIOUS EXPERIENCE / EXCEPTIONAL EXPERTISE _____             | 23        |
| .0031 PREVIOUS EXPERIENCE _____                                      | 23        |
| .0032 EXCEPTIONAL EXPERTISE/HARD TO FILL _____                       | 23        |
| 8.0040 SALARY SCALE MOVEMENT _____                                   | 23        |
| <b>5.9.0000 ADJUNCT FACULTY WAGE SCALE.....</b>                      | <b>23</b> |
| <b>5.10.0000 PERSONNEL STAFF ANNUAL SALARY NOTIFICATION .....</b>    | <b>24</b> |
| 10.0010 SALARY NOTIFICATION _____                                    | 24        |
| 10.0020 TIME SHEETS _____  | 24        |
| 10.0030 SUPERVISOR APPROVED TIME/EFFORT AND ATTENDANCE REPORTS _____ | 24        |
| 10.0040 PAYROLL _____  | 25        |
| 10.0050 PAY DAY _____  | 25        |
| 10.0060 PAYROLL SCHEDULE _____                                       | 25        |
| 10.0070 SCHEDULED HOLIDAYS _____                                     | 25        |
| <b>5.11.0000 WORK SCHEDULE.....</b>                                  | <b>26</b> |
| 11.0010 NORMAL WORK WEEK _____                                       | 26        |
| 11.0020 OVERTIME _____   | 26        |
| <b>5.12.0000 ABSENCE AND LEAVES .....</b>                            | <b>26</b> |
| 12.0010 ABSENCE AND LEAVES _____                                     | 26        |
| <b>5.13.0000 SICK LEAVE .....</b>                                    | <b>26</b> |
| 13.0010 SICK LEAVE _____   | 26        |
| 13.0020 SICK LEAVE DONATION POLICY _____                             | 27        |
| <b>5.14.000 ANNUAL LEAVE .....</b>                                   | <b>27</b> |
| 14.0010 ANNUAL LEAVE INFORMATION _____                               | 27        |
| 14.0020 ANNUAL LEAVE USE _____                                       | 27        |

|  |           |
|--|-----------|
| 14.0030 ANNUAL LEAVE CARRY FORWARD .....                                     | 27        |
| 14.0040 LEAVE PAYOUT UPON TERMINATION .....                                  | 28        |
| <b>5.15.0000 SUPERVISOR APPROVED TIME/EFFORT AND ATTENDANCE REPORT .....</b> | <b>28</b> |
| 15.0010 PURPOSE .....  | 28        |
| 15.0020 FILING OF LEAVE RECORDS .....  | 28        |
| <b>5.16.0000 OTHER LEAVE .....</b>   | <b>28</b> |
| <b>5.17.0000 FAMILY AND MEDICAL LEAVE ACT .....</b>                          | <b>30</b> |
| <b>5.18.0000 LEAVE WITHOUT PAY .....</b>                                     | <b>31</b> |
| <b>5.19.0000 DEVELOPMENTAL LEAVE .....</b>                                   | <b>31</b> |
| <b>5.20.0000 EDUCATIONAL RELEASE TIME .....</b>                              | <b>32</b> |
| <b>5.21.0000 TERMINATION/RESIGNATION PROCEDURE .....</b>                     | <b>32</b> |
| 21.0010 EMPLOYMENT TERMINATION/RESIGNATION PROCEDURE .....                   | 32        |
| 21.0020 LEAVE PAYOUT .....   | 33        |
| <b>5.22.0000 REDUCTION IN FORCE .....</b>                                    | <b>33</b> |
| <b>5.23.0000 DISCIPLINARY AND DISMISSAL POLICY .....</b>                     | <b>33</b> |
| 23.0010 DISCIPLINARY AND DISMISSAL POLICY .....                              | 33        |
| <b>5.24.0000 GRIEVANCES .....</b>  | <b>34</b> |
| 24.0010 DEFINITION AND EXCLUSIONS .....                                      | 34        |
| 24.0020 GENERAL POLICY .....   | 35        |
| <b>5.25.0000 DRUG AND ALCOHOL TESTING POLICY .....</b>                       | <b>35</b> |
| <b>5.26.0000 EMPLOYEE ASSISTANCE PROGRAM .....</b>                           | <b>35</b> |
| 26.0010 RESPONSIBILITY .....   | 35        |
| 26.0020 MAINTENANCE OF RECORDS .....   | 36        |
| 26.0030 CONFIDENTIALITY .....  | 36        |
| 26.0040 RESOURCES .....  | 36        |
| 26.0050 REFERRAL PROCESS .....   | 36        |
| 26.0060 DOCUMENTATION .....  | 37        |
| 26.0070 LEAVE .....  | 37        |
| <b>5.27.0000 DRUG-FREE CERTIFICATION REQUIREMENTS .....</b>                  | <b>37</b> |
| <b>5.28.0000 HARASSMENT POLICY .....</b>                                     | <b>38</b> |
| <b>5.29.0000 COPYRIGHT AND ROYALTY POLICY PROCEDURES .....</b>               | <b>38</b> |
| 29.0010 DEFINITIONS .....  | 38        |
| 29.0020 POLICY .....   | 38        |
| 29.0030 AGREEMENT .....  | 39        |
| 29.0040 COMMERCIAL .....   | 39        |
| <b>5.30.0000 SMOKING/E-CIGARETTES/SMOKELESS TOBACCO POLICY .....</b>         | <b>39</b> |
| <b>5.31.0000 EMERGENCY MANAGEMENT PLAN .....</b>                             | <b>39</b> |

|   |    |
|---|----|
| 5.32.0000 ACTING CHIEF EXECUTIVE OFFICER.....                                     | 40 |
| 5.33.0000 AMENDMENTS AND EXCEPTIONS.....  | 40 |
| 5.34.0000 ADMINISTRATION .....  | 40 |
| <br>  |    |
| APPENDIX A4-1 WRITE OFF'S .....   | 42 |
| APPENDIX A4-2 PETTY CASH ACCOUNTS .....   | 43 |
| APPENDIX A4-3 INDEPENDENT CONTRACTOR TEST .....                                   | 44 |
| APPENDIX A4-4 PURCHASE REQUISITION .....  | 46 |
| APPENDIX A4-5 TRAVEL EXPENSE STATEMENT .....                                      | 47 |
| APPENDIX A4-6 PROPERTY MANAGEMENT FORMS .....                                     | 50 |
| APPENDIX A4-7 PROPERTY MANAGEMENT TRANSFER FORM .....                             | 51 |
| APPENDIX A4-8 PROPERTY MANAGEMENT LOST OR STOLEN PROPERTY FORM.....               | 52 |
| APPENDIX A4-9 SINGLE PROGRAM TIME AND EFFORT REPORT.....                          | 53 |
| APPENDIX A4-10 MULTIPLE PROGRAM TIME AND EFFORT REPORT .....                      | 54 |
| APPENDIX A4-11 TIME AND EFFORT PROCEDURE .....                                    | 55 |
| APPENDIX A5-1 HIRING PROCEDURES .....   | 56 |
| APPENDIX A5-13 INDIVIDUAL PERFORMANCE and DEVELOPMENT PLAN FORM .....             | 61 |
| APPENDIX A5-14 MASTER'S DEGREE SCALE .....  | 62 |
| APPENDIX A5-15 DOCTORAL DEGREE SCALE.....   | 63 |
| APPENDIX A5-15 DOCTORAL DEGREE SCALE.....   | 63 |
| APPENDIX A5-16 CAREER and TECHNICAL EDUCATION SCALE .....                         | 64 |
| APPENDIX A5-22 LAY-OFF/REDUCTION IN FORCE PROCEDURE.....                          | 65 |
| APPENDIX A5-23 GRIEVANCE FORM.....  | 66 |
| APPENDIX A5-24 DRUG AND ALCOHOL POLICY.....                                       | 67 |
| APPENDIX A5-25 CERTIFICATION REGARDING ALCOHOL and OTHER DRUG FREE WORKPLACE..... | 81 |
| APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE .....                         | 82 |
| APPENDIX A5-27 Information Technology Appropriate Use Policy .....                | 87 |

**1.0.000**

# **INTRODUCTION**

# **SECTION 1: INTRODUCTION**

- 1.1.0000 INSTITUTIONAL GOVERNANCE
- 1.2.0000 HISTORY AND ACCREDITATION
- 1.3.0000 PHILOSOPHY
- 1.4.0000 MISSION OBJECTIVES
- 1.5.0000 INSTITUTIONAL GOALS
- 1.6.0000 GOVERNMENT AND ORGANIZATIONAL STRUCTURE
- 1.7.0000 COMMITTEES

## **1.0.0000 INTRODUCTION**

### **1.1.0000 INSTITUTIONAL GOVERNANCE**

#### **1.0010 BOARD OF TRUSTEES**

This is a ten-member board appointed by the Tribal Council. The purpose of the Turtle Mountain Community College Board of Trustees shall be to advance and promote educational, economic, and other opportunities on the Turtle Mountain Band of Chippewa Indian Reservation by seeking out and appointing competent Tribal members to serve as Directors of the College and thereafter to serve as a resource for advice to the aforementioned Board.

#### **1.0020 BOARD OF DIRECTORS**

This is a five member elected board which is the policy making body of the Turtle Mountain Community College. The Board is charged by the Tribe with the responsibility for providing community college instruction for residents within the Corporation who are qualified for admission, according to the standards prescribed by the Corporation establishment and operation of the College campus within the corporation; and the custody of and responsibility for the property of the Corporation and the management and control of said Corporation.

### **1.2.0000 HISTORY AND ACCREDITATION**

#### **2.0010 HISTORY**

Turtle Mountain Community College (TMCC) is one of the original six tribal colleges that were established by various Indian Tribes in the early 1970's. The Turtle Mountain Chippewa Tribe chartered the College in November 1972. The TMCC is located in north central North Dakota in the historical wooded, hilly, and lake-filled area known as the Turtle Mountains. In addition to being the home of the Turtle Mountain Chippewa, the area is the home of the world-renowned International Peace Garden.

In its brief history the College has emerged as a leader among this nation's 36 tribal colleges. Its origin was humble. For the first few years the College operated with two offices on the third floor of a former Catholic Convent. For a short period the College operated in the basement of an abandoned Indian Health Service facility. In 1977, the College moved into an abandoned tribal building and a BIA facility that had been moved to Belcourt's main street by a tribal member who converted the building to a café and dance hall. It was on Belcourt's main street that the College later purchased and renovated several old buildings and as funding became available built a series of primarily metal buildings.

In May 1999, the College moved to a new campus and a new facility. The new facility is located 2 ½ miles north of Belcourt. TMCC's new main campus includes a 124,000 -square foot building located on an approximately 123 acre site. The new facility includes state of the art technology; a fiscal area; general classrooms; science, math and engineering classrooms; labs; library and archives; learning resource center; faculty and student services area; gymnasium and mechanical systems; an auditorium with seating capacity for 800; Career and Technical Education building; and a new Student Center. The former main campus in Belcourt has

twelve buildings that provide 66,000 square feet of space. Both campuses are being used for college or community use. The Anishinabe Learning, Cultural and Wellness Center is located 1.5 miles North of Belcourt on BIA # 7. The Center is a beautiful and symbolically powerful site. The Center consists of 102.5 acres of spectacular natural beauty and ponds, with Ox Creek running through the area. The Anishinabe Learning, Cultural, and Wellness, Center is the home for the 1994 Land Grant Programs.

The three campuses house all College functions with the exception of some off-campus community responsive training programs. TMCC is a commuter campus and maintains no residence halls.

Since its beginning the College has grown from a fledgling institution serving less than sixty students per year, to its current status of serving approximately 650 full-time equivalents and approximately 250 pre-college adults. Indeed, TMCC has demonstrated success in enrolling and graduating students. The College serves the tribal community in other ways too. Its many programs are helping to build local capacity to effect positive systemic change by improving all levels of educational achievement of tribal members and public and private economic sustainability of the Turtle Mountain Band of Chippewa Indians. Turtle Mountain Community College is a member of the American Indian Higher Education Consortium (AIHEC), which consists of Indian controlled colleges banded together to support mutual development activities. The College is eligible for services in Resource Development, Curriculum Development, Research and Data Assistance, Cooperative Education Programming and Human Resource Development, through AIHEC's Development Office.

## **2.0020 ACCREDITATION**

The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) accredits the College. Accreditation is not a requirement but is important to the College. According to the NCA Handbook of Accreditation the Commission states that, "Accreditation is both a process and a result." As a process, it is a form of peer review in which educational institutions establish a set of criteria and procedures by which they and their fellows are judged. As a result, it is a form of certification by which the quality of an educational institution, as defined by the accreditation body's criteria, is affirmed."

The College received initial candidacy for accreditation in 1978. In April of 1980, the College received its first biennial visit to review progress and development. As a result of this visit, TMCC was granted continued Candidate Status for an additional two years. The College received a team of North Central Association evaluators for a second biennial visit in April of 1982. The team's report again recommended the College be continued in Candidate Status at the Associate Degree granting level.

In April of 1984, a team of evaluators visited TMCC, and in August, of that year, the North Central Executive Board granted the College accreditation. In April of 1989, a team of evaluators visited TMCC to determine if TMCC was continuing to meet the accreditation criteria. On August 25, 1989, the Commission voted to continue the accreditation of TMCC. In October of 1993, NCA sent a team of evaluators to review the College's request for continued accreditation. As a result, the College was granted ten years of accreditation with a focus visit to occur in the spring of 1996. The focus visit resulted in the College receiving full accreditation. In April 2001, the HLC granted full accreditation for the first baccalaureate

degree, a Bachelor of Elementary Education. The HLC of NCA granted TMCC its second ten years of accreditation in 2003.

### **1.3.0000 PHILOSOPHY**

#### **3.0010 PHILOSOPHY**

Turtle Mountain Community College is a tribal community college with obligations of direct community service to the Turtle Mountain Band of Chippewa Indians. Under this unifying principle the college seeks to maintain, seek out, and provide comprehensive higher education services in fields needed for true Indian self-determination.

##### **THE SEVEN TEACHINGS OF THE ANISHINABE PEOPLE**

The philosophical foundation of the College is embedded in the system of values that stem from the heritage and culture of the Anishinabe people and expressed in the Seven Teachings of the Tribe.

1. To cherish knowledge is to know **WISDOM**.
2. To know **LOVE** is to know peace.
3. To honor Creation is to have **RESPECT**.
4. **BRAVERY** is to face the foe with integrity.
5. **HONESTY** in facing a situation is to be honorable.
6. **HUMILITY** is to know yourself as a sacred part of the Creation.
7. **TRUTH** is to know all of these things.

### **1.4.0000 MISSION OBJECTIVES**

#### **4.0010 INSTITUTIONAL MISSION STATEMENT**

Turtle Mountain Community College is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Band of Chippewa Indian Reservation focusing on general studies, undergraduate education, Career & Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the College establishes an administration, faculty, staff, and student body exerting leadership in the community and providing service to it.

### **1.5.0000 INSTITUTIONAL GOALS**

#### **5.0010 INSTITUTIONAL GOALS**

Turtle Mountain Community College hereby establishes the following goals:

01. Provides a learning environment stressing the application of academic concepts to concrete problems;
02. Promotes academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Tribe;



- 03. Encourages in and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs, and to serve as a contributing member toward its maintenance and betterment;
- 04. Offers a curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of the Western society;
- 05. Administers continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning;
- 06. Awarding Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees, and certificate programs of study;
- 07. Promotes cooperation with locally Indian-owned businesses and stimulation of economic development for the service area;
- 08. Maintains continued independent accreditation; and
- 09. Promotes community service and leadership.

**1.6.0000 GOVERNMENT AND ORGANIZATIONAL STRUCTURE**

**6.0010 MODEL OF EXTERNAL AND INTERNAL ADMINISTRATION**

**6.0020 DESCRIPTION OF CHART ITEMS**

- .01 BOARD OF TRUSTEES - This is a ten member board appointed by the Tribal Council. Its purpose is to advance and promote educational opportunities on the Turtle Mountain Indian Reservation by seeking out and appointing competent tribal members to serve as resources to the Board.
- .02 BOARD OF DIRECTORS - This is a five member selected board. The Board is charged by the Tribe with the responsibility for providing community college instruction for residents within the Corporation who are qualified for admission, according to the standards prescribed by the Corporation establishment and operation of the college campus with the Corporation; and the custody of and responsibility for the property of the Corporation and the management and control of said Corporation.
- .03 PRESIDENT - The President of the College shall be the Executive Officer of the Board through which the Board carries out its program and exercises its policies. The President may delegate to subordinate officers of the College such of his/her powers as he/she may deem desirable to be exercised under his/her supervision and direction.
- .04 VICE-PRESIDENT - This position is under the direct supervision of the President. The Vice-President assists the President in carrying out the institutions policies; and is responsible for supervising and coordinating special projects and initiatives for the College.

.05 COMPTROLLER - The Comptroller is the chief financial officer of the institution with responsibility for all fiscal policies as well as supervisory responsibility for business office staff. The Comptroller is under the direct supervision of the President.

## **1.7.0000 COMMITTEES**

### **7.0010 LONG RANGE PLANNING AND SELF-STUDY COMMITTEES**

- .01 MISSION COMMITTEE – The institution’s mission is clear, articulated publicly, and appropriate to an institution of higher education. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion one of the Higher Learning Commission’s five criteria for accreditation
- .02 INTEGRITY COMMITTEE– The institution fulfills its mission ethically and responsibly. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion two of the Higher Learning Commission’s five criteria for accreditation
- .03 TEACHING AND LEARNING: QUALITY, RESOURCES, AND SUPPORT COMMITTEE – The institution provides high quality academic programs, wherever and however its offerings are delivered (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortia arrangements). The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion three of the Higher Learning Commission’s five criteria for accreditation
- .04 TEACHING AND LEARNING: EVALUATION AND IMPROVEMENT COMMITTEE – The institution assures the quality of its academic programs and evaluates their effectiveness through processes designed to promote continuous improvement. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion four of the Higher Learning Commission’s five criteria for accreditation
- .05 RESOURCES AND PLANNING COMMITTEE – The institution’s resources are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion five of the Higher Learning Commission’s five criteria for accreditation

### **7.0020 INSTITUTIONAL COMMITTEES**

Turtle Mountain Community College (TMCC) enacts regulations to ensure faculty and staff the right to participate effectively in shared governance, and to ensure the right of TMCC faculty/staff committees to assume primary responsibility for making recommendations in the areas of curriculum, academic standards, services provided for students, and in their primary professional duties.

The Turtle Mountain Community College’s Shared Governance Constitution is based on the core values of:

1. Informed decision-making;
2. Clarity of operations and decision making;
3. Open lines of communication between all components and members of the TMCC community;

4. Accountability,
5. Mutual respect and trust; and
6. Seven Teachings of the Anishinabe people.

This shared involvement in the decision making process does not necessarily imply total agreement nor does it abrogate the ultimate decision making responsibility of TMCC's President and the Board of Directors.

TMCC has developed a committee approach to addressing areas of concern, developing needed policies, and acting as a review board for various areas of the College. Committee membership has proven to be beneficial to the staff and faculty of TMCC. In many cases, this process has provided the setting for the staff and faculty to learn about different facets of the College. In addition, this process provides the opportunity for the staff and faculty to have input into the total operation of the College. The committees that are currently functioning are the following: President's Administrative Committee, Retention Committee, Recruitment Committee, Academic Standards Committee, Supervisor's Committee, Evaluation Development, Admissions and Financial Aid Committee, Faculty Committee, Staff Committee Scholarship Committee, Curriculum Committee, and Assessment Committee.

- .01 PRESIDENT'S ADMINISTRATIVE COMMITTEE - This committee's charge is to provide input to the President on a number of topics and issues as they pertain to the College. These include such issues as programs to be designed and implemented; funding of programs; communicating program status and progress to members and departments represented on the committee; to accept, review and make recommendations for proposals to be submitted to federal, foundation, tribal, or state funding agencies; budgetary decisions and recommendations; policy development as this pertains to staff, faculty, and students; accept information from the Academic Standards Committee, evaluate the information, and make recommendations regarding action to the President who will subsequently make recommendations to the Board; and to provide a means of effective communication throughout the College. In most instances, the input from this committee will be through recommendations, but in some instances, and at the discretion of the President. This committee may have a vote in deciding an issue.
- .02 RETENTION COMMITTEE – This committee has the responsibility of fostering and assisting in the development of student retention initiatives. These initiatives include but are not limited to the following: (1) Develop and implement a retention plan, (2) prepare and present retention budget, and (3) work closely with the recruitment committee in planning recruitment initiatives. The Retention Committee will meet with the recruitment committee at least twice each year, once in the fall semester and once in the spring semester.
- .03 RECRUITMENT COMMITTEE: This committee has the responsibility of fostering and assisting in the development of student recruitment initiatives. These initiatives include but are not limited to the following: (1) Develop a recruitment plan, (2) review all recruitment publications, (3) develop a visitation calendar, (4) plan on/off-campus recruiting initiatives, and (5) prepare and present recruitment budget. The Recruitment Committee will meet with the retention committee at least twice each year, once in the fall semester and once in the spring semester.
- 04 ACADEMIC STANDARDS COMMITTEE - This committee has the responsibility for the following areas: (1) academic programs, (2) approval of new courses, course changes, and

approval of curriculum changes, (3) academic standards, (4) academic bankruptcy, and (5) guidance for Dean of Academic Programs when requested.

- .05 SUPERVISOR'S COMMITTEE - This committee is to provide the setting for members to share ideas and seek guidance in problem solving in their areas of supervision. This committee will make program and personnel recommendations to the President's Administrative Committee.
- .06 ADMISSIONS AND FINANCIAL AID COMMITTEE - This committee will be responsible for the following areas: (1) Admissions Appeal Panel, and (2) Financial Aid Appeal Panel. The committee members will approve admission policies and financial aid policies and procedures.
- .07 FACULTY COMMITTEE - This committee is made up of all full-time college faculty. Its purpose is to discuss matters that deal strictly with instruction. The committee works to strengthen camaraderie among faculty and shares new ideas and methods. During the first month of the academic year, a coordinator for the Faculty Committee will be selected by the faculty.
- .08 STAFF COMMITTEE – This committee is made up of full-time staff (non-faculty college employees). Its purpose is to discuss matters that deal strictly with staff. The committee works to strengthen camaraderie among staff and shares new ideas and methods. During the first month of the academic year, a coordinator for the Staff Committee will be selected by majority vote of all full-time staff. The coordinator will serve on the President's Administrative Council as a staff representative,
- .09 SCHOLARSHIP COMMITTEE – This committee reviews scholarship applications, (other than Title IV PELL and College Work Study), to determine who will receive scholarships that are not specifically identified by the benefactor/grantor. If an individual is named and is not enrolled, the committee will select a new awardee, where allowed and appropriate.
- .10 ASSESSMENT COMMITTEE: - This committee directs and organizes assessment of student learning, reviews and evaluates all assessment instruments and results, ensures that the results of assessment are used to improve student learning, and continually improves and updates the assessment process.

2.0.000

## BOARD OF TRUSTEES

### BY-LAWS

#### Section 2

## SECTION 2: BOARD OF TRUSTEES BY LAWS

- 2.1.0000 NAME AND AUTHORITY OF COLLEGE AND GOVERNING BOARDS
- 2.2.0000 PURPOSE
- 2.3.0000 APPOINTMENT OF MEMBERS OF THE BOARD OF TRUSTEES
- 2.4.0000 POWERS OF THE BOARD OF TRUSTEES
- 2.5.0000 BOARD OF TRUSTEES OFFICERS, ELECTIONS OF OFFICERS AND DUTIES OF OFFICERS
- 2.6.0000 MEETINGS OF THE BOARD OF TRUSTEES
- 2.7.0000 COMMITTEES
- 2.8.0000 COMMITTEE IF THE WHOLE
- 2.9.0000 CONFLICT OF INTEREST
- 2.10.0000 AMENDMENTS TO BYLAWS OF BOARD OF TRUSTEES

# SECTION 2 BOARD OF TRUSTEES BY LAWS

## 2.0.0000 BOARD OF TRUSTEES BY LAWS

### 2.1.0000 NAME AND AUTHORITY OF COLLEGE AND GOVERNING BOARDS

#### 1.0010 NAME

The name of the institution shall be "Turtle Mountain Community College, Inc." (hereinafter referred to as the "College"). The name of the community college system shall be "The Turtle Mountain Community College." On all documents other than official legal documents, such as any document filed in court, as required by the Internal Revenue Service of the United States, publication of legal notices, execution of contracts and other legal documents, the name "Turtle Mountain Community College" shall be used.

#### 1.0020 COLLEGE AS AGENCY OF TRIBE

The College, together with the Board of Trustees and Board of Directors that manage it, is an agency of the Turtle Mountain Band of Chippewa Indians, a federally recognized Indian tribe (hereinafter referred to as the "Tribe"), governed by its legislative body known as the Tribal Council. The College and its governing boards shall act in accordance with the laws of the Tribe; the Tribal Constitution, as amended from time to time; to the extent necessary, the laws of the state of North Dakota, and the laws and Constitution of the United States.

#### 1.0030 CHARTER AND AUTHORITY OF COLLEGE

The specific authority of the College and its governing boards to provide higher education within the lands governed by the Turtle Mountain Band of Chippewa is stated in Article V of the Tribal Charter issued by the Tribe pursuant to Resolution No. 678-11-72 enacted on November 9, 1972, and reissued as a Restated Charter, pursuant to Resolution No. 676-11-72, enacted on August 23, 2010 (Hereinafter referred to as the "Charter"). The Bylaws of the Board of Trustees and the Board of Directors are incorporated into the Charter of the College by reference, and may be amended as provided by those Bylaws.

### 2.2.0000PURPOSE

The overall purpose of the Board of Trustees shall be to advance and promote the mission of the College, which is to: "function as an autonomous Indian controlled college on the Turtle Mountain Indian Reservation focusing on general studies, undergraduate education, vocational education, direct scholarly research and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the College establishes an administration, faculty and student body exerting leadership within the community and provides service to it."

Under the Charter as reauthorized by the Tribal Council of the Turtle Mountain Band of Chippewa, the Board of Trustees was specifically created to appoint the members of the Board of Directors of the College and to provide guidance to the Board of Directors in carrying out the mission of the College as provided in these bylaws.

## SECTION 2 BOARD OF TRUSTEES BY LAWS

### 2.3.0000 APPOINTMENT OF MEMBERS OF THE BOARD OF TRUSTEES

#### 3.0010 APPOINTMENT

The Board of Trustees is appointed by the Tribal Council of the Turtle Mountain Band of Chippewa in accordance with the restated Charter of the College. Qualifications for the Board of Trustees are stated in the restated Charter.

At the discretion of the majority of the Board of Trustees, an active member may be elevated to honorary Board member status. When this occurs a vacancy exists on the Board of Trustees and the vacancy will be filled according to these bylaws.

#### 3.0020 MEMBERSHIP YEAR

The membership year shall be from September 1 to August 31.

#### 3.0030 COMPOSITION

The Board of Trustees shall be composed of ten (10) members appointed as follows: six (6) at large members appointed for life by the Tribal Council; two (2) members who are members of the Tribal Council appointed by the Tribal Council, and two (2) members who are students attending the College selected as provided in the student Constitution; all of whose qualifications are set forth in the restated Charter of the College.

#### 3.0040 TERM OF OFFICE

The term of office of the six (6) at large members shall be life subject to removal for good cause, in accordance with Section 3.0050 of these bylaws. Any other Trustee shall serve as long as the Trustee is qualified to serve in accordance with the restated Charter.

### 2.4.0000 POWERS OF THE BOARD OF TRUSTEES

Subject to applicable law, and without limiting the right of the Tribe to modify its powers and duties, the Board of Trustees shall have the power to:

#### 4.0010 APPOINTMENT OF MEMBERS OF BOARD OF DIRECTORS

Appoint the membership of the Board of Directors when vacancies occur for any reason, including removal by the Board of Trustees as provided in Article II, Section 3.3. The Board of Trustees will develop criteria for membership on the Board of Directors consistent with the Mission and Institutional Goals of the College. As stated in the restated Charter, no employee of the College may serve as a member of the Board of Directors of the College. Vacancies on the Board of Directors should be filled by the Board of Trustees within 30 days of written notice being given to the Board of Trustees. This time frame may be extended by majority vote of the Board of Trustees as necessary.

#### 4.0020 SELECTION OF PANEL OF TRUSTEES FOR EMERGENCY APPOINTMENT TO BOARD OF DIRECTORS

When a quorum of the Board of Directors cannot be established by any other means, including personal presence, conference call or other electronic means, the Chairman of the Board of Trustees, or the Vice-Chairman, if the Chairman is not available, present, or if neither the Vice-Chairman and the Chairman are available, those members of the Board of Trustees in attendance, if any, at the meeting shall appoint a Trustee qualified pursuant to Section 4.4.0070 of the bylaws of the Board of Directors to serve on the Board of Directors for the purpose of



## SECTION 2 BOARD OF TRUSTEES BY LAWS

establishing a quorum in the event of an emergency requiring immediate action by the Board of Directors. Any member of the Board of Trustees appointed to serve on the Board of Directors under this section serves only until such time as a quorum of duly appointed members of the Board of Directors can be established.

### **4.0030 REMOVAL OF MEMBERS OF THE BOARD OF DIRECTORS FOR CAUSE**

Remove members of the Board of Directors for good cause, including, but not limited to, failure to attend to the duties of the office (including, but not limited to, absenteeism), inappropriate or illegal conduct, conflict of interest, death or disability, resignation or other similar reasons, based on criteria developed by the Board of Trustees that reflect the Mission and Institutional Goals of the College and in accordance with due process procedures as developed by the Board of Trustees.

### **4.0040 REVIEW OF DECISION OF BOARD OF DIRECTORS TO APPOINT OR REMOVE PRESIDENT OF COLLEGE OR RENEW OR NON-RENEW CONTRACT OF PRESIDENT**

Approve or disapprove in writing a decision by the Board of Directors to appoint or remove the President of the College from office for just reason, including a decision of the Board of Directors to renew or not to renew the contract of the President of the College. The Board of Trustees shall not unreasonably decline to follow the decision of the Board of Directors.

- .01 The Board of Trustees has the authority to establish a process for review of a decision of the Board of Directors to appoint or remove the President or to renew or not to renew the President's contract. The process established must take into account all elements of the decision of the Board of Directors, including, but not limited to, whether due process was provided to the President by the Board of Directors in his or her removal or non-renewal of his or her contract. The entire process, including the process outlined in 3.0040.02 of these bylaws, should take place within 30 days of receipt by the Board of Trustees of the decision of the Board of Directors regarding removal or appointment of the President or renewal or non-renewal of the President's contract. This period may be lengthened by the mutual consent of both the Board of Trustees and the Board of Directors.
- .02 Should the Board of Trustees disagree with the Board of Directors regarding the decision of the Board of Directors to appoint or remove the President, or to renew or not to renew the President's contract, the Board of Trustees or the Board of Directors may request a special joint meeting to discuss the issue. If, as a result of the special joint meeting held as provided above, or in the event no meeting is called, the Board of Directors has indicated to the Board of Trustees that it will not change its initial decision, each Board shall, at the meeting called by the Board of Trustees as provided in this section, or at another meeting of each Board, acting separately, select a committee of three (3) of the members of their respective boards to serve on a special Joint Committee that will have the authority to make a final decision regarding the appointment or removal of the President or renewal or non-renewal of the President's contract. The special Joint Committee so appointed by the respective Boards will select a Chairman *pro tem* for the Joint Committee from the remaining nine members of the Board of Trustees and Board of Directors. The Chairman *pro tem* will not vote on any issue before the Joint Committee except in the case of a tie. At the meeting at which a Chairman *pro tem* is selected, or at such future meeting of the Joint Committee as may

## SECTION 2 BOARD OF TRUSTEES BY LAWS

be called by the Chairman *pro tem*, the Joint Committee will reach a decision by majority vote regarding the initial decision of the Board of Directors to remove or appoint the President or to renew or not to renew the President's contract. The meeting of the Joint Committee may be continued from time to time until a decision is reached. For any meeting required under this section, a quorum of the Board of Directors cannot be established using the procedure stated in Section 3.2 of these bylaws. The decision of the Joint committee will be final. Failure of the Board of Trustees to appoint members to the Joint Committee; or failure of both the Board of Trustees and the Board of Directors to appoint members to the Joint Committee; or failure of the Joint Committee, once appointed, to meet within a reasonable period of time to make a decision will mean that the initial decision of the Board of Directors regarding the President is final. Failure of only the Board of Directors to appoint members to the Joint Committee will mean that the decision of the Board of Trustees is final.

### **4.0050 RECOMMENDATION TO TRIBAL COUNCIL TO REPLACE MEMBERS OF BOARD OF TRUSTEES**

With the consent of the majority of the Board of Trustees, officially notify the Tribal Council, or the student governing body, as may be appropriate, of the recommendation of the Board of Trustees to remove and replace any Trustee based upon failure of the Trustee to attend to the duties of the office (including, but not limited to, absenteeism), inappropriate or illegal conduct, conflict of interest, death or disability, resignation, or other similar reasons.

### **4.0060 SELECTION OF OFFICERS OF THE BOARD OF TRUSTEES**

Select officers of the Board of Trustees in accordance Section 4.0020 of these bylaws.

### **4.0070 RULES OF PROCEDURE**

Adopt rules of procedure for the conduct of the meetings of the Board of Trustees.

### **4.0080 APPROVAL OR DISAPPROVAL OF AMENDMENTS TO BYLAWS OF BOARD OF DIRECTORS**

Approve or disapprove all amendments to the bylaws of the Board of Directors. The Board of Trustees will develop policies for review of proposed amendments to the Bylaws of the Board of Directors.

### **4.0090 PROPOSAL OF AMENDMENTS TO BYLAWS OF BOARD OF TRUSTEES**

Propose amendments to these bylaws. Once adopted by the Board of Trustees, any amendment so adopted will be submitted for approval or disapproval by the Board of Directors as provided in Section 2.8000 of these bylaws.

### **4.0100 VOLUNTARY ATTENDANCE AT MEETINGS OF BOARD OF DIRECTORS**

Attend all meetings of the Board of Directors and enter into discussions with the Board of Directors, but any member of the Board of Trustees attending a Board of Directors meeting shall have no voting power within the Board of Directors unless appointed pursuant to Section 3.0020 of these bylaws. Any one or more members of the Board of Trustees may attend a meeting of the Board of Directors.

## SECTION 2 BOARD OF TRUSTEES BY LAWS

### 2.5.0000 BOARD OF TRUSTEES OFFICERS, ELECTIONS OF OFFICERS AND DUTIES OF OFFICERS

#### 5.0010 ELECTED OFFICERS

- .01 Officers of the Turtle Mountain Community College Board of Trustees shall be a Chairperson (hereafter referred to as the "Chair"), a Vice-Chairperson, (hereafter the "Vice-Chair") and a Secretary. To be nominated for Chair, the person so nominated must have served on the Board for at least two years as a full member of the Board. The Secretary need not be a member of the Board of Trustees, in which case the Secretary shall not have voting privileges.
- .02 The duties and responsibilities of elected officers shall be those usually pertaining to such positions including the following specific duties assigned to each office.
- .03 At the direction of the Board of Trustees, elective officers may be assigned duties not ordinarily associated with their position.

#### 5.0020 ELECTION OF OFFICERS AND TERMS

- .01 Officers will be elected at a meeting of the Board of Trustees, whether considered special or regular, held as close as possible to the date on which their respective terms as officers expire.
- .02 Each officer may be reelected indefinitely. Other than the Chair, whose term is three (3) years, the term of each officer is two (2) years.
- .03 Officers in place when these restated bylaws become effective shall remain in office until their terms would have expired under the previous bylaws, or until two years from the effective date of the bylaws, whichever is later.
- .04 Officers shall be elected by majority vote of the Board of Trustees.
- .05 Each officer selected must agree to serve before being nominated.
- .06 Officers may be removed from their office by a majority vote of the Board of Trustees prior to serving their entire term of office upon a showing that the officer has failed to carry out the responsibilities of the office for which the officer was elected or other good cause. Good cause may include, but is not limited to, any of the reasons for removal of a member of the Board of Trustees as set forth in Article II, Section 3.5 of these bylaws.

#### 5.0030 CHAIR

The Chair shall have the following duties:

- .01 To call meetings of the Turtle Mountain Community College Board of Trustees.
- .02 To preside over meetings of the Turtle Mountain Community College Board of Trustees.
- .03 With the approval of the majority of the Board of Trustees, to appoint members to all special committees.
- .04 With the consent, and at the direction of, the majority of the Board of Trustees, as provided in Sections 3.0010, 3.00020 and 3.0030 of these bylaws, to officially notify the Board of Directors in writing of any action of the Board of Trustees to remove or replace a member of the Board of Directors.

## SECTION 2 BOARD OF TRUSTEES BY LAWS

- .05 With the consent, and at the direction of, the majority of the Board of Trustees, as provided in Section 3.0040 of these bylaws, to officially notify the Board of Directors in writing of any action of the Board of Trustees to approve or disapprove any action of the Board of Directors to appoint or remove the President of the College, or to renew or fail to renew the contract of the President.
- .06 With the consent, and at the direction of, the majority of the majority of the Board of Trustees, as provided in Section 3.0050 of these bylaws, to officially notify the Tribal Council in writing of the recommendation of the Board of Trustees for the Council to remove or replace any Trustee.
- .07 To serve as a member with voting privileges on any special committee which the Chair appoints.
- .08 To nominate to the Board of Trustees members to fill vacancies on all special committees.

### **5.0040 DUTIES OF THE VICE-CHAIR**

- .01 If the Chair of the Board of Trustees shall become vacant, or if the Chair is unable to perform his or her duties due to temporary circumstances or misses one annual meeting, the Vice-Chair shall serve as the Chair until the Chair is again able to resume duties or until the Chair's term expires. In the case of the Chair and Vice-Chair being absent, the remaining members shall appoint a temporary presiding officer from the membership of the Board.
- .02 In the absence of the Chair of the Board of Trustees, the Vice-Chair has the authority to appoint a Board of Trustee member to fill a vacancy on the Board of Directors in accordance with Section 3.0020 of these bylaws.

### **5.0050 DUTIES OF THE SECRETARY**

The duties of the Secretary are:

- .01 To record attendance and maintain all minutes and pertinent records of all meetings; including committee reports.
- .02 To provide a copy, electronically or otherwise, of all agendas, notices of meetings, minutes of meetings, committee reports, and other official reports of the Board of Trustees, other than those relating to the removal of any member of the Board of Directors, to the Secretary of the Board of Directors for distribution to the Board of Directors.
- .03 To assist in the preparation of all reports.
- .04 To keep track of the terms of all members and officers of the Board of Trustees and the Board of Directors, including the date of appointment of the specific Board member or election as a Board officer, the number of terms served by the Board member and the number of terms served as an officer of each Board member, if any, the date of expiration of the term of each Board member, as applicable, and the date of expiration of the term of any office held by any Board member.

## SECTION 2 BOARD OF TRUSTEES BY LAWS

### 2.6.0000 MEETINGS OF THE BOARD OF TRUSTEES

#### 6.0010 MEETING TIMES

The Board of Trustees shall hold an annual meeting. Additional meetings may be determined by the Chair of the Board of Trustees upon the request of at least two members of either the Board of Trustees or the Board of Directors, or in accordance with a regular schedule as may be determined by the Board.

#### 6.0020 EXECUTIVE SESSIONS

Executive sessions shall pertain to legal actions, causes of action, or litigation involving the Board of Trustees; proceedings involving recommendation for removal, or the physical or mental health, of any member of the Board of Trustees; proceedings involving employees of the Board; and proceedings related to the decision of the Board of Directors regarding the appointment or removal of the President of the College, or renewal or non-renewal of the President's contract.

- .01 No official action of the Board will take place in an executive session.
- .02 The Board shall determine who participates in an executive session, other than members of the Board.
- .03 An executive session shall be declared by motion agreed to by a majority of the Board. The executive session will end upon a motion agreed to by a majority of the Board.

#### 6.0030 RULES OF ORDER

The most recent revised edition of Roberts Rules of Order shall govern at special and regular meetings of the Board of Trustees and all special committees when they are not in conflict with the bylaws of the Board of Trustees, or any other rule of procedure as adopted by the Board.

### 2.7.0000 COMMITTEES

#### 7.0010 COMMITTEE OF THE WHOLE

It shall be the general policy of the Board of Trustees to perform its work, so far as practicable, as a committee of the whole.

#### 7.0020 SPECIAL COMMITTEES

Special committees may be authorized by the Board of Trustees or by the Chair of the Board.

### 2.8.0000 CONFLICT OF INTEREST

#### 8.0010 DISCLOSURE OF CONFLICT OF INTEREST

All members of the Board of Trustees shall disclose to the Board any possible conflict of interest at the earliest possible time. No Board member shall vote on any matter under consideration at a Board or Committee meeting in which such Board member has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made by the Board member who has the conflict of interest and that the Board member who has the conflict of interest abstained from voting.

## SECTION 2 BOARD OF TRUSTEES BY LAWS

### **8.0020 UNCERTAINTY REGARDING CONFLICT OF INTEREST**

Any Board member who is uncertain whether or not he/she has a conflict of interest in any matter may request the Board or Committee to determine whether or not a conflict of interest exists, and the Board or Committee shall resolve the issue by majority vote. Conflicts of interest for members of the Board of Trustees shall be resolved consistent with resolution of similar conflicts for members of the Board of Directors.

### **8.0030 DEFINITION OF CONFLICT OF INTEREST**

A Board member shall be considered to have a conflict of interest if:

- .01 Such Board member has an existing or potential financial or other interest in a particular matter that requires the approval or other action by the Board, which impairs or gives the appearance that the interest will impair such member's independent, unbiased judgment in the discharge of the member's responsibilities to the College, whether such interest occurs on the part of the member individually or as an owner, officer, director, employee, member, partner, trustee or controlling stockholder in any organization with an interest in the particular matter before the Board.
- .02 Such Board members is aware that a member of his family has an existing or potential financial or other interests in a particular matter that requires the approval or other action by the Board. For the purposes of this paragraph a family member shall be a spouse, parents, siblings, children and any other relative if the latter resides in the same house held as the Board member. Such conflict of interest also occurs if the family member has a conflict by virtue of being an officer, director, employee, member, partner, trustee or controlling stockholder of any organization with an interest in the matter before the Board.

## **2.9.0000 AMENDMENTS TO BYLAWS OF BOARD OF TRUSTEES**

### **9.0010 APPROVAL OF BYLAWS BY TRIBAL COUNCIL**

These bylaws, including the process of amendment to these bylaws as contained herein, will not go into effect until approved by:

1. The Board of Directors and the Board of Trustees of the College;
2. The Higher Learning Commission of the North Central Association of Colleges and Schools, if necessary; and
3. The Tribal Council of the Turtle Mountain Band of Chippewa Indians.

### **9.0020 APPROVAL OF AMENDMENT BY BOARD OF TRUSTEES AND BOARD OF DIRECTORS**

The bylaws of the Board of Trustees are subject to amendment by a majority vote of the members of the Board at a duly called and noticed meeting of the Board, and upon 30 days' advance notice to each member of the Board of Trustees of the proposed amendment, and provided further that such amendment, once approved by the Board of Trustees, is approved by a majority vote of the members of the Board of Directors of the College. The Board of Directors shall have 30 days following receipt of the proposed amendment, as approved by the Board of Trustees, in which to approve or reject the proposed amendment to the bylaws of the Board of Trustees. Failure of the Board of Directors to act within the 30 day period specified shall mean that the bylaws are deemed approved by the Board of Directors.

## SECTION 2 BOARD OF TRUSTEES BY LAWS

### **9.0030 NO AMENDMENT TO VIOLATE CHARTER OF COLLEGE**

No proposed amendment to the bylaws may be presented or approved by the Board of Trustees which violates the Charter of the College as approved by the Tribal Council.

### **9.0040 APPROVAL BY HIGHER LEARNING COMMISSION, IF NECESSARY**

If submission of an amendment to these bylaws to the Higher Learning Commission of the North Central Association of Colleges and Schools is deemed appropriate by the President of the College, the Board of Trustees or the Board of Directors, the amendment will not go into effect until the Higher Learning Commission has either indicated that it approves the amendment or that approval of the amendment by the Commission is not necessary for the amendment to go into effect.

### **9.0050 ANNUAL REVIEW OF BYLAWS BY BOARD OF TRUSTEES**

The Board of Trustees shall review at least annually the bylaws of both the Board of Trustees and the Board of Directors.

3.0.000

BOARD OF DIRECTORS

BY LAWS

Section 3



## SECTION 3: BOARD OF DIRECTORS BY LAWS

- 3.1.0000 PURPOSE OF THE BOARD OF DIRECTORS
- 3.2.0000 ORGANIZATION OF THE BOARD
- 3.3.0000 POWERS AND DUTIES OF THE BOARD OF DIRECTORS
- 3.4.0000 OFFICERS OF THE BOARD
- 3.5.0000 COMMITTEES OF THE BOARD
- 3.6.0000 MEETINGS OF THE BOARD
- 3.7.0000 CONFLICT OF INTEREST
- 3.8.0000 AMENDMENTS TO BYLAWS OF BOARD OF DIRECTORS

### **3.0.000 BOARD OF DIRECTORS BYLAWS**

#### **3.1.0000 PURPOSE OF THE BOARD OF DIRECTORS**

The overall purpose of the Board of Directors shall be to advance and promote the mission of the College, which is to: “function as an autonomous Indian controlled college on the Turtle Mountain Indian Reservation focusing on general studies, undergraduate education, vocational education, direct scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the College establishes an administration, faculty and student body exerting leadership within the community and provides service to it.”

Under the Charter as reauthorized by the Tribal Council of the Turtle Mountain Band of Chippewa, the Board of Directors has been specifically charged by the Tribe with the responsibility of providing community college instruction for members of the Tribe and residents within the area served by the College who are qualified for admission, according to the standards established by the College. The Board of Directors is responsible for the management and operation of the College, and has custody of, responsibility for, and control of the property, real and personal, and other intangible assets, of the College.

The Board is responsible to the Board of Trustees and ultimately to the Turtle Mountain Band of Chippewa Indians. The Board is responsible for ensuring that the Institutional Objectives of the College are met. In doing so, the Board should be sensitive to the hopes, ambitions, and needs of the members of the Tribe. It shall have responsibility for formulating broad public policy for community college education in the area served by the College

#### **3.2.0000 ORGANIZATION OF THE BOARD**

##### **2.0010 NAME OF BOARD OF DIRECTORS**

The governing board of the Turtle Mountain Community College shall be known as the “Board of Directors of the Turtle Mountain Community College” (hereinafter referred to as the “Board”).

##### **2.0020 COMPOSITION OF BOARD OF DIRECTORS**

The Board of Directors of the College shall consist of five members selected in accordance with Sections 3.0010 and 3.0020 of the bylaws of the Board of Trustees.

##### **2.0030 TERM OF OFFICE**

The term of each member of the Board of Director shall be for five years. Board members shall serve in staggered terms, with only one Board member reaching the end of his or her term each year.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

### **2.0040 VACANCIES**

Any vacancies occurring on the Board for any reason shall be filled by the Board of Trustees by appointment in accordance with Section 3.0010 of the bylaws of the Board of Trustees, except as provided in Section 3.0020 of the bylaws of the Board of Trustees. Any such appointments will be made in accordance with policies as established by the Board of Trustees.

### **2.0050 AUTHORITY OF INDIVIDUAL MEMBERS OF THE BOARD**

Individual members of the Board have power and authority only when acting formally as members of the Board in session or when entrusted by the Board with specific and definite assignments.

### **3.3.0000 POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

#### **3.0010 OVERSIGHT AND CONTROL OF THE COLLEGE**

As the policy making body of the Turtle Mountain Community College, the Board shall be charged with oversight and control of the College. The formulation and adoption of written policies that govern the College shall constitute the basic method by which the Board exercises its authority over the operation of the College.

#### **3.0020 SPECIFIC POWERS AND DUTIES OF BOARD OF DIRECTORS**

Subject to applicable law, and without limiting the right of the Tribe to modify its powers and duties, the Board of Directors shall have the power or the duty:

- .01 To appoint or release the President of the College, subject to the approval of the Board of Trustees in accordance with Section 3.0040 of the bylaws of the Board of Trustees.
- .02 To develop policies and procedures for not less than an annual review of the performance of the President of the College.
- .03 To develop policies allowing the President due process in any action of the Board to release the President of the College or to renew or not to renew the contract of the President, consistent with these bylaws and the bylaws of the Board of Trustees.
- .04 With the concurrence of the Board of Trustees, to adopt and periodically review a statement of philosophy, mission and goals, which clarifies basic educational responsibilities of the College.
- .05 To establish general policies for the governance of the College and hold the President accountable for administering them.
- .06 To consider and take appropriate action on recommendations of the President in matters of policy relating to the welfare of the College.
- .07 Prior to appointment or in-house transfer, and upon the nomination of the President, to concur with the President by motion all appointments to, or dismissal of, certain administrative positions, including the Vice-President, Comptroller, and Human Resources Director in accordance with established due process procedures as provided by the College. See the College's Personnel Policies regarding these procedures.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

- .08 To employ a general counsel, auditor, and other agents as required, and fix their qualifications and amount of compensation.
- .09 To adopt an annual budget in June of each fiscal year that will allow fiscally prudent operation of the College in accordance with applicable law and regulations.
- .10 To review and approve or disapprove all construction contracts and all expenses associated with these contracts.
- .11 To take all reasonable and necessary steps to provide the required personnel, physical facilities, and means of financial support to carry out the Mission and Institutional Objectives of the College.
- .12 To review and take action on matters relating to site selection and physical plant development for further development of the College.
- .13 To assess the efficiency of College operations and to approve a process for evaluation of the educational programs of the College.
- .14 To refer to the President of the College all matters concerning the College of which the Board or individual members become aware for study and recommendation before such matters are considered by the Board, except for the selection of the President.
- .15 To inform the public concerning relevant statistics and information about the College, its students and educational programs, the needs of the College, its financial status, and to accurately account to the public for all receipts and expenditures .
- .16 To perform such other duties as may be prescribed by applicable law, and where appropriate, act directly concerning matters not covered by these bylaws, the Charter, or specific law or policy.

### **3.4.000 OFFICERS OF BOARD**

#### **4.0010 NAMED OFFICERS**

The officers of the Board consist of a Chairperson (hereinafter the “Chair”) and a Vice-chairperson (hereinafter the “Vice-Chair”) who shall be elected from the members of the Board, and a Secretary and Treasurer, who shall not be members of the Board.

The Board shall select a non-director as Secretary, who shall be compensated separately by the College, and the Comptroller of the College shall serve as Treasurer. Such officers shall report to the Board through the President of the College.

#### **4.0020 MANNER OF ELECTION AND TERMS OF OFFICE**

The election of Board officers shall be held annually at the Regular Meeting of the Board in September following the appointment of a new Board member for that year.

The Chair and Vice-chair of the Board shall be elected to such offices by the Board for a term of one (1) year and assume office immediately upon election. These two officers shall be elected from within the five person Board.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

### **4.0030 VACANCY IN OFFICE**

In case of a vacancy in any elected office of the Board of Directors, the vacancy shall be filled as soon as possible through an election as provided in Section 4.0020 of these bylaws, by the remaining Board members. The secretary and treasurer shall serve at the discretion of the Board and any vacancy in either of those offices shall be filled as soon as possible after the vacancy occurs by the Board of Directors, in consultation with the President of the College.

### **4.0040 DUTIES AND RESPONSIBILITIES OF THE CHAIR OF THE BOARD**

The duties of the Chair of the Board of Directors are:

- .01 To preside at all meetings.
- .02 To appoint members and designate a chairperson of all special committees approved by the Board.
- .03 To execute all contracts approved by the Board and other official documents legally requiring the signature of the chairperson of the Board.
- .04 To call special meetings of the Board as required.
- .05 To represent the Board at meetings of the Trustees.
- .06 To perform any other duty formally assigned by the Board, or by legislative enactment.
- .07 To request that a member of the Board of Trustees be appointed pursuant to Section 3.0020 of the bylaws of the Board of Trustees to temporarily act as a Director to establish a quorum during an emergency meeting of the Board of Directors when a quorum of the Board of Directors cannot be established by any other means, including personal presence, conference call or other electronic means. Any member of the Board of Trustees appointed to serve on the Board of Directors under this section only serves on the Board of Directors until such time as a quorum of duly appointed members of the Board of Directors can be established.
- .08 To vote on all matters that come before the Board of Directors.

### **4.0050 DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR OF THE BOARD**

The duties of the Vice-Chair of the Board of Directors are:

To perform all duties of the Chair of the Board in the absence or disability of the Chair, and to perform such other duties as assigned by the Chair with the consent of the Board.

### **4.0060 DUTIES AND RESPONSIBILITIES OF THE SECRETARY OF THE BOARD**

The duties of the Secretary of the Board of Directors are:

- .01 To be responsible for the written or electronic notification of all appropriate parties regarding the regular and special meetings of the Board.
- .02 To prepare the Board Room or other appropriate accommodations before and after each meeting of the Board or any of its committees.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

- .03 To transmit electronically, or by other mechanism designed to assure delivery, the Board agenda and a copy of the minutes of the previous meetings to the Board and such other persons as the Board may designate and post at proper areas prior to an ensuing meeting.
- .04 To be responsible for recording, preparing and distributing to all members of the Board, and to such members of the Board of Trustees who might request such information, whether electronically or by any other mechanism designed to assure delivery, the minutes and other accompanying materials of regular and special meetings of the Board.
- .05 To have custody of the official Seal of the Corporation, to affix it to official documents, if necessary, and to attest to any signature of an officer of the Board or a senior administrative official of the College.
- .06 To prepare and maintain for the Board an indexed compilation of all bylaws and amendments thereto; and a copy of all policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the Board of Directors of the Turtle Mountain Community College.
- .07 To inform the Board of any communications which require consideration and action by the Board.
- .08 To file such public notices of Board actions as may be required by statute, bylaws, resolutions of the Board, or other applicable law.
- .09 To perform such other duties as may be assigned by the President of the College, the Board, or as required by law.

### **4.0070 DUTIES AND RESPONSIBILITIES OF THE TREASURER OF THE BOARD**

The duties of the Treasurer of the Board of Directors are:

- .01 To cause to be kept current complete and accurate records of all funds of the College that are collected or expended, in accordance with generally accepted accounting principles and all relevant law and regulations.
- .02 To notify promptly the President of all funds received, the source and nature of such funds, and to arrange for the deposit of such funds to the appropriate accounts of the College.
- .03 To account for all money received and for all money paid out when so requested by the Board or as required by law.
- .04 To invest the College's surplus funds, in lawful investments and as approved by the Board of Directors and the President of the College, and to provide a report of such investments to the Board.
- .05 To prepare annually a statement of revenue, expenditures, and fund balances of the College as of the end of the fiscal year.
- .06 To prepare such other reports and perform such other duties as the President or the Board of Directors may from time to time direct.
- .07 To prepare an Annual Budget for the President to be presented to the Board of Directors at the June meeting of the Board.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

### **4.0080 DUTIES AND RESPONSIBILITIES OF THE PRESIDENT OF THE COLLEGE AS EXECUTIVE OFFICER OF THE BOARD**

The President of the College shall be the Executive Officer of the Board through which the Board carries out its programs and exercises its policies. The President may delegate to subordinate officers of the College such duties of the President as the President may deem advisable under the supervision and direction of the President.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position. The President shall perform the following functions:

- .01 Inform the Board of all actions taken under authority granted by it.
- .02 Perform all executive functions of the Board, such as:
  - (1) Preparation of the agenda for Board meetings with the Board of Directors Chair;
  - (2) Conduct official correspondence of the Board;
  - (3) Issue orders of the Board of Directors;
  - (4) Cause to be prepared contracts and other documents necessary to carry out the activities of the College, including those contracts and other documents subject to approval by the Board;
  - (5) Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection; and
  - (6) Ensure that trustees, directors, and employees handling College funds are adequately bonded at College expense to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty.
- .03 To advise the Board in all areas of policy and make recommendations on all matters that affect the College before action is taken by the Board.
- .04 To inform the Board of all appointments of administrative and full-time academic teaching personnel of the College, except those administrators subject to appointment by the Board.
- .05 To submit to the Board at the appropriate time an annual budget and administer the Board approved budget.
- .06 To be responsible for the formulation of all reports as may be required by the Board and by local, state, and national agencies.
- .07 To formulate and promulgate regulations and procedures designed to implement Board policies.
- .08 To represent the College to the community by interpreting and presenting the College program to the public, parents of students, the press, the Tribal Council, and community organizations.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

- .09 To execute all documents pursuant to such authority as may be granted to the President by the Board.
- .10 To prepare and submit to the Board an annual report of the operation of the College, including recommendations for the immediate and long range development of the College.
- .11 To serve as the official channel for all contacts between staff members and the Board of Directors.
- .12 To act as the chief administrator and educational leader of the College, who is responsible for the organizational structure of the College and for all executive and administrative duties in connection with the operation of the College.
- .13 To propose a long-range plan for College programs, recommending to the Board from time to time such changes in the programs and services of the College as appropriate and necessary to fulfill the stated philosophy and goals of the College .
- .14 To establish College objectives consistent with the Board approved philosophy and goals, and provide for evaluation of all personnel and programs in accordance with the stated objectives.
- .15 To recommend to the Board site location and site utilization and direct the development of the campus building program.
- .16 To participate in community college programs at the local, state, and national level by ensuring that the College is represented at meetings of all organizations to which the College belongs, and to represent the College within such other organizations as may be approved by the Board.
- .17 To review pending or existing legislation at the tribal, state, and federal level that affects the College or that may provide assistance to the College if enacted and report the substance thereof to the Board.
- .18 To designate an administrative officer of the College to serve as acting President during any absence of the President.
- .19 To perform such other duties as may be assigned by the Board or otherwise required by law.

### **3.5.0000 COMMITTEES OF THE BOARD**

#### **5.0010 STANDING COMMITTEE OF THE WHOLE**

It shall be the general policy of the Board of Directors to perform its work, so far as practicable, as a committee of the whole.

#### **5.0020 SPECIAL COMMITTEES**

The Board may establish, from time to time, special committees to deal with specific needs/concerns. Committee members and their chairperson shall be appointed by the Chair of the Board. The Chair of the Board shall be an ex-officio member of all committees. Moreover, any member of the Board of Directors or Board of Trustees shall have the right to participate without vote at any committee meeting, and shall upon request be given the same notices and information as the committee members. All committees shall keep records of their actions and



## SECTION 3 BOARD OF DIRECTORS BY LAWS

submit such minutes of committee meetings, together with any recommendation for action, to the appropriate Board for consideration.

### **3.6.0000 MEETINGS OF THE BOARD**

#### **6.0010 ANNUAL ORGANIZATIONAL MEETING**

The Organizational Meeting of the Board shall be held annually in connection with the first regular meeting in September following the appointment or reappointment of that year's Board member. The specific business before this meeting shall be the election of officers as authorized by these bylaws and the determination of the regular meeting schedule of the Board for the succeeding year.

#### **6.0020 REGULAR MEETINGS**

Regular meetings of the Board shall be held once each month, on the fourth Monday at 5:00 pm. A regular meeting may, however, be set for another date and time or waived by action of the Board at any previous meeting. Meetings shall be held in the Board Room of the College on the College campus.

- .01 QUARTERLY MEETINGS - The Board of Directors shall meet quarterly, which may also constitute a regular meeting. Quarterly meetings will be held in March, June, September, and December.
- .02 ATTENDANCE - Any Board member who misses without good cause two consecutive regular meetings or four regular meetings over a period of one year shall be reported to the Board of Trustees by the Chair or Vice-Chair of the Board of Directors, along with a recommendation to the Board of Trustees that the Board member be removed for cause pursuant to Section 3.0030 of the bylaws of the Board of Trustees.

#### **6.0030 SPECIAL MEETINGS**

Special meetings shall be called by the Chair of the Board, or upon written request by three (3) Directors or by the President when approved by the Chair of the Board. Such written request must be received by the Secretary at least twenty-four (24) hours in advance of any such requested meeting, except in the event of an emergency situation requiring immediate action by the Board if harm to the College would likely result if no action could be taken by the Board due to the notice requirement of this section.

Matters to be considered at any special meeting are confined to those stated in the notice of such special meeting and for which purpose such special meeting has been called.

#### **6.0040 EXECUTIVE SESSIONS**

Executive sessions shall pertain to legal actions, causes of action, or litigation involving the College; leasing, purchase or sale of real estate; and proceedings involving physical or mental health, scholastic probation, scholastic expulsion, or scholastic graduation; and proceedings related to the hiring, firing, or promotion of College personnel.

- .01 No official action of the Board will take place in an executive session.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

- .02 The Board shall determine who participates in an executive session, other than members of the Board.
- .03 An executive session shall be declared by motion and agreed to by a majority of the Board. The executive session will end upon a motion agreed to by a majority of the Board.

### **6.0050 NOTICE OF MEETINGS**

Board members, representatives of the news media (including newspapers, radio, and television stations), and such other persons as the Board may designate, shall be notified in writing by the Secretary of the time, place, and purposes of all regular and special meetings and the agenda shall be posted on the bulletin board at the College office not less than 24 hours in advance of special meetings. No such written notices shall be required if any special meeting is held pursuant to action of the Board taken at any public meeting. Members of the Board of Trustees shall also receive notification in the same manner as the members of the Board of Directors.

### **6.0060 OPEN MEETINGS**

To the maximum extent possible, all regular and special meetings are open to the public; provided however, that upon majority vote of directors present certain matters may be taken up in executive session at which members of the public shall not be present. To the extent students, faculty, or other staff of the College is free of other duties; they are encouraged to attend meetings of the Board of Directors.

### **6.0070 MANNER OF HOLDING MEETINGS**

Regular or special meetings may be held by conference call, by video conferencing or over the Internet through software that allows for the equivalent of video conferencing.

### **6.0080 APPEARANCES BEFORE THE BOARD**

The order of business of any regular meeting shall include an opportunity for the public to address the Board on any item of business, which is included on the agenda.

Furthermore, any individual, or group, may ask the Board to place on the agenda any subject matter not already on the agenda as prepared by the Secretary that lies within the Board's authority to consider. The individual who wishes to appear regarding a matter not already on the agenda for consideration shall make a written request to the President describing the question or topic for discussion or presentation at least seven (7) days prior to a regular meeting of the Board. The Board may approve by motion other requests to appear at the time the Agenda is considered for approval.

### **6.0090 QUORUM**

A majority of the Board consisting of at least three (3) members shall constitute a quorum for the transaction of business at regular and special meetings. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

### 6.0100 REQUIRED VOTE

An affirmation vote of a majority of all directors present at regular and special meetings shall be required for the passage of any motion.

A member abstaining from voting shall be entered in the minutes as a neutral vote.

### 6.0110 ACTION BY RESOLUTION

The Board shall act by resolution regarding decisions that involve any of the following actions:

- .01 Fixing and determining educational policy and curriculum of the College.
- .02 Appointing and fixing the compensation and contract terms of the President and other officers of the College.
- .03 Adopting terms and conditions of employment of all College personnel and fixing compensation specifically or under general schedules.
- .04 Granting any power to appoint and employ other officers, agents, and employees and fixing general terms and conditions of such employment.
- .05 Fixing and determining tuition rates and other fees.
- .06 Entering into contracts and agreements with a value of more than \$25,000, or such lesser amount as the Board may determine in consultation with the Comptroller and the President.
- .07 Any proceedings for eminent domain.
- .08 Establishment of general policies for operation of the College.

### 6.0120 ACTION BY MOTION

Generally, all other action taken by the Board of Directors and not falling in the categories listed in Section 6.0110 of these bylaws will be pursuant to motion and passed by majority vote at a regular or special meeting. This includes, but is not limited to, the following:

- .01 Appointing members of the administration and academic teaching staffs in accordance with general schedules fixing compensation and terms of employment.
- .02 Acting upon routine approvals of the Board at a regular or special meeting covering such matters as:
  - (1) Serving as a final adjudicating or appeal body for students, employees, and citizens on matters of policy and policy interpretation.
  - (2) Considering communications and requests from citizens and organization on matters of policy, administration, and other items of public concern affecting the College.
  - (3) Directing the President or other College official to take appropriate action regarding the ordinary functions of the College.
  - (4) Procedural motions of any kind, including adoption of rules of order in special situations, such as appearances before the Board.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

### **6.0130 EMERGENCY MEETINGS**

Any action required or permitted to be taken by the Board in any emergency in which the College or any person is in imminent threat of harm if action is not taken may be taken without a formal meeting, provided a quorum is present and all members of the Board have been notified of the meeting. Such a meeting may be conducted by telephone, electronic device such as the Internet or in any other way the Board members shall decide that will allow immediate action to be taken or authorized. In such cases, the President of the College may act as the Secretary of the Board, or the Board may appoint a temporary Secretary to record the proceedings of the meeting. A written consent setting forth the action so taken, and signed by all of the members of the Board in attendance at the meeting, must be filed with the minutes of the meeting.

### **6.0140 AGENDA**

The agenda shall be prepared by the President and its contents presented to the Board for consideration at each meeting. Any item not on the agenda may be placed on the agenda by any Board member unless objected to by any member of the Board of Directors present, but, even if an objection is made; such item shall be placed on the agenda upon motion if a majority of the Board consents.

### **6.0150 ORDER OF BUSINESS**

1. Call to order
2. Opening Prayer
3. Roll call
4. Approval of Agenda
5. Approval of Minutes
6. Old Business
7. New Business
8. Other Business
9. Adjournment

### **6.0160 MINUTES OF MEETING**

Minutes of regular and special meetings are public records. The Minute Book, a permanent record of all actions of the Board of Directors, shall be open to inspection by any citizen of the Turtle Mountain Band of Chippewa community and shall be kept on file at the College administrative offices as a permanent official record of all transactions of the Board.

The minutes shall record the name of the director making a motion, the name of the director seconding it, and the vote attributing each 'yea' and 'nay' vote, or abstinence if not voting, to the individual director. The voting shall be by voice except that a roll call may be required for resolutions and all other questions whenever requested by a Board member. A Board member may also have the reasons for his or her vote recorded in the minutes if so requested at the time of voting.

## SECTION 3 BOARD OF DIRECTORS BY LAWS

### **6.0170 ADOPTION OF POLICY**

No matter of policy regarding the College shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated.

The adoption of policy requires the affirmative vote of a majority of the Board.

### **6.0180 RULES OF CONDUCT FOR MEETINGS**

Except as they may be in conflict with the bylaws heretofore set forth, Robert's Rules of Order, in its current revision, shall constitute the rules of conduct for meetings of the Board of Directors. Robert's Rules regarding decorum at all meetings will be followed. If necessary, the Chairman of the Board, or any two (2) members of the Board, may request the appointment of a Sergeant at Arms to assist in maintaining the decorum of the meeting. In the event matters of decorum are not being followed, either upon approval of a majority of the Board present at the meeting, or upon the determination of the Chairman of the Board, the meeting may be terminated and recommenced at another date, time, or place.

### **6.0190 HONORARY DEGREE POLICY**

In the name of the Turtle Mountain Community College, the Board of Directors may, at any regularly scheduled Board meeting, award honorary one and two year degrees. Recommendations for an honorary degree can be made by the President, members of the Board of Trustees, and the Board of Directors for approval by the Board of Directors. In order to avoid any embarrassment, no announcement shall be made to any person under consideration until the Board has acted. The selection criteria shall be as follows:

- .01 The candidate should have had an association with the College;
- .02 The candidate must have achieved a level of distinction which would merit comparable recognition in the candidate's profession or area of excellence; and.
- .03 The reputation of the candidate should reflect favorably on the Board, the Turtle Mountain Community College, and the Turtle Mountain Band of Chippewa.

### **6.0200 RETREAT**

Board members will meet periodically and not less than once each year, apart from official meetings held pursuant to these bylaws, to review institutional direction and discuss policy.

## **3.7.0000 CONFLICT OF INTEREST**

### **7.0010 DISCLOSURE OF CONFLICT OF INTEREST**

All Board members shall disclose to the Board any possible conflict of interest at the earliest possible time. No Board member shall vote on any matter under consideration at a Board or Committee meeting in which such Board member has a conflict of interest. The minutes of such

## SECTION 3 BOARD OF DIRECTORS BY LAWS

meeting shall reflect that a disclosure was made by the Board member who has the conflict of interest and that the Board member who has the conflict of interest abstained from voting.

### **7.0020 UNCERTAINTY REGARDING CONFLICT OF INTEREST**

Any Board member who is uncertain whether or not he/she has a conflict of interest in any matter may request the Board or Committee to determine whether or not a conflict of interest exists, and the Board or Committee shall resolve the issue by majority vote. Conflicts of interest for members of the Board of Directors shall be resolved consistent with resolution of similar conflicts for members of the Board of Trustees.

### **7.0030 DEFINITION OF CONFLICT OF INTEREST**

A Board member shall be considered to have a conflict of interest if:

- .01 Such Board member has an existing or potential financial or other interest in a particular matter that requires the approval or other action by the Board, which impairs or gives the appearance that the interest will impair such member's independent, unbiased judgment in the discharge of the member's responsibilities to the College, whether such interest occurs on the part of the member individually or as an owner, officer, director, employee, member, partner, trustee, or controlling stockholder in any organization with an interest in the particular matter before the Board.
- .02 Such Board member is aware that a member of his family has an existing or potential financial or other interests in a particular matter that requires the approval or other action by the Board. For the purposes of this paragraph a family member shall be a spouse, parents, siblings, children, and any other relative if the latter resides in the same house held as the Board member. Such conflict of interest also occurs if the family member has a conflict by virtue of being an officer, director, employee, member, partner, trustee, or controlling stockholder of any organization with an interest in the matter before the Board.

### **7.0040 RULES OF ETHICAL CONDUCT FOR MEMBERS OF BOARD OF DIRECTORS**

Each Board of Director shall adhere to the laws, rules, regulations, and policies of applicable governmental and institutional authorities and the following standards of conduct. Failure to do so may be grounds for removal of the Director.

- .01 No member of the Board of Directors may have a direct or indirect interest, financial, or otherwise, of any nature as described in Section 7.0030 of these bylaws that is in conflict with the proper discharge of the Director's duties. Any Director shall timely furnish a written disclosure of any such conflict to the Chair of the Board or the President of the College, including such additional disclosures as maybe required by state and federal law or under Section 7.0030 of these bylaws.
- .02 No individual shall be appointed by the Board of Directors or the President to any position at the College in which he or she is directly supervised by his or her spouse mother, father, son, daughter, brother, or sister, except by special approval of the Board of Directors.
- .03 No Director shall accept or solicit any gift, favor, or service that might reasonably tend to influence the Director in the discharge of the Director's official duties or that the Director

## SECTION 3 BOARD OF DIRECTORS BY LAWS

knows or should know is being offered with the intent to influence the Director's official conduct.

- .04 No Director shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.
- .05 No Director shall accept employment or engage in any business or professional activity which the Director might reasonably expect would require or induce the Director to disclose confidential information acquired by reason of his or her official position.
- .06 No Director shall disclose confidential information gained by reason of his or her official position or otherwise use such information for personal gain or benefit.
- .07 No Director shall transact any business in his or her official capacity with any business entity of which the Director is an officer, agent, or member, or in which the employee owns a substantial interest.
- .08 No Director shall make personal investments which could reasonably be expected to create a substantial conflict between the Director's private interests and the public interest.
- .09 No Director shall accept other employment or compensation which could reasonably be expected to impair the Director's independence of judgment in the performance of the Director's duties as a Board member.
- .10 Sexual Harassment and Misconduct: The educational and working environment of the College should be free from inappropriate conduct of a sexual nature by any Board member.

### **3.8.0000 AMENDMENTS TO BYLAWS OF BOARD OF DIRECTORS**

#### **8.0010 APPROVAL OF BYLAWS BY TRIBAL COUNCIL**

These bylaws, including the process of amendment to these bylaws as contained herein, will not go into effect until approved by:

- 1. The Board of Directors and the Board of Trustees of the College;
- 2. The Higher Learning Commission of the North Central Association of Colleges and Schools, if necessary; and
- 3. The Tribal Council of the Turtle Mountain Band of Chippewa Indians.

#### **8.0020 APPROVAL OF AMENDMENT BY BOARD OF TRUSTEES AND BOARD OF DIRECTORS**

The bylaws of the Board of Directors are subject to amendment by a majority vote of the members of the Board at a duly called and noticed meeting of the Board, and upon 30 days' advance notice to each member of the Board of Directors of the proposed amendment, and provided further that such amendment, once approved by the Board of Directors, is approved by a majority vote of the members of the Board of Trustees of the College. The Board of Trustees shall have 30 days following receipt of the proposed amendment, as approved by the Board of Directors, in which to approve or reject the proposed amendment to the bylaws of the

## SECTION 3 BOARD OF DIRECTORS BY LAWS

Board of Directors. Failure of the Board of Trustees to act within the 30 day period specified shall mean that the bylaws are deemed approved by the Board of Trustees.

### **8.0030 NO AMENDMENT TO VIOLATE CHARTER OF COLLEGE**

No proposed amendment to the bylaws may be presented or approved by the Board of Directors which violates the Charter of the College as approved by the Tribal Council.

### **8.0040 APPROVAL BY HIGHER LEARNING COMMISSION, IF NECESSARY**

If submission of a proposed amendment to the bylaws to the Higher Learning Commission of the North Central Association of Colleges and Schools is deemed appropriate by the President of the College, the Board of Directors, or the Board of Trustees, the amendment will not go into effect until the Higher Learning Commission has either indicated that it approves the amendment or that approval of the amendment by the Commission is not necessary for the amendment to go into effect.

### **8.0050 ANNUAL REVIEW OF BYLAWS BY BOARD OF DIRECTORS**

The Board of Directors shall review at least annually the bylaws of both the Board of Trustees and the Board of Directors.



4.0.000

## FISCAL MANAGEMENT

### Section 4

Revised: 2/22/16

# SECTION 4: FISCAL MANAGEMENT

4.1.0000 INTRODUCTION

4.2.0000 FISCAL MANAGEMENT

4.3.0000 BUDGET ADMINISTRATION

4.4.0000 PROGRAM PERFORMANCE

4.5.0000 ACCOUNTING REQUIREMENTS

4.6.0000 INSTITUTIONAL WORK PROGRAM

4.7.0000 METHOD OF PROCURMENT

4.8.0000 PURCHASING / PURCHASING AUTHORITY

4.9.0000 TRAVEL

4.10.0000 CONFLICT OF INTEREST

4.11.0000 PROPERTY MANAGEMENT

4.12.0000 PERSONNEL POLICIES

4.13.0000 BOARD/COMMITTEE MEETING

4.14.0000 FINANCIAL REPORTS AND STATEMENTS

4.15.0000 INVESTMENT POLICY STATEMENT

4.16.0000 POLICY FOR VEHICLE USE

4.17.0000 PHYSICAL PLANT

## **4.0.0000 FISCAL MANAGEMENT**

### **4.1.0000 INTRODUCTION**

This manual contains the fiscal policies of the Turtle Mountain Community College Board of Directors, (hereafter referred to as the “Board”). Policy development is a continuous process and, therefore, is never complete. New situations and issues give rise to the continuing need to develop new policies or revise existing ones. This is why the Board employs the loose leaf format for this manual.

The Turtle Mountain Community College, (hereafter referred to as the “College”), operates according to policies established by the Board of Directors. The Board, which represents the best interest of the community, develops policies in accordance with federal regulations and the college administration implements them through specific regulations and procedures. The Board periodically appraises the effects of its policies and makes revisions as necessary.

In the interest of harmony, efficiency, uniformity of interpretation, coordination of effect, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies. One copy shall remain on file in the administrative offices at all times.

Copies of this manual will be made available to the Board of Trustees and the Board of Directors. The manual can be viewed on-line at [www.tm.edu](http://www.tm.edu). Each employee or department is responsible for downloading the most up-to-date version of the policy manual.

### **4.2.0000 FISCAL MANAGEMENT**

#### **2.0010 GOALS**

As trustee of Institutional, Tribal, State, and Federal funds designated as educational support, the fiscal office has the responsibility to protect all funds and to use them prudently. The fiscal office also recognizes that the quality and quantity of learning programs are related to both the amount of funding provided and the effective and efficient management of those funds.

Therefore, the fiscal office seeks to achieve the following fiscal management goals:

- .01 To provide a level of funding which supports quality education for the students.
- .02 To use the best available techniques for budget development and management.
- .03 To provide timely and appropriate information to all staff members who have fiscal management responsibilities.
- .04 To establish efficient procedures for accounting purchasing, paying vendors and personnel, and all other areas of fiscal management.
- .05 To assure that funds are expended for the purpose for which they were budgeted.
- .06 To provide a complete and accurate accounting to all funding agencies as to the expenditure of awarded funds.

#### **4.3.0000 BUDGET ADMINISTRATION**

##### **3.0010 BUDGET COMMITTEE**

.01 The Budget Committee shall be comprised of the President, the Comptroller, and others appointed by the President. The Committee is responsible for timely preparation of the operational budget for presentation to the Board for approval.

.02. The President or designee is responsible for proper submission and negotiation of the program budgets with the designated funding agencies.

##### **3.0020 BUDGET CHANGES AND AUTHORIZATIONS**

Budget changes will be held to a minimum during the fiscal year to assure effective control over the expenses of the College. The President is authorized to sign budget and budget change documents for grants. Operational budget changes between line items is approved by the Comptroller, budget changes between department budgets is approved by department budget officers involved first, then by Comptroller and President. The Board approves any increase in the total operational budget during the fiscal period after the formal adoption.

##### **3.0030 FUNDING SOURCES**

Budgets will be prepared upon the availability of funds from, but not limited to, the following sources:

- Bureau of Indian Affairs
- Department of Education
- Department of Health and Human Services
- National Science Foundation
- Turtle Mountain Band of Chippewa Indians
- Tuition Fees
- Other

##### **3.0040 BUDGET REPORTS**

Operating statements showing comparisons of budget with actual expenditures shall be prepared by the Comptroller each month and submitted to the President and the Sponsored Programs Officer-for review within the first ten days of the subsequent month. The Comptroller shall submit quarterly reports to the Board at the quarterly all day meetings.

#### **4.4.0000 PROGRAM PERFORMANCE**

The Sponsored Programs Officer shall monitor the performance of all programs administered by the College in conjunction with the project director and the fiscal office. Periodic reviews of each program will be performed to assure that time schedules are being met and performance goals are being achieved.

The President shall be responsible for the publication of an annual report reflecting the performance of all College activities taken as a whole.

#### **4.5.0000 ACCOUNTING REQUIREMENTS**

##### **5.0010 FISCAL YEAR**

The College's fiscal year shall be July 1 to June 30.

##### **5.0020 DOCUMENTATION**

Adequate documentation in accordance with the Code of Federal Regulations is to be maintained to support all financial transactions recorded in the accounting records. Expenses disallowed under federal contracts are to be identified and paid from non-federal funds. Supporting documents shall be retained in an orderly fashion. Journals, ledgers, subsidiary records, and un-issued checks are to be properly safeguarded by the accounting office and locked up after business hours.

##### **5.0030 MATCHING FUNDS**

When funds are needed for matching requirements, the source of these funds shall be identified in order to leave an audit trail prior to the submission of the grant application. This identification shall include:

- 1.) The pertinent portion of regulations that allow the funds to be used for such purposes.
- 2.) A clear explanation of the transaction shall be given; for instance, if the matching funds have not arrived on a timely basis, this shall be recorded.
- 3.) All matching funds must be in place prior to starting the project. Some grantors require that the grantee's funds be used first.

A project code shall be assigned or maintained in a separate account for ease of tracking for all matching funds used for a specific project.

##### **5.0040 ACCOUNTING RECORDS**

Accounting records for grant awards shall be maintained based on the beginning and ending dates of the award. All accounting records are to be maintained in accordance with generally accepted accounting principles and in compliance with federal agencies. The budget and accounting systems are compatible and should be maintained accordingly. A double entry bookkeeping system is to be used. The books are to be kept current and shall provide for the consistent identification of all costs. A chart of accounts providing identification of all budget line items shall be established.

##### **5.0050 JOURNAL ENTRIES**

The college shall maintain an accurate system for making journal entries. The system shall have the following features:

- .01 A distinct number shall be generated for each journal entry
- .02 The journal entry shall be made on the prescribed form and shall be approved and posted by the Comptroller. Entries made by the Comptroller will be approved by the Accountant Specialist 3.
- .03 Documentation supporting journal entries shall be attached to the journal entry form.

### **5.0060 ANNUAL AUDIT**

An annual audit will be performed by a certified public accountant. The audit report shall serve as a final report to the funding agencies and as a management tool for the Board and its committees.

### **5.0070 BILLING POLICY and PROCEDURE**

.01 Billing Notifications: TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls in at the time of the student registration. The first billing will be sent out after the last day to add but before the first financial aid disbursement.

.02 A second billing notification will be sent after the after the first disbursement. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student's permanent address that is listed in the Registrar's office.

.03 All students will be billed. No exceptions will be made. If an employer or outside organization is paying the student's tuition and fees, it will be the student responsibility to submit the billing statement to them.

.04 Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will not be permitted registration access in a subsequent semester until the account is cleared.

.05 A payment plan may be allowed for those students who are unable to pay their tuition and fees. The students will need to pay 50% of their tuition and fees expenses during the fourth week of class with the remaining balance (50%) paid by the end of the semester. Bills must be paid in full by the completion of the semester.

.06 Students will be responsible to cover all other costs not covered by financial aid.

**\*Please Note: Students cannot receive transcripts or diplomas until their account is clear.**

### **5.0080 TUITION AND PARTIAL FEE WAIVER**

.01 It is the policy of the College to grant an institutional tuition and partial fees waivers to members of the Board of Directors and Board of Trustees and to full-time regular employees and to their legal spouse and legal children. Legal children defined as biological, legally adopted, legal guardianship, and step-children.

.02 Waivers are granted after satisfactory completion of employee probationary period. If a Board member is appointed during the semester, the waiver is granted starting the first full semester of enrollment after appointment.

.03 Waivers begin at the start of each semester.

.04 The student granted a waiver must maintain satisfactory academic progress as defined by the College catalog.

.05 Institutional tuition waivers are considered a resource applied to the student's financial aid budget.

.06 Only Student Activities Fee and Technology Fee will be waived. No other fees will be waived for any type of waiver.

.07 Any other type of balance that is not waived will remain on the individual's account.

Examples include but are not limited to lost library books, lost or damaged textbooks, or lost calculator.

#### **5.0090 UNRECOVERABLE TUITION/FEEES AND BAD DEBTS**

The Comptroller shall submit a list of potential un-collectable tuition/fees and/or bad debt write-offs to the Board for approval before the un-collectable tuition/fees and/or bad debt write off transaction is actually made. This system shall provide a consistent identification of accounts receivable.

.01 Individual account balances will remain on record unless certain conditions are met. Under certain conditions tuition and fees except for the registration fee and the text book usage fee portion of individual balances may be written off. Any other type of balance will remain on the individuals account.

Conditions for write off:

- Individual has no assets and there is not expectation they will have any in the future
- The individual cannot be located
- The debt is discharged in bankruptcy
- The debtor has died and there is no known estate or guarantor
- It is determined that it is not cost effective to continue collection efforts.

.02 TMCC has the authority to withhold payment of any source of funding from individuals who have an outstanding balance on their accounts with TMCC or any of its affiliates. Types of funding sources could include but not limited to payroll, stipends, or scholarships.

.03 Write off of other bad debts will be by Board action

#### **5.0100 LOST OR STOLEN EQUIPMENT**

Lost or stolen capitalized equipment shall be entered as a write off in the plant fund.

#### **5.0110 RECORD RETENTION**

Financial records, supporting documents, and all other records pertinent to federal awards shall be retained for a period of three years after the award end, with the following qualifications:

.01 If any litigation, claim, or federal audit is started before the expiration of the 3-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

.02 Records for nonexpendable property acquired with Federal funds shall be retained for three years after its final disposition.

.03 Current accounting records are to be maintained in the business and fiscal offices. Records acquired in the prior two years to the current period are to be retained in the college vault or other authorized storage area.

#### **5.0120 CASH DEPOSITORIES**

In accordance with the Office of Management and Budget requirements all monies advanced to the College which is subject to the control or regulation of federal agencies must be deposited in a bank with Federal Deposit Insurance Corporation (FDIC) coverage and the balance exceeding

the FDIC coverage must be collaterally secured. Separate bank accounts will be maintained when required by the granting agencies.

#### **5.0130 LETTERS-OF-CREDIT**

.01 When a letter-of-credit is received it is notification that funds are available to be drawn.

.02 The College will submit properly completed payment vouchers to the appropriate Federal agencies.

#### **5.0140 DIRECT DEPOSITS**

.01 Payroll – Direct deposits to employees checking or savings accounts is required. The employee needs to submit the completed direct deposit form along with a voided check.

.02 Draw Downs – The business office will complete and submit the appropriate direct deposit form received from the grantor to the appropriate address indicated on the form.

#### **5.0150 SAFEGUARDING OF FUNDS**

Safeguarding funds is the responsibility of the Comptroller or designated Fiscal Office Personnel. All funds received by the College shall be properly recorded and deposited in the appropriate bank account at least semi-weekly or when deemed appropriate. Checks and cash which remain un-deposited should be properly safeguarded and locked in a secure location after business hours.

#### **5.0160 BANK ACCOUNTS**

Proper segregation of duties shall be maintained. The bank reconciliation shall be assigned to an Accountant who is not involved in the daily transactions.

.01 The transfer of funds, except for the general fund, between federal programs is specifically prohibited. Sums appropriated for the various line items per federal grants and contracts shall be applied solely to the objects for which they are specifically made.

.02 All cash receipts (cash, checks, money orders, etc.) will be receipted by a computerized accounting software program that generates a numbered receipt except cash received through direct deposit. When cash deposits are made the deposit total will equal the total receipts generated by the accounting software program for the period covered by the deposit.

.03 Credit/debit card receipts will be receipted by a computerized accounting software that generates a numbered receipt.

.04 Direct deposits are recorded by using a general journal entry supported by the drawdown request or supporting documents and the bank statement.

.05 All expenditures will be supported by a Purchase Requisition and the appropriate supporting documentation.

.06 All income including investment and interest income shall be reported to the board quarterly or upon request of the Board.



#### **5.0170 CHECKS AND CHECK SIGNERS**

Disbursements are made by direct deposit or sequentially numbered checks.

.01 All checks shall require two signatures. Authorized check signers include members of the Board of Trustees, and Board of Directors, the President and other administrators appointed by the Board of Directors. Signing checks in advance of approval and the practice of drawing checks to cash are prohibited.

.02 Check signers and business office personnel shall be bonded for at least \$25,000.

.03 A list of checks outstanding ninety days or longer shall be prepared monthly by the Accountant. The list shall be reviewed by the Comptroller for determination of actions to be taken.

.04 "Void after 120 days" shall be printed on the checks.

#### **5.0180 CHECK VOIDING**

When checks are voided before being distributed, the signature line shall be cut out and the word 'void' placed on the front of the check. The voided check shall then be placed on file in a voided check file.

#### **5.0190 PETTY CASH**

The cash on hand plus the petty cash expense receipts shall always equal total petty cash for each location. . At the end of the current month, a petty cash expenditure report shall be prepared and the petty cash account shall be replenished based on actual receipts. The Comptroller or his designee is responsible for oversight of petty cash accounts. See Appendix 4-2 for list of petty cash accounts and amounts.

#### **5.0200 BANK RECONCILIATION**

Bank statements shall be reconciled against the general ledger cash monthly.

#### **5.0210 FINANCIAL AID DISBURSEMENTS**

.01 Once Financial Aid office transfers awards to the business office module, the accountant post awards to the Student Accounts Receivable, a check is written for the balance after financial aid is applied toward their account.

.02 When the checks are written the Director of Financial Aid or Financial Aid Officer will verify the amounts and initial each check.

#### **5.0220 SPONSORSHIPS**

Turtle Mountain Community College does not give donations to individuals. However sponsorships to organizations may be considered by the Board.

#### **5.0230 TELEPHONE USAGE**

Periodically, the calls made will be reviewed. The switchboard operator shall log the date, phone number, recipient, the purpose of the call, and name of the staff member placing the call. If staff abuse the long distance calls, they will be required to reimburse the College for all costs incurred.

#### **4.6.0000 INSTITUTIONAL WORK PROGRAM**

##### **6.0010 PURPOSE:**

The purpose of TMCC institutional work program is to allow students employment for TMCC as a means to pay off a portion or all of unpaid tuition and fees.

##### **6.0020 INTRODUCTION**

These positions are limited in number. Some positions do not require experience, and some positions will require some experience with computer troubleshooting, Photoshop and/or other layout and design programs, or maintenance equipment. Be sure to list all of your skills and/or certifications with your cover letter and resume or application. Students are not guaranteed work in their preferred department. The hourly rate for TMCC Institutional Work Program is the same hourly rate as the federal work study program. Students can use this experience on their future resumes.

##### **6.0030 ELIGIBILITY:**

1. Complete an application
2. Students must have an outstanding balance owed to TMCC and have an unmet need or not eligible for financial aid.
3. Must be in good financial aid and academic standing.

##### **6.0040 DEPARTMENTS:**

The following departments may have work available:

Athletics  
Print shop  
Bookstore  
Café

Anishinabe  
Maintenance/ Custodial  
Technology  
Library

Student Services  
Business Office

**6.0050 REQUIREMENTS:**

1. Follow instructions of the supervisor
2. Follow TMCC Policies and Procedures
3. Be on time for scheduled work hours
4. Comply with any dress or safety requirements
5. Complete employment evaluation

**6.0060 TERMINATION:**

Students will be terminated from the program for the following reasons:

1. Continuous tardiness without valid reason
2. Failure to show up for scheduled work without contacting the direct supervisor three times
3. Insubordination
4. Failure to comply with work requirements

**4.7.0000 METHODS OF PROCURMENT**

**7.0010 SMALL PURCHASE METHOD**

.01 These are purchases of services, supplies, or other property that do not exceed the cost of the simplified acquisition threshold. (48 CFR 13 - simplified acquisition threshold applies to purchases over \$3,000 and under \$150,000)

.02 The requestor should acquire a price or rate quote from an adequate number of sources

**7.0020 SEALED BID**

All contracts shall require a minimum of three bids whenever possible. Selection will be made taking into consideration the quality of materials or services desired and their contribution to program goals and shall conform to Tribal Ordinances. However, the Board shall reserve the right to reject any and or all bids and to accept that bid which appears to be in the best interest of the College.

01 Sealed bid method is considered feasible for construction if all of the following are met:

- a. A complete and realistic job description can be produced,
- b. Two or more responsible bidders are available and will provide a bid; and
- c. The procurement lends itself to a fixed price contract.

.02 When bid procedures are used for construction, advertisements will be made according to grant requirements and specifications and bid forms will be mailed to the approved bidders.

.03 Bid other than construction

In addition, suppliers and contractors shall be invited to have their name placed on mailing lists to receive invitations to bid. When specifications are prepared, they shall be mailed to all suppliers and contractors who have indicated an interest to bid.

.04 The bidder to whom an award is made may be required to enter into a written contract with the College.

### **7.0030 COMPETITIVE PROPOSALS**

This method will be used when a sealed bid method is not feasible. The requestor obtains prices from more than one provider.

.01 If this method is used then the following applies:

- a. Request for proposal must be publicized, identify all factors requested, and be provided to an adequate number of vendors; and
- b. The award will be given to the proposal that is the most advantageous to the

### **7.0040 NONCOMPETITIVE PROPOSALS**

Solicitation for proposals is from only one source or competition is considered inadequate.

.01 This method is only allowed if the other three methods are infeasible and one of the following apply:

- a. Item is available from only one source, or
- b. Item is public emergency and time does not allow for solicitation process,
- c. The Board of Directors and the Federal awarding agency authorize noncompetitive proposals, or
- d. After solicitation, competition is determined inadequate.

### **7.0050 TEN PERCENT WITHHOLDING**

The final ten percent of payments on construction agreements or contracts shall be held until the entire transaction is complete and satisfactory.

### **7.0060 CONSULTANT SERVICES**

.01 A consultant is an independent contractor (a non-TMCC employee), an established business concern, and/or individual who receives a payment for services as defined below.

.02 Consulting services are defined as the rendering of time, effort, or work rather than the furnishing of a specific physical product, other than reports incidental to the required performance. It includes, but is not limited to, the professional, personal, and/or contractual services provided by architects, attorneys, consultants, and where the service is associated with the provision of expertise or labor, or both.

.03 In order to be classified as an independent contractor and not as a TMCC employee, the relationship between the individual and the College must be such that the College does not have a right to direct and control the means and details of the work performed by the individual.

### **7.0070 SUSPENSION AND DEBARMENT**

The following web site shall be checked for suspended or debarred companies [www.arnet.gov/epl](http://www.arnet.gov/epl). The page shall be printed to be used as documentation that the company awarded the contract, bid, or proposal is not suspended or debarred.

#### 4.8.0000 PURCHASING / PURCHASING AUTHORITY

##### 8.0010 CONTROL OF OBLIGATIONS

The President, assisted by the Comptroller and Program Directors/ Coordinators, is responsible to the Board for the acquisition of goods and services for College programs, in accordance with approved budgets.

.01 All purchases made by the College are to be made through the use of purchase requisitions and purchase orders with the exception of small miscellaneous expenses (petty cash purchases), and payroll disbursements. . If a proposed purchase is not authorized in the budget, it must be justified by a memo attached to the purchase order requisition. Replenish of petty cash requires a purchase requisition and receipts. Requisitions are to include a complete description of goods or services to be obtained and the name and address of vendor to be solicited. The requisitions are to be signed according to TMCC purchase request procedure and by the President. Approved purchase requisitions initiate the preparation of purchase orders by the Accountant.

A project code will be assigned to all capital projects and capital equipment.

.02 Purchase Orders – Purchase orders shall be issued in compliance with the program budgets (contracts).

.03 Credit Cards

TMCC fuel cards are for college vehicles and equipment only. They are checked in/out through the business office. Retail store cards such as Walmart Credit Card are checked in/out through the business office. American Express Cards are issued to the individual in their name. Only certain administration members are issued American Express cards. All types of credit cards must have prior approval before being check out and/or used. The employee who has possession of any credit card either issued or checked out is responsible for the safeguarding of the card until it is returned to the business office.

##### 8.0020 ACQUISITION GUIDELINES

Purchases will be handled as follows except in cases of emergency when delay would cause irreparable damage or harm to employees, students, visitors, or assets.

| COST PER VENDOR    | PROCEDURE   |
|--------------------|---|
| \$ 0 - \$19,999.99 | Routine disbursement  |
| \$ 20,000 and over | <p>The Procurement Section of this policy manual will be followed for these purchases.</p> <p>When written bids required from two or more firms they are to be opened publicly at the time indicated by bid request. Tabulations, evaluations, and order placements will be made under the supervision of the Board.</p> <p>Under special circumstances bids may not be</p> |

|                   |   |
|-------------------|---|
|                   | requested and bargaining or negotiating over the terms or prices of a purchase may be implemented when necessary for the best interest of the College under the direction of the Board.   |
| Textbook Ordering | Textbooks should be ordered through the Bookstore using approved forms at least six weeks prior to the beginning of the next semester.<br><br>Any direct orders for texts that bypass the Bookstore should have prior administrative approval.<br><br>Textbooks will be ordered, whenever feasible, directly from publishers in accordance with the approved curriculum textbook. |
| Construction      | All construction/renovation will be approved by the Board.  |

**8.0030 APPROVAL LIMITATIONS**

.01 The President shall have the authority to approve purchase requisitions of \$19,999.99 or less.

.02 All purchase requisitions exceeding \$19,999.99 from a single vendor must have Board approval. Except for the following:

- a. All payroll transfers,
- b. Monthly utilities,
- c. Annual insurance premiums and maintenance agreements with Board informed at the next regular meeting and
- d. Payments to subcontractors, other than construction, as budgeted in the grants.

.03 The Board shall approve the entire project or cost prior to payment. When a project or a payment schedule is approved by the board subsequent payments do not need to be approved by the board unless it is a renewal or a change order.

.04 In the event that a purchase requisition was approved for less than \$20,000 but is invoiced for more than \$20,000, the purchase requisition and invoice shall be brought to the Board for additional approval prior to payment when the purchase fits under the guidelines for Board approval.

.05 When a requisition is approved with a payment schedule, each payment does not have to be approved by the Board.

.06 The President, after notifying the Chairman of the Board of Directors, has authority to authorize emergency purchases over 19,999 under the following conditions:

When the purchase needs to be made prior to a regular board meeting

- in order to meet deadlines, or
- avoid late fees, or
- avoid discontinued coverage of services, or
- obtain special reduced pricing.

#### **8.0040 PURCHASE/PAYMENT REQUISITIONS**

.01 Purchase/payment Requisition forms can be obtained from the Business Office or from the website. The completed purchase/payment requisition form is submitted to the department supervisor for approval who then submits the purchase requisition to the fiscal office for final approval two weeks prior to the date the item is desired.

.02 The Accountant reviews purchase requisitions for completeness and then stamps the date and time of receipt.

.03 Approvals by the department supervisor and President must be obtained before further processing of Purchase Requisition forms.

.04 The Comptroller reviews the purchase requisition, signs, and forwards them to the Accountant Specialist for processing.

.05 The Accountant Specialist determines if the item should be a purchase order or an immediate check. All purchase requisitions/purchase order should be attached to the check when the transaction is complete.

.06 The purchase requisitions for classroom textbooks is signed by the Bookstore personnel, the Academic Dean or CTE Director, and the Comptroller. The signature of the President is not required.

#### **8.0050 PURCHASE ORDER FORMS**

.01 The purchase orders should be printed in two (2) copies. The original is to be mailed or faxed to the vendor and one copy is retained in an alphabetical file to reconcile with the goods received.

.02 Voided purchase orders shall be properly defaced and retained to aid in accounting for all purchase orders.

#### **8.0060 UNAUTHORIZED PURCHASES**

Any purchase made without proper approval will subject the purchaser to an obligation to reimburse the College or pay for the purchase. Since the purchaser is acting as an agent of the College, the items purchased are the property of TMCC.

#### **8.0070 EMERGENCY PURCHASES**

Under certain circumstances, emergency purchases may be allowed. In those situations, the employee must obtain prior approval for purchases from one of the following; the President, Vice President, or Comptroller followed up with an email from the approver, confirming what was approved for purchase. At the earliest opportunity, a purchase requisition must be completed with notation of the verbal approval and attach the follow-up written confirmation. All receipts must be attached for final approval.

### **8.0080 PURCHASE ORDER SIGNER**

The purchase order must be signed by the Accountant Specialist.

### **8.0090 VOCATIONAL REHABILITATION REQUISITIONS**

Purchase/Payment requisitions for the Vocational Rehabilitation Project need only be signed by the Vocational Rehabilitation Project Director and the Comptroller.

.01 Check disbursements for the Vocational Rehabilitation Project:

- (1) Fiscal office personnel places in envelope,
- (2) Checks will be distributed by the Vocational Rehabilitation Project Director/Staff, and
- (3) Each evening all undelivered checks will be lock in a secure location.

### **8.0100 PACKING SLIPS**

When goods arrive the Accountant Specialist is responsible for reviewing each order and for notifying the order department for pick-up. The packing slip is then traced to the original purchase order to ascertain the receipt of goods. All purchase orders shall be stamped or otherwise marked 'received' to designate the receipt of goods.

### **8.0110 ACCOUNTS PAYABLE SYSTEM**

An adequate accounts payable system shall be used. Invoices are to be compared with purchase orders, computations verified, partial payments noted, and account credited with credit memo's to originally charged program.

.01 When an invoice is submitted for more than \$100.00 of the approved purchase with the exception of shipping and handling charges then the accountant shall present the purchase requisition along with invoice to the Comptroller to bring to the President for additional approval.

.02 In the event that a purchase requisition was approved for less than \$20,000 but is invoiced for more than \$20,000, the purchase requisition and invoice shall be brought to the Board for additional approval prior to payment when the purchase fits under the guidelines for Board approval.

### **8.0120 PAYMENT OF ACCOUNT PAYABLES**

Invoices are to be compared with purchase orders, computations verified, partial payments noted, and accounts credited with credit memo's to originally charged program.

### **8.0130 GENERAL POLICIES**

Employees and Board members shall acquire goods and services by following the purchase procedures set forth in this manual. Employees and Board members are prohibited from obtaining goods and services on behalf of the College without prior approval.

At no time shall a student incur expenses on behalf of the College



#### **4.9.0000 TRAVEL**

This policy pertains to all employees, Board members, and students or anyone traveling at the college's expense.

#### **9.0010 TRAVEL ADVANCE LOANS**

Travel advance loans shall be set up as accounts receivable rather than an expense account when paid. After the individual files a travel expense statement, the travel advance loan shall be expensed along with any additional payments due the individual.

#### **9.0020 TRAVEL APPROVAL**

Each travel authorization must be approved for each employee, student, or anyone traveling at the College's expense through the regular purchase requisition process prior to any expenses incurred. All travel for Board members will be recommended by the President.

#### **9.0030 TRAVEL EXPENDITURES**

.01 Mileage payments requested and properly authorized on the proper form, will be made to employees, students, Board members, and anyone traveling at the College's expense. Mileage is at the rate specified in the Federal Register whenever a personal auto is used to conduct College business. New rate will be effective the first day of the month following the receipt of the Federal Register in the Business Office. Mileage will be based upon an approved mileage chart or an odometer reading from home or the College, whichever is appropriate.

.02 When more than one person is traveling on behalf of the College in the same personal automobile, mileage will be allowed only for the owner of the vehicle.

.03 When on College business, per diem may be claimed for meals by a staff member, Board member, or anyone else traveling at the expense of the College. Rates will be according to the Federal Register. New rate will be effective the day following the date of notification of the change of Federal Register.

.04 The authorized meal rate in the Federal Register will be allowed. Receipts are not required, but the traveler must disclose the date and time of departure and return.

##### Breakdown

Breakfast 20% of rate

Lunch 32% of rate

Dinner 48% of rate

See 8.0080 for meals allowed based on time of departure and time of arrival.

.05 When a meal is provided (other than continental breakfast) with the registration/conference, meal allowance will not be allowed for that meal.

#### **9.0040 LODGING**

Actual expenditures will be paid for overnight lodging. Practicality of the expense shall always be taken

into consideration. Lodging receipts must be submitted with travel expense statement for reimbursement. The College is only responsible for room and taxes.

#### **9.0050 OTHER COSTS**

Registration costs and memberships will be allowed if approved in advance by the President and immediate supervisor.

#### **9.0060 RESERVATIONS**

Whenever possible, lodging reservations should be made in advance and approved by the Fiscal Office. Airline reservations can be made by the employee or Fiscal Office upon request after obtaining the signed purchase order. The employee will be reimbursed at actual cost for plane fare if paid on their own with prior approval. If the traveler chooses to drive instead of flying, mileage allowed will be based on the lesser of the two. When comparing cost of flying versus driving, cost of the airfare, mileage to airport and airport parking should be considered. When driving, hotel and per diem will be allowed for one day before and one day after the conference/meeting

#### **9.0070 TRAVEL IN HIGH-COST AREAS**

When traveling to high-cost cities expense allowance may be increased to compensate for the higher travel costs. The increase shall not exceed the Federal guidelines for travel allowances made for each high-cost city. An allowance for ground transportation shall be made, not to exceed \$25.00 per day in Washington, DC and New York City areas and \$10.00 per day in all other areas. Receipts for anything over that amount shall be required for reimbursement. Reimbursement will be based on either the daily rate or receipts.

#### **9.0080 TRAVEL OF 24 HOURS OR LESS**

Per Diem shall not be allowed for travel commencing and terminating on the same calendar day.

#### **9.0090 TRAVEL OF 24 HOURS OR MORE**

In computing the per diem for continuous travel of more than 24 hours, the calendar day shall be the unit. For travel beginning before 8:00 a.m. a breakfast allowance may be claimed. For travel commencing before 10:00 a.m. or ending after 2:00 p.m. a lunch allowance may be made. For travel terminating after 6:00 p.m. a dinner allowance may be made.

#### **9.0100 LOCAL TRAVEL**

Employee should use the College vehicle when traveling locally for the performance of their official duties. If an employee chooses not to use the College vehicle, mileage reimbursement will not be allowed. Employees may be authorized to claim local travel prior to the trip by the President. When the employee receives authorization, he/she must complete the local mileage expense statement and submit it along with a purchase requisition form.

#### **9.0110 METHODS OF TRAVEL**

An employee, student, Board member, or anyone else traveling on behalf of the College may travel by airplane, bus, or automobile. The President shall determine the mode of travel based on the time element and destination.

.01 Airplane, the purchase of first class tickets is prohibited, air coach will be utilized.

.02 Bus will be utilized when economical.

.03 Automobile, when automobile is used, reimbursement will be limited to the lower cost of either 14 day advance coach fare or mileage.

.04 Train will be utilized when economical.

#### **9.0120 TRAVEL LOANS**

Employees authorized to travel at institutional expense may request a travel loan. When a deposit is required for reservations, the amount of that deposit may be paid by the College in advance.

.01 Travelers may receive an advance payment not to exceed 80% of estimated travel expense for travel of three days or less. If travel is for more than four (4) days, they may receive 90% of estimated travel expenses. Direct fixed expenses such as mileage, airline tickets, registrations, memberships, and materials needed for meetings may be excluded when calculating a travel advance. This advance shall be considered a loan from the College to the individual.

.02 All requests for travel loans must have prior approval of the President. Before travel arrangements and approvals have been made, the individual must complete a Purchase/Travel Requisition form and present it to the fiscal office five working days before the check is required, except in cases of emergency.

#### **9.0130 FILING OF CLAIM**

.01 Upon return from authorized travel, the traveler shall submit a Travel Expense Statement with the fiscal office within five business days. This report, itemizing actual and necessary expense must be typewritten or in ink.

.02 Receipts for lodging and transportation must be attached to the expense report.

.03 Failure to attach receipts will prohibit the traveler from collecting reimbursement.

.04 Any unused portion of an advanced allowance shall be remitted to the Fiscal Office within one week of return. If the employee fails to submit payment within one week, payment will be deducted from their next payroll check.

.05 Failures to complete travel expense statements within two weeks could prevent a traveler from receiving future travel loans and will cause the entire amount of the loan to be deducted from their next payroll check.

### **4.10.0000 CONFLICT OF INTEREST**

#### **10.0010 INTRODUCTION**

Turtle Mountain Community College maintains uniform policies and standards for identifying, and removing, actual Conflicts of Interest and has adopted policies and procedures for managing situations that could give rise to potential or perceived Conflicts of Interest. In determining whether an actual, potential, or perceived Conflict of Interest exists in a given situation, the Turtle Mountain Community College will consider the specific details of the situation and make a determination based on the totality of the circumstances. Turtle Mountain Community College believes that clear guidelines and principles for reporting and managing actual, potential, and perceived Conflicts of Interest will assist our faculty, staff, and students in maintaining the highest level of integrity in their endeavors.

## 10.0020 POLICY STATEMENT

.01 An actual Conflict of Interest arises in a situation where financial or other personal or professional considerations compromise an individual's objectivity, professional judgment, professional integrity, and/or ability to perform his or her professional responsibilities to Turtle Mountain Community College. In addition to situations that clearly give rise to an actual Conflict of Interest, individuals are cautioned also to consider gray areas that might create the perception of or the potential for a Conflict of Interest. Perceived or potential Conflicts of Interest can be said to exist in situations where an individual member of Turtle Mountain Community College (Member), a member of the individual's family (Family), or a close personal relative (Close Relative) has financial interests, personal relationships, or professional associations with an individual, individuals, or outside organization, such that his or her activities within Turtle Mountain Community College could appear to be influenced by that interest or relationship.

.02 All Members of the Turtle Mountain Community College community are committed to identifying and avoiding situations and activities that constitute a Conflict of Interest in the execution of their duties for Turtle Mountain Community College. Furthermore, activities, situations, and relationships that might create the perception of or potential for a Conflict of Interest must be identified and managed appropriately. In every instance, Turtle Mountain Community College reserves the right to make a determination in light of its best interest.

.03 On no less than an annual basis, all Members, whether they are engaged in activities that might create the perception of or potential for a Conflict of Interest or not, are required to submit a Conflict of Interest Disclosure Survey to the Vice-President or President.

.04 Conflict of Interest Categories:

.05 Situations and activities may be grouped into one of three categories under this Conflict of Interest Policy:

Category A: Not Significant and Generally Permissible Activities Situations where any Financial Interest held by a Member, Member's Family, or Member's Close Relative does not indicate a Significant Financial Interest and where the situation suggests no actual, potential, or perceived Conflict of Interest. These situations may continue without special safeguards or oversight.

Category B: Potential or Perceived Conflicts of Interest Activities which represent Potential or Perceived Conflicts of Interest would be permitted to go forward after disclosure with an approved Management Plan.

Category C: Actual Conflicts of Interest Activities which represent actual Conflicts of Interest, and which may be permitted to go forward after disclosure only with an appropriate Management Plan to eliminate the conflict, safeguard against prejudice toward College activities, and provide continuing oversight.

## 10.0030 SCOPE

This policy is applicable to:

- All TMCC Board members

- All TMCC faculty members
- All TMCC staff members
- All persons representing TMCC

#### **10.0040 DEFINITIONS**

Employee- Any person covered by this policy as provided for in Application of Policy Conflict of Interest-

.01 Many employees either have positions that allow them to influence College decisions, or they have been entrusted with the authority to make decisions for the College. Conflict of interest exist if an employee's position or authority may be used to influence or make decisions, or have the appearance of influence, that lead to any form of financial or personal gain for that employee or for his or her family. The bias can affect collection, analysis, and interpretation of data, hiring of staff, and procurement of materials.

.02 In academic research, the term conflict of interest refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, an investigator's professional judgment in conducting or reporting research.

The bias can effect collection, analysis, and interpretation of data, hiring of staff, and procurement of materials, sharing of results, choice of protocol, and the use of statistical methods. Conflict of interest can affect all scholarly fields.

It is acknowledged that, in their wider roles as academicians and professionals, the faculty may be subject to conflicts of interest that are not necessarily financial and that are not within the scope of a policy that is designed to address conflicts of interest in the employer-employee setting. Academic and professional activities not covered by this policy are best handled within the ethical guidelines of the College outlined in the code of conduct.

In academic administration, the term conflict of interest refers especially to situations in which financial or other personal considerations may compromise, or have the appearance of compromising, decisions made by administrators.

Significant and material conflict of interest is covered under this policy.

Family or Close Relative-For purpose of this policy, family or close relative is defined as the employee's spouse, children, siblings, parents, and grandparents.

Financial interest-Any relationship, including a consulting relationship, entered into by the employee or his or her family, other than employment by the College, which could result in financial gain for the employee or his or her family

Investigator-For purpose of this policy, investigator shall include the principal investigator and all co-principal investigators.

Significant Financial Interest-The term significant financial interest means anything of monetary value, including, but not limited to: salary or other payments for services; equity interests (e.g., patents, copyrights, other ownership interests); and non-College royalties from intellectual property rights (e.g., patents, copyrights, trade secrets, and trademarks). An amount \$5,000 is used as a guide, but a conflict of interest could and can occur for an amount less than \$5,000 as indicated below.

The term significant financial interest does not include:

1. Any salary other remuneration paid by the College to the Employee and the Employee's spouse and/or dependent children;
2. The ownership of any intellectual property rights and interests, but only so long as the Employee has not received any income related to the rights and interests or if the Employee as assigned any ownership interest in those rights to the College;
3. Any reimbursed or sponsored travel, but only if the travel is sponsored or reimbursed by a federal, state or local government, an institution of higher education, or other organization. In other words, if any other entity or organization covered your expenses for travel, you must disclose it.
4. Any income from seminars, lectures, or teaching engagements sponsored by a federal, state or local government agency, an institution of higher learning, or a research institute. In other words, if any other entity or organization paid you to deliver a seminar, lecture or teach, you must disclose it;
5. Any income from service on advisory panels for a federal, state or local government agency, an institution of higher learning, or organization. In other words, if any other type of entity or organization paid you to serve on an advisory panel, you must disclose it.
6. Salary, royalties, or other payments made to the Employee's spouse and/or dependent children, from entities that do not do business with the College;
7. Salary, royalties, or other payments from entities that do business with the College that, when aggregated for the Employee and the Employee's spouse and/or dependent children over the next twelve months, are not expected to exceed \$5,000.

To insure continued confidence of the members of the Turtle Mountain Band of Chippewa in the College and its personnel, individuals serving the College shall at all times act in a manner consistent with their public responsibilities to the College and shall exercise particular care that no real or perceived detriment to the College results from conflicts between personal interests and those of the College. Conflict of interest situations, or the appearance of conflicts of interest, have the potential to result in serious harm and direct losses to the College. The losses are often difficult to detect and include not only direct monetary losses and loss confidence in the College, but also negative publicity and erosion of employee morale.

It is the policy of the College that its officers, faculty, staff and others acting on its behalf have the obligation to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interest do not conflict with their obligation to the College or to its welfare.

This policy applies to all officers and employees of the College. This policy also applies to persons affiliated or associated with the College. All provisions except those relating to outside employment, apply to persons affiliated with the College.

This policy is to be interpreted and applied in a manner that will best serve the interest of the

College and that distinguishes between those minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. A conflict of interest may exist when an employee, a close relative, or a person or organization with which the employee is associated has an existing or potential financial or other interest which involves the employee's college responsibilities. If an employee believes that he or she may have a conflict of interest, the employee shall promptly and fully disclose the conflict to the Vice-President and President and shall refrain from participating in any way in the matter to which the conflict relates until the conflict in question has been resolved. In some cases, it may be determined that after full disclosure the College's interest are best served by participation of the employee despite the conflict or appearance of conflict.

This policy does not prohibit an employee from freely pursuing those teaching, research, and professional and public service activities which will not result in such a conflict, nor prohibit an employee from accepting pay, compensation, fees, honoraria, or reimbursement of expenses which may be offered in connection with such activities.

#### **10.0050 TYPES OF PROHIBITED CONFLICT**

##### **.01 Personal gain from college position**

- a. An employee may not use or attempt to use, in a manner contrary to the interest of the College, his or her position or college property or services, to gain or attempt to gain anything for the private benefit of the employee.
- b. An employee may not solicit or receive gifts or entertainment valued at \$25 or greater for personal use from suppliers of goods or services, or from persons associated with or seeking association with the College.
- c. An employee shall not use confidential information acquired in connection with College related activities for personal gain or for other unauthorized purposes.

##### **.02 Proposals and funded Grants**

- a. In academic research and program proposals, the investigator and others involved in the development, conduct and reporting to a funding agency must report any potential conflict prior to submission of a proposal and thereafter annually, or sooner should a conflict arise, for funded proposals.
- b. An employee may not receive equity interest (stocks, stock options, or ownership interest) or intellectual property rights (patents, copyrights and royalties from such rights) as a result of sponsored programs.

##### **.03 Contracting and Leasing**

- a. An employee may not enter into any contract or lease with the College, if the employee is in a position to approve or influence, in his or her official capacity, the College's decision to enter into the contract or lease, unless such contract is deemed in

the best interest of the College and has the approval of the Vice-President and President.

b. If the employee is not in a position to approve or influence the College's decision, the employee may enter into a contract or lease, provided the employee makes prior written disclosure of the nature and extent of any relationship to the Vice-President and President and obtains written approval. The Vice-President and President shall approve an employee's interest in a lease or contract unless the Vice-President and President determines that the employee's personal interest in the agreement will conflict substantially and materially with the employee's discharge of his or her college responsibilities.

c. An employee may not contract with the College to provide a service which is the same as or similar to the service that the employee provides as a college employee. Such services may be provided only as a college employee in the course of college employment.

#### .04 Outside Commitment

a. Employees are permitted to engage in outside consulting activities and other outside activities provided any other outside position would not impair the employee's ability to meet his or her obligation to the College.

b. An employee with faculty rank shall not take on a teaching assignment in another institution of higher learning during the academic year except after obtaining written approval of the Academic Dean.

c. An employee shall not engage in outside employment or activities which could be viewed as impairing the employee's judgment in the performance of college duties and responsibilities.

#### .05 Use of College Name and Resources

a. An employee shall not use the official title of the College or any of its parts, in whatever form that title may appear, except in connection with legitimate College purposes.

b. The College's name, facilities, equipment, stationary, supplies, personnel and other resources are to be used only for the furtherance of the College's mission. An employee shall not make unauthorized use of any College resources, including the services of College employees, for the personal benefit of the employee.

### **10.0060 Disclosure and Consultation**

When it appears that a material conflict of interest may arise between the personal interest of an employee and his or her responsibilities to the College, the employee shall notify the Vice-President



and President by submitting a written statement describing the nature of the possible conflict. If an apparent conflict comes to the attention of the Vice-President or President, the Vice-President or President may request a written statement from the employee.

When it appears that a conflict of interest may affect a sponsored program, the Vice-President will notify the funding agency of the potential conflict and the remedy sought to resolve the conflict. Should the College be unable to resolve the conflict, the Vice-President or President shall notify the funding agency.

If an employee is in doubt as to whether he or she is confronted with a conflict of interest, the employee should consult with the Vice-President and President to determine if the outside interest could conflict with the employee's obligation to the College.

Any employee, who becomes aware of a conflict of interest within the College, shall immediately notify the Vice-President or President.

The Vice-President and President shall promptly notify the employee or associate in writing that:

- a. There is no conflict and the employee may proceed; or
- b. There may be a conflict and further consultation is necessary prior to reaching a determination; or
- c. There is a conflict and the employee shall not proceed with his or her personal interest which results in the conflict.

The employee may appeal the decision to the Board of Directors.

#### **10.0070 SANCTIONS**

Failure to disclose a conflict of interest may be grounds for disciplinary action, up to and including termination. All employees and persons associated with the College shall adhere to the laws, rules, regulations, and policies of applicable governmental and College authorities and the standards set for in the College's code of conduct (Section 5.4.0080 CODE OF CONDUCT). Failure to do so may be grounds for disciplinary action, up to and including termination.

#### **10.0080 RECORDS**

The records of all Conflicts of Interest will be kept on file for a minimum of three (3) years

#### **4.11.0000 PROPERTY MANAGEMENT**

All equipment obtained by the College is subject to institutional control and maybe disposed of only in accordance with established procedures outlined in this policy. Equipment obtained by the College includes that which is purchased with College funds or grant funds, received as a gift, donation, or obtained by other means.

.01 Departmental Responsibilities: Departments obtaining equipment are responsible for its use, maintenance, safeguarding, and disposal. Departments must coordinate with the Business Office of any equipment status changes, such as transfers, disposals, loss, or theft.

.02 Business Office Responsibilities: The Accountant Specialist is responsible for tracking equipment obtained by the College and maintaining the records associated with the

equipment from the delivery date to disposal date. The Business Office accomplishes this by obtaining relevant data for each piece of equipment and inputting the information into the asset management system. The Accountant Specialist is responsible for coordinating and conducting the College's physical inventory.

#### **11.0010 CAPITALIZED EQUIPMENT**

.01 Definition: Equipment is capitalized and maintained on the asset management system if all of the following are met:

- The item cost is at least \$5,000:
- The item is tangible, personal property:
- The useful life of the item is at least two years: and
- The item is able to function by itself or stand alone.

.02 The cost of the capitalized equipment includes not only the purchase price but also ancillary charges such as freight, site preparation, and professional fees necessary to place the asset in its intended location and condition for use. The purchase price is defined as the actual cost to the College after all applicable discounts have been taken. Trade-in allowances should be added to the cash paid to determine capitalized value of the equipment.

.03 Additions, capital improvements, and betterments are capitalized, whereas expenditures for maintenance and repairs are charges to an expense.

.04 Only capitalized assets depreciation will be recorded into the accounting system.

.05 Property records shall be maintained accurately and shall include:

- (1) A description of the property.
- (2) Manufacturer's serial number, model number, federal stock number, or other identification number.
- (3) Source of the property federal or non federal.
- (4) Whether title vests in the College, State, or the Federal Government.
- (5) Acquisition date.
- (6) Percentage (at the end of the budget year) of Federal participation in the cost of the project or program for which the property was acquired.
- (7) Location, use, and condition of the property and the date the information was reported.
- (8) Unit acquisition cost.
- (9) Date of disposal and sales price or the method used to determine current fair market value where the College compensates the Federal agency for its share, if applicable.

.06 A physical inventory of all capitalized equipment shall be performed at least once every two years, preferably at the end of the spring semester. The results shall be reconciled with the accounting and property and supply records. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the cause of the difference. The College shall verify the existence, current utilization, and continued need for the property.

This policy is in compliance with EDGAR, 34 CFR parts 74.34 and 80.32.

.07 Under no circumstances can the College owned vehicles or equipment is to be used for personal purposes

#### **11.0020 DEPRECIATION OF EQUIPMENT**

.01 Depreciation of Property is computed on the straight-line method over the following estimated useful lives:

Building and Land Improvements 20 years

Machinery and equipment 3 -20 years

Vehicles 8-20 years

.02 Additions, capital improvements, and betterments are capitalized; whereas expenditures for maintenance and repairs are charged as an expense.

#### **11.0030 EQUIPMENT ACQUISITION**

The College obtains equipment through the following methods:

01 Purchase – Equipment obtained with College or grant funds is acquired by issuing a purchase order or using a credit card. The Accountant Specialist will provide the purchasing department or grant director a copy of the purchase order so the order can be placed by the individual making the request. If the item is purchased using a credit card, the requestor will place the order in the business office. If the item meets the capitalization definition, the item will be tagged and entered into the asset management system.

.02 Leased Equipment – The Business Office must be provided with a copy of the lease in order to determine that if the lease qualifies as a capital lease. If the lease meets the criteria of a capital lease, the item will be tagged and entered into the asset management system.

A capital lease must meet one or more of the following criteria:

- a. The lease transfers ownership of the property to the lessee.
- b. The lease contains a bargain purchase option.
- c. The lease term is equal to 75% or more of the estimated economic life of the leased property.
- d. The present value of the minimum lease payments is equal to 90% or more of the fair market value of the leased property.

.03 Gifts – Donations of equipment that meets the capital inventory requirement will be

recorded into the asset management system. The value assigned to the item is the fair market value at the time of the gift and is to be determined by the department receiving the donation.

.04 Fabricated Equipment – Departments purchasing components for the purpose of fabricating equipment that meets the criteria for capital equipment should use a project code assigned by the Business Office. All expenditures except salaries and benefits should be charged to this project code. When completed, the department must submit a memo to the Business Office indicating the description and location of the item. The item will be tagged and entered into the asset management system at a cost associated with the project code.

#### **11.0040 EQUIPMENT DISPOSALS**

All equipment disposals and sales must be coordinated with the Business Office. The asset description, asset tag number, date of disposal, method of disposal, and proceeds from disposal must be given to the Accountant Specialist. All this information and accumulated depreciation associated with the disposed asset will be recorded in the asset management system when the disposal is recorded.

#### **11.0050 EQUIPMENT LOCATION CHANGES**

When equipment is transferred between departments, the transferring department must notify the Accountant Specialist. An asset transfer form will be filled out with the description and tag number and person responsible for the equipment being transferred along with who will be responsible once the transfer is complete and turned into the business office. The information in the asset management system will be updated to reflect the new location of the equipment.

#### **11.0060 LOST OR STOLEN EQUIPMENT**

Employees/Departments must have appropriate safeguards in place to prevent loss, damage, and/or theft of equipment. The College security must be notified in the event that equipment is stolen with a description. If the loss is determined to be negligent on the part of the employee, determination will be made on the cost of replacing the item and the employee responsible will be charged. The employee/department will provide the Accountant Specialist with an incident report.

#### **11.0070 PHYSICAL INVENTORY**

The Accountant Specialist prepares a listing of all the equipment owned by each department at the end of each fiscal year. Each department must verify the items on the list and note any corrections before returning the list to the Accountant Specialist. All departments must assist the Accountant Specialist when conducting the physical inventory. The physical inventory of capital equipment will be performed every other fiscal year.

#### **11.0080 TERMINATION OF EMPLOYMENT INVENTORY**

Upon termination of employment a physical inventory will be taken of all items capital and non-capital assigned to the employee. If any item is damaged, non-functioning, parts missing, or unsuitable for use due to the negligence of the employee, a determination will be made on the cost of replacing the item and will be charged to the employee. Any item missing or not returned to the College, the employee will be charged for the replacement of the item. If necessary, the remaining payroll or annual leave owed to the employee will be used as payment against these charges.

### **11.0090 PROPERTY REMOVED FROM PREMISES**

If property is to be used off campus, the individual responsible must assume financial responsibility. A removal form must be completed and proper signatures acquired before property is removed from premises.

### **11.0100 NON-CAPITALIZED EQUIPMENT DEFINITION**

.01 Equipment, furniture, and other tangible property should not be capitalized if it does not meet the definition of capitalized equipment. If the item meets all of the following, it should be assigned to the user and maintained in an inventory tracking system:

- a. The item cost is less \$5,000 but at least \$500,
- b. The item is tangible, personal property,
- c. The useful life of the item is at least two years, and
- d. The item is able to function by itself.
- e. Technology item
- f. Tables, chairs, desks and other facility items as determined necessary.

.02 The cost of the non-capitalized item includes not only the purchase price but also additional charges such as freight, site preparation, and professional fees necessary to place the asset in its intended location and condition for use. The purchase price is defined as the actual cost to the College after all applicable discounts have been taken. Trade-in allowances should be added to the cash paid to determine the capitalized value of the equipment.

.03 Each department head or program director is responsible for the equipment, furniture, and other items of value assigned to the department. An inventory report will be provided annually of items the department or program is responsible for and whom the item is assigned. The department head/program director will review the list along with the individual assigned the items to ensure its accuracy. The report once verified and changes documented must be submitted to the Accountant Specialist.

### **11.0120 LAND, BUILDINGS, and BUILDING IMPROVEMENTS**

All real property, including land, land improvements, structures, and appurtenances thereto, excluding moveable machinery and equipment, shall be capitalized. Such expenditures shall be recorded in the accounting records.

### **11.0130 SUPPLIES AND MATERIALS**

All items not considered equipment shall be classified as supplies or materials. Supplies, materials, etc. may be purchased according to program contracts and budgets, or as considered necessary for the operation and administration of the College programs. The purchase requisition process must be followed.

### **11.0140 OFFICES AND KEYS**

Keys are made available for College personnel who need them. Use of College offices for private business activities is prohibited. Staff and faculty members are obliged to lock and secure their own

office belongings. The College is not responsible for personal items that are missing or stolen.

#### **11.0150 SALE OF PROPERTY AND EQUIPMENT**

For property and equipment with a fair market value of less than \$1,000 advertisements for bids shall include TMCC web site, KEYA Exchange, email to all users, and word of mouth.

For property and equipment with a fair market value of more than \$1,000 advertisements for bids shall include the local papers, TMCC web site, KEYA Exchange, email to all users, and word of mouth.

#### **4.12.0000 PERSONNEL POLICIES**

For detail on the HOLIDAYS AND PAYROLL SCHEDULE and other personnel policies (see the Personnel Policy Manual).

#### **12.0010 TIME AND ATTENDANCE**

##### **.01 Time and Effort Reporting**

As of July 1, 2011, full time and part-time staff will report their percentage of effort and a brief description of that effort for each funding source on the Supervisor Approved Leave Report or the Time Sheet Full-time Faculty members and Adjunct Faculty members will complete the time and effort reports'

Failure to submit Time and Effort Reports may result in disciplinary action.

##### **.02 Verification of Effort**

After the report has been signed by the employee or his/her supervisor, employee's effort reported on the forms must be verified by the Sponsored Programs Office. Supervisor Approved Time/Attendance and Effort Reports and Time Sheets will be maintained in the Business Office. Time and Effort forms will be maintained in the Sponsored Programs Office.

##### **.03 Verification of payroll**

Semiannually, payroll must be verified that the time charged to a specific grant equals the amount of time reported on the Supervisor Approved Leave Report or Time and Effort Report. The sponsored Programs Office must notify payroll of the percentage of time reported by faculty members and other staff that use the Time and Effort Report for verification purposes.

#### **4.13.0000 BOARD/COMMITTEE MEETING**

#### **13.0010 MEETING EXPENSE**

Members of the Board of Trustees and Board of Directors will be allowed a meeting expense of \$75.00 per meeting when attending a regular or special board meeting and \$100 per meeting when attending an all-day quarterly or special all day meetings. There must be a quorum in order for a payment to be made. The Secretary of the Board shall be paid a meeting expense payment of \$100.00 per month and \$50.00 per special meeting unless other payment arrangements are pre-approved. Regular Board meeting that last longer than 3 hours will be considered an all-day meeting.

.01 The above allowances will be paid when Board Secretary submits the purchase requisitions.

.02 Any deviation from this policy will require board action at the next regular meeting.

### **13.0020 OTHER BOARD EXPENSES**

Any expenditure in excess of \$200.00 expended on behalf of the Board as a donation must be approved by a majority affirmative vote of the Board.

## **4.14.0000 FINANCIAL REPORTS AND STATEMENTS**

### **14.0010 BOARD OF DIRECTORS**

The Board shall receive financial statements showing the financial position of each quarter as of the last day of the preceding period. Such statements will reflect budgeted, actual, and variance amounts. Operating statements shall disclose expenditures for the current quarter as well as accumulative expenditures to end of the current quarter.

The financial statements shall be prepared by the Comptroller each quarter and submitted to the President for review within the first ten days of the subsequent period. The Comptroller shall then submit the reports to the Board at the quarterly meeting.

## **4.15.0000 INVESTMENT POLICY STATEMENT**

### **15.0010 Statement of Purpose**

The Investment Policy Statement (IPS) is a long-range strategy, with sufficient detail for implementation by designated agents, yet flexible enough as not to require continuous revisions and updates.

The IPS will establish clearly defined investing guidelines and expectations, with a reasoned basis for measurement of compliance.

The purpose is to raise, receive, hold, administer, invest, and manage funds from donors wishing to benefit TMCC. Funds donated to the College may be maintained in the form of endowments, quasi-endowments, charitable trusts, or other forms the College deem appropriate. The purpose of this document is to establish policy and guidelines, which will provide for the maintenance and enhancement of College assets. This document will be reviewed at least annually by the Investment Committee and updated or modified as needed to reflect changes in both the financial markets and needs of the College.

### **15.0020 Statement of Responsibility**

The College Board of Directors shall appoint a 3 to 5 member Investment Committee to represent the College. This committee shall have the responsibility for general oversight of the investment portfolio, to include selection of investment manager candidates, and make recommendations to the Board of Directors for final action. The President and the Vice President shall act in an advisory capacity and be ex-officio members of the Committee.

### **15.0030 Role of Investment Committee**

.01 The role of the Investment Committee is to provide direction for the investment of the financial assets of the College and is charged with following the responsibilities:

(a) To establish and maintain policies and guidelines for the receiving and investment of College assets.

(b) To determine the appropriate asset allocation among these assets.

(c) To provide a system for monitoring the returns on these assets, and to review the performance of these assets.

(d) To monitor the investment goals.

(e) To maintain open lines of communication with the Board of Directors, providing in-depth activity reports at each regularly scheduled meeting of this body.

.02 As such, the Investment Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

(a) Investment Consultants. The consultants may assist the Investment Committee in establishing investment policy, objectives, guidelines; selecting investment managers; measuring and evaluating investment performance; and other tasks deemed appropriate.

(b) Investment Managers. The investment managers have the discretion to purchase, sell, or hold the specific securities in accordance with the Board approved investment policies and guidelines that will be used to meet the College's investment objectives.

(c) Custodians. The custodians will physically maintain possession of the securities owned by the College, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodians may also perform regular accounting of all assets owned, purchased, or sold as well as movement of assets into and out of the College accounts.

(d) Additional specialists such as attorneys, auditors, and other may be employed by the College as recommended by the investment Committee to assist in meeting its responsibilities and obligations to administer College assets prudently.

#### **15.0040 Investment Philosophy**

.01 The assets exist to provide long-term support to Turtle Mountain Community College.

.02 Accordingly, the investment philosophy is based on a disciplined, consistent, and diversified approach utilizing various asset classes and management skills, with intent to accommodate styles and strategies considered reasonable and prudent.

.03 The College spending policy will necessitate distributing a significant portion of the investment return each year and may occasionally require distribution of capital assets. However, over the long term, the investment return is expected to be greater than the amount distributed and this excess return will be reinvested. The reinvested portion should be sufficient to cover expected future inflation and investment management and related fees so that the real value of the College's assets is preserved and maintained over time.

.04 Assets may be invested in pooled funds or in direct investments, or a combination of the two. Assets will typically be diversified among high quality stocks and bonds. Additional asset classes may be included when it is reasonable to expect the additional asset class will increase



return and/or reduce risk.

.05 Investment managers shall be selected from established and financially sound organizations, which have a proven and demonstrated track record managing similar funds. Selection of the investment managers shall depend upon factors established by the Board of Directors and will be consistent with the laws of the State of North Dakota. Such factors include, but are not limited to the manager's investment philosophy, experience and depth of personnel, investment process, past performance, and fee structure. Managers will also be reviewed and evaluated against the standards as established by the Association for Investment Management and Research (AIMR). The College recognizes its responsibility as a stockholder to encourage corporate citizenship, as well as corporate growth, in the companies whose shares are owned by the College. Corporate citizenship and social responsibility will be encouraged, based upon information available to the Investment Committee.

#### **15.0050 Investment Objectives**

The primary objective of the College's asset management program is to preserve its real (inflation adjusted) purchasing power while providing a relatively predictable, stable, and constant (in real terms) stream of earnings consistent with prudent risk limits and the College's spending needs. To meet this broad objective, the specific performance is to attain, within acceptable risk levels, an average annual total return that meets or exceeds the sum of the College's spending (distribution) rate plus inflation plus investment management and related fees. Our focus will be on total return without regard to whether that return is in the form of income or capital gains. In cases where the College is appointed Trustee of a charitable trust, the investment objective is to achieve a return that satisfies the distribution rate while retaining as much of the corpus as possible.

#### **15.0060 Spending Policy:**

The College will distribute no more than 5% of the 5 year rolling average of the market value of the Pooled Long-Term Fund and the Pooled Equity Fund. The College will distribute from the Pooled Fixed Income Fund net income. The College will distribute the contractual rate specified within the annuity or charitable trust agreements.

#### **15.0070 Investment Strategy**

Endowment assets will be invested in the College's Pooled Long-Term Fund, Pooled Equity Fund, and Pooled Fixed Income Fund. Charitable trusts may be funded with cash, securities, real estate, or other property and will be reinvested in the Equity Trust Investment Pool, Bond Trust Investment Pool, individual securities, or any combination of the three, as soon as practical. Each Fund will be broadly diversified through investment in multiple markets and use of multiple investment styles, thus enhancing real returns while reducing volatility. In addition, diversification will provide assurance that no single security or class of security will have a disproportionate impact on the fund's aggregate results.

The appropriate asset allocation for each charitable trust depends upon the expected life of the trust, the contractual distribution rate and the circumstances of the expected life of the trust, the contractual distribution rate, and the circumstances of the beneficiaries. The Board of Directors reviews each trust asset allocation annually.

#### **15.0080 Specific Investment Goals**

.01 Specific investment decisions will be the responsibility of the internal and external

investment managers selected by the Board of Directors and will from time-to time develop specific performance objectives and investment guidelines for each manager employed, and shall periodically review each manager.

.02 Over the 10-year investment horizon established in this statement, it is the goal of the aggregate College assets to meet or exceed:

The rate of inflation (as measured by the CPI) plus 3%.

.03 The investment goals above are the objectives of the aggregate College assets, and are not meant to be imposed on each investment account. The goal of each investment manager, over the investment horizon, shall be to:

(a) Exceed the market index, or blended market index, selected and agreed upon by the Investment Committee that most closely corresponds to the style of investment management.

(b) Display an overall level of risk in the portfolio that is consistent with the risk associated with the volatility limits specified below.

.04 Specific investment goals and constraints for each investment manager may differ from those of the entire College.

#### **15.0090 Total College Asset Allocation Guidelines**

Asset Class Minimum Maximum

Cash Equivalents 0% 10%

Fixed Income 30% 75%

Bonds below Investment grade – BBB 0% 10% of total

International Bonds 0% 10% of total

Total Equities 25% 70%

Large Cap 0% 45%

Mid Cap 0% 20%

Small Cap 0% 20%

International 0% 20%

Emerging Markets 0% 10% of total

Exchange Traded Funds (ETF) 0% 20% of total

Alternative Investments (including REITS) 0% 20% of total

#### **15.0100 Volatility of Returns**

The Investment Committee understands that in order to achieve its objectives for the College assets,

the assets will experience volatility of returns and fluctuations of market value. The College could tolerate a maximum loss of approximately 20% over the 1-year investment horizon and maximum loss of 0% over a 5-year period. Therefore, the Investment Committee supports an investment strategy that minimizes the probability of losses greater than stated above. However, it realizes that the College's return objective is its primary concern. There is, of course, no guarantee that the College will not sustain losses greater than those stated herein.

#### **15.0110 Performance Review Evaluation**

.01 The Investment Committee will establish specific performance objectives and provide for monitoring the investment performance of the manager's employed to manage the College assets. On a quarterly basis, the Committee will receive a report from each manager regarding investment performance relative to the performance objective, risk guidelines, the manager's stated investment philosophy, and the manager's peer group. For purposes of reviewing performance, it is intended that the following objectives be achieved over a 5-year moving period, net of investment management fees.

.02 Asset Allocation Guidelines: The long-term goal of this portfolio is to maintain a portfolio mix of 50% Equities and 50% Fixed Income +/- 10%. Once the strategic asset allocation has been obtained, the account will be periodically re-balanced to maintain the target percentages.

#### **15.0120 Pooled Equity Fund**

1. The total return is expected to exceed the target Index comprised of:

- Large Cap Equity – Russell 1000 Index
- Mid Cap Equity – SandP 400 Midcap 400 Index
- Small Cap Equity – Russell 2000 Index
- International Equity Developed – MSCI EAFE Index
- International Equity-Developing – MSCI Emerging Market Index
- Alternative Investments Index – HFRI Fund of Funds Index

2. The total return for each "active" equity investment manager is expected to exceed the relevant equity benchmark.

3. Each active equity investment manager is expected to rank in the top 40% of a universe of advisors utilizing a similar investment style (e.g. Large-Cap Value, Small-Cap Growth, International, etc.) over a rolling five-year period.

#### **15.0130 Pooled Fixed Income Fund**

1. The total return for the Pooled Fixed Income Fund and any fixed income investment manager is expected to exceed their relevant benchmark.

2. Each fixed income investment manager is expected to rank in the top 40% of the fixed income advisors over a rolling five-year period.

#### **15.0140 Termination of Investment Manager**

The Board of Directors reserves the right to terminate a manager for the following reasons:

1. Investment performance that is significantly less than expected given the parameters established in this Investment Policy Statement.
2. Failure to adhere to any aspect of this Investment Policy Statement.
3. Significant qualitative changes to the investment management organization.
4. At the convenience of the Board of Directors, with or without cause.

#### **4.16.0000 POLICY FOR VEHICLE USE**

The following procedures have been developed to insure efficient use and assignment of College vehicles. However, all vehicle users should realize that occasional problems may occur and should be flexible in attempting to work through such problems.

Cost to programs for use of vehicle will be the actual cost of gasoline plus a rate set by the Comptroller.

#### **16.0010 General Considerations**

- (1) Under no circumstance can the College owned vehicles or equipment can be used for personal purposes.
- (2) College employees who have a valid driver's license may be permitted to operate a College-owned vehicle.
- (3) No vehicle shall be operated for any reason other than official College business.
- (4) It will be the responsibility of the operator to ascertain that all equipment is working properly within reason before using the vehicle.
- (5) No vehicle will be operated by any driver who is not covered under the College's insurance policy.
- (6) All state and federal highway rules and regulations including speed limits must be obeyed.
- (7) No alcoholic beverages or any other illegal drug use will be allowed at any time.
- (8) Absolutely no smoking in the vehicles at any time.
- (9) All trips other than local must be approved by the President or appointed designee.
- (10) Normally, the distance to be traveled shall be limited to a 500 mile radius from the College. If, however, a trip longer than 500 miles is necessary and will save the college money over other means of transportation, may be allowed.
- (11) Normally use of the College vehicle will normally be limited to five (5) days in duration unless training is longer in duration, including the day of departure and day of return.

(12) Vehicles will be returned to the college immediately upon completion of the trip.

(13) Vehicles will be assigned on a first come basis. Otherwise, assignment will be based on the following factors:

- a. Number of people (more people, higher priority).
- b. Distance (more miles, higher priority).
- c. Number of days (fewer days, higher priority).

(14) No mileage will be paid to the individual when College vehicles are used.

.02 Facility personnel have priority for the use of facility vehicles at all times.

.03 In some cases, a longer trip (scheduled later) may “bump” a shorter one (scheduled first) as long as the person taking the shorter trip is given at least a 24-hour notice of the change.

(1) Primary consideration will be given to requests for long-distance trips (those outside the local forty-five mile radius).

(2) Instructional field trips in the local area will be treated as long distance trips.

(3) College-owned vehicles must be used for approved long distance travel. If a vehicle is available and you use your own car, mileage reimbursement by the College will be denied. Off campus teaching assignments are exempted from this provision.

(4) Credit cards are available for long distance travel but are to be used only to put gasoline/oil in college-owned vehicles.

(5) If no vehicle is available for local trips, personal mileage can be requested if the round trip exceeds forty-five miles.

(6) Non-college personnel may ride in College vehicles if expressly permitted by the driver.

(7) College vehicles will not be furnished with maps, operating manuals, or tools, other than wheel jack and lug wrench. Vehicle registration, insurance card, and insurance company reporting guide (in case of accident) are located in the glove compartment.

#### **16.0020 How to Request**

(1) Vehicles can be reserved between 8:00 a.m. and 4:30 p.m. through the Business Office

(2) After the reservation is made, a Purchase Requisition Form for travel must be submitted to the Business Office no later than 48 hours before departure time, except for emergency arrangements. Failure to comply can result in cancellation of the vehicle reservation.

- (3) Upon approval, "Authorization to Use College Vehicle" will be prepared and put in the requestor's mailbox unless he or she wishes to pick it up in person. Requester should keep their copy and turn it in with the keys upon completing the trip.
- (4) Specific vehicle will be assigned by the Business Office and staff members are expected to use the vehicle assigned. Any request for a change in vehicle assignment and the reason(s) should be made to the Inventory Officer.
- (5) When a college vehicle is unavailable a request for mileage reimbursement will be considered for a 45 miles radius or more.
- (6) Keys may be picked up at the Business Office from 8:00 a.m. to 4:30 p.m. Monday through Friday. For departure prior to 8:00 a.m., they may be picked up the previous afternoon.
- (7) Vehicles not picked up within one hour after the stated departure time will be assumed to be unneeded and may be re-assigned.
- (8) The sign-out sheet located in the vehicle should be completed before departure.
- (9) Local travel requests will be accepted only on the day of travel, except in cases of early departure. Pick up Local Trip Cards in the Business Office.
- (10) All facilities vehicles should be checked out through the Facilities Manager with at least one day notice.

#### **16.0030 On a Trip**

Any repairs, gas, tolls, parking, and similar expenses must be shown on a receipt from the vendor.

- (1) In case of breakdown, contact a local service station or garage. If in doubt as to procedure, call the Business Office/Comptroller at 701-477-7862 Ext. 2201. At night or on weekends, call your supervisor.
- (2) Roll up windows and lock vehicles when unoccupied.
- (3) Fines for moving and parking violations must be paid by the driver.

#### **16.0040 On Return**

- (1) Before vehicle is returned it must be filled with gas/diesel.
- (2) Remove all your luggage, equipment, and debris from the vehicle. It is imperative that you leave the vehicle as clean as you received it. Failure to comply with this policy could result in the individual being banned from future vehicle use without mileage reimbursement.
- (3) Roll up windows and lock all doors.

(4) Complete the sign-out sheet in the vehicle and turn in keys and the individual's copy of the authorization sheet properly filled out to the Business Office. Beginning and ending odometer readings must be shown. If the Business Office is closed, return the keys at 8:00 a.m. the next workday.

#### **4.17.0000 PHYSICAL PLANT**

The Turtle Mountain Community College physical plant continues to experience steady growth. The old physical plant is a conglomerate of buildings located in center of Belcourt when combined comprises some 66,000 square feet, and will be continued to be used for college purposes. These facilities will house all college functions with the exception of some off-campus community responsive classes.

The new campus has a 145,000 square foot building located on approximately a 123 acre site. The new facility includes state of the art technology, a fiscal area, general classrooms, science, mathematics and engineering classrooms and labs, library and archives, learning resource centers, faculty area, student services area, gymnasium, auditorium, recording studio, music rooms, art classrooms, dressing rooms, computer labs, terrace area, server room, basement storage and mechanical systems.

The Anishinabe Wellness Center is set on 102 wooded acres. The complex includes a cemetery, riding arena, beach front, playground area, natural trails, fitness course, medicine wheel, and a total of 15 buildings: five cabins, a wellness center, roundhouse, church, straw bale, tack shop and maintenance garage, boat house, Equine science building, A-frame building, the trading post, and a small barn.

Turtle Mountain Community College is a commuter campus therefore contains no residence halls.

.01 College facilities are available for educational purposes by the public under specific conditions. Extra-curricular scheduling at the new campus must be cleared by the Academic Dean or the Facilities Manager. The Comptroller will approve use of the Belcourt campus.

.02 Faculty members are agents of the College and should exercise responsibility in their extra-curricular use of the facilities. Persons using facilities for non-college functions assume their own liability. Organizations and groups, which use facilities, should be briefed on their responsibilities. Doors should be locked, lights shut off, and windows closed and locked.

.03 Students or other groups must not be admitted to locked buildings or rooms unless under supervision of the faculty member or by his/her written authorization.

#### **17.0010 HANDICAPPED PARKING**

Turtle Mountain Community College has designated 'Handicapped Parking' areas for those individuals who display the required permit. Any Individual who parks in designated 'Handicapped parking' areas and does not display a handicapped permit will:

.01 Be towed away at the owners expense; and

.02 Be ticketed/fined at a rate consistent with tribal law.

#### **17.0020 PARKING IN FIRE ZONES**

Parking in fire zones is strictly prohibited. Any individual who parks in designated fire zones will:

.01 Be towed away at the owners expense; and

.02 Be ticketed/fined at a rate consistent with tribal law.

# PERSONNEL POLICY AND PROCEDURE MANUAL

## SECTION 5

Revised: 2/22/16

### SECTION 5: PERSONNEL



|           |   |
|-----------|---|
| 5.0.0000  | PERSONNEL POLICY                                      |
| 5.1.0000  | HIRING PROCESS - OVERVIEW                             |
| 5.2.0000  | NEW EMPLOYEE PROCESSING PROCEUDRE                     |
| 5.3.0000  | FRINGE BENEFITS                                       |
| 5.4.0000  | EMPLOYEE ASSIGNMENT AND EXPECTATION                   |
| 5.5.0000  | STAFF SALARY AND WAGE SCALE                           |
| 5.6.0000  | PERFORMANCE EVALUATION                                |
| 5.7.0000  | FACULTY APPOINTMENTS                                  |
| 5.8.0000  | FACULTY SALARY AND WAGE SCALE                         |
| 5.9.0000  | ADJUNCT FACULTY WAGE SCALE                            |
| 5.10000   | PERSONNEL STAFF ANNUAL SALARY NOTIFICATION            |
| 5.110000  | WORK SCHEDULE   |
| 5.12.0000 | ABSENCE AND LEAVES                                    |
| 5.13.0000 | SICK LEAVE  |
| 5.14.0000 | ANNUAL LEAVE  |
| 5.15.0000 | SUPERVISOR APPROVED TIME/EFFORT AND ATTENDANCE REPORT |
| 5.16.0000 | OTHER LEAVE   |
| 5.17.0000 | FAMILY AND MEDICAL LEAVE ACT                          |
| 5.18.0000 | LEAVE WITHOUT PAY                                     |
| 5.19.0000 | DEVELOPMENTAL LEAVE                                   |
| 5.20.0000 | EDUCATIONAL RELEASE TIME                              |
| 5.21.0000 | TERMINATION/RESIGNATION PROCEDURE                     |
| 5.22.0000 | REDUCTION IN FORCE                                    |
| 5.23.0000 | DISCIPLINARY AND DISMISSAL POLICY                     |
| 5.24.0000 | GRIEVANCES  |
| 5.25.0000 | DRUG AND ALCOHOL TESTING POLICY                       |
| 5.26.0000 | EMPLOYEE ASSISTANCE PROGRAM                           |
| 5.27.0000 | DRUG-FREE CERTIFICATION REQUIREMENTS                  |
| 5.28.0000 | HARASSMENT POLICY                                     |
| 5.29.0000 | COPYRIGHT AND ROYALTY POLICY PROCEDURES               |
| 5.30.0000 | SMOKING/E-CIGARETTES/SMOKELESS TOBACCO POLICY         |
| 5.31.0000 | EMERGENCY MANAGEMENT PLAN                             |
| 5.32.0000 | ACTING CHIEF EXECUTIVE OFFICER                        |
| 5.33.0000 | AMENDMENTS AND EXCEPTIONS                             |
| 5.34.0000 | ADMINISTRATION  |

## **5.0.0000 PERSONNEL POLICY**

### **0.0010 INTRODUCTION**

Every employee of the Turtle Mountain Community College has a part in the educational research and service effort of the institution. It is an effort, which can best be carried out within

a harmonious employer-employee relationship. To this end, the College endeavors to provide working conditions and compensation based on fair and equitable standards.

An employee or a group of employees has the right to discuss with supervisors or other appropriate officers any condition of employment without discrimination.

**0.0020 EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

The College is an Equal Opportunity Employer, which abides by the policy of providing equal employment opportunities without discrimination to all applicants and employees regardless of race, religion, color, national origin, age, gender, disabilities, sexual orientation or marital status, except as allowed by the Indian Preference provision of the Indian Civil Rights Act of 1964, as amended. In adhering to this policy, the College abides by the Title IX requirements.

**0.0030 PERSONNEL FILE**

Turtle Mountain Community College shall maintain a system of confidential personnel records.

A separate personnel record folder shall be created at the time of employment and shall be kept for each employee.

At the time of termination, the employee's personnel folder shall be transferred to the inactive section and be retained as a source of confidential information regarding the employee's employment.

All personnel record folders shall be kept under lock and key. Access to, and release of, information contained in the personnel records shall be limited to authorized chain of command only and viewed on a "need to know" basis.

**0.0040 PERSONNEL RECORDS**

Each individual personnel file is regarded as confidential, and is treated as such. Personnel files are maintained by the Human Resources Manager and includes information such as the employee's job application, resume, records of training, and records of education, performance evaluations, commendations/recognition, disciplinary actions and salary information. All personnel files shall be maintained in the Human Resource office throughout the tenure of the employee. Payroll information is maintained in the Fiscal Office and retained as required by law.

In addition, any drug and/or alcohol information, medical information provided in support of Family and Medical Leave, disability accommodation, or other medical information submitted by TMCC, the employee or medical provider is segregated from other personnel information, in a separate employee file, pursuant to HIPAA and other legal requirements; and access to this information is severely restricted on a specific need-to-know basis.

**0.0050 UPDATED INFORMATION**

It is the responsibility of each employee to promptly notify TMCC of any changes in personal data. Personal mailing addresses, telephone numbers, educational accomplishments and other such status reports should be accurate and current at all times.

#### **0.0060 DISCLOSURE**

Employees must give permission to disclose information to third parties. Disclosure refers to information dissemination about an employee to people or outside agencies and can include such things as employment verifications or reference requests. Unless either the employee's consent is obtained or judicial process requires disclosure, the employer should disclose only directory information such as name, address and dates of employment.

#### **0.0070 DEFINITION OF EMPLOYEE**

A person hired to provide services to a company on a regular basis in exchange for compensation and does not provide services as part of a business/contractor/consultant. This includes all faculty and staff. All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

#### **0.0080 EXEMPT EMPLOYEE**

**Exempt employees** are generally faculty, managers, or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

#### **0.0090 NON-EXEMPT EMPLOYEE**

**Non-exempt Employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

#### **0.0100 TERMS OF APPOINTMENT**

The general terms and conditions of each appointment will be stated in writing, and a copy of the appointment document will be given to the appointee upon request to the Human Resource Manager. Each staff member will be given information on where to locate the policy manual on the website or provided a printed copy upon request.

#### **0.0110 EMPLOYEE CATEGORIES**

1. **ADMINISTRATORS:** Include the positions of President, Vice-President, Comptroller, Information Technology Director, Financial Aid Director, Dean of Academic Programs, Career & Technical Education Director, Facility Manager, Dean of Student Services, and Human Resource Manager.
2. **FULL-TIME FACULTY:** Faculty appointments are professional appointment accomplished through contracts between individual faculty members and College. Faculty contracts consist of 20 pay periods which constitute the academic year. The functions of a full-time faculty member are divided into the four categories: teaching, advising, scholarship, and service to the College and the community. Faculty full-time Teaching Credit Load is a minimum 12 credit hours-maximum credit load 15/16 hours. Faculty teaching a

minimum load may be subject to additional assignments. The duty and primary professional responsibility of all full-time faculty members is to the College, faculty must not engage in any other enterprises on a regular basis when such practices are in direct conflict with their services to the College.

3. **ADJUNCT FACULTY:** An adjunct faculty member is hired temporarily to teach a per-term basis. They are required only to meet their classes during prearranged times and attend meetings with their supervisor (Dean of Academic Programs, CTE Director or Teacher Education Director) as scheduled. The activities of part time adjunct faculty are coordinated and evaluated by their supervisor (Dean of Academic Programs, CTE Director, or Teacher Education Director) Adjunct faculty members are on contract in accordance with number of credits taught. Contracts are renewed each on a term by term basis. (See 5.7.0080)
4. **FULL-TIME STAFF:** Employees who are not in a temporary or probationary status who are regularly scheduled to work the organizations full-time schedule (40 hours per week). Employees are eligible for the full-time benefit package; and subject to the terms, conditions, and limitations of each benefit program. Full-time employees may be funded from grants and other funding sources. Full-time employees hired for a specific grant will be paid from that grant and are limited to employment for the duration of the grant.
5. **PART-TIME REGULAR:** Employees who are scheduled to work less than a full-time schedule. They receive all legally mandated benefits such as Workers Compensation Insurance, Unemployment, and Social Security Benefits as well as other benefits.
6. **TEMPORARY:** Employees hired as interim replacements, to temporarily supplement workforce or to assist in the completion of a specific project. Employment assignments in this category are of a limited and definite duration (not to exceed 120 working days). Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified, in writing, of a change. While temporary employees receive legally mandated benefits (such as Workforce Safety and Insurance Employer Service, Unemployment Insurance and Social Security Benefits), they are not eligible for any of the employers other benefit programs.
7. **INDEPENDENT CONTRACTORS:** A person, business or corporation which provides goods or services to another entity under terms specified in a contract.
8. **CONSULTANTS:** A professional who provides expert advice in a particular domain or area of expertise.
9. **ESSENTIAL POSITIONS:** Essential employees are crucial to the College in times of natural disasters or a state of emergency. These positions would be required to maintain the College during these events. These positions are identified as the President, Vice President, Comptroller, IT Department, and Facilities personnel. These positions are a part of the Emergency Management Plan as designated.

## **5.1.0000 HIRING PROCESS – OVERVIEW**

### **1.0010 SECTION 1: GENERAL PROVISIONS (See Appendix A5-1)**

These procedures apply to the recruitment, hiring and promotion process for all Full time employees. The position of President is exempt and is selected by the Board of Directors with

involvement of the Board of Trustees. The Vice President position is also exempt and is selected based on the recommendation of the President with concurrence of the Board of Directors.

The President is responsible to ensure the integrity of the procedures established by this policy. To assure that the process is clear and understood, the President or designee will be responsible for training the key administrators regarding this policy. If the process has been substantially violated or abused, the President may order that an error be corrected, that a portion of the process be redone, that a member of the committee be excluded from further deliberations, that the process be terminated, or that some other remedial action be taken to assure the integrity of the process.

If the recommendation of the Hiring Committee is not agreeable to the President, the position will be re-advertised, closed or eliminated.

Full-time regular employees who apply for a position within the College will receive five "in house" preference points.

The employee's accrued leave becomes the obligation of the department to which they are hired.

When an employee changes from a lower position to a higher position as defined by the position classification, the employee will start at the salary for the position that is equal to or greater than their present salary based on the salary scale. However, should the employee be hired into a lower position, they will start at grade level for that position.

In house employees moving into a different funding source or position will provide a two week notice to immediate supervisor upon accepting a position in another department unless other mutual arrangements for transition have been made between supervisors and employee.

## **1.0020 SECTION II: POSITION CLASSIFICATIONS**

Positions are classified on the basis of duties and responsibilities. Class specifications indicate the title, duties, examples of work, and recommended qualifications. These are used as a basis for classifying positions and assigning class titles.

1. The class title of each position is the official title, which is used on payroll records, budget documents, personnel, and other official records and publications. The department may use functional titles for other purposes.
2. The Human Resource Manager is responsible for job analysis, position classification, and maintenance of the job evaluation program. Classification of a position will be reviewed on request of the supervisor or of the employee acting with the knowledge of the supervisor. Before a new position is established, it shall be classified by the Human Resource Manager and receive proper approval by the Board of Directors.

### **1.0030 SECTION III: RECRUITMENT PROCESS**

**Vacated Position:** The supervisor and HR Manager will complete the Employee Request Form and submit it to the President with position description attached. Upon approval of the President advertising will begin.

**New Position:** The supervisor will create a position description. The supervisor and HR Manager will complete the Employee Request Form and submit it to the President with position description attached. If the President concurs, the HR Manager will present to the Board of Directors for approval. Upon Board of Director approval, the Employee Request Form will be signed by the President and advertising will begin.

**Advertising:** The position will be advertised through the TMCC website, job opportunities bulletin board, internal mail and other media, Job Service North Dakota, local radio and newspapers and regional and national employment sites (as needed). Notice of vacancy will be posted for a minimum of 10 working days.

All advertising will include a statement that the College is subject to Veterans Preference and also offers Indian Preference to Indians who:

- a. Claim preference in accordance with Section 703(i) of Title VII of the Civil Rights Act of 1964 as amended; and
- b. Are suitable and qualified for employment.

The advertisement will include a statement that a background investigation and a favorable suitability determination are conditions of employment.

### **1.0040 SECTION IV: SCREENING PROCESS**

To be considered for open positions at TMCC, prospective applicants must submit an Application for Employment, cover letter, curriculum vitae and/or resume, college transcripts, three current (within 1 year) letters of reference, and, if applicable, enrollment documentation from a federally recognized tribe and/or veterans preference. Required licensure/certification as specified in the position vacancy announcement is also required. The packet will be determined to be incomplete if any required documents are missing; thus the application will not be considered.

All completed applications must be submitted to the Human Resource Manager who will determine which applicants meet qualification requirements per vacancy announcement.

The vacancy period may be extended by the President when the applicant pool has no qualified candidates. The President has the authority to reopen a search with notification to the Board of Directors.

### **1.0050 SECTION V: HIRING COMMITTEE**

#### **MEMBERSHIP**

The head of the department and Human Resource Manager will oversee the hiring process. The Hiring Committee will consist of five (5) members to include the head of the department. The Hiring Committee members must remain the same throughout the process. The Head of the Department will chair and serve as a member on the hiring committee and will select two (2) members from their department/area. The Human Resource Manager will randomly select two (2) at large members from outside of the department.

The Human Resource Manager will conduct an orientation meeting to explain roles, duties, expectations, timelines and the board-approved hiring process to the committee. All members must sign and have in their personnel file the Confidentiality, Ethics, and Conflict of Interest in Hiring form.

### **RATING PROCESS**

The Human Resource Manager will present all qualified applicants with complete applications to the Hiring Committee. The Human Resource Manager will also provide verification to the Hiring Committee of each applicant meeting minimum qualification requirements. The committee may request to examine all complete application packets for further determination of qualifications.

A rating matrix is developed for each specific position by the Human Resource Manager using the established template. The Hiring Committee will rate each applicant and submit scores to the Human Resource Manager, who will total all applicant scores.

The committee will make a recommendation (interview, hire or re-advertise) based on scoring. If the recommendation is to interview, the Human Resource Manager will set up interviews (see Interview Process). If no interview is recommended, the recommendation will be forwarded to the President for approval (See Reference Checks).

### **INTERVIEW PROCESS**

The Human Resource Manager will schedule interviews based on the recommendations of the hiring committee. Interview times and dates will be shared with all committee members. Prior to interviews the Human Resource Manager, with consultation from the head of department and committee, will draft interview questions (a minimum of 5). An appropriate task or tasks may be required to demonstrate qualifications of an applicant to the requirements of a position.

At each interview the committee will receive the application packet, interview questions and individual rating sheet for each candidate. Each candidate will be afforded an interview of approximately equal length and will be asked the same questions.

At the conclusion of each interview, the Hiring Committee may discuss, as a group, each candidate. The Hiring Committee will rate each applicant and submit scores to the Human Resource Manager, who will total all applicant scores. A combination of the applicant rating

form and interview rating sheet scores will be used for the final recommendation, through a formal motion second and vote.

## **REFERENCE CHECKS**

Reference checks will begin immediately and be completed by the Human Resource Manager.

## **RECOMMENDATION**

The Human Resource Manager will forward the committee's recommendation of the top candidate and, if applicable, an alternate, to the President along with a document listing of all qualified applicants and their ranking scores.

## **HIRING**

The President will approve or deny the recommended candidate for hire. The President may make final confirmation for hire upon receiving concurrence of Board of Directors who will also be provided the document listing of all qualified applicants and their ranking scores for each hire made by TMCC.

All candidates will be notified by Human Resources if they were approved for hire or not selected for the position.

## **SCREENING**

All selected applicants must consent to a post-offer, pre-employment background check and drug test. These will be performed in accordance with policy governing these matters.

## **ORIENTATION**

The Human Resource Manager will provide an orientation program for all new employees to acquaint them with TMCC's policies, procedures and benefits.

## **5.2.0000 NEW EMPLOYEE PROCESSING PROCEDURE**

### **2.0010 QUALIFICATIONS FOR NEW EMPLOYMENT**

TMCC will employ persons on the basis of merit and fitness and will avoid favor of discrimination based on race, color, creed, gender, national origin, religion, disabilities, or sexual orientation in its educational programs, admissions, activities, or employment practices. The Human Resource Manager in consultation with the supervisor/department head will determine clearance for employment. Disqualification of a candidate will be based on:

- a. Falsification of an application or authorization information.
- b. Unsatisfactory background check as it relates to the position.
- c. Unsatisfactory pre-employment physical or drug test.

A new employee, if required by position, must submit a completed medical statement form signed by a qualified medical provider stating that the employee is fit for duty. If required, the cost of the exam (up to \$100) will be reimbursed by the College with submitted receipt.



**2.0020 NEW EMPLOYEES**

New employees will complete required paperwork, forms, and fringe benefit package information on their first day of employment with the Human Resource Manager. All required forms can be found at [www.tm.edu](http://www.tm.edu). New employees will also receive a copy of their specific job description/duties at this time.

**2.0030 NEW EMPLOYEE ORIENTATION**

New employees will attend an orientation session with the Human Resource Manager and be given an opportunity to ask questions as well as familiarize themselves with the College. Each employee must sign and date a statement acknowledging that they received information on how to obtain a Policy Manual.

**2.0040 REINSTATEMENT**

A former full-time employee who resigned or separated while in good standing will be allowed credit for prior service in establishing eligibility for employment benefits provided they are full-time status in reemployment and this occurs within one (1) year (365 days) from last day of employment.

**5.3.0000 FRINGE BENEFITS**

Details shall be made available from the Human Resource Manager and Fiscal Office.

**3.0010 BENEFITS TABLE**

Full-time regular employees are entitled to benefits as indicated:

| Benefit   | Full-Time Staff | Full Time Faculty | Part-Time Regular Staff | Adjunct Faculty & Temporary |
|---|-----------------|-------------------|-------------------------|-----------------------------|
| College's contribution to FICA/Medicaid         | X               | X                 | X                       | X                           |
| Workforce Safety and Insurance Employer Service | X               | X                 | X                       | X                           |
| Unemployment Insurance                          | X               | X                 | X                       | X                           |
| Short-Term Disability                           | X               | X                 |                         |                             |
| Life Insurance                                  | X               | X                 |                         |                             |
| TMCC's Contribution to Retirement               | X               | X                 |                         |                             |
| Annual Leave                                    | X               |                   |                         |                             |
| Sick Leave                                      | X               |                   |                         |                             |
| Paid Holidays                                   | X               | X                 |                         |                             |

|                                     |   |   |  |  |
|-------------------------------------|---|---|--|--|
|                                     |   |   |  |  |
| Optional – at Employee’s Expense    |   |   |  |  |
| Health Insurance                    | X | X |  |  |
| Dental Insurance                    | X | X |  |  |
| Long Term Disability                | X | X |  |  |
| Voluntary Group Term Life insurance | X | X |  |  |
| Voluntary Universal Life Insurance  | X | X |  |  |
| Accident Insurance                  | X | X |  |  |
| Vision Insurance                    | X | X |  |  |

Note: Specific information on each of these benefits is available from the Human Resource Manager upon request.

**3.0020 SOCIAL SECURITY AND MEDICARE**

Social Security and Medicare Benefits shall be provided for College employees through payroll deductions and from matching funds provided by the College.

**3.0030 WORKFORCE SAFETY and INSURANCE EMPLOYER SERVICE**

All employees are protected by Workforce Safety and Insurance Employer Service against accidental injuries or occupationally incurred illness in the performance of their official duties.

1. All on-the-job accidents and injuries or occupationally incurred illnesses must be reported immediately to the employee’s supervisor and the Human Resource Manager. This is for the protection of the employee as well as the institution and is required by the Workforce Safety and Insurance Employer Service.
2. In case of absence due to illness or injury, for which Workforce Safety and Insurance Employer Service time-loss benefits are received, sick leave pay may be utilized to the extent of the difference between such benefits and the employee’s regular salary. The employee may elect to use Workforce Safety and Insurance Employer Service only, or use it in combination with sick leave and/ or annual leave. However, the employee’s leave account shall only be charged that percentage of time which corresponds to the percentage of salary that the institution shall pay. For the purpose of this policy, full-time instructors who do not earn annual or sick leave hours, an allowance of 96 hours will be granted using a base of 14.8 hours per week. Upon using all accrued benefits, an employee will be placed on leave without pay for the remainder of the recovery period. The total time-loss payment shall not be more than the employee’s regular pay.

**3.0040 STATE UNEMPLOYMENT INSURANCE**

The College participates in the North Dakota Unemployment Insurance Program, which provides unemployment benefits to eligible workers.

### **3.0050 RETIREMENT**

1. Employer's Share -- Effective July 1, 2004 all eligible full-time employees will receive the following contribution to the 401(k) retirement:
  - 1-10 years will receive an increase of 1% annually.
  - 11+ years will receive an increase of 2% annually to a maximum of 20%.
2. Employee Contribution – Employees may choose to contribute to their own 401(k) plan. Employer's and employees' portion cannot exceed the percentage allowable under the IRS code.

### **3.0060 SERVICE AWARD**

The College administers a Service Award for continuous service as follows:

1. Upon completion of the 10<sup>th</sup> year of employment, an employee will receive a \$200 service award.
2. Upon completion of the 15<sup>th</sup> year of employment, an employee will receive a \$350 service award.
3. Upon completion of the 20<sup>th</sup> year of employment and in increments of five years thereafter, an employee will receive a \$500 service award.

### **3.0070 EMPLOYEE AND BOARD MEMBERS TUITION AND PARTIAL FEE WAIVERS**

1. It is the policy of the College to grant an institutional tuition and partial fees waivers to members of the Board of Directors and Board of Trustees and to full-time regular employees, their legal spouse, and children. Legal children are defined as biological, having legal guardianship, or step-children.
2. Waivers are granted after satisfactory completion of employee probationary period (not applicable for Board members).
3. Waivers begin at the start of each semester.
4. The student granted a waiver will be reviewed on a semester basis for financial aid satisfactory academic progress as defined by the College catalog. Students not meeting Financial Aid Satisfactory Academic Progress will be reviewed on a case by case basis to determine eligibility.
5. Institutional tuition waivers are considered a resource applied to the student's financial aid budget.
6. Only Student Activities Fee and Technology Fee will be waived. No other fees will be waived for any type of waiver.
7. Any other type of balance that is not waived will remain on the individual's account. Examples include but are not limited to lost library books, lost or damaged textbooks, or lost calculator.
8. Waivers will not be granted for amounts in excess of TMCC regular tuition and fee schedule.

### **3.0080 PAYROLL DEDUCTIONS**

All employees shall sign a statement that authorizes the College's Payroll Department to deduct any monies owed the College from their payroll and/or their accounts payable check(s). All forms can be found on the Human Resources Forms tab at [www.tm.edu](http://www.tm.edu).

1. Santa Club

Employees have the opportunity to save money for Christmas through a payroll deduction for the dollar amount they choose. A Santa Club account can be opened based on the information they provide on the designated form.

2. Vacation Account

An employee has the opportunity to save money for a vacation through a payroll deduction for the dollar amount they choose. A vacation account can be opened based on the information they provide on the designated form.

3. Roger DeCoteau Scholarship Fund

An employee has the opportunity to contribute to scholarship fund in memory of Roger DeCoteau, a former member of TMCC Board of Trustees.

4. Dollars for Scholars

An employee has the opportunity to contribute to the Dollars for Scholars scholarship fund through payroll deduction (Contributions are 100% tax deductible).

5. 401 K Plan

An employee may change the percentage contribution to their 401(k) by providing written notice to the Business and Human Resource Office.

6. The College Foundation

An employee may contribute to the College's Foundation. Contributions are 100% tax deductible.

**3.0090 PAYROLL CHANGE NOTICE**

Employees who wish to make changes to their voluntary payroll deductions may do so in writing and submitting it to the Business and Human Resource Office.

**5.4.0000 EMPLOYEE ASSIGNMENT AND EXPECTATIONS**

**4.0010 TEMPORARY REASSIGNMENTS**

1. Temporary reassignments between departments of staff or faculty are permitted with the approval of the supervisors involved and the President. These will not exceed one year.
2. In the event of transfer, the employee's accrued leave becomes the obligation of the department to which they transfer.

**4.0020 CODE OF CONDUCT**

1. INTRODUCTION

The Turtle Mountain Community College (TMCC) is committed to ethical and professional conduct. The College's leadership expects that each individual performing any activities on behalf of the College will adhere to those standards in the performance of their duties.

It is the responsibility of each individual faculty, staff member, or student employee acting on behalf of the College to comply with legal and regulatory requirements, policies, and

procedures that apply to their particular duties. In addition, it is the responsibility of supervisors to adequately train individuals and to monitor their compliance.

There may be instances when a policy or regulation appears difficult to interpret or to apply, in those cases, clarification should be sought through the normal supervisory channels. If necessary, further questions should be directed to the administrative office that has responsibility for the oversight of that policy.

To maintain the highest standards of business conduct, the College depends on each individual to report known or suspected violations relative to the business of the College. Violations may include but are not limited to such subjects as: applicable federal, state, and tribal laws; regulations; government contract and grant requirements; College policies and procedures; or this Code of Conduct. Failure to report known or suspected violations is in itself a breach of College ethical standards and can lead to discipline, up to and including separation from the College. In addition, making an intentionally false report of a violation will result in disciplinary action.

Individuals should understand that the College expects reporting of violations and makes available numerous options for reporting. Individuals are encouraged to report violations to their immediate supervisor, but may also report to the administration. College policy states that all reports will be investigated.

Reports of suspected violations may be made confidentially or anonymously. However, the more information given, the easier it is to investigate the suspected violation. The College will take all appropriate steps to ensure the level of confidentiality desired; however, sometimes the College's legal obligations to investigate or address a violation will override the individual's wish for confidentiality.

In addition to this Code of Conduct, there are multiple College policies and procedures that apply to individuals at the College which also expects reporting. They can be found on the college website, student handbook and in the catalog.

1. The College's policy and procedures regarding harassment or discrimination (See 5.30.000 HARASSMENT POLICY).
2. The College's policy regarding Ethical Conduct in Research, Scholarship, and Creative Activity (See 5.31.0000 COPYRIGHT AND ROYALTY PROCEDURES).
3. The College's policy regarding Student Financial Aid Statement of Ethical Principles and Code of Conduct (See [www.tm.edu](http://www.tm.edu)).
4. The College's policy regarding Employee Responsibilities and Activities: Theft and Fraud (See 5.4.0080 CODE OF CONDUCT).
5. The College's policy on Conflict of Interest (See 4.9.000 Fiscal Policy: CONFLICT OF INTEREST).
6. IT Appropriate Use policy (See [www.tm.edu](http://www.tm.edu)).
7. The Student Handbook (See [www.tm.edu](http://www.tm.edu)).
8. The Personnel Policies (See [www.tm.edu](http://www.tm.edu)).

Reports of conduct/inconsistent with the Code of Conduct will be investigated following the procedures set forth in the above policies.

It is expected that all employees comply with this Code. It is expected that employees will use good judgment and best efforts to spend the College's funds including reimbursable expenses. It is expected that employees will not make any false record or communication of any kind. It is

expected that all employees will make every effort to communicate completely, accurately, and in a timely manner. It is expected that all employees will only collect personal information necessary for the College's business. It is expected that all employees will retain customer information for only as long as required by the College's record retention schedule. It is expected that access to information will be limited to those with a legitimate business reason to have access.

If it is determined that this Code of Conduct or other policies, regulations, laws, grants, or contracts referenced above have been violated, the offender will be disciplined with penalties up to and including possible termination of employment. In some circumstances, individuals may be subject to civil and criminal charges and penalties.

Administration shall reserve the right to make inquiry into any employee's connection with any group or organization which advocates the overthrow of the local or U.S. Government by force of violence.

The College prohibits retaliation against those who participate in reporting or investigating conduct contrary to law and policy. Further, College policies and grievance procedures also prohibit retaliation.

Each new employee will review the College's Code of Conduct and sign a statement certifying that the employee has read and agrees to comply with the Code.

The College's policies or documents emphasize the Turtle Mountain Community College's commitment to ethical and professional conduct.

This policy will outline employment conduct responsibilities and requirements of personnel of the College.

1. Every employee shall conduct him/herself in a manner to further the College's mission of providing high quality, professional, courteous, and efficient customer services to all community members.
2. Employees of the College are expected to perform the duties and responsibilities in their position in a manner that upholds the public's trust and reflects the highest ethical standards.
3. Any employee whose actions violate the College's Code of Conduct or these procedures may be subject to disciplinary action.
4. The philosophical foundation of the College is embedded in the system of values that stem from the heritage and culture of the Anishinabe people and expressed in the Seven Teachings of the Tribe.

#### **4.0030 NEPOTISM**

Relatives of persons currently employed by the college may be hired, but will not be under the direct supervision of the relative. No Program Director or Supervisor shall appoint, hire, promote, advance or advocate the appointment, employment, promotion, or advancement of an immediate family member in which the Program Director or Supervisor is serving.

The term "immediate family" is defined as husband, wife, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, children, step-children, grandparents, and grandchildren.

The college reserves the right to re-assign employees or duties when deemed a prudent business or management practice.

## **5.5.0000 STAFF SALARY AND WAGE SCALE**

### **5.0010 INTRODUCTION**

It is the policy of the College to adopt, maintain, and apply an equitable compensation plan for all employees. All employees are employed to perform the duties set forth in a written position description approved by the governing body. Each position description shall detail the requirements of the position which shall serve as the sole basis for establishing the pay grade of the position. Like positions and classes shall be assigned similar pay grades. Pay grades shall serve as the primary basis for employee compensation. No employee shall suffer any reduction in compensation solely as a result of the adoption of this policy.

### **5.0020 POSITIONS CLASSIFICATIONS**

Positions are classified on the basis of duties and responsibilities. Class specifications indicate the title, duties, examples of work, and recommended qualifications. These are used as a basis for classifying positions and assigning class titles.

1. The class title of each position is the official title, which is used on payroll records, budget documents, personnel, and other official records and publications. The department may use functional titles for other purposes.
2. The Human Resource Manager is responsible for job analysis, position classification, and maintenance of the job evaluation program. Classification of a position will be reviewed on request of the supervisor or of the employee acting with the knowledge of the supervisor.

### **5.0030 PREVIOUS EXPERIENCE**

1. New full time hires and transfers would be allowed up to three (3) years of prior directly related experience on their initial placement with supporting documentation. The maximum amount that any employee can be granted is three steps.

### **5.0040 EXCEPTIONAL EXPERTISE/HARD TO FILL**

1. Definitions:

**Exceptional Expertise** – Any candidate who exemplifies expertise for difficult areas to recruit. Any candidate who possesses exceptional expertise in a particular area, with proper documentation, may receive additional compensation with administrative approval.

**Hard to fill / recruit** – Positions that are advertised for extended periods of time with no qualified applicants expressing interest.

1. In extreme situations, exceptional expertise and/or hard to fill positions may be considered a factor in salary determination, with approval by the President and concurrence from Board of Directors. The purpose of the Salary and Wage Schedule is to provide a structure that is more equitable for the personnel at the College. The underlying principle behind equity is that personnel with the same experience and qualifications receive the same compensation. In these instances, notification to the Board will be given prior to hire.

## **5.6.0000 PERFORMANCE EVALUATION**

The College expects excellence from every employee in the daily performance of their duties and responsibilities. Their performance is measured through fair and equitable evaluations. The process of evaluation is essential for the continuous and measureable improvement of all Full-Time and Part-Time TMCC employees.

### **Purpose:**

The purpose is to provide a fair and equitable means for employees to be assessed on quality and quantity of work performance; and to improve performance standards and goals.

### **Objectives:**

- a. Provide a formal annual review of each employee's work performance based on their job description.
- b. Document work performance of each employee.
- c. Identify requirements for training and development of individual employees.
- d. Provide professional development as a result of the evaluation.
- e. Provide documented basis for salary scale movement.

## **6.0010 EVALUATION PROCESS**

### **Annual Employee Evaluation Review**

All Evaluation Reviews shall be done by March 15 of each year. This shall include faculty and staff. All evaluation forms and guides can be found under the Human Resources section on the website ([www.tm.edu](http://www.tm.edu)) and are available by request.

### **One Month before the Review (by February 15):**

1. The supervisor will provide written notification to the employee that the annual employee evaluation review will be scheduled.
2. Both employee and supervisor review the current employee job description.
3. All performance factors will be rated. The supervisor will develop any additional performance factors (based on the job description or specific duty assignments) that need to be added to the evaluation review form, and shares this information with the employee.
4. The supervisor gives the employee the Self-Evaluation Form to complete within a 2 week time period (by March 1).
  - a. Each Self-Evaluation Form will have an attached Rating Factor Guide to assist the employee in rating their performance on the identified factors to be rated.
  - b. Where useful or relevant, the employee will provide their supervisor examples to support the rating.
  - c. The employee returns the completed Self-Evaluation Form to the supervisor.

### **Two Weeks before the Review Day (starting March 15th):**

5. Using the job description and Self-Evaluation Form, the supervisor prepares the written review using the Employee Evaluation Review Form. The supervisor will rate each performance factor as "Outstanding," "Exceeds Requirements," "Competent," "Requires Improvement," or "Unsatisfactory." The supervisor will schedule the review date, time, and location with the employee. The following process will be followed:
  - a. Rate all performance factors by checking the appropriate rating block.



- b. A Rating Factor Guide follows each performance factor review form to assist in giving an accurate assessment of performance.
- c. Written comments are required for all factors.
- d. Complete the "Overall Employee Rating" section according to the factor ratings and by assessing the overall effectiveness of the employee's job performance during the rating period.

**Employee Evaluation Review Day (by March 15):**

- 6. The supervisor and employee meet for the employee evaluation review. The employee is given an opportunity to provide comments, the required signatures are collected on the form, and photocopies are made for the employee and supervisor with the original sent to the Human Resource (HR) Department along with completed Salary Scale Recommendation Form.
  - a. If all ratings were "competent" or above, the employee has completed the review.
  - b. If any ratings are below "competent", the employee is required to proceed to follow-up.

**Follow-Up (if needed):**

- 7. If any ratings were below "competent", the employee shall have 120 calendar days to improve performance. The supervisor and employee will discuss specific goals and expectations. A written plan of improvement will be completed and signed by both parties. If an employee refuses to sign they are recommended for termination. A midpoint progress meeting will be scheduled within the first 60 calendar days.
- 8. A mid-point meeting will be held, progress is updated, and next steps are planned. A final meeting, within the 120 calendar days, will be scheduled. Coaching and performance monitoring will continue to the end of the 120 calendar days.
- 9. The final progress meeting is held.
  - a. If the employee has made "competent" progress in areas of concern; the Follow-Up Form is signed by both parties, and the original is given to the HR. The data is entered into the tracking system by the HR Department. Note: There will be no opportunity for review of salary adjustment for this Annual Evaluation cycle.
  - b. If the employee has not made "competent" progress, the supervisor will schedule a meeting to include the supervisor, employee, and HR Director to discuss employment options. The employee maybe recommended for termination.

**Probationary Employees**

**THE FOLLOWING TIMELINE MARKS KEY DAYS FOR PROBATIONARY EMPLOYEES:**

**Day 0** (Begin Employment) → **by Day 45** (Mid-Point Review) → **beginning Day 60** (Written Notification to Probationary Employee) → **by Day 80** (Review is held, decision is made) → **Day 90** (end of probation)

**Mid-Point Review (by Day 45):**

- 1. The supervisor will provide written notification to the employee that the mid-point employee probationary review is upcoming. The supervisor will schedule a meeting.
- 2. The mid-point meeting is held, progress is updated and next steps are planned. A final meeting, within the 35 calendar days, is scheduled. Coaching and performance monitoring continue to the end of the 45 calendar days.

**One Month before the end of the Probationary Period (beginning Day 60):**

- 3. The supervisor will provide written notification to the employee that the employee probationary review is upcoming with the date, time, and location.

4. The supervisor reviews the job description that was given to the employee at the time of hire.
5. Using the job description and observations, the supervisor prepares the written review using the Employee Evaluation Review Form. The supervisor will rate each performance factor as “Superior,” “Exceeds Requirements,” “Competent,” “Requires Improvement,” or “Unsatisfactory.” The supervisor will schedule the review date and time with the employee.
  - a. Rate performance factors by checking the appropriate rating block.
  - b. A Rating Factor Guide follows each review form to assist in giving an accurate assessment of performance.
  - c. Written comments are required for all factors.
  - d. Complete the “Overall Employee Rating” section according to the factor ratings and by assessing the overall effectiveness of the employee’s job performance during the rating period.

**Two Weeks before the end of the Probationary Period (by Day 80):**

**Probationary Review Day:**

6. The supervisor and employee meet for the probationary review. The employee is given an opportunity to provide comments, the required signatures are collected on the form, photocopies are made for the employee and supervisor, and the original is sent to the Human Resource Department for filing in the personnel file.
  - a. If all ratings were “competent” or above, the employee is finished with the review.
  - b. If any rating is below “competent”, consultation with the HR Department is recommended.

**Follow-Up:**

7. If areas for improvement were identified and after consultation with the HR Director, and the department elected to retain the employee, the supervisor shall, no later than 90 calendar days, complete the Follow-Up Form.
8. The supervisor and employee will discuss specific goals and expectations. The written plan of improvement will be completed and signed by both parties. A midpoint progress meeting will be scheduled within the first 45 calendar days.
9. The midpoint meeting is held and progress is updated and next steps are planned. A final meeting, within the 90 calendar days, is scheduled. Coaching and performance monitoring continue to the end of the 90 calendar days.
10. The final progress meeting is held. If the employee has made “competent” progress, the Follow-Up Form is signed by both parties and the original is sent to the HR Department. The data is entered into the tracking system and the next annual review is scheduled.
  - a. If the employee has not made “competent” progress, the supervisor will schedule the final meeting between the supervisor, employee, and HR. The employee is recommended for termination.

**5.7.0000 FACULTY APPOINTMENTS**

**7.0010 PROCEDURE**

The procedure leading to appointment of a faculty member under Employee Categories.

### **7.0020 TERMS OF EMPLOYMENT**

The general terms and conditions of employment of the faculty will be stated in writing, and a copy of the employment contract will be supplied to the faculty member. Any subsequent extensions or modifications of the employment and any special understanding or any notices incumbent upon either party shall be confirmed in writing and a copy given to the faculty member. Each faculty member will be advised at the time of initial employment of the institutional process for evaluation of faculty. This may be accomplished by a published description of the process in this manual.

### **7.0030 TIME DEADLINES FOR LETTER OF INTENT**

The institution will notify faculty members of the conditions of their renewals by April 15. Failure to provide this information shall not result in an automatic award of a renewed appointment, but a faculty member not receiving such information after a request to the President may appeal to a Special Review Committee for assistance in securing a response. Failure by a faculty member to accept the terms and conditions within one month of the date they were offered, shall relieve the institution of any obligation to reappoint the faculty member. Once a Letter of Intent is received by Human Resources stating the faculty member will not return the following academic year, applicable benefits will cease following benefit guidelines.

### **7.0040 NONRENEWAL OF FACULTY**

In all cases, written notice of non-renewal shall be given to the faculty member in advance of the expiration of his/her contract, as follows:

1. No later than April 15 of the academic year if the contract expires at the end of that academic year.
2. When a decision not to renew an appointment has been reached, the faculty member involved shall be informed of that decision in written form by the President, and if the faculty member so requests, he or she will be advised of the reasons which contributed to that decision. The faculty member may also request a reconsideration of the decision and a written confirmation of the reasons given in explanation of the non-renewal.
3. Peer Review Committee – In so far as the faculty member alleges that the non-renewable decision was based on inadequate consideration, a Peer Review Committee shall review the faculty member's allegations and determine whether the decision was the result of inadequate consideration in terms of relevant standards of the institution. If the Peer Review Committee believes that adequate consideration was not given, it shall request reconsideration, indicating the aspects in which it believes the consideration may have been inadequate.
4. The Peer Review Committee shall provide copies of its findings to the faculty member, the recommending body or individual, the President, and other appropriate administrative officers.
5. Grievance procedures – If a faculty member alleges that the non-renewal decision was based significantly on considerations of academic freedom, rights guaranteed by the United States Constitution, or right previously conferred by written agreement, the allegation shall be given preliminary consideration by a Peer Review Committee.
6. This committee shall seek to settle the matter by informal methods. A statement that the faculty member agrees shall accompany the allegation to the presentation, for the consideration of the faculty committees or such reasons and evidence as the institution may allege in support of its decisions. If the difficulty is unresolved at this stage, and if the

Peer Review Committee so recommends, the matter shall be heard by the Board of Directors. The faculty member making the complaint shall be responsible for stating the grounds upon which it is based, and the burden of proof shall rest upon the faculty member. If the faculty member succeeds in establishing a prima facie case before the Board of Directors, it shall be incumbent upon those who made the non-renewal decision to come forward with evidence in support of their decision.

#### **7.0050 TERMINATION OF APPOINTMENT BY A FACULTY MEMBER**

A faculty member may terminate an appointment effective at the end of the academic year, provided that he or she gives notice in writing at the earliest possible opportunity, but no later than May 1. The faculty member may request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

#### **7.0060 DISMISSAL DURING A CONTRACT PERIOD**

The President, only for adequate cause, may affect dismissal of a faculty member before the end of the specified term. Adequate cause shall be defined to include the following behaviors: (1) Demonstrated incompetence or dishonesty in teaching or research, (2) Substantial and manifest neglect of duty, (3) Personal and moral conduct which substantially impairs the individual's fulfillment of his institutional responsibilities, (4) A physical or mental inability to perform assigned duties, and (5) Failed or refusal of drug screen or test.

1. Schedule of written notice for dismissal - A faculty member selected for dismissal under this section shall be given written notice of dismissal citing reasons for such dismissal.
2. Pending final decision of dismissal, the faculty member may be suspended or placed on administrative leave with or without pay (See section 5.25.0000 for Grievance Policy).
3. Other requirements for termination or dismissal – The termination or dismissal of any faculty member will not become final until the following steps have taken place in the order listed: (1) Notification of intent to terminate or dismiss, and (2) The faculty member has been informed of rights of due process and given an opportunity to answer the charges and to have representation at the employee's own expense.

#### **7.0070 ADMINISTRATIVE ACTIONS OTHER THAN DISMISSAL**

1. Administrative actions other than dismissal- If the administration determines the conduct of faculty member, although not constituting grounds for termination, dismissal or justified imposition of a sanction, the faculty member must be informed in writing of the sanction. No faculty member shall be subjected to demotion in status or reduction in salary.
2. Budget restrictions - Budget restrictions may require a reduction in force. The College reserves the right to implement budget adjustments when faced with funding restrictions upon Board of Directors approval.

## **5.8.0000 FACULTY SALARY AND WAGE SCALE**

### **8.0010 INTRODUCTION**

The purpose of the Faculty Salary and Wage Scale is to provide an equitable salary structure at the College. The underlying principle is that personnel with the same level of education, experience, and qualifications should receive the same compensation.

The level of education on the Faculty Salary and Wage Scale is divided into three categories: Non-Master, Master, and Doctoral.

This scale was adopted and became effective July 1, 2014 and supersedes all other faculty scales.

### **8.0020 SALARY DIMENSIONS**

The salary scale has two dimensions. Both new and current full-time faculty will be placed on the salary scale based on criteria spelled out in the Faculty Salary and Wage Scale.

### **8.0030 PREVIOUS EXPERIENCE / EXCEPTIONAL EXPERTISE**

#### **.0031 PREVIOUS EXPERIENCE**

New full-time hires possessing prior post-secondary full-time annual academic teaching experience will be given credit, year for year, up to three (3) years.

#### **.0032 EXCEPTIONAL EXPERTISE/HARD TO FILL**

1. In extreme situations, exceptional expertise and/or hard to fill positions may be considered a factor in salary determination, with approval by the President and Board of Directors. In these instances, notification to the Board will be given prior to hire.
2. Current and new faculty without a Master degree but who are in a *specialized area of expertise* with certification in Ojibwa Language from the Education Standards and Practice Board will be placed at the first level on the Master scale provided they have administrative approval.
3. Current and new faculty without a Master degree but who possess exceptional expertise in a particular area, with proper documentation, will be placed on the Master scale provided they have administrative approval with President's concurrence.

### **8.0040 SALARY SCALE MOVEMENT**

Employees may move through the salary scale after one (1) full year in a position if the following are met: a satisfactory performance evaluation.

## **5.9.0000 ADJUNCT FACULTY WAGE SCALE**

An adjunct faculty member is hired temporarily to teach on a per-term basis. Human Resources maintains an Adjunct Pool that is maintained after Advertisement or notification in local newspaper of adjunct positions and how interested parties can have their application placed in the "adjunct pool". Proposed courses will also be considered, if curriculum with objectives and syllabus are provided along with:

Application for Employment, resume, 3 current letters of reference, and submitted copies of transcripts and/or documentation verifying degrees/credentials.

The adjunct pool is continuously open for applicants to apply to; there are no closing dates. Per semester, the pool is presented to TMCC’s Department Chairs for overall approval. To ensure fairness and equity, in all instances, even emergency hires, all adjunct faculty hired must be in the Adjunct Pool. The Dean of Academics, CTE Director, and Teacher Education Director are responsible and accountable for recommending adjunct faculty be hired by the President out of the approved Adjunct Pool. The Dean of Academics, CTE Director, and Teacher Education Director will be responsible for including adjunct selection information in quarterly board reports.

Adjunct faculty are an important component of the TMCC workforce. The following will be used to determine adjunct faculty contracts:

|           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|
| 1 Credit  | 2 Credits | 3 Credits | 4 Credits | 5 Credits |
| \$1050.00 | \$1450.00 | \$1850.00 | \$2250.00 | \$2650.00 |

Note: Adjunct faculty with fewer than 10 students in a course will be paid on a percentage basis or at a rate determined by the Dean of Academic Programs and/or CTE Director.

This salary schedule will be reviewed bi-annually by the Board of Directors at the December meeting. Any changes approved by the Board of Directors will go into effect the following July 1.

**5.10.0000 PERSONNEL STAFF ANNUAL SALARY NOTIFICATION**

**10.0010 SALARY NOTIFICATION**

Personnel salary notifications follow approved salary scales. The salary notification year is from July 1 to June 30 for the non-teaching staff. For faculty, the contract year will begin on the date the faculty are called back to work. The Board of Directors will review and approve the salary scales annually.

1. The President and Vice President and Faculty are excluded and will be issued contracts.
2. The President or a designee is responsible for signing contracts.
3. Upon approval of the President’s contract by the Board of Directors, the Board will sign the President’s contract.
4. The President negotiates and signs the Vice President’s contract with Board of Director approval.

**10.0020 TIME SHEETS**

Part-time employees, temporary employees, work-study and tutors will submit a signed time sheet form on the Monday prior to each pay day. Time sheets must have the employee and supervisor signature prior to submission.

In case of absence of the employee, the immediate supervisor may initial the employee signature line where the employee member signs, any change must be requested in writing by the employee and approved by the immediate supervisor.

**10.0030 SUPERVISOR APPROVED TIME/EFFORT AND ATTENDANCE REPORTS**

Full-time exempt and non-exempt employees will submit the Supervisor Approved Time/Effort and Attendance Report form on the Monday prior to each pay day. Time sheets must have the employee and supervisor signature prior to submission. In case of absence of the employee, the immediate

supervisor may initial the employee signature line where the staff member signs, any change must be requested in writing by the employee and approved by the immediate supervisor. Time sheets shall be submitted on each scheduled payday.

#### **10.0040 PAYROLL**

Payroll is prepared based upon contracts, salary notifications, and authorized deductions.

1. Time sheet forms are filed in the Business Office.
2. All employees are required to utilize direct deposit by completing the appropriate form.
3. An itemized statement of all deductions from the staff member's wages can be accessed by the employee through the online employee portal.

#### **10.0050 PAY DAY**

Payroll is distributed every two weeks. The direct deposits will be deposited into the employees' accounts on Thursday of pay week.

#### **10.0060 PAYROLL SCHEDULE**

The Payroll Schedule is located on the TMCC website.

#### **10.0070 SCHEDULED HOLIDAYS**

During the calendar year, under normal conditions, employees will observe the holidays listed below. When a holiday falls on Sunday, the following Monday is observed. When a holiday falls on Saturday, the Friday preceding shall be observed.

College Founding Day-2nd Monday in October

Veteran's Day-Same date as Federal

Michif Day-early November

Thanksgiving Day-4th Thursday in November

Native American Heritage Day – 4<sup>th</sup> Friday in November (Day after Thanksgiving)

Christmas Day-December 25

New Year's Day-January 1

Martin Luther King, Jr. Day-3rd Monday in January

President's Day-3rd Monday in February

Good Friday and Monday following Easter

Memorial Day-Last Monday in May

Independence Day-July 4

Labor Day-1st Monday in September

## **5.11.0000 WORK SCHEDULE**

### **11.0010 NORMAL WORK WEEK**

The normal work week for all employees is Monday through Friday, 8:00 a.m. to 4:30 p.m. with a one-half hour lunch break. Hours may vary if circumstances warrant a change in the scheduled work hours, upon supervisor approval. An employee will be allowed break periods of 15 minutes each half day to be arranged with the supervisor. Omitting the break period may not shorten the workday.

### **11.0020 OVERTIME**

Overtime hours must have **prior approval through formal request from the supervisor with the President's concurrence.** With prior approval from the supervisor and President or designee, non-exempt personnel working beyond the normal work day will be allowed equivalent release time to be taken within the month. Non-exempt employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time and one half) rate.

## **5.12.0000 ABSENCE AND LEAVES**

### **12.0010 ABSENCE AND LEAVES**

1. Planned absences of more than a week in duration must be approved by the immediate supervisor. The Leave Request Form must be submitted two weeks in advance of such absence. Leave requests of more than two consecutive weeks must be approved by the Supervisor and President.
2. Leave requests of one day or less in duration shall be requested at least three days in advance (when possible). Exception: If an emergency warrants, discretion will be used.
3. Failure to report absences and leave is a form of fraud and will result in disciplinary action. The disciplinary action taken can range from a letter of reprimand, suspension without pay, or termination. The length of the absence(s) and the number of offenses will be considered in determining the appropriate disciplinary action.

## **5.13.0000 SICK LEAVE**

### **13.0010 SICK LEAVE**

Sick leave is a benefit granted by the College to full-time regular staff and is not a benefit to be used for vacation. It is an insurance benefit that allows employees to build a reserve of days they can use for extended illnesses. Excess abuse of this privilege may be grounds for termination.

1. Sick leave is earned on the basis of continuous service from date of employment for all employees that are eligible for annual leave.
2. Sick leave accrues on the basis of 4 hours per pay period with unlimited accumulation; however you must be paid for at least 24 hours during each week to earn sick leave.
3. Medical verification of illness may be required.
4. The employee utilizing sick leave should call within the first half hour of work or arrange for a relative or friend to notify their supervisor.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.



6. No payment will be made for accumulated sick leave upon termination of employment.
7. Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.
8. Sick leave is to be used for the employee's medical and dental appointments and illness. Sick leave may also be used to take immediate family members under your care to appointments or to care for them in time of illness.
9. Employees will be credited with hours or days worked for time when they are on sick leave.

**13.0020 SICK LEAVE DONATION POLICY**

Employees of TMCC can request consideration for unsolicited donation of sick leave through their immediate supervisor, once all other accumulated leave is exhausted. If the supervisor concurs with the request, the supervisor will make a written request for approval by the President. The President will inform all employees of approved requests. Donated sick leave must not exceed 30 calendar days or a maximum of 160 hours per year.

**5.14.000 ANNUAL LEAVE**

**14.0010 ANNUAL LEAVE INFORMATION**

1. Annual leave taken is computed in ½ hour increments.
2. Annual leave with pay for 12 month employees is earned on the basis of continuous service from the date of employment as follows:
  - Four Hours Per Pay Period – 1st thru 5th year
  - Six Hours Per Pay Period – 6th thru 11th year
  - Eight Hours per Pay Period – 12 Years and Over of Service
3. All employees hired prior to July 1, 2000, currently earning 10 hours annual leave are exempt from the above.
4. To earn Annual Leave, you must be paid for at least 24 hours during each week.

**14.0020 ANNUAL LEAVE USE**

1. Each employee will be required to use all leave in excess of 240 hours by December 31 of each year or lose it.
2. When a holiday occurs during annual leave, the holiday is not considered to be a day of annual leave.

**14.0030 ANNUAL LEAVE CARRY FORWARD**

1. Employees will be allowed to carry over the maximum of 240 hours at the end of the calendar year. All annual leave in excess of 240 hours at end of calendar year will be lost (Use or lose will be in effect).
2. At the end of each calendar year, the Business Office will determine each employee's leave balance.

#### **14.0040 LEAVE PAYOUT UPON TERMINATION**

1. When an employee terminates employment after three months of continuous service, the employee will be encouraged to use all accrued annual leave. If this is not possible, the employee will be compensated an amount equal to their hourly rate of pay (at the time their employment is terminated) times the number of hours of their current annual leave balance.
2. In case of death, an employee's beneficiary will be entitled to payment of all current earned and unused annual leave, less appropriate taxes.

#### **5.15.0000 SUPERVISOR APPROVED TIME/EFFORT AND ATTENDANCE REPORT**

##### **15.0010 PURPOSE**

1. The purpose of the Supervisor Approved Time/Effort and Attendance Report is to insure that all absences are reported to the Business Office on a timely basis. This will allow the Business Office to report leave balances more accurately. It is the responsibility of the employee and supervisor to insure that all absences are reported.
2. The information requested on the form is as follows: Name, Department, Pay Period, Pay Period beginning and ending date, funding source, and Time and Effort Description.
3. The Supervisor Approved Time/Effort and Attendance Report is to be signed by both the employee and the supervisor to acknowledge the leave and to attest to the accuracy of the entry.
4. The Supervisor Approved Time/Effort and Attendance Report is to be submitted to the Business Office no later than the close of business on the Monday following the end of a pay period.

##### **15.0020 FILING OF LEAVE RECORDS**

The Business Office shall maintain a current file of all leave records.

#### **5.16.0000 OTHER LEAVE**

##### **1. BEREAVEMENT LEAVE**

Absence from work because of death in the family may be excused without loss of pay for a maximum of three days. The term "immediate family" is defined as husband, wife, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, children, step-children, grandparents, and grandchildren, step parents and domestic partner of the employee. The Supervisors may require verification of relationship.

In cases of death in the employee's extended family, absence from work may be excused without loss of pay for a period of one day for an in-state funeral and three days where interment is out-of-state. The extended family shall include brother-in-law, sister-in-law, foster parents, foster children, aunts, uncles, nieces and nephews of the employees. The supervisor may require verification at their discretion.

##### **2. FUNERAL LEAVE**

An employee may be allowed leave without loss of pay because of a death of a relative not designated as part of the immediate or extended family. Funeral leave may be allowed for up to four hours and can be deducted from earned leave with supervisor's approval. Funeral Leave cannot be used in conjunction with Bereavement Leave.

3. MATERNITY/PATERNITY LEAVE

Fifteen days of leave with pay may be granted to employees immediately prior to or following delivery. The leave must be taken consecutively. Maternity/paternity leave will be granted only after three months of full-time, regular employment. Annual leave and sick leave may also be used for pregnancy and delivery. Maternity/paternity leave cannot be accumulated.

4. LEAVE OF ABSENCE

Staff: An employee may apply through their supervisor and be granted by the President an approved **unpaid** Leave of Absence for up to one full year or twelve consecutive months with assurance of reinstatement to the same position or to other employment pending available funding. A reasonable notice will be given. Employees who do not apply for reinstatement within the time specified will be automatically terminated. Employees shall provide at least 30 calendar days notice of intent to return to work status at any time prior to the end of the leave of absence or 30 calendar days prior to the end of the leave of absence; failure to provide such notice at the end of the leave of absence will be deemed as resignation from employment.

Faculty: A faculty member may secure a one-time per semester leave of absence for one week or less without loss of pay by securing permission from the Dean of Academic Programs and by making satisfactory written arrangements for handling classes missed. College business, professional obligations or appearances, and emergencies are the usual reasons for a short leave.

A leave of absence from one to two semesters may be granted by the Board. The faculty member receives no salary unless a stipend for a developmental leave has been approved by the Board. A substitute is hired by the College to take the instructor's place. However, the faculty member may return to their post at the end of the leave without jeopardizing their employment status.

5. JURY DUTY

An employee may be allowed leave with pay for jury or other legal duty when subpoenaed for such services. The employee may not retain any compensation received for such duty.

6. COURT APPEARANCES

An employee who is personally interested in or party to a criminal or civil action or who voluntarily appears as a witness must charge his absence against earned annual leave or take leave without pay. If an employee is subpoenaed (involuntary), the employee will not be charged leave.

7. MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act (USERRA) enacted in 1994 covers all civilian employers and prohibit employment discrimination against members of the "Uniformed Services." The term Uniformed Services means the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or emergency.

Particularly important for employers to understand a military crisis is that USERRA provides Uniformed Services members significantly enhanced job security.

Regular full-time and regular part-time employees who are members of any "Uniformed Service" will be granted leave without pay for required training or duty. The leave will be granted according to USERRA.

Reinstatement of Employment: the employee must return to work within the specified period according to USERRA after they are relieved from the military service. The following criteria apply:

- What date they gave notice to the employer prior to leaving;
- The cumulative period of active service did not exceed the initial request/requests;
- The employee was not dishonorably discharged from the military; and
- The employee reported back to the civilian job in a timely manner.

8. **COMMUNITY SERVICE**

Community service positively influences accreditation, and employees are encouraged to perform community service. An employee may be granted 40 hours maximum per year, with prior supervisory approval.

9. **STORM DAYS**

Official closing of the College during periods of severe weather will be announced over local radio stations (KEYA and KBTO) and via the ALERTNOW system when deemed necessary by the President, Vice-President, or designee.

ESSENTIAL POSITIONS: Essential employees are crucial to the College in times of natural disasters or a state of emergency. These positions would be required to maintain the College during these events. These positions are identified as the President, Vice President, IT Department, Comptroller and Security and Facilities personnel. These positions are a part of the Emergency Management Plan.

**5.17.0000 FAMILY AND MEDICAL LEAVE ACT**

The federal Family and Medical Leave Act of 1993 provides workers up to 12 weeks of UNPAID and job-protected leave for certain family and medical reasons.

To be eligible for leave under the act, a worker must have worked for the same covered employer for a total of 12 months, and must also have worked for a total of 1,250 hours or more in the previous 12 months.

TMCC may provide unpaid medical/family leave to eligible employees who are temporarily unable to work due to a medical disability, to care for the employee's child after childbirth, or placement for adoption or foster care, or assist an immediate family member with an illness or disability (A family member for the purpose of this policy, shall be defined as the employee's spouse, son, daughter, or parent, including step-family relationships, household members and people under the employee's care or guardianship).

The employee must be a regular full-time employee or regular part-time employee to be eligible for medical/family leave. As soon as an eligible employee becomes aware of a need for a medical/family leave of absence, preferably 30 days in advance when foreseeable, they must provide a satisfactory statement from a physician that verifies the existence and nature of the medical disability. The statement will contain the approximate date the leave is expected to begin, its anticipated duration, and the date the employee can be expected to return to work. Any changes in this information should be promptly reported to their supervisor. Failure to provide advance notice or medical certification as requested above may result in the denial of the leave request.

Eligible employees may be granted leave for the period of the disability, up to a maximum of twelve (12) weeks. Employees may use any accumulated sick and annual leave prior to the effective date of the medical/family leave.

The employer will continue to pay its share of the medical insurance benefits for the duration of the leave, not to exceed twelve (12) weeks. Employees must make arrangements with the TMCC to pay their portion of the medical insurance or other insurance premiums in force during the medical/family leave. Failure of the employee to make their share of these premium payments may result in the cancellation of coverage by the insurance carrier.

Accrual for benefits calculations, such as sick leave, annual leave, etc. will be suspended for the duration of the medical/family leave.

Before returning to work from medical/family leave, an employee may be required to provide a physician's verification that they may safely return to work. Employees returning from medical/family leave will return to their former position. If an employee fails to report to work at the expiration of the approved leave period, TMCC will assume that the employee has resigned.

#### **5.18.0000 LEAVE WITHOUT PAY**

1. Leave without pay will be granted for the following reasons: 1) an employee has exhausted all other leave 2) an employee did not sign appropriate leave and was AWOL from duties, and 3) an employee requests time off for personal reasons.
2. Leave without pay may be authorized by the supervisor for a period of 40 hours or less.
3. Leave without pay for more than 40 hours shall require written approval from the President.
4. Failure of an employee to report for duty on expiration of leave without pay may be cause for termination.
5. Employees while on leave shall retain their years of service rights and accumulated benefits but shall earn no additional benefits.
6. Employees while on Leave Without Pay are in a non-pay status and do not earn Annual or Sick Leave.

#### **5.19.0000 DEVELOPMENTAL LEAVE**

The purpose for "Developmental Leave" is to enhance the goals and objectives of the College and to improve the knowledge, skills, and abilities of employees who chose to do so. Development Leave is unpaid leave.

Eligibility - Upon approval by the supervisor, affirmation from the President, and final approval by the Board of Directors; a full-time employee who has worked at the College for three consecutive years or three consecutive contract years is eligible to apply for developmental leave.

Application Procedure – Applications are available in the HR department and must be submitted for approval to the Supervisor and forwarded to the President. Final approval must be requested to the Board no later than 160 days prior to start of requested leave. The request shall present a clear and detailed narrative and must include the following:

- (1) Purpose;
- (2) Dates to be considered;
- (3) Alternative ways of handling distribution of work responsibilities, if applicable;
- (4) List of courses in the program of study to be taken;
- (5) How the leave will benefit the institution; and

Signed commitment – A commitment shall be signed by the employee to return to the institution for a two year period of time immediately following the completion of the developmental leave.

Conditions

- a. Developmental leave shall be no longer than three consecutive months unless “special consideration” was made prior with the President and approved by the Board.
- b. In cases where the institution requires an employee to upgrade or enhance their knowledge, skills, and abilities, the institution may pay for the cost of training as required with approval by president and board of directors.

All requests for leave are to be submitted through the appropriate institutional channels and the Board of Directors shall grant final approval. A decision will be rendered 60 days prior to the start of the requested developmental leave.

Upon completion of the submitted program of study, the will return to the same position they held prior to their leave. If their position does not require them to have obtained the higher degree for their position, the employee will not be eligible for an increase in pay. If the employee fails to complete the submitted program of study, the issue shall be reported by the President to the Board for final determination.

Transcripts should be submitted to the Human Resource Manager and supervisor upon the completion of each term, who will report status to the President.

Employees while on leave without pay or external development leave shall not lose their years of service rights and accumulated benefits but will not earn annual leave and sick leave or advance years for employer’s contribution in the 401 (k) retirement plan.

**5.20.0000 EDUCATIONAL RELEASE TIME**

The purpose of “Release Time” is to allow employees who meet the required criteria, to receive time off from work to pursue types of training and/or college classes to improve their knowledge, skills, and abilities, which will in turn enhance the goals and objectives of the College which would not fall under the category of “Developmental Leave”.

An employee may be allowed up to four hours per week of release time / 16 hours per month for enrolling in training and/or college courses.

1. Eligibility - Upon approval by the supervisor, a full-time employee beyond their probationary period is eligible to apply for release time.
2. Application Procedure – Applications are available in the HR department and must be submitted for approval to the Supervisor and President.

**5.21.0000 TERMINATION/RESIGNATION PROCEDURE**

**21.0010 EMPLOYMENT TERMINATION/RESIGNATION PROCEDURE**

An employee leaving the service of the College under any circumstance shall be required to report to the Supervisor and Human Resource Manager for final exiting.

1. The employee terminating employment shall complete an exit checkout sheet
2. The Human Resource Manager and/or Comptroller shall provide the employee with information on benefits continuation and 401k withdrawal or roll-over.

3. Failure to follow the above policies may result in the College holding the employee's final check. The final check shall not be released to the separating employee until after the employee completes the exit procedure of the College.

#### **21.0020 LEAVE PAYOUT**

Upon resignation, an employee may be eligible to receive annual leave payout.

#### **5.22.0000 REDUCTION IN FORCE**

In the event of the discontinuance of a position because of an organizational or procedural change, diminished workload, lack of funds, grant terminated or ended or other conditions, the employee concerned shall be given at least two weeks' pay in lieu of two weeks' notice. A copy of the employee's Reduction in Force letter shall be sent to the Human Resource Manager. The employee may be eligible for Unemployment Insurance. A Reduction in Force is not a condition to file a Grievance.

#### **5.23.0000 DISCIPLINARY AND DISMISSAL POLICY**

##### **23.0010 DISCIPLINARY AND DISMISSAL POLICY**

1. An employee failing to perform their job related duties or violation of policy shall be disciplined by their supervisor with any of the following actions and not necessarily in this order and may not include all procedures depending on the severity of the infraction:
  - (1) An oral reprimand shall be issued to the employee with documentation on the Disciplinary Action Form (date, time, incident, and proposed corrective action) and placed in the employee file. After one year, the documentation may be expunged from their employee file at the discretion of the President per employee request.
  - (2) A written reprimand will be issued to the employee with documentation on the Disciplinary Action Form (date, time, incident, and proposed corrective action) following or in lieu of the initial written warning and will be filed in the employee file. After one year, the documentation may be expunged from their employee file at the discretion of the employee's request.
  - (3) An employee may be suspended from work without pay for a period of not more than ten working days after consultation and approval from the President. In such cases, the supervisor shall notify the employee, and the Human Resource Manager immediately in writing, stating the reason for recommending the suspension and the employee's right to appeal. The Human Resource Manager will inform the Comptroller for payroll purposes.
  - (4) In each case of dismissal/termination based on job performance, the supervisor shall notify the President in writing the reason(s) for recommending the dismissal/termination of employee. The President reviews the recommendation of the dismissal/termination and completes a formal investigation. Upon finding the recommendation for dismissal/termination is justified, the President will issue a letter of dismissal/termination to employee. The letter will state the reasons for dismissal/termination and the process of appeal. The Human Resource Manager will be notified and will inform the Comptroller.
  - (5) In cases of dismissal/termination not based on job performance, and written recommendation to the President is by someone other than the Supervisor, the President reviews the recommendation of the dismissal/termination and makes a formal investigation. Upon finding the recommendation for dismissal/termination is justified, the President will issue a letter of dismissal/termination to employee. The letter will state the

reasons for dismissal/termination and the process of appeal. The Human Resource Manager will be notified and will inform the Comptroller.

2. Any employee who disputes or wants to appeal a disciplinary action, see Section 5.25.0000, Grievances.

## **5.24.0000 GRIEVANCES**

### **24.0010 DEFINITION AND EXCLUSIONS**

The term “grievance” covers such complaints as:

1. Working conditions and environment.
2. Any disciplinary action that doesn’t apply to application of personnel policies or employment agreements.
3. The procedures are restricted to questions of the applications of established policies and are not subject for grievance action.

The employee and supervisor along with the Human Resource Manager or designee, if needed, will attempt to resolve the issue of the employee prior to filing a grievance. Timelines are critical and must be adhered to.

The following process will be adhered to when filing a grievance:

1. Any employee who believes that they have a justifiable complaint must first discuss the complaint with his/her immediate supervisor. The complaint must be presented in written form, time and date stamped with documentation. The written grievance must state specifically what action or policy has been violated or is in question, and any other specific facts which the employee believes are relevant to the action. The employee must also state what resolution they are seeking. The supervisor shall give the aggrieved a written response within seven (7) working days.
2. If the response is unsatisfactory to the employee or the complaint cannot be resolved at the first level, the employee may file a written grievance to the Human Resource Manager within ten (10) working days of the receipt of the response from the supervisor. The Human Resource Manager will schedule a hearing with the Grievance Committee within ten (10) working days of the receipt of the written grievance. The written grievance/complaint shall include the following information:
  - The basis for the grievance,
  - The efforts made to resolve the complaint,
  - The issues to be heard by the Grievance Committee,
  - All persons or entities that may be called as witnesses, and
  - The relief/remedy sought by the employee.
3. The Grievance Committee will meet within ten (10) working days with the employee and the supervisor to hear both sides of the complaint being grieved. The Grievance Committee will be designated by the president. These five (5) selected representatives must:
  - Work outside the aggrieved employee’s department,
  - Not have been previously involved with the issue grieved,
  - Not be related to or have a close personal or professional relationship with any of the essential parties involved in the grievance, and



- Not have any conflict of interest which would interfere with their ability to be fair and impartial.

The Human Resource Manager will chair the hearing, but will not vote on the complaint. The Grievance Committee will hear and review all aspects of the issue. They will determine correctness of policy interpretation along with fairness and logic of decisions previously reached. The Grievance Committee may render their decision immediately or may take complaint under advisement for consideration, and may consult College authorities or experts for advice. A written decision will be made within ten (10) working days to be shared with the President. All parties will be sent a written reply of the decision.

Recommendations of decisions by the Grievance Committee will be forwarded to the President for final concurrence; once concurred the decision is binding and final. Any attempt to influence or contact members of the Grievance Committee is a violation and may constitute reason to terminate the grievance process.

Grievance against the President may be heard by the College Board of Directors. The grievance to be considered valid must clearly state complaint being grieved with evidence and specifies what resolution is sought. The College Board of Directors shall give the aggrieved a written response within twenty (20) working days.

#### **24.0020 GENERAL POLICY**

1. Employees covered by these procedures shall have freedom to seek resolution of their grievance without fear of restraint, interference, coercion, discrimination, or retaliation. This principle shall apply equally to any employee taking part in the presentation and resolution of a grievance.
2. Employees are expected to follow normal administrative channels in presenting their grievances so their issues will be settled whenever possible at the supervisory level.

#### **5.25.0000 DRUG AND ALCOHOL TESTING POLICY**

Effective March 2006, the College adopted the Turtle Mountain Band of Chippewa Tribal Drug and Alcohol Policy (See Appendix A5-24).

#### **5.26.0000 EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program has been designed to assist employees and family members in prevention, assessment, education, and rehabilitation of problems that affect job performance. TMCC will contract with an outside organization to provide employee assistance counseling.

#### **26.0010 RESPONSIBILITY**

1. The College will provide employees with adequate information on the Employee Assistance Program by providing training to supervisors on referring individuals to the EAP, and continually update employees on various educational initiatives available.
2. Supervisor responsibilities in EAP: The following information should be used as a general guideline for dealing with performance problems and for making an administrative referral to the EAP:
  - (1) Observe. Changes in employee behavior can signify that individuals have personal concerns that are interfering with their work performance.

- (2) Document. The supervisor needs to document observable, verifiable facts. Complete and accurate documentation is essential when dealing with employee performance problems.
- (3) Prepare. When supervisors have observed deteriorating performance or unfavorable changes in personal or work patterns, their options to assist an employee include, discussing performance difficulties with the individual before the difficulties become serious enough to involve higher supervision. The individual should be told about the availability of the EAP.
- (4) Meeting. A private meeting should be scheduled to advise the employee that corrective actions must be taken for unacceptable work behavior, assistance is available through the EAP, and further steps may be taken if the employee's performance does not improve in 30 working days. It is important that the supervisor is specific about the behavior and is consistent in the evaluation of all employees reporting to them, fair by referring only to job performance, and firm and clear about what improvements are expected in job performance.
- (5) Follow up. After the initial performance discussion with the employee and after advising the individual of the availability of the EAP, the supervisor will continue to observe and document performance. If the employee's job performance has not improved in specified allotted time frame, another meeting should be scheduled. The employee's work record again should be reviewed and informed that work problems must be corrected or his/her job may be in jeopardy.

#### **26.0020 MAINTENANCE OF RECORDS**

The designated EAP contact person within the institution will maintain and secure all files pertinent to the EAP. These files will be kept separate from the employee's personnel files.

#### **26.0030 CONFIDENTIALITY**

Client records maintained by an EAP should adhere to Federal regulations on the confidentiality of alcohol and drug abuse records (PL 93-282) and the Privacy Act of 1974 (PL 93-579).

#### **26.0040 RESOURCES**

The EAP contact person should maintain current information about drug addiction and alcoholism treatment services and other resources. These include self-help groups, appropriate health care, community service, and other professionals.

#### **26.0050 REFERRAL PROCESS**

The program is designed to assure that no person with a problem will have job security or promotional opportunity jeopardized because of a request for assistance or treatment through the EAP. However, in no instance will participation protect the employee from disciplinary action for continued substandard job performance or policy infractions.

There are three ways in which an employee may become involved in the Employee Assistance Program:

1. Self Referrals - Occurs at the employee's own initiative. The employee, recognizing a possible need for assistance, consults with an EAP contact person before job performance problems become an issue. No feedback is given to supervisors under this type of referral. Employees with problems for which the EAP can provide guidance or assistance are

encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

2. Administrative Referrals - Initiated by supervisors or Human Resource Manager. When an employee fails a random drug test, the Human Resource Manager will refer the employee to the program. When serious performance problems are recognized, supervisors can refer an employee to the program. Supervisors are given feedback about the employee's level of cooperation in dealing with personal problems that may be causing poor performance. Problems that affect work performance are a legitimate concern. One of the functions as a supervisor is to monitor performance by employees and take whatever corrective action is required. Early identification and referral of the employee can result in improved job performance and assist the individual in becoming more productive. The program should be viewed not as a disciplinary method, but as another option or tool for supervisors to use in correcting difficult performance problems.
3. Members of the employee's immediate family are also encouraged to seek information and assistance on a confidential basis by contacting the EAP.

#### **26.0060 DOCUMENTATION**

Documentation of problems and concerns is essential in order to identify and intervene with an employee. The EAP contact person will document referrals and/or use of the EAP by maintaining the following information:

1. Employee(s) involved,
2. Date of initial contact,
3. Referral by the supervisor or employee initiated contract,
4. Agency or individual where referred, and
5. Follow-up conducted appropriate to the problem.

#### **26.0070 LEAVE**

In instances where employees utilizing the EAP are required to be away from their workstations for an extended period of time, they may use earned annual leave, sick leave benefits, or Leave without Pay (LWOP) in accordance with the current College policies governing such leave.

#### **5.27.0000 DRUG-FREE CERTIFICATION REQUIREMENTS**

This certification is required by the regulations implementing the Drug-free Workplace Act of 1988, 34CFR Part 85, Subpart F. The regulations, published in the January 31, 1989-Federal Register, require certification by grantees, prior to award that a drug free workplace will be maintained. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments and suspension or termination of grants of government-wide suspension or debarment (See 34 CFR 85, Sections 85.615 and 85.620).

1. College Certification regarding Alcohol and Other Drug-Free Workplace Requirements. This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988. All College employees will certify on an annual basis that they fully understand the College's Drug-Free Workplace Requirements Policy. False certification or violation of the certification shall be grounds for suspension or termination.
2. Employees of the College shall sign the following certification indicating they understand the Alcohol and Other Drug-Free Workplace Requirements (See Appendix A5-26).

## **5.28.0000 HARASSMENT POLICY**

The College will not tolerate harassment of its employees. Any form of harassment related to an employee's race, color, gender, religion, national origin, sexual orientation, age, or disabilities is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes, but is not necessarily limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, sexual orientation, age, or disability. Harassment will also include unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including dismissal. If an employee feels that they have been harassed by any other employee or student and vice versa because of race, color, gender, religion, national origin, sexual orientation, age or disabilities, the employee should immediately report this to his or her immediate supervisor. The supervisor will promptly notify the Human Resource Manager, who will take steps to investigate the matter and where appropriate, and recommend to the President disciplinary action. If the employee does not feel the matter can be discussed with the supervisor, the employee should arrange for a conference with the Human Resource Manager to discuss the complaint. Harassment of employees in connection with their work by non-employees will also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee or non-employee by employee should report such harassment to his or her supervisor or to the Human Resource Manager, who is responsible for investigating all such incidents. Appropriate action will be taken against any non-employee who violates this policy. All incidents shall be reported to the President.

Consequences for false reporting/accusing an individual of sexual or other forms of harassment will include disciplinary action, up to and including dismissal/termination according to the report/accusation and conclusion. Legal actions will be taken against non-employees.

## **5.29.0000 COPYRIGHT AND ROYALTY POLICY PROCEDURES**

### **29.0010 DEFINITIONS**

1. College - Turtle Mountain Community College.
2. Author - Originator or maker of instructional materials.
3. Instructional materials - films, filmstrips, slides, tapes, models, records, programmed units, articles, essays, books, computer software, and other creative work.

### **29.0020 POLICY**

1. The College will share in the copyright and the sales if any part of the costs of producing such property was supported by the College. Costs of producing such properties will include portions of the employee's salary, whether during the academic year or summer period and whether part of regular salary or overload, paid by grant or contract funds.
2. If professional services are utilized in developing the materials, copyright will be held by the College and have the right to reproduce and use the materials in courses and programs.
3. In the language of copyright and patent law, these are "shop rights". As part of this proviso, a faculty or staff author is granted the right to remove the materials from use after five years from the date of initial distribution. Internal use by the College will involve no financial responsibility to the author.
4. An agreement will be developed between College and faculty or staff for publishing or selling materials developed by faculty or staff.

### **29.0030 AGREEMENT**

The agreement will be formal and contain the following stipulations:

1. If the materials were developed outside of the regular teaching or other College assignment of the employee involved and without specific employment for such development, the author(s) will receive a 15 percent royalty based on the list (selling) price of the materials. The 15 percent will be passed on to the employee biannually.
2. If the materials are developed by the employee during released work-time or overload, or summer employment specifically granted for such development, royalty will be 7.5 percent. Payment will be passed on to employee biannually.
3. The College will agree to publish the materials or to have them published, and to offer for sale within two years of the date of the copyright. If the materials are not published and offered for sale within the two-year period, the College agrees to turn the materials back to the author for disposition as they see.

### **29.0040 COMMERCIAL**

The College may desire to sell the materials to a commercial publisher on a royalty basis. Payments will be made as follows:

- .01 Royalty payments by the publisher will be divided (60 percent to author and 40 percent to the College).
- .02 Rights to the materials will revert to the College in the event that the College sells the materials outright to a commercial publisher.
- .03 In this event, disposition of the materials may be covered by a new agreement between the College and the author.

### **5.30.0000 SMOKING/E-CIGARETTES/SMOKELESS TOBACCO POLICY**

The College is dedicated to provide a healthy environment for all employees, students, and citizens. Smoking and other tobacco use can be hazardous to the health of both users and non-users.

The College will provide smoke-free facilities. This is a ban on using smoking, e-cigarettes, and smokeless tobacco within all the buildings on all campuses. In order to keep the smoke from entering the facilities from outdoors, smoking will not be permitted in front of the main campus buildings. Smoking is permitted ONLY personal vehicles.

Only in the case of cultural ceremonies will the use of tobacco be allowed.

All individuals on all College campuses share in the responsibility of adhering to this policy. Any violation by employees shall be referred to the appropriate supervisor.

Individuals who come to the campus shall be asked to comply with the established policy. If the individual fails to comply with the request, the incident should be reported to the security personnel. The individual will be asked to leave the College property.

### **5.31.0000 EMERGENCY MANAGEMENT PLAN**

An emergency is any sudden large-scale event that threatens the school, staff, students and/or visitors. There are many events, natural and man-made, accidental and malicious, that can cause harm to members of the College community and effect operations.

A copy of TMCC's Emergency Management Plan is available on the TMCC website.

**5.32.0000 ACTING CHIEF EXECUTIVE OFFICER**

In the President's absence, a designee shall serve as Chief Executive Officer for the College.

**5.33.0000 AMENDMENTS AND EXCEPTIONS**

All policies included in this manual are in effect unless otherwise revised or amended by official action of the Board of Directors.

**5.34.0000 ADMINISTRATION**

The President is responsible for the administration of these policies.

# APPENDIX

**APPENDIX A4-1 WRITE OFF'S**

As of June 30, those students who have not paid tuition and fees are identified with the amount they owe and presented to the board to determine if the amounts should be written off.

---

<sup>1</sup> APPENDIX A4-1 WRITE OFF'S



**APPENDIX A4-2 PETTY CASH ACCOUNTS**

|                               |        |
|-------------------------------|--------|
| South Campus Facilities ..... | 300.00 |
| Main Campus Facilities .....  | 400.00 |
| Library .....                 | 20.00  |
| Basketball Concessions .....  | 500.00 |
| Café .....                    | 200.00 |
| Vending Machines.....         | 400.00 |

**APPENDIX A4-3 INDEPENDENT CONTRACTOR TEST**

Independent Contractor Test  
Taken from IRS Publication 15-A

**Behavioral control**

Facts that show whether the business has a right to direct and control how the worker does the task for which the worker is hired include the type and degree of—

1. *Instructions the business gives the worker.* An employee is generally subject to the business' instructions about when, where, and how to work. All of the following are examples of types of instructions about how to do work:
  - a. When and where to do the work
  - b. What tools or equipment to use
  - c. What workers to hire or to assist with the work
  - d. Where to purchase supplies and services
  - e. What work must be performed by a specified individual
  - f. What order or sequence to follow

The amount of instruction needed varies among different jobs. Even if no instructions are given, sufficient behavioral control may exist if the employer has the right to control how the work results are achieved. A business may lack the knowledge to instruct some highly specialized professionals; in other cases, the task may require little or no instruction. The key consideration is whether the business has retained the right to control the details of a worker's performance or instead has given up that right.

2. *Training the business gives the worker.* An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods.

**Financial control**

Facts that show whether the business has a right to control the business aspects of the worker's job include:

3. *The extent to which the worker has unreimbursed business expenses.* Independent contractors are more likely to have unreimbursed expenses than are employees. Fixed ongoing costs that are incurred regardless of whether work is currently being performed are especially important. However, employees may also incur unreimbursed expenses in connection with the services they perform for their business.
4. *The extent of the worker's investment.* An employee usually has no investment in the work other than his or her own time. An independent contractor often has a significant investment in the facilities he or she uses in performing services for someone else. However, a significant investment is not necessary for independent contractor status.
5. *The extent to which the worker makes services available to the relevant market.* An independent contractor is generally free to seek out business opportunities. Independent contractors often advertise, maintain a visible business location, and are available to work in the relevant market.
6. *How the business pays the worker.* An employee is generally guaranteed a regular wage amount for an hourly, weekly, or other period of time. This usually indicates that a worker is an employee, even when the wage or salary is supplemented by a commission. An independent contractor is usually paid by a flat fee for the job. However, it is common in some professions, such as law, to pay independent contractors hourly.
7. *The extent to which the worker can realize a profit or loss.* Since an employer usually provides employees a workplace, tools, materials, equipment, and supplies needed for the work, and generally pays the costs of

doing business, employees do not have an opportunity to make a profit or loss. An independent contractor can make a profit or loss.

### **Type of relationship**

Facts that show the parties' type of relationship include:

8. *Written contracts describing the relationship the parties intended to create.* This is probably the least important of the criteria, since what really matters is the nature of the underlying work relationship, not what the parties choose to call it. However, in close cases, the written contract can make a difference.
9. *Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or sick pay.* The power to grant benefits carries with it the power to take them away, which is a power generally exercised by employers over employees. A true independent contractor will finance his or her own benefits out of the overall profits of the enterprise.
10. *The permanency of the relationship.* If the company engages a worker with the expectation that the relationship will continue indefinitely, rather than for a specific project or period, this is generally considered evidence that the intent was to create an employer-employee relationship.
11. *The extent to which services performed by the worker are a key aspect of the regular business of the company.* If a worker provides services that are a key aspect of the company's regular business activity, it is more likely that the company will have the right to direct and control his or her activities. For example, if a law firm hires an attorney, it is likely that it will present the attorney's work as its own and would have the right to control or direct that work. This would indicate an employer-employee relationship.







**Turtle Mountain Community College**

P.O Box 340

Belcourt, ND 58316 Telephone: (701)477-7862 Fax: (701)477-7807

**TRAVEL REPORT SUMMARY**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State / Zip Code \_\_\_\_\_

Travel Justification \_\_\_\_\_  
 Location \_\_\_\_\_  
 Period of \_\_\_\_\_ To \_\_\_\_\_

Summarize topics covered, major points of speaker(s) presentation for each session attended in the space provided below:

| Date        | A.M. Session | P.M. Session |
|-------------|--------------|--------------|
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |
| Day of Week |              |              |
| Date        |              |              |

Additional Comments:

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Supervisor's Signature

### Supplemental Travel Report

1. Were there students on the trip?       Yes       No
  2. Are you aware of any incidents that occurred involving a student?       Yes       No
- If yes, name the student(s) involved and explain what occurred?

**APPENDIX A4-6 PROPERTY MANAGEMENT FORMS**

Insert Property Management form



4

**APPENDIX A4-7 PROPERTY MANAGEMENT TRANSFER FORM**

Insert Property management form – transfer

---

<sup>4</sup> APPENDIX A4-6 PROPERTY MANAGEMENT FORMS

5

**APPENDIX A4-8 PROPERTY MANAGEMENT LOST OR STOLEN PROPERTY FORM**

Insert Property management form lost or stolen property

---

<sup>5</sup> APPENDIX A4-7 PROPERTY MANAGEMENT TRANSFER FORM

**APPENDIX A4-9 SINGLE PROGRAM TIME AND EFFORT REPORT**

*TURTLE MOUNTAIN COMMUNITY COLLEGE*  
SINGLE PROGRAM TIME AND EFFORT CERTIFICATION



NAME: \_\_\_\_\_

Reporting Period \_\_\_\_\_ through \_\_\_\_\_  
Month/Year Month/Year

| TIME DISTRIBUTION |       |                               |
|-------------------|-------|-------------------------------|
| PROGRAM           | HOURS | DESCRIBE ACTIVITIES COMPLETED |
|                   |       |                               |

This is to certify that I have worked solely on the above named project & performed the above duties as described.

I certify the above named employee has performed the duties as described.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

**SEE OUR WEB PAGE AT: <http://www.tm.edu>**

Accredited by North Central Association of Colleges and Schools Commission on Institutions of Higher Education  
30 North LaSalle, Suite 2400, Chicago IL 60602

***TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER***

<sup>6</sup> APPENDIX A4-8 PROPERTY MANAGEMENT LOST OR STOLEN PROPERTY FORM

**APPENDIX A4-10 MULTIPLE PROGRAM TIME AND EFFORT REPORT**

*TURTLE MOUNTAIN COMMUNITY COLLEGE*  
**MULTIPLE PROGRAM TIME AND EFFORT CERTIFICATION**



NAME: \_\_\_\_\_

Reporting Period \_\_\_\_\_ through \_\_\_\_\_  
 Month/Year Month/Year

| TIME DISTRIBUTION |       |                               |
|-------------------|-------|-------------------------------|
| PROGRAM           | HOURS | DESCRIBE ACTIVITIES COMPLETED |
|                   |       |                               |
|                   |       |                               |
|                   |       |                               |
|                   |       |                               |

I have performed the above duties as described.

I certify the above named employee has performed the duties as described.

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Supervisor Signature Date

**SEE OUR WEB PAGE AT: <http://www.tm.edu>**

Accredited by North Central Association of Colleges and Schools Commission on Institutions of Higher Education  
 30 North LaSalle, Suite 2400, Chicago IL 60602

***TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER***

<sup>7</sup> APPENDIX A4-9 SINGLE PROGRAM TIME AND EFFORT REPORT

**APPENDIX A4-11 TIME AND EFFORT PROCEDURE**

---

<sup>8</sup> *APPENDIX A4-11 TIME AND EFFORT PROCEDURE*

**APPENDIX A5-1 HIRING PROCEDURES****TURTLE MOUNTAIN COMMUNITY COLLEGE****HIRING PROCEDURES****SECTION I: GENERAL PROVISIONS**

1. Scope: These procedures apply to the recruitment, hiring, and promotion process for all Turtle Mountain Community College employees, with the exception of summer youth programs and part-time employees. The President, Vice-President, Comptroller, and Human Resource Manager are exempt and will be hired by the Board of Directors. The Board of Trustees will assist in the selection of the President.
2. The College is an Equal Opportunity Employer, which abides by the policy of providing equal employment opportunities without discrimination to all applicants and employees regardless of race, religion, color, national origin, age, gender, disabilities, sexual orientation or marital status, except as allowed by the Indian Preference provision of the Indian Civil Rights Act of 1964, as amended. In adhering to this policy, the College abides by the Title IX requirements.
3. Code of Conduct Policy, Confidentiality Statement, and Conflict of Interest Statement forms shall be signed by all hiring committee members.
4. Compliance – These procedures are intended to comply fully with all applicable tribal, state, and federal laws, regulations, and TMCC policies. These procedures are to be interpreted so as to comply with an existing law or law subsequently passed.
5. Oversight: The President is responsible to ensure the integrity of the procedures established by this policy. To assure that the process is clear and understood, the President will be responsible for training the key administrators regarding this policy. If the process has been substantially violated or abused, the President may order that an error be corrected, that a portion of the process be redone, that a member of the committee be excluded from further deliberations, that the process be terminated, or that some other remedial action be taken to assure the integrity of the process. If the recommendation of the committee is not agreeable to the President, the position will be re-advertised, closed, or eliminated.
6. Amendment: This policy may be amended as deemed necessary by the Board of Directors.

**SECTION II: RECRUITMENT**

7. Vacant/New Position: The supervisor or director shall submit a request to fill a new and/or vacant position to the President. The supervisor or director is responsible for <sup>9</sup>

---

<sup>9</sup> APPENDIX A5-1 HIRING PROCEDURES

completing all necessary forms for obtaining required authorizations. After proper authorization and final approval by the President, the supervisor or director shall submit the necessary documentation to the Human Resource Manager who will advertise the position.

8. Position Classification: Positions are classified on the basis of duties and responsibilities. Class specifications indicate the title, duties, scope of work, and recommended qualifications.
9. Position Announcement Content: The Job Announcements shall contain as applicable:
  - a) Position Title
  - b) Opening and Closing dates
  - c) Range of Salary
  - d) Qualifications
  - e) Duties and Responsibilities
  - f) Proficiency Requirements
  - g) References
    1. Two professional
    2. One character
  - h) Conditions of Employment
    1. Travel may be required
    2. Valid State Driver's License
    3. Physical Examination
    4. Background security investigation
    5. Drug testing
  - i) Indian Preference
  - j) Veterans Preference
  - k) How to apply
  - l) Equal Opportunity Employer
10. Vacancy Procedure: It shall be the responsibility of the Human Resource Manager to advertise all permanent staff vacancies with Job Service of North Dakota, local radio and newspapers, regional and national employment sites, and to post notice of vacancy immediately in the department and on the TMCC web page. Whenever possible, notice of vacancy shall be posted for a minimum of 10 working days.

### SECTION III: APPLICANT PROCESS:

11. Application Packet/Submission: Applications must include a letter of application, curriculum vitae, resume, work experience, college transcripts, three letters of reference, and, if applicable, proof of Indian blood and/or veteran preference. The packet will be determined to be incomplete if any required documents are missing; thus the application will not be considered.

12. Application Period: Applications may be submitted for a set period of time and to include “or until filled.”
13. Search Extension: The recruitment period may be extended when the applicant pool has only one qualified applicant.
14. Search Reopened: The application process may be reopened should the committee decide not to recommend a candidate to the President. The President has the authority to reopen a search with notification to the Board of Directors.

#### SECTION IV: RATING/INTERVIEW COMMITTEE

15. The Head of the Department and Human Resource Manager will oversee the hiring process.
16. Membership: The Rating/Interview Committee shall consist of five (5) members to include the Head of the Department. The rating/interview committee members must remain the same throughout the process.
17. Committee Selection: The Head of the Department shall be on the selection committee and shall select two (2) members from that department and two (2) at large members. The two members at large “outside of the department” will be selected at random by the Human Resources Director. Two additional individuals are selected to serve as alternates.
18. Orientation: The Human Resource Manager will conduct an orientation meeting to explain roles, duties, expectations, timelines, and the board-approved hiring process to the committee members. All members must sign a statement verifying they will adhere to the College Code of Ethics Policy, Confidentially Statement, and Conflict of Interest Statement.

#### SECTION V: APPLICANT SCREENING PROCESS

19. Minimum Qualifications: The Human Resource Manager will present qualified applicants and complete applications for the Rating/Interview Process to the Rating/Interview Committee. (The committee may request to examine all the application packets for further determination of qualifications.)
20. Timing: The rating/interview process will begin within ten working days after the closure of a vacancy announcement.
21. Scoring: Rating/Interview Committee members shall rate each applicant on the Applicant Screening Process Hiring Matrix.
22. Recommendation: The Rating/Interview Committee shall evaluate the applications and submit scores and recommendations to the Human Resource Manager. If the recommendation is to interview, the Human Resource Manager and Department Head



will set up appropriate interviews. If no interview is required, the final recommendation will be forwarded to the President for approval and the Board will be informed of the individual selected.

23. Time Frame: If applicable, candidates selected for interviews shall be given at least five days' notice.

#### SECTION VI: INTERVIEW PROCESS

24. Materials: Prior to the interview, the Rating/Interview Committee will receive from the Human Resource Manager, the following materials on each candidate: application packet, schedule of interviews, interview questions, and Individual Rating Sheet.
25. Questions: The committee, with consultation from the Department Head and Human Resource Manager, will draft interview questions (a minimum of 5) prior to the interview. The committee will submit a draft of interview questions to the Human Resource Manager for final approval of appropriate questions.
26. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length and will be asked the same questions. Specific questions pertaining to benefits must be referred to the Business Office.
27. Score: At the conclusion of each interview, the committee shall score the candidate. The committee may discuss as a group each candidate immediately after the interview. All committee members will sign each Interview Rating Sheet and submit the form to the Human Resource Manager.
28. Ranked List: The Department Head shall submit the interview scores to the Human Resource Manager. The candidate with the top interview score and an alternate candidate will be forwarded for reference checks. NOTE: A combination of the application and the interview scores will be used for the final recommendation for hire.
29. The Interview Rating Sheet will be added as an addendum .

#### SECTION VII: REFERENCE CHECKS

30. Timing: Reference and background checks will begin immediately by the Human Resource Manager prior to the submission of the recommendation of candidates to the President.

#### SECTION VIII: CONFIRMATION PROCESS

31. Recommendation: The Human Resource Manager will forward the committee's recommendation of the top candidate and, if applicable, an alternate, to the President.
32. Hiring: The President will approve or deny the recommended candidate for hire. The Board of Directors will be notified by the President of the recommendation for approval

or denial. Requirements for Employment: Selected candidates, as required by policy, must submit to a drug test and physical exam. Any required physical exams will be paid<sup>13</sup>

for by the College. If a finalist fails to satisfy the position requirements, the President will revoke the offer of employment.

#### SECTION X: EMERGENCY APPOINTMENT

1. Vacancy: Any vacancy, which arises due to retirement, resignation, death, injury, illness, reassignment, or other reason, may be filled by the President as a temporary appointment not to exceed 120 days. Emergency hires must be with the concurrence of the Board of Directors.

---

<sup>13</sup>APPENDIX A5-1 HIRING PROCEDURES CONT.

**APPENDIX A5-13 INDIVIDUAL PERFORMANCE and DEVELOPMENT PLAN FORM**

| INDIVIDUAL PERFORMANCE & DEVELOPMENT PLAN |       |
|---|-------|
| (Attach additional sheets as necessary)   |       |
|   |       |
| Employee's Signature:                     | Date: |
| Supervisors Signature:                    | Date: |

**<sup>16</sup>APPENDIX A5-14 MASTER'S DEGREE SCALE****Placement on the Masters Degree Scale (Effective July 1, 2014)**

New full-time hires that come into the institution with a masters degree and prior post-secondary full-time annual academic master's degree teaching contract experience will be given **100%** credit for placement on the salary scale, with a maximum cap of three years.

**Exceptional Expertise:**

Current and new faculty without a master's degree but who are in a *specialized area of expertise* with certification in Ojibwe Language from the Education Standards and Practice Board will be placed at the first level on the master's scale provide they have administrative approval.

Current and new faculty without a master's degree but who possess exceptional expertise in a particular area, with proper documentation, will be placed on the master's scale provided they have administrative approval.

---

<sup>15</sup> APPENDIX A5-13 INDIVIDUAL PERFORMANCE and DEVELOPMENT PLAN FORM

<sup>16</sup> **APPENDIX A5-14 MASTER'S DEGREE SCALE**

**APPENDIX A5-15 DOCTORAL DEGREE SCALE<sup>17</sup>**

**APPENDIX A5-15 DOCTORAL DEGREE SCALE<sup>18</sup>**

**Placement of faculty on the Doctoral Degree Scale (Effective July 1, 2014)**

New full-time hires that come into the institution with a doctoral degree and prior post-secondary full-time annual academic doctoral degree teaching contract experience will be given **100%** credit for placement on the salary scale, with a maximum cap of three (3) years.

**Placement of Current Doctoral Faculty on Professional Status Scale (Effective, July 1, 2014)<sup>19</sup>**

**Assistant Professor-** doctoral instructors will be placed at the Assistant Professor status. In order to move to the Associate Professor status, doctoral instructors must follow the same criteria and IPDP as required as the Masters criteria.

---

17

18

19

**APPENDIX A5-16 CAREER and TECHNICAL EDUCATION SCALE<sup>20</sup>**

Placement of faculty on the Non-Masters Degree Scale (Effective July 1, 2014)

New full time hires that come into the institution with a non-masters degree and prior post-secondary full-time annual academic teaching contract experience will be given 100% credit for placement on the salary scale, with a maximum cap of three (3) years.

---

<sup>20</sup> **APPENDIX A5-16 CAREER and TECHNICAL EDUCATION SCALE**

**APPENDIX A5-22 LAY-OFF/REDUCTION IN FORCE PROCEDURE<sup>21</sup>**

Lay-off/Reduction in Force Procedure

The procedure for a RIF includes, in addition to or in lieu of other factors, the following criteria:

- 1) Determination of the number of positions which must be deleted to meet an established goal.
  
- 2) The feasibility of eliminating entire programs or parts of programs.
  
- 3) Identification of areas where the number of positions must be reduced or eliminated.
  
- 4) Identification of the classification of positions to be eliminated to determine whether personnel can be interchanged with other work units. Before deletion, attention will be given to using vacant positions to retain employees who would otherwise be separated.
  
- 5) Exploration of all measures which would avoid the involuntary separation from employment.
  
- 6) Evaluation of employees subject to RIF by using the following criteria, where possible, and others where appropriate:
  - Needs of College to deliver services,
  - Relative skills, knowledge, productivity, and value of employees,
  - Length of service of employees, and
  - Veterans Preferences.
  
- 7) Documentation of steps followed in RIF.
  
- 8) An impact analysis of proposed RIF on the College's workforce demographics.
  
- 9) Notification of a RIF will be in letter form from the College President.

---

**21 APPENDIX A5-22 LAY-OFF/REDUCTION IN FORCE PROCEDURE**

**APPENDIX A5-23 GRIEVANCE FORM<sup>22</sup>**

GRIEVANCE FORM

PART I: INITIATING INFORMAL GRIEVANCE

TO: (Immediate Supervisor) \_\_\_\_\_

FROM: (Employee ('s)) \_\_\_\_\_

\_\_\_\_\_

SUBJECT: Grievance – Stage 1

- 1. This initiates a grievance under the Turtle Mountain Community College’s Personnel Policy Manual, Section 5.25.00000
- 2. See item checked:
  - My presentation is oral

My presentation is written, as indicated below on attached sheet #1.

(ADD ATTACHMENT)

- 3. The specific personal relief I seek is: (Add attachment #2)

|                      |      |
|----------------------|------|
|                      |      |
| Employee’s Signature | Date |
|                      |      |
|                      |      |
|                      |      |
|                      |      |



**APPENDIX A5-24 DRUG AND ALCOHOL POLICY<sup>23</sup>**

# Turtle Mountain Community College

P.O. Box 340

Belcourt, North Dakota 58316

## **DRUG AND ALCOHOL POLICY**

### **A. General Policy--Drugs and Alcohol**

The Turtle Mountain Community College is a drug-free workplace. Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession or use of a controlled substance (schedule I thru V of Controlled Substance Act), or alcohol by a Turtle Mountain Community College employee on the job, in the workplace, or where the business of Turtle Mountain Community College is performed, will subject that employee to disciplinary action including termination.

While the Turtle Mountain Community College does not wish to intrude into the private lives of its employees, it recognizes that employee's off the job and on the job involvement with illegal drugs can have an impact on the workplace, guests, and other employees.

All employees have an obligation to be in suitable mental and physical condition at work, performing their jobs satisfactorily, and behaving appropriately. Employees are expected to report to work free of alcohol or drugs. Achieving this goal is necessary to maintain safety and integrity of our business and safety and health of all employees, students, guests, and general public.

Following is the adopted Drug and Alcohol Policy. The Turtle Mountain Community College has implemented a drug free awareness program that provides information on the dangers and effects of substance abuse in the workplace. Resources are available to employees. Consequences for violations of this policy are outlined.

The Turtle Mountain Community College reserves the right to administer alcohol and drug testing on employees in accordance with this policy. Violations of the policy, including a positive drug test, may lead to disciplinary action and immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. TMCC employees are required to report any and all offenses or charges for any act that would constitute a violation of this policy from all jurisdictions including tribal, state, and federal, to TMCC within 15 days of the TMCC employee receiving notice of any offense or charge.

---

<sup>23</sup> **APPENDIX A5-24 DRUG AND ALCOHOL POLICY**

The intention of this policy is to clarify the standard of conduct expected of all employees in the <sup>24</sup>performance of their job duties. Compliance with this policy is a condition of continued employment for all present and future Turtle Mountain Community College employees.

### **B. Employee Assistance--Alcohol/Drug Abuse**

The Turtle Mountain Community College is prepared to assist and support all employees requesting assistance. For this purpose, the Turtle Mountain Community College maintains an Employee Assistance Program (EAP) that provides confidential services to employees seeking assistance in dealing with alcohol and/or drug abuse or for personnel matters requiring confidential counseling.

### **C. Employee Assistance Program Related Leave of Absence**

The Turtle Mountain Community College considers Drug and Alcohol abuse as treatable illnesses. Employees having these illnesses will be given the same consideration and offered assistance presently extended to employees having any other illness.

Employees who have been diagnosed with an alcohol or drug problem are encouraged to seek confidential counseling or to schedule a referral with personnel in the Employee Assistance Program.

After evaluation by a certified counselor, an employee who needs inpatient treatment for drug or alcohol abuse will be allowed to use accrued sick leave or annual leave. The remainder of the treatment time will be without pay; this leave may run concurrently with Family and Medical Leave Act (FMLA). The employee will be allowed the amount of time needed to complete treatment programs for thirty (30) to 180 days without loss or interruption of his or her employment status under the following conditions:

1. Arrangements must be stated in writing, indicating starting date and approximate projected ending dates of leave.
2. Notification must be provided in writing to the Program Director/Immediate Supervisor and HR.
3. At the end of the granted leave, if the employee does not return to work within (1) week after the treatment ending date the employment of the employee automatically terminates, without any further action.

Upon a timely return from the leave, the employee who has complied with this policy will be reinstated to the position which they held at the commencement of leave or will be placed in a position comparable to the position held at the commencement of leave.

### **D. Alcohol and Drug Free Awareness Program**

The Turtle Mountain Community College will implement and maintain an Alcohol and Drug Free Awareness Program to inform employees about;

---

<sup>24</sup> APPENDIX A5-24 DRUG AND ALCOHOL POLICY CONT.

- The dangers of alcohol and drug use in the workplace.
- The policy of maintaining a drug free workplace.
- The sanctions that may be imposed upon employees for violations of the Turtle Mountain Community College drug free workplace policy.<sup>25</sup>

The Turtle Mountain Community College will use its drug free awareness program in an ongoing effort to prevent and eliminate drug use that may affect the workplace.

### **E. Definitions**

For the purpose of this policy, the following definitions apply:

1. **Illegal Drugs:** All forms of narcotics, hallucinogens, controlled substances (including cannabis), depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law. Drugs prescribed by physicians, dentists, or other authorized health professionals and used in accordance with their instructions are not subject to the restrictions of this policy.
2. **Legal Drugs:** Prescribed and over-the-counter drugs, which have been obtained and are being used for the purpose for which they were prescribed or manufactured.
3. **Reasonable Suspicion:** Means circumstances or behavior indicating alcohol or drug use. Reasonable Suspicion includes, but is not limited to the following circumstances:
  - a. Observable conduct, such as direct observation of alcohol or drug use and/or the physical symptoms of being under the influence of alcohol or drugs;
  - b. A pattern of abnormal conduct, incoherent mental state, or erratic behavior that is otherwise unexplained;
  - c. Physical impairment, e.g. staggering, slurred speech, sleeping on the job, inability to concentrate or memory loss;
  - d. Other actions and conduct that provides sufficient knowledge to believe that the employee is under the influence; and
  - e. Involvement in any work-related, reportable accident.
4. **Reportable Accident:** An accident at the job site that requires medical attention and/or an incident/accident report.
5. **Impairment:** For the purpose of this policy, impairment is the inability to perform one's job in the manner prescribed for that function or in accordance with established practice. Impairment may include the inability to use or operate equipment properly; to communicate clearly; to exercise reasonable judgment in making decisions; to interact with other employees, guests, or business contacts in an appropriate manner; or other inappropriate behavior. Such impairment, when caused by alcohol and drug abuse, is a violation of this policy.
6. **Alcohol:** A liquor or brew containing alcohol as the active agent; "alcohol (or drink), any of a series of volatile hydroxyl compounds that are made from hydrocarbons by distillation. The

---

<sup>25</sup> APPENDIX A5-24 DRUG AND ALCOHOL POLICY CONT.

fluid essence or pure spirit obtained by distillation. The spirituous or intoxicating element of fermented or distilled liquors or more loosely a liquid containing it in considerable quantity. An impalpable powder. A class of compounds analogous to vinic alcohol in constitution. An organic chemical containing one or more hydroxyl groups. Also, an ingredient in a variety of beverages including beer, liqueurs, cordials, and mixed drinks.”

#### **F. Drugs in the Work Place**

The Turtle Mountain Community College prohibits the use, possession, exchange, delivery, manufacture, distribution, sale, or purchase of any illegal drug, or any prescription drug without a valid prescription on Turtle Mountain Community College Properties (including Turtle Mountain Community College motor vehicles) and Turtle Mountain Community College sponsored functions.

#### **G. Alcohol in the Workplace**

The Turtle Mountain Community College prohibits employee use/abuse of alcohol within their work time and during meal breaks. This policy also prohibits employee use of alcohol, whether in connection with business or personal time, within 6 hours before the employee begins work.

#### **H. Impairment Related to Alcohol or Drug Use**

Employees who are in a condition that impairs their ability to perform their job and endangers the safety of themselves or others will not be allowed to continue working or remain in the workplace. Employees who are prescribed medication by a licensed health physician that may impair their judgment or their ability to perform their job must report it to their supervisor immediately upon receipt of the medication and a copy of the prescription will be placed in the employee’s personnel file.

#### **I. Sanctions for Violations of the Drug and Alcohol Policy**

If an employee is found to be in violation of the policy, they will be immediately suspended without pay. The employee will also be given an escort to their place of residence if necessary. Further disciplinary action may be imposed including discharge. The Turtle Mountain Community College may also submit evidence (excluding test results) to law enforcement agencies, when it is appropriate to do so.

#### **J. Alcohol and Drug Testing Program**

To ensure an alcohol and drug free work place and to eliminate alcohol/drug use and abuse by employees at Turtle Mountain Community College, the following procedures will be used for drug testing. The drug testing will take place in a designated area by the Human Resources Department utilizing designated bathrooms. Participants will be required to take the drug test using the drug testing kit provided to them by the confidential tester. The tester and the employee will read the results together.

If the test shows positive, this test will then be sent to the Drug Check Lab for further analysis. If the employee is on a prescription medication, they are required to submit evidence of the prescription to

the Turtle Mountain Community College. The Turtle Mountain Community College will then send the prescription to the Drug Check Lab for its determination on whether that medication or other drugs were present in the sample.<sup>26</sup>

### ***Employment Testing***

Upon implementation of this Drug Policy in 2006, all Turtle Mountain Community College employees will be given drug tests.

All employees of the Turtle Mountain Community College will submit to alcohol and drug testing whenever required under this policy as a condition of continued employment with the Turtle Mountain Community College.

### ***Random Drug and Alcohol Testing***

The Turtle Mountain Community College reserves the right to conduct random, unannounced alcohol and drug tests on any and all employees including any business who is directly housed on Turtle Mountain Community College premises. Random drug tests will be conducted at least quarterly. The number of employees to be tested each quarter will be determined by the Administration of the Turtle Mountain Community College.

The names of the employees to be tested randomly will be selected by a computerized program. Employees selected by random with the computer program will be notified by the HR Manager.

### ***Pre-Employment Drug Testing***

All persons selected for hire will be required to take a drug test at a time and place designated by the HR Manager. Each person selected for hire will also be required to sign the "Drug Testing Form." Failure to sign the form will result in discharge of the remainder of the pre-employment process.

Those persons who test positive will not be hired, but will be eligible to reapply after six (6) months. Individuals who fail to show up for their scheduled test will not be hired and will be considered unqualified for employment and will not be eligible to apply for employment until after six (6) months.

### ***Post-Accident Testing***

All employees involved in, or contributing to a "reportable accident", or who cannot be completely discounted as being a contributing factor to an accident, may be required to have an alcohol or drug test immediately after. Use of alcohol by the employee is prohibited following the accident until the post alcohol and drug testing is completed. Violation of this may jeopardize employment.

### ***Reasonable Suspicion Testing***

Reasonable suspicion testing is required whenever a supervisor, management employee, or other employee reasonably suspects an employee or business held on the Turtle Mountain Community

---

<sup>26</sup> APPENDIX A5-24 DRUG AND ALCOHOL POLICY CONT.

College premises are under the influence of alcohol or drugs. Reasonable suspicion test referrals are to be based on documented objective facts, circumstances, or physical evidence, physical signs, symptoms, or a pattern of behavior.

Reasonable suspicion must be documented by the person observing the behavior or activity and signed by the individual writing and observing the behavior.

Whenever an employee is to be tested because of reasonable suspicion, the employee will not be permitted to return to work until the results of the test are received from the Drug Check Lab. In the event that the results are negative for the presence of prohibited level of alcohol or other drug, and the employee has not violated any work rules, the employee will be paid for time the employee is absent while awaiting the test results.

The Turtle Mountain Community College reserves the right to require that an entire department be tested any time that it has a reasonable suspicion that alcohol or drugs use or activity is affecting the work of the department or there is evidence of drug usage in the work area if there is insufficient information to determine which employee(s) are involved in the usage of illegal drugs.

#### ***Additional Testing***

The Turtle Mountain Community College may require additional drug and alcohol tests during the following drug and alcohol treatment to ensure compliance with a treatment plan. These tests may be done for up to one year after completion of treatment without prior notice.

#### ***Positive Test Results--Procedures***

In the event of a confirmed positive test for alcohol or drugs, the following procedure will apply:

Before Administration decides upon the final course of actions, including potential discipline to be taken in the event of a positive test result, the test will be sent to the Drug Check Lab for further analysis. If the employee is on a prescription medication, they will then have 24 hours to obtain a copy of the prescription, and provide it to the HR Manager. The HR Manager will then send the prescription to the Drug Check Lab for its determination on whether that medication or other drugs were present in the sample.

Upon written request, the Turtle Mountain Community College HR Manager will provide the affected employee with a copy of the confirmed positive test result.

#### **K. Goals**

The goals of the Turtle Mountain Community College Drug and Alcohol Policy are to:

- Educate employees about the dangers and problems associated with substance abuse;
- Facilitate the prevention of substance abuse;
- Identify any employee who may be engaging in substance abuse;

- Provide for opportunities for counseling and treatment for any employee abusing drugs and/or alcohol;
- Protect the public and co-workers from those employees abusing drugs and/or alcohol;
- Develop a drug free workplace; and
- Make provisions for employees undergoing treatment to continue to work or return to work with same benefit/same pay/same position as soon as possible consistent with their prescribed treatment program.

#### **L. Applicability**

The policy applies to all current and future Turtle Mountain Community College employees.

#### **M. Prohibited Conduct**

- Manufacture, trafficking, possession, and use of prohibited substances. Employees are prohibited from engaging in the manufacture, distribution, dispensing, possession, or use of prohibited substances on Turtle Mountain Community College property, in College vehicles or while on College business. Additionally, law enforcement and/or funding agency will be notified, as appropriate, when criminal activity is suspected.
- Intoxication. All Turtle Mountain Community College employees who are suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty will be disciplined pending an investigation and verification of condition. Employees found to be under the influence of prohibited substances or who fail to pass a drug and alcohol test will be removed from duty and subject to corrective action. A drug or alcohol test is considered positive if the individual is found to have a presence of a prohibited substance in the body. Turtle Mountain Community College or Human Resources will have local law enforcement and/or licensed medical facility conduct testing.
- Alcohol Use: No Turtle Mountain Community College employee will report for duty or remain on duty when their ability to perform assigned duties is adversely affected by alcohol, or when their breath alcohol concentration is measurable. No employee will use alcohol while on Turtle Mountain Community College premises or during the hours they are at work.

#### **N. Prohibited Substance**

Prohibited substances include:

- Any alcoholic beverage;
- Any prescribed drug not being used for legal purposes; and
- Controlled substance in Schedule I through V of the Controlled Substance Act.

#### **O. Drug Testing**

**Applicants:** All applicants will be provided a summary of the drug testing policy. Applicants who have received conditional offers of employment with the Turtle Mountain Community College or subsidiaries, must submit to testing for evidence of improper drug use and/or where indicated, to test for the presence of alcohol. If the tests are positive, the applicant will be refused employment and may not reapply for at least 6 months.

**Employees:** All employees of TMCC and subsidiaries will be subject to random, unannounced testing using a valid method that ensures that each employee will have an equal chance of being selected each time testing is conducted. This random testing will be conducted throughout the year.

**All current employees** whose position require them to perform safety sensitive duties, and/or require a commercial driver's license may be subject to random drug testing at a higher incident than other employees per the regulations of the **Federal Transit Authority (FTA) (49 CFR Parts 653 and 654)**, and per the regulations of the **U.S. Department of Transportation (DOT) (49 CFR Part 40)**.

**Reasonable Suspicion Referrals:** Reasonable suspicion referrals for testing will be made on the basis of documented objective facts and circumstances consistent with the short-term effects of substance abuse. Written reasonable suspicion referrals will be made by the appropriate supervisors. Reasonable suspicion means any circumstance or behavior indicating alcohol or drug use. It includes, but is not limited to: Observable conduct, such a direct observation of alcohol or drug use and/or the physical symptoms of being under the influence; a pattern of abnormal conduct, incoherent mental state, or erratic behavior that is otherwise unexplained; physical impairment, such as staggering, slurred speech, sleeping on the job, inability to concentrate, memory loss, etc.; other actions such as conduct that provides sufficient knowledge that the employee is under the influence; involvement in any work related, reportable accident, etc.

**Reasonable Suspicion Searches:** Turtle Mountain Community College reserves the right to search the employee's desk, locker, or other Turtle Mountain Community College property. Turtle Mountain Community College reserves the right to request law enforcement to conduct searches in the presence of appropriate Turtle Mountain Community College officials and to document their findings.

**Failure to Submit to Drug/Alcohol Testing:** All employees of TMCC and subsidiaries will be subject to drug testing and alcohol testing as a condition of employment. Persons seeking employment who refuse to submit to drug testing will not be eligible for employment by the Turtle Mountain Community College. Turtle Mountain Community College employees who refuse to submit to random, reasonable suspicion or post on-the-job accident drug/alcohol testing may be subject to termination. Refusal can include an inability to provide a sufficient specimen or sample without a valid medical explanation, as well as verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Any employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, alteration, or substitution will be required to undergo an observed collection. Verification that the employee has provided false information or has falsified tests will result in the employee's termination.



Employees on authorized leave that are selected for the random sampling will be rescheduled to be included in the next random sample.

**Confidentiality:** Turtle Mountain Community College will use reasonable precaution to ensure and maintain accuracy and confidentiality of the test results. Only persons authorized by the Chain of Command will view the results of the testing.

#### **P. Education and Training**

As part of the orientation process, employees will be given information on where to access the Turtle Mountain Community College Policy and Procedure Manual, inclusive of the Alcohol and Drug policies. Training will be provided periodically on the consequences of prohibited alcohol/drug use and abuse. Additionally, supervisors will be required to participate in training on the signs and symptoms of alcohol/drug misuse. The Human Resources Department or designated personnel staff will ensure this policy is followed/adhered to.

#### **Q. Voluntary Admission of Drug/Alcohol Use**

Any employee, who voluntarily and without reasonable suspicion of supervisors, identifies themselves as having a problem with alcohol or drug abuse, will be referred for assessment and treatment and will follow the same positive drug testing procedures as a positive tested employee. If the employee is unable to perform work duties, the employee may use accrued sick or annual leave or be placed on leave without pay status until the employee can return to work. Employees seeking such assistance should see their supervisor or the Human Resource Department.

#### **R. Consequences of a Positive Drug or Alcohol Test**

**Pre-employment:** Applicant will be refused employment and will not be allowed to reapply for 6 months.

**Random, Reasonable Suspicion or Post-Accident Test.** Employees and subsidiaries of TMCC will be subject to immediate corrective action after a positive random test, a positive test based on reasonable suspicion, or a positive test after an accident, a citation by law enforcement or loss of license or credentials necessary to complete employee's job duties.

**Initial Positive Test.** The first time an employee of TMCC or its subsidiaries is confirmed to have tested positive, they will be referred to TMCC's Employee Assistance Program (EAP) for an evaluation at the employee's expense and may be suspended without pay. Employees must schedule an appointment with the designated agency within five (5) working days or they will be terminated. Evaluation and recommendation will be adhered to and the employee will be required to complete the recommended treatment/counseling prior to returning to work. Employees will be required to have a negative drug test conducted by Turtle Mountain Community College before returning to work. The employee can use accrued sick or annual leave or can take leave without pay to complete the recommended counseling/treatment. Employees refusing to submit to an evaluation and recommended counseling/treatment will be terminated. Employees who report to work under the influence of drugs

or alcohol will not be allowed to drive themselves home or elsewhere (appropriate arrangements will be made). Refusal to comply with this rule may result in immediate termination.

***Employees Requiring Counseling/Treatment.*** If the evaluating agency concludes that an employee should receive further counseling or treatment for substance abuse, the employee must meet with the Human Resources Department to discuss available counseling and treatment options and available coverage. The employee will be required to complete and comply with all the conditions set forth by the Turtle Mountain Community College and chosen program. This can include returning to work immediately upon completion of the five (5) working day suspension or leave of absence. Employees refusing to comply with the recommendations of counseling/treatment will be terminated.

***Employees Not Requiring Counseling or Treatment:*** If the evaluating agency concludes that an employee who is confirmed to have tested positive does not require counseling or treatment at this time, or is able to work during treatment, such employee will return to work upon completion of the five (5) working day suspension. Such employee must enter into an agreement with Turtle Mountain Community College and will then be subject to unannounced drug/alcohol testing for up to 12 months. If any of these unannounced tests are positive, the employee will be terminated.

Counseling and treatment will be at the expense of the employee.

#### **S. Agreement**

Employees who return to work following suspension due to positive drug or alcohol test results must agree to the following:

- Employees must provide a release to work from the evaluation or counseling program indicating successful completion.
- A negative test for drugs or alcohol.
- An agreement to frequent follow-up test for a period of 12 months.
- An agreement to follow specific after care requirements with the understanding the violation of the agreement is grounds for corrective action and possible termination.

Employees will be allowed to use their own accrued leave or utilize leave without pay to complete aftercare requirements.

#### **T. Second Failure**

If the employee tests positive a second time, the employee will be terminated and will not be considered for employment by the Turtle Mountain Community College for a period of (12) months.

**All Employees are asked to acknowledge that they have read the Alcohol and Drug Policy of the Turtle Mountain Community College and agree to abide by it in all respects. By policy, this acknowledgment is required of you as a condition of employment.**



## Turtle Mountain Community College

P.O. Box 340

Belcourt, North Dakota 58316-340

### Drug Free Workplace Policy

#### Drug Testing Form

Employee Name: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Tested for: Drugs \_\_\_\_\_ Alcohol \_\_\_\_\_ *(check one)*

Date Tested: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Testing Device: \_\_\_\_\_

Type of Sample Taken: \_\_\_\_\_

Lot #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Ref. Code: \_\_\_\_\_

Results of Test: \_\_\_\_\_

Temperature: \_\_\_\_\_

Name of Tester(s): \_\_\_\_\_

Witness: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



# Turtle Mountain Community College

P.O. Box 340

Belcourt, North Dakota 58316-340<sup>27</sup>

## PROCEDURES FOR DRUG TESTING

Initially when drug testing starts, all of the Turtle Mountain Community College Employees will be tested, after that quarterly drug testing will be done randomly on approximately 25% of the employees. Therefore, every quarter approximately 25% of the employees will be selected from random drug testing. Employees will be given a number, which is then put into a computer program along with their name. A number, not a name, will be selected; no one will know who is being selected as the computer will randomly generate a set of numbers. These numbers (tied to a name) will then be randomly tested.

The individual employee will be called to the drug-testing site to be tested anytime during the shift that they will be on duty. No other advance notice will be given. In the event the employee is not at work, they will be tested at a later date when they are at work; this later time and date will be established by HR.

The actual testing site will be bathrooms for both male and female employees that will be labeled as a drug-testing site and will be off limits to other employees during testing times. During drug testing times, drug testing will be conducted during regular scheduled hours, Monday through Friday. This schedule will allow for all employees to be tested during their regular shift without having to be called in during their days off.

Each employee to be tested will be given a drug testing kit along with instructions on how the procedure will work and what to do at the time of testing. At the completion of the test it will be sealed and both the tester and the employee will go over the results of the test. A trained drug tester will conduct the testing for all employees.

In the event of a positive test, the urine sample will be sealed, labeled, and then sent to the Drug Check Lab for further analysis if necessary. If the employee is on a prescription medication, they will then have twenty four (24) hours to obtain a copy of the prescription, and provide it to the HR Manager, or be placed on suspension until the prescription is submitted. The HR Manager will then send the prescription to the Drug Check Lab along with the test for its determination on whether that medication or other drugs were present in the sample.

**I have read and understand the Procedures that will be used for Drug Testing at the Turtle Mountain Community College.**

---

Employee Signature

---

Date



# Turtle Mountain Community College

P.O. Box 340

Belcourt, North Dakota 58316-340<sup>28</sup>

## POSITIVE DRUG TEST PROCEDURES

In the event you have a positive drug test, these are the steps that you will need to follow as a condition of your continued employment with the Turtle Mountain Community College. **The steps are as follows:**

1. You will be asked to explain why you have a positive drug test. The Turtle Mountain Community College President or designee will be informed immediately of the positive test.
2. If you do not deny the test results, step three will be followed. If you deny the findings of the test, the results will be sent to the Drug Check Lab for further analysis, along with any prescriptions you have been prescribed. If the results of the Drug Check Lab confirm your positive test and you do not have a valid prescription or are using illegal drugs you will go to step three.
3. You will receive a letter of referral to the **Employee Assistance Program**. As a condition of continued employment, you as an employee must then contact the E.A.P. within 5 working days to schedule an evaluation by a certified counselor. You must then contact a certified counselor and provide a copy of the evaluation report and recommended Treatment Program to E.A.P. within 5 working days. Any employee who needs inpatient treatment for drug or alcohol addiction will be allowed to use accrued sick leave or annual leave until depleted, and can then apply for leave without pay.
4. You as an employee will have to show proof of enrollment in a treatment program, either inpatient or outpatient basis with the written permission of the Turtle Mountain Community College President or designee.

**If an employee tests positive for drugs, they will only be allowed to return to work if they have enrolled in a treatment program and passed a drug test conducted by the Turtle Mountain Community College. They will only be able to continue working for the Turtle Mountain Community College if they finish their treatment program and continue to pass periodic drug tests conducted by the Turtle Mountain Community College as a condition of their employment. In the event the employee fails another drug test or does not finish their treatment program, they will be automatically terminated.**

Employees that test positive for drugs and claim to have a prescription will be allowed to return to work pending the results of the confirmed test, providing they give a copy of their prescription to the HR Manager upon being tested or within 24 hours. In the event they fail to provide a copy of their prescription within 24 hours, the employee will be placed on leave without pay. If the confirmed test proves that the drug found in the positive sample is for an illegal drug or the employee does not have a prescription for that drug, the employee will be treated the same as a positive test for illegal drugs and will follow the same procedures, and will be referred to step 3 above.

**I have read and understand the procedures that I will need to follow as a condition of my continued employment.**

---

Employee Signature

---

Date



# Turtle Mountain Community College

P.O. Box 340

Belcourt, North Dakota 58316-340<sup>29</sup>

## REFUSAL TO TEST FORM

I, \_\_\_\_\_ am refusing to take a Drug Test for the Turtle Mountain Community College. I realize that this is a condition of my employment and that I will be terminated for refusing to take a Mandatory Drug Test and participate in the Drug Testing Program.

Time: \_\_\_\_\_ AM/PM

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# Turtle Mountain Community College

P.O. Box 340

Belcourt, North Dakota 58316-340<sup>30</sup>

## Request for Referral to Employee Assistance Program Form

I am signing this form as a request for a referral to the Employee Assistance Program for Drug and/or Alcohol Rehabilitation. I am admitting that I have an addiction to drugs or alcohol, whether it is prescription medication or illegal drugs. I am requesting assistance from Turtle Mountain Community College as part of their Employee Assistance Program. I am requesting treatment either on an inpatient or outpatient basis, whatever is agreed upon between myself and a certified counselor. I agree to follow procedures as outlined in the Turtle Mountain Community College Drug and Alcohol Policy, and understand that I must keep TMCC informed of my enrollment and progress in a treatment program.

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

### APPENDIX A5-25 CERTIFICATION REGARDING ALCOHOL and OTHER DRUG FREE WORKPLACE<sup>31</sup>

\_\_\_\_\_  
*APPENDIX A5-24 DRUG AND ALCOHOL POLICY CONT.*  
<sup>31</sup> **APPENDIX A5-25 CERTIFICATION REGARDING ALCOHOL and OTHER DRUG FREE WORKPLACE**



# Turtle Mountain Community College

P.O. Box 340  
 Belcourt, North Dakota 58316  
 Telephone: (701) 477-7862  
 Fax: (701) 477-7807

Turtle Mountain Band  
 Of  
 Chippewa Indians  
 •  
 Charter Member  
 American Indian  
 Higher Education  
 Consortium

## APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE<sup>32</sup>

### CERTIFICATION REGARDING ALCOHOL AND OTHER DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, and Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. All Turtle Mountain Community College employees will certify on an annual basis that they fully understand the college's Drug Free Workplace requirement policy. False certification or violation of the certification shall be grounds for suspension or termination.

- (a) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Employees in violation of this policy shall be grounds for suspension or termination;
- (b) Turtle Mountain Community College's drug-free awareness program is designed to inform employees about - -
  - (1) The dangers of drug abuse in the workplace;
  - (2) TMCC's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) A copy of the Drug-free Workplace policy of Turtle Mountain Community College will be given to each employee;
- (d) As a condition of employment with Turtle Mountain Community College, the employee will - -
  - (1) Abide by the terms of the Drug-Free workplace;
  - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) TMCC will notify the appropriate funding agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of a conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted, the TMCC will - -
  - (1) Take appropriate personnel action against such an employee, up to and including termination; or
  - (2) Require an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

## PROCEDURES

---

Employee Certification

Date

**1. Application for Use**

---

<sup>32</sup> APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE



- a. Requests for facilities or grounds use must be submitted to the Switchboard Operator/Administrative Assistant. The request must be submitted by the individual or group requesting permission.
- b. A decision on a fully completed application will ordinarily be made within two business days, additional review time may be necessary if an application involves a large-scale or unusual event.
- c. The decision on the application, including applicable permit conditions, will be communicated to the applicant in writing by electronic or other appropriate means of communication. If an application is denied, the applicant will be provided a brief written explanation of the basis of the decision. Appeal of permit conditions or the denial of an application may be taken as specified in this policy.

## **2. Space Rental, Services, and Equipment Fees**

- a. The Business Office will maintain a **Facilities Rental Fee Agreement** detailing current rental fee charges (as well as criteria and procedures that may apply to requests for reduced or waived charges); a **Services Fee Agreement** detailing the types of services that may be required as a condition of use approval, and the cost for such services (as well as criteria and procedures that may apply to requests for waiver of charges); and information regarding rental of **College equipment** such as tables, chairs, staging, lights, public address systems, and audio-visual equipment (both fixed and portable), all of which may when available, be requisitioned for use at on-campus events.
- b. The College reserves the right to have, at its sole discretion and at the expense of the Sponsor or Host, its own security services, parking staff, event coordinators, physical plant staff, or other College personnel present at any meeting, conference, event, or activity covered by this policy. Preparation costs incurred by the College will be billed to the unit, group, organization, or entity if the activity is cancelled.

## **3. General Conditions of Use**

- a. **Priority of Use:** Organized instruction and official College events shall have priority for use of College facilities, grounds, and equipment. Other events will generally be scheduled on a first-come, first-serve basis; subject to priority given to College recognized groups and organizations if a scheduling conflict arises. Although sponsors, hosts, groups, and organizations may request use of a specific room, facility, or other location; the College shall make final space<sup>33</sup> assignment decisions.
- b. **Non-Discrimination:** The College will not deny use of its facilities on the basis of the viewpoint of the person or entity seeking their use, unless otherwise required by law; all persons and entities using College facilities must allow access to their events on a non-discriminatory basis if attendance is not limited to their own members. Additionally, a person or entity may not offer educational

---

<sup>33</sup> APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE CONT.

or employment opportunities associated with its campus presence on an unlawfully discriminatory basis if the College is a sponsor of the person or entity, or the person or entity is a College contractor or subcontractor.

- c. **Conduct:** Any person or entity using College facilities or grounds must during the period of use adhere to applicable College policies and procedures, and to federal, state, and tribal statutes, regulations, and ordinances. The College reserves the right to suspend eligibility or deny applications for facilities or grounds use if the prior conduct of a group or entity did not comply with these requirements. Failure to adhere to conditions of a use permit, including without limitation payment of space rental, services, and equipment fees, or event promotion and advertising restrictions, may result in suspension or termination of eligibility for facilities or grounds use.
- d. **Event Promotion and Publicity:** College academic and administrative units, and College-recognized groups or organizations, may advertise that an event is being sponsored by, or is a function of the particular unit or entity. Non-College event promoters may only use the College’s name with the written permission of the College obtained through the Administration; however, they may use the name of the College in advertising the location of an event as long as the use is not misleading with regard to sponsorship. At the request of the College, the event sponsor or promoter may be required to place a disclaimer on all advertising that explains that the event is not sponsored or endorsed by the College.
- e. **Occupancy:** Due to personal safety and regulatory compliance considerations, overnight occupancy of temporary structures is permitted only with prior College approval and subject to permit conditions. An occupancy permit generally will not exceed three consecutive nights.

#### 4. Commonly Requested and Permitted Uses/Conditions of Use

- a. **Use for Organized Instruction:** The presentation of organized credit instruction is the primary function of the College. Space scheduling for credit instruction is handled by the Academic Dean’s Office. Non-College-recognized groups and organizations will not be allowed to use College facilities for this type of activity unless the activity is approved through Continuing Education and coordinated through the Academic Dean and facilities.
- b. **Use by Administrative and Academic Units:** College academic and <sup>34</sup>administrative units may use College facilities and grounds for events approved through normal channels whose purposes are complementary to the mission of the unit. No College facility rental fee will be charged for official meetings, conferences, or events involving faculty, staff, students, or alumni. However, the unit will be held responsible for all expenses the College incurs as a result of services provided (such as event coordination, custodial, parking, and

---

<sup>34</sup> APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE CONT.

security services). All service charges must be billed to a College budget. Facility rental fees will be charged for events (including fund-raisers) hosted or sponsored by College academic and administrative units for non-College entities. The non-College entity and the College host or sponsor will be jointly responsible for all rental fees and service charges incurred.

- c. **Use by College-Recognized Groups or Organizations:** College-recognized groups or organizations may utilize College facilities and grounds for purposes complementary to the purpose of the organization. No facility rental fee will be charged for events involving faculty, staff, students, or alumni. The group or organization will be held responsible for all service charges. College-recognized groups or organizations may not sponsor or host an event planned by a non-recognized group or organization to enable the latter to avoid paying otherwise applicable rental or service charges.
- d. **Use by Non-recognized Student Groups or Organizations:** Events held by or for College student groups or organizations not recognized by the Student Government must be hosted or sponsored by a recognized student group/organization, College department, or organization.
- e. **Use for Conferences and Non-Course Credit Activities:** Non-course credit conferences, seminars, workshops, presentations, and similar events of an educational nature in which external participants are registered or enrolled must be sponsored or hosted by College academic or administrative units and coordinated through Adult Education. Event coordination fees, room rental, and service fees will be charged.
- f. **Use by Non-Profit Organizations:** Non-profit organizations recognized as such under federal law may, on a space-available basis with priority given to College needs, request and be granted use of College facilities and grounds for events complementary to their charitable purposes, including fundraising. These organizations will be responsible for room rental fees and service fees, and the events must be approved and coordinated through the Facility Manager.
- g. **Use by For-Profit Entity:** On a space-available basis and with priority given to College needs, for-profit entities may request and be granted use of College facilities or grounds for private events. These entities will be responsible for payment of market-rate room rental and service fees, and the terms and conditions of this policy as applicable. In addition, an event hosted or sponsored by the College or a non-profit entity may include a for profit enterprise as a part<sup>35</sup> of the activity (*e.g.*, concerts, activities fair, etc.). Under the latter circumstances, no rental fee will be charged if the activity primarily serves the College community; otherwise, the College sponsor/host or for-profit entity will be responsible for market-rate rental and service fees.
- h. **Use by Political Candidates or Organizations:** Use of College facilities, grounds, or resources for political activities must conform to legal requirements

---

<sup>35</sup> APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE CONT.

governing political activities by tax-exempt organizations. No posters, materials, cards, or signs of a political nature will not be allowed on College property.

- i. **Memorial Services:** Memorial services may be held in appropriate College facilities on a date and space-available basis. Interested persons should contact the Facilities Manager to inquire about site suitability and availability.

#### 5. **APPEAL PROCEDURE OF FACILITY USE DENIAL**

Appeals of a denial of a use request as determined by the College may be made in writing within five business days of the denial. Such appeals may address a denial of an application for use or the specified conditions of approval. The appeal will be reviewed by the President or his/her designee and a final decision will be made.

#### 6. **CONSEQUENCES OF UNAUTHORIZED USE**

Unauthorized use of institutional grounds, facilities, and other resources may violate this policy, other applicable College policies, and the Tribal, state and federal civil and criminal laws. A demonstrated violation of policy or law may result in disciplinary or legal action against violators. In addition, the College reserves the right to promptly discontinue unauthorized uses, with possible charges of coordination fees, rental fees, and service fees.

#### 7. **Forms**

Request forms from the Switchboard Operator/Administrative Assistant or go online to: [www.tm.edu](http://www.tm.edu)

#### 8. **Posting of Materials**

All [classified](#) ads, postings, or listings must comply with the following rules and regulations of the College.

1. **Postings are allowed only in designated areas identified throughout the institution. Any posting outside of the area will be discarded.**
2. **Postings must be dated and are allowed for two week time periods only, unless otherwise approved for longer periods by administration.**
3. You may not include any content or images in your listing or advertising ad that are obscene, offensive, harmful to minors, an invasion of privacy, or otherwise inappropriate.
4. Listings that exhibit any aspect of hatred, violence, racism, or intolerance are not <sup>36</sup>permitted
5. You may not use or manipulate this service for any fraudulent activity or purpose.
6. Your classified ad must be in English, however it may contain words in another language, if necessary, in order to describe the item or service for sale.
7. All items posted, including temporary structures, must be professionally developed and designed.
8. No postings of events at alcohol establishments.
9. All postings of materials must be approved by the Facility Manager.

---

<sup>36</sup> APPENDIX A5-27 FACILITIES AND GROUNDS USE PROCEDURE CONT.

**APPENDIX A5-27 Information Technology Appropriate Use Policy**Turtle Mountain Community College<sup>37</sup>  
Information Technology Appropriate Use Policy**Scope**

This policy applies to all users of IT systems, including but not limited to students, faculty, and staff. It applies to the use of all IT systems. These include systems, networks, and facilities administered by the IT Department, as well as those administered by individual departments, laboratories, and other college-based entities.

---

**Policy Statement**

The purpose of this policy is to ensure an information technology infrastructure that promotes the basic mission of the college in teaching, learning, research, and administration. In particular, this policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT systems.
- To ensure that IT systems are used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violators.

---

**Policies and Guidelines****Unacceptable Use:****Definition:**

Use of institutional computers, network, and internet services is a privilege, not a right. All users are required to comply with this policy and the accompanying rules.

**Policy Statement:**

The following rules are intended to provide general guidelines and examples of prohibited use. Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action, and/or legal action.

- All users shall have no expectation of privacy regarding computer files, email, or internet usage. Turtle Mountain Community College reserves the right to monitor all computer files, email, and internet usage without prior notice.
- All users may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another

---

<sup>37</sup> A5-28 Acceptable use policy

person's account or access another person's files. These actions are illegal, even if only for the purposes of “browsing.”

- All users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.<sup>38</sup>
- All users are not allowed to download, copy, or install any games or unauthorized software on college computers. Any unauthorized software and games, if found in the college computers, will be removed by college IT Department.
- All users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on social media sites.
- All users will not post private information about another person.
- All users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- All users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Email Policy:**

#### **Definition:**

Use of email by staff, faculty, and students is permitted and encouraged where such use supports the goals and objectives of the institution.

#### **Policy Statement:**

Users of TMCC’s email services are expected to act in accordance with the following policies and with professional and personal courtesy and conduct.

- Email is an official means of communication at TMCC. The institution may send communications to users by e-mail and has the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways.
- The Information Technology personnel will assign all users an official institution e-mail address. It is to this address that the institution will send all official e-mail communications.
- Any emails that discriminate against employees by virtue of any protected classification including race, color, gender, religion, national origin, sexual orientation, age, or disabilities, will be dealt with according to the harassment policy.
- All users are expected to read and properly dispose of e-mail promptly. Prompt disposal of e-mail is necessary to manage storage space on the institutional e-mail system. Disposal may include deletion, filing into alternate folders on the institutional servers, or moving the e-mail onto the user’s own computer. The institution reserves the right to purge mail from accounts. Prior notification will be given if that notification is feasible and practical to allow users time to save messages.

---

<sup>38</sup> A5-28 Acceptable use policy

- All users of electronic communication, including e-mail, need to realize that communication of this type usually leaves traces as to its origin and destination as well as its content. The simple deletion of e-mail or other electronic files does not remove these traces and the file or e-mail is often recoverable for some time after deletion. Further, users need to realize that the institution makes regular archival copies of all e-mail to ensure the system's integrity and that these archives exist for some time. Therefore, although TMCC's e-mail system and governing policies may grant some privacy to users e-mail, users should treat all e-mail as if they were public documents.
- In some cases a user may wish to configure his or her TMCC account to forward e-mail to another address. The user takes full responsibility for the correct configuration of that forwarding. The institution takes no responsibility for the handling of e-mail in this fashion. The use of automatic e-mail forwarding does not absolve the user from the responsibilities associated with e-mail sent to the user's official e-mail address. The institution may forbid the automatic forwarding of e-mail in cases where it is found to be problematic. Additionally, the institution may delete e-mail forwarding or other automated e-mail handling rules that cause system problems without prior notification.
- Send or attempt to send spam of any kind.<sup>39</sup>
- The institution uses spam filtering tools to help control unwanted email. The institution will continue to stay up-to-date with the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective and will let mail through that should be blocked and occasionally block e-mail that should be delivered. Moreover, each person's definition of spam is unique. Given that, users should expect that on rare occasions, legitimate e-mail may be blocked from delivery. If this happens please contact the IT Department for further assistance.
- Once an employee has resigned or been terminated; or a student has withdrawn or graduated, they will have two weeks to save any email. After the two weeks the account will be deleted.
- Sending mass email that is unrelated to an individual's administrative or academic activity is completely prohibited. Mass e-mails are defined as messages sent to all students, all staff, all faculty, or when individual recipient addressees are not defined. IT manages e-mail distribution lists of current staff, faculty, and students. There is no opt-out provision for these lists. If you need to attach a large file please contact the IT Department for alternate methods of distribution.
- Keep in mind that the TMCC owns any communication sent via email or that is stored on institutional equipment. Administration and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.
- Users that sign a contract to use TMCC equipment including but not limited to laptops, tablets and other electronic devices are responsible for the replacement of damaged, lost or stolen equipment.

### **Network Privileges Policy**

---

<sup>39</sup> A5-28 Acceptable use policy

**Definition:**

Individuals who are eligible to receive access to network services.

**Policy Statement:**

The following users are identified as eligible to receive network services from TMCC. Any applicant for network not described below should be referred to the IT Department, who will coordinate a decision on that particular case.

- **Students:** All full-time and part-time students may receive network privileges without restriction.
- **Faculty:** All full-time faculty without restriction. Part-time faculty, faculty with temporary or cyclical appointments, and visiting faculty may receive limited network privileges.
- **Full-time regular part-time staff:** All regular, non-faculty, college employees may receive network privileges without limitations.
- **Temporary employees, visitors:** Temporary employees and visitors may receive network privileges at the request of the employing department and the assistance of the Information Technology Department.

**Password Policy****Definition:**

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of TMCC's entire network. As such, all TMCC staff, faculty, and students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

**Policy Statement:**

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

- All system-level passwords must be changed on at least a 120 day basis.
- All production system-level passwords must be changed on at least a 120 day basis.
- All user-level passwords must be changed at every 6 months.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level and system-level passwords must conform to the guidelines described below.

**Guidelines:**

- It must be at least eight characters in length.



- It must contain at least one alphabetic and one numeric character.<sup>40</sup>
- It must be significantly different from previous passwords.
- It cannot be the same as the user ID
- It cannot include the first, middle, or last name of the person issued the user ID.
- It should not be information easily obtainable about you. This includes license plate, social security, telephone numbers, or street address.

### **Wireless Policy**

#### **Definition:**

The purpose of this policy is to provide reliable and secure wireless network access.

#### **Policy Statement:**

This policy applies to all wireless network users at Turtle Mountain Community College.

- TMCC is solely responsible for providing wireless networking services on campus. No other department may deploy wireless network access points or other wireless service on campus. Private wireless access points in the departments or offices are strictly prohibited.
- TMCC is responsible for maintaining a secure network and will deploy adequate security procedures to support wireless networking on campus.
- TMCC will develop a procedure for the temporary use of a wireless access point to support campus events.

#### **Consideration:**

Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

---

### **Enforcement**

Users who violate these policies may be denied access to institution computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the institution disciplinary procedures applicable to the user. The institution may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of institution or other computing resources or to protect the institution from liability. The institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

---

<sup>40</sup> A5-28 Acceptable use policy

I acknowledge that I have received, read, and understand the Information Technology Appropriate Use Policy and agree to comply with said policy.<sup>41</sup>

Printed Name: \_\_\_\_\_ Role: Student or Staff (Circle One)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

IT Approval: \_\_\_\_\_ Date: \_\_\_\_\_

---

<sup>41</sup> A5-28 Acceptable use policy