



# FORT PECK

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COMMUNITY COLLEGE

**Policies & Procedures Manual**  
**FPCC BOD Approved September 2015**

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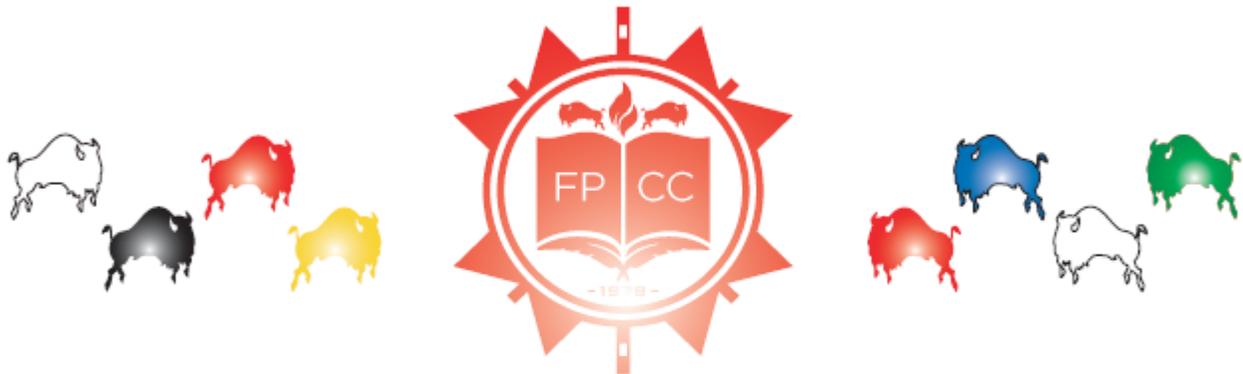
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## Academics Policy



**FORT PECK**  

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**COMMUNITY COLLEGE**

**UPDATED 2015**

## Academic Instruction

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## **Academic Instruction Mission Statement**

The curriculum is designed to meet the needs of residents of the Fort Peck Reservation and northeastern Montana and serve as a medium of Indian awareness. The academic mission is enhanced through the following instructional activities:

**General Education/Related Instruction** - FPCC offers courses in seven core areas which provide students with a balanced academic program and encourage development in communication, computation, and human relations.

**Occupational Education** - The College offers Associate of Applied Science (A.A.S.) Degree and 1-year certificate programs designed primarily but not exclusively to match student and employer needs. All degree and certificate programs were developed to provide technological and hands-on training to students who desire to enter the workforce or continue upper division course work at four year institutions. Cooperative education and practicum experiences are available as credit courses.

**Developmental Education** - FPCC provides academic support services such as ABE and GED to students who need additional preparation before beginning college level studies. Tutorial services are also available.

**Continuing Education** - The College offers short-term courses, workshops, and seminars designed to enhance lifelong learning, occupational, and technological skills of area residents. Workshops are designed to address a specific need and are consistent with the standards of the college. Seminars are designed to provide a forum for the exchange of ideas and information at an advanced level.

**Transfer Education** - The College provides degree programs which are designed to facilitate transfer to four year institutions. This objective is accomplished by meeting transfer standards of the Northwest Accreditation Association and through participation in the core curriculum of the Montana University System. Also, articulation agreements continue to be established with the MSU units and neighboring colleges and universities.

**Cultural Education** - The College strives to provide opportunities for cultural enrichment through regular course offerings, seminars, workshops, and public presentations. In addition, the FPCC/ Fort Peck Tribal Library provide a wide range of print and non-print materials to support cultural activities including research.

## **Instructional Program Policies**

### **Section I - Curriculum**

All courses and programs offered by Fort Peck Community College are described in the current catalog and other college publications. The curriculum is designed to meet the needs of residents of the Fort Peck Reservation and northeastern Montana and serve as a medium of Indian awareness.

### **Section II – Course Schedules**

The schedule of classes to be offered each semester is prepared by the Academic Vice President and the FPCC Registrar. Upon completion of a rough draft, the schedule is distributed to each full and part-time instructor for review. Following faculty input, the schedule is finalized and distributed at least three weeks prior to the start of classes. Any class listed on the course schedule may be canceled by the Academic Vice President, if there is insufficient enrollment.

### **Section III – Faculty Office Hours**

The schedule of faculty office hours each semester is prepared by faculty and turned into the Academic Vice President for approval. Upon approval, each full-time instructor will be provided a finalized schedule.

### **Section IV – Changes in Course**

Changes in the class schedule (i.e. time and place of the class meeting) must be approved by the Academic Vice President.

### **Section V – Class Time**

Lecture classes will meet one hour per week for each credit assigned. In addition, two hours of outside study are also expected for each credit. It is recommended that students be allowed a ten (10) minute break from classes that meet for more than one hour. Laboratory and activity classes, such as arts and crafts and physical education, should meet for two (2) hours per credit.

### **Section VI – Canceling Classes**

All classes are required to meet for the specified hours. If an instructor is unable to meet the class, the instructor should make arrangements for another Fort Peck Community College instructor to conduct the class. If a substitute instructor cannot be found, the instructor should schedule a makeup session at another time during the semester. The Academic Vice President should be notified in advance of class cancellations. If advance notice is impossible, notice must be given the next instructional day.

### **Section VII – Changes in Curriculum**

Changes in the required curriculum for degree programs will be reviewed by the Curriculum Committee. The FPCC Curriculum Committee shall consist of the following: the academic vice president (chair) and three senior faculty members.

The Curriculum Committee's recommendations for change will be submitted to FPCC's President and the Board of Directors for review. The Board of Directors will have the authority for final approval.

New courses that are not required for degree programs will be reviewed and approved by the Academic Vice President with input from the Curriculum Committee. Classes not offered for three years will be moved to the On Demand section of the catalog or deleted from the catalog.

### **Section VIII – Definitions of Course and Credits – Lecture Courses**

A lecture course is a regularly scheduled class offered for academic credit. A student will attend class one (1) hour per week for a fifteen (15) week semester and also be assigned additional study or reading to be completed outside of class to earn one (1) credit.

#### Activity Course

Activity classes are offered in such areas as physical education and music. Students will normally participate two (2) hours per week for fifteen (15) weeks to earn one (1) credit.

#### Laboratory Course

Laboratory courses are offered in the sciences and require the use of laboratory facilities and equipment (i.e. biology, chemistry, anatomy & physiology). Two (2) hours of laboratory time are required for each credit earned.

#### Independent Study, Directed Study & Special Topics Course

These courses are directly supervised by an instructor. Students enrolling should be at the sophomore level and be in good academic standing. Introductory courses or basic requirement courses cannot be offered. Students should not register for more than one (1) of these courses per semester. The appropriate forms must be completed and approved by the Academic Vice President prior to registration.

#### Seminar Course

The instructional objective of a seminar course is the exchange of ideas or information at an advanced level. Seminar courses are most appropriate for student's enrolled in a specific program, and should be limited to students who have completed more than half of the credits required for their degree or have demonstrated a level of expertise whereby they may benefit academically

#### Field Practicum Experience

Field practicum experience credits may be earned on disciplines where the student will benefit from on-the-job experience. Field practicum experience credit may be earned at the rate of one (1) credit for every two (2) hours per week for fifteen (15) weeks of supervised work experience. Appropriate forms must be completed and approved by the Academic Vice President prior to registration.

#### Workshops

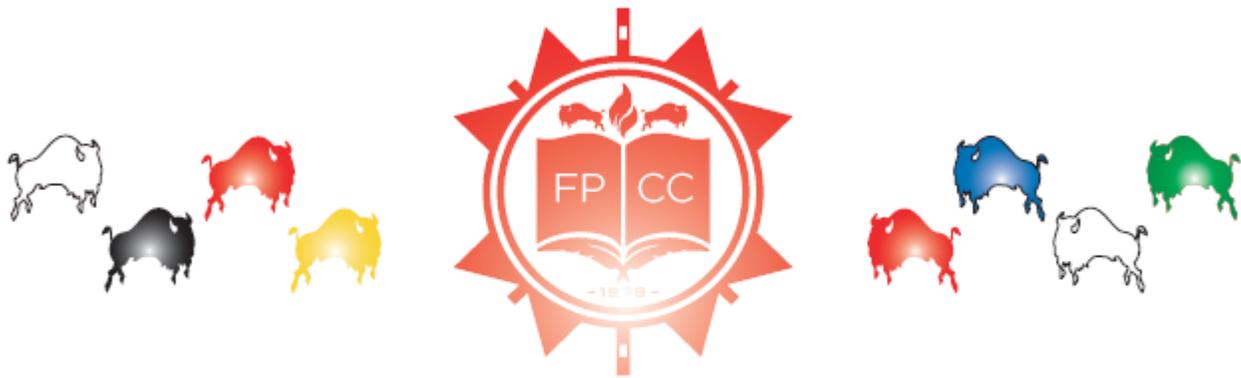
Workshops may be offered by Fort Peck Community College when certain conditions are met to insure that the workshops are meeting a specific need, are consistent with the standards established by the college, and are properly reported and recorded. Workshops must have prior approval by the Academic Vice President.

An instructor, or other party interested in having a workshop offered for credit, should contact the Academic Vice President at least five (5) months prior to the workshop's projected start date. The workshop sponsor must submit a completed syllabus and adhere to the following guidelines:

1. Workshop topics should be those not normally covered in regular class offerings.

2. The workshop should present material on a specific topic and can be accomplished in a short span of time.
3. The amount of credits earned will be based on the formula of one (1) semester credit for fifteen (15) contact hours. Contact hours are defined as time spent in the direct instruction. The hours do not need to be continuous or consecutive.
4. Workshops should begin and end in the same semester. If days between semesters are to be used, arrangements must be made with the Registrar to insure that the enrollment and completion data will be accurate. Before the workshop is approved, the workshop sponsor should inform the Registrar of the grading procedures and the date the grades will be submitted.

# Acceptable Use of Computer Information Systems Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

**Acceptable Use of Computer Information Systems At  
Fort Peck Community College**

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## **Section I – General Principles**

This policy sets forth acceptable uses of computer systems (work stations, servers, networks, etc.) at Fort Peck Community College (FPCC). Access to computer systems and networks owned or operated by FPCC impose certain responsibilities and obligations and is granted subject to College policies, and local, state, and federal laws. This is the “General Policy” which covers all divisions and areas of the college but this policy in no way negates any specific use policy or addendum developed by other areas of the college.

FPCC strives to provide equal access to resources to all users but the college does not censor access to material or protect users from information that may be considered offensive to some. Therefore, restriction of any child’s (under eighteen years old) access to the Internet, Web Browsers, networks, or any other system under FPCC’s control is the responsibility of the parent or guardian and not the college. These same general principles hold true when applied to any members of communities in FPCC’s service area who use off campus equipment to access college systems.

Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It also demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. The goals of this policy include the following:

- Preventing misuses of and/or harm to the computer systems
- Protecting the right to acknowledgment, right of privacy, and right to determine the form, manner, and terms of individual works
- Protecting individual rights of system users and others at FPCC
- Promoting freedom of use of the computer systems consistent with applicable law
- Promoting academic freedom
- Promoting a productive work environment for FPCC students and employees

## **Section II – College Liability**

By use of the college systems, users agree that neither the college nor its representatives can assume any responsibility for loss or damage to the user’s data or hardware or injury arising from the college’s provision of the service or consequences arising therefrom. Users indemnify and hold harmless Fort Peck Community College and its representatives against any liability for damage or loss arising from use or misuse of the services provided by or through the college. Further, this assumption of liability by users of FPCC’s systems also applies to members of communities in FPCC’s service area who access college systems through off campus equipment and telecommunications lines.

## **Section III – Acceptable Use Guidelines**

Access to any of FPCC’s computer systems is controlled by the system administrators and college administration. The FPCC computer system shall be used in a manner consistent with the directives of the system administrators and/or hardware and software manufacturers. Users shall not misuse or negligently or intentionally damage or destroy computer hardware or software.

This prohibition does not limit system administrators from the authorized disposal of salvage of broken or obsolete equipment, deleting virus-infected programs, removing unnecessary or damaged files, and/or protecting privacy rights, etc.

In making acceptable use of resources you must:

- Use resources only for authorized purposes
- Access only files and data that are your own, that are publicly available, or to which you have been given authorized access
- Use only legal versions of copyrighted software in compliance with vendor license requirements
- Be considerate in your use of shared resources by refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources
- Use resources only for the purposes which will support and further the PURPOSE of FPCC as stated in the College Catalog

#### **Section IV – Misuse/Unacceptable Use**

The following actions set forth some forms of prohibited misuse of the computer system. You must not:

- Use another person's system, user ID, password, files, or data
- Use computer programs to decode passwords or access control information
- Attempt to circumvent or subvert system or network security measures
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files
- Use FPCC systems for commercial or political purposes, such as using electronic mail to circulate advertising for products or political candidates
- Make or use illegal copies of copyrighted software, store such copies on FPCC systems, or transmit them over FPCC networks.
- Use mail or messaging services to harass, intimidate, or otherwise annoy another person by broad-casting unsolicited messages, sending unwanted mail, etc.
- Waste computing resources, such as intentionally placing a program in an endless loop or printing an excessive amount of text or graphics systems or networks for personal gain.
- Engage in any other activity that does not copy with the "General Principles" presented above and/or FPCC policy as stated in the College Catalog

#### **Section V – Enforcement**

FPCC considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information on the College systems allegedly related to unacceptable use. Violations of this policy may result in corrective action which may include (but is not limited to) a warning to correct inappropriate activity, suspension of the user's account(s) and/or access privileges, disciplinary actions taken by system and/or college administrators, or prosecution of any violation of tribal, state or federal law. Suspension of a user's account and/or access privileges may be appealed through the Information Technology Department

# Administration & Faculty Policies and Procedures



**FORT PECK**  

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**COMMUNITY COLLEGE**

**UPDATED 2015**

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## **Introduction**

Fort Peck Community College is a tribally controlled community college chartered by the Fort Peck Tribes. In 1977, the Fort Peck Tribes established the Fort Peck Education Department. This department developed Fort Peck Community College, which was officially chartered by the Fort Peck Tribes in 1978. The original charter established a six-member governing Board of Directors. In 1987, the Board was expanded to nine members including a student member. Members of the College Board are selected for their interest in higher education on the Fort Peck Reservation and the Fort Peck Tribal Executive Board ratifies the appointments. Currently, there are 12 members.

The mission of Fort Peck Community College is to provide higher education opportunities and services to the people of the Fort Peck Reservation. The College offers academic programs leading to associate degrees with credits transferable to other institutions of higher education and post-secondary education; occupational training programs that are based on the needs of the people living on and near the Reservation and job availability in the area; community based activities and organizations serving community needs; and Distance Learning opportunities in conjunction with other institutions of higher education.

## **Purpose of Handbook**

This Handbook outlines basic management policies and procedures for the administrative personnel and faculty members of FPCC. These policies and procedures are designed to establish consistent, efficient, objective and equitable guidelines that assist FPCC in meeting its mission statement.

Employees of the College are, for the purpose of this handbook, separated into two major categories: Administrative personnel and Faculty (teaching personnel). Support staff who work in areas outside of administration, but whose responsibilities are not primarily teaching (such as student services, library), are considered administrative personnel for the purpose of this manual. The policy of FPCC is that any employee who is qualified and capable of teaching may be called upon to do so. However, a person will not be classified as faculty unless teaching is their primary responsibility. On the other hand, faculty may also be called upon to perform specific administrative tasks.

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## **Section I - Policy Statements**

The following statements represent general policies of the Fort Peck Community College.

**Academic Freedom** It is the policy of FPCC to maintain and encourage full freedom, within the law, of inquiry, teaching, research, and publications. In the exercise of this freedom, the faculty member is free to discuss his/her subject in the classroom. He/she may not, however, claim as right the privilege of discussion personal viewpoints, which have no relation to the subject. In the role of citizen, the faculty member has the same freedom as other citizens. However, in community utterances as a private citizen, the faculty member has an obligation to indicate that he/she is not an institutional spokesman. Faculty members are entitled to academic freedom in the selection of textbooks, audiovisual and other teaching aids within institutional purchasing and budgetary guidelines that support the mission of FPCC.

**Non-Discrimination** FPCC shall not discriminate on the basis of race, creed, color, religion, national origin, sex, physical disability, marital status, or political beliefs. This agreement shall be applied equally in all cases with respect to salaries, hours, and terms and conditions of employment. This also applies to admittance and enrollment of all students.

**Drug –Free Work Place** It is the policy of FPCC to maintain a drug- free work place. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Employees violating this policy are subject to immediate dismissal.

Fort Peck Community College maintains a Drug-Free Awareness Program, which informs employees about the danger of drug abuse in the work place and available drug and alcohol counseling, rehabilitation, and employee assistance programs.

All FPCC employees must abide by the beginning paragraph above and notify FPCC of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. If convicted of such a violation, the employee can be required to participate in drug assistance or rehabilitation program or appropriate personnel actions, including termination, can be taken against the employee.

### **Recruitment and Selection**

#### **President of the College**

The Board shall advertise, interview applicants, and make the final selection for the position of President.

#### **Administrative and Instructional Positions**

The President shall advertise full-time positions for a minimum of two weeks at both the local and state level. Temporary and part-time positions do not require advertisement. The appointed committee shall screen and interview applicants and make recommendations to the President for final selection.

#### **Selection Policy**

FPCC shall not discriminate against those seeking employment because of age, sex, race, national origin, political or religious affiliation.

#### **Employee Conduct**

All FPCC employees should make every effort to conduct themselves in a professional manner,

to be courteous and helpful to the public, to respect the privacy and rights of others, and to observe appropriate standards of behavior and appearance. Employees should make public statements on behalf of FPCC ONLY when they have been specifically authorized to do so.

#### Outside Employment

The President may authorize, in writing, outside employment by full-time College staff under the following conditions the employment does not:

1. Interfere with the employee's assigned job responsibilities.
2. Constitute a conflict of interest to FPCC.
3. Generate unfavorable publicity for FPCC.

Requests for outside employment must be submitted in writing to the President and must state the type of work to be engaged in including an explanation of the task to be performed, the name of the employer, and the hours of the work.

#### Acceptance of Gifts, Fees, or Favor

No employee shall accept gifts, fees, favors, rewards, or other forms of remuneration in addition to regular compensation from any vendor for the performance or non- performance of services.

#### Political Activity

No FPCC employee can serve in a tribal elected office or other position in the official governing body of the Tribe, or any position which constitutes a conflict of interest with his/her College employment. No person who is serving in any elected capacity (as defined above) may be employed in a full-time paid College position. FPCC adheres to the policies governing candidacy and tribal elections as states in the Personnel Policies and Procedures of the Fort Peck Tribal Government.

#### Leave Policies

Leave is any authorized absence, with or without pay, during regularly scheduled working hours, which is approved by the administration of FPCC. Specific leave policies are spelled out under Sections IV and V for administration and faculty.

### **Personnel Records**

#### Confidentiality

FPCC shall maintain a system of confidential personnel files. A separate personnel file shall be created at the time of employment and maintained for each employee. All personnel records should be kept under lock.

Access to information contained in the personnel records shall be limited to a "Need to Know" basis, subject to examination by the FPCC employee of his/her personnel file at any time during normal business hours of FPCC. Material may not be removed from the file without the mutual consent of the employee and the administration. The employee shall have the right to submit a written response to any material in his/her file. The response should be attached to the challenges material. At the time of the termination of employment, the employee's personnel records should be transferred to an "inactive" section and retained for a period of five (5) years.

#### Contents

The following material should be maintained in the personnel files:

- Application for employment.
- Copies of Correspondence, including notification of employment.
- Employee evaluation reports (Departmental).
- Notification of change in position, status or salary.
- Formal disciplinary actions.
- Time and attendance records and other related data such as W-4 forms, insurance forms and claims.

The employee is expected to supply the administration with the following information:

- Current address and telephone number.
- Updating of additional training and documentation of credits or degrees earned while under employment, and any special awards of achievements.

#### Other Employment Records

Application for employment will be kept on file for one year. Payroll records, annual leave, sick leave, and tax information shall be maintained for full-time and part-time employees by the Business Manager. Upon termination of employment, these records will be filed in the employee's personnel file.

#### Employment Agreements

Persons selected for full-time employment by FPCC shall sign an annual contract. Temporary and part-time employees shall sign a contract or work agreement specifying the conditions and term of employment. Copies of the contracts and work agreement shall be filed in the employee's personnel file. The employee may be asked by FPCC administration to submit a recent physical examination report to insure the employee's physical fitness to perform his duties.

#### Student Employment

Students hired under non-work study awards will be required to meet the same qualifications and follow the same policies and procedures as the Federal Work Study students. See Financial Aid Section, in the FPCC Policies & Procedures Manual.

#### Orientation of New Employees

The President, or designated supervisor, shall provide each new employee with an orientation including the following:

1. Introduction to FPCC staff.
2. Tour of FPCC facilities.
3. Explanation of duties and responsibilities.
4. Copy of FPCC Policies & Procedures.
5. Orientation to applicable grants.

## **Section II – Administrative Personnel**

### **Classification**

The following are classes of Administrative personnel:

Full-Time Employee – works a regular forty (40) hour week and is employed for the year.

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Full-Time Employee (Academic Year) – works a regular forty (40) hour week and is employed for the academic year.

A full-time employee (academic year) may request a 26 pay period contract. Fort Peck Community College will pay the contractual amounts over 26 pay periods. Some fringe benefits, such as retirement however, are limited to 20 pay periods.

Part-Time Employee – works fewer than forty (40) hours per regular work week for a predetermined amount of time. Part-time employees are hired under the authority of the President of the College.

Temporary Employee – may work full time, but does not occupy a full time position and is not eligible for employee benefits provided by law. Temporary employees are hired under the authority of the President of the College.

Probationary Employees – are administrative employees, either full or part time, who have not completed a ninety (90) day probationary period. If administrative personnel are on an academic year contract and complete a ninety (90) day probationary period, the employee will not have to complete another probationary period if hired for the next consecutive academic year.

Annual Leave and sick leave will be accrued during the probationary period; however, annual leave cannot be used for the initial 30 days. Unapproved absence during this period will be counted as leave without pay. If the employee is dismissed or resigns during the probationary period, he/she will receive payment for accrued annual leave. Employees are not eligible for the provisions of the grievance procedures during this period; however, it is the responsibility of the President to advise those if any areas of deficiency. At the end of the probationary period, the immediate supervisor shall complete a job performance evaluation. Based on the evaluation, the President shall recommend a change to permanent status or termination of employment.

General Fund/Grant Personnel – General Fund Personnel are those persons employed under the basic funding system of FPCC. Grant personnel are those individuals who are wholly or partially supported by federal, state or private grants. These persons will be issued contracts within the limitations of the particular grant providing the salary. When these grants expire, FPCC does not maintain an obligation to provide employment to these individuals. However, these persons will be given preference in applications for appropriate College positions.

## **Conditions of Employment**

### Annual Leave for Administrative Personnel

- a. Annual leave is earned at the rate of four (4) hours per bi-weekly pay period during the first three years of consecutive or cumulative employment. Annual leave is earned at the rate of six (6) hours per pay period between four and fifteen years, and eight (8) hours thereafter. The FPCC Board reserves the right to negotiate individual leave time during the contract negotiations. Annual leave will be reciprocal and will recognize other Fort Peck Tribal organizations time in service to calculate FPCC time in service.
- b. Employees will accrue annual leave from the day of employment, but no annual leave may be taken until completion of the initial 30 days of the (90) day probationary period.

- c. Annual leave up to a total of (215) two hundred and fifteen hours may be carried over for use in the next contract year. Any unused leave exceeding (215) two hundred and fifteen hours will be forfeited, unless approved by FPCC Board of Directors.
- c. A holiday falling within an approved annual leave period shall be recorded as holiday pay and not counted as annual leave.
- d. An employee wishing to take annual leave that will extend over a three (3) day period or more should request approval five (5) working days in advance from the President on a “Request for Leave” form. The form must be approved and signed by the immediate supervisor and the President and submitted to the accounting department 24 hours before leave commences.

#### Sick Leave

- a. All full time employees will be entitled to receive sick or injury leave with pay at their normal rate of pay.
- b. Administrative staff will accumulate sick leave at the rate of four (4) hours per pay period.
- c. Sick leave attributable to a pre-existing condition will not be allowed for a period of ninety (90) days following the first date of employment.
- d. Accumulation of sick leave is unlimited.
- e. Except for verifiable emergency situations, employees must notify the supervisor by 8:30 a.m. on the first day of illness to be eligible for sick leave.
- f. A doctor’s certification will be required for authorization of sick leave exceeding three (3) consecutive days.
- g. In order to receive sick leave pay, the employee must submit the “Request for Leave” form, approved and signed by the immediate supervisor and the President.
- h. Employees will not be paid for unused sick leave upon termination of employment.
- i. Sick Leave Transfer – In the event that an employee (either instructional or administrative) exhausts available sick leave due to a prolonged illness, FPCC personnel may donate accrued sick leave for the use of the above mentioned person, upon approval of the President or the FPCC Board of Directors.

#### Maternity Leave (FMLA)

- a. Employees are asked to report pregnancy as soon as possible in order that the employee’s health may be protected and plans made for maintaining the employee’s job functions during the period of absence. If the employee’s duties require activity, which may be injurious to her health, efforts should be made to reassign her temporarily to other work for which she can perform safely.
- b. Pregnant employees are required to obtain a Medical Certificate from her physician at

least one month prior to the estimated delivery date, should they desire to continue working, stating that the physician is aware of the employee's job responsibilities without undue risk to herself or the child. Such Medical Certificates shall be required weekly, should the employees continue to work, during the four (4) weeks immediately preceding the estimated delivery date.

- c. Any accrued sick leave may be granted to an employee to cover the period during which the employee is required to remain in the hospital and the period immediately thereafter in order for the employee to care for the child.
- d. A maximum of twelve (12) weeks is allowed for maternity leave.

#### Educational Leave

The President may grant up to six (6) hours per week of leave to employees for attendance at approved educational institutions when the education will benefit the College. This includes classes at FPCC.

- a. **Sabbatical** – The president may grant an unpaid sabbatical leave for up to one academic year, to employees for attendance at approved educational institutions for work and/or completion of a degree in their job related field of study. Employees must have been continually employed for six years. The Board of Directors may waive these requirements.
- b. **Professional Development** – The President, upon recommendation, may allow reasonable release time for professional development to Faculty and Staff.
- c. **Summer Sabbatical** – The President may allow administrative leave to attend summer school in a job related field of study. Each employee must match every two days of leave granted with one day of annual leave.

#### Military Leave

The President may grant military leave at full salary (or Leave Without Pay) to employees who are members of any reserve component of the United States Armed Forces for required training and duty for a period not exceeding (15) working days during any one calendar year.

#### Jury or Witness Duty

Upon written request to the President, an employee shall be granted jury leave, provided that this absence is obedience to a subpoena of direction by proper authority to appear as a witness for the Federal Government, State of Montana, City, Fort Peck Tribal court, or political subdivision thereof or in their official capacity as an employee. The employee will be paid his regular rate of pay; however, any reimbursement for jury or witness duty shall be endorsed to FPCC.

#### Voting Leave

On the day of an election, any employee may be absent with pay for two (2) hours as specified by the President between opening and closing of the polls for the purpose of voting provided that his work day commences within two (2) hours subsequent to the opening of the polls and ends more than two (2) hours prior to the closing of the polls.

### Emergency Leave

Upon written request by the employee, the President shall grant emergency leave for death in the immediate family. The leave shall be up to three (3) days for Administrative Leave on each occasion. Immediate family means the employee's spouse, father, mother, brother, sister, son, daughter, son-in-law, and daughter-in-law and spouse's father, mother, brother, and sister; and the employee's uncle, aunt, grandfather, and grandmother. Upon prior authorization, the President or supervisor may grant leave to attend funerals.

The President may excuse with full pay, all absences due to emergencies such as extreme weather conditions and other natural disasters, which prevent employees from reporting to work.

### Administrative Leave

The Board of Directors, through contractual negotiations with a FPCC employee, may grant administrative leave (which is leave with pay) at their discretion. The President may grant up to three (3) days of administrative leave for FPCC personnel if the President deems that the request is related to the overall mission of the College or the well-being of the Fort Peck Tribes.

### Religious Leave

Administrative leave may be granted by the President and/or Board of Directors for participation in traditional activities associated with "Sun Dance" ceremonials, Sioux or Assiniboine, provided the participant requesting leave is a dancer and/or group leader of such activity. Leave can be granted for such other religious activities such as feast, sweats, etc. The employee must use annual leave at the discretion of the President.

### Leave of Absence without Pay

The Board of Directors may grant a full-time employee leave without pay for a period not to exceed one year. The position shall not be held open and the Board shall require the employee to sign a waiver of guarantee of re-employment as a condition of granting the leave. The only advantage the employee can expect is preference in re-employment. The President may grant a full-time employee leave without pay for a period not to exceed one calendar month.

### Absence without Leave

Failure of an employee to report for work at the expiration of an authorized leave, or failure to request an extension of such leave shall be considered absence without pay. Unauthorized absence without pay is subject to disciplinary action.

### Exercise Leave

FPCC will grant employees 30 minutes per day administration leave or 2 ½ hours per week for noon or other scheduled exercise periods.

## **Holidays**

FPCC shall observe all Federal holidays and other holidays as determined by the Fort Peck Tribal Executive Board as follows: New Year's Day, Martin Luther King Day, President's Day,

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Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day. Those holidays falling on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. In order to receive pay for a legal holiday, an employee must be working or on paid leave status on the work days immediately preceding and following the holiday. FPCC may observe holidays officially declared by the Tribal Government provided that they do not interfere with the operation of the College.

### **Pay Periods and Deductions**

Pay periods are bi-weekly, beginning on Monday and ending on Friday. There are 26 pay periods per year. Paychecks are issued on the second Friday of the pay period. The College is authorized to make the following payroll deductions: federal income tax, federal social security (FICA), state income tax, and optional employee insurance or retirement plans. Other deductions must be authorized by the employee and administration.

\*Note: payroll deductions will not be made without a signed payroll withholding agreement from an employee: exception, college related, overpayment, etc., (college related: bookstore charges, travel advance, tuition, daycare, etc.)

### **Hours of Work**

Administrative staff is considered contracted professionals and it is understood that the accomplishment of the duties in their job role and the achievement of the mission of FPCC takes precedence over standard hours of work. However, normal office hours will be from 8:00 a.m. to 4:30 p.m. with thirty (30) minute lunch break, Monday through Friday for a forty (40) hour week.

## **Section III - Faculty**

### **Classification**

#### Full-Time Instructor

A full-time instructor is a faculty person who is issued a contract for the academic year (20 pay periods) and teaches a full academic schedule. Full-time faculty is eligible for all fringe benefits offered by FPCC during their contract term. A full-time instructor is generally assigned a credit load not exceeding fifteen (15) credit hours per semester or more than thirty (30) credit hours per academic year. Instructors may be asked to teach beyond the thirty (30) credit hours if their overall responsibilities are less than comparable faculty. This will be determined by the Vice-President of Instruction. Independent Study with individual students is the prerogative of the Instructor with the approval of the Vice- President of Instruction and is not counted as part of the credit hour load.

Full-time faculty hours are determined by credit load and classes assigned. Reasonable effort shall be made to maintain equity in load to arrive at an average teaching load of fifteen (15) credit hours for all instructors. Each instructor shall post and maintain office hours to meet the needs of his/her students, prepare for his/her classes, and attend faculty meetings. In the event regularly scheduled classes are canceled, the instructor may, after consultation, be assigned to other duties including classes in the evening schedule.

Full-time faculty can be classified as either General Fund or Grant Personnel as defined in

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Section IV, 6, of the Administrative Personnel, Section; page 9.

Faculty does not have a probationary period, but may be dismissed or terminated as specified in Section VIII, Termination.

#### Part-Time Faculty

Individuals who teach less than 15 hours per semester are classified as part-time faculty. Part-time faculty sign an individual contract for each course taught and are paid on a standard per-credit hour rate. All summer faculties are considered part-time.

#### Vocational Instructors

Full time instructors contracted in specific skill areas for teaching and supervision not to exceed forty (40) hours per week.

#### Continuing Education Faculty

Communities interest/continuing education classes may be offered under the direction of the Vice President for Community Services. Instructional services may be contracted based upon special needs of the program.

### **Conditions of Employment**

#### Annual Leave

Since the teaching faculty must be present when classes are in session, they do not earn annual leave nor are they entitled to take annual leave. They are, however, granted equivalent leave days to be taken on Christmas Break and Spring Break and such other days when classes are not in session.

#### Sick Leave

All teaching faculty will be entitled to receive sick or injury leave with pay at their normal rate of pay. Each Instructor shall have a total of ten (10) days of sick leave per contract. Accumulation of sick leave is unlimited and may be carried from contract period to contract period. For accrual purposes, instructors will accumulate sick leave at the rate of four (4) hours per pay period.

Except for verifiable emergency situations, employees must notify the President by 8:30 a.m. on the first day of illness to be eligible for sick leave. A doctor's certification will be required for authorization of sick leave exceeding three (3) consecutive days.

In order to receive sick leave pay, the employee must submit The "Request for Leave" form, approved and signed by the immediate supervisor and the President.

Employees will not be paid for unused sick leave upon termination of employment.

#### Personal Leave

Full-time faculty may be granted up to three (3) days of personal leave. Personal Leave must be approved in advance by the President. Personal leave does not accrue nor will employees be paid

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for unused personal leave upon termination of employment. The leave is intended for unavoidable work interruptions of a personal nature. It is not vacation time.

### Other Leave

Such as maternity leave, educational leave, voting leave, emergency leave, administrative leave, leave without pay, and absence without leave, are identical to leave for administrative personnel and Section IV. Instructional faculty is not eligible for military or religious leave in as much as activities fall outside of the typical academic year.

## **Section IV – Performance Evaluation**

The President, or the designated supervisor, shall complete a performance evaluation for employees on probationary status prior to the end of the ninety (90) day probation period. Employees on permanent status shall be evaluated once a year and all evaluations will be made available to the FPCC Board Chair upon request. The Board evaluates the President annually. The performance evaluation shall consist of an interview and a written report. The evaluation criteria shall include, but not be limited to, the following:

- The employee's quality of work, including accuracy, precision, completion and adaptability;
- The employees work habits, including punctuality, reliability, organization, and efficiency and;
- The employees work attitudes, such as interest and enthusiasm, acceptance of supervision and recommendations, adaptability to changing conditions, ability to accept responsibility, and relationships with other staff and students.

During the interview, the President or the designated supervisor, shall review the employee's performance, explain the employee's strengths and weaknesses, and when necessary make recommendations for improvement, which includes development of a performance improvement plan and an individual development plan. The employee should also use this opportunity to discuss his/her concerns and suggestions.

Following the interview, the President or supervisor, shall complete a written evaluation report. This report must specify a recommendation for either:

- a. Continued employment
- b. Termination of employment subject to the conditions outlined in the sections following.

A copy of the report shall be presented to the employee for his signature and comments. The completed report, and any accompanying comments or documentation, shall be placed in the employee's personnel file.

## **Section V - Disciplinary Action**

The President may take disciplinary action for any of the following: insubordination, excessive tardiness, or unexcused absence, violence or threats of violence, unsatisfactory job performance, drinking alcoholic beverages or use of drugs during working hours, misuse of program funds, or habitual acts of misconduct.

The President shall initiate the following disciplinary actions:

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### Verbal Warning – Signature Acknowledging Receipt of Reprimand

Documentation on the nature of the problem, content of the warning, and date of discussion shall be placed in the employees personnel file. Should the offense be continued or repeated, the President shall initiate corrective action.

### Written Warning – Signature Acknowledging Receipt of Reprimand

The reprimand must be a written notice clearly stating the reasons for the reprimand and suggestions for correction. Failure of the employee to make a satisfactory improvement shall result in either suspension or termination. If the President believes that the employee can rectify the problem(s), the employee may be placed in probationary status.

### Suspension

The employee shall be notified in writing of the reasons, and duration of the suspension and a clear statement of the conditions of the employee must meet in order to continue employment. The employee shall be suspended without pay for a period not exceeding thirty (30) days and shall acknowledge receipt of the suspension by his/her signature. Notice of the suspension shall be placed in the employee's personnel file and a copy forward to the Board of Directors. If the President sees that there is likelihood that it will only aggravate the situation, the President may proceed to terminate the employee.

### Termination

If the disciplinary procedures have been exhausted and the employee's performance remains unsatisfactory, the employee's employment shall be terminated.

The following shall be considered adequate grounds for immediate dismissal: conviction of a felony during the period of employment at FPCC or the willful concealment of such a crime in making application for employment; fraud or misrepresentation of professional preparation, accomplishments, or experience in connection with initial firing or in the submission of materials for evaluation, or salary increments; the selling of drugs on FPCC property or to FPCC students; using their position for personal gain; or mismanagement of funds or resources for personal gain.

## **Section VI - Termination of Employment**

### Resignation

Administrative personnel shall submit a letter of resignation at least two weeks prior to the effective date. Faculty members intending to the academic year shall submit a written resignation by March 1st of the terminating academic year.

### Dismissal

An employee's employment may be terminated when he is unable to perform his duties because of physical or mental impairment supported by medical documentation supplied by an examining physician.

### Lay-Offs

An employee may be laid off because of job reorganization, staff reduction, or other administrative

adjustments. Primary, but not exclusive, consideration for continued employment will be given to those employees with the most seniority. Employees who have been laid off can request that their file be kept active and they shall be given preferred status for re-employment.

### Disability

Disability insurance is provided by FPCC for full-time employees. An employee may be terminated if he/she is unable to perform their duties because of physical or mental impairment. The employee will need to supply supporting medical documentation to FPCC.

### Non-Renewal Not for Cause

The provisions of this section shall apply when a faculty member is terminated from employment because College finances or a drop in enrollment requires a reduction in the number of faculty. In cases of staff reduction, the College will:

- Meet with the faculty on the nature of the proposed cutback and discuss the options and solutions at least two months in advance, and make every effort to place the faculty member in another vacant or new faculty position within the College.

### Termination for Cause

Any instructor or administrative staff member may be terminated for cause by the President. Adequate cause is conviction of a felony or a crime involving moral turpitude or willful concealment of such a crime in making application for employment; failure to carry out job responsibilities and such duties as may be assigned which relate directly to the accomplishment of the mission of the institution; and fraud or misrepresentation of professional accomplishments or experience.

### Non-Renewal

The FPCC Board of Directors reserve the right to not renew any employment contract if the Board feels that the institution will not benefit from the employment of a particular individual.

## **Section VII - Grievance Procedure**

A grievance, as recognized by these procedures, is defined as an employee's unresolved dissatisfaction with any aspect of working conditions or working relationships. Grievances shall include, but are not limited to, such matters as employees/supervisor relationships, duty assignments, hours worked, working facilities and conditions, policies for granting leave, disciplinary actions and similar actions.

Any employee who is aggrieved by any action which related to working conditions and working relationships or to College policies, rules and regulations and which cannot be resolved through informal discussions with the immediate supervisor and/or the President may file a grievance under the provisions of this section. Grievances should be filed within thirty (30) days of the date of occurrence of the actions(s) causing the grievance. The person filing the grievance should be free from restraint, coercion, considered as reflecting unfavorably on either the employee or the administrator, but are to be considered the employee's expressed right.

All full-time employees who have satisfactorily completed their probationary period and are on permanent status are eligible to make use of the formal grievance procedure. Part-time employees shall

be eligible if a statement of eligibility is included in their contract agreement.

A grievance must meet certain criteria:

The aggrieved employee may, if desired, select another employee to represent his/her in the grievance procedure. The aggrieved employee, however, must be present at each grievance meeting.

**STEP 1.**

The employee shall present the grievance to the President in writing.

**STEP 2**

The President shall, within five (5) working days, meet the aggrieved employee (and their representative) and attempt to resolve the grievance. The President shall convey a written disposition of the grievance to the aggrieved employee either at the meeting or within two working days following the conclusion of the meeting. If the aggrieved employee is not satisfied or if the five (5) days have passed without any action by the President, then:

**STEP 3**

The employee may appeal his/her grievance to the Board. The aggrieved employee must present his/her grievance to the Board Chairman in writing and request that the matter be placed in the agenda of the next regularly scheduled board Meeting constitutes forfeiture of that employee's right to appeal to the Board.

**STEP 4**

The Board's action on an employee's grievance constitutes the final administrative grievance appeal.

**Section VIII - Employee Benefits**

All employees shall be required to contribute to Social Security in the amount required by federal law, with such amount to be withheld from the employee's wages. The College shall match the employee's contribution. As required by law, the College shall pay Disability on behalf of the employees. State and federal unemployment insurance premiums shall be paid by the College as required by law.

Life insurance, health insurance, tax shelters, and retirement programs may be offered to employees by the College. All of these benefits will be available for group participation and may require employee contributions.

**Section IX - Staff and Committee Meetings**

Administrative staff meetings, with the President as chairman, shall be held as needed. Unless excused by the President in advance of the meeting, all administrative staff members are required to attend.

All faculty and staff members are expected to serve on committees as assigned by the President, such as the committees for curriculum, vocational education, and library.

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**Section X - Employees Funded By Other Sources**

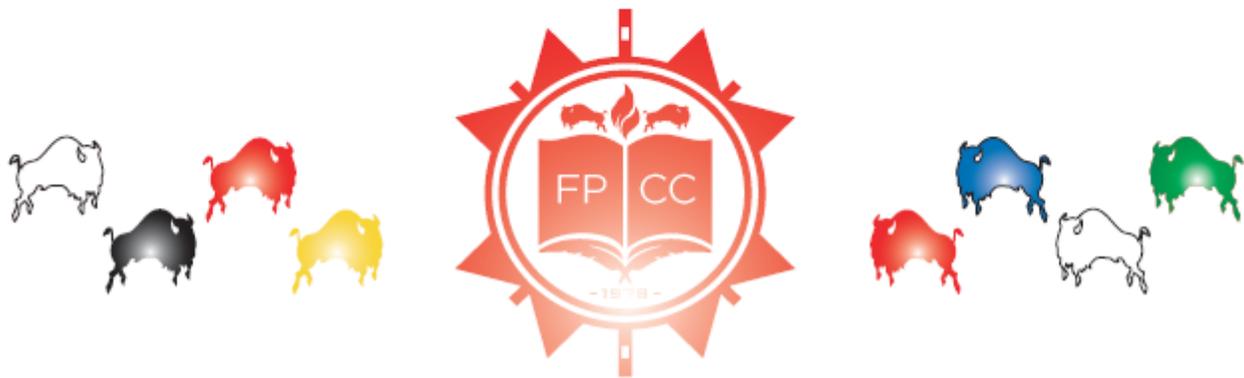
Employees funded by sources other than FPCC, but administratively considered to be under the supervision of the College, shall abide by the policies and procedures in this manual unless such compliance is specifically prohibited by rules and regulations of the funding agency.

**Section XI - Other Policies and Procedures**

Internal policies and procedures, such as those dealing with the instructional program, registration and student records, financial aid, travel, purchases, and student services are maintained by administrative staff working in those areas and are available in written form for all College staff. College staff & faculty are expected to thoroughly familiarize themselves with the appropriate procedures before engaging in the corresponding activity (for example, before traveling for the College, staff should know the travel procedure.)



## Background Check Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## **Background Check Policy & Procedure Manual**

Fort Peck Community College will conduct background checks on all candidates offered positions of employment with the College. FPCC will also conduct a background check on any current employee who is offered a promotion or transfer which, in the College's discretion, warrants such a check. The College may also conduct a background check on any current employee as to whom the College otherwise has reasonable cause to believe that a background check is warranted.

Background checks will be conducted by the College or by a reputable third party consumer reporting agency. All background checks will be conducted in compliance with federal and state law. Information obtained through a background check will be kept separate from the regular personnel file and will be maintained in strict confidence, consistent with the terms and purpose of this policy.

The background check generally will include a review of information from an individual's previous employer(s), educational institutions, law enforcement agencies at the federal, state and county levels; and in some cases credit reporting agencies.

Background checks may include but are not limited to:

- Review of criminal records
- Verification of social security number
- Verification of educational records
- Verification of employment records
- Verification of residency
- Sexual offender registry search

For new hires, background checks will be processed at the time a conditional offer of employment is made. For transfers and promotions, the background check will be processed at the time a conditional offer of transfer or promotion is made.

In each case in which a background check will be performed, the individual will be asked to complete and sign a release authorizing FPCC and/or a third party vendor to conduct the background check. If the individual fails to sign the release, any offer for employment, promotion or transfer will be rescinded, and any current employment with FPCC may be terminated.

Background check reports will be obtained and reviewed by the Human Resource Manager, who may review the information with the individuals' supervisor, the College's Board of Directors or others with a need to know.

If an individual is to be denied employment, promotion or transfer because of information obtained in a background check, the individual will be informed in advance of any adverse action. In addition the individual will be given (a) a copy of the relevant background check report, (b) a summary of the individual's legal rights concerning the background check report, and (c) the name, address and phone number of the third-party vendor if the individual has questions about the results of the report or wants to dispute the accuracy of the report.

(Note, however, that the vendor does not make employment decisions and is unable to provide any individual with specific reasons as to why the adverse action was taken.)

Any questions concerning this policy may be directed to the Human Resource Manager.

## Blue Stone Indian Club



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

**"Blue Stone" Indian Club Constitution and By-Laws**

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## **Preamble**

We, the students of the Fort Peck Community College "Blue Stone" Indian club, have an obligation to promote cultural awareness, and to expand our individual beliefs, for the best interests of all communities. We do hereby establish this Constitution and By-Laws.

## **Section I – Name**

The name of the organization shall be the FPCC "Blue Stone"(Iya To) Indian club. The name is carried in honor of the late" Lenora Red Elk."

## **Section II – Purpose**

The FPCC "Blue Stone" Indian club is organized for the following purposes:

1. To promote cultural awareness for ourselves and for others.
2. To conduct the general business of the FPCC "Blue Stone" Indian club.
3. To promote the best interest of the student body as a whole.
4. To assist and introduce all new students to the FPCC college program.
5. To encourage student participation in social and extra-curricular activities.

## **Section III – Membership**

Only registered student of the Fort Peck Community College, which may include part-time employee/students, may be the members of the FPCC "Blue Stone" Indian club. Membership may include all students taking telecommunications courses through Fort Peck Community College. Members of the Indian club shall be entitled:

1. To hold elected or appointed offices;
2. To take part in and vote on issues before the FPCC "Blue Stone" Indian club.

## **Section IV – Governing Body**

1. The governing body of the FPCC Indian Club shall consist of four officers. The officers shall be selected from within the group of FPCC "Blue Stone" Indian Club Members. The officers shall consist of a President, a Vice- President, a Secretary and a Sergeant-at-arms.
2. Officers may serve on committees.
3. The term of office for each selected officer shall be limited to one year, beginning and ending at the next election, four weeks into the semester. This is not to be construed to prevent an officer from being re-selected to successive terms in any position.
4. Each officer shall hold office until his/her successor has been duly selected or the officer has resigned, didn't return or has been removed for cause.

## **Section V – Nominations and Elections**

1. All students who are FPCC "Blue Stone" Indian Club Members as defined in Article III are

entitled to vote for members nominated for office at a meeting duly called for the purpose of selecting officers.

2. Annual elections for FPCC "Blue Stone" Indian Club Officers shall be held during fall semester, four weeks after classes convene.
3. Nominations: Any student member may be a nominee for officer positions at a meeting duly called for the purpose of selecting officers.
4. Voting can be done by secret ballot.

## **Section VI – Removal, Vacancies, Filling Of Vacancies**

FPCC "Blue Stone" Indian Club Officers may be removed from office by a majority of those FPCC "Blue Stone" Indian club members voting in a recall election. Such recall commence with a petition filed with the FPCC "Blue Stone" Indian Club, notice having been given by the Secretary seven(7) days prior to the vote. A recall election shall be held at least seven (7) days after Notice of Petition has been provided to the individual subject to removal.

### **Causes for Removal**

#### Automatic Removal (No recall election necessary)

1. Non-enrollment .at FPCC.
2. Failure to attend three consecutive meetings, without good cause as determined by a majority of the officers.
3. Reasonable cause. The determination of reasonable cause is at the discretion of the officers of the FPCC "Blue Stone" Indian club.

#### Causes for Recall

1. Failure to fulfill his/her appointed duties as determined by all members of the FPCC "Blue Stone" Indian club.
2. Behavior which reflects unfavorably on the FPCC "Blue Stone" Indian club while representing FPCC is determined by the members of the FPCC "Blue Stone" Indian club.
3. For purposes of recall, should a tie exist, it shall be broken by the President. If the president is being recalled, the tie will be broken by a coin toss.
4. When an officer vacancy occurs, it will be the duty of the FPCC "Blue Stone" Indian club President or Vice-President in lieu of President, if vacated, to conduct a special meeting for the vacant office.

## **Section VII – Conduct of Meetings**

Meetings of the FPCC "Blue Stone" Indian club shall follow the general rules of parliamentary procedure, with the following exceptions:

- a. IF the Chair, at his/her discretion, deems it advisable to dispense with the rules of parliamentary procedure, the Chair shall so recommend to the members.
- b. If disorder should arise which prevents continuation of the FPCC "Blue Stone" Indian club business, the Chair may recess the meeting.
- c. Meetings open to the public to participate, but only the FPCC "Blue Stone" Indian Club Members are entitled to vote.

The order of business of the "Blue Stone" Indian club meetings

- a. Call to order-President
- b. Recognize guests-President
- c. Reading and approval of minutes-Secretary
- d. Financial report-Advisors
- e. Committee reports
- f. Old business.
- g. New business.
- h. Schedule net meeting
- i. Adjournment.

Place of meeting.

- a. Selected or appointed officers may designate any place, either at the college campus or another specified place for any meeting.
- b. Notice of meetings-Written or printed notice of meetings stating place, day hour of meetings.
- c. Regular meetings of the "Blue Stone" Indian club shall be held, this to be decided by the club.

Special Meetings-Special meetings of the "Blue Stone" Indian club, for any purpose, may be called by the elected or appointed "Blue Stone" Indian Club President.

- a. Notice of special meetings shall be posted 48 hours in advance.

### **Section VIII - Quorum**

Four members of the "Blue Stone" Indian club and two selected officers shall be present to constitute a quorum.

### **Section IX – Duties of Officers**

#### President

The President shall be the head officer of the "Blue Stone" Indian club and shall supervise and control all business affairs of the "Indian Cub". The President shall not be allowed to vote, unless to break a tie.

He/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the "Blue Stone" Indian club from time to time. He/she will keep order at all meetings and shall have the authority to remove any student or non-student who disrupts the order of the meeting.

#### Vice-President

In the absence of the President, or in the event of incapacity or refusal to act by the President, the Vice-President shall perform the duties of the President.

#### Secretary

The Secretary shall keep the minutes of the "Blue Stone" Indian club meetings and ensure that all notices are duly posted in a timely fashion. He/she shall maintain the records of the "Blue

Stone" Indian club.

Sergeant of Arms

Help the officers keep order in the meeting, run errands if needed. Help with flag at activities.

**Section X – Fiscal Management**

The FPCC "Blue Stone" Indian Club Advisors shall be responsible for fiscal management of all monies generated through their fund raising efforts and are subject to the following:

- a. The "Blue Stone" Indian club shall maintain a bank account; said bank account shall be subject to two advisors.
- b. All expenditures must be approved by the committee and Advisors. Disbursements must contain dual signatures of two designated advisors.
- c. All records of fiscal activity shall be kept according to generally accepted accounting principles and shall be reviewed by the committee at regular meetings. These records shall be made available upon request of the purposes of audits.

**Section XI - Committees**

Designation of Committees-The "Blue Stone" Indian club may assemble committees to transact the affairs of the "Blue Stone" Indian club.

**Section XII - Amendments**

Amendments to this Constitution may be proposed by the member officers, Constitution Committee, or individual FPCC "Blue Stone" Indian club members. The proposed Amendment must (1) pass the Constitution committee by a majority of the voting members (2) be scheduled for voting at the next regularly scheduled FPCC "Blue Stone" Indian Club meeting (3) be passed onto the FPCC "Blue Stone" Indian Club members for a vote in which it could be passed or declined by a simple majority of those FPCC Indian Club member voting.

**Section XIII - Severability**

If any section, clause, paragraph, or items of this Constitution is found to be in conflict with the federal, tribal or state laws, or FPCC Board resolution, then the validity of the remaining of the Constitution shall be construed and enforced as if it did not contain the particular part, term, or provision held to be invalid.

**Section XIV - Ratification**

This Constitution shall replace all previous constitutions of the FPCC Indian Club upon ratification by a majority of those students voting in the ratification election and upon ratification by the FPCC Board of Directors.

Certificate of Adoption

This Constitution and By-laws was duly adopted by a majority vote of the FPCC “Blue Stone” Indian club student eligible to vote at an election duly called and convened on (date) \_\_\_\_\_.

\_\_\_\_\_  
President, Blue Stone

\_\_\_\_\_  
President, FPCC

\_\_\_\_\_  
Chairperson, FPCC BOD

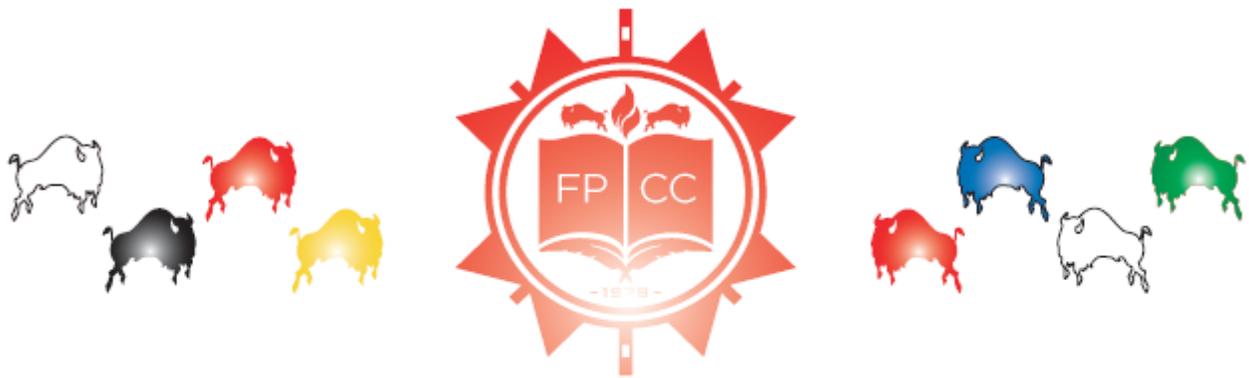
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## Business Office - Financial Procedures



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Financial Procedures

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## **Section I - Budget Procedures**

### **Policy Statement, General and Fiscal Year**

#### **Policy Statement**

The Finance System of FPCC shall be budget driven. This means that funds may not be obligated or dispensed in the general fund and auxiliary services without an approved budget with minutes/documentation. Funds may not be obligated or dispensed for contract/grant funds without an approved budget and/or award letter.

#### **General**

There are six types of funds under the control of FPCC;

1. Current Unrestricted- General Fund
2. Current Unrestricted- Enterprise (Auxiliary) Fund
3. Current Unrestricted- Dorm/Facility Rental Fund
4. Current Restricted - Contract/Grant Programs
5. Trust & Agency Fund
6. Endowment Fund\*

\* FPCC receives Endowment funds; this fund is used to account for the revenues of the endowment assets, and any related expenditures. Endowment funds are subject to restrictions of gift instruments. The government contribution requires that the principal be invested for twenty years.

#### **Fiscal Year**

FPCC fiscal year is 10/1 - 9/30. Contract/Grant programs may have different funding periods.

#### **The Following section provides procedures for;**

- 1) Contract/Grant Programs
- 2) General Fund
- 3) Auxiliary (Enterprise) Services

#### **Contract/Grant Programs**

Contract/Grant Programs shall mean those programs, regardless of the funding source, containing restrictions in the contract/grant agreement.

Once a month or at the earliest practical date prior to submission of an application to the funding agency, the project director and/or proposal writer, shall be responsible for preparing a proposal and budget. The proposed budget shall contain at a minimum:

- a line item budget
- a line item justification
- a detail of how funds will be paid, i.e. advance or cost reimbursement, EDPMS
- a separate breakdown of any tribal/college contribution requested
- An explanation of special resources budget items continued.....
- an explanation of how indirect costs will be assigned
- a monthly expenditure and cash receipt projection

- a general fund loan request if necessary
- a justification for equipment or other extraordinary costs
- a detail of other pertinent information

The proposed budget and proposal will be given to the business manager.

The business manager and/or grants manger will review and make recommendations on the following:

- allow ability of line item costs
- a cash flow analysis (i.e. will college funds be required to finance operations)
- prepare a recommendation on the availability of funds to provide contribution/match if requested or required in the proposal
- a review of proper inclusion of indirect costs

If problem areas are discovered, the business manager will attempt to resolve them. If they are not resolved, the business manager will highlight the problems and attach along with recommendations and forward to the President and/or Board of Directors. Approval/disapproval should be in letter form.

Upon receipt of an approved contract/grant, the original contract/grant will be forwarded to the Vice President of Institutional Development. A copy will be forwarded to:

- Business Office Manager, Central File
- Project Director, i.e. Principal Investigator

Upon receipt of an approved contract/grant, if the college submitted and approved contract/grant budget differs from the approved grantee budget by 10% or less of total, the program manager may make adjustments upon notification of Business Office. If the difference is greater than 10%, the President and/or FPCC Board of Directors approval will be required and approval by the funding source.

### **General Fund Programs**

The “General Fund” will be all program operated by FPCC that are not auxiliary services and are operated through FPCC’s finance management system. A General Fund Budget is developed annually.

*The process is as follows;*

By January of each year, the Business Office is normally in receipt of the institutions prior year audited financial statement. This document along with the financial forecasts is delivered to the President and members of the Executive Committee for review and comment. This exercise initiates the formal budget process.

Members of the Executive Committee are responsible for sharing this information with their respective faculty and staff members for comment. From this exercise, the Department areas verify expenditures and recommend funding allocations for specific line items. These two steps must be completed by April 1.

By May 1, from the department areas recommendations, a preliminary budget is prepared by the President and members of the Executive Committee.

The preliminary budget considers all available and projected revenue sources, both restricted and

unrestricted in meeting the budgetary demands of the institution. This activity also takes into consideration programmatic changes, shifts in resource availability, and staffing/ faculty requirements based on curriculum and planned institutional initiatives.

The President submits the preliminary budget to the Board of Directors, at the May meeting, for review and comment. The budget is studied from several critical points, which are:

- a) Consistency with the "Mission" of the institution.
- b) Whether it comports with Board Policy regarding financial management.
- c) If it meets the standards for institutional growth and development as set forth in "FPCC Comprehensive Development Plan".
- d) Availability of resources to meet basic institutional need, i.e. general fund activities.
- e) Restricted funds utilization management and reporting criteria
- f) A comprehensive assessment of institutional effectiveness, by departmental area and determine the most suitable application of financial resources.

Other budget criteria may be utilized by the Board of Directors, depending on circumstances and suitability, in determining the appropriateness of the preliminary budget and its subsequent approval. Completion date is May 31.

Upon receiving approval by the Board of Directors, the preliminary budget is then subjected to further analysis, by the Presidents Executive Committee, regarding resource availability and the application of said resources. Changes in general fund or restricted (grant/contract) resource availability are noted and adjustments are made to the affected area. This process continues from June through August of each year, with a final budget submitted by the President, for Board of Directors approval, at their September meeting. Activity must be completed no later than September 30 of each year.<sup>1</sup>

The Business Manager will also prepare and attach a projected cash flow statement based on the prior year's experience. The purpose of the projection is to provide management information regarding cash flow.

### **Auxiliary Service**

The college bookstore is an auxiliary (enterprise) service. Auxiliary services require different treatment as they are expected to have revenues exceed expenditures or generate a profit and/or the ability to breakeven. Budgeting for auxiliary services constitute a projection of anticipated financial requirements for these areas.

By January of each year, the bookstore manager, with the assistance of the business manager, will prepare an annual plan of operation and submit it to the President.

The annual plan will include:

- an enterprise statement of goals for the year, i.e. increase of profits proposed purchasing, advertising and marketing effort
- monthly projection of revenues and expenditures
- manpower requirements
- state and federal certification requirements

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<sup>1</sup>FPCC Self Study, 1996

- anticipate meeting funding requirements for operational requirements

If approved by the President, FPCC, and FPCC Board, the bookstore will be authorized to operate within the plan of operations subject to the management and reporting requirements in Section III.

### **Indirect Cost**

“Indirect costs are those a) incurred for a common or joint purpose benefiting more than one cost objective, and b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

- Indirect cost rate means the rate arrived through negotiation between “Indian/Tribal” organizations with the appropriate agency.”<sup>2</sup>
- Indirect Cost proposals are due to the inspector general on April 1 for an approved rate.
- The indirect cost program shall be treated as a distinct fund, assigned its own fund number and be accounted for separately.

The indirect cost program will have an approved budget. The budget will include those allowable costs as determined in Circular 74-4.

**Note:** Federal grants may be subject to laws that limit the amount of indirect cost that may be allowed.

### **Business Office**

An award letter with effective date and approved budget will be the start of the accounting cycle for the Business Office.

Upon receipt of an approved budget the Business Manager will:

- assign a fund number
- prepare a chart of accounts for the fund
- enter the budget onto the accounting system
- do a cash analysis
- set up a program file
- set up other pertinent files to include personnel files

A cash flow/availability plan will have been made for each program. If the program contains provisions for an advance then the first draw-down should be made as soon as allowable. If it is a cost reimbursement then the financing plan will be implemented.

### **Institutional Match**

All in-kind matches will have a separate fund number and be accounted for separately. This will include but not limited to:

- cash
- services of faculty and staff

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<sup>2</sup>Circular 74-4

- Facilities, i.e. lights, heating, cleaning, etc.
- volunteer
- other program

## **Section II - Accounting Procedures**

### **General Policy**

The accounting system of FPCC shall be a budget driven accrual system. To provide the flexibility to meet specific program requirements or changing circumstances, these procedures list only regulatory and institutional requirements. These requirements will be adhered to.

### **Organization**

The organization of the Business Office will reflect and be a function of the types of activities being accounted for and the policy directives of FPCC. The management staff shall be responsible for assuring compliance with the procedures contained in this manual and as such policy directives that may be issued by the FPCC Board of Directors.

### **Accounting**

As stated in the introduction to this manual the beginning of the accounting process will be the adoption of an approved budget and/or award letter and/or plan of operation. No funds are to be obligated or disbursed without an approved budget or plan of operation.

### **Accounting System**

#### **Software**

FPCC uses an automated accounting software package Jenzabar EX. The Business Manager shall be responsible for assuring the integrity of the automated accounting system.

#### **Systems Administration and Hardware**

The Network Administrator shall be responsible for assigned or revoking passwords. He/she shall take measures to assure those unauthorized people are not able to access or tamper with the accounting system. The systems manager will provide a basic network manual, which will be maintained in the Information Technology office.

This systems manager manual will include the following:

- password
- backup
- security
- maintenance and repairs
- installation of software
- administrative rights
- other pertinent information

#### **Chart of Accounts**

A chart of accounts has been developed for FPCC.  
The chart of accounts has 14 cells. (EX: 30-318-000-4200-00).

### Opening an Account

Upon receipt of an approved budget the Business Manager will:

1. Assign a fund number and chart of accounts that reflect the line item budget.
2. Enter the budget onto the accounting system.
3. All future transactions related to the fund will use the fund and account numbers.
4. Upon assignment of a fund number and chart of accounts, a copy will be given to the project director.

Each year's fund allocation will be assigned a unique fund number. The number will stay with that fund until such time as the budget is expended or obligation authority is rescinded. The balance at a year expended or obligation authority is rescinded. The balance at a year-end will not be added to the next year's appropriation for a restricted revenue program.

Grants will be monitored periodically for overspending. Should overspending occur disciplinary action may be taken.

## **Obligation and Payments**

### **Recording an Expense**

All obligations or disbursement of funds under the control of FPCC will be made in accordance with the acquisition or the spending authority contained in the budget organization.

Before processing a transaction, the business office will verify that the procurement policies or obligation authorities have been followed. If the business office is not satisfied that procedures have been followed, the documents will be returned to the person who originated the transaction with an explanation of deficiency.

The program manager will be responsible for creating obligations and submitting pay authorization for purchase orders, invoices, etc., for each program under his/her control. The program manager will be responsible for adhering to procurement procedures and for determining the allow-ability of costs under the program budget. This responsibility will include making a determination that funds are available in the line item budget.

- When the planned expenditure does not exceed 10% of the line item, the program manager will make a determination as to the availability of funds. If available, the transaction will proceed through normal procedures.
- If the planned expenditure exceeds 10% of the line item, a purchase request will not be processed. The request will be returned to the originator and the purchase or obligation canceled.

At this point it may be necessary to use the budget modification/amendment procedures contained in Section I and/or the requirements contained in the funding document. An

amendment/modification will be forwarded to the funding agency for authorization to exceed and/or modify the budget.

### **Purchase Orders**

A purchase order (PO) will contain the following minimum information:

1. Date.
2. Vendor Name and Address.
3. If the check will be held for pickup or mailed.
4. Description you want on the Check – (Grants - this will appear on the transaction history report, EX; PO 48601 plus Description=30 Characters).
5. Total of invoice to be paid.
6. When you check out a Purchase Order - you must sign “Requisitioned By”.
7. The Account Number that will pay for your Purchase Order.
8. Your supervisor signs on the Program Manager line.
9. The President is the ultimate authority to sign Purchase Orders on the Authorized by line.
  - a. In the President’s absence a Vice President or Business Manager is authorized

The accounts payable clerk will be assigned to maintain a file of outstanding PO’s.

Accounts Payable Clerk is not responsible for gathering signatures or account numbers.

Purchase orders are due in the Business Office mail box **in the mailroom** by 12:00 (noon) on Tuesday/Thursday, if they are not there, it will not get paid until the next processing day. **NO EXCEPTIONS.**

Obligations cannot be more than 90 days old. If the item is no longer needed, the PO will be marked canceled and placed in the canceled file. The vendor will be notified to stop the delivery. If the problem is a result of internal problems, i.e. a program holding invoices, an attempt will be made to rectify the problem. Additional procedures are contained in “Closeout”.

An invoice is due in the business office within five days of receipt.

Upon receipt of a request for payment, the accounts payable clerk will review for completeness. If incomplete, the most expedient method of correction will be sought.

If the transaction is paid within 10 days, it will then be entered onto the system as a direct disbursement.

When expenditure for a Restricted Revenue Program contains equipment, a copy of the PO with invoice payment authorization will be given to the designated Contract Administrator for inclusion in the “contract life”, other dispositions may also be required.

Further information may be found in the Property and Procurement Policy section.

### **Credit Card Purchases**

To obtain any credit card you are required to have a completed purchase order (which I will need to see), with the exception of (5) on the above list. When the order is completed, the purchase order is to be turned in the same day of business.

If you have any questions, please call the Accounts Payable Clerk in the Business Office.

### **Fixed Assets**

When a General Fund expenditure is made for capitalized real or personal property, an entry will be made to the general fixed assets account and a ledger is maintained for fixed assets.

A copy, of the acquisition document along with any additional required information will be provided to the Business Office for their use in maintaining inventory records.

A schedule of depreciation will be maintained for each item contained in the fixed asset account. Straight-line method will be used.

When the item is used by a restricted revenue program, a determination will be made as to whether depreciation or a use charge should be made to the using fund.

When a fund is charged, the general fund entry will be a debit to cash and credit to revenue/rental. The using fund will debit to rental expense and credit to cash.

An asset will not be removed from the fixed asset account unless properly disposed of.

Further information can be found in the Property and Supply section.

### **Travel**

Standard government travel regulations are used by Fort Peck Community College as a guide or per diem and mileage rates. Since most college business is with individuals or organizations out of the area, air travel may be essential. Airline fares are arranged by the traveler. Airline fares shall be secured in the most cost-efficient manner. The traveler is required to submit a purchase order approved by the appropriate authority.

Local travel and out-of-the-area travel (mileage) for College business will be reimbursed at the current Federal Rate per mile. Local travel may be approved by the traveler's immediate supervisor. Other and out-of-the area travel must be approved by the President or his designee (appropriate authority).

Per Diem will be paid to any staff member required to work away from his work station and/or stay overnight. Per Diem will be completed on a quarterly basis for each six-hour period at the current geographic GSA rate per quarter. Board members will receive the same rate. Per Diem when traveling to high cost (geographic) area will be subject to the government travel regulations. Staff may receive an advance payment by filling out, "Travel Advance".

When securing lodging, the traveler will be paid on a 90/10% basis to non-employees. The traveler will receive 90% of travel request. Upon completion of travel claim and trip report, the traveler will receive any balance due.

The request for travel advance will be made on approved form, which includes:

- traveler's full name
- destination - company, city & state

- purpose of travel
- time and date of departure and return
- cost of airfare
- mileage/local transportation - FPCC out-of-town travel
- lodging
- estimated per diem
- Other costs related to trip, i.e. taxis, airport parking, other levies, etc.
- travel receivable and identification of other organization
- program fund line item
- program fund line item

Travel advances requests are due within a week prior to your travel date to the business office to allow for check processing, unless approved by the business manager. The accounts payable clerk will be assigned travel coordinator.

The travel coordinator will upon receipt of a travel advance request, check for outstanding travel advances, verify travel budget line item, enter into the system as a debit to travel receivable by other organization and credit to cash. The advance request will be placed into an outstanding travel advance life.

The outstanding travel advance will be maintained by the travel coordinator. At the end of each month a computer-generated report will be provided to the business manager. The report will list each traveler who has a travel advance outstanding for more than five days after the return date. The business manager will notify those travelers with outstanding advances that the travel must be vouchered.

For those travelers with outstanding advances of more than 10 days, no further advances will be made to that person until such advances are liquidated. Ultimately, FPCC is authorized to deduct the amount of the travel advance from an employee's paycheck.

### **Travel Claim**

Upon Completion of travel the traveler will prepare a travel claim. The travel claim will list:

- actual start and ending date of travel
- actual airfare
- actual ground transportation
- actual motel
- actual mileage

#### **Travel Claim continued.....**

- actual per diem
- actual other expense
- signature that travel was completed
- approval signature of supervisor

Receipts will be attached for all expenses claimed:

- airfare, i.e. copy of ticket stub or itinerary (whether paid by traveler or direct bill)
- rental car
- motel
- taxi

- explanation of other expenses

The travel claim is due to the business office within five days after completion of travel. Items with no receipt will not be reimbursed with the exception of per diem.

### **Travel Report**

Additionally, each staff member will be required to submit a “trip report” with travel claim for auditing purposes. The report includes the dates of the travel, the destination, and the nature of the business. All travelers will be required to return any unused portion of a travel advance to the college business office.

### **Travel Reimbursement from Other Organization**

Travel reimbursement from other organization must conform to the same policies established by FPCC in this manual or as agreed with other organization.

The traveler will be responsible for assuring that FPCC policies regarding travel reimbursement by other organization are adhered to. This includes reimbursement that may exceed allowable costs as provided through FPCC travel policies and also instances where other organizations or institutions share costs with FPCC.

The travel coordinator will invoice the travel to the traveler and/or reimbursing organization upon receipt of all proper supportive documents within five (5) days if applicable.

## **Payroll**

### **Pay Periods**

The pay periods for all FPCC employees are biweekly with paychecks issued on Friday after 11:00 A.M. following the end of a pay period. If pay day falls on a holiday, checks may be distributed the preceding workday subject to approval of the President, FPCC. Full-time employees pay period shall begin at 00:01 Saturday and end fourteen (14) days at midnight. Part-time and temporary employees pay period shall begin at 00:01 Thursday and end fourteen (14) days at midnight. Any employee who is paid for time not worked or is compensated for such time will have the overpayment deducted from the following pay period.

Before a person is entered onto the payroll system, the following documents must be provided the Business Office:

- Copy of personnel action, i.e. Payroll Add/Change Form.
- Employment date(s)
- Status (permanent/temporary)
- Program(s) employed under
- Wage
- Benefit status (health, retirement, etc., full-time employees only)
- Leave accumulation rate
- W-4
- Picture ID
- Copy of Social Security card or proof of Social Security number

- Tribal picture ID (if applicable)

No changes will be made to a person's payroll status without a written approval of appropriate authority.

Part-time and temporary employees are required to submit an approved timesheet. Checks will not be processed unless timesheet is signed by employee and supervisor. (Note: students are paid under the auspices of a part time or temporary employee.)

### **Payroll Deductions**

Automatic payroll deductions are made for the following:

- social security (FICA)
- federal income tax
- Montana state tax (for employees subject to state income tax withholding)
- retirement plan
- medical insurance (if coverage elected)
- any other deductions the employee indicates\*

\*Note: payroll deductions will not be made without a signed payroll withholding agreement from an employee: exception, college related, overpayment, etc., (college related: bookstore charges, travel advance, tuition, daycare, etc.)

The payroll clerk will complete the payroll cycle for the college to include deductions and withholding.

A file will be maintained for each distribution.

Payroll tax deposits will be made on or before the date based on current federal and state regulation. All reports must be filled five (5) days prior to the required report date, i.e. quarterly 941, federal and state unemployment, and W'2's.

### **Holiday Pay**

In order to receive pay for a recognized holiday, an employee must be in a "work" or "paid leave" status on his scheduled workday immediately preceding and immediately following the holiday. The college recognizes the following:

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day

### **Payroll Procedures for New Hires**

**SUPERVISORS:** The **Payroll Add/Change Form\*** is used for new hires or changes to current employees and it must be completed before the new employees can receive a check. **\*\*\*\*Please**

**list the correct Payroll Account number.**

**NOTE:** Signatures from the **President, Grants Manager, Business Manager and Program Director** are required before the form is accepted by the Payroll Department in the Business Office.

**NEW HIRES:** All new employees must fill out a **W-4, I-9 and a data form** before employment will begin. The new hires will need to go to the Business Office and bring in their **I.D., Social Security Card and proof of enrollment** (if they are enrolled members of the Fort Peck Tribes).

**FULL TIME:** New hires for a Full Time position are required to do a pre-employment drug screening **before** they begin working at FPCC.

**PART-TIME:** New hires for a Part Time position are required to fill out paperwork before employment begins. Paperwork is to be submitted prior to the new hire working.  
**\*\*\*Do not hire someone and then do the paperwork after they have already been working.**

**TIMESHEETS:** Part Time/Student employees have a timesheet that must be signed by the employee and their supervisor before turning it into the Payroll Department in the Business Office.

Every other Wednesday the Part Time or Student timesheets are due by 3:30 p.m. – **NO EXCEPTIONS!!**

**SUPERVISORS: Take responsibility for your Part Time or Student workers. If you are going to be gone on that day, then plan ahead and get the timesheets signed before you leave.**

**LEAVE SLIPS:** All areas of the leave slips need to be filled out and turned into your supervisor before you take leave. The signatures are required before the slips are turned into the Business Office.

**FACULTY:** Personal leave and the Sick leave ONLY! Faculty members do not have Annual leave.

**STAFF:** Annual leave and the Sick leave ONLY! Staff members do not have Personal leave.

**Emergency Leave – Section IV C in your Policies and procedures manual**

Upon written request by the employee, the President shall grant emergency leave for death in the immediate family. The leave shall be up to three (3) days for Administrative Leave on each occasion. **Immediate family means the employee's spouse, father, mother, brother, sister, son, daughter, son-in-law, and daughter-in-law and spouse's father, mother, brother, and sister; and the employee's uncle, aunt, grandfather, and grandmother.** Upon prior authorization, the President may grant leave to attend funerals. Leave time shall be as follows: Poplar – 1 hour, Brockton and Wolf Point – 2 hours, Frazer and Fort Kipp – 3 hours.

**SICK LEAVE:** *A doctor's certification will be required for authorization of sick leave exceeding three (3) consecutive days.*

**Imprest Cash**

Imprest/petty cash are the responsibility of the Business Manager. Maximum amount for individual disbursement is \$100.00. A voucher system is used for all disbursements. All

reimbursement vouchers and attachments must be attached.

Petty cash will be rounded monthly.

### **Indirect Costs**

The indirect costs program should be treated as distinct fund, assigned its own fund number and be accounted for separately.

As direct expenses are incurred, indirect costs will be simultaneously incurred. The direct cost will be multiplied by the indirect costs rate and will be assessed monthly.

The indirect cost amount will be posted to debit indirect cost expense and credit to cash. The corresponding entry will be made to the general fund as debit to cash and credit to indirect cost revenue.

### **Income - Accounts Receivable**

#### **Receipts**

Revenue/cash receipts will be the responsibility of the accounts payable clerk. The receipts and other supportive documents must be attached to the deposit slip. A pre-numbered cash receipts system will be utilized.

#### **Revenue/Cash Deposits**

Receipts/cash deposits of revenue will be done accurately and whenever the cash box has more than \$500 in it. Deposits will be encoded onto the finance system within two (2) working days after deposit. The payroll clerk will be responsible for the deposits and encoding on the automated finance system.

#### **Cash Report & Reconciliation**

At least biweekly the business manager will review the total cash balance. Federal programs on wire transfer can have three (3) days of cash on hand but a program that is on cash advance could have 1-7 days cash on hand.

A cost reimbursement program invoiced on a quarterly basis would have negative cash balanced of 1-3 months.

The business manager will reconcile cash in bank to the general ledger account on a monthly basis. A report will be issued to the President on where the funds stand. The business manager will be responsive to bank reconciliation.

#### **Restricted Revenue**

Restricted revenue programs can be considered to have income when it is available for expenditure.

When an advance of funds is received it will be posted as a debit to cash and a credit to appropriate revenue account.

#### **General Fund**

Income received for the General Fund is as follows:

- Indirect Cost
- Tuition

- Tribal Share
- Tribally Controlled Colleges Act
- Miscellaneous

When cash is received, the debit will be to cash and credit to appropriate revenue. If the funds received are to be repaid then the entry will be a debit to cash and a credit to accounts payable.

### **Operating Advances**

Operating advances will occur when a program does not have a provision for advance e.g., cost reimbursement, request not prepared timely, start up funds. These advances are expected to be repaid.

When an operating advance is made, the advance will debit “due from other funds (program) and credit cash.

The fund receiving the advance will debit cash and credit “due to other funds program”.

When the advance is repaid, the entries will be reversed.

Contribution to programs occurs when the General Fund pays the expense of any operating program without expectation of payment. Contribution to programs differs from matching in that matching will be accounted for as a distinct fund.

When a contribution to programs is made, the debit will be to the expense account contribution to program and the credit to cash.

### **Adjusting Journal Entries**

It may be necessary to prepare an adjusting journal entry to correct a coding error or inability of the software to compute an entry. To facilitate a clear audit trail, it is important that these entries be fully documented and easily traceable.

When an adjusting journal entry is made, the reason for and the data used to make the entry will be clearly documented and attached to the entry form.

The adjusting journal entries will be numbered chronologically beginning with the number 1 and fiscal year.

A log will be maintained listing all entries by number, date and program.

### **Contract/Grant Administration**

Restricted Revenue Programs have a number of restrictions and limitations as well as specific reporting requirements that require additional administration.

Within the business department, the business manager serves as the contract administrator.

The business manager will be responsible for maintaining the “official contract file”. While other program files may exist, the Business Office file will maintain at a minimum:

- a copy of the contract/grant agreement and any modifications
- a copy of approved budget
- a copy of all correspondence

- a schedule of cash drawdown requests
- a schedule of cash receipts
- copies of required progress reports
- copies of invoices or other financial information transmitted to the funding agency
- a schedule of all equipment purchased by the fund
- finance system generated expenditures' reports
- negotiated salaries

The business manager will be responsible for preparing cash requests for all restricted revenue programs. He/She shall also be responsible for reviewing the cash position of the restricted revenue programs to assure that an adequate supply of cash is on hand.

The business manager will be the over-site for preparing invoices or financial reports to the funding agencies.

The business manager will maintain a schedule of required financial reports and due date for each restricted revenue program.

Where a restricted revenue program has a required matching, a copy of the transactions (expenditure/revenue) will be made a part of the official contract/grant file.

### **Retention of Financial Records**

The official contract/grant file shall be the official record for each contract/grant program, which is located in the office of the Vice President of Institutional Development.

At the end of each contract/grant year a copy of the final statement of revenues and expenditures and the final trial balance will be made a part of the file.

The official contract file shall be retained for:

- three years, or
- three years from date of resolution of any questioned costs from the audit report for the year covered (which occurs last)
- after three year period file may be stored off-site for two more years
- after five year period file may be disposed of or retained
- payroll records must be retained as a permanent record
- auxiliary services may be maintained as long as the program is operating

### **Closeout**

Closeout will occur at the end of the College's fiscal year or at the end of a contract or grant. The procedures that apply to end of year closeout will also apply to those contract/grant programs that end on a date other than the normal fiscal accounting period.

Closeout requires determining the revenues and expenditures at a point in time so as to provide an accurate report of operations for the period.

At the end of a fiscal year, the first step is to ascertain that all expenses related to the year have been verified for each fund.

Payroll and related costs (fringe benefits) may have a portion of the pay period overlapped into the fiscal year. General accepted accounting principals will be applied.

Health Insurance and other costs will be determined and posted in the correct accounting period.

All outstanding obligations must be reviewed to determine

- expense
- payable
- cancel

The outstanding travel advance file will be reviewed and outstanding travel invoiced and posted to expense.

The bank account should be reconciled and any outstanding check reviewed for stale dating. If stale and no new check issued, the check will be canceled and the expense credited and cash debited.

Other expenses such as indirect costs, interest, etc., must be analyzed and general accepted accounting principles will be applied. Student billing over 360 Days will be reconciled to a zero balance.

When all expenses have been recognized and posted, revenue must be reviewed and classified as

- revenue
- income receivable
- deferred revenue

Restricted revenue programs must be analyzed for assurance that any year-end adjusting entries are included on the report to the funding agency. The reports must be reflective of the final general ledger. If there are reporting errors, an amended report will be sent to the funding agency.

Beginning receivables should be reviewed to determine as to whether the receivable can be collected, written off, or was incorrectly posted to income. A transaction incorrectly posted requires an adjusting entry.

Determine that payables were correctly posted to expense or were not paid. For restricted revenue programs if the payable were a result of deferred revenue, then a determination needs to be made if there is a repayment required or if the amount can be charged against current years' expenses. If repayment is required, then a check will be issued and the liability liquidated.

All final reports to the funding agency will be submitted subject to contract/grant provisions.

## **Audit**

Each year the College shall have an audit conducted by a certified public accounting firm. The audit shall be conducted in compliance with applicable federal regulations and IPEDS requirements.

Upon receipt of the audit report, the business manager will present a report of the findings and recommendations for corrective action to the President and FPCC Board. The report will be available to appropriate funding source upon request.

## **Internal Control**

The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from authorized use or disposition, and those transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with general accepted principles.<sup>3</sup>

## **Section III - Reporting and Management**

Reporting is the most important step in the accounting process. Reports are to give managers the information needed to carry out the goals and objectives of the program and organization, to detect problems and take corrective action.

### **Contract/Grant Programs**

#### **Budget Status Report**

The business office will produce a budget status report and forward this report to the contract/grant management office. Prior to forwarding this report, the business manager will make an analysis of each program. This review will include a comparison of the monthly budget projections noting any variances for potential problems and recommending solutions.

#### **Account Ledger Report**

The business office will produce an account ledger report and forward this report to the contract/grants management office. The account ledger lists the transactions and activities for each program by each month.

#### **Other Reports**

There are other reports required by the project directors. All reports will be coordinated through the contract/grants management office.

#### **Financial Status Report, SF 425, 270, and/or other submissions as requested per agency**

The contract/grant programs have a specific date for submission of financial reports to the funding agency. The business manager will be responsible for preparing and submitting financial reports before the due date of the contract/grant program.

These may include the following:

- Standard Form 425, financial status report, reporting of the cash status of federal program for period covered, previously reported, to-date, and cumulative.
- Standard Form 270, request for advance or reimbursement, report requesting an advance or reimbursement for a federal program, and period covered.

At all times, the year-to-date figures on the financial status report must agree with the year-to-date total on the general ledger of the automated accounting system. A copy of the financial status report will be made a part of the contract file along with financial reports for the period

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<sup>3</sup>FPCC, Financial Statements and Supplementary Information, 9/30/95.

covered.

### **Electronic Reporting**

Electronic monthly reporting of grants follows reporting guidelines per agency.

## **General Fund**

### **Budget Status Report**

The business office will produce a budget status report and forward this report to the President of FPCC. Prior to forwarding the report the business manager will make an analysis of the general fund. This review will include a comparison of the monthly budget projections noting any variances for potential problems and recommending solutions.

### **Account Ledger Report**

The business office will produce an account ledger report and forward this report to the President. The account ledger lists the transactions and activities for each component within the general fund by each month.

### **Trial Balance**

A trial balance will be prepared for all programs, i.e. restricted revenue, general fund and auxiliary services. Requested copies will be given to the proper authorities. The business manager will analysis cash, revenue, expenditures, deferred revenue, receivables and payables. If cash has a significant balance, debit or credit, an explanation and corrective plan will be prepared. A large debit balance may be due to excess draw downs or inactivity. A credit balance may be due to failure to drawdown or payment problems by the funding agency.

Revenue will be compared to expenditures. An excess of expenditures over revenue is expected during the time between the preparations of invoices to the funding agency. A large excess of expenditures may indicate that invoices are not being prepared in a timely manner.

Deferred Revenue, specifically at the end of the year, will be reviewed. Revenue is based on “first in first out” concept.

Receivables will be reviewed. A large balance of a small or negative cash balance would indicate a problem with the funding agency paying invoices. A low receivable balance along with an excess of expenditures over revenues would indicate that invoices are not being prepared. Corrective action must be taken.

Payables will be reviewed. A plan and time when these payables will be liquidated will be prepared. A payable should not be liquidated no later than the end of the current fiscal year for the year just ended.

The business manager will review the report and make a determination for corrective action.

## **Indirect Cost**

The indirect cost program will receive the same reports as the General Fund program.

## **Auxiliary Services**

On or before the 15<sup>th</sup> of each month, the business office will produce an "Income Statement" generated by the accounting software for the month ended. The income statement will provide a comparison to the Plan of Operation. The report will be submitted to the President and/or FPCC Board.

## **Contracting For Grant Writing and Evaluation Services**

All contracts for grant writing or evaluation services will first be presented to the administrative team with final approval by the FPCC President. Efforts will be made to avoid conflict of interest.

## **Section III - Property and Equipment**

### **Capitalization Policy**

Physical assets acquired with unit costs in excess of [\$5,000] are capitalized as property and equipment on the college's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.

If an awarding agency requires a lower amount for equipment, FPCC will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the college's financial statements, these assets will be capitalized and depreciated according to these policies.

#### **Contributed Assets**

Assets with fair market values in excess of [\$5,000] (per unit) that are contributed to FPCC shall be capitalized as fixed assets on the financial statements. Contributed items with market values below this threshold shall be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land and certain works of art and historical treasures, are subject to depreciation over their estimated useful lives, as described later.

### **Equipment and Furniture Purchased With Federal Funds (A-110\_34)**

FPCC may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a Federal agency. In addition to those policies on Asset Management described earlier, equipment and furniture charged to Federal awards will be subject to certain additional policies as described below.

For purposes of Federal award accounting and administration, "equipment" shall include all assets with a unit cost equal to the lesser of \$5,000 or the capitalization threshold utilized by

FPCC, described under Asset Management.

All purchases of “equipment” with Federal funds shall be approved, in advance and in writing, by the Federal awarding agency. In addition, the following policies shall apply regarding equipment purchased and charged to Federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to Federal awards.
2. For equipment (or residual inventories of supplies) with a remaining per unit fair market value of \$5,000 or less at the conclusion of the award, FPCC shall retain the equipment without any requirement for notifying the Federal agency.
3. If the remaining per unit fair market value is \$5,000 or more, FPCC shall gain a written understanding with the Federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the Federal agency, keeping the equipment and compensating the Federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs, to the Federal agency.
4. The Grant Manager shall determine whether a specific award with a Federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.
5. A physical inventory of all equipment purchased with Federal funds shall be performed at least once every two years. The results of the physical inventory shall be reconciled to the accounting records of and Federal reports filed by FPCC.

### **Establishment and Maintenance of a Fixed Asset Listing**

All capitalized property and equipment shall be recorded in a property log. This log shall include the following information with respect to each asset: *(A-110\_34 (f) (1))*

1. Date of acquisition
2. Cost
3. Description (including color, model, and serial number or other identification number)
4. Source of the equipment, including the Federal award number, if applicable
5. Whether the title vests in the Organization or the Federal Government
6. Information to calculate the Federal share of the cost of the equipment, if applicable
7. Location of asset
8. Depreciation method
9. Estimated useful life

A physical inventory of all assets capitalized under the preceding policies will be taken on an annual basis by FPCC. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Business Manager-Director of Finance.

### **Receipt of Newly-Purchased Equipment and Furniture**

At the time of arrival, all newly-purchased equipment and furniture shall be examined for

obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

### **Depreciation and Useful Lives**

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the [straight-line] method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the 15<sup>th</sup> day of the fifth month shall have eight full months of depreciation (eight-twelfths of one year) recorded for that year.)

Estimated useful lives of capitalized assets shall be determined by the Accounting Department in conjunction with the department or employee that shall utilize the asset. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

Furniture and fixtures	Up to 10 yrs.
General office equipment	5 yrs.
Computer hardware and peripherals	3-5 yrs.
Computer software	2-3 yrs.
Leased assets	life of lease
Leasehold Improvements	remaining lease term

Alternatively, at the direction of the Business Manager, capitalized assets may be depreciated over useful lives expressed in terms of units of production or hours of service in place of the preceding useful lives expressed in terms of time.

For accounting and interim financial reporting purposes, depreciation expense will be recorded on a [annual] basis.

### **Changes in Estimated Useful Lives**

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Business Manager.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the Organization's statement of activities.

For example, if in the fourth year of an asset's life, it is determined that the asset will last five years instead of the original estimate of seven years, depreciation expense for that year shall be equal to the difference between 4/5 of the asset's basis (accumulated depreciation at the end of year four) and 3/7 of the asset's basis (accumulated depreciation at the beginning of the year).

### **Repairs of Property and Equipment**

Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

### **Dispositions of Property and Equipment**

If equipment is sold, scrapped, donated or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

### **Write-Offs of Property and Equipment**

The Business Manager approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Business Manager. If not located, this property will be written off the books with the proper notation specifying the reason.

# Campus Crime Reporting Procedure



**F O R T ♦ P E C K**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Campus Crime Reporting Procedure

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**Section II - Campus Crime Report Form .....69**

## **Campus Crime Reporting Procedure**

*Fort Peck Community College will strive to provide a safe and crime-free campus for all students, staff, faculty and administration.*

FPCC is responsible for reporting all campus crime to the U.S. Department of Education (campus crime may include burglary, physical assault, rape, theft, property damage, etc.).

The following are steps to report campus crime:

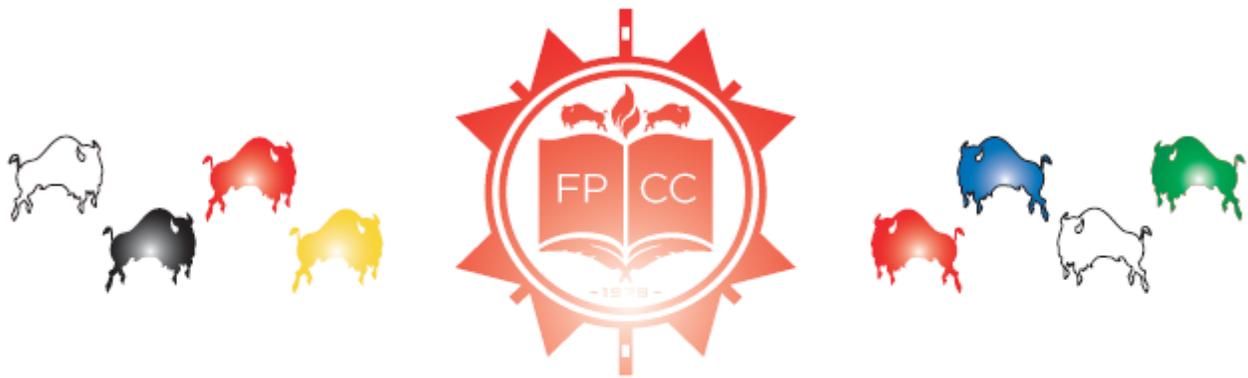
1. Immediately contact local law enforcement.
2. Contact the Vice President for Student Services and fill out a campus crime report form.
3. If possible have witnesses write a statement as to their involvement and/or their witness thereof and attach to report form.
4. If warranted, Student Services will contact the law enforcement agency for a full report.
5. All documents will be filed in the office of Student Services for reporting purposes.

For more information, contact:

VP Student Services  
P.O. Box 398  
Poplar, MT 59255  
(406) 768-6371



## Commercial Tobacco-Free Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Commercial Tobacco-Free Policy

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## **Introduction**

Fort Peck Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to commercial secondhand tobacco smoke and the use of commercial tobacco products are significant health hazards, and the results of the Tobacco Use and Attitudes Survey conducted during the spring of 2009 that showed over 50% of current FPCC students use commercial tobacco, it is the intent of Fort Peck Community College to establish a 100% commercial tobacco-free environment.

## **Section I - Policy**

- Commercial tobacco is defined as all tobacco-derived products sold commercially, including, but not limited to, cigarettes, cigars, hookah-smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks, cigarillos, and e-cigarettes.
- Smoking is prohibited on all campus grounds, in all campus-owned properties, and in all campus-owned vehicles.
- Smoking is also prohibited at all institution-sponsored off-campus functions.
- All commercial tobacco use is prohibited on all campus grounds, in all campus-owned properties, and in all campus-owned vehicles.
- Tobacco use is also prohibited at all institution-sponsored off-campus functions.
- Tobacco sales are prohibited on campus.
- Tobacco industry promotions, advertising, marketing, and distribution are prohibited.
- Tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment.
- The tobacco policy is clearly posted in employee and student handbooks, on the campus website, and in other relevant publications.
- The college/university will not own tobacco company stocks and holdings.
- The college/university does not accept any direct funding from tobacco companies.

## **Section II – Sacred Use of Tobacco**

On occasion, there may be a group that request to use sacred tobacco on campus for an event. This will require submitting a request form in advance to the college President. The President will gather information about the event, and approve or deny the request. Should the President require the use of tobacco, the FPCC Board of Director's will approve the use. This special circumstance request shall exclude the use of spit tobacco products.

## **Section III – Cessation Resources**

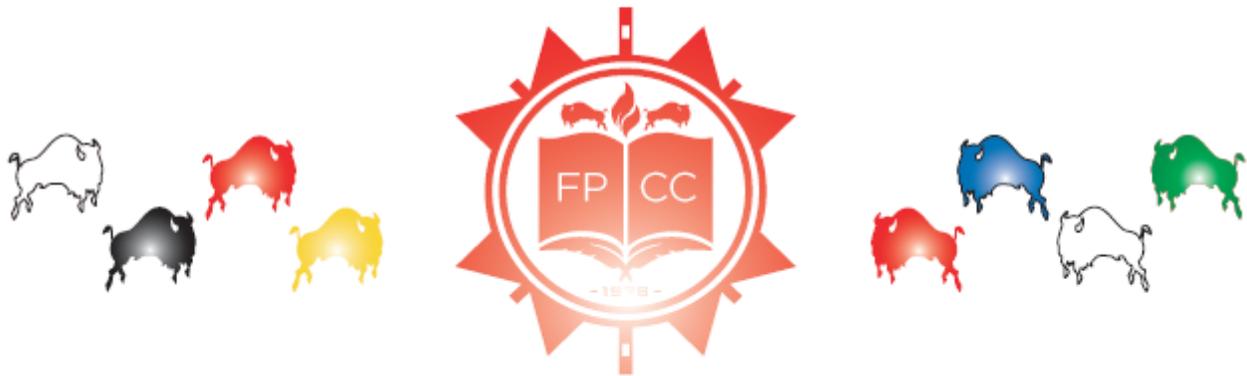
The campuses will create a supportive environment for those wishing to quit the use of commercial tobacco. FPCC will provide cessation resources on campus to include: smoking and smokeless tobacco quit kits, Quit Line information, and connect tobacco users to helpful online or in-person counseling services.

## **Section IV – References**

The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General  
U.S. Dept. of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health (2006)



# Community Service Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

**Department for Community Services**

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## **Mission**

The Mission of Community Services is to provide the constituency of the reservation with access to quality life-long learning experiences. Community services support and enhances FPCC's mission to offer credit and non-credit courses, both traditional and innovative in format and content, to meet the ever-changing needs of the community and to make these course offerings available to all students. The Department of Community Services is committed to improving employee proficiency within local businesses, schools, industries and local government agencies and in the teaching of Native American Studies, particularly the Assiniboine and Sioux arts, language and traditional teachings.

The Department for Community Services is established to meet the needs of the Fort Peck Indian Reservation communities. The centralization of the community services activities within Fort Peck Community College highlights the priority being given to the wide array of offerings which serve the community in ways that conventional course offerings do not.

## **Goal**

- To promote healthy lifestyle practices for all community members through the application of specifically designed curriculum activities.
- To provide continuing education courses and activities that promotes family, cultural, social and economic development.
- To provide all aspects of assistance to new and existing small businesses through comprehensive training and technical assistance.
- To provide special instruction and support activities are provided for members of the community to promote adult literacy and family wellness, through both individualized and group GED instruction, Positive Indian Parenting classes, Parenting Institutes and seminars and workshops held throughout the year.
- Provide the training needed to promote agriculture as a meaningful and productive way of utilizing the reservation land base and coordinates other Land Grant activities.
- To provide specialized resources and training to the local public schools on the reservation in areas involving the promotion of the math's and sciences, disability and special educational training designed especially for teachers and teacher's aides.
- To ensure that all students and their parents are aware of the opportunities a college education can provide and the importance of early preparation.

## **Section I – Continuing Education and Special Instructional Activities**

Continuing education courses will be offered through distance learning and supplemented by on-site instruction. Courses are taught by FPCC instructors, community resources specialists, Tribal language and cultural instructors and adjunct faculty from participating institutions.

Continuing education and special instructional courses are offered as both credit and non-credit. The requirements for awarding credit are the same as for all courses at FPCC. In order for a course to be offered for credit it must meet the following criteria:

### **Process**

1. Be approved by the Academic VP & Registrar
2. Be approved by the President
3. Request course number from Registrar
4. Have a course syllabi filed with the Vice President for Academics and the Registrar
5. Evaluate the course/workshop/seminar at the end of the course
6. Evaluate the instructor at the end of the course
7. Have instructor file qualifications with the Vice President for Community Services
8. Require out-of-class study/reading/research or writing

### **Faculty Payment**

Faculty is compensated at the FPCC part-time faculty rate unless otherwise negotiated.

If training is requested by an outside agency, department or company, the Vice President will request that the requesting party pay the faculty member who teaches said course. If this arrangement is not possible, faculty will be paid at the FPCC part-time faculty rate, unless special circumstances exist that necessitate a different arrangement.

### **Tuition and Fee Payment**

- \* Students will pay the FPCC per credit rate unless otherwise negotiated. Fees may be waived if the VP determines that the entity requesting a course is unable to pay. In this case, efforts need to be made to recruit additional students for course/seminar/workshop. Consideration needs to be given to recruiting enrolled member of any recognized tribe, for the generation of ISC.
- \* If a fee is established that is different than the regular per credit rate, a memo documenting that rate must be sent to the Bookstore Manager with a copy to the Business Manager. The one-time, FPCC \$15 admission fee cannot be waived.

If textbooks and or supplies are needed for a course/seminar/workshop allows at least 10 days for

the Bookstore to process order.

### **Documentation Required For Course/Seminar/Workshop**

A permanent file for each course/seminar or workshop must contain the following, in order:

- a) File checklist
- b) Syllabus
- c) Faculty contract or memo to Business Office regarding rate of pay, expectations and dates of service
- d) Registration forms
- e) Class list (from Registrar)
- f) All subsequent lists from the Registrar
- g) Correspondence pertinent to course/seminar or workshop
- h) Final grade report
- I) course evaluation by students
- j) ISC report, including the formula and
- k) Monthly expenditure reports.

Each file should be a partition file with multiple sections and should contain information in the same order.

Any handouts or additional information about the course that may be provided by faculty should be saved in a separate file.

Each course/seminar/workshop will generate ISC. ISC, (Indian Student Count) is a term that is synonymous with FTE and is used to determine student count. The Department of Interior's Bureau of Indian Affairs, by law (Tribally Controlled Community College Act) distributes to each tribal college, funding that is based upon the institutions Indian Student Count.

Example:

A seminar offered for 2 college credits, fourteen individuals who are enrolled with various tribes, five non-Indians.

Formula:  $14 \text{ (members of tribes)} \times 2 \text{ (credits)} = 28$   
 $28 - 12 \text{ (full-time credit)} = 2.3333$   
 $2.3333 - 2 \text{ (semesters)} = 1.166666$   
 $1.166666 \times \$1900 \text{ (safe estimate of per ISC funding)} = \$2,216.$

This seminar would generate \$2,216 in ISC funding from the BIA.

Step two: Document the five non-Indians by memo to file. The State of Montana will distribute a small amount of funding annually to the College, through a 1995 State Non-Beneficiary Bill. At the end of the year, total the non-Indians and make a final note to the file once the funding is distributed to document any revenue generated through this Bill.

### **Section II – Grants and Program Administration**

Various grants are administered through the Department for Community Services. These are grants and programs that enhance the mission of the Department for Community Services. Most are service grants

and all are geared to serve the community through both traditional and innovative strategies. These programs are funded through various sources within the federal government and the private sector. The administration of grants and programs, regardless of the funding source are basically the same. Refer to grants management procedures in the Department for Institutional Development and Research.

### **Program Evaluation**

The Vice President (or Distance Learning Coordinator, depending on direct supervision) monitors program through daily logs, monthly reports and periodic review of time lines projected for program activities. All staff attends Community Services meetings and is asked to share program activities, accomplishments, needs and to disseminate information to the appropriate staff.

### **Section III – Staff Training**

When training is required as a part of a grant or program, it is scheduled in accordance with grant requirements. If staff training is not a grant requirement, but desirable for employee upgrading or professional or career development, efforts should be made to find appropriate training to bring into the institution or the funding to attend training if not available locally.

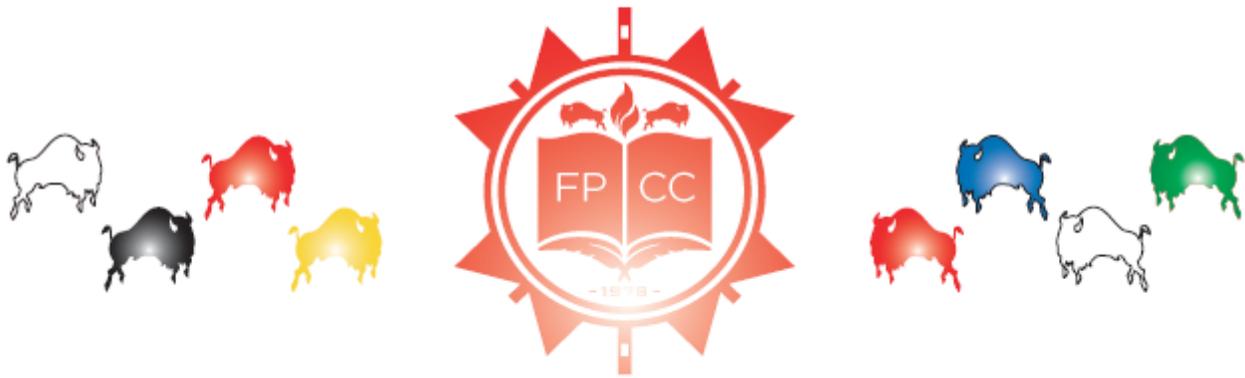
### **Section IV – Program Dissemination**

Various methods of disseminating information about courses, programs and services, are utilized. At a minimum the following should be used: CFCD Collaborator, Journal, Herald News, Poplar Shopper, local TV, Radio and posters.

### **Section V – Property and Procurement**

Supplies, equipment, consultants and services are purchased by the same method as approved in the FPCC Financial Policies and Procedures.

# Continuing Education Units (CEU) Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Continuing Education Units (C.E.U.) Policy

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## Section I - Introduction

This policy utilizes standards representing both Northwest Commission on Colleges and Universities and the International Association for Continuing Education and Training (IACET). The Northwest Commission on Colleges and Universities (NWCCU) is the regional higher education accreditation agency that accredits Fort Peck Community College. IACET is the internationally recognized organization for standards and authorization for continuing education and training. For more information about IACET access their URL at [WWW.IACET.ORG](http://WWW.IACET.ORG).

Continuing education, while always at the forefront of institutional change, is changing within itself at a rapid pace. Programs that seemed evolutionary, even revolutionary, such as distance learning, accelerated degrees, degree completion programs and individualized learning contracts are becoming commonplace. Institutions of all sizes are competing for the adult student market, the fastest growing population in higher education (Kokolus, 2003). The staff and faculty of Fort Peck Community College will explore new frontiers that we believe are possible in continuing education as we fulfill the mission of our institution. CEU.s. Where C.E.U. are included in an institution's educational program, NWCCU expects that careful attention be taken to developing a comprehensive record system that gives appropriate recognition to the individual student and accounts for the institutional effort and resources expended to create such offerings (NWASC-CoCU,1999).

- A Continuing Education Unit (CEU): is a unit of measure for non-credit activities and can be used to record an individual's participation in formal classes, courses and programs as well as in nontraditional modes on non-credit education, including forms of independent, informal and experiential study and learning (NWASC-CoCU, 1999, p.121).
- C.E.U.s are available through FPCC and meet professional development requirements for individuals in careers such as counseling, education, childcare, medicine, agriculture, animal science (i.e. cattle pregnancy testing, artificial insemination, equine dentistry, the Tribal Education Conference, Nakona Hand game, Dakota Moccasin Game, Global Positioning Systems GPS, etc.).
- Relationship between the CEU and college credit: The CEU was developed for learning events, usually of short duration, which are not part of an academic degree program. The CEU cannot be offered for training or education for which college credit is granted. The CEU, however, when included in an individual's portfolio along with work experience, may be evaluated by some colleges and universities who assess prior learning activities (IACET, 2003). It needs to be noted that FPCC does not grant prior learning toward college credit.
- United Earned: For each hour in the class, conference or workshop, a unit of .10 is awarded.
- Fee: Participants who wish to earn CEUs are charged a flat \$10 fee regardless of the number of units offered. No registration fee or application fee will be charged. If a person lacks the financial resources to pay for a CEU, a hardship waiver request can be made to the Vice President of Academics.
- Grading: Pass/Fail
- Requirements for CEU approval: Please submit the following information to FPCC regarding your class, conference or workshop at least two weeks prior to the offering:
  1. Title of class, conference or workshop
  2. City and meeting place
  3. Dates and times indication exact hours of instruction (must be at least one hour in length)
  4. General topic outline or flyer/brochure
  5. Instructor/presenter names and credentials

6. Name, phone number, and mailing address of contact person to whom registration forms should be sent (please indicate how many forms will be needed).
7. Learning Outcomes: The provider has clear and concise written statements of intended learning outcomes (e.g. behavioral or performance objectives) based on identified needs for each continuing education and training event (IACET, 2003).
8. Planning and Instructional Personnel: Qualified personnel are involved in planning and conducting each learning event (IACET, 2003).
9. Content and Instructional Methods: Content and instructional methods are appropriate for the learning outcome of each event.
10. Assessment of Learning Outcomes: Procedures established during event planning are used to assess achievement of the learning.

- For more information contact:

Wayne Two Bulls, Vice President  
Fort Peck Community College  
P.O. Box 398  
Poplar, MT 59255

Phone: (406) 768-6312  
Fax: (406) 768-6301  
E-Mail: wtwobulls@fpcc.edu

Linda Hansen, Registrar  
Fort Peck Community College  
P.O. Box 398  
Poplar, MT 59255

Phone: (406) 768-6351  
Fax: (406) 768-6301  
E-Mail: lhansen@fpcc.edu

## **Section II - CEU Calculations**

One CEU is awarded for each fifteen (15) contact hours of instruction in specified continuing education program or activity (IACET, 2003). The number of CEUs is determined after the program has been planned and the schedule completed prior to the offering of the program. A decision to award CEU is not made after the program has been offered.

"When calculating the number of CEUs for a course, the number of contact minutes should be totaled and divided by 60 to arrive at the number of contact hours. Non-instructional time such as breaks, introductions, lunches, and social events are not included. Total contact hours are then divided by 15 to determine the number of CEUs. CEU can be expressed in tenths; that is 17 contact hours equates to 1.7 CEU; a three contact hour program converts to .3 CEU.

CEUs are normally expressed in tenths of a CEU; however, institutions may use hundredths to express one-half hour increments. For example, a program of two and one-half hours may be expressed as .25 CEU. Hundredths may be used to express only one-half hour segments and not any other fraction of an hour. For example, .28 CEU is not acceptable.

When the fractional part of a contact hour is at least 50 minutes (5/6ths of an hour) the fractional portion may be counted as a whole hour. Any segment of an hour less than 30 minutes is not counted. Any segment between 30 and 49 minutes is counted as 30 minutes. When a program consists of a series of sessions, the minutes for all sessions are totaled and then equated to CEU (IACET, 2003).

CEUs are awarded for any program that is at least one hour in length. Sessions within a program, however, may be of any length. Often learning experiences scheduled for relatively short periods of time are not adequately planned to meet the criteria.

Responsibility for the final determination of the number of CEUs to be awarded for a program rests with the designated individual who is responsible for administering the CEU system. The accuracy and consistency with which CEUs are assigned depend upon the understanding and professional competence of that designated individual.

Calculations of contact hours involved in a continuing education experience may include the following elements:

1. In-class time with direct participation between the learner and instructor is converted directly to contact hours.
2. Activities in which there is no instructor present such as supervised independent study. Computer-assisted instruction or project-based assignments may be counted if they meet the criteria. The contact hours are determined after field-testing has shown the average amount of time required to complete the activity.
3. Field experiences, laboratory assignments, and projects may qualify for CEU if they are sufficiently structured to meet the criteria. The number of contact hours is determined after field-testing has shown the average amount of time required to complete the activity.

The following are sample activities, which are not included when calculating the number of contact hours:

1. Time for study, assigned reading, and other related activities outside the classroom or meeting schedule.
2. Meeting time devoted to business or committee activities.
3. Meeting time devoted to announcements, welcoming speeches, or organizational reports.
4. Time allocated to events such as socials, refreshment breaks, luncheons, receptions, and dinners.

NOTE: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating contact hours.

The institution can issue to each individual who qualifies for CEU a record of his or her CEU activities. This cumulative record represents an official verification of one's CEU participation. A permanent record system for learner records is operational (IACET, 2003).

Policies regarding the retention and release of such records are established by the institution in keeping with the institution's policies with other types of students' educational records.

The following specified items of information are to be included on all CEU records and transcripts:

1. Name and address of the institution.
2. Name and social security number (or other numerical identification) of the individual participant.
3. Title of the program or activity (title should be as descriptive as possible).

4. Completion date of the program or activity.
5. Number of CEUs awarded.
6. Report of assessment results or other requirements for satisfactory completion.
7. Pass/Fail grade

### **Section III – What Cannot Be Counted As A CEU**

Types of learning that are:

- unplanned
- unsupervised
- non-sponsored

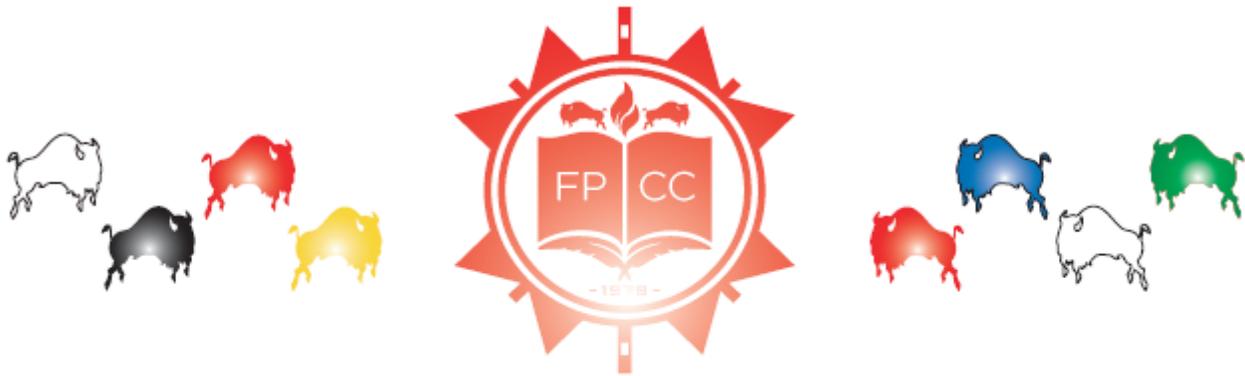
### **Section IV - Reference**

International Association for Continuing Education and Training, [www.IACET.ORG](http://www.IACET.ORG).

Kokulus, John (2003) *Moving the Boundaries in Continuing Higher Education: Mission Impossible?*  
Charlottesville, VA

Northwest Commission on Colleges and Universities, [www.nwccu.org](http://www.nwccu.org)

# Controlled Substance Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

**Controlled Substance Testing Policy For Employees**

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## Section I - Policy Statements

The Fort Peck Community College (FPCC) Board of Directors, Administration, Faculty and Staff are dedicated to the goal of providing a drug-free environment on its campus and in all college sanctioned/sponsored activities. In conjunction with all other drug awareness and drug-free workplace policies currently in effect at Fort Peck Community College (FPCC), this Controlled Substance Testing Policy (hereinafter referred to as the “policy”) is hereby established and implemented.

- A. While recognizing that the FPCC employees and other representatives are the college’s most valuable resource in accomplishing its goal of providing a quality education experience for each and every student, the administration also recognizes the problem of controlled substance use, manufacture, distribution and possession within the reservation community. FPCC strongly believes in its officials and employees, and desires to provide drug use combating/rehabilitative assistance for those who want and need such assistance.**

In meeting these goals and desires, this controlled substance testing policy shall be implemented to:

1. Assure that FPCC officials, employees and other representatives are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Create a college environment free from the adverse effects of controlled substance abuse;
3. Prohibit the unlawful use, manufacture, distribution and possession of controlled substances; and
4. Fully protect each individual’s right to complete confidentiality and total test reliability.

## Section II – Definitions

**The following definitions shall apply throughout this policy:**

### Testing Site

A location designated by the Policy Implementation Committee for testing of urine specimens.

### Collection Site

A place designated by the Policy Implementation Committee where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of controlled substances.

### Testing & Review Officer

A person designated by the Policy Implementation Committee who instructs and assists individuals at the collection site and who receives and makes an initial examination of the urine specimen. The Testing & Review Officer shall also see to it that all required forms are properly completed and that the urine specimen is properly analyzed and results sent to the appropriate individual.

### Controlled Substance

(sometimes referred to as “Drug(s)-any drug listed in schedule I or II of the “Controlled Substance Act”, but at a minimum includes heroin, marijuana, cocaine, opiates, amphetamines, and phencyclidine. For the purpose of this policy, controlled substance also included alcohol.

Full-time Employee

Any person who works full-time at FPCC, including but not limited to the President, Vice President(s), department heads, supervisors, faculty, faculty assistants, administrative staff and maintenance and custodians.

Employer

Fort Peck Community College (sometimes referred to as “FPCC” or the “college”).

PIC Representative

A staff member chosen by the PIC to represent the committee whose main responsibility is to collect the necessary paperwork and disseminate it to the correct individuals. This individual will maintain complete confidentiality as required by this policy.

Reasonable Suspicion

A standard of conduct, similar to the probable cause criminal law standard, in that it is a subjective standard used to validate a warrantless search and seizure and that it considers whether a supervisor acted upon personal knowledge of facts and circumstances which are reasonably trustworthy, and that would justify a person of reasonable caution to believe that such facts and circumstances did or do exist.

**Section III – Policy Implementation Committee**

**A. The FPCC Board of Directors shall establish a “Policy Implementation Committee” (PIC) to be comprised of the following persons:**

1. One (1) person elected by the instructors.
2. One (1) person selected by the administrative staff.
3. One (1) person selected by the Board of Directors.

The length of terms of appointments to the PIC shall be as follows:

1. Instructor –Two (2) Years
2. Administrative Representative –Two (2) Years
3. Board Representative –Two (2) Years
4. Alternate – in the case of the involvement of one of the PIC members, an alternate will be selected by the remaining committee as a replacement
5. Testing & Review Officer – selected by the PIC Committee

**B. The duties of the Policy Implementation Committee shall, among other duties necessary to implement this policy, include:**

1. General supervision over the operation of the policy
2. Implementation & review of testing procedures
3. Selecting a collection site and collection site Testing & Review Officer
4. Over-site of test types & purchasing

5. Determination of “reasonable suspicion” in accordance with the guidelines set forth within this policy
6. Review of employee complaints and concerns, including explanations in writing up request from an employee concerning any test result
7. Conducting hearings, safeguarding all due process procedural rights
8. Make employee discipline recommendations in writing to the employee’s immediate supervisor(s)
9. Assure that an individual who has tested positive is afforded an opportunity to discuss the test findings
10. Selecting and approving a drug counseling/rehabilitation program(s) if employee chooses this option.

Any PIC member who is found to have violated any aspect of confidentiality shall, after a hearing by the FPCC Board of Directors on the matter, will be disciplined accordingly by the FPCC President. A breach of confidentiality may cause the offending PIC member to be liable for subsequent civil action in any court of competent jurisdiction.

**C. Testing & Review Officer shall, among other duties:**

1. Review all test results
2. Consistent with confidentiality requirements, refer written determinations regarding all verified test results (including positive results) to the individual (on staff) so named by the PIC as their representative, together with all relevant documentation and a summary of findings.
3. Confirm with the PIC and/or PIC Representative whether an applicant who has been tentatively selected for employment has obtained a verified positive test result; and
4. Coordinate and report to the PIC’s Representative all activities and findings on a regular basis.

**Section IV – Policy Coverage**

This policy shall apply to all full-time/contracted employees of Fort Peck Community College. Under this policy, controlled substance testing shall be performed only under the following circumstances:

1. Pre-employment testing (initial employment);
2. Testing based upon reasonable suspicion; and
3. Post-treatment, follow-up testing.

**Pre-Employment Testing**

1. Goal of Pre-Employment Testing: To screen out applicants who are illegally using controlled substances prior to being hired. This will have a positive effect on reducing instances of controlled substance use by FPCC employees.
2. As a condition of employment within FPCC all full-time/contracted job applicants must pass a urine test prior to employment. For new applicants, the test shall be administered only after the successful completion of the interview process and the applicant has been selected for employment. As part of the application process, each applicant shall be provided with written notice of the pre-employment controlled test, and shall be required to sign a pre-employment controlled substance test consent form. The applicant shall also be provided with written instructions regarding the collection of a urine specimen for drug testing purposes.

3. The actual drug test shall be performed and the specimen analyzed in accordance with the guidelines set forth under Article VI herein.
4. As stated in the “Pre-employment Controlled Substance Test Consent Form” applicants who refuse to participate in the drug testing may be rejected for employment with FPCC.
5. FPCC shall decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant may not reapply to FPCC for a period of six (6) months.
6. FPCC shall decline to extend a final offer of employment to any applicant with a verified “diluted” test result, and such an applicant may be required to re-test prior to an offer of employment

### **Reasonable Suspicion Testing**

1. Goal of Reasonable Suspicion Testing: To respond to documentable facts and circumstances leading to suspicion of controlled substance use, in order to protect the safety of the students and co-workers and provide the suspected employee with an opportunity for rehabilitation regarding a positive test result.
2. Reasonable Suspicion must be based upon facts, circumstances, physical evidence, physical signs and symptoms or a pattern of performance and/or behavior that would cause a supervisor or other employee to reasonably suspect that an employee has violated the FPCC’s anti-drug and /or drug-free workplace policies, or is under the influence of, or is intoxicated by a controlled substance.
3. Although Reasonable Suspicion testing does not require certainty, mere “hunches” are not sufficient to meet the Reasonable Suspicion standard. Factors to be considered in determining Reasonable Suspicion include, but are not limited to the following:
  - i. A well-documented pattern of unsatisfactory work performance in which no apparent non-impairment related reason exists
  - ii. Physical signs and/or symptoms consistent with controlled substance abuse
  - iii. Evidence or suspicion of illegal substance use, possession, sale or delivery while on duty
  - iv. The act of a serious or potentially serious accident that may have been caused by human error, or flagrant violations of established safety, security or any other procedures
  - v. Fighting, assaults or erratic, aggressive or violent behavior
  - vi. Administrative call for random drug test.
4. Reasonable Suspicion Incident Checklist: When an incident has occurred which provides a basis for reasonable suspicion that an employee is under the influence of a controlled substance the employee’s immediate supervisor shall provide detailed documentation of the incident on the Reasonable Suspicion Incident Checklist. All documentation and any other pertinent evidence shall be submitted to the Policy Implementation Committee or their PIC Representative. The Committee shall provide a written determination of the existence or non-existence of reasonable suspicion which shall include a detailed list of all factors supporting the determination.

### **Follow-Up Testing**

1. Goal of Follow-Up Testing – To ensure that an employee who is found to be a substance abuser and is in counseling and rehabilitation for controlled substance abuse and while returning to duty at FPCC is following his or her treatment by refraining from the use of controlled substances.

2. All employees enrolled in a drug program approved by the PIC for the purpose of undergoing counseling and/or rehabilitation for controlled substance abuse, shall be subject to drug testing during the rehabilitation program and/or following completion of the approved drug rehabilitation program, for a period of 2 (two) years.
3. The PIC shall notify an employee of controlled substance testing under this section in accordance with Article V.

### **Section V – Employee Notification and Consent to Testing**

- A. If the PIC determines that testing of an employee is required or necessary under this policy, the Committee shall immediately notify the employee of such decision using the Employee Notification of Controlled Substance Testing Form. The PIC shall also provide the employee with the Instructions to Employees for Collection of Specimen for Testing Purposes.
- B. Upon reaching the collection site the employee shall be given the appropriate consent form. Upon consent, collection of the specimen shall proceed in accordance with the guidelines established in Article VI.
- C. Refusal by the employee to consent to the collection of a urine specimen for testing purposes shall be immediately reported by the Testing & Review Officer to the PIC, PIC Representative or the employee's immediate supervisor. The employee's supervisor shall immediately suspend the employee until a hearing can be held for the purpose of ascertaining the existence of any acceptable reason for the employee's refusal to provide a test specimen. If the PIC does not find an acceptable reason for refusing to provide a test specimen, the employee may be terminated from employment by his/her supervisor. In lieu of termination, other appropriate sanctions may be recommended by the PIC to the employee's supervisor. The final sanction decision will be determined by the employee's immediate supervisor.
- D. Failure to appear for testing without a valid reason will be considered a refusal to participate in the required urine testing processes, and will subject the employee to the range of disciplinary actions/sanctions, including termination, and an applicant to the cancellation of an offer of employment.
- E. If an employee or job applicant is unable to report to the collection site or consent to a test because of an injury, the appropriate personnel shall be informed of this controlled substance testing policy and the requirements of employee testing. A specimen shall then be taken by such medical personnel in the presence of the Testing & Review Officer. Upon collection of the specimen, the Testing & Review Officer shall follow the remaining guidelines and procedures for testing the specimen.

### **Section VI – Guidelines for Performance Testing**

- A. These guidelines shall govern, among other things, the drugs tested for, specimen collection procedures, interim certification procedures, reporting and review of results, protection of employee records and individual access to results. Guideline copies shall be available for review and/or copying on campus.
- B. Any individual subject to controlled substance testing under this policy shall be permitted to provide urine specimens in private and in a rest room or similar enclosure so that the employee is

not observed while providing the sample. Collection site personnel of the same gender as the individual being tested, however, may observe the individual provide the urine specimen when such personnel have reason to believe the individual may alter or substitute the specimen provided.

- C. The PIC shall be responsible for the selection of a collection site and a Testing & Review Officer. The collection site selected shall comply with the list of Collection Site Procedures.
- D. FPCC shall pay all costs related to the testing of any individual done pursuant to this policy.

### **Section VII – Positive Test Results-Consequences**

- A. The PIC shall hold a confidential hearing concerning an applicant or employee whenever their controlled substance urine test shows a positive result as reported to the PIC by the Testing & Review Officer. This hearing shall be attended by all PIC members, the applicant or employee, anyone else the applicant or employee would like to have in attendance, and the employee's supervisor. The purpose of this hearing is to decide the legitimacy of the positive test results and if legitimate, to decide the consequences of a positive test result.
- B. Any applicant who fails the pre-employment controlled substance test may not be hired, unless the applicant provides the PIC with evidence of wellness from a drug treatment specialist. The PIC, after a hearing, shall provide a written recommendation concerning the applicant's employment, including employment after completion of a treatment program, to the applicant's proposed supervisor.
- C. Any employee who fails any controlled substance test performed pursuant to this policy is subject to:
  - 1. Immediate suspension without pay, by the employee's supervisor, until the PIC can hold a hearing on the matter, but in no case shall suspension without pay be for a period not to exceed ten (10) working days; or
  - 2. Termination from employment by the employee's supervisor, or
  - 3. The employee may also be referred to a drug treatment/rehabilitation program, approved by the PIC, for counseling and treatment. The preferred consequences shall be placement of the employee into the approved treatment program. Employees shall be responsible for payment of all treatment/rehabilitation costs which are not covered by health insurance or other benefits.

The PIC, after a hearing, shall provide to the employee's supervisor, a written recommendation concerning any sanctions which may be levied on the employee. The final sanction decision is the responsibility of the employee's immediate supervisor.

### **Section VIII – Confidentiality and Record Keeping**

- A. Individual expectations of privacy and confidentiality shall be upheld at all times throughout the testing and hearing processes authorized by and undertaken pursuant to this policy.

- B. The results of any test performed pursuant to this policy shall not be released to anyone other than the PIC, the individual employee's supervisor, the Testing & Review Officer, without the expressed written permission of the tested individual.
- C. All documentation concerning testing and test results of any individual pursuant to this policy shall be kept strictly confidential. In order to secure the confidentiality of the documentation concerning testing and test results while assuring that such documentation is available for review by authorized individuals, the PIC shall be responsible for the following record keeping requirements:
1. Documentation of the "reasonable suspicion" testing processes-including the "Controlled Substance Testing Notice" and "Consent to Testing" forms, as well as the "Reasonable Suspicion Incident Checklist" and the "Reasonable Suspicion Employee Observation Checklist forms
  2. Documentation of the pre-employment testing processes-including all notices and pre-employment drug testing consent forms
  3. Documentation of the post-treatment testing processes-including all applicable forms
  4. Records of the collection process to indicate specimen identification, accountability and chain of custody-including any urine specimen custody and control forms
  5. Records of test results provided by the Testing & Review Officer
  6. Records/notices of positive test results referred by the Testing & Review Officer
  7. Any written documentation provided by the Testing & Review Officer
  8. Any written documentation provided by the employee or applicant tested
  9. Any written determinations made by the PIC concerning any employee or applicant
  10. Any other records, reports, documents or materials involved in the testing process

### **Section IX – Testing Policy to Be Published**

This Controlled Substance Testing Policy shall be made available to all FPCC employees, and notice of procedure to acquire copies shall be posted in all FPCC facilities.

### **Section X – Controlled Substance Testing Policy Forms**

1. Pre-Employment Testing Form
2. Notice to Employee of Controlled Substance Test
3. Employee Consent to Controlled Substance Follow-Up Testing
4. Employee Consent to Controlled Substance Testing Based Upon Reasonable Suspicion

5. Collection Site Procedures List for Urine Specimens
6. Instructions to Employees for Collection of Specimen for Controlled Substance Testing Purposes
7. Reasonable Suspicion Incident Checklist Confidential
8. Reasonable Suspicion Employee Observation Confidential

**FORT PECK COMMUNITY COLLEGE**

**Certification**

*I acknowledge that I have received, read and understand the Controlled Substance Testing Policy adopted by the Fort Peck Community College Board of Directors. I am aware that I may attend any employee awareness briefing regarding the implementation of this policy given by the Administrative of FPCC. As a condition of my employment, I agree to abide by the provisions of this all drug-related policies adopted and implemented by Fort Peck Community College.*

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Employee Signature

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Date/Time



# Dormitory Student Handbook



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

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## Dormitory Student Handbook

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**Contact Information:**

Student Dormitory Director: VP Student Services (406) 768-6371

Student Services: (406) 768-6370

Emergencies: 911

Tribal Police: (406) 768-3204

Sheriff's Department: (406) 653-6230

**FPCC Building Phone Directory:**

Line workers Shop	768-3622	Robert Dumont Building WP	653-3900
Auto Shop	768-5476	Student Services	768-6370
Truck Driving	768-5461	Financial Aid	768-6372
Building Trades	768-5456	Titoka Tibi (Bookstore)	768-3213
Computer Lab	768-6370	JES Tribal Library	768-6340
Greet the Dawn Administration	768-6300	Wellness Center (Poplar)	768-5630
Institutional Development Building	768-5555	Wellness Center (WP)	653-3770

## **Suggestions Concerning What to Bring:**

PETS ARE NOT ALLOWED!  
HOTPLATES ARE NOT ALLOWED!

### **Student Dormitory – One-Year Certificates & Two-Year Degrees:**

- ✓ Twin sheets
- ✓ Mattress liner
- ✓ Blanket
- ✓ Pillow
- ✓ Towels
- ✓ Lamp
- ✓ Personal Hygiene Supplies, i.e., soap, shampoo, etc.
- ✓ Coffee maker
- ✓ Mini-refrigerator
- ✓ Small Television
- ✓ Pots & Pans (for use in kitchen area only)
- ✓ Computer (internet access supplied)

Note: if you have questions concerning items to bring, please contact ~~Student~~ Student Services.

**Section I – FPCC Student Housing Philosophy**

Fort Peck Community College (FPCC) offers safe, clean and affordable on campus housing. The Student Dormitory units are designed for full-time on-campus FPCC students. The dormitory atmosphere and student living experience will be in direct accord with the FPCC Mission Statement.

**Student Dormitory Unit**

Applications for these units will be processed on a first come, first serve basis according to the day the completed application is received and the student's ability to provide proof of financial aid. Priority will be given to students who have completed the application process, are full-time students and can provide all necessary documentation. Completed applications are reviewed by the FPCC Student Housing Committee to ensure that the application is complete and that the student is in good standing with FPCC Student Housing.

\*Full-time status is defined in the FPCC college catalog. The current year FPCC catalog contains the definition of the year. Short-term programs/workshops definition of full-time status may vary.

**Section II – Vacating Unit**

The Student must vacate the unit immediately after completion of short-term program, graduation, transfer and/or not being a full-time student for any reason (unless otherwise approved by the FPCC Student Housing Advisory Committee).

**Section III - Responsibility**

Safe, clean, and affordable housing at FPCC Student Housing is a privilege for FPCC Students. It is the responsibility of the student to ensure the future of this privilege by taking personal responsibility in dealing with issues that may arise.

**Section IV – Who to Contact When Issues Arise**

**Student Services accepts anonymous calls** and will check out any disturbance reported. If you do not get an answer leave a message so this issue may be addressed as soon as possible.

**The Student Housing Director and Student Services are available to assist you.** Please write down your concerns so they may be addressed.

All concerns may be reported anonymously, however, it can sometimes be difficult to act on anonymous reports. Please write it down with specifics. Every attempt is made to keep all reports anonymous.

**Section V – Who to See When You Need Help**

<u>Maintenance</u>	Student Services will contact the necessary department.
<u>Laundry Facility</u>	Student Services will contact the necessary department.
<u>Rent Payment</u>	FPCC Student Housing Department
<u>Complaint</u>	FPCC Student Housing Department

**Section VI – Drugs and Alcohol**

Drugs and Alcohol are prohibited in all FPCC Buildings

Drugs, Drug Paraphernalia, or Alcohol on the premises at Fort Peck Community College Student Housing is cause for:

- Immediate Eviction and Suspension from school.
- All suspected drug activity will be reported to the proper authorities.

#### No Smoking Allowed

- Smoking is not allowed in any of the units or inside the dormitory building at any time.
- Smoking is allowed only at pre-designated smoking areas.

### **Section VII – Lease Agreement**

#### TRADITIONAL DORMITORY

- The Student is responsible for the actions of all household members, guests, and visitors.
- The Student cannot assign this lease nor sublet or transfer possession of the unit they are assigned.
- The Student cannot use or permit the use of the unit for any purpose other than as a private dwelling unit solely for the student's use.
- All people residing in the unit must be on the lease.
- The Student shall not provide overnight accommodations to any temporary lodger, guest, or other person not listed on this lease.
- Notices are posted throughout the dormitory building. It is the responsibility of the student to read these notices.

### **Section VIII - Rent**

FPCC agrees to accept rental money without regard to any other charges owed by the student to FPCC and will seek additional legal remedy for the collection of any other charges that may accrue to FPCC from the student.

#### Student Dormitory

Rent is due on the first of each month and payable to Fort Peck Community College (Business Department). Rent is considered late on the sixth of the month and a \$25.00 late fee will be charged and terminations of lease proceedings begin.

Rent prices are subject to change within a 30-day written notice.

#### **Prorated Rent**

Prorated rent is a privilege for tenants that follow the policies in this handbook. Rent is prorated on a weekly rate schedule and will be determined based on the move-in or move-out date.

#### **Security Deposit**

A security deposit must be submitted to the Fort Peck Community College Business Office prior to occupancy of the unit. This security deposit is forfeited if the student does not move in.

The security deposit will be used at the termination of this lease for the cost of repairing damage on the premises caused by the student, his family or guests and/or for any unpaid rent or other

charges owed by the Student. Any unused portion of the security deposit after deductions will be returned to the Student by FPCC. FPCC must be given a forwarding address for this purpose.

## **Section IX – Termination of Lease**

### **By Student**

The Student must give the Housing Department a 15-day written notice before moving out. A forwarding address must be attached. The notice will serve as termination of the lease and will allow move-out procedures to move forward. The Student agrees to leave the leased premises in good, clean condition and to return all keys when he/she vacates. FPCC is not responsible for any articles or any personal property left in vacated area. Termination of the lease, for any reason, makes the person(s) involved in the termination ineligible for FPCC Student Housing for one academic year.

### **By Feck Student Housing Department**

A. FPCC may terminate your lease by written notice for:

- Failure to pay rent by the sixth of the month
- Failure to maintain full-time student status
- Excessive damage/vandalism to unit or FPCC property
- Abandonment (see Section 15 below)
- Any violation of this lease/handbook(s)
- Other good cause (as determined by the FPCC Student Housing Committee and/or the designated Student Housing Director).
- Illegal drug possession, use, sale, or distribution. Suspected drug activity will be reported to the Tribal Police and/or Roosevelt County Sheriff's Office.
- Possession of drug paraphernalia.
- In possession of or reports of possession of weapons of any type.
- Possession, use, manufacture, sale &/or distribution of alcohol on campus.
- Fireworks of any type on premises.
- Firearms of any type on premises.
- Disorderly, vicious, or immoral conduct in or near the Dormitory (as determined by the FPCC Student Housing Committee and/or designated Student Housing Director).
- Misuse, abuse, theft or destruction of FPCC property or of the property of other residents.
- Criminal convictions of any kind in any jurisdiction, which occur while residing at FPCC Student Housing.

B. When the lease is terminated, the following will apply:

- The student agrees to vacate the unit within a timeframe set, in writing, by the FPCC Student Housing Department.
- As with all delinquent payments, FPCC reserves the right to place a hold on student registration, transcripts, diplomas, and/or degrees until the time full payment is made.
- The College President, designated Student Housing Director or FPCC Student Housing Advisory Committee may terminate a student's lease at any time for violation of the dormitory lease contract and/or this handbook (student's may appeal this decision, see Appeal Procedure on page 9).

- The lease shall be automatically terminated if the student is required to leave Fort Peck Community College for disciplinary reasons and therefore required to move out of the unit during his or her rental period.
- The lease shall be automatically terminated if the student poses a threat and/or instigates any physical threat to other staff or student residents of the FPCC dormitory and student will be required to immediately leave the premises of the FPCC dormitory.
- Termination of the lease does not relieve the student's obligation of rental fees or cost of property damages. The College may seek remedy by law or equity to enforce the contract.
- The College reserves the right to refuse housing to any student who is deemed detrimental to the well-being of the complex or incompatible with Fort Peck Community College's function as an educational institution (as determined by the FPCC Student Housing Committee) or who is delinquent in the payment of student housing bills.

### **Section X – Move-In Procedure (See Quick Steps to Check-In Form)**

#### **Student Dormitory**

Keys to the unit will not be released until the deposit is paid. Rent begins whether keys are released or not. Prorated rent is calculated and billed to the student (prorated rent is a privilege and available to those students who have followed the move-in procedure).

The Housing Department must be notified of your move-in date. Upon moving in, the student must make an appointment with the Student Housing Director to inspect the unit. At the time the student moves in the Student Housing Director will inspect the leased unit and place a copy of his findings in their file. The tenant should be present during the inspection. The student may request a written statement of the conditions of the dwelling and the equipment/furniture in it. This statement is used when the student moves out.

#### **Student Dormitories**

You may use the fire lane and/or handicap space for the initial move in day. The fire lane and/or handicap space may not be used at any other time. Vehicles are not allowed on the lawn or walkways at any time. Vehicles on the lawn and using the fire lane will be ticketed and charged a fine.

FPCC Student Housing Insurance does not cover personal belongings within a unit, outside the unit, or vehicles parked in the parking lots. You may purchase your own renter's insurance from the insurance agent of your choice.

### **Section XI – Mail Delivery/Phone/Cable/Internet Service**

#### **Student Dormitory**

Contact Poplar Post Office for details. It is important that your address be changed with FPCC and the Postal Service upon moving in and out to avoid confusion. FPCC is not responsible for mail service.

The units are also internet ready with FPCC access service.

### **Section XII – Keys**

Please take care of your unit keys to avoid unnecessary lockouts and/or key fees. If you lock yourself out of your apartment, between 8:00 am and 4:30 pm, Monday through Friday, you can check out a temporary key from the FPCC Student Housing Department Office located at Student Services. Please notify the FPCC Student Housing Department office if there are changes regarding those listed on the

lease that may or may not have access to a key. The key must be returned within 24 hours (or the next scheduled workday) or a \$5 late fee will be assessed.

If you lock yourself out after hours, between 4:30 pm and 8:00 am on weekdays, or anytime on the weekend or holidays, you can have your door opened by the maintenance (Maintenance will open doors for student resident only). Your housing account will be charged a \$5 fee for this service. The proceeds from this service will go towards future programming and activities in FPCC student housing.

Please report lost keys immediately to the FPCC Student Housing Department. We charge \$5 to replace a lost key. If you don't find the key by the time you vacate the apartment, we will charge a re-key fee of \$35 for each exterior door. You may have the unit re-keyed when you lose a key or wait until you move out.

### **Section XIII – Inspections**

Students will be subject to monthly and/or occasional inspections for “good and clean condition” (sanitary standards) as well as maintenance purposes.

The Student agrees that the employees of FPCC or representatives of this organization will be permitted to enter the Student's unit for the purpose of conducting random inspections throughout the school year. Entry for inspections will be made at any time (am or pm).

The Student will receive a written notice of the need to take action according to the inspection findings, with the possibility of termination of this lease should the issue not be corrected and /or consistently fail to pass inspection.

FPCC reserves the right to have the unit cleaned and the cost of that cleaning charged to the student.

### **Section XIV – Abandonment**

Students shall notify the FPCC Student Housing Director of any anticipated absence that exceeds 7 days. Failure to notify FPCC will constitute abandonment. If the student fails to notify FPCC of any anticipated absence in excess of 7 days FPCC may enter the leased premise as reasonably necessary to determine if the student has abandoned the unit. Remove and store all abandoned property from the unit for 30 days. If the student wishes to recover the abandoned property, the student may, within 30 days of the property being stored, request possession of the property. The student will be assessed a moving and storage fee for the property. After 30 days the abandoned property becomes the property of FPCC. FPCC is not responsible for any lost and/or damaged items during the 30 day storage period.

### **Section XV – Appeal Procedure**

All communication with the FPCC Student Housing Department must be in writing. All requests, complaints, grievances need to be put in writing in a timely manner in order for the FPCC Student Housing Department to process or take action. If it is not in writing the FPCC Student Housing Department cannot respond.

- All actions/determinations may be appealed.
- Put request for appeal in writing and give to the FPCC Student Housing Department within 3 business days of the incident. Those appeals not in writing will not be heard. Be specific as to your appeal, complaint, or grievance. Include a current class schedule.

- The statement will be reviewed by the Student Housing Director and then directed to the FPCC Student Housing Advisory Committee.
- The Student Services will notify the student if the appeal will be heard. The decision of the FPCC Student Housing Advisory Committee is final.

### **Section XVI – FPCC Student Housing Advisory Committee**

The FPCC Student Housing Advisory Committee has five members, which consist of one administration representative, one staff representative, one faculty/staff representative, and two student/tenant representatives. The FPCC Student Housing Department also attends this meeting. The advisory committee meets once a month.

### **Section XVII – Laundry Facility**

Personal washers and dryers are not permitted at the FPCC Dormitory. However, there are laundry facilities provided on site. The laundry facility is open seven days a week from 8:30 am until 9:00 pm. Please make sure that your laundry is completed by 9:00 pm. The laundry facility will be locked each night at this time and will not be reopened until 8:30 am the following morning.

The care and cleaning of the machines and laundry room is the responsibility of the residents. Lint and garbage must be cleaned from the washers and dryers at each use. The machines should be wiped clean and all excess laundry boxes, bottles, etc., should be placed in the garbage cans provided.

Please do not leave your clothes unattended for long periods of time. It is at these times that other residents are waiting to use the machines also. You can also reduce the risk of having your clothing damaged or stolen. Items left in the machines or laundry facility over 24 hours will be bagged and disposed of after one week if not claimed. FPCC Student Housing is not responsible for damages or loss of personal property/belongings.

To inquire about lost and found or to report a machine not working, please contact the FPCC Student Housing Department (phone numbers located at the front of this handbook).

### **Section XVIII – Vehicle and Parking Regulations**

All parking lots are restricted to tenants only, except for designated visitor parking.

- Vehicles are not permitted on the lawns or walkways at any time.
- Visitors must park in designated visitor parking areas.
- Handicap parking is reserved for those people with a valid handicap sticker. Violations will be prosecuted.
- Vehicles that are not in running order are not allowed and will be towed at the owner's expense.
- Mechanical work and vehicle washing is not allowed on the premises.
- Any abandoned vehicle will be towed off campus after 30 days.
- Recreational vehicles are not allowed on the premises.

### **Section XIX – Conditions of Occupancy**

In an effort to create a setting that is conducive to your educational endeavor all rules and regulations provided in this handbook will be strictly enforced.

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## **Section XX – Special Accommodations**

Do you have any disabilities which would affect your room assignment? If yes, please submit a written request for accommodations and/or contact the FPCC Student Housing Department at (406) 768-6300.

Montana Human Rights commission at 1-406-444-2884 or 1-800-542-0807, TTD 1-406-444-0532 and MT Fair Housing at 1-800-929-2611 are available for issues related to housing.

## **Section XXI – Communication and Notification**

All communication and notification from FPCC will be delivered to the unit and through the official student email account.

## **Section XXII – Maintenance, Repairs, And Unit Entry**

Requests for repairs or maintenance serve as permission from the student for maintenance to enter the unit. If the repairs or improvements are of an emergency basis, students may not deny FPCC permission to enter the unit. FPCC reserves the right to enter any unit during reasonable working hours for the following reasons: 1. Safety, security and health of all occupants. 2. Preventative maintenance inspection, pest control. 3. Improvements or repairs that are needed. 4. Notice from other occupants of possible infractions.

Whenever possible, students will be informed of the possibility of an inspection. If we must enter your unit when you are not home, a written notice will be left indicating who entered and the purpose for the inspection/entry.

## **Section XXIII – General Occupancy**

- Absolutely no pets allowed on the premises including visitors' pets with the exception of an animal that is used for disability reasons.
- Satellite dishes of any size are not permitted in FPCC Student Housing.
- No washers or dryers are permitted in the units. A laundry facility is provided on site for the tenants use.
- Waterbeds are not allowed in the units.
- Pianos and organs are not allowed with the exception of those that have volume control. It is expected that they will be kept at a minimal level.
- Plumbing, electrical or gas burning equipment will not be used for any other purpose than for which it was intended. All liquid fuel appliances are prohibited in the units. Burning of any kind is prohibited at the FPCC Student Housing.
- The Student must not adjust the hot water heater; FPCC maintenance will make adjustments.
- Low water volume causes the toilet to plug easily. Be aware of the shut off valves on all water sources and keep a plunger by each toilet.
- All broken windows will be repaired at the expense of the student. The charges will be billed to the student and be specific as to the damages involved, correctional action taken and the cost.

## **Section XXIV – Care Of the Unit And Surrounding Area**

- Except for normal wear and tear, the Student may not destroy, deface, damage, repair, paint or remove any part of the premise or permit any person to do so.

- The Student will use reasonable care to keep the unit in a condition to prevent health or sanitation problems from arising.
- The Student will notify the Student Housing Department, promptly, of known needed repairs to the dwelling unit, and of known unsafe conditions that may lead to injury or damage.
- Do not wax the floors.
- Use small tacks or nails for hanging pictures or posters on the walls. Do not use adhesives, putty, or screws.
- Do not put stickers on any surface at the Student Housing.
- Do not install coat hooks, shelves, hanging plant hooks etc. on the walls, ceilings, woodwork, or doors.
- Gas grills are not allowed inside the unit and should be kept a safe distance from the units when in use.

### **Section XXV – Walkways and Porch Area**

**For life safety issues, porches and walkways must be kept clean at all times.**

- Snow will be removed from the parking lot and fire lane.
- Do not store household items, boxes or personal belongings such as garbage cans, buckets, brooms, mops, building materials, furniture, household decorations or clothes racks on the walkways or sidewalks.
- Do not store furniture of any type. \*Only exception will be for actual outdoor furniture that is kept neat and tidy outside the unit and does not cause any problems for life safety codes. Life safety codes involve being able to access the unit if there was a life-threatening emergency.
- Do not store appliances of any type.
- Do not store automotive supplies such as tires, oil, or gas cans.
- Trash/trashcans cannot be stored for any amount of time outside your unit-this is a NO TOLERANCE policy at FPCC Student Housing-your garbage needs to be taken immediately to the dumpsters provided. If garbage is left outside your unit and our staff has to remove it you will be billed for the removal.
- The storage or scraping of animal hides is not permitted at student housing for health and safety reasons. This is a NO TOLERANCE policy at FPCC Student Housing. If animal hides or other organic material is left outside your unit and our staff has to remove it you will be billed for the removal.
- Do not store sports equipment such as canoes, boats, etc.

Tenants will be given a notice naming the item(s) to be removed and given a date that the removal needs to be completed by. If our crew has to remove any of the above named items, there will be a minimum of \$25.00 charge assessed to the resident's account. Most items that are collected are taken to the dump.

### **Section XXVI – Living Standards**

- All persons will be expected to respect the property and privacy of others.
- The Student is responsible for the actions of all household members, guests, and visitors.
- Students shall notify the FPCC Student Housing Director, in writing, of any anticipated absence that exceeds 7 days. Failure to notify FPCC will constitute abandonment.
- The Student shall not provide accommodations to any temporary lodger, guest, or other person.
- **Visitors are not allowed on the premises between 12 mid-night and 6:00 a.m. Monday thru Friday and 1:00 a.m. until 6:00 a.m. Saturday and Sunday.** This means all visitors need to

depart from student housing and visitors will not be permitted to come during these hours. Any tenants violating this policy will receive a warning. A second violation will result with a termination of the lease.

- 10:00 p.m. until 7:00 a.m. is considered **quiet time**. All activity and noise should be kept to a minimum.
- Stereos and Televisions should be kept at a minimal volume level.
- Smoking is not allowed inside the units. FPCC policy requires that you smoke 25 feet away from any common area buildings.
- Visiting children must be supervised at all times.
- Potentially dangerous toys and sports equipment is prohibited. This policy applies but is not limited to BB guns, gasoline-powered toys, bows and arrows, golf balls and clubs, weapons, and any other dangerous items.

### **Section XXVII – Roommate Community Standards**

Personal freedom tempered with responsibility is an important component of the learning process. However, there are times when one's personal freedom can interfere with another's rights. Sometimes this interference is unintentional, most often it is accidental and frequently it is impossible to avoid. Considerations of others, however, is the key to successful group living.

In order to enjoy life in the dormitory, students must have time to rest, time to study, time privacy, relaxation, friendship and fun. To meet those needs in a group-living situation, a student must have some understanding with his or her roommates and others living in the units. With this in mind, residents are urged to make their feelings known to their roommates and others living in the units to prevent harboring of ill will but to do so in a spirit of cooperation and to be willing to consider compromise.

Should an individual be unable to reach an understanding about his or her rights with another individual resident, the Student Housing Director should be consulted and an attempt at mediation and/or arbitration will be made. It is recommended, however that residents attempt independent mediation before taking the complaint to Student Services. They should not, however, hesitate to consult the FPCC Student Housing Department if they feel the situation warrants it.

### **Section XXVIII – Room Changes**

Students desiring a unit change must complete a unit change form and submit it to the FPCC Student Housing Department. Changes are made only with approval and subject to availability of space. FPCC encourages students to try to work with their roommates, both to speak up about their wishes and to be willing to listen to those of fellow residents or to seek help from the FPCC Student Housing Department.

We recommend that no unit changes be made unless there is a situation that cannot be resolved or which is detrimental to the student's educational experience.

### **Section XXIX – Maintaining an Academic Atmosphere**

Students will respond to each other's requests for quiet time whenever their behavior or the behavior of their guests is such as to create a disturbance. Students must realize that they are obligated to extend this courtesy when requested to do so. Students may entertain guests in their units provided the rights of the other students, especially his or her roommate, are not being violated.

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### **Section XXX – Entertaining Of Guests**

Realizing that units will be used for study, rest, and entertainment of guests and that these functions are sometimes conflicting, an understanding must be reached between the roommates as to the time and manner in which the unit will be used for entertaining guests. This requires a mutual respect for each other's right to privacy. Furthermore, roommates must hold a respect for the individual's private property.

Guests must abide by all rules and regulations of the college and the FPCC Dormitory Handbook. Residents and guests (minors and adults) are subject to all local, state and federal laws. Residents are responsible for the guests' actions, for informing their guests of the rules and regulations and for any expenses perpetrated by their guests. Guests who cannot or do not identify their host, or found in violation of campus policies will be asked to leave the Dormitory. Failure to comply with the rules and regulations may result in local law enforcement being called.

FPCC cannot accept responsibility, in any way, for the safety or well-being of any guest. FPCC insurance does not cover guests or their property. All other disclaimers in this handbook apply to guests, as well as to their hosts.

### **Section XXXI – Property Care & Damages**

- Water fights and pranks involving water (including water balloons, water guns, etc.) are prohibited. Any damages to the unit or its furnishings and fixtures from water or other causes which cannot be considered normal wear and tear will have to be paid by the residents of the unit as a deduction from deposit and/or billed as a separate charge. It is, therefore, important that residents and their guests conduct themselves in a manner that will not cause damage.
- Waterbeds are not allowed in the FPCC Student Dormitory because there is too much weight per square foot and a potential danger from electrical shock and damage of facilities exists if a bed breaks.
- Roofs, Windows and Outside Walls. Because of the danger involved, it is prohibited for residents to climb on roofs or in and out of windows.
- Throwing items of any kind from windows or storing items on window ledges is also prohibited. A minimum fine of \$20 will be assessed for any violation of the Dormitory rules and regulations; this includes removal of screens from apartment windows without permission.

### **Section XXXII – Energy Conservation**

At Fort Peck Community College we are committed to saving energy. However, the greatest potential for saving energy rests with the individual resident. Here are some measures residents can take to conserve energy.

- Turn off all electrical equipment and lights when not in use.
- Electrical appliances that generate heat (hair dryers, electric blankets, etc.) are high users of energy. They should be used as little as possible.
- Do not open windows in cold weather. In particular, don't leave windows open or even crack when the room is not occupied.
- Keep blinds closed during cold weather except when entering sunlight may generate warmth.
- Defrost refrigerators when frost builds up on the coils.
- Do not take long showers.
- Keep heat as low as possible (65 degrees is recommended).

- Immediately report malfunctioning thermostats, broken windows, leaking taps and other situations that waste heat or energy.

Your cooperation and assistance in the conservation of energy now will help defer the frequency and amount of increased rents.

### **Section XXXIII – Move-Out Procedure**

The Student must give the FPCC Student Housing Department a 7-day written notice with a forwarding address before moving out. Receipt of this notice serves as a termination of the lease and the privilege of prorated rent. Failure to provide a 7-day move out notice may result in charge for a full month's rent. Rent will not be prorated until the housing department has possession of the unit. If the move out date needs to be extended notify the housing department as soon as possible. The Student agrees to leave the leased premises in good, clean condition and to return all keys when he/she vacates. FPCC is not responsible for any articles or any personal property left in vacated area.

### **Section XXXIV – Cleaning**

The unit must be thoroughly cleaned to avoid cleaning charges. Any damage requiring professional cleaning will be billed to the tenant.

#### Kitchen (after each use)

Scrub the sink, countertops, cabinets, range hood or exhaust fan.

#### Range (after each use)

Clean range top, burner rings, drip pans, under burners, and area beneath burners and if necessary, clean all inside oven surfaces with an oven cleaner, removing all traces of food and burned encrusted food.

#### Refrigerator (personal fridge and communal fridge if necessary)

Clean removing all traces of food and odor. Do not use sharp objects to remove encrusted food or stains.

#### Bathroom

Clean tub/shower, toilet and basin, removing all traces of grime and detergent build-up. Clean medicine cabinet inside and out.

#### Floors

Sweep and Mop and/or scrub all floors removing all traces of dirt and stains.

#### Walls

Wipe down walls, with mild soap and warm water, removing all dirt and smudges. Do not attempt to cover up holes with spackle; maintenance will do this with no charge to the tenant.

#### Windows

Clean inside and outside of windows, windowsills, and blinds.

#### Keys

Turn-in your keys to the FPCC Student Housing Department or leave the keys on the kitchen counter, call the FPCC Student Housing Department at 768-6300 and leave a message that the unit is vacant and the keys are on the counter to avoid extra days of rent being charged. With proper notification, prorated

rent will be determined upon receipt of keys. Keys can only be received and verified during business hours.

**The following forms are designated for use by the Student  
Dormitory Program**

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

Dear Student:

Enclosed please find several forms for occupancy at FPCC Student Housing. First, is your notification that you have been selected for a unit at Student Housing and the costs for security deposit, monthly rent and the due date for these items to be paid. Next, is your unit lease that outlines your monthly rent, late fees, deposit, and other essential information you may need while in residency. Last is the FPCC Student Housing Handbook, which outlines all Dormitory rules and regulations, student responsibilities and all other information pertinent to a successful campus living experience.

Please sign the enclosed lease agreement and send it back to us with your housing deposit. This deposit will secure your unit until you are able to move in (posted move-in dates). Unit leases sent in or delivered without the housing deposit will not be considered and the unit will be given to the next person on the waiting list.

Please familiarize yourself with the FPCC Student Dormitory Handbook so that you are aware of what is required of you. Keys to your unit will not be released unless your deposit is paid in full. Finally, you need to make arrangements with the FPCC Student Housing Department to move into your unit. Please call (406) 768-6370 to make an appointment for move-in. Move-in appointments need to be scheduled for Monday-Friday between 8:00 a.m. and 4:30 p.m.

We are looking forward to working with you.

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

Date: \_\_\_\_\_

To: \_\_\_\_\_ Unit: \_\_\_\_\_ Occupancy: Single \_\_\_\_ Double \_\_\_\_

Congratulations!! Your name is at the top of the waiting list for FPCC Student Housing. The following steps must be taken by the date listed to secure your housing. Please mark all correspondence: Attn: FPCC Student Housing Department

The limited number of available units affects our providing this privilege to you, we hope you will remember this is indeed a privilege and you will treat your unit, roommate and neighbors accordingly and abide by the lease.

\_\_\_\_\_ A deposit of \$\_\_\_\_\_ is due by \_\_\_\_\_ to the FPCC Business Office for housing unit number \_\_\_\_\_, a copy of your receipt must be given to the FPCC Student Housing Department for your file.

\_\_\_\_\_ The enclosed lease must be signed and returned by\_\_\_\_\_. A statement of what day you will be moving in MUST be attached. Move-in must be scheduled Monday-Friday, between 8:00 a.m. and 4:30 p.m. The lease is a legal document; you are bound to all of the conditions of it. Please read it carefully.

\_\_\_\_\_ After completing all of the above steps, call the FPCC Student Housing Department at (406) 768-6370 to schedule a move-in inspection on your move-in day.

\_\_\_\_\_ The first months prorated rent is \_\_\_\_\_ per week and is due by move-in to the FPCC Business Office. Your monthly rent will be \$\_\_\_\_\_.

\_\_\_\_\_ Mail Service is provided by the Poplar Post Office (406) 768-3398. On-site mail delivery is not provided.

There are NO exceptions to the dates and steps outlined, please do not ask. If you are unable to meet the above steps, you will forfeit the unit.

We are looking forward to working with you.

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

## Dwelling Lease

Unit Number: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_ FPCC ID#: \_\_\_\_\_

Fort Peck Community College, hereinafter referred to as FPCC, does hereby lease, from month to month, unto \_\_\_\_\_ individually referred to as the "Student", the dwelling unit listed above, located and under the terms and conditions slated herein:

Current Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_ SS#: \_\_\_\_\_

The **Student** agrees to lease the listed unit for a monthly rate of \$ \_\_\_\_\_ to be paid on or before the fifth of each month. After the fifth, a \$25 late fee will be assessed. The **Student** agrees to maintain the current rent balance according to the policy set forth in the **FPCC Student Dormitory Handbook**.

The **Student** agrees to pay a \$ \_\_\_\_\_ security deposit to the FPCC Business Office prior to occupying the unit. This will be processed according to the **FPCC Student Dormitory Handbook**.

The **Student** agrees to abide by all of the conditions stated in the **FPCC Student Dormitory Handbook**, as well as the **FPCC Student Handbook**. The **Student** will be responsible for all actions of visitors and will inform them of the policies. The **Student** acknowledges that the units are on campus and are subject to all policies as outlined in the FPCC Student Dormitory Handbook and FPCC Student Handbook. It is the **Student's** responsibility to read, understand and abide by the conditions in both handbooks. The **Student** is responsible for any FPCC furniture provided for the unit. Damage or replacement costs will be assessed if necessary, as described in the handbook. FPCC is not responsible for items left in units after the move-out date.

This lease, together with the **FPCC Student Dormitory Handbook and FPCC Student Handbook** evidences the entire agreement between FPCC and the Student.

By signing this lease, I understand, and agree to abide by the standards set forth in the **FPCC Student Dormitory Handbook and FPCC Student Handbook**.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Student: \_\_\_\_\_

Witness: \_\_\_\_\_



Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

## FPCC Student Housing Dormitory Application

Have you been a tenant at FPCC Student Housing in the past? \_\_\_\_\_ When? \_\_\_\_\_

What is your declared major? \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Msg. Phone: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ SS #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

### Unit Preference:

Single Occupancy: \_\_\_\_\_ (at the double occupancy rent rate)

Double Occupancy: \_\_\_\_\_

The following information must be included with your application to be considered for processing:

\_\_\_\_\_ Two letters of reference from past landlords or creditors. If you have never had a landlord or creditor, you may submit two personal references from someone other than family.

\_\_\_\_\_ Letter of Acceptance from Fort Peck Community College.

\_\_\_\_\_ Sign the application.

Please read and sign the back of this application.

**Monthly rent prices are subject to change with written notice.**  
**FPCC does not guarantee you will receive housing; it is your responsibility to secure your housing.**

### **Back page – Housing Application**

To be considered for FPCC housing you must complete this application and return it to the FPCC Student Housing Department along with all items requested.

#### **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED SO READ THE DIRECTIONS CAREFULLY.**

Due to the limited number of units available, FPCC does not guarantee housing; therefore your application should be submitted as early as possible prior to needing housing.

When a unit becomes available and you are next on the waiting list, you will be notified by mail, it is your responsibility to keep your address up to date and send the changes in writing to Fort Peck Community College Student Housing. Should you accept the unit, you must be a full-time student at FPCC and will be required to pay a \$\_\_\_ security deposit to FPCC. You will be required to pay the deposit and rent as well as occupy the unit within two weeks of your acceptance. It is the responsibility of the student to secure the funds needed for deposits and rent.

I declare that I have read and understand the information in this application and that the information I have provided in this application for FPCC Student Housing is full, true, and complete to the best of my knowledge. I hereby authorize FPCC to obtain any and all information necessary for the purpose of verifying the statements made. Furthermore, I grant FPCC the ability to release information necessary in assisting me in obtaining other services for which I may be eligible. I understand that I must be a full-time student to occupy FPCC Student Housing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep a copy of this application for your files.

#### **Send original signed application and attachments to:**

Fort Peck Community College  
Student Housing  
P.O. Box 398  
Poplar, Montana 59255

If you have any questions you may call (406) 768-6300  
If you need to fax any information fax to: (406) 768-6301

The FPCC Student Housing Application is subject to change without notice.

#### **Office Use Only:**

Date Application Received: \_\_\_\_\_ Complete: \_\_\_\_\_

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

Your application for FPCC Student Housing is considered complete. This puts you on the **waiting list** with the completion date of \_\_\_\_\_.

When your name comes up for a vacancy suitable to your needs, notification will be sent to you by mail.

In the meantime, it **is your responsibility to keep your address updated** with the FPCC Student Housing Department. Failure to do so may result in your name being removed from the waiting list. All correspondence should be marked Attn: Student Housing. You may also call (406)768-6370 or Fax (406)768-6301 with any updates.

If you are selected for a unit you will need to sign a lease and make a security deposit.

Sincerely,  
Fort Peck Community College  
Student Housing  
P.O. Box 398  
Poplar, Montana 59255

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

Your application was incomplete; therefore, you must submit the following information to have a complete file. Your name cannot be put on the waiting list until the application is complete.

\_\_\_ Letters of reference from past landlords, creditors, or personal references. Letters from family members will not be accepted.

\_\_\_ A copy of the letter of acceptance from FPCC

\_\_\_ Sign the application

\_\_\_ Verification of Disability if applicable

Please provide the following and return this page.

\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_ Declared Major \_\_\_\_\_

All correspondence should be marked Attn: Student Housing. This information can be mailed to the address below or faxed to (406)768-6301. If you have any questions you can reach FPCC Student Housing at (406)768-6370.

Sincerely,  
Fort Peck Community College  
Student Housing  
P.O. Box 398  
Poplar, Montana 59255

Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

**Notice of Eviction  
Final Letter**

Date: \_\_\_\_\_

Unit: \_\_\_\_\_

Dear \_\_\_\_\_ ID # \_\_\_\_\_

After trying to contact you several times, FPCC Student Housing has no choice but to go forth with eviction. Currently your balance is \$\_\_\_\_\_.

At this time access to this unit is denied according to the FPCC Student Housing Handbook. Belongings will be stored for 30 days and then removed. To make arrangements to pick up belongings call the \_\_\_\_\_ during business hours at \_\_\_\_\_.

Sincerely,  
Fort Peck Community College  
Student Housing  
P.O. Box 398  
Poplar, Montana 59255

Notes: \_\_\_\_\_

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Fort Peck Community College  
Student Housing Department  
P.O. Box 398  
Poplar, Montana 59255  
(406) 768-6300

## Vacancy Notice

\_\_\_\_\_ Move out      \_\_\_\_\_ Abandonment      Unit # \_\_\_\_\_  
\_\_\_\_\_ Transfer      \_\_\_\_\_ Eviction      Date: \_\_\_\_\_  
Name: \_\_\_\_\_      Move-in Date: \_\_\_\_\_  
ID#: \_\_\_\_\_      Actual Move-out Date: \_\_\_\_\_

Forwarding Address:

---

---

Inspection Date: \_\_\_\_\_

Inspection Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstance Surrounding Vacancy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exit Status:    \_\_\_\_\_ Rent to Again      \_\_\_\_\_ Not Rent to Again

Keys Turned In: \_\_\_\_\_ Date

Notes:



# Emergency Response Procedure



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Emergency Response Procedure

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## **Purpose of Plan**

Purpose of this plan is to establish response procedures in the case of a violent incident occurring on the Fort Peck Community College campus. The plan has the following focus in terms of priority areas:

1. Classrooms
2. Offices
3. Shop and Vocational Areas
4. Other areas such as the Bookstore and Wellness Centers

FPCC is a multiple building college which provides certain advantages if such an unfortunate incident should occur. Incidents include an active shooter or other threats deemed life threatening.

### **Section I – Response Rule #1**

If faculty or staff members observe a life threatening incident occurring or about to occur, call 911. Describe the nature of the situation and pin point the location for responders. If possible notify the front office of the college at ext. 6300, 6310, 6311, 6312 in Poplar or 6380 in Wolf Point.

### **Section II – Response Rule #2**

If you are notified of an incident occurring go IMMEDIATELY into lock down mode.

### **Section III - Lockdown**

If you are in a classroom, if possible lock all exterior doors. Turn out the lights and move all people in the room to the safest vantage point away from the doors and windows. If not one in the room has been injured, insert the green card under the door. If someone has been injured and needs attention, place the red card under the door. Remain in the room until you are notified by an official responder that it is safe to exit the room. The same would apply to an office.

### **Section IV – Communication**

When in lock down mode the code for such an emergency is “The Lone Ranger”. Should an individual contact you via phone and use the code word it indicates that there is an life threatening incident occurring and to go into lockdown mode or if an individual calls out the code word from outside the room you are in this means there is an incident occurring and that the coast is clear or that they recognize the red or green card message. The responder will indicate what direction the room occupants should take, whether it is that they should stay in lockdown mode or whether they can exit the room.

### **Section V – Safe Rally Points**

Since the campus is dispersed, safe rally points will not be established. If you have information that an incident is occurring on campus stay in the room until you are cleared by a responder.

### **Section VI – Emergency Response Kit**

The emergency response kit is for first responders (police). An emergency response kit will be available

at the following locations:

1. The front desk in the Greet the Dawn Building
2. FPCC Tribal Library
3. Institutional Development Building on the Boulevard
4. Wolf Point Campus Dumont Building
5. Student Services Department in the War Eagle Vision Building

Attached to this procedure are contact numbers for first responders, cell phone numbers for FPCC employees and a complete FPCC phone directory.

Also included are the red and green cards.

**Section VII – Emergency Phone Numbers**

Call 911 first for any emergency .....911

**City Police**

Wolf Point.....653-1093

Poplar .....768-3711

**Sheriff’s Office**

Roosevelt County.....653-6216

Valley County.....228-4333

**Fort Peck Tribal Police**

Poplar .....768-5565

Wolf Point.....653-3556

# Faculty Senate Charter



**F O R T ♦ P E C K**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Charter of the Faculty Senate

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### **Section I – Name**

The name of this organization shall be the Faculty Senate of the Fort Peck Community College.

### **Section II – Purpose**

The purpose of this Charter is to define the duties, rights and responsibilities of the Senate, as provided by subsequent sections of this Charter and in by-laws approved by this body.

The purpose of the Senate is to involve the faculty in the policies of the institution regarding student welfare (academic, personal and social), faculty welfare, academic standards, and growth of the institution, cultural activities, and community relationships. The implicit objective of the Senate is to promote the best possible communication among students, faculty and administration.

### **Section III – Administration**

The Fort Peck Community College Board of Directors (hereinafter referred to as the Board) is vested with the powers necessary to oversee and direct the administration, program, and general welfare of Fort Peck Community College.

#### **The President**

The president of the College, representing the Board and the Senate, is the responsible administrative head of the College.

#### **Administrative Organization of the College**

The President and Vice Presidents of the College shall carry out the established policies of the College. Recognizing that faculty have an integral role within the College, new policies or changes in policy, or recommendations, not in conflict with, or reserved to, the Board by resolution of the Fort Peck Executive Board or established policy, may be proposed by the Senate. After review by the Senate, Administration and Board, these proposals will be seriously considered by the Board.

### **Section IV – Membership and Officers**

The Senate shall consist of all full-time members of the staff with instructional duties. For the purposes of this charter, staff assigned ten (10) or more credits on average will be considered full-time. The following individual positions are specifically excluded: President, Academic Vice President, Vice President of Student Services, and any other Vice President or administrative personnel for the College. Adjunct faculty with teaching loads of less than ten (10) credits and who want to actively participate in Faculty Senate meetings or events shall be accorded all the rights and privileges of a Faculty Senate member except that each part-time instructor shall have one-half (1/2) vote. The Senate shall be the sole judge of the qualifications of its members.

#### **The Chair**

The Senate shall choose one of its members to serve as Chair of the Senate for a term of one (1) year. The Chair will facilitate and convene Faculty Senate meetings. The Chair may vote to decide a tie vote.

#### **Board Liaison**

The Chair of the Senate shall be the Faculty Representative to the Board. In the event the Chair is unable to attend a Board meeting, the Chair may designate a substitute representative.

Secretary/Treasurer

The Secretary/Treasurer shall be chosen at the first Senate meeting in the fall. The term shall be for one (1) year. He or she shall be a voting member.

Meetings of the Senate shall be open.

Minutes

Full freedom of expression shall not be abridged. Only those items formally acted upon by the members in meeting shall be recorded.

**Section V – Procedures of the Senate**

Committees

The Senate shall establish those committees which it deems necessary for effective functioning.

Rules

The Senate shall determine the rules of its proceedings.

Appointments

All members and chairpersons of Senate committees shall be appointed by the Chair or elected by the Senate.

Functions

The Senate shall act as an advisory body. The President of the College and/or specific members of the Administration and/or staff may be invited to attend any meeting when clarification of acts which might fall outside the scope of the Senate is under discussion. Matters of policy may be proposed by any faculty member in an official Senate meeting.

Privileges

Privileges, rights and responsibilities of the Senate shall be in accord with principles established by the Board. Exercise of the rights and privileges and responsibilities shall be in accord with provisions of this Charter.

Meetings

Notice of regular meetings of the Faculty Senate and its committees shall be given at least 48 hours in advance with an agenda. If twenty percent (20%) of the Senate at any time call for an emergency meeting, the meeting shall be announced and held.

Quorum

Fifty percent (50%) of the full-time membership of the Senate shall constitute a quorum for meeting purposes. Measures must be passed by a simple majority of Senate members in attendance at a meeting at which a quorum was present.

Balloting

Secret balloting shall be mandatory on all significant measures if requested by a member of the Senate. Major policy issues will be decided by a written ballot.

Selection of a New College President and/or Academic Vice President

The Senate shall have the right to elect a committee or individual of its members to confer with the Board on the selection of a new College President and/or Academic Vice President when such action

becomes necessary. Should the Board establish a search committee, faculty will be represented as a part of the process to fill the position of College President and/or Academic Vice President whenever such vacancy shall occur.

New Faculty Member

The Senate shall have the right to select a committee of qualified members to confer with and make recommendations to the President of the College regarding the selection of a new faculty member.

**Section VI – Amendment Procedures**

This Charter may be amended by two-thirds (2/3) majority vote of the full membership of the Senate, provided that the proposed amendment has been presented at a previous meeting.

Proposed amendments shall not conflict with laws, rules and regulations of the Board and are subject to Board approval.

**Section VII – Ratification**

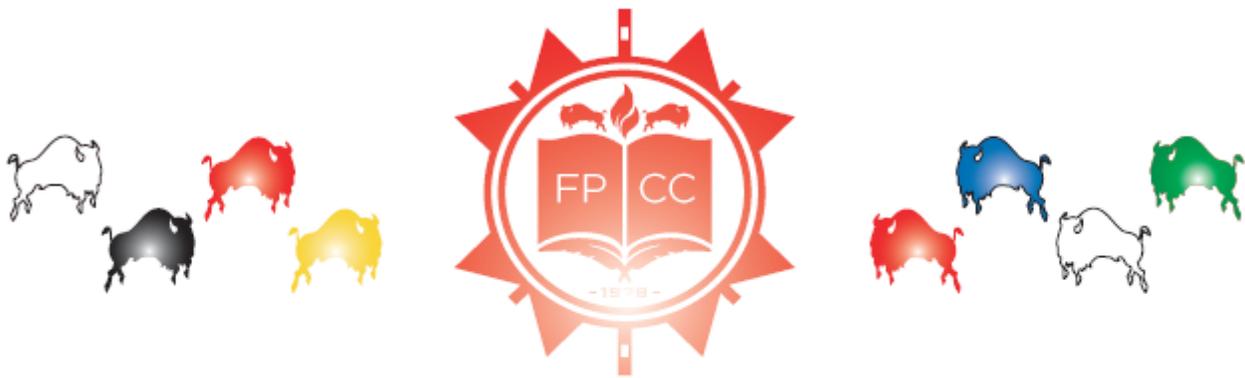
Approval by two-thirds (2/3) of the Senate and approval by the Board shall be sufficient for the ratification of this Charter.

**Section VIII – By-Laws**

Any by-laws added to this Charter are subject to the same procedures as listed in Section VI except that only a simple majority is required.



## Financial Aid Policies & Procedures



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Financial Aid

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### **Section I - Institutional Policies**

Below is a list of applicable policies to be incorporated within the daily operational flow of the Financial Aid Office.

1. In accordance with established procedures all students applying for financial aid assistance must submit the appropriate application forms to the Financial Aid Office and complete any other processes required.
2. All funds available to Fort Peck Community College for financial assistance to students shall be administered through the Financial Aid Office. Nominations of individuals to receive designed scholarships shall be submitted by the sponsoring department or agency to the Financial Aid Office for final disbursement.
3. No student shall receive any financial aid payments, loans or advance until all necessary documents and applications are on file within the Financial Aid Office at Fort Peck Community College.
4. All student employment shall be administered through the Financial Aid Office. The Financial Aid Office in conjunction with the Vice President of Student Services will attempt to match individual student capabilities to job requirements.
5. Students applying for financial assistance are to be regarded for all programs for which they are deemed eligible, contingent upon fund availability. The student's resultant "aid package" may consist of one or more programs that in the opinion of the Financial Aid Office best suits the student's needs.
6. The Financial Aid Committee serves as the Financial Aid Appeals Committee for students who feel that their individual circumstances have been misjudged by the Financial Aid Office in its interpretation of policies and award conferment. The committee will consist of staff members and at least one faculty member.

### **Section II - Financial Aid Policies**

1. The underlying goal of our financial aid program is to provide financial aid assistance to students who without such aid would be unable to attend Fort Peck Community College.
2. Financial aid consists of scholarships, grants, and student employment which may be offered to the student either singly or in various combinations.
3. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from Fort Peck Community College is treated as supplementary to student and family efforts.
4. Final determination of student eligibility will be decided via results from the approved federal needs analysis formula utilized by the Free Application for Federal Student Aid and observed by Fort Peck Community College.
5. In choosing eligible students to receive financial assistance, Fort Peck Community College will place its main emphasis on their financial need, and the student maintaining good academic

standing.

6. The total amount of financial assistance offered to a student by Fort Peck Community College cannot exceed that total amount by which the student's cost of education exceeds all other available resources, as computed by Fort Peck Community College. Exceptions to this policy may be made in cases where the funding program does not limit their funds, although students who receive monies from these programs, they will not be allowed to receive campus based aid over their cost of attendance.
7. In calculating the amount of other resources available to the student, Fort Peck Community College will take into account the financial support which might be logically contributed from income and assets of the student and family. All factors affecting a family's financial strength as derived by an approved needs analysis system by the Secretary of Education shall be taken in consideration. Exceptions will be documented.
8. Awards based exclusively on explicit criteria may be made to students who do not otherwise qualify for financial assistance; however, such awards must be handled as other resources for any student participating in the financial aid program.
9. Periodic semester reviews of financial awards will be scheduled in order to note any requisite adjustments in the Fort Peck Community College institutional budgets as precipitated by the changing status of student financial need (i.e. FT, 3/4, 1/2, or less than 1/2 times) and the cost of education.
10. Fort Peck Community College will make every possible effort to cooperate with other institutions in hopes of encouraging college matriculation for all students who might benefit from a college education.

### **Section III - Financial Aid Responsibilities and Performance Standards**

1. The following guidelines are conceived to guarantee an orderly informational and operational network within the Financial Aid Office at Fort Peck Community College.
2. The basic goal of student financial aid is to provide resources to student who would otherwise be financially incapable of attending a postsecondary educational institution. To successfully accomplish this goal Fort Peck Community College has initiated a number of general operating standards.

### **Section IV - The Financial Aid Office**

1. Shall in an ethical manner, make every effort to meet the demonstrated needs of all students at Fort Peck Community College to the extent of funds available.
2. Shall award all aid monies according to demonstrated financial need except where funds are designated for acknowledgment of special talents. Where aid is not based on need and represents a substantial portion of institutional assistance, every effort will be made to redirect overbalanced funds to help students with a demonstrated need.
3. Shall exercise adequate controls to insure that awards do not exceed documented need.

4. Shall help students identify, secure and efficiently utilize all available financial aid resources.
5. Shall help students complete all applications, forms and documents accurately and to submit them in a timely manner to the appropriate agency or office.
6. Shall monitor all scholarship funds, special awards, and any other financial aid monies at Fort Peck Community College. The Financial Aid Office shall seek to include all awards once notified in the student's financial aid package. Award payments shall originate in the Financial Aid Office and be transmitted via Powerfaids to the Business Office for processing.
7. Shall monitor communication channels so that the students personally relate any financial aid status changes to the Financial Aid Office; however, the majority of information involving student changes is routinely received in other college departments. Whenever information about a change in student financial status is received in any other college department that information is to be relayed to the Financial Aid Office in a timely manner.
8. Shall maintain individual student financial aid files for each student who possesses a rightful claim to assistance monies at Fort Peck Community College. This record shall indicate the total student need and any type and amounts of financial assistance received by the student.
9. Shall serve as an informational clearinghouse for both summary and comprehensive data on student financial assistance received by the student.
10. Shall work closely with the Registrar's Office, Business Office, Instructors and Staff at Fort Peck Community College, gathering or disseminating information about students to the aforementioned offices at Fort Peck Community College.
11. Shall work with agencies outside Fort Peck Community College, exchanging financial aid information on current students, that will benefit Fort Peck Community College, students and other agencies such as: Fort Peck Housing Authority, Fort Peck General Assistance Programs, AFDC and Food Stamp Agencies, Energy Assistance Programs, Fort Peck Higher Education Program, and such programs with the intent of helping our students.
12. Shall monitor and maintain all student files for a minimum of three (3) years.

### **Section V - Departmental Responsibilities**

#### **Student Services Department**

The Financial Aid Office is institutionally responsible for submitting federal required reports and documents including Pell, IPEDS, and FISAP. Similarly, the Financial Aid Office is also responsible for pertinent information dissemination, written and verbal, as necessitated by student inquiries, requests or demands.

#### **Registrar's Office**

The Registrar's Office secures institutional records and on a semester basis supplies the Financial Aid Department with an official registration list. During a given semester the Registrar's Office forwards all drop/adds to the Financial Aid Office for proper notation in subsequent adjustments in financial

assistance awards. The Registrar's Office shall submit an official grade report at the end of every semester to the Financial Aid Office for tracking satisfactory academic progress of students receiving financial assistance.

## **Business Office**

The Business Office maintains individual student ledger accounts to serve as official records of specific financial aid data generated by the Financial Aid Office. Student accounts are cross-referenced with the financial aid awards to insure both accuracy and accountability.

All such financial aid data (awards, etc.) provided to the Business Office is processed by these employees and thus said office is fiscally responsible for the internal cash flow of any financial aid funds administered by Fort Peck Community College.

## **Packaging**

Due to limited funds, students at Fort Peck Community College will be awarded financial aid according to the date their Student Aid Report (SAR) is turned in to the Financial Aid Officer. First in, first awarded, according to policies and procedures, Federal, State and local laws governing each program, students are deemed eligible to participate in.

- A. Packaging Philosophy: To aid as many students as possible with available funds.

## **Section VI - Financial Aid Application Procedures**

### **Forms Required**

Before a student will be considered for financial aid, that student must submit the required forms. All forms are available from the Fort Peck Community College Financial Aid Office, Student Services Office, and the Registrar's. Student Aid Report (SAR) - results from submission of the Free Application for Federal Student Aid (FAFSA).

1. A GED or High School Diploma must be on file in the Registrar's Office prior to any financial aid disbursement.
2. Statement of non-filing of tax return (if applicable or selected for verification).
3. Student Data Sheet.
4. Income tax transcripts (when requested).
5. Declaration of Major form.
6. All other forms necessary to complete verification (if selected).

### **Document Processing**

#### **Institutional Student Information Report (ISIR)**

- A. The ISIR is the key document for determining student eligibility and participation in those Federal Financial Aid Programs as administered through Fort Peck Community College.
- B. The ISIR determines eligibility for the disbursement of Pell, FSEOG, and FWS monies as administered through Fort Peck Community College.

1. The student must exhibit an eligibility index number as determined by congressionally approved formula.
  2. The student must be officially enrolled each semester.
- C. An ISIR whose eligibility index number exceeds the congressionally approved formula restricts individual student participation in those Federal Financial Aid Programs as administered through Fort Peck Community College, especially the Pell Grant Program.
1. The non-Indian student may still seek additional funding, based upon institutional financial need analysis, via the FSEOG, MHEG, MTAP, FWS and scholarship programs as determined according to need.
  2. The Indian student may still seek additional funding, based upon institutional financial a need analysis, via the BIA Higher Education Grant Program, FSEOG, MHEG, MTAP, scholarships and FWS programs as determined according to need.
  3. An ISIR requiring verification (noted by an asterisk behind the Pell Grant Index (PGI) of Estimated Family Contribution (EFC) necessitates the student to fulfill a prescribed procedure, as dictated by the Department of Education prior to the disbursement of any Title IV funds.
  4. Students at Fort Peck Community College who are selected for verification shall receive **NO FEDERAL FINANCIAL AID** until the verification process is completed to the satisfaction of the Financial Aid Office and the Federal Rules and Regulations. Exception to this rule is the FWS program. Students may be allowed to start work prior to verification completion.
  5. Once a regular student of Fort Peck Community College submits an ISIR to the Financial Aid Office, that student shall complete the verification process no later than the last day of class for the last semester of student enrollment for that year.
  6. If a regular student enrolled at Fort Peck Community College, who is selected for verification fails to complete the process within the aforementioned time limit, that student shall be ineligible for any financial aid at Fort Peck Community College for that academic year.
  7. Upon receipt of the ISIR to the Fort Peck Community College Financial Aid Office the student will be notified verbally or by mail of documents needed to complete verification within 30 days after the beginning of the current semester that the student is enrolled.
  8. Students that are required to correct their ISIR should contact the Financial Aid Office in completing the corrected information on the students ISIR.
  9. Documents needed to complete verification may include the following:

- a. signed copy of parent's income tax transcript
- b. signed copy of student's and/or spouse's tax transcript
- c. birth certificate or baptismal records
- d. marriage license
- e. Statement, or in the event of irregularities, documentation on untaxed income such as General Assistance (GA), AFDC, etc.
- f. documentation from Social Security Administration
- g. affidavit of non-tax filer

- \* It will be the student's responsibility to provide the needed documents and present them to the Fort Peck Community College Financial Aid Office within established institutional time limits.

### **Estimated Family Contribution**

Due to the poor economic situation and high unemployment rate on the Fort Peck Assiniboine and Sioux Reservation, the Estimated Family Contribution for Fort Peck Community College students will be determined as follows:

1. If an independent student or spouse has reported income on the ISIR their EFC will be the standard amount printed on the upper right hand corner of the ISIR or their combined income, whichever is smaller.
2. If a dependent student or parents have reported income on the ISIR that student estimated family contribution will be the standard amount reported on the upper right hand corner of that student's ISIR or the combined income, whichever is smaller.

### **Ability to Benefit**

#### No longer applicable

Students enrolling at Fort Peck Community College are required to provide documentation of a High School diploma or GED.

### **Awards and Disbursements**

#### Award Package

- A. The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at Fort Peck Community College. The recommended award package is the decision of the Financial Aid Office and based on institutional calculations, total fund availability and those fund management practices observed by Fort Peck Community College.
- B. The recommended award package may be contested or rejected by the individual student in which case it becomes the individual responsibility of the Financial Aid Office and the individual student to settle any differences and notify the award package with any feasible adjustments.
- C. Unresolved differences surrounding the recommended award package becomes the decision-making responsibility of the Fort Peck Community College Financial Aid Appeals Committee.

### Award Letter

- A. The Fort Peck Community College award letter is the complete documentation indicating all such Federal Financial Assistance and individual student may receive during a single given semester/year (whichever is appropriate) while in attendance at Fort Peck Community College as allocated by the Financial Aid Office.
- B. The amounts itemized on the award letter are subject to total or partial institutional withdrawal due to changes in student registration status or by notification of additional awards after the individual student has signed and accepted his or her award (so long as the additional award does not exceed the students unmet need).

### Transfer Monitoring

The Financial Aid Office will enter into NSLDS all students who are transfer students. This process will be completed on a semester basis. Students who are transferring will be required to fill out a Transfer Monitoring card upon registration.

### Pell Grant Award

- A. The Pell Grant Award constitutes the final calculated institutional amount which a duly registered student at Fort Peck Community College shall receive during a single given semester. The Pell Grant Award is disbursed after the last day to drop courses in one payment per semester and is based on official student registration status at the time of such disbursement. The Pell Grant payment often differs from the Pell Grant Award amount since the institution reserves the right to deduct all educational expenses owed to Fort Peck Community College prior to any Pell Grant payments. Student acceptance of the Pell Grant Award is evidenced by the Fort Peck Community College award letter and the Fort Peck Community College Pell Authorization.

### FSEOG Award

- A. The Federal Supplemental Educational Opportunity Grant (FSEOG) award constitutes the final calculated institutional amount which a duly registered student at Fort Peck Community College shall receive during a single given semester. The FSEOG award is disbursed after the last day to drop courses in one payment per semester. The FSEOG disbursement occasionally differs from the FSEOG award amount since the institution reserves the right to deduct all educational expenses owed to Fort Peck Community College prior to any FSEOG payment. Student acceptance of the FSEOG Award is evidenced by the Fort Peck Community College award letter and the Fort Peck Community College official notice of authorization from the Department of Education.
  - 1 Exception: Uneven cost, loss or change of income, or financial aid in a semester.
- B. FSEOG funds will be awarded to Pell eligible student with the lowest estimated family contribution (EFC) and according to the date the ISIR is received by the Fort Peck Community College Financial Aid Office. FSEOG awards will then be made to those students reflecting the lowest EFC. The Fort Peck Community College Financial Aid Office will continue this award process until all FSEOG funds have been awarded.
- C. In the event that two or more students may reflect the same EFC then the Fort Peck Community

College Financial Aid Office will make the FSEOG award to the student with the earliest ISIR submittal date. In the event that two or more students may reflect the same EFC and ISIR submittal date, then the Fort Peck Community College Financial Aid Office will make the FSEOG award to the student with the greatest financial need.

### Federal Work Study Awards

- A. The Federal Work Study award constitutes the final calculated institutional amount which a duly registered student at Fort Peck Community College shall receive during the given academic year. The FWS award monies are disbursed in bi-weekly payments and are contingent on the student maintaining satisfactory academic progress and at least a half-time (six credit hours) registration status at the time of such disbursement. In the event that the student owes the Fort Peck Community College for educational expenses, the student shall sign the FWS check over to the Business Office to cover such expenses owed. Such acceptance of the Federal Work Study award is evidenced by the Fort Peck Community College award letter and the Federal Work Study Authorization from the Department of Education.

#### **1. Student Eligibility for FWS**

Students enrolled in at least six credit hours per semester in an approved course of study and in academic good standing at Fort Peck Community College and who have their Institutional Student Information Report (ISIR) results from the Pell Grant application in the Fort Peck Community College Financial Aid Office, and demonstrated financial need, and a completed student data sheet may be eligible to participate in the Federal Work Study Program. Students must apply for and establish Federal Work Study Program eligibility through the Fort Peck Community College Financial Aid Office.

#### **2. Requesting FWS Employees**

Any Fort Peck Community College department/office may submit a formal written request to the Fort Peck Community College Financial Aid Office for a Federal Work Study Program employee or employees. All Federal Work Study jobs will be on campus, unless arrangements and approval are obtained through the Financial Aid Department.

#### **3. Referring Employees**

Students shall be referred to the various institutional departments/offices by the Fort Peck Community College Financial Aid Office in accordance with the proposed job requirements and the individual capabilities and personal interests of the student. To the extent possible, students will be referred in accordance major field of study if possible. All students may not be considered for employment until approved by the Fort Peck Community College Financial Aid Office.

#### **4. Monitoring Wages**

The amount a student may earn through student employment is shown on the financial aid award. Federal regulations stipulate that students may not earn more than the amount assigned. An adjustment in the financial aid award must be made for students who exceed this limit. There is no guarantee that students will earn the full amount of the work study award. The amount earned is based on the number of hours worked, the

wages and the maximum amount of the award.

It is the student's and the employer's responsibility to monitor earnings so that students stay within their work limits. Bi-weekly paychecks for students inform them of how much they have earned. If a student is working too much or too little, the hours can be adjusted so that the student can work all year and earn his or her expected total for the year.

## 5. Warnings and Termination

Employers should provide students with written warnings for unsatisfactory performance. Termination from a job may occur if the unsatisfactory performance continues, and some employers may communicate stricter guidelines for termination. Any student terminated from a position will not be eligible for on-campus employment for the duration of the academic year. Problems should be resolved, if at all possible, between the student and employer. Any student employee who feels unfairly treated may appeal his or her situation to the Financial Aid Officer.

## 6. Paychecks: *The FPCC Business Office will need to see a valid Social Security card when the student arrives at FPCC. Students should be certain to have it when they arrive.*

It is the student's responsibility to see that they have filled out W-4 and I-9 forms with the FPCC Business Office and to make sure the hours of employment are properly recorded on time sheets which the employer submits by Wednesday of each pay period. The student and supervisor need to sign each time sheet in order to be paid. Students are paid bi-weekly on the college's normal pay periods. The FPCC Business Office distributes pay checks on Friday of each pay period.

### Placing Fws Employees

Students will be selected for Federal Work Study based on their eligibility and their availability/desire to work. Once a selection has been finalized, the designated supervisor will be informed of the placement, the maximum student earnings/hours. Award notice will be sent to the FPCC Payroll Clerk. Supervisors shall be responsible for the submission of time sheets to the Business Office by Wednesday, at 3:00 pm on each payroll week and they shall also ensure that students do not work over the maximum earnings/hours awarded.

### Student Employee/Supervisor Grievance Process

Should a conflict situation occur between a student employee and their supervisor the student and/or employee are required to go through the following process:

1. Pick up student complaint form from the Student Services Office.
2. Submit complaint form within 3 days of occurrence to the Vice President of Student Services.

Responsibility of Vice President of Student Services as follows:

1. Have student complaint forms on hand.

2. Respond to student complaint within one week of receipt of complaint form.
3. Meet with supervisor and student employee on an individual and group basis.
4. Follow through on process until an acceptable solution for both sides has been met.
5. Keep record of complaint form and all other documents in the Student Services office for one academic year.

### Limited Funds

Due to the limited amount of Federal Work Study funds, written request for Federal Work Study employees need to be in the Financial Aid Office prior to classes starting.

### Financial Aid Office Responsibility

1. Shall retain general supervisory control for the Federal Work Study Program.
2. Assist Department Chairperson and Directors in the development of position descriptions for FWS employment.
3. Insofar as feasible, students will be placed in jobs related to their major field of study.
4. Once a student has been selected for employment the Financial Aid Office will issue the Student Award Letter and refer them to the Business Office to complete the needed payroll forms.
5. Job descriptions for each student will be placed in their respective files.

### **Non-Work Study Student Employees**

Students hired under non-work study awards will be required to meet the same qualifications and follow the same policies and procedures as the Federal Work Study students.

### **Montana Higher Education Grants (MHEG)**

To qualify for the MHEG Grant a student must: 1. be a Montana resident; 2. be an Undergraduate; 3. and show exceptional financial need. The amount awarded may be \$300 to a maximum of \$600 per year. MHEG is awarded on a first come, first served basis, so filing the FAFSA form early each year is encouraged.

### **Montana Baker Grant (MTAP)**

To qualify for the Baker Grant a student must: 1. be a Montana resident; 2. be an undergraduate; 3. be enrolled full-time; 4. have a minimum of \$2575 in earned income; 5. and have an EFC (Expected Family Contribution) between 0 and 6500. The amount awarded may be \$250 to a maximum of \$1000 per year. Baker Grants are awarded on a first come first served basis, so filing the FAFSA form early is encouraged.

### **Montana Access Grant**

To qualify for the ACCESS Grant a student must: 1. be a Montana resident; 2. be an undergraduate; 3. award amounts vary by individual need and are determined by the financial aid office. This grant is

awarded on a first come, first served basis, so filing the FAFSA form early is encouraged.

### **BIA Higher Education/Vocational Grants**

Fort Peck Community College Financial Aid Office assists students in applying for BIA Grants from the various agencies from which the student is applying. In assisting students with the application process, the Fort Peck Community College Financial Aid Office shall:

1. Request applications from Higher Education agencies.
  2. Assist with gathering the requested information needed.
  3. Complete a needs analysis for the academic year.
1. Upon notification that a student will be funded through a Higher Education Program, the award will be included in the student's financial aid package. Fort Peck Community College Financial Aid Office will monitor student files to ensure an over award does not exist. In the case of an over award, Fort Peck Community College shall notify the Higher Education Office so an adjustment can be made.
  2. Disbursement of BIA funds will be made after Fort Peck Community College has received the monies from the respective Higher Education Office. Disbursements will be made on a monthly basis as deemed by the Fort Peck Community College Business Office. Checks will be available to students from the Fort Peck Community College Financial Aid Office as disbursement date has been posted.

### **Section VII - American Indian College Fund**

Fort Peck Community College receives scholarship monies periodically from the American Indian College Fund based in Denver, Colorado. The amount of funds received varies each semester/year. For this reason Fort Peck Community College has set these guidelines for the American Indian College Funds:

1. As required by the AICF all money awarded for scholarships will follow their guidelines with possible inclusions by the FPCC Financial Aid Scholarship and Waiver Committee.
2. The General Fund guidelines will be set each semester by the FPCC Financial Aid Scholarship and Waiver Committee.
3. Part or all of the General Fund may be set aside for student support that will assist students with limited or no financial assistance due to varying reasons, with the purchasing of textbooks and lab fees; Student support can also mean the purchasing of resource materials which will benefit Fort Peck Community College students, and Student Activities.
4. Disbursement of American Indian College Fund Scholarship and Awards

The American Indian College Fund Scholarships and awards will be disbursed according to the AICF guidelines with input from the FPCC Financial Aid Scholarship and Waiver Committee.

### **Section VIII - Student Payment Policy**

1. All student payment requests will be made by the Financial Aid Director (FAD) to the Accounts Payable Department by the Wednesday of each accounts' payable week (non-payroll week).

2. Student payment requests will not be made during payroll week unless deemed by the Vice-President for Student Services to be an emergency. Emergency payment must be requested in writing by the Financial Aid Officer and approved by the Vice-President for Student Services prior to early release.
3. All Higher Education disbursements will be made on the first Friday of each month (Monday if a Holiday). Emergency disbursements will be requested in writing by the Financial Aid Officer and approved by the Vice-President for Student Services prior to early release.
4. All Federal Work Study checks will be disbursed during payroll week by the Payroll Department. Time sheets are due by 3:00 pm on the Wednesday of a payroll week. Each student and his/her respective supervisor are responsible for the timely submission of time sheets.
5. To receive payment, a student must maintain satisfactory academic progress (SAP) on a monthly or semester basis, whichever applies to the student's individual award. The Financial Aid Officer shall determine a student's SAP standing.

### **Section IX - Student Award Policy**

1. All student scholarship/grant awards (whether federal or institutional) must be approved through the Financial Aid Office as meeting Student Unmet Need Requirements prior to the awarding or disbursement of any funds. Department(s) awarding scholarships must submit a proposed list to the Financial Aid Office of student names and award amounts. The Financial Aid Office will determine whether students listed meet Student Unmet Need Requirements. The Financial Aid Office will contact the awarding program in writing concerning approval or denial. **NO AWARD WILL BE DISBURSED WITHOUT PRIOR FINANCIAL AID OFFICE APPROVAL.**
2. If a department is awarding monthly stipends or tuition assistance, documentation of the aggregate amount available each semester for student stipends and/or tuition assistance must be submitted to the Financial Aid Office for review prior to disbursement. The aggregate amount available will then be administered through the Financial Aid Office. Costs above the aggregate amount (example: non-FPCC or summer tuition expense, books, etc.) must not be included in the FPCC stipend and/or tuition amounts. **NO STIPEND OR TUITION ASSISTANCE WILL BE DISBURSED WITHOUT PRIOR FINANCIAL AID OFFICE APPROVAL.**
3. A Department with a student work program must submit a proposed list with the name(s) and the amount(s) of award to the Financial Aid Office prior to awarding. The Financial Aid Office will determine whether the student(s) qualifies under the Student Unmet Need Requirements. If the work program requires specific course completion, grade point average, etc., the Financial Aid Office will work with the awarding department for student selection. With specific requirements, the student who best qualifies and has the highest unmet need will be selected. Example: If two students apply and they both meet the program requirements, the student with the highest unmet need will be selected.
4. Students who are ineligible for financial aid and are applying for a tuition waiver must complete a waiver application and submit it to the Financial Aid Office PRIOR to the first day of classes; exception may be made for those students who are unaware of their eligibility status prior to enrollment. The paper waiver application may be waived so that the Financial Aid Director can process waivers in a timely manner. Students who are not eligible for aid and are only attending workshops can apply for a waiver. It is the responsibility of the workshop presenter to contact the Financial Aid Office prior to the workshop to set up the waiver application process. **NO WAIVERS WILL BE APPROVED OR PROCESSED WITHOUT PRIOR FINANCIAL AID OFFICE APPROVAL.**

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## **Section X - Tuition Waiver Programs**

### Application Process

1. The Financial Aid Office shall make available all forms and instructions necessary to apply for a tuition waiver. All tuition waiver application forms shall be developed by the Financial Aid Officer and the forms will be approved by the Vice-President for Student Services.
2. Applications for tuition waiver must be submitted on a semester-by-semester basis, with exception made for those students who are unaware of their eligibility.
3. All applications for tuition waiver must be reviewed for approval or denial by the FPCC Scholarship and Waiver Committee prior to any tuition waiver being effective.
4. Straight waivers for suspended or at limit students will not require a waiver application.

### Types of Waivers

Any student who can demonstrate need may apply through the application provided by the FPCC Financial Aid Office (in the event they are receiving Title IV funding will have the amount of the waiver added to their financial aid packaging), or who has been placed on Financial Aid Suspension, if eligible may apply for and receive a waiver from the following waiver programs:

1. Work-Off Waiver Program (WOW)

Students applying for a WOW must submit an application to the Financial Aid Office and if applicable, any required documentation as deemed necessary by the Financial Aid Officer. Students receiving a Work-Off Waiver will be required to work the total number of hours at \$10.00 per hour necessary to cover the tuition cost of their credit load as of the first date of class attendance. For example: a full-time WOW student will need to work 84 hours at \$10.00 per hour to cover the \$840 cost of tuition. Students must complete their required hours by the end of the semester in which they applied for the waiver. Once the hours are completed, the cost of the tuition shall be deducted from the students' billing. If a student does not fulfill the required hours, only the completed hours documented will be applied to the students' billing.

Once a student is placed in the Work-Off Waiver program he/she will be assigned a position within the College. Positions will be those as are available under the direction of the Vice President of Student Services. Upon placement, the supervisor will be given time sheets to document time worked in a given time period. Time sheets will be submitted to the Vice President of Student Services Administrative Assistant on a bi-weekly basis to coincide with the Federal Work Study Program payroll dates.

2. Straight Waiver Program

Students applying for a Straight Tuition Waiver (no work required) must be deemed physically unable to fulfill the Work Off Waiver requirements or as deemed eligible due to special circumstances as directed by the FPCC Financial Aid Scholarship and Waiver Committee. Students approved for the straight waiver are not required to work off their tuition, at the time of approval the committee will notify the FPCC billing department and the waiver will be applied

to their billing.

3. New-GED Waiver

Students who have never attended Fort Peck Community College and who have successfully completed their GED through the Fort Peck Testing Site within the previous academic year are eligible to apply for the New-GED waiver. Students must submit a copy of their GED and notification from the examiner of the date the test was taken. If approved the full cost of tuition at the time of registration will be applied to their billing.

4. New Tribal High School Graduate Waiver

Students who have graduated from an area High School during the previous year and who are members of a federally recognized tribe or who can prove Native American lineal decent may apply for this waiver. Students must submit a copy of their High School Diploma as well as their Tribal Enrollment Certification or proof of lineal decent. If approved the total cost of their tuition for two consecutive semesters will be applied to their billing.

5. Senior Citizen Waiver

Any student who is 60 years or older is eligible to apply for the Senior Citizen Waiver. If approved the full cost of tuition at the time of enrollment will be applied to their billing.

6. Employee Waiver

Any employee, including administration, full-time faculty and staff are eligible for a tuition waiver for up to 6 credits.

7. Employee Spouse and Child Waiver

1 Spouse Waiver: any student who is legally married to a staff, full-time faculty or administration employee or member of the FPCC Board of Directors is eligible to apply for the Spouse Waiver. If approved the full cost of tuition at the time of registration will be applied to their billing.

2 Child Waiver: any student who a dependent child of an employee and is considered a Dependent Student under similar guidelines as the Federal Pell Grant (listed below) will be eligible to apply for the Child Waiver. If approved the full cost of tuition at the time of enrollment will be applied to their billing.

**Dependent Guideline**

(You must answer **NO** to **ALL** the following questions to be considered Dependent.

- |    |  |             |
|----|--|-------------|
| 1. | Are you 24 years or older?   | Yes___No___ |
| 2. | Are you a veteran of the U.S. Armed Forces?                        | Yes___No___ |
| 3. | Are you married?   | Yes___No___ |
| 4. | Do you have legal dependents (other than a spouse) i.e. child(ren) | Yes___No___ |

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## **Section XI - Professional Judgement**

At Fort Peck Community College the Financial Aid Officer will note in the student records any unusual situation that explains any special consideration given to the student when awarding financial aid.

## **Section XII – Terms**

### **Verification**

The process of verifying financial and family statistical data reported on the student's application.

### **Financial Aid Probation**

Financial aid recipients must complete credits for which they were funded. Full-time and part-time financial aid recipients must successfully complete 67% or more of attempted credits. Failure to successfully complete 67% or more of attempted credits for a full-time student may result in the student being placed on financial aid probation. Students in this category will receive financial aid assistance during the probation period.

A full-time or part-time student must successfully complete enough credits which apply to the degree being sought and at a cumulative grade point average of at least a 1.60 at the completion of 30 credits and at least 2.00 upon completion of 60 credits.

*>>>>SEE SATISFACTORY ACADEMIC PROGRESS (SAP) for complete definition.*

### **Financial Aid Suspension**

Financial aid recipients who are not making satisfactory academic progress as defined by the Fort Peck Community College Standard for Satisfactory Academic Progress for two consecutive semesters, the financial assistance may be suspended/canceled. To be reinstated for federal student aid, the student must complete the next semester they enroll in within the minimum standards as defined in the handbook section Satisfactory Academic Progress.

### **Withdrawal**

Students who withdraw from classes and are receiving financial assistance will have their financial assistance evaluated for Satisfactory Academic Progress. Students that totally withdraw from class or otherwise earn no credits for a semester shall have their financial assistance canceled unless special circumstances apply.

### **Award Letters**

Students who are receiving financial aid will receive notice of their award and will sign and accept or deny the award. After the initial award letter is signed by the student this award is subject to change by the financial aid office if changes occur in the students credit load or for additional awards made after the date the student accepted the award. This change will be noted in the students computer file and be made available at request and a copy of the updated academic year award will be copied and placed in the student file at the end of the academic year.

## Repeated Courses

Repeated course work, for financial aid purposes, are courses that have been previously attempted, but are not considered part of the current course load. Repeated courses must be taken in addition to the number of credits required for the aid the student is receiving. Financial assistance will be given for repeated courses only during a student's probationary period. Repeated courses for which the student previously received at grade of "F" or "W" will count in the calculation of hours attempted.

## Incomplete

Student who receive incomplete (I) for attempted course work shall be given an opportunity to achieve a passing grade in the following semester. If the student does not complete the required course work and receive a passing grade at the prescribed time, the Incomplete will then turn to an "F" grade and no earned credits will be achieved. Students whose incomplete (I) turns to an "F" grade will have their financial assistance adjusted according to the Standard for Satisfactory Academic Progress.

## Transfers

A student who transfers to Fort Peck Community College and who was not eligible to receive financial assistance at a prior institution for failure to maintain satisfactory academic progress at that institution shall be on immediate financial aid probation at Fort Peck Community College. Students must pass at least 12 credits and be in compliance with the Fort Peck Community College Standard for Satisfactory Academic Progress. Failure to complete these requirements will cancel any future financial assistance.

### **Remedial Courses**

Students may include, as part of their minimum credit load, certain remedial courses which do not apply toward graduate requirements. For financial aid purposes, a student may enroll for not more than six credits of remedial courses in any given semester and may enroll in a particular course no more than once.

## Appeal

A student who has been placed on financial assistance probation, or who has been on financial assistance suspension because of failure to maintain satisfactory academic progress, may appeal in writing in an appropriate format (available in the FPCC Financial Aid Office) to the Financial Aid Appeals Committee. Current federal regulations require that a student must maintain satisfactory academic progress to receive financial assistance. However, under certain circumstances, it may be possible for the committee to make a professional judgment which certifies that a student was unable to complete the credit load or GPA requirements because of circumstances beyond his or her control and, therefore, is making satisfactory academic progress.

## Section XIII - Disbursement/Refund/Repayment

Disbursement of financial aid shall be made:

1. After the student meets all eligible requirements.
2. After proper notification is given to the Business Office of the details of the award.
3. Upon completion of check preparation.

All checks shall be picked up by the student, in person, at a place designated by the institution. All

students shall be informed, in writing of the amount of the award, the assignment of such aid, and the amount the student will receive. All disbursements shall be made after the last day to officially drop classes unless otherwise specified by the type of financial aid.

In the event that a student is granted permission to withdraw from College during or after the registration period, the following refunds shall be made:

- |    |   |      |
|----|---|------|
| 1. | Before attending any classes            | 100% |
|    | During pre-registration or registration |      |
| 2. | During the 1st week of classes          | 80%  |
| 3. | During the 2nd and 3rd week of classes  | 60%  |
| 4. | After the 3rd week                      | 0%   |

If a refund is due a student, the unused portion of the funds shall be returned to the account from which the student received the funds.

Students who withdraw, drop out, or are expelled, may owe a repayment of cash disbursements received. Repayment amounts shall be determined by a federally developed formula. Students owing a repayment will be notified of the amount in writing and may not receive any additional funds until the repayment is made. Fort Peck Community College will attempt to collect all repayments or, in the event the repayment cannot be collected, the matter will be referred to the U.S. Department of Education.

#### **Section XIV - Recalculation of Awards**

Student awards are recalculated based on the student's enrollment status after the official last day to add a class. A student who was calculated at half-time but later increased their credit load to full-time will have their Pell grant recalculated at the credit load they carried as off the last day to add a class. The same calculation will be in effect for half-time and less-than-half time students. Each student's award letter states that the Financial Aid Office has the right to adjust the award based on a change in the student status.

#### **Section XV - FPCC Standard for Satisfactory Academic Progress**

Fort Peck Community College establishes a standard for satisfactory academic progress to be consistently used for all students. Meeting this standard is also a requirement for all students to continue to receive financial assistance, unless otherwise provided by the requirement of a specific type of assistance.

In accordance with the 1976 Amendments to the student aid programs under Title IV of the Higher Education Act of 1965 and other applicable regulations, FPCC has established the following policy in order to define and administer standards of satisfactory academic progress for all students receiving financial assistance for all (including, but not limited to federal agencies) aid programs. The purpose of this policy is to satisfy regulatory intent that students receiving financial assistance maintain progress in an eligible program of study cumulating with a degree.

Fort Peck Community College offers a minimum of a 60 semester credits two-year program and a minimum of a 30 semester credit one-year certificate program. However, FPCC recognizes, in some cases, it may take longer to complete the requirements of a one-year or two-year program. In these cases, the student must complete 67% of the cumulative semester credits attempted. Adjustments in the number of credit hours and cumulative grade point (GPA) are made for part-time students. For purposes

of Financial Aid, a student is considered full-time if enrolled in twelve (12) semester credit hours.

### **One-Year Certificate Program**

A full-time student enrolled in a one-year certificate program must successfully complete enough credits which directly apply to the certificate being sought and achieve a cumulative grade point average of 2.0 at the end of one-and ½ years.

### **Two-Year Program**

A full-time student enrolled in a two-year degree program must successfully complete enough credits which directly apply to the degree being sought and earn at least a cumulative grade point average (GPA) of 1.50 at the end of the first year (30+ earned credits) and earn at least a cumulative grade point average (GPA) of 2.0 at the end of the sixth semester (90+ earned credits). Successful completion of those credits means passing grades must be earned. Grades of F, N, I, and W do not count toward successful completion. Adjustments shall be made for part-time students.

## **Section XVI - Guide for Measuring Satisfactory Academic Progress**

Students receiving financial aid are required to make “satisfactory academic progress” in their degree program. The process of semester evaluation of grades will determine satisfactory academic progress. Students who are making satisfactory academic progress will have successfully completed a certain percentage (see Minimum Percentage of Completed Hours) of their required credits each academic year. Grades of F, N, I and W do not count towards successful completion.

### **Measuring Satisfactory Academic Progress**

#### **Academic Standard (QUALITATIVE DETERMINATION)**

##### Minimum Percentage of Completed Hours

To earn enough credits to graduate within the above maximum number of attempted hours, students are required to successfully complete two-thirds (67%) of the cumulative hours attempted as determined at the end of each semester.

##### Credit Hours Attempted:

The number of credit hours attempted per semester by a student will be determined by the highest number of credit hours he/she enrolled in for the term at the close of business on the following days: last day to add a full-term course, and the last day of the final examination period.

##### Credit Hours Completed

Successfully completed credit hours means the designated number of credits in those courses in which a student receives a “passing” grade. Grades of I, W, and F will not count as credit hours completed.

At the end of their first academic year, students must receive a GPA of at least 1.50 and at least 2.0 at the completion of their program of study.

*(A 2.0 Cumulative GPA is necessary for graduation requirements)*

### **Rate of Progress Standard (Quantitative Determination)**

#### Maximum Time Frame

The length of time a student may receive Title IV aid may not exceed 150% of the published length of the educational program that the student enrolls in and/or 600% of Pell eligibility. Generally, students who exceed this number of attempted credit hours will no longer be eligible for financial aid. Students are not eligible if they are in default or owe repayment to the Department of Education.

#### Transfer Credits

Students who transfer credit from another institution will have transfer credits evaluated by the Financial Aid Office and counted towards the maximum time frame.

### **Section XVII - Students Returning To Pursue an Additional Degree**

Students who have completed a two-year degree who wish to pursue an additional degree or certificate are required to apply for an Additional Degree with the Financial Aid Director. Students are required to have their advisor complete the form and return it to the Financial Aid Department before any aid will be disbursed. The student's transcript will be evaluated by the individual advisor and only those courses leading towards the additional degree will be considered eligible for federal financial aid.

### **Section XVIII - Students Who Change Their Degree**

Students wishing to change their degree plan should notify the Financial Aid Department so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can be transferred into the new degree and satisfactory progress standing at the end of the last semester attended.

### **Section XIX - Retention of Financial Aid Records**

Fort Peck Community College will retain all financial aid reports or documents and student files dealing with funds received from the Department of Education for minimum of (3) years.

### **Section XX - Annual Financial Aid Reports**

#### **FISAP**

FISAP mailed to each institution that participates in Campus Based Aid Programs. The FISAP is a report of current year expenditures and a request for the upcoming year funding. It is completed according to attached instructions. Information to complete the form is gathered from the Business Office and ISIR's. This report must be mailed to the Department of Education by the date expressed on the form.

## **COD**

Common Origination and Disbursement records will be processed for each Pell recipient on an ongoing basis throughout the semester to comply with federal guidelines as well as to necessitate an increase in Federal Pell Authorization amounts.

### **Section XXI - Aids Policy**

Fort Peck Community College utilizes the Montana University System's AIDS Policy, approved by the Board of Regents and effective May 6, 1988. This policy (Section 1908) states:

#### **Boards Policy**

The existence of AIDS in an individual does not, in and of itself, present a condition that precludes school attendance or employment. Decisions effecting the current assignment or placement of a student or employee known to be infected with AIDS shall be governed by applicable status, health regulations, and policies of the Board of Regents.

#### **Definitions:**

1. For the purposes of this policy AIDS means the acquired immune deficiency syndrome, AIDS related (ARC) complex, or potential AIDS as indicated by the presence of HIV antibody.
2. Campus AIDS officer means any person designated by a campus president to carry out the responsibilities of this policy.

#### **Procedures:**

1. The President will assign an ad hoc committee. The ad hoc committee, established on a case by case basis, shall include the campus AIDS officer, a physician knowledgeable with the disease, and others deemed necessary to provide information relevant to an informed decision.
2. The confidentiality of the infected student or employee shall be protected.
3. Detailed procedures are available in the Offices of Academics, Administration, and Student Services.

### **Section XXII - Drug-Free Schools and Communities Act**

In accordance with the Drug-Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by FPCC employees and its students on institutional property or at any of its activities is prohibited. FPCC will uphold the standards of conduct which prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students.

Fort Peck Community College will impose disciplinary sanctions (consistent with local, state, and federal laws), and consistently enforce such sanctions, relating to the unlawful possession, use or distribution of alcohol and illicit drugs by its employees and students. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences. At the

option of FPCC, an employee or student violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination, suspension, or expulsion.

Information regarding health risks associated with the use of illicit drugs and the abuse of alcohol, as well as alcohol counseling treatment and rehabilitation programs for students and employees is available from the Student Services Department in conjunction with the Fort Peck Tribes Spotted Bull Treatment Center and Tribal Health Department. Also, these departments will set up a Drug Awareness Workshop for students during Orientation and for employees during Staff and Faculty Orientation.

### **Section XXIII - Military Selective Service Requirement**

Effective July 1, 1983, an amendment to the Military Service Act (Public Law 97-951) stipulates that any student who fails to register with the Selective Service is ineligible to receive federal student aid. Specifically, this includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, National Direct Student Loan, Guaranteed Student/Plus Loan, and State Student Incentive Grant funds. Among federal Financial Aid applicants, men (citizens and eligible non-citizens except permanent residents of the trust territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old, who were born after December 31, 1959, and who are not currently on active duty with the armed forces must be registered.

### **Section XXIV - Campus Crime**

Pursuant to the Campus Security Act of 1990, Fort Peck Community College must provide statistics on campus crime, information on campus security measures, a description of the college's crime prevention and education programs, information on the college's response to sex offenses, and information on how to report crime and how to seek help if needed. The Office of Student Services will provide a Campus Crime Policy and publish campus crime information and preventive measures in a timely manner through newsletters, handouts, etc.

### **Section XXV - Financial Aid Office Forms**

1. F.A.O. Form 1 - Student Budget
2. F.A.O. Form 2 - Professional Judgment Worksheet
3. F.A.O. Form 3 - Request for FWS Employee
4. F.A.O. Form 4 - Student Application for FWS
5. F.A.O. Form 5 - Financial Aid Appeals Application
6. F.A.O. Form 6 - Application for Waiver of Tuition
7. F.A.O. Form 7 - Declaration of Major
8. F.A.O. Form 8 - Student Data Form
9. F.A.O. Form 9 - Release of Information, etc.

10. FPCC Sample Award Letter
11. FPCC Sample FWS Award Notice Letter
12. FPCC Sample Job Description
13. FPCC ISIR/SAR Correction Authorization
14. FPCC Sample Student Notice
15. FPCC Verification Working Paper
16. FPCC Sample Transfer Information Card
17. FPCC Sample Student Expense Survey
18. FPCC Sample Probation Letter
19. FPCC Sample Suspension Letter
20. FPCC Sample At Limit Letter



## FPCC Electronic Key Policy



**F O R T ♦ P E C K**  
COMMUNITY COLLEGE

**UPDATED 2015**

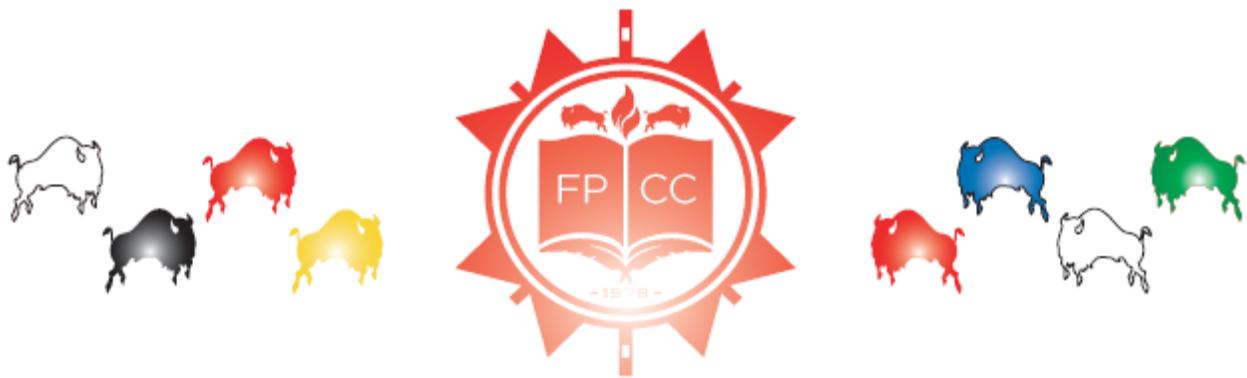
**Fort Peck Community College  
Electronic Key Policy**

Section I – Electronic Key Policy

As of January 1, 2013 Fort Peck Community College will be implementing the following electronic key policy.

- Any person losing their key will be charged a \$20 replacement cost
- Damaged keys will be replaced at no cost as long as the key is presented to the IT Department
- All temporarily issued keys will be issued at a \$20 deposit which will be refunded upon return of key

# Human Resources Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

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## Introduction

This Human Resources Policy Manual is provided as a central reference for all managers, supervisors and employees and applies to all staff & faculty of Fort Peck Community College.

The specific policies that follow promote the philosophy of Fort Peck Community College with regard to standards of excellence; terms of employment; employee development; and employee services.

It may be necessary to change these policies from time to time to reflect changes in the workforce, employment trends, & economic conditions. However, any changes in policy will be consistent with FPCC's approach to:

- Employing talented individuals whose creativity and imagination will support and contribute to achieving Fort Peck Community Colleges' business objectives;
- Communicating Fort Peck Community Colleges' standards and expectations in all aspects of employment including performance;
- Valuing diversity, and assure equal employment opportunity and a workplace where relationships are based on mutual respect;
- Treating all staff, workers, contractors and customers in a professional, non-discriminatory manner;
- providing safe, effective working conditions, and;

Any Policy changes will be fully consulted on and communicated to all staff through normal communication channels. This Policy Manual will also be updated as necessary.

This Policy Manual should be read in conjunction with Fort Peck Community Colleges' Staff Handbook.

Signed: \_\_\_\_\_  
Haven Gourneau, FPCC President

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## **Section I – Recruitment and Selection**

### **Introduction**

Effective recruitment and selection is central and crucial to the successful functioning of Fort Peck Community College. It depends on finding people with the necessary skills, expertise and qualifications to deliver FPCC's strategic objectives and the ability to make a positive contribution to the values and aims of the organization.

### **Advertisements**

Vacancies will generally be advertised in an appropriate newspaper or journal, and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.

Advertisements will also be notified to the local job service.

All vacancies will also be posted on FPCC webpage, [www.fpcc.edu](http://www.fpcc.edu). Fort Peck Community College will facilitate internal promotions wherever possible as development opportunities for its staff.

### **Application Process**

Candidates for all job openings will be asked to submit the following:

- Letter of interest
- Application
- Resume
- Three (3) letters of professional reference
- Transcripts

In applying for employment, all candidates will be provided with a job description, details of the appropriate conditions of employment. The job description will include a list of the main duties and responsibilities of the job opening, together with an outline of the qualifications and experience which candidates are expected to possess.

In drawing up the job description and conditions of employment FPCC will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

References should be in writing.

Pre-employment drug screening & Background Checks.

All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

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## Selection Methods

Interviews will be held by a panel comprising of three to five persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

The Human Resources Manager will be present on all interviews.

A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.

All candidates will be asked the same questions in the same order, and their responses rated. The panel each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and make a decision. Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.

It should be remembered that an interview is a two way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about FPCC, to ensure that they have a full understanding of the position for which they are applying and the way FPCC operates.

In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

The interview committee will choose a candidate and will give their recommendation to the FPCC President, who will send a written notification of the selection to the HR manager.

All interviewed candidates will be notified by letter by the HR Manger of the outcome of the selection process as soon as possible.

All unsuccessful candidates' application forms and interview notes will be retained for 6 months from the date of interviews taking place. After this date they will be destroyed.

## Relevant Checks

All offers of employment will be made conditional upon results from the following:

- three letters of references;
- pre-employment drug screening
- background check

## Probationary Period

All appointments into Fort Peck Community College will be made subject to a probationary period of ninety (90) days. After ninety (90) days a review meeting will take place between the new hire and their supervisor to discuss progress. At the end of the probationary period, and

subject to a satisfactory report by their supervisor, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individuals' supervisor consider this appropriate.

### **Recruitment Monitoring**

FPCC seeks to recruit employees on the basis of their ability and the requirements of the position.

FPCC wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

## **Section II – Orientation Policy & Checklist**

### **General Policy Statement**

Fort Peck Community College believes that all new employees **MUST** be given timely orientation training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define FPCC's commitment to ensure that all staff is supported during the period of orientation, to the benefit of the employee and FPCC alike.

### **Aim**

It is the aim of FPCC to ensure that staff orientation is dealt with in an organized and consistent manner, to enable staff to be introduced into a new position and working environment quickly, so that they can contribute effectively as soon as possible. This orientation policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the orientation process. It is expected that all managers and staff will adhere to this policy.

Fort Peck Community College expects that the implementation of good orientation practice by supervisors will:

- Enable new employees to settle into FPCC quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new employees are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production.

### **Fort Peck Community Colleges' Commitment**

FPCC's Human Resource Department will:

- Issue guidelines to familiarise managers and staff with the orientation process.
- Maintain and update the Policy.

- Provide a checklist for managers and staff to follow during the orientation period.
- Ensure there is effective monitoring of the orientation process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both managers and staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the orientation process.

## GUIDELINES FOR SUPERVISORS

### General

Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organization, a new environment and new colleagues. The purpose of orientation is to support new employees during this difficult period and to help them become fully integrated into FPCC as quickly and as easily as possible.

Orientation has benefits for all involved in the process. Employees who settle quickly into FPCC will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.

It is generally recognized that new employees are highly motivated and an effective orientation process will ensure that this motivation is reinforced.

### Benefits of Orientation

The advantages of an effective and systematic orientation process are as follows:

- To enable new employees to settle into FPCC quickly and become productive and efficient members of staff within a short period of time.
- To ensure that new employees are highly motivated and that this motivation is reinforced.
- To assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- To assist in developing a management style where the emphasis is on leadership.
- To ensure that new employees operate in a safe working environment.
- To reduce costs associated with repeated recruitment, training and lost production.

### Orientation Checklist

The Orientation checklist is a very useful way of ensuring that information is shared with new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks while ensuring that all areas are covered. Supervisors should confirm that these matters have been properly understood while the checklist is being completed, perhaps in the form of a weekly chat with the new employee. Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the orientation checklist should be signed by the relevant parties and placed in the member of staff's personnel file.

## **First Day of Employment**

Preparations should be made for the arrival of the new employee well in advance, for example, arrangements should be made to provide desk, equipment, and keys, etc.

Most new employees tend to be concerned primarily with two matters:

- a) Whether they can do the job and
- b) How they will get along with their new colleagues.

It is extremely important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate colleagues at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage, and should be conducted by someone who is well prepared and has sufficient time available. Supervisors should refer to the Orientation Checklist and use it as a basis for discussion, ensuring all documentation is complete.

A tour of the workplace will take place with the supervisor of the new employee allowing Fort Peck Community College to be viewed as a whole.

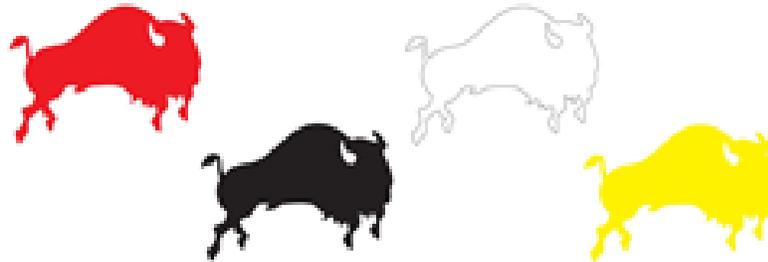
The new employee will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new employee's arrival. If possible one of the new employees colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

## **Completing the Orientation Process**

Orientation can be said to end when the individual become fully integrated into the organization. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the orientation checklist will provide this opportunity. In some areas, such as understanding wider aspects of the organization follow up after a number of months may be appropriate.

# FORT PECK

## COMMUNITY COLLEGE



### *Human Resource Policy Manual*

I, \_\_\_\_\_ have read and understand the Fort Peck Community College Human Resource Policy Manual.

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Employee Signature

Date

I, Michelle Day, HR/Payroll Manager, have read over & given the Fort Peck Community College Human Resource Policy Manual to the above named employee and feel they understand the policies.

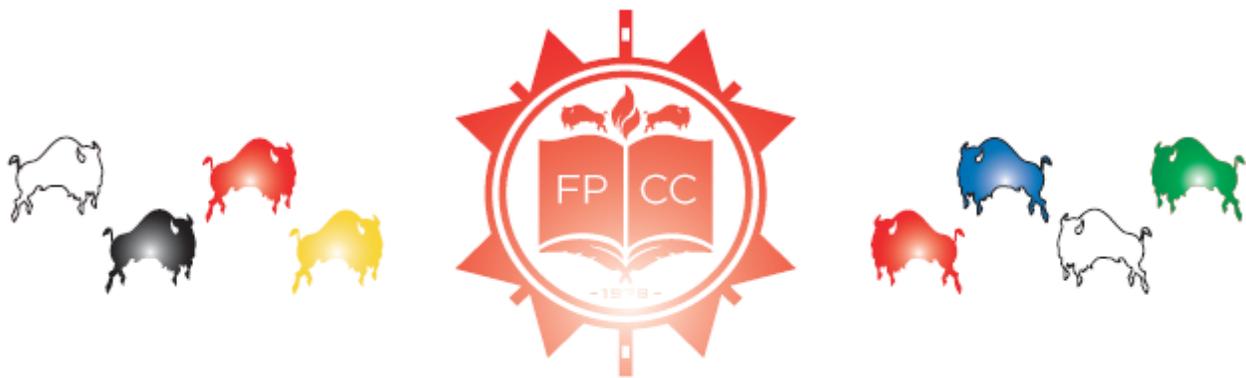
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HR/Payroll Signature

Date



## Institutional Assessment and Research



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## **Institutional Assessment and Research**

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**Institutional Assessment and Research Mission**

The mission of the Office of Institutional Assessment and Research is to assure that Fort Peck Community College (FPCC) is meeting the mission and goals of the institution through continual assessment of programs, services and instruction and to assure that students receive the best education that can be provided by FPCC.

**Institutional Assessment and Research Goal**

The goal of the Office of Institutional Assessment and Research is to assure that timely and accurate information is collected, through the use of proper assessment instruments, that will allow Fort Peck Community College to make decisions regarding programs, students, faculty, and services to assure that the Institution meets all reporting requirements and is providing the best possible quality education to the constituents it serves.

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## **Section I – Policy**

The Office of Institutional Assessment and Research, working with all programs and departments within Fort Peck Community College, will be responsible for the assurance that data being collected by those departments is reflected in an accurate manner utilizing standardized or specialized instruments. The information and data collected will then be made available to responsible users of FPCC statistics.

## **Section II – Procedure**

Develop instruments of assessments.

- In May of each year, review existing documents for accuracy and check to see that they are complete.
- Recommend changes to instruments to provide timely, accurate information.
- Prior to Fall semester, work with each department effected to assure the implementation of these instruments.

Working with the responsible departments, assure the necessary surveys are completed and the information from these surveys is recorded and the results are disseminated as necessary.

- By the beginning of Fall semester, review surveys that are currently being used and what additional surveys are needed.
- Develop those instruments that are lacking
- Working with those departments responsible for surveys, establish a calendar of due dates for survey completion.
- Record result and disseminate information.

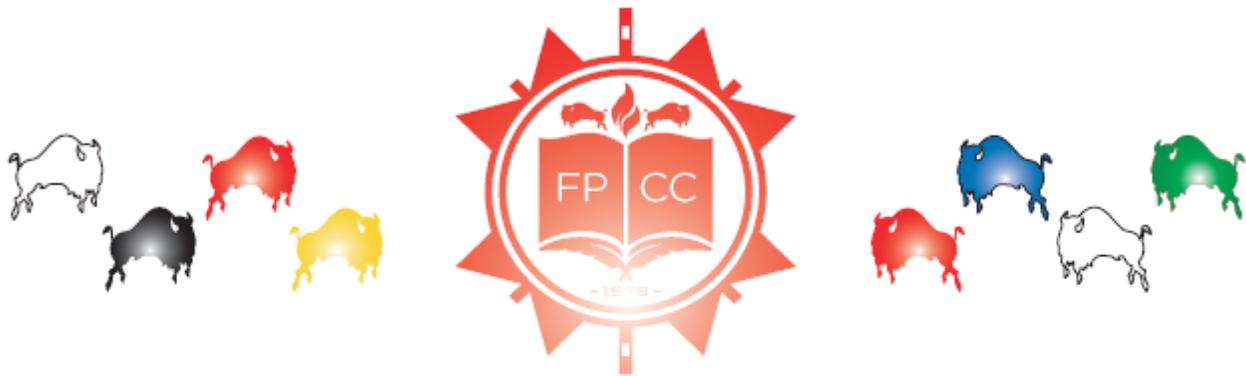
Write progress reports to meet time lines.

- Prepare the Title III, April progress report.
- Prepare the Title III, annual October report.

Coordinate training as needed.

- Working with the Faculty Development Committee, assist in the development of training that is needed in order to improve the faculty performance in relation to the requirements of the Title III grant.
- Coordinate any computer training that is needed that will enable and enhance the use of the Local Area Network and Wide Area Network.

# Intellectual Property



**FORT PECK**  
COMMUNITY COLLEGE

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## Intellectual Property

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To the extent not in conflict with policies of Fort Peck Community College, works made in the course of a faculty member's normal duties and responsibilities are the sole property of the faculty member, who has the right to determine the use, disposition of, and distribution of revenue derived from such work. This includes all works originally prepared and used by the faculty member in the preparation of and delivery of classes, short courses, seminars and presentations, either by traditional classroom lecture, video, teleconference, webcast, telecast, radio broadcast, DVD, or other archival storage and replay technology. Access to faculty owned intellectual property will be limited by the originating faculty member to enrolled students, but will be made available for review by administration and accrediting agencies. The originating faculty member will be the final arbiter of the extra-curricular use and dissemination of such property beyond the originating faculty member's teaching load.

Works which are produced by an employee in connection with an approved and sponsored research project are treated in accordance with the agreement negotiated with the sponsor. In the absence of such an agreement or the extent that such an agreement does not fully address ownership of works produced; such works shall be treated in accordance with the remaining sections of this policy.

### **Copyright**

When an employee is assigned work or responsibilities for the specific purpose of developing computer programs, visual aids, manuals, public relations material, or other copyrightable works, the works produced pursuant thereto and all royalties therefrom shall be property of Fort Peck Community College. Assignment of the copyright shall be indicated either on the individual employment contract or in a separate document countersigned by the employee. Should the campus and the employee agree to a division of royalties, such division must be included in the contract or in a separate document countersigned by the employee. If Fort Peck Community College does not wish to copyright the work, the employee may obtain a written release from the President of Fort Peck Community College and the employee may then copyright the work in his or her own name.

When an employee develops copyrightable works other than those defined above, he or she shall have the sole right of ownership and disposition of such works. When such works are produced, developed or authored through the use of, or with the aid of campus facilities, personnel, or other resources, the campus must be reimbursed the fair market value of the use of any such facilities, personnel or resources, except those considered part of the normal academic environment including library facilities. Ownership of commercially valuable, copyrightable software (specifically, source code data manipulation) developed by a Fort Peck Community College employee as part of his/her work at Fort Peck Community College will be treated as if this intellectual property were patentable. Activities and materials covered by this policy thereby are excluded from the preceding copyright policy and included in the patentable works section below.

### **Patentable Works**

Fort Peck Community applies the same policy to patentable works as to copyrightable software discussed above.

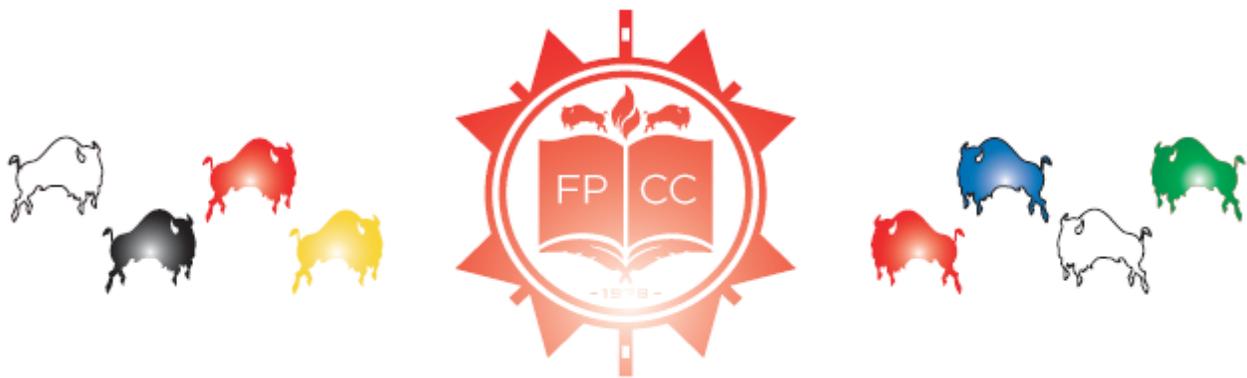
All patentable inventions made by employees of Fort Peck Community College when the employee is specifically assigned duties and/or when significant use of Fort Peck Community College facilities, personnel, and equipment has been used to develop the patentable item are the joint property of Fort Peck Community College and that employee. Revenue generated from such patentable or copyrighted computer data manipulation software will be allocated.

First, all actual cash costs associated with production, patent, and copyright will be reimbursed to the college and the inventor.

Fifty percent (50%) of net revenues or royalties attributable to the licensing, lease or sale of the patented or copyrighted material will be directly paid to the employee(s) who developed the patent or copyrighted software. The employee(s) will be responsible for all individual income taxes on their earnings.

Fifty percent (50%) of net revenues will be direct revenue to Fort Peck Community College and used in any manner deemed appropriate by the Board of Directors of Fort Peck Community College

# NACTEP Handbook



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

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## Introduction

Welcome to **Fort Peck Community College's Native American Career and Technical Education Program (NACTEP)**. The program is based upon teamwork, and it is expected that your enthusiastic participation will enhance the program atmosphere, benefit the reservation community, and provide a rewarding experience for you, personally and professionally.

This handbook is a guide for your participation in the program. It outlines both your responsibilities as a trainee and the program's commitment to you. These policies have been developed in order to promote sound relationships, good work habits, and equitable treatment for all trainees. **Students will be referred to the Fort Peck Community College Student Handbook for anything not covered in this handbook. Students will also be required to adhere to the Fort Peck Community College Student Handbook, and Financial Aid Policies and Procedures.**

## Fort Peck Community College Mission Statement

- A. Fort Peck Community College serves the people of the Fort Peck Reservation and northeastern Montana as a medium of Indian awareness, enabling increased self-awareness.
- B.
- C. The College offers an academic program that enables students to earn credits in college courses designed to prepare students to enter the workforce or transfer to other institutions of post-secondary and higher education.
- D.
- E. The College serves the constituency of the reservation populations by maintaining occupational training programs based on the needs of the people living on and near the reservation and on potential employment opportunities available in the region.
- F.
- G. The College serves the people by initiating and supporting community activities and organizations based on the needs and wishes of community members.

## Fort Peck Community College Philosophy

To meet the unique educational needs of Indian people, Fort Peck Community College believes that the opportunity for higher education must be provided on the reservation. Since many of the people choose not to leave their homeland, it is necessary that education be brought to them. An important function of FPCC is to preserve Indian culture, history, and beliefs and to perpetuate them among the Indian people of all ages.

Self-awareness through education is a foundation that is necessary to build a career, a lifestyle, and to achieve a true sense of self-pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is service to the Indian population of the Fort Peck Reservation.

## **Section I – The Native American Career and Technical Education Program (NACTEP)**

The NACTEP objectives specifically meet the needs of the Fort Peck Indian Community and adhere to the mission of Fort Peck Community College by providing comprehensive vocational and technical education services to residents of the Fort Peck Reservation and surrounding communities. One of the goals of the grant is to improve training opportunities that meet current employment demands and to enhance the employability of the participants through:

- Vocational training opportunities in the field of:
  - Automotive Technology
  - Building Trades
  - Business Technology
  - Computer Technology
  - Graphics/Web Design
  - Heavy Equipment Operator
  - Electrical Line Worker
  - Trucking Driving/CDL
  - Welding Technician
  - Diesel Technology
- Career Awareness
- Job placement and related career guidance services.
- An opportunity to improve the quality of lives of the adults on the Fort Peck Indian Reservation and surrounding communities.

NACTEP Program Director and NACTEP Program Coordinator will work with the FPCC Student Services Director to provide these services and ensure the smooth operation of the NACTEP program.

**Students receiving a stipend through the NACTEP program must adhere to the policies explained herein. Every trainee selected for the program will receive a copy of this handbook and will be responsible for learning the important information it contains.**

## **Section II – Native American Career and Technical Education Program (NACTEP) Policies and Procedures**

### **Applicability**

#### Applicability

These policies and procedures will be applicable to all trainees who are participating in the Native American Career and Technical Education Program (NACTEP).

#### Definitions

**Trainee:** Those persons selected for, enrolled in, and funded by the NACTEP program for training purposes.

**College President:** Oversees all college programs and personnel.

**Project Director:** Is responsible for the overall administration of the NACTEP Program.

**Project Coordinator:** Maintains all NACTEP student and office records, student time cards, attendance records, contact information, disseminates information, and updates student and program files as needed.

**Instructor:** Teachers employed by Fort Peck Community College oversees the academic elements of each training program.

**Academic Program Advisor:** Each trainee will have an advisor who will counsel the trainee about his/her course of study, degree requirements, and possible academic difficulties.

## **Orientation**

### Orientation

Upon entry into the program, each trainee will be provided with an orientation session by the Project Director, Program Coordinator, and Advisor. Orientation sessions will cover:

- The Student Handbook
- Expectations of the Trainee
- Requirements of the NACTEP Program
- Requirements for Graduation – i.e., passing every course.

At the orientation, each trainee will receive a copy of this handbook.

## **Eligibility**

All trainees must submit the following in order for their files to be considered complete:

- Fort Peck Community College Application
- High School/GED and College Transcripts
- NACTEP Student Application Form
- Test Results – TABE or Asset
- Documentation of Financial Need/FAFSA/Financial Aid Budget.
- Release of Information Form

All trainee positions are recruited by advertisement and word of mouth.

A committee of College Faculty and Staff shall select Trainees, herein after referred to as the NACTEP Selection Committee.

The NACTEP Program will maintain a file on each trainee. This file shall contain his/her completed application according to eligibility requirements, grade reports, attendance reports, progress reports, evaluations, and counseling contacts. This file is confidential, but each trainee has the right to examine the contents of his/her file upon written request to the NACTEP staff.

## **General Conditions**

### Compensation

- All trainees will receive a stipend. The stipend is hourly and based upon the students'

attendance in individual classes. Stipends will not exceed \$250 per month (\$1,000 per semester).

- Trainees are eligible to receive other sources of funding, i.e., PELL, Higher Education funds, scholarships, and are encouraged to apply for funding.
- Students must be enrolled fulltime (12 + credits) to receive a stipend.

#### Length of Training

- Each trainee will be allowed a maximum of twenty-four (24) months to complete his or her educational program or as published in the FPCC catalog per individual student education program.

#### Training Hours

- Class time – All trainees must attend the classes in which they are enrolled. Class attendance and trainee progress is monitored through weekly attendance and progress reports submitted by instructors to the NACTEP Program Coordinator. Trainees will be docked pay for failure to attend classes and may be removed from the Program if absence becomes a serious problem.

#### Payroll Period

- Trainees are paid a stipend of \$250.00/month, the hourly rate is determined by the amount of class periods the student is required to attend.
- Stipends will be included in the student financial aid packaging.
- Time cards are available at the front desk or at the Institutional Development office located on the boulevard.
- Training stipends are paid on a monthly schedule
- Stipend checks are delivered only to the trainee or person authorized by the trainee in writing.
- Checks are released through Patty Murray, Cindy Smith or Joy Toavs at the Institutional Development office located at southeast corner of Lanny Frantzick Boulevard.
- Time cards are due on the last working day of each month, timecards handed in later than one week of the official due date will not be processed until the next month, unless extenuating circumstances can be determined.

#### Advances

- Trainees will not receive advance on stipends.

### **Leave and Absences**

#### General Policy

You are in a training program which has a specific course content and time table; you will be expected to attend the maximum number of classes possible. Every effort must be made to notify

the instructor before the beginning of the class, if you are unable to attend. Trainees should call his/her instructor:

- 768-5476 - Automotive/Heavy Equipment – Marvin Olson or Steve Harada
- 768-5453 - Building Trades – Brad Iwen
- 653-3902 – CDL – Wolf Point – Gerry Archdale
- 768-3086 – CT/IT – Judy Ogle
- 768-6335 or 768-6336 – BU – Billy Norgaard or Jody Magnan
- 768-3622 – Lineman – Mike Dimas
- 768-3622 – Welding – Steve Bushman or Wayne Loveland

**Annual Leave: Trainees do not earn annual or sick leave.**

### **Time and Attendance**

Trainees will be docked for every hour of class-time not attended (i.e., one hour of stipend time for each class hour missed).

Trainees ( on case by case basis), may be paid for class time missed due to extreme illness or other emergency situations, provided the trainee makes arrangements with his/her instructor to make up the assignments. The Trainee will need to produce a doctor's statement and/or other documentation for the absence.

Chronic absenteeism of a trainee will be the basis for termination from the NACTEP Program.

Holidays (officially recognized by FPCC) will be counted on timecards (instructors still must sign as verification you were there the day before & the day after the holiday).

### **Stipends**

#### Credits

- Trainees are required to take 12 credits or above per semester and maintain a grade point average of 2.00 or better and **no F's**. It is highly recommended that students carry 15 credits per semester to be able to complete their program within the required time.
- Trainees that do not attain the minimum GPA of 2.00 will be put on probation for one semester.
- Trainees who do not have a cumulative or overall GPA of 2.00 by the end of the probationary quarter will be terminated from the program.

#### Tuition & Books

Students must use either their stipend or other funding to cover these costs.

#### Evaluation

- Trainees will be evaluated on a continual basis through weekly progress reports submitted by instructors, counseling contacts, and grade reports.
- Trainees will be given an opportunity to evaluate the instructors at the end of each semester.
- Evaluation is used as a process for improving the program.

### Placement

**Every effort will be made to place trainees at a four-year college or into the private sector upon graduation. Stipend may be provided during the summer months, contingent upon the availability of funds.**

### Meetings

- Trainees will meet the first Friday of each month with the Program Coordinator during the semester to discuss current progress, problems encountered, and to serve as routine communication.
- NACTEP Orientation will be held each semester. New and continuing students are expected to attend to review the handbook and receive their timecards.
- Trainees will meet with their Academic Advisor on a regular basis to determine progress.

### Conduct

Verbal or physical abuse of an Instructor or staff member will result in termination.

Any trainee who reports for training consistently showing the effects or the after effects of alcohol or drugs shall be given a warning and referred for counseling. Three (3) offenses will be grounds for termination.

Uses of alcohol or non-prescribed drugs during hours are grounds for immediate dismissal.

Disciplinary Procedure:

1. Before taking any disciplinary action an instructor will inform the trainee of the situation and attempt to work an internal settlement. The trainee will be referred to the Program Coordinator.
2. When a warning is issued to a trainee, it must be in writing with a copy of the warning placed in the trainees' personnel file.
3. When a trainee is suspended, the length of the suspension and reason shall be noted and placed in the trainees' personnel file. Concurrence from the NACTP Director and NACTEP Selection Committee is required.
4. In the event of termination, the reason and date will be noted and placed in the trainees' personnel file. Concurrence of the NACTEP Director and the NACTEP Selection Committee is required for all terminations.

---

## Grievance and Appeals

### General

All trainees have the right to form complaints, appeal disciplinary actions or make suggestions for improvement of the training program.

The process for all grievances and appeals start through the Coordinator.

### Appeals

Falling below a cumulative GPA of 2.00 is not open to appeal.

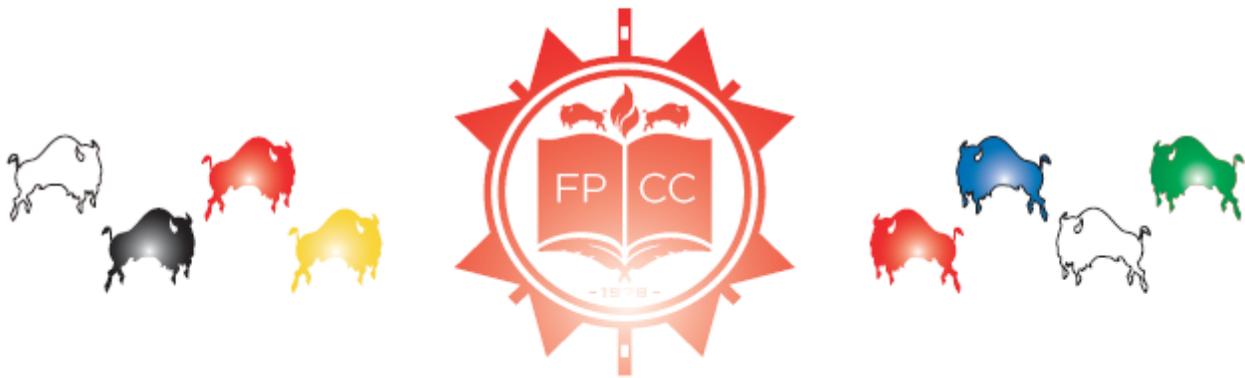
In special circumstances in which a trainee is unable to complete his/her classes due to situations beyond their control, the trainee will describe the situation in writing to the Program Coordinator. The NACTEP Selection Committee will render a decision based upon the evidence presented by the trainee in writing.

If a trainee had a grievance against any person, action or situation in the NACTEP program, the trainee will state the facts clearly and concisely in writing and present it to the next level in the Administrative hierarchy. The next level will review the reasons why the trainee feels the decision was unfair, and then make a decision whether to review the appeal.

When a trainee feels that the appellate decision is unjust, the trainee will set in written form his/her reasons and present them to the next level in the administrative hierarchy. The next level will review the reasons why the trainee feels the decision was unfair, and then make a decision whether to review the appeal.



# Sexual Discrimination & Sex-Based Harassment Policy



**F O R T ♦ P E C K**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Sexual Discrimination and Sex-Based Harassment Policy

Adopted by the FPCC Board of Directors  
March 26, 2008

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## Contact Information

Sexual Discrimination and Sex-Based Harassment  
Designated Title IX Compliance Officer

Elijah Hopkins, Vice President for Student Services  
P.O. Box 398  
Poplar, MT 59255  
[ehopkins@fpcc.edu](mailto:ehopkins@fpcc.edu)  
Office Phone: 1-406-768-6371  
Office Location: War Eagle Vision Building, Student Services, Poplar Campus

Sexual Discrimination and Sex-based Harassment Prevention and Review Committee (SDHP Review Committee) – 2008/2009

1. Elijah Hopkins, Vice President for Student Services  
P.O. Box 398  
Poplar, MT 59255  
[ehopkins@fpcc.edu](mailto:ehopkins@fpcc.edu)  
Office Phone: 1-406-768-6371  
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2. Wayne Two Bulls, Vice President for Academic Affairs  
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Poplar, MT 59255  
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Office Phone: 1-406-768-6312  
Office Location: Greet the Dawn Administration, Top Floor, Poplar Campus
3. Larry Wetsit, Vice President for Community Service  
P.O. Box 398  
Poplar, MT 59255  
[lwetsit@fpcc.edu](mailto:lwetsit@fpcc.edu)  
Office Phone: 1-406-768-6311  
Office Location: Greet the Dawn Building, Poplar Campus
4. Craig Smith, Vice President for Institutional Research & Development  
P.O. Box 398  
Poplar, MT 59255  
[csmith@fpcc.edu](mailto:csmith@fpcc.edu)  
Office Phone: 1-406-768-5555  
Office Location: Poplar Boulevard, Poplar Campus

## **Administrative Statement**

Fort Peck Community College (FPCC) is committed to maintaining a campus environment free from all forms of coercion that impede the academic process and adversely affect the lives of those who work, study, and live here. This commitment includes the prevention – and, where occurs, the punishment – of harassment or discrimination on the basis of sex or sexual orientation.

Our policy on sexual harassment or discrimination is clear and explicit; sexual harassment or discrimination in any form is unacceptable, and it will not be tolerated at Fort Peck Community College. Further, the College will not tolerate retaliation against any individual who make a good-faith complaint of sexual harassment or discrimination or who participates in a sexual harassment or discrimination investigation.

FPCC is committed legally and philosophically not only to dealing firmly with all instances of sexual harassment or discrimination brought to its attention, but also to developing awareness and an environment that discourages such behavior. FPCC is committed to educational efforts to address the issue of sexual harassment or discrimination on campus, as well as to pursuing disciplinary action against those who choose to violate the rights of others.

Eradicating sexual harassment or discrimination and fostering a respectful environment requires a continuing commitment from all members of the College community. Additionally, supervisors, managers, academic administrators, and all members of the faculty share a special responsibility for taking prompt actions, including notifying the appropriate resource people, if they become aware of conduct that they reasonably believe may violate the College's sexual harassment or discrimination policy.

### **Section I – Policy Statement**

It is the policy of Fort Peck Community College that no male or female member of the FPCC community – students, faculty, administrators, or staff – may sexually harass or discriminate against any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when any of the following occurs.

- Submission to such conduct is made or threatened to be may either explicitly or implicitly, a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would see is an intimidating, hostile, or offensive employment, educational or living environment.

#### **Some Examples of Sexual Discrimination and Sex-Based Harassment May Include**

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, patting, or hugging
- Pressure for or forced sexual activity
- Unnecessary and unwelcomed references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendoes or humor

- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- E-mail and Internet use that violates this policy

## **Section II - Additional Guidance**

### Investigation and Confidentiality

All reports describing conduct that is inconsistent with FPCC's Sexual Discrimination and Sex-Based Harassment Policy will be promptly and thoroughly investigated. All parties involved in the investigation are expected to cooperate in a truthful manner with the investigation process. Please refer to the Complaint Resolution Guidelines for additional information regarding the investigation process.

The College cannot promise complete confidentiality in its handling of harassment complaints. FPCC makes every reasonable effort to handle inquiries, complaints, and related proceedings in a manner that protects the confidentiality of all parties. Each situation will be resolved as discreetly as possible, with information shared only with those who need to know in order to investigate and resolve the matter. In certain circumstances, the College may be able to address harassment concerns and stop problematic behavior without revealing to the accused harasser the identity of the person who complained. However, this may not be possible in every matter, as some situations require the disclosure of the complainant's identity in order to fully investigate the matter and/or to enable the accused harasser to fully respond to the allegations against him or her.

In its investigation, the College will be sensitive to the feelings and situation of the alleged victim and/or reporter of sexually harassment. Nonetheless, the College has a compelling interest to address all allegations of sexual harassment brought to its attention. FPCC reserves the right to take appropriate action in such circumstances, even in cases when the complainant is reluctant to proceed.

### Retaliation

FPCC prohibits retaliation against anyone for inquiring about suspected breaches of FPCC policy, registering a complaint pursuant to its policies, assisting another person in making a complaint or participating in an investigation under its policies. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Anyone experiencing any conduct he or she believes to be retaliatory should immediately report it to one of the individuals listed under "[Where to Get Advice and Help](#)."

### Resolution

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the College, consistent with FPCC procedure. Please refer to the [Complaint Resolution Guidelines](#) for additional information.

### Your Responsibilities

All members of the College community are responsible for creating a working, learning and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed under "[Where to Get Advice and Help](#)," if any of the following occurs:

- You believe you have been subjected to conduct that may violate this policy;
- You believe you have been retaliated against in violation of this policy; or
- You hold a supervisory, management or teaching position, and have been told about or witnessed conduct that you think may violate this policy.

### Vendors, Contractors and Third Parties

The College's policies on discrimination and harassment, including sexual harassment, apply to the conduct of vendors, contractors and third parties. If a member of the College's community believes that he or she has been subjected to conduct by a vendor, contractor or third party that violates this policy, the community member should contact one of the individuals listed under "Where to Get Advice and Help." The College will respond as appropriate.

### Academic Freedom

FPCC is committed to the principles of free inquiry and free expression – to providing an environment that encourages the exploration and exchange of ideas. The College's discrimination and harassment policies are not intended to stifle this freedom, nor will it be permitted to do so. Prohibited discrimination and harassment, however, are neither legally protected expression nor the proper exercise of academic freedom; and such conduct is incompatible with the values of FPCC.

### **If you are discriminated against or harassed....**

- Know that discrimination, harassment, and sexual harassment are against FPCC's policy and may be against the law.
- Get help by contacting one of the SDHP Review Committee members listed in "Where to Get Advice and Help."
- Review the Sexual Discrimination and Sex-based Harassment Policy to learn more about sexual harassment.
- Don't blame yourself.
- Keep a written, dated record of events.
- **File a written complaint using the FPCC SDHP Complaint Form (the complaint must be on file with the SDHP Review Committee within 80 calendar days from the day the incident occurred). Complaint forms are available from the SDHP Review Committee members who are listed in "Where to Get Advice and Help".**
- Don't delay.

### **If you think you may have offended or harassed someone....**

- Change your behavior.
- Apologize as soon as possible.
- Get advice from one of the SDHP Review Committee members listed in "Where to Get Advice and Help".
- Educate yourself about the College's policies and about sexual harassment.
- Don't assume others will tell you when they feel offended or harassed by what you do or say.
- Examine how others respond to what you say or do.
- Consider how your behavior affects others' self-esteem or attitudes toward their work or education.

### **If you are an FPCC Employee or FPCC Student**

- Contact the SDHP Review Committee as soon as possible if a member of the College's community comes to you with a harassment-related concern.
- Familiarize yourself with the College's Sexual Discrimination and Sex-based Harassment Policy.
- Consider enrolling in a sexual harassment seminar or training program.
- Model appropriate behavior at all times.

### Where to Get Advice and Help

The individuals listed below are current members of the FPCC Sexual Discrimination and Sex-based Harassment Prevention and Review Committee:

Elijah Hopkins, Vice President for Student Services  
 P.O. Box 398  
 Poplar, MT 59255  
[ehopkins@fpcc.edu](mailto:ehopkins@fpcc.edu)  
 Office Phone: 1-406-768-6371  
 Office Location: War Eagle Vision Building, Poplar Campus

Wayne Two Bulls, Vice President for Academic Affairs  
 P.O. Box 398  
 Poplar, MT 59255  
[wtwobulls@fpcc.edu](mailto:wtwobulls@fpcc.edu)  
 Office Phone: 1-406-768-6312  
 Office Location: Greet the Dawn Administration, Top Floor, Poplar Campus

Larry Wetsit, Vice President for Community Service  
 P.O. Box 398  
 Poplar, MT 59255  
[lwetsit@fpcc.edu](mailto:lwetsit@fpcc.edu)  
 Office Phone: 1-406-768-6311  
 Office Location: Greet the Dawn Building, Poplar Campus

Craig Smith, Vice President for Institutional Research & Development  
 P.O. Box 398  
 Poplar, MT 59255  
[csmith@fpcc.edu](mailto:csmith@fpcc.edu)  
 Office Phone: 1-406-768-5555  
 Office Location: Poplar Boulevard, Poplar Campus

**Alternate** – if the case being investigated concerns a member of the SDHP Review Committee, the remaining committee will select an alternate to replace the concerned member. The alternate will serve in this capacity only during the case involved.

### Investigator

The SDHP Review Committee will appoint an impartial investigator from the FPCC staff, faculty or administration for individual cases. Three FPCC employees will be selected to serve in this capacity and will be appropriately trained in investigative procedure. Prior to selection, the SDHP Review

Committee will assess the independence and impartiality of the selected individual for the case in question.

### **Section III – Complaint Resolution Guidelines**

#### **Investigation**

All reports describing conduct that is inconsistent with FPCC's Sexual Discrimination and Sex-based Harassment Policy will be promptly and thoroughly investigated. Depending upon the circumstances, the investigator generally will be one selected by the SDHP Review Committee. The investigator will ask the respondent about each allegation, and will give the respondent an opportunity to explain the situation from his or her perspective. If additional information is provided by the respondent, or additional witnesses are identified by the complainant, respondent or a knowledgeable third party, the investigator will follow up on such information, as determined appropriate by the investigator. In some instances, this will require the investigator to interview the complainant and respondent on several occasions. All parties involved in the investigation are expected to cooperate in a truthful manner with the investigation process.

#### **Notification of Respondent**

When a complaint has been received by the SDHP Review Committee, the person conducting the investigation will advise the respondent of the allegations against him or her. Complaints will be resolved with sensitivity to the possibility that the complainant and the respondent may have to work or otherwise interact in the future. This may mean that the respondent will not be advised of the identity of the individual who made the complaint or of the individuals who are involved in the investigation.

#### **Support Person**

During the investigation process, both the complainant (the individual who complains of harassment) and the respondent (the accused harasser) may ask a non-attorney support person to accompany him or her. The support person cannot be a potential witness in the matter. Since these are internal FPCC proceedings, the persons involved may not have legal counsel present at any interview during the investigation. In cases involving multiple complainants or respondents, the support person cannot be another respondent or complainant. The support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain confidentiality of the process. Witnesses to harassing conduct and others involved in an investigation are not entitled to a support person. A signed confidentiality form will be required prior to any meeting/interview in which a support person is in attendance.

#### **Confidentiality**

The goal of the FPCC sexual harassment policy is to provide members of the College community with a positive working and learning environment that is free from sexual harassment and discrimination. Complaints of sexual harassment and discrimination will be investigated in a manner that is consistent with this goal. All participants in the investigation will be advised that they should keep the complaint and the investigation confidential.

FPCC cannot promise complete confidentiality in its handling of harassment and discrimination complaints. FPCC will make every reasonable effort to handle inquiries, complaints, and related proceedings in a manner that protects the confidentiality of all parties. Each situation is resolved as

discreetly as possible, with information shared only with those who need to know in order to investigate and resolve the matter. In certain circumstances, the College may be able to address harassment concerns and stop problematic behavior without revealing to the alleged harasser the identity of the person who complained. However, this is not possible in every matter, as some situations require the disclosure of the complainant's identity in order to fully investigate the matter and/or to enable the accused harasser the ability to fully respond to the allegations against him or her.

In its investigation, the College will be sensitive to the feelings and situation of the alleged victim and/or reporter of sexual harassment or discrimination. Nonetheless, the College has a compelling interest to address all allegations of sexual harassment and discrimination brought to its attention. FPCC reserves the right to take appropriate action in such circumstances, even in cases when the complainant is reluctant to proceed.

### Resolution

At the conclusion of the investigation, the investigator will provide his or her conclusions and recommendation to the SDHP Review Committee. The SDHP Review Committee will review the recommendation and then, in consultation with the appropriate supervisor and, where appropriate, the FPCC President, will make a decision concerning the resolution of the complaint and any sanctions that will be imposed. The SDHP Committee will inform both the complainant and the respondent of the outcome. The College's response is tailored to the severity of the allegation and in some circumstances, an investigation may result in a written or verbal apology from the harasser, harassment education for the affected department, and other measures designed to prevent problems from reoccurring. Serious actions of sexual harassment or discrimination may lead to suspension, termination or exclusion pursuant to established College policies for dealing with misconduct by faculty, staff or students. In such instances, the complainant and respondent will be advised of the outcome of the investigation in writing.

### Appeal Process

Appeals of any disciplinary action may be made in writing and submitted to the SDHP Review Committee. The written appeal must be received by the SDHP Review Committee within 5 working days of receiving the final investigative report from the SDHP Review Committee.

At the end of the appeal process, the complainant and the respondent will be notified within 3 working days of the outcome in writing.

### Investigative, Findings and Resolution Timeline

1. **Written or verbal complaint** received by the Sexual Discrimination and Sex-based Harassment Prevention and Review Committee – investigation begins immediately.
2. **Notification of Respondent** – the SDHP Committee will contact the respondent within 2 work days of receiving the complaint.
3. **Investigation** – the investigation process will be finalized within 10 work days of receiving the initial complaint.
4. **Resolution** – at the conclusion of the investigation, the investigator will provide his or her written conclusions or recommendations to the SDHP Review Committee within 3 work days. Within 2 work days of receiving Investigators written conclusions or recommendations the SDHP Committee will contact both the respondent and complainant with the outcome of the investigation and any sanctions that may be imposed.

## Appeals

Written appeals must be submitted to the SDHP Committee within 5 work days of receiving the final investigative report from the SDHP Committee. The SDHP Committee will have 5 working days to come to a decision concerning the appeal. At the end of the appeal process, the complainant and the respondent will be notified in writing within 3 work days of the outcome of the appeal.

## **Section IV – Seminars and Training Programs**

Education is the best tool for the prevention and elimination of sexual harassment and discrimination. A vital part of FPCC's anti-harassment and discrimination initiative is ensuring that members of the FPCC community understand the College's policies and procedures are aware of the various types of conduct that may constitute a violation of these policies, and know where to turn should an issue arise.

The FPCC Sexual Discrimination and Sex-based Harassment Prevention and Review Committee will offer on-line and on-site programs and seminars on an ongoing basis to all members of the College community. In addition, training programs, orientation sessions, and departmental briefings will be developed and tailored to specific needs and concerns. Some of these trainings and programs may include the following:

1. Recognizing and Preventing Discrimination and Harassment
2. Managing to Prevent and Address Harassment: A Guide for Supervisors and Academic Administrators
3. An Anatomy of an Investigation
4. Faculty Seminar on Sexual Harassment

All members of the FPCC Community will be notified of training being offered through the FPCC Newsletter, email announcements, posters, mail flyers, and through the FPCC Website. Requests for specific training can be made through the SDHP Review Committee.

## **Section V – Additional Resources**

FPCC disseminates a multitude of resource aids for the College community. These resources are published in the form of brochures, handouts, posters and the FPCC website. Information is distributed annually to all faculty, staff and students, as well as distributed in multiple locations throughout the campus.

- Sexual Discrimination and Sex-based Harassment Office Brochure
- College Posters
- FPCC Website Information
- Special Guidance for Managers, Administrators, and Individuals in Teaching Positions

Copies of brochures, handouts and posters can be obtained from the SDHP Review Committee or through the Student Services Department.

## Sexual Discrimination and Sex-based Harassment Contact/Timeline Form

Name of Complainant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Timeline:**

- \_\_\_\_\_ Date Received Complaint – Investigation Begins Immediately
- \_\_\_\_\_ Date SDHP Notified Respondent (within 2 work days)
- \_\_\_\_\_ Date Investigation Ended (within 10 work days of complaint received)
- \_\_\_\_\_ Investigator Sends Conclusions/Recommendations to SDHP Committee (within 3 work days)
- \_\_\_\_\_ Date SDHP Committee contacted Respondents and Complainants (within 2 work days)
- \_\_\_\_\_ Appeal Submitted (within 5 work days) \_\_\_\_\_ Review Complete (5 working days)
- \_\_\_\_\_ Appeal Response from SDHP (3 work days)

**List Documents Attached:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Contacts:**

Complainant

- |          |             |
|----------|-------------|
| 1. _____ | Date: _____ |
| 2. _____ | Date: _____ |
| 3. _____ | Date: _____ |
| 4. _____ | Date: _____ |

Respondent:

- |          |             |
|----------|-------------|
| 1. _____ | Date: _____ |
| 2. _____ | Date: _____ |
| 3. _____ | Date: _____ |
| 4. _____ | Date: _____ |

Comments:

\_\_\_\_\_

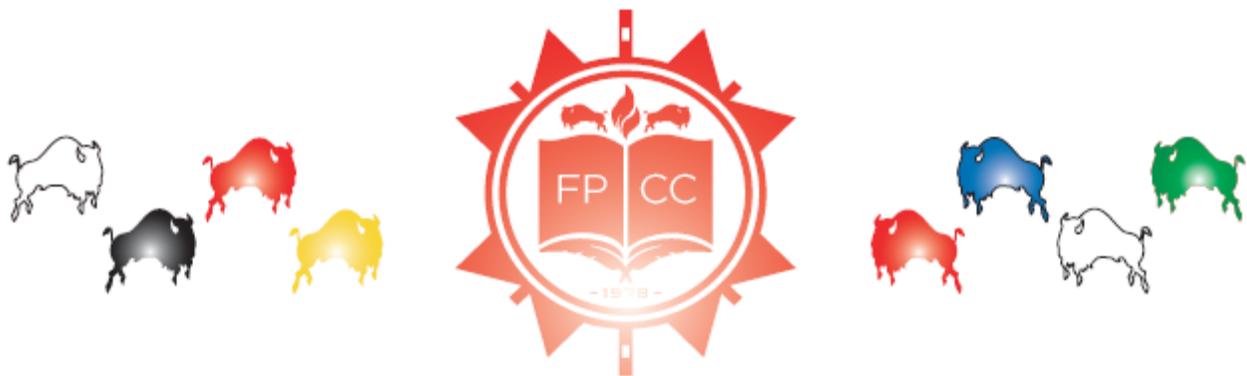
\_\_\_\_\_

\_\_\_\_\_

**A copy of the Investigators conclusions or recommended sanctions must be attached.**



# Student Drug Testing Policies & Procedures



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## **Student Drug Testing Policy and Procedures**

Certified Truck Driving Program, Heavy Equipment Operator Program and  
Electrical Line Worker Program

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## **Section I – Statement of Need and Purpose**

It is the purpose of Fort Peck Community College to help provide a safe and drug-free campus for students and employees. With this goal in mind we are establishing, in addition to FPCC's current Drug-free Workplace policy the following policy for students enrolled in the Certified Truck Driving, Heavy Equipment Operator and Electrical Line Worker Program's of study. The use of alcohol or other drugs by student's participating in these programs of study presents a hazard to the health, safety, and welfare to other students, staff, faculty, community members and to themselves. The FPCC Board of Directors believes testing students enrolled in these programs that present higher risk environment serves the important purpose of detecting and preventing illegal drug and alcohol use among students in these programs.

### **FPCC explicitly prohibits:**

- The use, possession, solicitation for, or sale of narcotics and other illegal drugs, alcohol, or prescription medication without a prescription on FPCC premises or while performing an assignment while using FPCC equipment.
- Being impaired or under the influence of legal or illegal drugs or alcohol off campus, if such impairment affects the student's class performance, the safety of the student or puts others at risk.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from FPCC campus, if such activity or involvement adversely affects the student's performance, the safety of the student or others.
- The presence of any detectable amount of prohibited substances in the student's system while at class or while on the premises of the FPCC campus. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the student.

## **Section II – Pre-Testing Procedures for Students**

Upon acceptance/admission into the Certified Truck Driving (CDL), Heavy Equipment Operator (HEO) or Electrical Line Worker (ELW) programs of study, students will sign a consent form agreeing to participate in the drug-testing program. If the student declines to sign the consent form, the student will not be permitted to continue in the program. Students must sign the consent form within the first week of enrollment in the program.

Consent forms are valid for the entire length of the program of study or until the student completes the degree.

Students who are not 18 years of age are required to obtain a parent signature for the consent form.

The program advisor will contact the FPCC Testing Technician who will set up drug tests. The VP Student Services will contact the advisor and student with all pertinent information.

## **Section III – Confidentiality of Results**

Results will be kept confidential and disclosed only to the student and school officials designated by the VP for Student Services. Results will not be placed in the student's academic records. Students will not be penalized in any other way. No actions will be taken by the college against the student other than how it affects the student's enrollment/continuation in the CDL, HEO or ELW program of study.

---

## **Section IV – Use of Results**

The results of any drug test administered under this policy will be used only to determine eligibility for enrollment/continuation in the CDL, HEO or ELW programs of study.

## **Section V – Vendor Requirements**

At a minimum, the testing technician must be able to provide the following services:

### **Collection of Urine Sample**

The testing technician will oversee the collection of urine specimens in a manner that will provide as much privacy as possible while maintaining the chain of custody (specimen to testing). Students will be given as much privacy as possible in the obtaining of the specimen.

### **Testing of Urine Specimens**

The testing center must be able to test for the following substances or their metabolites in collected urine specimens. The College may specify specific classes or substances to be tested. Substances specifically tested for will include substances that are illegal to buy, sell, possess, or distribute under state or federal law, including prescription drugs and alcohol. These include: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, and Propoxyphene. The College may, at its own discretion, add any illegal substance to this list.

## **Section VI – Testing Procedure**

### **Scheduled Test**

Within the first two weeks of enrollment in the CDL, HEO or ELW programs of study all students will be drug tested. This initial drug test will be scheduled and students will receive notice of the date, time and place where the test will occur.

### **Random Test**

Random drug tests will be conducted from time to time during the school year. Students will not be notified in advance of any random drug test. When selected for random testing, students will be escorted to the testing site by a college employee. If a student is in school and fails to report for testing at the appointed time, he or she will be removed from the program.

### **Reasonable Suspicion**

An advisor shall require a student to submit a drug test when the advisor has reasonable suspicion to believe that the student has violated the prohibitions concerning alcohol and/or controlled substances. The advisor's determination that reasonable suspicion exists to require the student to undergo a drug test must be based on specific, coincidental, articulable observations concerning the appearance, behavior, and speech or body odors of the students.

Any student who refuses to be tested during a semester or who tampers with, or assists others in tampering with any sample will be removed from the program.

---

## **Section VII – Non-Punitive Nature of Policy**

The results of drug testing will not be documented in any student's academic record. Information regarding the results of drug tests will not be disclosed to criminal authorities absent legal compulsion by valid and binding subpoena or other legal process.

Students with a positive result may re-enroll in their program of study upon providing a negative drug test result through the college's testing center.

## **Section VIII – Procedures for a Positive Result**

Within one-day of receiving notice of a positive drug test, the VP for Student Services will contact the student and the student's program of study advisor. Students with a positive test result will not be allowed to operate any FPCC equipment, tools or other hazardous materials on or off the FPCC campus.

A meeting with the VP for Student Services, the program advisor and student will be scheduled within two days. Students who fail to appear for the scheduled meeting will be immediately removed from the program.

## **Section IX – Sanctions**

A student with a positive test result will be immediately removed from any course that necessitates the use of any FPCC equipment, tools or other hazardous materials.

Due to the high risk associated with these specific programs of study the program advisor will have the option of removing any student with a positive test result from any or all courses in the CDL, HEO or ELW programs of study.

## **Section X – Reinstatement**

Students seeking reinstatement are required to meet with the program advisor for reinstatement approval. The advisor will notify the VP for Student Services and the drug testing scheduler with any approved reinstatements.

Students approved for reinstatement must provide a negative test result from the FPCC testing center within one week of reinstatement (or until results are received from the FPCC testing center, during this period of time the student will not be allowed to attend any courses that are specific to the CDL, HEO or ELW programs of study).

## **Section XI – Appeal**

An appeal of the sanction may be instituted by the student by giving written notice to the VP for Student Services within five days of the student's receipt of sanction(s). The student will not be allowed to operate any FPCC equipment, tools or hazardous materials pending the appeal. The FPCC PIC (Policy Implementation Committee) committee will determine whether the sanction was justified and notice of decision will be sent to the student and advisor within five days of receiving the appeal.

**Fort Peck Community College**

**Receipt of Student Drug Testing Policy and Procedures and  
Consent for Drug Testing**

I, \_\_\_\_\_, received a copy of the *FPCC Student Drug Testing Policy and Procedures*.

I hereby consent to a urine specimen to be collected and tested for the presence of prohibited drugs in accordance with the provisions of the *FPCC Student Drug Testing Policy and Procedures*.

I authorize the release of all information and records, including test results, relating to the testing of my specimen sample(s) to those individuals specified in the *FPCC Student Drug Testing Policy and Procedures*. They include, but are not limited to the Program Advisor, VP for Student Services and the FPCC President.

I waive any privilege or right to privacy I may have in connection with the release of such information and records to those individuals. I release Fort Peck Community College, its Board of Directors and employees from legal responsibility or liability for release of such information and records to those individuals.

I understand that I may choose not to sign this form. If I do not sign this form, I understand that I will not be eligible for enrollment in the CDL, HEO or ELW programs of study at Fort Peck Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(If student is under 18 years of age)

\_\_\_\_\_  
Date

**Student Drug Test Identifier**

**(Advisor: please fill out and submit to Judy Linthicum to schedule a student drug test)**

Student Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

*Test Scheduler to complete following:*

Test Scheduled for:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

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**Student Drug Test Identifier**

**(Advisor: please fill out and submit to Judy Linthicum to schedule a student drug test)**

Student Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

*Test Scheduler to complete following:*

Test Scheduled for:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

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**Student Drug Test Identifier**

**(Advisor: please fill out and submit to Judy Linthicum to schedule a student drug test)**

Student Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

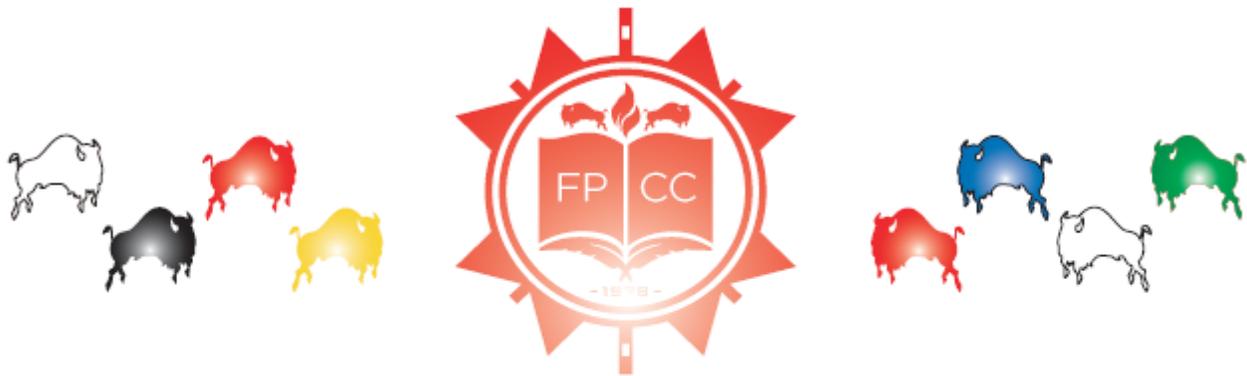
*Test Scheduler to complete following:*

Test Scheduled for:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

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# Student Handbook



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Student Handbook

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## FPCC PHONE DIRECTORY

<b>Auto Shop .....</b>	<b>768-5476</b>
<b>Building Trades .....</b>	<b>768-5456</b>
<b>Dumont Building.....</b>	<b>653-3900</b>
<b>Dumont - Fax.....</b>	<b>653-3901</b>
<b>Greet the Dawn Building (Administration).....</b>	<b>768-6300</b>
<b>Greet the Dawn - Fax.....</b>	<b>768-6301</b>
<b>Institutional Development.....</b>	<b>768-5555</b>
<b>Institutional Development - Fax .....</b>	<b>768-3026</b>
<b>James E Shanley Tribal Library .....</b>	<b>768-6340</b>
<b>James E Shanley Tribal Library – Fax.....</b>	<b>768-6303</b>
<b>Line Worker Shop.....</b>	<b>768-3622</b>
<b>Student Services/Financial Aid.....</b>	<b>768-6326</b>
<b>Student Services/Financial Aid Fax .....</b>	<b>768-6306</b>
<b>Titoka Tibi (Bookstore) .....</b>	<b>768-3213</b>
<b>Truck Driving.....</b>	<b>768-5461</b>
<b>Wellness Center (Poplar) _ .....</b>	<b>768-5630</b>
<b>Wellness Center (WP).....</b>	<b>653-3770</b>
<b>Wolf Point Center (6<sup>th</sup> Avenue) .....</b>	<b>653-3902</b>

## Welcome

Amba Waste,

On behalf of Student Services we are excited to welcome you to the Buffalo Chaser family. I encourage each of you to take full advantage of everything that Fort Peck Community College offers. Get involved in campus activities, attend campus events and get to know your instructors. Do not get too comfortable and keep your mind open to new experiences. You will be better for it and your time here will be better because of it.

The Student Handbook clearly outlines the numerous services available. Additionally, you will find that the Student Services staff provides many direct services that are established to put you in a position to succeed. Always remember Fort Peck Community College exists for you, the student.

The staff in Student Services will be your advocate at Fort Peck Community College. We will always support you but will challenge you when necessary. Our goal is to help you navigate your path through college and help you get the most out of it.

Student Services open door policy means our staff is always available to assist with your individual questions, problems, and/or suggestions. I look forward to visiting with each of you.

Pinamaya,

Elijah Hopkins  
Vice President for Student Services

## FPCC Mission Statement

Fort Peck Community College serves the people of the Fort Peck Reservation and Northeastern Montana as a medium of Indian awareness, enabling increased self-awareness.

The college offers an academic program that enables students to earn credits in college courses designed to be transferable to other institutions of post-secondary and higher education.

The college serves the constituency of the reservation populations by maintaining an occupational training program. This program is based on the needs of the people living on and near the reservation, and on potential employment opportunities available in the region.

The college serves the people by initiating and supporting community activities and organizations based on the needs and wishes of community members.

## **Section I - Goals and Objectives**

The expressed purposes of Fort Peck Community College are to provide academic education and vocational training for American Indians and area residents in those careers and occupations that have high employment potential, to improve employee proficiency within local businesses, industries, and government agencies.

The college has developed an academic curriculum that lead to the granting of the Associate of Arts, Associate of Science and Associate of Applied Science degrees. Several vocational certificate programs are also offered. Credits earned in courses at FPCC are transferable to other state colleges and universities. Community services programs respond to the needs and requests of community members by offering evening classes and workshops.

## **Section II - Philosophy**

To meet the unique educational needs of Indian people, Fort Peck Community College believes that the opportunity for higher education must be provided on the reservation. Since many people choose not to leave their homeland, it is necessary that education be brought to them. To preserve Indian culture, history, and beliefs and to perpetuate them among Indian people of all ages is an important function of FPCC.

Self-awareness through education is a foundation that is necessary to build a career, to create a lifestyle, and to achieve a true sense of self-pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is service to the Indian population of the Fort Peck Reservation.

## **Section III - Academics**

The Academics Department is responsible for supervising and directing the operations of the College in the academic areas. The Academic Vice President and the Registrar have the general responsibility for planning, organizing, and administering the educational programs and services of the College.

### **Registration**

Students can pick up a registration packet at the Student Services office any time prior to posted registration dates. During the regular registration dates, students are required to meet with their advisor and the Financial Aid officer. Completed registration packets are turned in to the Registrar by the student. The registration process is not complete until tuition, fees and books are paid or arrangements are made with the Financial Aid Office.

### **Attendance**

Attendance in all classes is required. Students are responsible for maintaining regular attendance in all registered classes. Attendance is factored into grading by all instructors. Failure to attend classes may result in a lower or failing grade. Absences due to illness or emergencies may be excused by the instructor, if the college or instructor is notified. Students are still responsible for completing the course work to the instructor's satisfaction.

### **Drop/Add**

Students may drop or add classes up till the last scheduled date to add or drop. The last day add classes for fall and Spring Semester is the 10<sup>th</sup> day of instruction, and the last day to drop classes is the 45<sup>th</sup> day of instruction. Students must pick up the Drop/Add Form from Student Services, obtain the necessary signatures, and turn the form in to the Registrar. Changes in student schedules are not official until formally recorded by the Registrar.

### Withdraw

Students who must completely withdraw from all classes during the semester should apply with the Vice President of Student Services by the deadline announced in the schedule. The date that the withdrawal form is filed with the Registrar is the official date of withdrawal from college. Students who leave college without withdrawing his or her registration through regular channels will receive “F” grades in all courses for which he or she was registered.

## **Section IV - Student Services**

Fort Peck Community College provides a wide range of accredited academic and vocational programs, as well as a variety of student extracurricular activities. Challenges and opportunities are available for every student. The goal of Student Services is to help each student find their own place in the college community. Student Services provides services that affect student life--from admission to graduation. All inquiries for class schedules, financial aid and counseling should be directed to the Student Services Office.

### Admissions Policy

Fort Peck Community College operates with an “open door” admissions policy in all programs, anyone eighteen years (18) or older, has a GED or high school diploma who can benefit from the college’s educational offerings and services will be admitted. New students should meet with admissions, faculty advisor, and the financial aid office in the initial phases of their enrollment process.

### New/Transfer Student Orientation

Orientation for new and transfer students are offered each semester. Orientation helps students in course selection, preregistration, the location and use of campus facilities and services. It also highlights academic assistance and special services programs as well as recreational and social programs. FPCC believes that orientation helps students in their transition from other schools and increases the chance for academic success. Contact Student Services for more information.

### Academic Advisors

Students are assigned to advisors according to each student’s academic level and/or program. Advisors will provide academic counseling, approve a study plan, and assist with class registration. If students change academic programs, new advisors will be assigned. Students also have the right to request a particular advisor or a change in advisors.

### Placement

All new and transfer students are required to take selected academic level assessments prior to registration. Students who have not attended classes for a period of four consecutive semesters are also required to take the placement assessment. The academic advisors use assessment results to assist students in deciding on course work best suited to their needs. Initial assessment normally occurs during

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the first week of the academic term; however, early college applicants may make appointments for the placement assessment.

### Learning Center

The Learning Center is the principal instructional center for College Preparation courses and Student Support Services Tutoring Services. The Learning Center is also available as a student study center. The Center is located on the east side of the War Eagle Vision Building.

### Student Counseling

Individualized and/or group counseling is available to all currently enrolled and prospective students. Counselors are available daily to discuss problems of both educational and personal concern. Individuals interested in counseling services should contact the Student Support Services Counselor Office located in the War Eagle Vision building. The primary functions of the college's counseling services are to provide:

- Individual and group counseling for all current, prospective and former students.
- A source for occupational information and aid for making a choice of vocational areas.
- Assist students to better understand themselves in relation to their current life situation.

### Student Employment

Students looking for part-time, summer, temporary or full-time work, the Student Placement Office can help. The staff will also help students with the following services:

- Preparing a resume and a letter of application.
- Identifying referrals to potential employers.
- Learning interviewing techniques.
- Filling out civil service (171) applications.
- Finding out what job hunting strategy works best.
- Establishing personal files that contain resumes, letters of application, and letters of recommendation. These files are sent to potential employers upon a student's request and are stored in the Placement Office for future reference.

### Personal Funds and Property

Fort Peck Community College is not responsible for the loss or destruction of any personal property of the students.

### Student Housing

Fort Peck Community College (FPCC) offers safe, clean and affordable on campus housing. The Student Dormitory units are designed for transitional students attending FPCC in specially selected and designed short-term programs of study. The Traditional Dormitory units are designed for full-time on-campus FPCC students. The dormitory atmosphere and student living experience will be in direct accord with the FPCC Mission Statement.

- Student Dormitory Unit  
Applications for these units will be processed on a first come, first serve basis according

to the day the completed application is received and the student's ability to provide proof of financial aid. Priority will be given to students who have completed the application process, are full-time students and can provide all necessary documentation. Completed applications are reviewed by the FPCC Student Housing Committee to ensure that the application is complete and that the student is in good standing with FPCC Student Housing.

- \* Full-time status is defined in the FPCC college catalog. The current year FPCC catalog contains the definition of the year. Short-term programs/workshops definition of full-time status may vary.

### Student Organizations

Student organizations are encouraged, insofar as they promote both positive activities and the objectives of the college. The non-academic aspects of student life can prove immensely valuable in the balanced development of the students' perspective. Students may involve themselves in these activities or initiate new programs. The scope of new programs is determined by student interest. Faculty committees and individual instructors also encourage student participation. All students who participate in official college sponsored extracurricular activities must be in "good academic standing" with FPCC. Students participating in college organizations must maintain a cumulative grade point average (GPA) of 2.00. Students who represent the college in official FPCC extracurricular activities, such as AIHEC Business Team and College Bowl, must maintain a cumulative 2.00 GPA. A waiver is given to freshman students up to the first posting of grades (midterm).

The current officially sanctioned student organizations are:

- **STUDENT SENATE:** The governing body for Fort Peck Community College students is the Student Senate. The Student Senate consists of 11 representatives elected by the general student body. Any part-time or full-time FPCC student may be elected. The purpose of the Student Senate is to advocate for student issues/concerns. The President of the Student Senate is a voting member of the FPCC Board of Directors.
- **AIBL:** The American Indian Business Leaders is designed to promote and support the American Indian business student and/or entrepreneur. AIBL's primary focus is to use its student foundation to assist tribal economic growth and stability through and emphasizes in maintaining culturally appropriate American Indian business development.
- **BLUE STONE INDIAN CLUB:** Formed each year by interested students, this organization provides social and extracurricular activities, conducts various fund-raising projects, and promotes the interests of the students enrolled at FPCC in native culture and tradition. The governing body of the Indian club consists of a president, vice president, secretary/treasurer, two student representatives and one faculty advisor.

All student organizations operate under Roberts Rules of Order, and at least one (1) of the two (2) Faculty Advisors assigned to each student organization must be present for a meeting to be official. All organizations are required to file a year end activities and financial report with the Student Services Office.

### STUDENT CONDUCT CODE

The Student Conduct Code sets forth standards of student conduct, disciplinary sanctions for breach of

the standards of Student conduct, and procedures to be followed in adjudicating charges of both academic and non-academic misconduct. The Vice President of Student Services is responsible for administration of the Student Conduct Code and issues of individual academic progress. Matters involving further academic determination fall within the responsibility of the Vice President of Academic Affairs. (See the Student Conduct Code Section of this handbook for details.)

### Student Responsibilities

Fort Peck Community College welcomes students of different ages, backgrounds and needs. Enrollment is a voluntary entry into the community college for the purpose of training and study. With enrollment, the student accepts both the rights and responsibilities accorded to FPCC students. As members of the college community students have the responsibility to study and learn, and to conduct themselves with integrity in relation to the college's mission, policies and procedures, and regulations. Students registered for classes have the responsibility of attending all scheduled class periods. Although students may be excused from class attendance in cases of illness or other good reasons, they are obligated to make up any missed assignments promptly. Absences are reported to the Student Services Office for student tracking and retention purposes.

### Section V - Financial Aid Office

The financial aid office provides assistance by explaining the types of Federal, State, and Tribal and other institutional funding, assisting with the application process and determining eligibility for the various financial aid assistance available to FPCC students. Scholarship information is also provided. Assistance is also available to students who transfer to and from other institutions. FPCC participates in the Federal Pell Grant, Federal College Work Study and the Federal Supplemental Educational Opportunity Grant (SEOG). Presentations and workshops are provided at local high schools for counselors, students and parents throughout the year.

Other Services. The financial aid office also provides assistance with grants, loans, Veteran's Administration, Job Training Partnership Act (JTPA), and Tribal Incentive Program.

### Section VI - Student Support Services

Student Support Services (SSS) provides those support activities that will improve eligible students' academic performance, retention and graduation rates both at FPCC and for those who continue on at four-year institutions.

SSS assists 175 eligible students each year with academic, career, and personal concerns as they pursue their college studies at FPCC. Students are eligible if they are first generation (parents did not go to college), have a limited/low family income, are physically disabled, or have a documented learning disability. Free program services include orientation for new students, counseling, assistance with the financial aid process, information and referrals, workshops on special topics, group and individual academic tutoring, assistance with transfer admissions and provision of education and cultural experiences.

#### Project Director

The Project Director will be responsible for day-to-day project management and implementation of activities to achieve performance objectives. He or she will be responsible for supervising other project and facilitating contributions of faculty, students and student services staff.

#### Academic Advocate

The Academic Advocate (AA) will conduct entry level skills testing, oversee the academic needs assessment of potential and enrolled students; provide individual instructional assistance; recruit, train and supervise student tutors; monitor student academic progress; and coordinate academic support and assistance with faculty.

#### Student Success Advocate

The Student Success Advocate (SSA) will counsel SSS students on non-academic issues; assist students in problem-solving non-academic issues; maintain contacts with referral agencies to assist students with personal, health, family or other concerns; and ensure that SSS participants have access to and are encouraged to utilize the guidance, support and advising network available to them. The SSA will also be responsible for the development and implementation of the financial literacy component.

#### Administrative/data assistant

The Administrative/Data Assistant (ADA) will serve as office manager and be responsible for office operations. This will include personal and telephone communications with students and FPCC faculty and staff; record-keeping; preparation of reports; scheduling student services; coordinating extracurricular activities as assigned; information dissemination; and maintaining participant records and files.

The Student Support Service Program is federally funded by the Department of Education in the amount of \$270,551.

### **Section VII - Distance Learning Center**

#### Teacher Training Program

FPCC offers upper division (300-400 level) Teacher Training Program courses through partnerships with other 4-Year institutions, on the FPCC campus. The intent of the Teacher Training Program is to offer courses which can be applied toward a four year, Bachelor's Degree in Elementary Education. This degree allows a person to teach kindergarten through the eighth grade, provided all certification requirements have been met through the Montana Office of Public Instruction (OPI). Students are required to fulfill FPCC's general Education requirements prior to applying for admissions through 4-Year institutions.

### **Section VIII - FPCC Bookstore**

The FPCC Bookstore provides a quality selection of books, goods and other services at fair prices with particular attention paid to academic requirements. Students should feel free to make suggestions for improvement or ask questions.

#### Check Cashing

FPCC Bookstore will accept personal checks in payment for merchandise under the following

conditions:

- Students' personal check or that of students' parents;
- Check for the exact amount of purchase only;
- A \$10.00 fee will be charged on all checks returned as unpaid by your bank. Checks will not be accepted from individuals who have had NSF checks returned.

### Credit/Charging

Students must have the Financial Aid Officer's signature on the registration form and a signed letter of credit to charge books and/or merchandise. If a tribal program or employer is responsible for the billing, a memorandum from the director or supervisor to that effect must be provided before the books will be given out. There will be no unauthorized charging.

### Book Refund>Returns

A full monetary refund will be given on books returned (in original condition) within 10 days of receipt (registration). After 10 days, refunds will then be at the discretion of the bookstore manager. Text books and paperback books used in the next semester and are in good condition are repurchased at the end of every semester. Book buy back dates and times will be posted. Book Buy Back is done on a cash basis. Students with an outstanding bill will receive credit on their account for the returned books. The decision of the bookstore manager on book refunds and returns will be final.

## **Section IX - Student Policies and Procedures**

### General Policy

Fort Peck Community College's rules and regulations are necessary to provide a campus atmosphere conducive to intellectual and personal development. When members of the college community violate these rules and/or regulations, FPCC has a responsibility to discipline those individuals or organizations, and to enforce reasonable standards of conduct. By enrolling at FPCC, a student does not surrender any rights; similarly, a registered FPCC organization does not give up any of its rights. However, both students and student organizations have a responsibility to abide by the rules and regulations of FPCC.

### Disciplinary Authority

The authority to enact and enforce FPCC regulations is vested in the Board of Directors. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college official the president may designate. The office of the Vice President of Student Services is the principal agency for the administration of student disciplinary procedures. All references to the President of FPCC or Vice President of Student Services will also be interpreted to include persons designated to act on behalf of these officials.

### Policy of Non-Discrimination

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendment Section 504 of the Rehabilitation Act, Executive Order 11246 as amended by 11374, and the Montana State Human Rights Act, FPCC has a policy of nondiscrimination in employment practices and in admission, access to and conduct of education programs. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, and disability, marital or parental status. FPCC reaffirms its desire to create a work environment for all employees, and a study environment for all students which supports,

nurtures, and rewards career and educational goals on the basis of ability and work performance. FPCC affords any student, employee, or applicant for admission or employment the opportunity to file a discrimination grievance. Inquiries or grievances should be directed to the appropriate administrative office.

#### College Name, Logo, Document and Records

The unauthorized use, by any person or organization, of the college's name, logo, records or other official college documents in connection with any program, product, or activity without the prior written permission of the President is prohibited.

#### Formation and Review of Regulations

Any student, faculty or staff member can recommend revisions, additions, or subtractions to the policies contained in this document. Recommendations should be filed with the office of the Vice President of Student Services.

### **Section X - Rights and Responsibilities of Students in the Academic Community**

#### General Policy

FPCC is a tribally controlled community college and as such, FPCC has traditionally recognized its institutional responsibility in meeting the unique educational needs of Indian people. FPCC believes that the opportunity for higher education must be provided on the reservation. Self-awareness through education is a foundation that is necessary to build a career, to create a lifestyle, and to achieve a true sense of self pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is to provide educational services to the Indian populations of the Fort Peck Reservation.

#### Student Rights

One of the priority concerns of FPCC is to provide an academic environment wherein each student has the opportunity to learn and understand. To that end, FPCC endorses and attempts to provide the following aspects of personal freedom and student rights:

1. Freedom of inquiry, reasonable speech, peaceable assembly.
2. Freedom from physical threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from unreasonable and unauthorized interference from others while in class, at FPCC sponsored activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to be governed by justifiable, necessary academic regulations.
9. Right to procedural due process in college disciplinary action.
10. Right to be informed of the regulations for academic and social conduct and of the graduation requirements of the college.
11. Right to petition for redress of grievances, academic and non-academic.

#### Student Responsibilities

In order to enjoy the aspects of personal freedom and academic rights endorsed and provided by the college, students must personally protect and adhere to the following responsibilities:

1. To respect the rights and personal property of others.
2. To be fully acquainted with and comply with all published rules and regulations.
3. To comply with all local, state, federal and tribal laws.
4. To recognize that student's activities reflect upon the individual as well as FPCC.
5. To become informed of and to adhere to the academic requirements as determined by individual instructors and college administration.
6. To inform college authorities of illegal and/or dangerous on campus activities.

### Disruption or Obstruction of College Activities/Functions

The college is a forum for ideas and their reasonable exchange. Such ideas and exchanges can only occur in the college setting if order is maintained and standards of decorum, good behavior and mutual respect are recognized by all. Therefore, any campus demonstration conducted for the purpose of expressing the opinions of the participants must:

1. Be conducted in an orderly manner.
2. Not prohibit traffic either for vehicles or pedestrians.
3. Not interfere with classes, meetings, events or educational processes of the college.
4. Not be held within college buildings, residential areas, or on the grounds of the college campus without specific written authorization from the appropriate administrative official responsible for scheduling and assigning space in the desired facility.

### Student Identification

All students at FPCC should possess a student identification (ID) card. I.D. cards can be obtained at the Student Services Office.

### Financial Responsibility

Students are expected to be financially responsible citizens. They are responsible for meeting their financial obligations to the college and the community. Specific student financial requirements/responsibilities may be found in the college catalog.

### Financial Aid

As a fully accredited institution, FPCC endeavors to provide financial aid for all students who require and are eligible for such assistance.

The Office of Financial Aid and Scholarships is responsible for administering certain financial aid funds to students. Students receiving financial aid have the following responsibilities:

1. Applying for admission to the college.
2. Applying for financial aid each year according to the prescribed procedures.
3. Maintaining satisfactory academic progress at the college.
4. Notifying the Financial Aid office of any additional financial aid not included in the Award Notification.
5. Notifying the Financial Aid office of any unusual change in their academic, financial or personal circumstances.
6. Repaying within the term, any over award, loan and/or grant resulting from receipt of aid not included in the award notification.
7. Signing for all funds disbursed on their behalf.
8. Using funds solely for educational purposes.
9. Notifying the Financial Aid office of all address changes.

Health and Safety

1. Students at the college have the responsibility to contribute to the general health and security of the campus. Therefore, individuals and organizations should take reasonable precautions for the safety and health of all members of the college community.
2. Students should expect disciplinary action to be taken against them by the college, civil authorities, or both, if they:
  - a. Throw dangerous objects into or from college facilities.
  - b. Misuse fire or other life safety equipment.
  - c. Use or improperly possess ammunition, firearms, or weapons on college property.
  - d. Conduct them in a manner that significantly endangers the health and safety of other persons on campus.

AIDS Policy

Fort Peck Community College utilizes the Montana University System's AIDS Policy, approved by the Board of Regents, effective May 6, 1988. This policy (section 1908) states:

The existence of AIDS in an individual does not, in and of itself, present a condition that precludes school attendance or employment. Decisions affecting the current assignment or placement of a student or employee known to be infected with AIDS will be governed by applicable statutes, health regulations, and policies of the Board of Regents.

Definitions:

1. For the purposes of this policy, AIDS means the Acquired Immune Deficiency Syndrome, Aids related complexes (ARC), or potential AIDS as indicated by the presence of the HIV antibody.
2. Campus AIDS officer means any person designated by a campus President to carry out the responsibilities of this policy.

Procedures:

1. The President will form an ad hoc AIDS committee. The ad hoc committee, established on a case by case basis, will include the campus AIDS officer, a physician knowledgeable of the disease, and others deemed necessary to provide information relevant to an informed decision.
2. The confidentiality of the infected student or employee will be protected.
3. Detailed procedures are available in the Academic, Administration, and Student Services offices.

Drug-Free Schools and Communities Act

In accordance with the Drug-Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by FPCC employees and its students on institutional property or at any of its activities is prohibited. FPCC will uphold the standards of conduct which prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students.

Violations of this policy will result in disciplinary action up to and including expulsion and may have serious legal consequences. At the option of FPCC, an employee or student violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination, suspension, or expulsion.

Information regarding health risks associated with the use of illicit drugs and the abuse of alcohol, as well as alcohol counseling treatment and rehabilitation programs for students and employees is available from the Financial Aid office, the FPCC Community Wellness Center and Student Support Services office.

### Discrimination or Harassment

Fort Peck Community College is committed to equal opportunity in employment and education, and does not discriminate on the basis of race, color, religion, national origin, sex, age, or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law.

All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved, should be registered with the office of the college President.

FPCC affirms its desire to create and maintain a work environment for all employees, and a study environment for all students which supports, nurtures, and rewards career and educational goals on the basis of ability and work performance regardless of sex.

Sexual harassment of employees by coworkers or supervisors or of students by staff, faculty or administrators is unacceptable. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. The employee's or student's submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education.
2. The employee or student's submission to, or rejection of, such conduct is used as the basis for employment or education decisions.
3. The conduct has the purpose or effect of unreasonable interference with an individual's work or academic performance or creating an intimidating, hostile or offensive environment.

FPCC prohibits such conduct. Furthermore, sexual harassment is a violation of state and federal equal opportunity and nondiscrimination regulations. Disciplinary action will be taken when instances of sexual harassment are identified and confirmed. Retaliation against persons who file complaints is a violation of laws prohibiting discrimination and will result in disciplinary action against offenders. Supervisors who knowingly condone or fail to report incidents of harassment will themselves be subject to discipline. Student complaints should be filed with the Office of the Vice President of Student Services.

### Student Employment

Fort Peck Community College is an equal opportunity, an affirmative action employer. Students may initiate employment-related complaints with the Vice President of Student Services. Policies and procedures can be found in the Equal Opportunity Affirmative Action Plan located in the Office of the President.

### Students with Disabilities

Pursuant to Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, FPCC does not discriminate on the basis of disability in admission or access to, or treatment of employment in its programs or activities. All complaints should be directed to the Office of the Vice President of Student Services.

Due Process

All official complaints will be afforded basic due process in their investigation and disposition. The college's academic and non-academic (personal/organizational) discipline codes, procedures and appeals processes are outlined in Part V of this student handbook.

FPCC Rules for Participation in Student Competition and Student Travel

1. Students must be enrolled in a minimum of **nine** FPCC credits to participate in **any** college arranged trips/conferences/competitions (including but not limited to AIHEC, AIBL, or AISES conferences. Please note that some conferences or competitions require students to be enrolled full-time).
2. Students must be in satisfactory academic progress with a **cumulative** GPA of 2.00.
3. Students must not be on financial aid suspension.
4. Students cannot compete in more than three years of competition at AIHEC. This policy gives more students the opportunity to participate in college functions.
5. Students with Bachelor's Degrees are ineligible to compete in any AIHEC competitions.
6. Students must travel with the arranged college transportation. If students choose to use personal vehicles, he/she will not be allowed college or student organization money for mileage.
7. The college will make all arrangements and payment for student rooms. The college will not be responsible for lodging arrangements and/or payment for student who take family members or friends on college-sponsored travel.
8. Students will not party or engage in any unlawful conduct in college provided rooms. Students caught having parties in their rooms will be responsible for full payment of their room.
9. Students will room with one to three other students per room. Students are expected to be respectful of their roommates. (i.e. visitors, late hours, personal items, neatness)
10. Student conduct, on college-owned or controlled property or during college-sponsored events, is subject to college jurisdiction. The college may also enforce its own disciplinary policy and procedures, regardless of where the misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the educational mission, programs, or other functions of the college.
11. The college will not be responsible for students who are incarcerated for any reason while on college-sponsored travel.
12. Students are expected to act in a professional adult manner on all college-sponsored events
13. All students' travel will be approved of prior to leaving by the Vice President of Student Services.

Mobile Device Policy

For purposes of this policy mobile device is defined as any cellular telephone, smart phone and/or smart technology including iPads or related technologies. Fort Peck Community College recognizes that many students, faculty, and staff are using mobile devices. Concerns have been expressed by students and faculty members about the use of such devices and the inherent risk of disturbances and distractions caused by ringing tones. Therefore, it is the policy of Fort Peck Community College that *all* mobile devices must be turned to silent and/or vibrates during class sessions.

Registered Sex Offenders List - Where to find the list

A list of registered sex offenders is periodically published in the Wolf Point Herald and the Fort Peck Journal newspapers. Also a list may be obtained through the Roosevelt County Sheriff's Office located

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at the county courthouse in Wolf Point, MT. The phone number for the Roosevelt County Sheriff's Department is: 653-6216

## **Section XI - Student Records**

### General Policy

Fort Peck Community College subscribes to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) ethical principles for confidentiality of student records. These principles are publicized in "Academic Record and Transcript Guide," AACRAO, January 1984.

The college has recognized the right of privacy of student records by requiring requests for transcripts to be in writing, by providing limited directory information, and by exercising strict control over storage of and access to records.

In accordance with the Family Education Rights and Privacy Act of 1974 (revised), the following policies and procedures govern the retention and the allowable disclosure of a student's records.

### Definitions

1. **Eligible Student:** Any person who is enrolled or who has previously enrolled at FPCC. Persons who have applied for admission or who have been admitted but never attended, are not students of FPCC.
2. **Parents of Dependent Students:** Dependency status, for the purpose of this policy statement, is defined in the Internal Revenue Code of 1954, sec. 152. Basically the test for this status is whether or not, for tax purposes, the parent will be able to claim the student as a dependent for the current year.
3. **Education Records:** Those records, files, documents, and other materials that contain information directly related to the student and are maintained by FPCC or by staff members acting for the college. Operational records such as student class schedule forms, registration information forms, add/drop cards, and the like will be destroyed. Educational records do not include:
  - a. Records of institutional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible to any other person except a substitute.
  - b. Records of the Campus Security which are maintained solely for the law enforcement officials and which are not made available to persons other than law enforcement officials of the same jurisdiction.
  - c. Employment records of college employees who are not in attendance at the college.
  - d. Students' records that have been made and/or maintained by physicians, psychiatrists, or psychologists, for the purpose of providing treatment or other remediation. Such records can be reviewed by a comparable professional or paraprofessional of the student's choice.
4. **Directory Information:** Certain student information may be made available without the previous consent of the student. However, the student is entitled, during the regular registration period, to request that such information not be made available to the general public. Directory information consists of the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of

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attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

### Custodian of Records

College officers who are responsible for the educational records of students include: the Vice President of Academic Affairs, Vice President of Student Services, Registrar, and the Financial Aid Officer. Each of these officers will have available a listing of records kept in individual division or departmental offices.

### Access of Records

Records on individual students may be disclosed under the following circumstances:

1. **Student Request:** Any student enrolled at FPCC has the right to request the opportunity to examine his or her record as maintained in any of the offices on the college campus. The request must be made in writing during regular business hours. Examination of the records must take place either in the presence of a college official or for a reasonable fee the student may receive a copy of the records.
2. **Requests by Parents:** Parents of dependent students as defined earlier in the statement of policy have the right to examine the record of their dependent student. The same procedures and time frames apply to parental requests as to student requests. In both instances of student and parental request for record disclosure, those requesting the record must bear the expense of reproducing the records. No parent may see a record that his or her dependent child is not entitled to see.
3. In addition, without first obtaining the permission of the student or the parents, student records are available to certain individuals, agencies, and institutions. These are:
  - College officials, including instructors who have legitimate educational interest in reviewing the record.
  - Officials of other schools or colleges in which an FPCC student seeks or intends to enroll.
  - Authorized representatives of:
    - a. the Comptroller General of the United States
    - b. the Secretary, Department of Education
    - c. an administrative head of an educational agency
    - d. state education authorities
4. The Office of Student Financial Aid and Scholarships or any other appropriate office or person in connection with application for or receipt of financial aid.
5. State and local officials to whom such information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1974.
6. Organizations that conduct validation studies on predictive tests, administer student aid programs, and improve instruction. Such studies must be conducted in such a manner that the personal identification of individual students or parents cannot be made public.
7. Accrediting organizations in order to carry out their accrediting function.
8. The courts by court order or subpoena or the condition that the student is notified of the order or

subpoena in advance of forwarding the records.

9. Appropriate persons in emergency situations, if the knowledge of the records is necessary to protect the health and safety of the student or other persons. The following factors will be taken into account in determining whether information will be given in emergency situations:
  1. The seriousness of the threat to health or safety of the student or other individuals
  2. The need for the information to meet the emergency
  3. Whether the parties to whom the information is disclosed are in position to deal with the emergency; and
  4. The extent to which time is of the essence in dealing with the emergency.

### Procedures

Access to the academic records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade, but instead, does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. If the college does not amend a record as requested, the student will be informed of the right to a hearing, conducted by the Registrar's Office. Results of hearings will be given in writing to eligible students according to procedures which will include:

1. Hearings will be conducted within a reasonable time frame.
2. Parents and/or eligible students will be given notice of date, place, and time of hearing.
3. The hearing will be conducted by an official of the institution.
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented at their own expense by individuals including attorneys.
5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The Registrar's Office must keep a record of all parties, other than authorized college employees, who have requested or obtained access to a student's academic records. This record will contain the reason why access was requested. The record will not be made available to anyone other than the student and authorized college employees.

Any time information concerning the student is transmitted to a third party; the party must be notified that it is illegal under the Family Rights and Privacy Act of 1974 to share the information with anyone without written permission from the student.

## **Section XII - Student Complaint Procedure**

### General Procedures

When a student has a concern/complaint about the action of a particular FPCC staff member, instructor or department, the complaint initially should be directed to the person(s) responsible for supervision of the individual or department as noted in the college organizational structure.

### Financial Aid

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Specific rules, regulations, and eligibility requirements for procuring and maintaining financial aid can be found in the Office of Financial Aid. All financial aid-related complaints should be registered by letter to the Financial Aid Officer.

### **Section XIII - Code of Conduct**

#### **General Policy**

The preservation of freedom of discussion, inquiry, and expression is possible only in an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

Accordingly, the college has developed regulations and policies pertaining to students and to student organizations. Any student or organization violating an established policy or regulation of the college is subject to disciplinary action according to the provisions outlined in the Code of Student Conduct.

Personal conduct on college owned or college controlled property or at college sponsored events is subject to college jurisdiction. The college may also enforce its own disciplinary policy and procedures, regardless of where misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the educational mission, programs, or other functions of the college.

In addition to the guidelines of conduct set forth elsewhere in the handbook and other official college publications, disciplinary action may be taken for violations of the following:

#### **Code of Student Conduct**

##### **Academic Misconduct**

Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help, or attempt to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.

- a. Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- b. Plagiarism--representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
- c. Misrepresentation-- falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

When academic dishonesty occurs or is alleged to have occurred, the instructor has the right and obligation to take appropriate action within his or her jurisdiction.

Appropriate action by the instructor may include verbal or written reprimand or warning, a grade of "F" (failure) for the assignment or test involved or a grade of "F" for the course. The instructor may also elect to refer the incident for institutional adjudication.

##### **Personal and Organizational Misconduct**

The Code of Student Conduct is applicable to any behavior of students and/or officially recognized student organizations on or off the college campus which is determined to be incompatible with this code. FPCC's right to proceed will in no way be affected by the filing of criminal or civil charges in any

court by any person or any governmental entity against the accused student or organization. The conduct of each student and/or organization is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the college.

A student or student organization may be disciplined for committing any of the following violations while on the college campus or in college facilities, or while on FPCC official business or participating in extracurricular activities:

#### Alcoholic Beverages

1. The unlawful possession or consumption of alcoholic beverages, public drunkenness, driving under the influence or violation of state or local laws regarding alcohol use or possession.
2. Repeated or flagrant violation of the College Alcohol Policy.

#### Narcotics or drugs

The unlawful use, possession, sale, or distribution of marijuana or any narcotic, drug, drug paraphernalia, medicine chemical compound, or other controlled substance defined as illegal under federal, state, or local laws. In addition the college may take disciplinary action against a student, group of students, or student organization whose unauthorized use, possession, sale, or distribution of any controlled substances or illegal drug off campus poses a threat to the safety and welfare of the college community.

#### Firearms and Dangerous Materials

The unauthorized use or possession of firearms, ammunition, weapons, fireworks, explosives, noxious materials, incendiary devices, dangerous instruments, or other dangerous substances.

#### Theft

Theft of or accessory to theft of, property or services of the college, of other college students, or other members of the college community, or of campus visitors. Knowingly being in possession of stolen property or services constitutes being an accessory to the theft and is therefore a violation of this provision.

#### Damage or Destruction of Property

Damage or destruction of property of the college, of other members of the college community, or campus visitors

#### Actions against Persons or Groups

1. Physical abuse or threat of abuse to any person.
2. Conduct dangerous to the health and safety of any person.
3. Disorderly conduct or behavior.
4. Indecent or obscene conduct or expression.
5. Harassment-- includes, but is not limited to, making repeated or untimely telephone calls to a person's residence or place of employment, following a person in his or her course of daily activities in such a way that the action inhibits the person from performing his or her duties, and making gestures which may be construed by the individual to be

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suggestive, abusive or threatening.

### Gambling

Any form of gambling or wagering not authorized by the college.

### False Alarms

Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment

### Unauthorized entry or use

1. Unauthorized entry to or use of college equipment, college facilities or other facilities located on college property.
2. Possessing, producing, manufacturing or having manufactured without proper authorization, any key or unlocking device for use of college facilities or locks.

### College Rules and Regulations

Repeated or flagrant violations of college rules or regulations contained in this handbook, or the official policy statements and publications of the college

### Misuse or Abuse of Computer Equipment, Programs or Data

1. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.
2. Accessing or copying programs, records or data belonging to the college or another user without permission.
3. Attempting to breach the security of another user's account or deprive another user of access to the college's computing resources.
4. Using the college's computing resources for personal or financial gain.
5. Transporting copies of college programs, records of data to another person or computer site without written permission.
6. Attempting to destroy copy or modify programs, records or data belonging to the college or another user.

### Falsification of Records

Knowingly furnishing false information to the college, or forging, altering, or making unauthorized use of a college document, record or identification. Specifically, for the purpose of this code, falsification of records includes falsely making, or falsely altering a document issued by the college; conveying or obtaining a document that is known to be false or procuring or aiding such conduct; using as genuine a falsely made or falsely altered document that the user knows is false; or making a false written statement about certification achievement in an application or employment, award, or to induce another to issue, a diploma, certificate, license or transcript.

1. Destruction or Damage to College Grounds. Malicious damage or littering to public grounds of the college or driving motor vehicles on college property without prior authorization from the appropriate college official.
2. Obtaining College Services by False Pretenses. Obtaining college services by false pretenses

- including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space, facilities, or services.
3. Violation of State, Federal, or Local Laws. Any act or omission that constitutes a violation of federal, state, or local laws or regulations and which is not otherwise covered in this code.
  4. Violation of Disciplinary Sanctions. Violation(s) of the terms and/or conditions imposed as a result of previous disciplinary procedures.
  5. Shared Responsibility for Infractions
  6. Students who act individually or in concert with student organizations to violate college policies/regulations may be given joint responsibility for such violation(s).
  7. Students and organizations are responsible for the conduct of their guests on or in college property and at functions sponsored by the college or any registered college organization.
  8. Organizations will be held responsible for the actions of their member(s), alumni, and advisor(s).

### Disciplinary Sanctions

The following penalties may be assessed whenever a student and/or an organization are found to have violated any of the rules or regulations contained in this code.

1. Reprimand--When a student or organization is reprimanded, oral or written notification will be made by the Vice President for Student Services to the student or organization, warning that continuation or repetition of the specified conduct may be cause for other disciplinary action. A reprimand becomes part of a student's or organizations disciplinary records in the Office of the Vice President of Student Services, but is not made part of a student's academic record. For organizations, a reprimand may include notification to the organization's president or advisor. A reprimand may include restrictive conditions, the terms of which will be set forth, in writing, to the student or organization.
2. Disciplinary Probation--When a student or organization is placed on disciplinary probation (hereinafter referred to as probation) for a specified period of time, written notification will be made by the Vice President for Student Services to the student or organization on probationary status. If a student or organization, while on probation, violates any of the provisions of this code, the student or organization may be suspended from the college. Probation may include restrictive conditions, the terms of which will be set forth in writing to the student or organization.

### Disciplinary Restrictive Conditions

Terms of a reprimand or probation with restrictions for a student may include, but are not limited to, the following:

1. A student may be required to make restitution, monetary or otherwise, particularly in cases of theft, property damage, injury to others, or losses resulting from improper computing activities.
2. A student may be required to seek personal counseling at the Indian Health Service, or from other designated college faculty, staff, or administrative officials.
3. A student may be denied the right to park or operate a motor vehicle on campus.
4. A student may be denied eligibility, for a specified period of time, for election to a student office or to represent a student organization of the college.
5. A student may be denied, for a specified period of time, the privilege of participating in athletic, extracurricular, or other student activities.
6. A student may be assessed a fine for his or her conduct violation, particularly in cases of theft, property damage, false alarm, injury to others, and in the cases where the college academic environment has been disrupted. All fines collected will be placed in a Student Services Fund.

7. A student may be denied the use of college facilities and/or equipment for a specific period of time.

Terms of a reprimand or probation with restrictions for organizations may include, but are not limited to, the following:

1. An organization may be denied use of college facilities and/or equipment for a specified period of time.
2. An organization may be prohibited from engaging in certain organizational and/or college programs or functions.
3. An organization may be required to make restitution, monetary or otherwise, particularly in cases of theft, property damage, or injury to others.
4. An organization may be restricted from selected social or intramural activities.
5. An organization may be assessed a fine for its conduct violation, particularly in cases of theft, property damage, false alarms, injury to others, and in other cases where the college academic environment has been disrupted. All fines collected will be placed in a Student Services Fund.

### Disciplinary Suspension

- a. Disciplinary Suspension (hereinafter referred to as suspension), involves exclusion from classes, exclusion from other privileges and activities (including access to computing facilities), and exclusion from campus. It may also include the assessment of fines to pay for damages incurred by the college.
- b. When a student or organization is suspended, the suspension will usually be for a stated period, but in no case will it be for less than the remainder of the term in which the offense is committed. The status of “disciplinary suspension” will be shown on the student’s academic record, including the transcript, during the period of suspension. Notification of student or organizational suspension will indicate the date on which the suspension begins, the earliest date at which application may be made for readmission or registration, and any special conditions relating to the steps required for readmission or registration. During suspension, a student will not attend classes or participate in any college-related activity. During suspension of an organization, the registration and privileges of the organization are suspended. The only exception to this rule is “temporary suspension.”
- c. The Vice President of Student Services may deny a student or organization’s request for readmission if, in his or her judgement, there is sufficient evidence to indicate that the student’s or organization’s conduct during suspension would have warranted disciplinary action, or if the student or organization has failed to satisfy any special condition that may have been imposed prior to readmission. Upon denial of a student’s or organization’s application for readmission, the Vice President of Student Services will set a new date at which another application for readmission may be made.

### Temporary Suspension

The Vice President for Student Services may, at his or her discretion, and for good cause shown, temporarily suspend a student and/or organization with specific restrictive conditions and for a specified time period.

### Disciplinary Procedures

## **General Provisions**

The Office of Student Services will investigate and gather evidence about reported academic, personal, or organizational misconduct and will evaluate the accuracy, credibility, and sufficiency of this evidence. The Office of Student Services will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

1. **Complaint.** A written complaint must be filed with Student Services, on forms provided for such purposes. Within three (3) working days after such filing, a Student Services staff member will meet with the Complainant(s) to gather information relevant to the complaint. In exigent circumstances, this meeting will take place as soon as possible.
2. **Investigative Meeting.** Within three (3) working days after Student Services meets with the complainant, it will notify, in writing, the student or organization named in the complaint. The named student or organization representative will be requested to appear before a Student Services staff member who will conduct an investigative meeting to discuss the alleged violation(s), possible resolution, and possible charge(s). During the investigative meeting, the student or organization will be informed of the following:
  3. The nature of the complaint(s) filed, including a statement of the rules or regulation allegedly violated and the alleged act(s) committed.
  4. The source of each complaint which has been filed.
  5. The penalties which may be imposed if a charge is proven.
  6. The right of the student or organization to be accompanied by an adviser at any discipline hearing which may result from the complaint(s).
  7. The freedom of the student or organization from any obligation, at any time, to make any statement relevant to the accusation(s).
  8. The fact that any statement(s) made by the student or organization may be used against the student or organization.
9. **Notification of Charges.** If, as a result of the investigation, the Office of Student Services determines that college disciplinary action may be warranted, the student or organization will be notified, in writing, of the specific charges. If the Office of Student Services is unable to contact the student or the organization's representative, in person, within three (3) college working days of the determination of charge(s), the notice of disciplinary action and procedure will be mailed, registered return receipt to the address of record maintained by the college or delivered by hand by a college official, who will make a return of service in the complaint file.
10. **Choice of Forum.** Once the student or organization has been advised of the charge(s), the accused student or organization will have the right to choose whether the case should be resolved informally or formally. Within (3) college working days of the receipt of the statement of charges, the accused party(s) will make an appointment with the Vice President for Student Services for a conference to determine whether or not the case is to be informally or formally resolved. An accused party who, without good cause fails to attend this conference will be deemed to have admitted the charge(s) pending against them. In such event the Vice President for Student Services may then proceed to impose appropriate sanction(s).

### **Informal Disposition**

1. In a case in which the student or organization does not dispute the charge(s) made by the Office of Student Services, and wishes to sign a statement admitting guilt to the offense, no formal hearing or further proceeding will be required.
2. Within five (5) college working days, the student or organization will be advised in writing of the penalty imposed.

3. The student or organization will have three (3) college working days to appeal the imposed penalty to the Vice President for Student Services. Appeals must be made in writing, and must clearly state why the student or organization feels that the penalty imposed is unreasonable or excessive.

### **Formal Disposition**

In cases in which the student or organization dispute the investigative findings that an offense has been committed and charges should be brought, or where the student or organization rejects an informal disposition, the case will be resolved through formal procedures developed by the Vice President for Student Services.

## **Section XIV - Use of College Space, Facilities**

### Use of Facilities by Student Organizations

Student organizations are required to be registered with the Student Services Office in order to use college facilities or grounds.

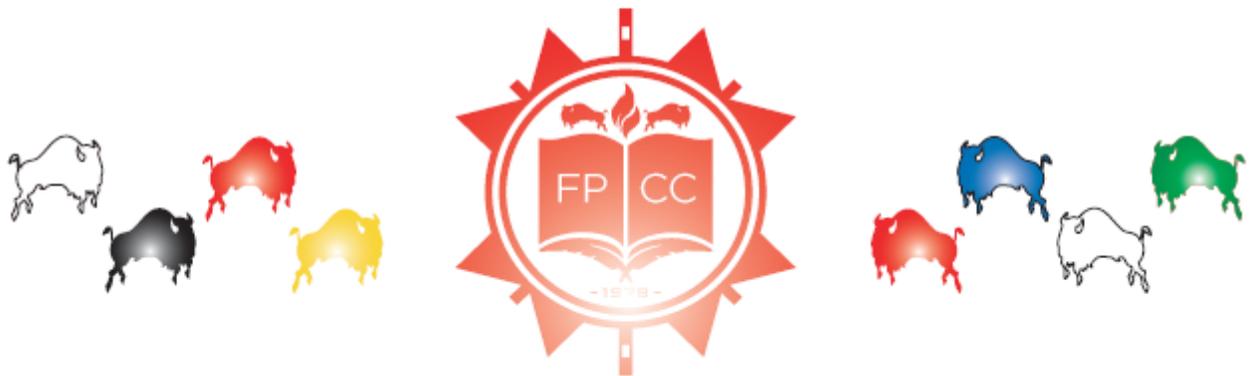
### Campus Ground Use

Selected campus areas are available for activities which are sponsored and approved by college departments, registered student organizations, or individual students and employees. Academic use by departments has priority, and assignments may be changed or canceled if conflicts with regular academic programs develop.

### Student Lounge Use

Students may use the lounge for study, rest or interaction with other students. If students wish to use the lounge for other reasons, the Vice President for Student Services must approve of such use.

# Student Senate Constitution & Bylaws



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Student Senate Constitution and By-Laws

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**Mission Statement**

We, the students of the Fort Peck Community College, have an obligation to help guide our community college to encourage constructive relationships among the students, the faculty, the administration and the board of directors, to represent student interests, needs and welfare upon the FPCC campus, and to provide a means by which students can express their concerns.

**Code of Ethics**

1. Attend meetings regularly.
2. Come to meetings prepared.
3. Participate in student senate and give a full effort.
4. Be honest and respectful.
5. Don't use obscenities.
6. Give everyone their right to be heard.
7. Respect opinions of others including rights and feelings.
8. Don't be rude.

**Section I – Name**

The name of the organization of the student body of the Fort Peck Community College shall be the Student Senate.

**Section II – Purpose**

The Student Senate is organized for the following purposes

1. To conduct the general business of the Student Senate
2. To promote the best interests of the student body as a whole
3. To serve as an intermediary between the student body, the Faculty, Administration and Board of Directors of the Fort Peck Community College
4. To assist and introduce all new students to the college system
5. To encourage student participation in social and extra-curricular activities

**Section III – Membership**

Only registered students of the Fort Peck Community College excluding Fort Peck Community College faculty and staff, shall elect the members of the Student Senate. This shall include all students taking telecommunications courses through fort Peck Community College. Members of the Student Senate shall be entitled.

1. To hold elected or appointed offices
2. To take part in and vote on issues before the Student Senate

**Section IV – Governing Body**

The governing body of the Student Senate shall consist of its officers. The officers shall be selected form within the group of eleven (11) Student Senate representatives, which members have been elected at large by the student body. The officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Officers may serve on committees such as those listed in Section XI.

The term of office for each elected officer or Senator shall be limited to one year, beginning and ending with a new election. This is not to be construed to prevent a Senator from being reelected to successive terms in any position.

Each Senator shall hold office until his/her successor has been duly elected or the Senator has resigned or has been removed for cause.

### **Section V – Nominations and Elections**

All registered students as defined in Section III are entitled to vote.

Annual elections for Student Senate shall be held during fall semester, four weeks after classes convenes.

#### **Nominations**

Each prospective nominee is required to obtain the signatures of five (5) registered students in order to have his/her name placed on the official ballot. Nominations will close two (2) weeks after classes convene in the fall.

#### **Elections**

Elections shall be held under the direction of the Vice-President of Student Services. The Vice-President shall appoint an Election Commission to oversee the election procedure. The commission shall consist of one (1) faculty member, one (1) staff member and one (1) student (non-candidate).

### **Section VI – Removal, Vacancies, Filling Of Vacancies**

Student Senate officers or Senators may be removed from office by a majority of those Student Body members voting in a recall election. Such recall shall commence with a petition filed with the Student Senate, notice having been given by the Secretary seven (7) days prior to the vote. A recall election shall be held at least seven (7) days after Notice of Petition has been provided to the individual subject to removal.

#### **Cause for Removal**

##### **Automatic Removal** (No Recall election necessary)

1. Non-enrollment at FPCC
2. Failure to attend three consecutive meetings
3. Reasonable cause. The determination of reasonable cause is the discretion of the President of the Student Senate.

##### **Causes for Recall**

1. Failure to fulfill his/her elected or appointed duties as determined by the members of the Student Senate.
2. Behavior which reflects unfavorably on the Student Senate while representing FPCC or the Student Senate is determined by the member of the Student Senate.

For purposes of recall, should a tie exist, it shall be broken by a coin flip.

When a senatorial vacancy occurs, it will be the duty of the Student Senate President to appoint a Student body member to fill the unexpired term. Other appointees serve at the discretion of the President.

## **Section VII – Conduct of Meetings**

Meetings of the Student Senate shall follow the general rules of parliamentary procedure, with the following exceptions.

- A. If the chair, at his or her discretion, deems it advisable to dispense with the rules of parliamentary procedure, the chair shall so recommend to the Senate.
- B. If disorder should arise which prevents continuation of the Student Senate business, the chair may recess the meeting.
- C. The chair may ask or require that anyone not currently enrolled as a student at FPCC leave the meeting.

The order of business of Student Senate meetings

- A. Call of order
- B. Opening prayer
- C. Roll call
- D. Reading and Approval of the unapproved minutes
- E. Reports from officer or committees
- F. Old business
- G. New Business
- H. Adjournment

### **Special meetings**

Special meetings of the Student Senate or committees, for any purpose, may be called by the elected or appointed Student Senate President.

### **Place of meeting**

Elected or appointed officers may designate any place either at the college campus or another specified place for any meeting.

### **Notice of Meeting(s)**

Written or printed notice of meeting(s), stating place, day, hour of meeting(s), and purpose shall be posted 24 hours prior to the meeting(s).

Regular meetings of the student shall be held weekly at a designated place and time with advisor.

## **Section VIII – Quorum**

Six members of the governing body who are present shall constitute the quorum.

## **Section IX – Duties of Officers**

### **President**

The president shall be the chief officer of the Student Senate and shall supervise and control all business affairs of the Student Senate. He or she shall perform all duties incident to the office of President and

such other duties as may be prescribed by the Student Senate from time to time. He/she will keep order at all meetings and shall have the authority to remove any student who disrupts the order of the meeting.

#### Vice-president

In the absence of the President, or in event of incapacity or refusal to act by the President, the Vice-President shall perform the duties of the President.

#### Secretary

The secretary shall keep the minutes of the Senate meetings and ensure that all notices are duly posted in a timely fashion. He/she shall maintain the records of the Student Senate.

#### Treasurer

The treasurer shall share charge, custody, and responsibility for all funds with the Vice-President or Student Services. He/she shall perform the entire duties incident to the office of treasurer which include a fiscal management of funds, keeping of accurate records, but are not limited to, custodial functions for Student Senate monies and back accounts, and for providing monthly financial reports.

NOTE: In order to fill this position, it would be preferred that any student elected to this post have sufficient accounting/bookkeeping experience.

### **Section X – Fiscal Management**

The Student Senate governing body shall be responsible for fiscal management of all monies generated through their fund raising efforts and are subject to the following:

1. Student Senate shall maintain back account(s) said back accounts shall be subject to oversight by the office of the Vice-President of Student Services.
2. All expenditures must be approved by the office of Vice-President of Student Services and disbursements must contain dual signatures, including one authorized Student Senate governing body officer and one signature of a Student Senate faculty advisor.
3. All records of fiscal activity shall be kept according to generally accepted accounting principles and shall be reviewed by a knowledgeable faculty advisor. These records shall be made available upon request for the purposes of auditors. The Student Senate Treasurer shall make monthly financial activity reports to the FPCC President.

### **Section XI – Committees**

#### Designation of Committees

The Student Senate may assemble committees to transect the affairs of the Student Senate. Examples of committees are as follows:

- A. Academic Affairs Committee
- B. Constitution Committee
- C. Elections Committee
- D. Finance Committee
- E. Planning Committee
- F. Student Information Committee
- G. Survey Committee
- H. Steering Committee
- I. Student Activity Committee

**Section XII – Amendments**

Amendments to this Constitution may be proposed by the governing body, Constitution Committee, or individual registered students. The proposed Amendment must (1) pass the Constitution Committee by a majority of the voting member; (2) be scheduled for vote at the next regularly scheduled student governing body meeting; (3) be passed onto the Student Body for a cote in which it could be passed or declined by a simple majority of those student voting; and (4) it must be ratified by the FPCC Board of Directors.

**Section XIII – Severability**

If any section, clause, paragraph, or item of this Constitution is found to be in conflict with the federal, tribal or state laws, or PFCC Board resolution, then the validity of the remaining portion or provision shall not be affected, and the remainder of this Constitution shall be construed and enforced as if it did not contain the particular part, term, or provision held to be invalid.

**Section XIV – Ratification**

This Constitution shall replace all previous constitutions of this Student Senate upon ratification by a majority of those students voting in the ratification election and upon ratification by the FPCC Board of Directors.

**Certificate of Adoption**

This Constitution and By-Laws was duly adopted by a majority vote of the FPCC students eligible to vote at an election duly called and convened November 22, 1995.

Dated: \_\_\_\_\_

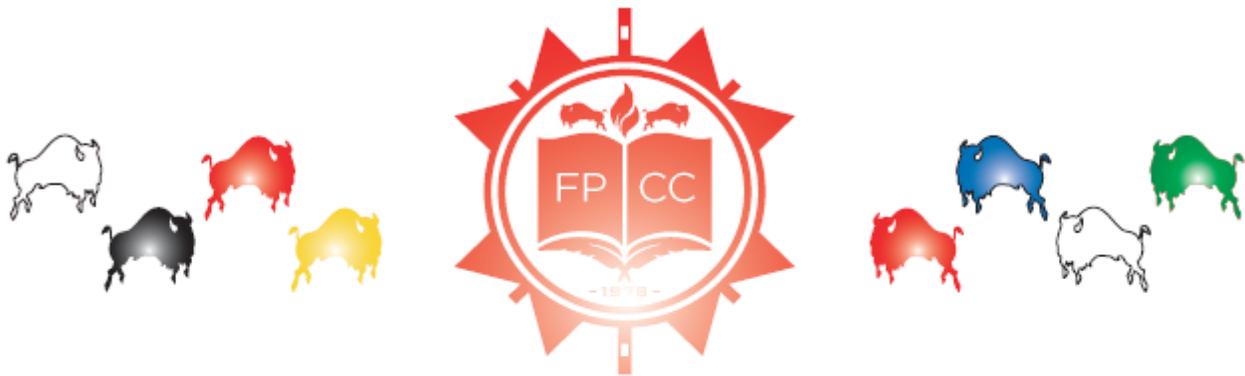
\_\_\_\_\_  
President, FPCC

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, FPCC  
Board of Directors



# Threat Risk Assessment Protocol



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Threat Risk Assessment Protocol

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## **Section I – Procedure for Assessment Team**

The functions of this team are: identification of a potential perpetrator, assessment of the type of threat and level of risk posed by a given perpetrator at a given time, and management of both the subject and the risks that he or she presents to a given target.

### **Identifying the Perpetrator**

Faculty, staff, and students will report any perceived or imminent threats to the FPCC counselor and investigators for review and potential action. This report will include any documented or pertinent information regarding the potential perpetrator and or victim(s). The investigators will gather information using the appropriate forms and begin any necessary investigation.

### **Assessing the Type of Threat and Level of Risk**

Upon the initial assessment, the type of threat will be determined using the following guidelines.

#### Direct threats

These specify a specific act against a specific target delivered in a straightforward, clear, and explicit manner.

#### Indirect or implied threats

These tend to be vague, unclear, and ambiguous. Violence is implied, but threat is phrased tentatively, and suggest that a violent act could occur, not that it will occur.

The following guidelines will be used to determine the level of risk.

#### Low-level threats

These pose a minimal risk to the victim and public safety and are vague and indirect. The content suggests the person is unlikely to carry it out.

#### Medium-level threats

These can be carried out, although they may not appear realistic. They are more direct and more concrete than low-level threats, and their wording suggests that the individual has given some thought to how the act will be carried out.

#### High-level threats

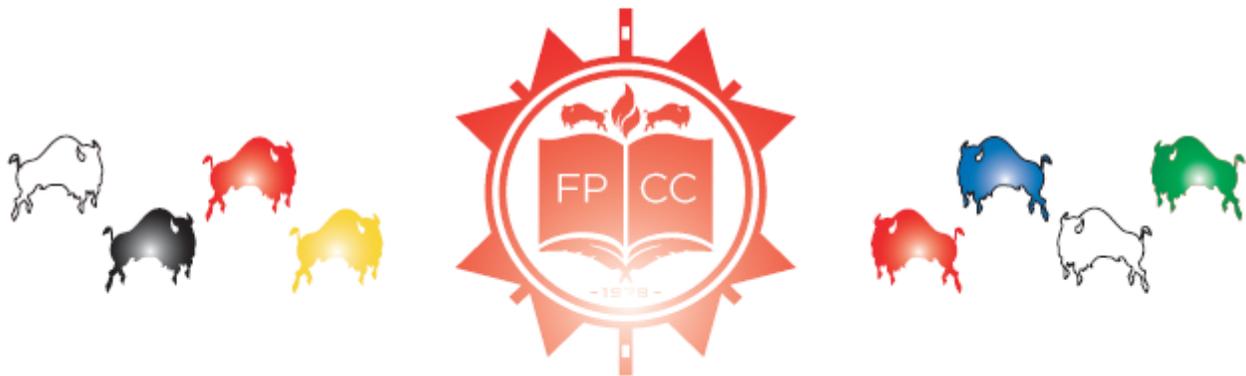
These are direct, specific, and plausible. They appear to pose an imminent and serious danger to the safety of others and suggest that concrete steps have already been taken. This level should always require the involvement of law enforcement.

### **Implementing Threat Assessments**

Once the initial assessment has taken place, the investigators will determine what action should be taken including whether the Threat Risk Assessment team (TRA) should be involved. When necessary, threat management plans will be designed to provide supportive interventions to potential perpetrators. All action taken will be documented and followed up on. Privacy and confidentiality will be held at the utmost importance. A “need to know” policy will be adhered.



## Travel Policies & Procedures



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

**Travel Policies and Procedures**

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## Section I - Travel Advances

Any Employee may receive a travel advance prior to traveling. However, the following guidelines will be strictly enforced.

- An approved travel advance must be on file in the Business Office one (1) week before travel.
- Failure to file a travel claim within five (5) working days after returned from travel will result in the advanced amount being withheld from the traveler's paycheck.

### Travel Advances

To be filled out and approved **PRIOR** to traveling.

1. All Travel Forms must include the following:
  - a. Name
  - b. Dates of Travel (Depart and Return Date)
  - c. Travel Destination
  - d. Purpose of Travel
  - e. Account Number that will be charged
  - f. Type of Transportation
  - g. Per Diem Rates ([www.gsa.gov](http://www.gsa.gov) click on Per Diem Rates)
  - h. Agenda for the conference /workshop that you will be attending
  - i. Supervisor Approval (Signature)
  - j. FPCC President Approval (Signature)

### Travel Claims

To be filled out and returned five (5) working days after your return from travel.

## Section II – Using FPCC Credit Card to Reserve Rooms

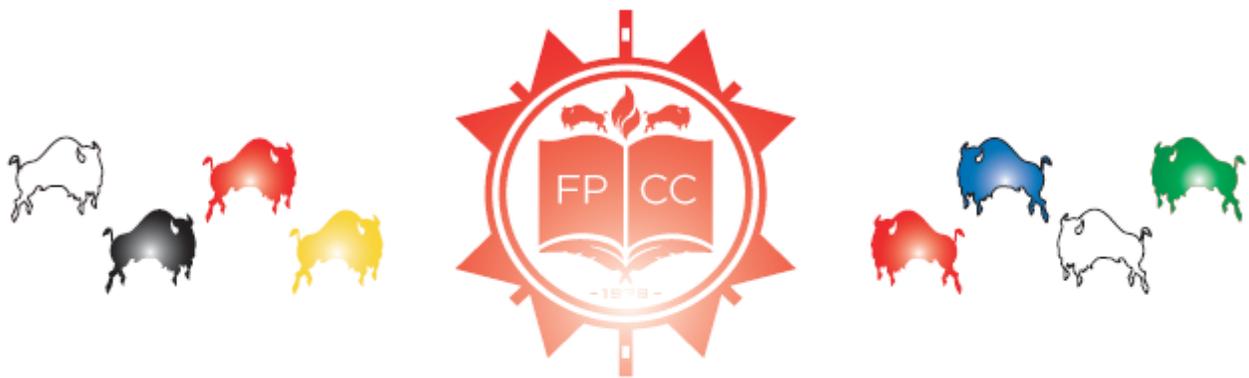
If the traveler chooses to reserve a hotel room with a credit card, they may do so, with an approved Purchase Order (**signed by the FPCC President**). The traveler must turn in the approved purchase order, and approved travel advance to the Business Office as soon as the reservation has been made.

### Steps for using the FPCC credit card to reserve rooms

1. Obtain a Purchase Order from the Business Office.
2. Obtain approval (**signatures from your supervisor, and the President of the college**)
3. Make your own travel arrangements. Call the hotel and find out approximately how much the total lodging will cost, and fill out the Purchase Order payable to: American Express. (**Make sure the Purchase Order is detailed with traveler, dates, and the name of the hotel that will be used for lodging**). You may have to have the hotel send a credit card authorization form for Rose to sign.



## Tribal Library



**F O R T ♦ P E C K**  

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**C O M M U N I T Y C O L L E G E**

**UPDATED 2015**

## Tribal Library

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## **Mission**

Fort Peck Community College is a tribally controlled community college chartered by the Fort Peck Tribes. In 1977, the Fort Peck Tribes established the Fort Peck Education Department. This department developed Fort Peck Community College, which was officially chartered by the Fort Peck Tribes in 1978. The original charter established a six-member governing Board of Directors. In 1987, the Board was expanded to nine members including a student member. Members of the College Board are selected for their interest in higher education on the Fort Peck Reservation and the James E. Shanley Tribal Executive Board ratifies the appointments. Currently, there are 12 members.

The mission of Fort Peck Community College is to provide higher education opportunities and services to the people of the Fort Peck Reservation. The College offers academic programs leading to associate degrees with credits transferable to other institutions of higher education and post-secondary education; occupational training programs that are based on the needs of the people living on and near the Reservation and job availability in the area; community based activities and organizations serving community needs; and Distance Learning opportunities in conjunction with other institutions of higher education.

## **Library Mission Statement**

James E. Shanley Tribal Library performs the dual functions of academic library, tribal and community library for Fort Peck Community College (FPCC) and the Fort Peck Assiniboine and Sioux Tribes and the community of Poplar, respectively. The Library supports the mission of Fort Peck Community College. In addition to serving as the college library, James E. Shanley Tribal Library was designated as the official Fort Peck Assiniboine and Sioux Tribal Library by Tribal Council Resolution on June 9, 1985 and as Poplar Community Library by Memorandum of Understanding with Roosevelt County Library in 2014.

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## **Section I – Eligibility for Service**

All residents of Fort Peck Reservation and students, faculty and staff of FPCC are eligible for a library card with a current mailing address, which have no outstanding overdue materials, may receive all services provided by James E. Shanley Tribal Library. Children under 18 must have parent/guardian signature to apply for a card. Once issued a James E. Shanley Tribal Library card has no expiration date. The library should be notified of change of address.

### **NON-RESIDENT LIBRARY CARD**

Anyone serving the Fort Peck Reservation is eligible for a library card with appropriate proof of address.

### **LIBRARY CARDS FOR TEMPORARY RESIDENTS**

The Library will issue cards to people who are living in the area on a temporary basis. The individual must provide proof of temporary address and permanent address. The local employer should also be listed on the application card.

## **Section II – Appropriate Patron Conduct**

The Library supports the right of each user to study and work in a quiet, respectful, and non-violent atmosphere that is conducive to the pursuit and acquisition of knowledge and information. In order for the Library to properly fulfill its mission of providing a productive and pleasant environment for study and research, while at the same time providing and protecting James E. Shanley Tribal Library resources.

### **General Rules of Conduct**

1. Conversations will be conducted at a reasonably quiet conversational manner in areas where people are studying if possible. Cell phones should be answered in the foyer or outside.
2. Library users shall stay in public service areas unless they are on specific business and are accompanied by a staff member.
3. No food is allowed in the Library unless unopened. All beverages must have a lid.
4. Library users shall check out materials under their own name. Patrons may be asked for identification.
5. Disruptive behavior, including but not limited to those listed below, shall not be allowed in the library.
  - a. Active disturbances of harassment of other library users or staff.
  - b. Chasing, running and playing.
  - c. Smoking
  - d. Deliberately changing the arrangement of materials as to make it difficult or impossible

to find or use them.

e. No alcohol or drug affected persons are welcome in the Library or on Fort Peck Community College campus. No drugs or alcohol may be brought into the Library.

f. Sleeping is not permitted anywhere in the Library

6. Viewing of obscene materials is not permitted in the Library. Repeated actions that create a disturbance or that are considered sexual harassment can result in the loss of some or all Library privileges.

7. Personal items should not be left unattended. The Library is not liable for anything lost while left unattended.

It shall be the policy of the James E. Shanley Tribal Library to promote enforcement of the above rules. Methods of enforcement will vary depending on each circumstance in the best judgment of the staff.

### **Section III – Unattended Children Policy**

In order to help prevent disruption of normal library activities, to provide for the general welfare of all patrons using the library, and to especially insure the safety of children, the James E. Shanley Tribal Library will adopt the following regulations.

- All children under school age shall be adequately supervised by an adult or mature adolescent.
- Children over five and less than eight may be left unattended for a half hour. (REMOVE)
- Persons are responsible for children with special problems shall remain with them at all times.
- Children ten and older may use the library unattended, subject to the rules concerning conduct and behavior. Parents need to be aware of the Library's hours so children are picked up at closing time.
- Children under the age of 18 who are not students of FPCC are not allowed to use the computers without a parent/guardian signed computer use form. Children of school age are not allowed to use the computers during the school day unless accompanied by a parent/guardian.

### **Section IV – Confidentiality**

The Tribal Library recognizes its position of special trust with the library users. The Tribal Library formally adopts as policy the following confidentiality act:

#### **Definitions**

As used in 22-1-1103, the following definitions apply:

1. "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.
2. "Library records" means any document, record, or any other method of storing

information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material or other records identifying the names or other personal identifiers of library users. Library records does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personal identifier.

### **Nondisclosure of Library Records**

1. No person may release or disclose a library record or portion of a library record to any person except in response to:
  - a. A written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or
  - b. An order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.
2. A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.
3. Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

### **Section V – Advice Policy**

The Library makes every effort to find and provide information to patrons. But it is the library users' responsibility to check for the accuracy and how current the information is.

### **Section VI – Loan Period**

- Materials in regular collection may be borrowed for two weeks. DVD selections are borrowed for overnight and are limited to two items.
- A two week renewal is allowed. Please bring the item with you when you wish to renew.
- It is not possible to renew a book on which a "hold" has been placed by another borrower. Please be courteous and understanding of that fact when asked to return an item.
- Current periodicals, newspapers, reference books, special collections, instructor-reserved books do not circulate outside the library.

### **Section VII – Library Materials**

#### **Overdue Materials**

The person whose library card is used to check out material is responsible for the material. Please bring your library card when checking out materials. If you do not have a library card, stop at the desk in the library, fill out an application card and receive your library card.

The library does not have fines for overdue books unless it is an interlibrary loan and the library is charged by the lending library. If any fines are charged to the Tribal Library, the person using the material will be asked to pay the fine.

If an item(s) is one (1) week overdue, you will receive a notice from the library. You will not be allowed to check out any other materials until you have returned the overdue item(s).

### **Lost or Damaged Material**

If library material is lost or damaged, the patron will be charged for the retail replacement cost. In the event that a patron returns materials thought to be lost, the retail price will be refunded. Damaged materials paid for may be kept by the patron. Lost or damaged DVD items are \$20.

### **Section VIII – Collection Management**

The Collection Management Policy is available at the library. It contains such items as gifts/donations, surplus disposal and citizen's request for reconsideration of a book. Please ask a library staff person if you are interested.

### **Section IX – Copyright Law Policy**

The Tribal Library will make a sincere effort to comply with all current copyright laws and Congressional guidelines. The library will provide a written copy of the Copyright Act of 1976 Public Law 94-5537 to anyone requesting it. The library staff will make an effort to follow the provision of Title 17 of the United States Code and other federal legislation with regard to retention, duplication and use of copyrighted materials. (See attached)

### **Section X – Interlibrary Loan**

Interlibrary loan is an essential means of expanding the range of materials available to library patrons. It is used in adjunct to and not as a substitute for local collection development.

The Tribal Library will meet its resource sharing responsibility by relying on the OCLC database and direct access. The library subscribes to state and national resource sharing protocols. The library is involved in a local resource sharing project to provide better access to materials held in the local area.

Fees will not be charged for materials unless the providing library charges. The patron will be informed before materials are ordered if there is a charge. Patrons will be charged for materials lost or damaged while in their possession. Fines will be assessed to the borrowing patron if the library is charged a fine for overdue materials.

Requests may be made in person or by telephone. The requesting patron must have a valid library card.

### **Section XI – Fax Policy**

The Tribal Library fax service is available to all. There is no charge for incoming materials. Outgoing materials will be charged to the users' phone or credit card. The library confidentiality policy insures the privacy of the user.

**Section XII – Tours**

Tours are available at any time of the year. A particular time may have to be scheduled due to staff availability. Faculty need to make arrangements ahead of time.

Schools may have tours by arranging visits ahead of time. Teachers are responsible for students' behavior during library visits.

**Section XIII – Phone Use**

The telephone on the Library desk is for the use of employees of James E. Shanley Tribal Library and Fort Peck Community College. Any other use should be requested.

**All Library users are entitled to:**

- ✓ Courteous assistance from Library staff
- ✓ Access to Library resources
- ✓ A quiet research and study environment
- ✓ A clean physical environment

**All Library users have the obligation to:**

- Interact courteously with other users and library staff
- Maintain accessibility of library materials by:
  - Checking materials out properly
  - Returning materials by the due date
  - Responding promptly to recall requests
- Keep Library materials clean, unmarked and intact
- Maintain a reasonable quiet environment in research and study areas
- Maintain a clean environment by not eating in the Library
- Keep beverages lidded and away from electronic equipment
- Keep cell phone on vibrate or off and answer outside of the Library

Library users may be required to show photo identification for access to certain Library collections.

All library users are expected to conduct themselves in a manner which facilitates these rights for them and others. Users who do not comply with these guidelines may be asked to leave the building.



# Video Surveillance Policy



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Video Surveillance Policy

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### **Section I – Policy Statement**

Fort Peck Community College Acknowledge its responsibility to promote a safe environment for all community members and to protect college property. Therefore, an electronic video surveillance system may be used at the college to gather useful information about the activities that occur on the college campus and grounds. This policy does not apply to legitimate uses of video cameras for college promotion, instruction or research purposes.

The purpose of the use of video surveillance is to:

- Promote a safe college environment by deterring acts of harassment or violence.
- Deter vandalism or theft of college property and to aid in the identification of individuals who commit such acts.
- Assist law enforcement officials in the investigation of any crime that may have been committed on college property.

### **Section II – Camera Location, Operation, And Control**

This procedure establishes guidelines and responsibilities for the electronic surveillance system at Fort Peck Community College.

- Fort Peck Community College buildings and grounds may be equipped with video monitoring devices.
- Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damages, or security incidents.
- Cameras placed outside shall be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on college grounds or premises.
- Cameras shall not be used to monitor private or semi-private rooms such as restrooms and offices.
- The Chief Information Officer shall manage, control, and audit the use and security of monitoring cameras, monitors, tapes, computers used to store images, computer discs, and all other video records.
- Only individuals authorized by the College President shall have access to video monitors, or be permitted to operate the controls.
- Video surveillance cameras shall not have audio recording capabilities; or any such audio capabilities will not be enabled if they are available.
- Cameras may be placed in locations, on a temporary basis, for investigative purposes. The College President will authorize these placements. (This would be in situations of theft investigation.)

### **Section III – Notification**

Signs shall be posted to notify individuals that surveillance cameras are in operation.

### **Section IV – Use of Video Recordings**

- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to official Fort Peck Community College policies, Student Code of Conduct,

and/or FPCC Board policies.

- The college may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- Video recording may be released to third parties in conformance with the requirements of a local, state, or federal law enforcement agency.
- The college or its administrators may use video surveillance and the resulting recording for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- The college shall not use video monitoring for other purposes unless expressly authorized by the College President (or designee) or by another Fort Peck Community College policy or FPCC Board Policy.

#### **Section V – Protection of Information and Disclosure/Security and Retention of Recordings**

- Videos are initially recorded on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and then the oldest video segments are overwritten by the newest segments.
- No attempt shall be made to alter any part of a video recording.
- Video recordings that may be relevant to the investigation of an incident will be transferred from the computer hard disk onto removable media such as a CD or DVD.
- All saved video records not in use should be securely stored in a locked receptacle.
- All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the College President.
- The College President (or designee) must authorize access to all video records.
- A log shall be maintained by the College's Chief Information Officer of all instances of access to, or use of recorded materials.
- Information contained within the video access log shall be considered public information, unless prohibited by law or judicial order.
- Video records that contain personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be retained by the college indefinitely as part of a permanent archive.
- Fort Peck Community College will provide reasonable security measures to prevent unauthorized access to the electronics surveillance network.

#### **Section VI – Disposal or Destruction of Recordings**

Copies of surveillance recordings need not be kept by the college if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.

All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated above.

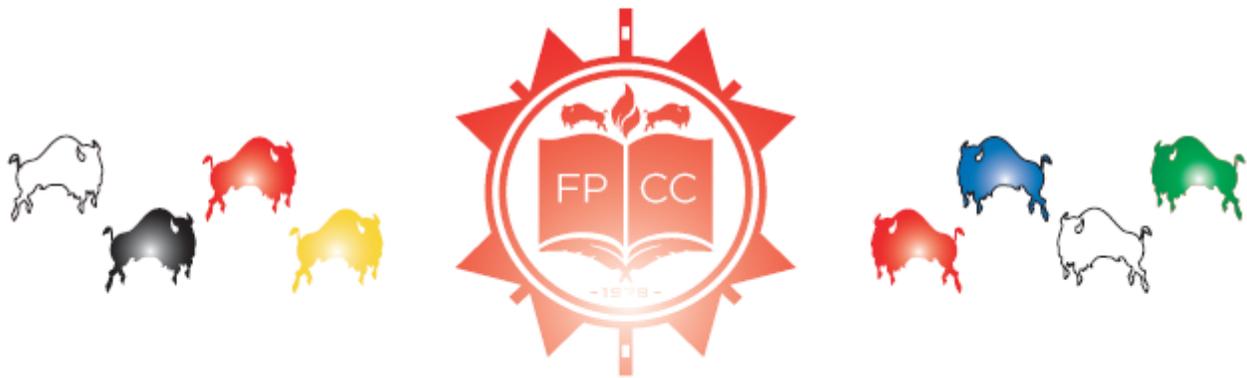
#### **Section VII – Video Monitors and Viewing**

- Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
- Only the College President, Chief Information Officer, or individual authorized by the President and members of the law enforcement agencies shall have access to video monitors while they are in operation.

- Video monitors should be in controlled access wherever possible.
- Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operator will monitor activity based on suspicious behavior, not individual characteristics.



## Wellness Center



**F O R T ♦ P E C K**  

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**C O M M U N I T Y C O L L E G E**

**UPDATED 2015**

## Daya Tibi Wellness Center

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### **Mission Statement**

Based upon the philosophy of health, physical fitness and Spirituality that is so important in the Native American Heritage, it is the Mission of the FPCC Daya Tibi Wellness Center to provide an environment with mental and physical activities conducive to the promotion of the total health and well-being of the members of the Fort Peck Tribes and Citizens of the Fort Peck Reservation.

### **Policy Statement**

It is the policy of the Fort Peck Community College Daya Tibi Wellness Center to afford its members with every opportunity to obtain a full and virtuous life.

## **Section I - Membership**

The safety and well-being is of paramount concern to the FPCC Daya Tibi Wellness Center, therefore, all members of the Center must be at least 12 years of age unless enrolled as part of a family membership or enrolled as a full-time student. Individuals under the age of 12 will be permitted to use the facilities if accompanied by a responsible adult or if special functions are held under responsible adult supervision.

### **Basic Membership**

Basic membership means that the member has completed all of the membership requirements and is in good standing with the Center. Temporary membership will be provided new applicants and they will be allowed to use the facilities until their regular membership is approved.

Regular: Regular membership is available to individuals who are held in good standing by completing all the application requirements and are current on membership dues.

Family: Family membership is available to families who are held in good standing by completing all of the application requirements and are current on membership dues. A family is defined as immediate family such as Husband, Wife, Significant Other, and their dependent children.

### **Student Membership**

Student membership means that the principal member is enrolled as a full or part time student at FPCC and has paid the Building Use fee.

Regular: Regular membership means that the individual student is in good standing, has completed all the application requirements and is current on fees.

Family: Family membership is available to families of the students who are in good standing by completing all of the application requirements and are current on membership dues. A family is defined as immediate family such as Husband, Wife, Significant Other, and their dependent children.

### **Organizational Membership**

Organizational Membership is available to any recognized organization that wishes to provide health and fitness center services for their employees/members of their organization. The sponsoring organization is responsible for establishing their requirement for eligibility for participation in their own programs. All individual organization members will agree to abide by all policies and procedures established by the FPCC Health and Fitness Center.

Regular: Regular Organizational Membership means that an individual of a sponsoring organization is in good standing and has met all the requirements for membership by the sponsoring agency.

Family: Family Organizational Membership means that the sponsoring agency is providing family membership for their individual employees. A family is defined as immediate family

such as Husband, Wife, Significant Other, and their dependent children.

Special: Special Membership means Organizational Memberships are available for sponsoring agencies for those individuals who do not meet the previous categories. Examples of these memberships might be Board of Directors, consultants, visitors, etc.

### **Other Memberships**

Special circumstances may exist that are not covered under current policy. This provision is included to deal with special circumstances and requires approval of the Board of Directors by regular meeting or a telephone.

## **Section II – Fee Schedules**

Fees will be assessed by all members of the Center in order to operate and maintain the programs and facility. Fee schedules will be reviewed periodically and usage fees will be determined by the Board of Directors. Every effort will be made to accommodate the income of the members. All fees will be billed from the first day of each month. Members registering at any time other than the first of the month will have fees prorated. Student fees will be collected at the beginning of each semester. Fees will be based upon the following schedules:

### **Regular Fees**

1. FPCC Student Fee	Included in registration fee
2. FPCC Student Family Fee (per semester)	\$30.00
3. Student Summer Rates	(if they were a full time student during the year, there will be no additional charge for the summer)
4. FPCC Staff/Faculty Yearly Fee	\$100.00
5. FPCC Staff/Faculty Family Yearly Fee	\$100.00
6. Individual Yearly Fee	\$200.00
7. Family Yearly Fee	\$225.00

### **Organizational Fees**

1. Charter Organizations	Determined by Board of Directors
2. Other Organizations	\$60.00/member – Determined by Director of Center

### **Special Activity Fees**

1. Daily Pass	\$ 1.00
2. Special Activities (utilizing paid instructors)	Will be announced

### **Guest Passes**

\$ 1.00 per day

## **Section III – Rules and Regulations**

### **Conduct**

The conduct of members and guests will be appropriate for the surroundings, other members'

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consideration and for safety. All members, guests and staff will be expected to treat equipment and other members with respect and courtesy. No violations of the rule “Treat others as you would expect to be treated” will be tolerated. Violations of the conduct or safety codes will result in immediate suspension of the individual(s) membership rights until the matter is reviewed by the Board of Directors.

## **Payments from Members**

Membership dues will be collected on a yearly basis. Dues may be paid on a monthly, quarterly, semester, or annual basis.

### Timeliness

Members will be allowed a 10 working day period of grace for making their dues payment. After that period of time, member will be placed on a “pay to play” basis until dues are paid. If a member is placed on the “pay to play” basis more than two times, the member will have to petition the Director of the Center to reinstate full member benefits.

### Special Circumstances

Any event or series of events that may affect the standing of the member may be appealed to the Board of Directors by submitting a petition to the Board explaining the special circumstances. The Board will review any petitions at the next regular meeting and make a decision on action to take involving that member. It will be the member’s responsibility to attend that meeting as no letter will be sent to the individual. The individual will be told the date, time and place of the next regular scheduled Board of Directors meeting at the time they turn in their petition.

## **Use of Equipment**

Equipment will be adjusted and maintained by staff of the FPCC Wellness Center. The need for safety precludes the adjusting of equipment by the member user. Safety rules and regulations will be posted on the equipment or on the walls near the equipment.

Supervision: Staff will provide assistance to any member in regards to routine use of equipment or programs. Staff will also have the responsibility for enforcement of all rules and regulations in regards to safety, use of equipment and conduct. Staff has the right to remove any individual, from the premises, that abuses any of the equipment, impedes other’s safety, or is discourteous to any staff or other member. An incident report will be prepared at that time and be presented at the next regular Board of Directors meeting.

Maintenance: For insurance reasons, all routine maintenance of equipment will be performed by staff members. Facility users are to report any equipment in need of repairs or adjustments to the staff member on duty. Maintenance requests will be noted on a log, the date and time of the adjustment will be noted and the name of the staff member will be recorded. Any piece of equipment that is in need of major repair will be noted on the daily maintenance log and a work order request will be filled out and turned in to the FPCC Administrative Office. The request will be routed through their channels for repairs. Any piece of equipment deemed to be unsafe or un-operable by the staff member, will have a sign put on it and will not be used until safely repaired.

## **Attire**

Members must dress according to the function that they are going to be performing while

exercising or using equipment. The attire should not be offensive to other members of the Center.

#### Appropriateness

The member shall dress appropriate for the activity they are participating in. If mechanical apparatus are being used, care must be exercised not to catch loose items of clothing, hair or other objects in the equipment. Good judgment and reason will be expected from the members and staff.

#### Activities

Appropriate attire will be required for the activity that the member is participating in. Proper shoes, gloves, clothing and safety equipment will be required before a member is allowed to participate in any activity that requires the use of any special equipment.

### **Safety**

Paramount to the health and well-being of the members, safety rules must be observed. Violations of safety rules will result in temporary suspension of a member's right to participate in Center activities. These rules are in place to protect, first our members and second, the Center from any unnecessary or unwanted consequences.

#### Equipment

All equipment use safety rules will be posted on the equipment or on the wall next to the equipment. Rules will be observed for the protection of everyone. Those who do not observe the safety rules will not be allowed to use the equipment.

#### Building

All safety rules will be posted in conspicuous areas. Violation of the rules will result in temporary suspension of all rights and privileges and referred to the Board of Directors for further action.

#### Office

All safety requirements, pertaining to the daily operation of the office and office area, will be observed.

#### Outside of Premise

The same courtesy, respect for others and their property will be observed outside the Center is required on the inside. Violation of the rules will result in temporary suspension of all right and privileges and referred to the Board of Directors for further action.

### **Section IV – Hours of Operation**

Hours of operation may vary, depending on season and activities. Hours of operation will be posted on the front door of the Center and advertised through local media. Hours of operation may be flexible to accommodate special events.

#### **Week Days**

8:00 am to 7:00 pm

#### **Weekends**

CLOSED (Saturday)  
1:00 pm to 3:00 pm (Sunday)

### **Section V – Endowments, Donations and Contributions**

The FPCC Wellness Center will actively solicit donations, contributions and endowments to allow continued operation and for expansion and improvement of the facilities.

#### **Receiving**

All receipts of contributions, monetary or equipment will be recorded in the Fort Peck Community College Business Office.

#### **Accounting**

Accounting procedures will follow the Fort Peck Community College business and accounting policies and procedures.

#### **Reporting**

All fiscal reports will be prepared by the FPCC Business Office.

### **Section VI – Cash Receipts**

All cash receipts will be secured and accounted for at the end of each business day or change of worker shift, whichever comes first.

- Cash receipts and checks will be reconciled at the end of each work day or change of shift for workers.
- Except for a “working cash drawer”, all cash and checks will be recorded on a deposit slip and deposited in the night depository at the Traders State Bank. Monies for a “working cash drawer” will be placed in a safe for the night.
- All deposit slips will be turned in, each day, to the FPCC Business Office.

### **Section VII - Inventory**

Reports of inventory of all hardware and expendable items will be performed on a semi-annual basis or more often if necessary.

- Staff will perform routine inventory on all hardware on a weekly basis.
- All hardware inventories will receive an inventory control number as assigned through the FPCC Business Office.