

# 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.

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## **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 (members of tribes) x 2 (credits) = 28  
                      28 - 12(full-time credit) =2.3333  
                      2.3333 - 2 (semesters) = 1.166666  
                      1.1666666 X \$1900 (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.