



# STAFF HANDBOOK

**August 2016**

*The only official edition of this handbook is the document that resides online. The online version will be updated as expeditiously as possible. Thus, it is the reference that should be used when accessing DCB policy and procedure. Changes, deletions, and additions to the document regarding the policies and procedures will be sent to faculty and staff at the same time they are updated in the online handbook.*

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## **PREFACE**

This handbook is intended to be a guide that sets forth routine operating procedures. It is also a reference containing general information that is beneficial and useful for staff orientation. As such, it does not constitute a contract. The college will need to revise this manual, as it deems necessary.

The handbook does not purport to provide enough information to address all aspects of the college's day-to-day operations or its custom and conduct. Other resources such as the State Board of Higher Education's Policy and Procedures Manuals, the NDUS Human Resource Policy Manual, and the DCB Risk Management Handbook are also available.

## **EQUAL OPPORTUNITY (7/2016)**

Dakota College at Bottineau is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws for all individuals without regard to race, color, national origin, religion, gender, disability, age, sexual orientation, marital status or veterans' status.

DCB abides by the requirements of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Titles VI and VII of the Civil Rights Act of 1964; Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

Inquiries concerning compliance may be directed to the college's Equal Opportunity officer (Vonda Berg Thatcher Hall (701) 228-5409) or the Regional Office of Civil Rights – Citigroup Center 500 W Madison Street, Suite 1475 Chicago, IL 60661-4544, telephone 312-730-1560 [www.ed.gov](http://www.ed.gov).

Inquiries concerning the Americans with Disabilities Act may be directed to Vonda Berg, Thatcher Hall, (701) 228-5409.

## **HISTORY (7/2016)**

A referendum in 1894 stated that a school of forestry should be located in Bottineau, North Dakota, to provide, in addition to forestry, comprehensive junior college curricula. The North Dakota Century Code identifies the role of DCB as offering programs in agriculture, forestry, and horticulture. Since then, the college has expanded its natural resource programming, and has also added programs in other areas that serve the need of its constituents.

The relationship between the School of Forestry and North Dakota State University was first established in 1968 when the Board of Higher Education approved the "administrative attachment" of the two institutions. The School of Forestry became known as North Dakota State University-Bottineau Branch and Institute of Forestry at that time. In 1987, the name was modified to North Dakota State University-Bottineau.

In April of 1996, the North Dakota State Board of Higher Education affiliated the College with Minot State University. The name of the school was changed to Minot State University-Bottineau Campus at that time. This realignment has been productive and has resulted in collaborative efforts that have been of benefit to students.

In the summer of 2006, the college celebrated a century (1906-2006) of excellence commemorating the determination, strength, and resourcefulness of our students, faculty, staff and community. For 100 years, as the North Dakota School of Forestry, NDSU-Bottineau, and MSU-Bottineau Campus, the institution prepared men and women to become contributing members of society. Campus heritage and aspirations were reflected in the centennial motto: *Rooted in the past-growing towards the future*. As we grow toward the future, MSU-Bottineau became Dakota College at Bottineau. The new name gives the institution a unique identity in a way that reflects its location; history; mission; and ongoing *Nature, Technology, and Beyond* focus, but does not change the college's affiliation with Minot State University. DCB continues to be a place that provides students with a quality education, in a caring environment.

### **INSTITUTIONAL MISSION (4/2008)**

Dakota College at Bottineau provides students with a quality education in a caring environment. The institution values diversity and personal enrichment by promoting engaged learning for employment and university transfer. With the help of a supportive community, DCB emphasizes nature and technology to accomplish its mission through an array of curricula, programs, and services.

- Liberal arts education provides students the knowledge and tools to continue their education, to serve as good stewards of the environment, and to function as responsible citizens.
- Career and technical education provides students with the knowledge and skills required to succeed by utilizing natural, human, and technological resources.
- Distance delivery provides students increased access to education and career opportunities.
- Community education provides diverse life-long learning experiences.
- Support service provides opportunities for individual growth and success.
- Campus activities provide for interpersonal development.
- Campus outreach provides area schools and groups access to college resources.
- Workforce training and development provides the human resources for economic development.
- All programs provide a greater understanding of human diversity.

DCB's curricula, programs, and services take students *beyond nature and technology* and leave them with an ethic of concern and care for the natural world.

### **Vision (4/2008)**

“Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.”

## **Core Values (4/2008)**

**Student Centered:** DCB values students, considers their needs and interests, and makes sincere efforts to respond positively to those needs and interests.

**Excellence:** DCB college community members take pride in their work and strive for academic and professional excellence.

**Learning:** DCB values innovation and quality as it serves the learning needs of its various constituencies.

**Respect and Responsibility:** DCB acknowledges, understands, and supports the rights of others to express their ideas. Individual responsibility is integral to civil discourse, which enables meaningful learning experiences and informed decisions.

**Diversity:** DCB supports and embraces diversity, which enriches the quality of the learning experience.

## **DCB Goals and Priorities (4/2008)**

- Improve learning and services through ongoing assessment.
- Improve extra and co-curricular offerings.
- Provide curricular offerings to meet the needs of constituents.
- Develop the institution's *Nature, Technology, and Beyond* focus.
- Utilize all campus resources.
- Enhance residential life.
- Develop learning partnerships throughout the region and state.
- Promote global awareness.
- Promote an innovative culture in a technologically enhanced environment.

## **Campus Focus: "Nature, Technology and Beyond" Defined (4/2008)**

Established as the School of Forestry in 1906, Dakota College at Bottineau has consistently utilized the biological diversity of the region: the Turtle Mountain Forest, the prairie pothole region, the J. Clark Salyer National Wildlife Refuge, the International Peace Garden, and Lake Metigoshe. Using these as natural laboratories to strengthen the educational experience and continuously expanding academic and career programming, DCB integrates technology to prepare students not only for the present but also to go beyond and improve the future.

DCB's diverse, natural surroundings provide examples of how and why everyone must care for the environment. Technology aids in determining appropriate methods to solve problems and create the change necessary to maximize positive consequences to all life.

Through these and other appropriate actions, DCB will endeavor to leave students with an ethic of concern and care for the world.

## **DCB Graduate Profile (4/2008)**

Graduates of Dakota College at Bottineau are self-confident and possess skills that promote life-long learning. When DCB graduates leave the nurturing environment the campus provides, they can successfully continue their education or effectively enter the workforce. By utilizing the knowledge gained and the interpersonal and communication skills learned on campus graduates will become contributing members of society. DCB develops responsible graduates who can manage life activities in a manner that allows them to become high achievers who can protect and use our natural and human resources wisely.

## **NORTH DAKOTA UNIVERSITY SYSTEM (NDUS Updated 7-2016)**

Mission: “To enhance the quality of life for those we serve and the economic and social vitality of North Dakota through the discovery, sharing and application of knowledge.”

Vision: “The North Dakota University System is the vital link to a brighter future.”

A brighter future for:

- Our students
- The citizens of North Dakota
- All those we serve

A brighter future through:

- A University System where students have the opportunity to receive the education necessary to be professionally and personally successful;
- High quality, innovative learning opportunities tailored to the needs of students and other clients and readily accessible to all learners in the state;
- The creation of strategic alliances with economic entities in the state and being a major player and primary engine in impacting the economic and demographic trends;
- A University System, which is a solid investment for the state and is seen as such by its citizens.

## **OBJECTIVES (8/2016)**

### **ACADEMIC CURRICULA OBJECTIVES**

The institution’s academic curricula provide an array of courses allowing a student to fulfill the general education requirements (GERTA) for transfer to baccalaureate programs and also provide foundation courses for the career and technical disciplines. The specific educational objectives of DCB’s academic curricula include:

- To develop the ability to communicate
- To develop thinking skills
- To develop knowledge and application of technology

- To develop skills in mathematic computation
- To develop an aesthetic appreciation for the world in which we live
- To promote management and use of physical activity
- To develop a knowledge and application of science
- To understand and appreciate diversity
- To develop lifelong learning skills
- To foster interpersonal development

### ***CAREER AND TECHNICAL CURRICULA OBJECTIVES (8/2007)***

The Career and Technical disciplines provide students with knowledge and practical aptitude in specific skill sets, human and natural resources, technology, and life-long learning to become workforce ready in chosen profession. The objectives of the Career and Technical Education are as follows:

- To give a solid foundation in the technical courses which provide the student with marketable skills.
- To enhance the student's educational opportunities by integrating general education courses and skills training.
- To aid students in developing positive work ethics, confident attitudes and appropriate human relations skills.
- To assist the students in adapting to technological changes in their careers.
- To establish an awareness of the need for life-long learning.

### **GENERAL EDUCATION PHILOSOPHY (7/2016)**

General education exists on the DCB campus to provide the student with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change. At DCB, general education exists within all programs.

The core of general education includes building knowledge and understanding concepts of the natural and social sciences, mathematics, communication, arts and humanities, technology, and wellness. The specific goals of general education reflect the commitment to the campus focus of *Nature, Technology, and Beyond* and are as follows:

#### **NATURE**

Goal 1: Explains the interrelationships between humans and their environment and the role of science in their lives.

#### **TECHNOLOGY**

Goal 2: Demonstrates knowledge and application of technology.

Goal 3: Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems.

#### **AND BEYOND**

Goal 4: Demonstrates effective communication.

Goal 5: Employs the principles of wellness.

Goal 6: Demonstrates the knowledge of the human experience throughout history.

Goal 7: Demonstrates the ability to create and analyze art; evaluate aesthetics; and synthesize interrelationships among the arts, the humanities, and society.

Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture, and diverse heritages of the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of the fine arts. They understand and practice the scientific and mathematical views of the world. They possess critical thinking skills to analyze and develop solutions for problems.

## **ADMINISTRATIVE STRUCTURE**

### **GENERAL ADMINISTRATION (7/2008)**

The State Board of Higher Education (SBHE) in accordance with the North Dakota Constitution and State Statutes governs DCB and all other institutions in the North Dakota University System (NDUS). The seven members of this Board are appointed by the Governor for staggered terms of seven years. Members are appointed for each position from a list of three proposed by a committee made up of the State Superintendent of Public Instruction, the Chief Justice of the Supreme Court, and the President of the North Dakota Education Association. Normally, only one member is appointed to the Board each year.

The **SBHE** is a policy-making body with broad powers that retains any authority it does not delegate to the campuses. The Board appoints a Chancellor who serves as the chief executive officer of the state-supported University System and who executes and administers the policies, decisions, procedures, and rules of the Board.

The SBHE publishes policy and procedure manuals governing the institutions under its control. Copies of the manuals are available at the following website: [www.ndus.nodak.edu](http://www.ndus.nodak.edu).

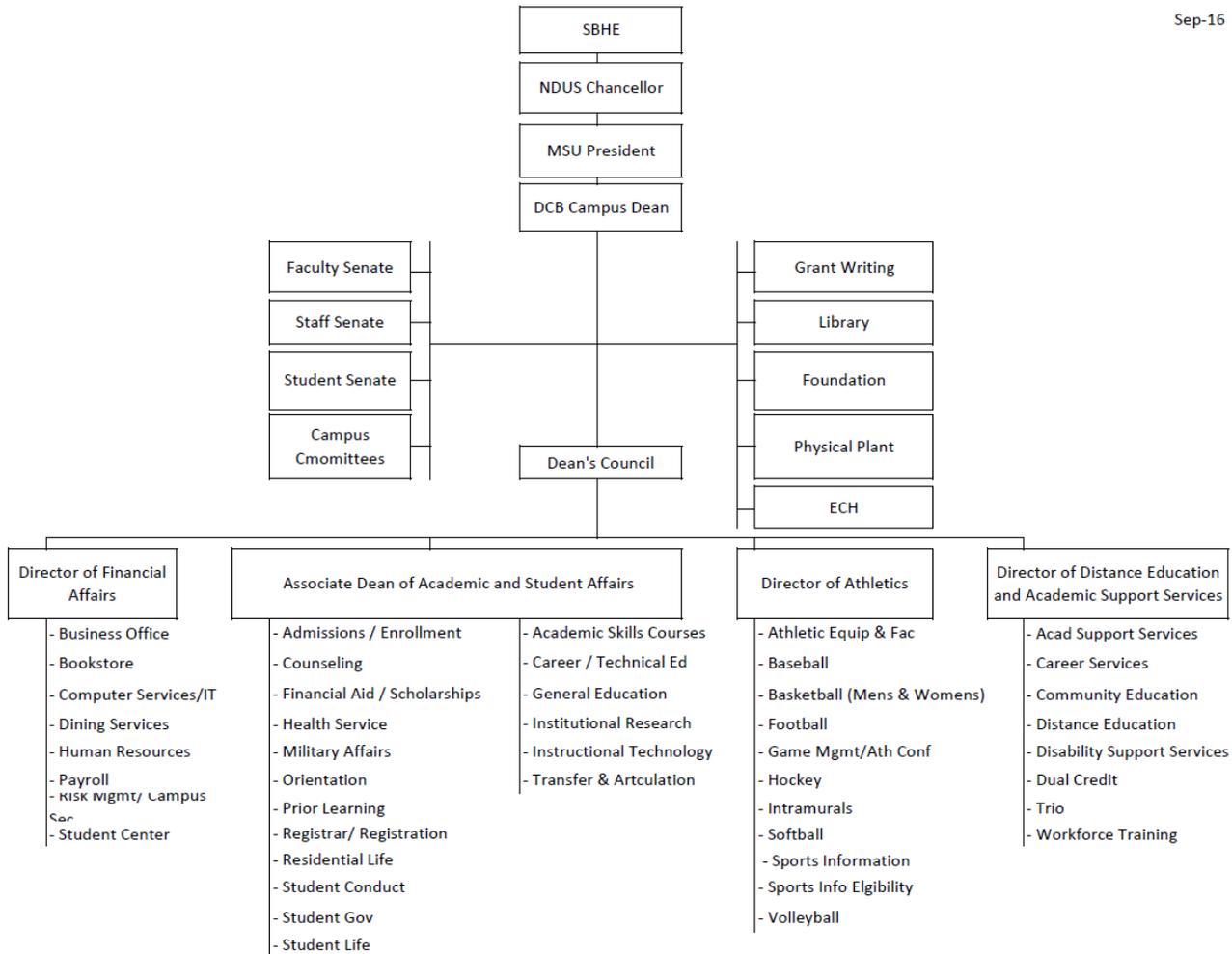
The **Campus Dean** is the chief executive officer of the institution and along with other officers carries out policies and delegated duties. Executive officers of the College manage the Institution in accordance with SBHE and other appropriate policies.

Participation in the decision making process is engendered from faculty, staff, students and others in those areas in which their interests are affected, e.g., Student Senate, Faculty Senate, Staff Senate, Administrative Council.

Although DCB is an operationally and fiscally separate institution, it is a branch of MiSU. As a result, the operation of the Bottineau campus is under the jurisdiction of the University president and the Campus Dean reports to the President. A Memorandum of Understanding between MiSU and DCB general procedural relationships between the institutions.

## Organizational Chart (8-2016)

Sep-16



### ***CAMPUS ADMINISTRATION (8/2016)***

**Dean’s Council** – Reporting directly to the Campus Dean are the Associate Dean of Academic and Student Affairs, Director of Director of Financial Affairs, Director of Distance Education/Academic Support Services and the Athletic Director. These individuals along with the Campus Dean comprise the Dean’s Council. The Dean’s Council is the primary decision-making and planning body at DCB. The Council assists the Campus Dean in developing and recommending policies and plans, budgets, programs, and standards affecting the institution. Following are examples: a) advising and assisting in matters of general administration and strategic planning, b) ensuring application of SBHE policy to the campus, c) reviewing financial, academic and student affairs brought before it by committees, d) serving as a link between campus groups and constituents. The Dean’s Council meets weekly. The following is a description of the responsibilities of the Dean’s Council:

The **Campus Dean** of DCB is the chief executive officer of the campus and is responsible to the President of MiSU for all institutional activities. The Campus Dean represents students, faculty, and

staff at the Bottineau campus. The Dean has full authority to administer the affairs of the institution with oversight provided by the President.

The **Associate Dean of Academic and Student Affairs** is an executive officer of the institution and is responsible for personnel, programs, budget, evaluations, facilities and overall general management of the following academic and student services areas: academic/transfer and career and technical courses and curriculums, institutional research, instructional technology, transfer and articulation. admissions/enrollment, counseling, financial aid, orientation, registrar/registration, student conduct, health service, and residential life. The Associate Dean is the chief academic and chief student affairs officer of the institution.

The **Director of Distance Education/Academic Student Support Services** is an executive officer of the institution and is responsible for personnel, programs, budgets, evaluations, facilities, and overall general management of the following areas: academic support services, career services, community education, distance education, disability support services, dual credit, TRiO, and workforce training.

The **Director of Financial Affairs** is an executive officer of the institution and is responsible for personnel, programs, budgets, evaluations, facilities, and overall general management of the following areas: business office, bookstore, campus security, computer services, dining services, student center, and risk management. The Director is the chief financial affairs officer of DCB.

The **Athletic Director** is an executive officer of the institution and is responsible for personnel, programs, budgets, evaluations, facilities, and overall general management of the following areas: softball, football, baseball, basketball, volleyball, hockey, intramurals, game management, sports eligibility information, and athletic equipment and facilities. The director is the chief athletic officer of the institution.

The **MiSU and DCB Affirmative Action and Equal Opportunity Officer** is responsible for the institution's compliance with all Federal and State laws regarding policies and procedures pertaining to employment decisions and educational programs and activities. This individual will be a person not serving on the Dean's Council.

**Administrative Council** – The Administrative Council advises and assists the Campus Dean and other administrative officers in matters of general administration of DCB. The Council represents all campus constituents and serves as a forum for discussion relating to the growth and development of the campus. The Council consists of the Athletic Director, Director of Distance Education/Academic Support Services, Director of Financial Affairs, Financial Aid Director, Associate Dean of Academic and Student Affairs, Faculty Senate President, Housing Complex Director, Librarian, Student Senate President and Staff Senate President.

**Faculty Senate** – The Faculty Senate functions for the purpose of establishing an orderly process whereby faculty may share in the determination of academic and professional policy. The faculty of DCB has the responsibility to express its concern for the welfare of the institution, to discuss and develop ideas for growth within the institution, to contribute to the formulation of College policy and to provide for reliable channels of communication among all segments of the College. The DCB

Faculty Senate accepts the responsibility of recommending academic and professional policies to the Dean of the college, subject to the policies of the SBHE.

**Student Senate** – The Student Senate acts as a liaison between DCB’s student body and the college’s faculty, administration, and staff. The Senate promotes development and protection of student rights as designed by the Student Handbook, and also fosters participation and coordination of college activities.

**Staff Senate** – The Staff Senate is established to be a representative body of the University’s staff. The Senate shall strive to promote communication between the President, the Dean, other administrators, and staff. The Senate shall also inform and serve the staff of DCB. Representation shall include:

Physical Plant:	2 members
Business Office:	1 member
Dean’s Office:	1 member
Student Services:	1 member

## **SALARY ADMINISTRATION POLICY**

### **REVISED 11/08/08**

#### **OBJECTIVES**

The objectives of this salary administration policy are to provide an equitable and unbiased means of compensating all employees, to enhance the recruitment and retention of qualified faculty and staff, and to promote excellence in performance of all personnel. Additionally, this salary administration policy aims to:

- Acknowledge the basic financial needs of all employees.
- Recognize different performance levels among employees.
- Be responsive to internal inequities.
- Be responsive to market influences.

Those involved in the salary administration process will strive to make decisions fairly and to use the institution’s limited resources most effectively.

#### **POLICIES**

1. Definitions:
  - a. Entitlements are those salary increases mandated by legislation or North Dakota University System policy.
  - b. Cost of living adjustment refers to salary increases given to all employees to offset increases in the consumer price index.
  - c. Equity refers to salary increases designed to reduce or eliminate salary differentials that are unexplained by qualifications, experience, or performance.
  - d. Merit (performance) refers to salary increases awarded for extraordinary performance.

- e. Market refers to salary increases required to be competitive in the recruitment and retention of qualified faculty and staff.
- f. Responsibility adjustment is related to an expansion of the level of duties and responsibilities.

## 2. Methods and Guidelines

- a. Following are principles considered when making salary adjustment decisions:
  - Staff Salary decisions will be made in accordance with section five of the North Dakota State University System Human Resource Policy Manual.
  - The ability to make salary adjustment decisions at the campus level depends on legislative action and SBHE guidelines. In some years, the decision-makers will have little or no ability to exercise discretion with salary allocation.
  - Each division head is responsible for compiling the appropriate documentation to support salary increases granted within his/her division. Documentation is not required for entitlements.
  - Entitlements are mandated by legislation and the distribution is made in accordance with guidelines established by the SBHE.
  - Cost of living adjustments (COLA) are defined as “across the board” increases in the form of a percentage or flat dollar amount (e.g. 3% and/or \$600).
  - Equity adjustments shall be based on documented internal inequities that cannot be explained by differences in qualifications, experience, or performance.
  - Market adjustments shall be documented and based on appropriate local or state wage and salary survey data. High turnover or inability to recruit for the position can also support adjustments.
  - Benefited Staff employees who have not completed their initial probationary period by the beginning of a new fiscal year are not entitled to standard salary adjustments. However, upon completion of a satisfactory evaluation at the close of the probationary period, the employee is entitled to the cost of living adjustments (if any) granted to benefited staff employees on July 1<sup>st</sup> of the current fiscal year. The effective date of the increase is the 1<sup>st</sup> of the month following the end of the probationary period. The amount of the increase will be adjusted based on the remaining balance of the fiscal year. For example, if the COLA is \$600 for the fiscal year and the employee’s effective date is January 1<sup>st</sup>, the employee’s contract will be adjusted by \$300 (50%). It is the responsibility of the employee’s supervisor to notify the Business Office of the date the employee successfully completed the probationary period.
- b. The Director of Business Affairs provides the Campus Dean, and then the Dean’s Council, relevant information from the North Dakota Legislature and the SBHE.
- c. The Campus Dean, in consultation with the Dean’s Council, defines the priority needs of the institution and also determines guidelines for distribution of the dollars available for salary adjustments.
- d. After priorities are determined, the information is given to the Faculty and Staff Senate salary committees for review.
- e. The Staff and Faculty Senate Salary Committees will make recommendations to their division heads before any salary adjustments—beyond mandated adjustments—are made. The administration will provide the committees information about the money available for adjustments for their respective groups.

- f. The Dean's Council will consider the Salary Committees' advice and make recommendations to the Campus Dean regarding salary adjustments.
3. Other salary adjustments include degree and responsibility changes that are properly documented and approved by the Campus Dean.
- Adjustments may be granted for obtaining a master or doctoral degree. The amount will be added to the base in the subsequent employment contract. The amount will be pro-rated in the current employment contract based on the date of completion of the advanced degree.
  - Responsibility adjustments can be given based on substantial, documented reassignments or changes in the duties/responsibilities assigned to a position. For staff employees, documentation for the adjustment must include a revised position description and changes in the band and/or job family.

## **PROCESS FOR IMPARTIAL REVIEW OF SALARY ADJUSTMENT DECISIONS**

Current grievance policies are available as a means to provide an impartial review of a salary adjustment decision. An employee who thinks that the decision concerning his/her salary is inappropriate may request a review as follows:

- Staff employees: NDUS Human Resource Policy Manual, Section 28, Grievance Procedures.
- Faculty: NDUS Policy Manual, Section 612, Grievances. This grievance procedure is available to full-time faculty.

## **NOTIFICATION OF POLICY**

A copy of the campus salary policy shall be included in the Faculty Handbook and the Human Resource Policy Manual. A copy of the annual budget is placed in the Library.

## **PROBATIONARY EMPLOYEE SALARY ADJUSTMENTS (7/2010)**

Dakota College Policy is to grant probationary employees who don't meet the six month employment minimum a pro-rated adjustment based on months of service prior to the end of the fiscal year, as follows:

<b>Months of Service</b>	
<b>7+</b>	<b>Non-probationary status</b>
<b>6+</b>	<b>6/12 of across the board adjustment &amp; consideration for market merit</b>
<b>5+</b>	<b>5/12</b>
<b>4+</b>	<b>4/12</b>
<b>3+</b>	<b>3/12</b>
<b>2+</b>	<b>2/12</b>
<b>1+</b>	<b>1/12</b>

Salary adjustments are not automatic. They are at the discretion of the employee's supervisor and must also be triggered by the supervisor.

### **PAYCHECK DISTRIBUTION (7/2008)**

If a pay day is on a Saturday, Sunday, or holiday, the preceding work day shall be pay day.

The paycheck will be released to the employee only. If you wish to have someone else pick up your paycheck, you must submit a written authorization stating the name of the person that your check should be released to.

### **POOL POSITION EMPLOYMENT (7/2008)**

Employees hired to work pool positions cannot average more than 19.5 hours per week during a month. Supervisors have the responsibility to ensure that the employee does not exceed this monthly average. This can be complicated as time slips are tied to pay periods that usually begin and end during mid-week. Supervisors need to compare the ending week of one time card with the beginning week of the next to determine the hours worked for that week.

Supervisors should monitor the hours worked on a weekly basis. This will make it easier to make the necessary adjustments during the succeeding week to keep the weekly average for the month at no more than 19.5 hours.

It is permissible that pool position employees can average, for limited duration, more than 19.5 hours per week for a month. Temporary needs for additional hours such as a special project or seasonal workload can cause the monthly hours to exceed the 19.5 weekly average. However, additional hours cannot occur during more than 5 months in any 12-month period. In other words, you must review the hours worked by month for the past 11 months before deciding to have the employee work additional hours during the current month. Keep in mind that any month that exceeds the weekly average of 19.5 counts toward the five-month limit.

The reason for the 19.5 hour per week limitation is to comply with state law and HECN policy governing temporary staff employment and employee benefits.

### **OVERTIME (7/2008)**

Overtime compensation at a time-and-one-half rate shall be provided to all non-exempt employees when hours worked exceed forty hours in a work week. Compensatory time off at the time-and-one-half rate may be provided in lieu of cash overtime payments upon prior agreement between the employee and their supervisor.

In establishing a forty-hour work week, annual leave, sick leave, official closings and holidays shall be counted as hours worked.

An employee not at work or on duty and called back for emergency service shall receive compensation in accordance with the institutional agreement in effect or at the rate of time-and-one-half. Guaranteed minimum pay for call-back to a work site when required is two hours at time- and-one-half and guaranteed minimum pay for call-back when return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at time-and-one-half.

The appropriate administrative officer must authorize overtime hours.

The Campus Dean and the Director of Financial Affairs can approve exceptions to this policy.

### **TUITION WAIVERS (3/2009)**

#### ***NORTH DAKOTA UNIVERSITY SYSTEM POLICY***

Employee tuition waivers, including student activity fees, may be granted for benefitted employees (Section 820 of the ND SBHE Policy Manual and Section 33 of the NDUS Human Resource Policy Manual). The waiver shall be limited to three academic classes during each calendar year. Employees may be released from work for one each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution. This waiver does not apply to continuing education or other self-supporting programs, except as provided by institution policy (see below). Each institution shall adopt a policy defining circumstances under which the institution will grant employee tuition waivers, within the limits of this policy, for credit courses offered through continuing education or other self-supporting programs.

#### ***DAKOTA COLLEGE AT BOTTINEAU CAMPUS POLICY***

Dakota College at Bottineau may grant tuition waivers, but not fee waivers to DCB and other NDUS employees for courses offered through self-supporting programs such as distance education (i.e., online) and summer courses. Fees not waived include the technology fee, access fee, ConnectND fee, NDSA fee, special course fees, and program fees. Also, each employee's supervisor is given the authority to determine if course enrollment will interfere with essential job duties or work of the institution. DCB and other NDUS employees requesting a tuition waiver and/or educational release time are required to complete the "Educational Release Time Request" form. This form must be signed/approved by the employee's supervisor and Campus Dean.

### **PETS IN THE WORKPLACE (8/2016)**

Pets, other than certified service animals, will not be allowed in campus facilities. This policy expands the practice currently in force in Dakota College at Bottineau student residence hall

## **CONTRACT REVIEW (6/2003)**

Only the Campus Dean, the Director of Business Affairs, or their designees may sign contracts, contract amendments, Memorandums of Understanding, or any other documents that commit or obligate the institution. In most instances, these documents will be sent to the Board's legal counsel for review.

## **SMOKING (7/2016)**

### **Tobacco-Free Campus**

"College/University" means Dakota College at Bottineau

"Campus Property" includes all property, both indoor and outdoor, that is owned, operated, leased, occupied or controlled by Dakota College at Bottineau including, but not limited to, all buildings, green spaces, athletic fields, parking lots, sidewalks, walkways and vehicles.

"Off-Campus School-sponsored Event" means any event sponsored by Dakota College at Bottineau that does not take place on Campus Property.

"Staff" means any person employed by Dakota College at Bottineau in a full- or part-time capacity or any positions contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Dakota College at Bottineau, or any person working on Campus Property on a volunteer basis. The term includes, but is not limited to, faculty, administrator, personnel, contractor, consultants and vendors.

"Student" means any person enrolled in any educational course or program offered by Dakota College at Bottineau.

"Tobacco Product" includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances, that is intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means. The term "Tobacco Product" includes E-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

"E-cigarette" means any electronic oral device, such as one composed of a heating element, battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product name or descriptor. "E-cigarette" also includes any component part of such a product whether or not sold separately. "E-cigarette" does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

"Tobacco Use" means the use of any Tobacco Product in any form. Tobacco Use includes, but is not limited to smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any Tobacco Product.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or hookah, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette.

### **Rationale for Prohibiting Tobacco Use**

The health hazards of Tobacco Use have been well established. Use of Tobacco Products is the leading cause of preventable death and disability in North Dakota. Dakota College at Bottineau is committed to promoting healthier educational, work and living environments. Dakota College at Bottineau recognizes the serious health risks associated with the use of Tobacco Products, both to users and non-users alike, and believes that the use of Tobacco Products is detrimental to the health and safety of Students, Staff and Visitors.

This tobacco-free policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, staff, and the general public.
3. Establish a standard of health, tobacco-free behavior.

To support and model a healthy lifestyle for our students, staff and community, Dakota College at Bottineau establishes the following tobacco-free policy.

### **Prohibition of Tobacco Use, Advertising and Sales**

Tobacco Use: Dakota College at Bottineau prohibits the use of all forms of Tobacco Products on Campus Property and at all Off-Campus, School-sponsored Events at all times. This includes, but is not limited to, the use of Tobacco Products by Students, Staff and Visitors to Dakota College at Bottineau.

This tobacco-free policy includes all events held on Campus Property, whether or not such events are sponsored by, or associated with, Dakota College at Bottineau, and all Off-Campus, School-sponsored Events.

Whenever Dakota College at Bottineau does not have jurisdiction over adjoining streets, sidewalks, parking lots or other common areas, Students, Staff and Visitors are encouraged to comply with the spirit of the policy.

Advertising and Sponsorship: Dakota College at Bottineau prohibits all advertising of Tobacco Products, whether formal or informal, on Campus Property, at Dakota College at Bottineau functions, and in all Dakota College at Bottineau publications. This includes all signs that contain a logo of, advertisement for, or reference to, any Tobacco Product.

Dakota College at Bottineau will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the

tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with Dakota College at Bottineau or located on Campus Property.

Sales: Dakota College at Bottineau prohibits the sale or free sampling of Tobacco Products on Campus Property and at Off-Campus, School-sponsored Events.

### **Exceptions**

It is not a violation of this policy for Tobacco Products to be included in instructional or work-related activities on Campus Property if the activity is conducted by a staff member or an approved visitor and is approved by the **Campus Dean**. Work-related activities may include, but are not limited to, research studies intended to assess any harms that may be caused by Tobacco Use.

### **Communicating the Policy to Students, Staff, and Public**

This policy will be printed in the employee and the Student handbooks. Dakota College at Bottineau shall post signs indicating that the Campus Property is tobacco-free in all locations and in the manner identified in NDCC 23-12-10.4.1(a) and (b). In addition, notices should be posted in other highly visible places on Campus Property including, but not limited to, walkways, athletic fields, parking lots and at all Off-Campus, School-sponsored Events. Students, faculty and Staff will be notified of this policy in writing and, when feasible, through verbal announcements at school-sponsored events. In addition, the local media will be asked to communicate this tobacco-free policy communitywide.

### **Enforcement**

All individuals on Campus Property or at an Off-campus, School-sponsored Event share in the responsibility for adhering to and enforcing this policy. All members of the Dakota College at Bottineau community are expected to support this policy and cooperate in its implementation and enforcement. Students, Staff and Visitors violating this policy should be reminded of the policy and asked to comply.

Violations of this policy by Students may be cause for disciplinary action in accordance with student code of conduct contained in the Student handbook.

Violations of the tobacco-free policy by Staff and Faculty will be handled in accordance with written personnel policies contained in the Staff employee handbook. Penalties may include verbal warnings, written reprimands, or termination.

Visitors violating this tobacco-free policy will be asked to refrain from using Tobacco Products while on Campus Property or to leave the premises. Law enforcement officers may be contacted to escort Visitors off the Campus Property or to cite the Visitor for trespassing if the person refuses to leave the Campus Property.

Dakota College at Bottineau shall develop regulations for the enforcement and implementation of this policy and such regulations shall be included in the Staff employee and Student handbooks.

### **Tobacco Cessation Services**

All Students and Staff found in violation of this policy, and any other individual requesting assistance with tobacco cessation services, will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service-provided to anyone currently residing in North Dakota.

## **EQUIPMENT REQUESTS** **(software, hardware, furniture, etc. over \$750) (1/2014)**

The following describes how equipment requests for the next fiscal year will proceed. Only purchases of \$750 and over are classified as equipment.

- By March 15<sup>th</sup>, Director of Business Affairs will send reminder for all equipment requests to be submitted to the Business Office by April 15.
- Faculty and staff are expected to work collaboratively to request items that can be used in multiple areas to reduce redundancy and waste. Fund group signatories are responsible for organizing and conducting the collaborative meetings.
- Requests will be collected by the Business Office and disseminated to the Technology Committee, Outcome Assessment Task Force or other designated committees for review and recommendations.
- Equipment requests pertaining to the DCB Athletic Program are to be submitted to the Athletic Director for consideration for inclusion in the Athletic budgets.

Recommendations will be reviewed by the Dean's Council and finalized by May 31. Individuals and groups may be asked to provide further information to the Dean's Council regarding the item(s) requested.

During June or after annual budgets have been finalized (whichever is sooner), the Director of Business Affairs will provide a final list of approved purchases with funding sources to the Dean's Council. The Director of Business, Associate Dean for Student Affairs, the Associate Dean for Academic Affairs, the Athletic Director, Director of the Learning Center and the Campus Dean will inform faculty and staff in their respective areas if budget requests have been approved for purchase.

The policy and procedure for consideration of purchase requests arising after the completion of the fiscal year request process is as follows:

1. Fill out the equipment request form and attach additional information for consideration.
2. Turn the form in to the Business Office. (Note: form must be signed by fund group signatory)
3. The form will be presented to the Dean's Council for approval.
4. Criteria/priority for elements for review process:
  - a. Request is for items necessary for health, life, or safety.
  - b. Mandated change to teaching and learning process. Examples: new program, new process, new discipline, etc.
  - c. Emergency replacement of existing equipment.
  - d. Mandated initiatives by outside entities. Examples: HLC, SBHE, Health Department, etc.

## **CHILDREN IN THE WORKPLACE (7/2016)**

Dakota College at Bottineau (DCB) values family life and has worked to develop employment policies and benefits that are supportive of families. The purpose of this policy is to establish guidelines for children in the workplace in order to minimize potential liability to DCB, risk of harm to children, and decreased employee productivity due to distractions and disruptions.

### Policy Principles:

- Employees will contact their division supervisor (preferably in advance or as soon as possible) to discuss their situation and to seek permission to have the child accompany the employee to the workplace. The division supervisor is the appropriate member of the Dean's Council: Associate Dean/Academic Affairs, Associate Dean/Student Affairs, Director/Learning Center, Director/Fiscal Affairs, Athletic Director and Campus Dean.
  - The immediate supervisor within a department may direct the employee to remove the child from the workplace at any time if the supervisor determines that the child's presence negatively impacts the interest of colleagues or students, if the presence of the child makes it too difficult for the employee to manage work responsibilities, or if the child is present in an unsafe or unhealthy environment.
  - Employees who bring children to the workplace are responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damages caused by the child. Dakota College at Bottineau does not accept liability for injuries to children or visitors on the premises in violation of this policy.
  - Children will not be permitted to use computers on campus that are not already designated for public use. Children may not displace students, staff or faculty who have need to use campus computers.
  - Due to the potential health risks to others, children with a communicable illness cannot be brought to campus.
  - This policy is meant to be activated when unexpected circumstances prevent employees from accessing their regular child care provider. It is not meant to become a routine that substitutes for the provision of child care outside the workplace.
- Questions regarding children in the workplace must be directed to your division supervisor.

## **COMMUNICATIONS (7/2008)**

### **MAILROOM SERVICES**

1. **Incoming Mail** - U.S. mail is distributed to campus mailboxes in the Business Office daily between 10:30 a.m. and 12:00 noon. Articles received by Airborne Express, Federal Express, and United Parcel Service are also routed through the Business Office distribution.
2. **Outgoing Mail** – Items to be mailed should be brought to the mailroom by 1 p.m. daily. Each item must be marked with a fund number for postage charges. The college does provide service to UPS and Limited Federal Express. Faculty or staff who want to use carriers other than the U.S. Postal Service can go to the Bookstore for UPS and the Business Office for Federal Express.

## **INTERNAL COMMUNICATIONS**

On Monday mornings during the school year, a campus memo is published and sent via e-mail to all faculty and staff. All news items should be submitted to the Dean's Office by 8:00 a.m. on Friday for inclusion in the publication.

## **TELEPHONE COMMUNICATIONS**

To setup up a phone extension or voice mail account, see Greg Livedalen at Thatcher 209/Information Technology Services, or call 228-5419.

To report problems with the telephone system, contact Greg Livedalen at 228-5419.

## **PARKING (7/2008)**

The College has several parking lots available for faculty, staff and students. DCB requires display of the DCB parking permit on all vehicles. These permits are free to faculty and staff and are issued in the Business Office.

## **TRAVEL (7/2008)**

### **AUTHORIZATION**

Travel on official college business requires prior authorization in order to ensure insurance coverage and subsequent reimbursement.

### **OUT-OF-STATE**

Three copies of the Authorization for Travel form must be completed before the planned date of departure, showing estimated expenses and other pertinent information. The forms must be submitted to the department head for approval and forwarded to the Campus Dean for final action. Dates indicated on the request must correspond with the actual dates the employee is to be away. If for some reason the dates change, an amended authorization must be filed; otherwise reimbursement will be made only for the days on the authorization. Estimates for the cost of the trip shall be as accurate and realistic as possible.

## **MOTOR POOL PROCEDURES (7/2008)**

To use a state vehicle:

1. Contact the business office at ext. # 430 to reserve the vehicle. You will need to provide the following information: your name, where you are going, and times you will be gone.
2. Before leaving pick up the vehicle key packet at the business office. At that time you are required to show your driver's license.
3. The key packet contains instructions and policies regarding the use of State Fleet vehicles. Please read through the material.

4. Before leaving campus, write the beginning odometer reading on the Trip Report Card found in the vehicle packet. Upon returning, you will write the ending odometer reading and complete the remainder of the card.
5. You are to fill the vehicle with gas before returning to campus. Use a station that accepts *Voyager* credit cards. When away from Bottineau, you are asked to fill at a DOT fueling station, if possible. Maps to these sites are in the green booklet in the key packet.
6. You will need an issued pin number from State Fleet. If you do not have one, you will need to contact Lisa in the Business of to have one ordered for you.
7. You are asked to take out any personal refuse upon your return to campus.

The credit card located in the glove box is used for all charges such as gas, repairs, and jump-starts. After using the card, place it back in the glove box.

## **General Regulations for Operators**

For further explanation see the ND State Fleet Services Policy Manual in the key packet.

- Operators must have completed the Defensive Driving Course.
- Operators must possess a valid driver's license.
- Only state employees may operate a state vehicle.
- Operators must obey and comply with all traffic laws.
- Operators must pay, without reimbursement and as soon as possible, all illegal parking fees and traffic fines.
- Operators must immediately report all accidents.
- Operators must use state vehicles for conducting state business and not for personal use. Vehicles should not be taken to personal residences for overnight parking.
- Operators may not transport their spouses, children, animals, or hitchhikers in state vehicles.
- Operators must wear properly fastened safety belts.
- Smoking is prohibited in all State Fleet vehicles.
- All vehicles assigned on a daily basis must be returned to the parking lot at the end of the day unless other arrangements are made ahead of time.
- You are encouraged to use a state fleet vehicle rather than your personal vehicle.

## **Large Passenger Vans**

The large passenger vans transport up to 15 people. The following people may drive these vans:

- Those who have a valid CDL and have completed on-line training.
- Those who have a valid driver's license and have completed on-line training and behind-the-wheel training.

Call Lisa at ext. # 427 in order to set up your training.

## **Student Drivers**

All student drivers must have a valid driver's license. Please contact the business office prior to having a student drive a state vehicle to complete the necessary paperwork. The student must present his or her driver's license at the business office before driving a state fleet vehicle.

## **STATE EMPLOYEE SUGGESTION INCENTIVE PROGRAM**

All state employees are eligible to participate in the program except state agency heads, administrators, or any supervisors considered at the management level.

A state employee may submit a recommendation or proposal to reduce expenditures within the employee's agency. The recommendation or proposal may be submitted on <http://www.nd.gov/eforms/Doc/sfn19291.pdf>.

The suggestion incentive committee reviews all recommendations or proposals and determines if:

- The recommendation or proposal was previously submitted and rejected.
- The recommendation or proposal is beyond the reasonable expectations of job performance for the employee who made the suggestion.
- Implementation of the recommendation or proposal is desirable and feasible.
- Implementation of the recommendation or proposal will continue to provide the quality of the services presently provided by the employing state agency and any other state agency affected by the recommendation or proposal.

The state agency head determines whether a recommendation or proposal that is approved is entitled to receive 20 percent of the first year's savings realized, up to a maximum of \$2,000. The amount is paid in a lump sum from funds of the employing state agency.

## **USE OF EQUIPMENT AND SERVICES (4/2010)**

### **Use of College-Owned Equipment**

No tools or equipment will be loaned for personal or organizational use without the approval of the Campus Dean or Director of Business Affairs. Equipment and tools owned by Dakota College at Bottineau cannot be used for personal gain or profit. Unauthorized disposal or transfer of public property is prohibited.

Requests to use College equipment (including state-owned vehicles) must utilize the appropriate equipment loan forms. [http://www.misu-b.nodak.edu/fac\\_forms.shtml](http://www.misu-b.nodak.edu/fac_forms.shtml)

### **Computer Usage**

Computers are on a three year replacement cycle for full-time staff. Provided there are funds available. Part-time staff computer usage is determined by the job description and supervisor discretion. Supported software is the current operating system and Office Suite. Laptops are available for checkout from IT for staff training and staff travel. Work requests for hardware or software are submitted to Computer Services.

Computer labs are available for instructional use only. Special arrangements may be made with your instructor if the room is not scheduled for another class. Student logins are not required except in the classrooms by specific instructors.

Public student use computers are available in the Library, NSC, second floor hallway of Thatcher and Student Center. Computer logins, email accounts and passwords are issued from Information Technology Services, see Brad Gangl or call 228-5418.

All employees, students and other users of NDUS computing and networking resources shall comply with applicable laws, policies and procedures, 1901.2. See [www.dakotacollege.edu](http://www.dakotacollege.edu) for all computer use policies. The Chancellor of Higher Education along with the State of North Dakota has adopted 1901.2 procedures establishing rules governing access to and use of computing and networking resources.

## **Campus Services**

As a general rule, campus services may be used only by (a) DCB employees for purposes related to their official responsibilities, or (b) off-campus organizations for non-profit, non-political purposes, provided that the specific use of the campus service is sponsored by a college department or college-related organization as a part of its official function.

This policy is specifically applicable to photocopying, mailroom processes, telephone communications, and computer hardware/software usage.

## **SCHEDULING INSTRUCTIONAL AND OTHER CAMPUS FACILITIES (7/2016)**

The course term schedule defines the routine use of campus space for instructional purposes. Changes to this schedule by instructional staff must be cleared by the Associate Dean of Academic Affairs.

Campus personnel who want to reserve campus classrooms, meeting rooms, gymnasium, or any other facility must do so through the Student Services Office.

The Centennial Alumni Center, gymnasium and classrooms are used to host meetings and events of varying scope. Many require special scheduling considerations. Those who plan these activities are asked to observe the following procedures:

1. Review the policy and complete the Facilities Scheduling Form (attachment) found on website: [www.dakotacollege.edu](http://www.dakotacollege.edu) – faculty & staff - forms – facilities scheduling form
2. At least 72 hours before the event, schedule the room, time, and date by contacting one of the following Ad Astra (room scheduling system) users:
  - a. Administrative Assistant, Academic Support, for all faculty
  - b. Distance Education Coordinator for Distance Education personnel
  - c. Physical Plant Secretary for Plant Services personnel and off-campus requests
  - d. Administrative Assistant, Student Services, staff personnel and off- campus requests
  - e. Administrative Assistant, Dean’s Office, for Dean’s Office personnel

Rooms will be reserved up to two months in advance. Any events scheduled later than two months in advance must have a need such as a large group, event registration is required or speakers need to be confirmed. An example event is Market Place for Kids.

Those who use the facility are required to take responsibility for minimum care of the room, e.g., reporting spills, reporting malfunctions, asking folks to place their food waste/containers in the garbage can.

## **DRUG-FREE WORKPLACE POLICY**

In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment.

An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer.

Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the University System Office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure.

Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

## **CODE OF CONDUCT (7/2010)**

This Code of Conduct is adopted in accordance with SBHE Policy 308.1 and applies to all Dakota College at Bottineau (DCB) employees. The State Board of Higher Education (SBHE) and entire North Dakota University System (NDUS) are committed to upholding the highest ethical and professional standards. All DCB employees must, at all times, comply with all applicable laws and regulations. Activities that achieve results unlawfully or by unethical behavior - including, but not limited to, payments for illegal acts, indirect contributions, rebates, and bribery - are not tolerated and must be reported. All conduct must meet or exceed minimum standards established by law. Employees who have information concerning a possible violation of this Code or are uncertain about application or interpretation of any legal requirement should report the matter to their supervisor or, if the matter involves a supervisor, to the Campus Dean, Director of Financial Affairs or NDUS legal counsel. Employees to whom such reports are made should consult legal counsel as necessary or appropriate.

## **General Employee Conduct**

DCB supports an environment that is free of discrimination or harassment.

1. All employees are expected to conduct themselves in a businesslike manner. Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, unlawful gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the DCB or the NDUS, are prohibited.
2. Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug Free Workplace Act, SBHE Policy 615\* or applicable campus policy, is cause for dismissal or other discipline.
3. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1\* or applicable DCB policy, is cause for dismissal or other discipline.

## **Conflicts of Interest**

All employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of DCB and the NDUS.

1. Employees must comply with applicable federal and state laws, including policies in Section 611 of the SBHE Policy Manual.
2. Employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage.
3. All employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with their supervisor or NDUS legal counsel.

## **Outside Activities and Employment**

All employees share responsibility for good public relations, especially at the community level. Their readiness to help with charitable, educational, and civic activities brings credit to DCB and the NDUS and is encouraged.

1. However, all employees must comply with applicable federal and state laws, policies in Section 611 of the SBHE Manual and related DCB policies.
2. At all times, employees must avoid outside activities that create an excessive demand upon their time and attention, thus depriving the campus of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in the best interest of the campus.

## **Relationships with Clients and Suppliers; Conflicts of Interest**

All employees must comply with applicable federal and state laws and SBHE Policy 611.4 and are responsible for being familiar with applicable laws and policies governing conflicts of interest.

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with DCB or any NDUS institution, or that provides goods or services to the NDUS, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

## **Gifts, Entertainment and Favors; Kickbacks and Secret Commissions**

Employees may accept only *de minimus* contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase (as permitted under applicable federal and state laws).

1. Employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which campus or NDUS has, or is likely to have, business dealings.
2. Employees may not accept any other preferential treatment under circumstances that because of their position with DCB, the preferential treatment may influence or be perceived as influencing their official conduct.
3. Employees may not receive payment or compensation of any kind from any source for DCB duties and responsibilities, except as authorized under NDUS pay policies. Specifically, the acceptance of “kickbacks” or commissions in any form from vendors, suppliers or others is prohibited and any violation of this prohibition shall be cause for dismissal and result in referral for prosecution under the law.

## **DCB Funds and Other Assets**

1. Employees who have access to campus funds and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable procedure manuals or other explanatory materials.
2. Any person who has information concerning possible fraud or dishonesty shall immediately report such information to their supervisor, Campus Dean, Director of Financial Affairs or to NDUS legal counsel.
3. Employees who are responsible for spending or approving expenditure of DCB funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use good judgment on behalf of DCB to ensure that good value is received for every expenditure.
4. DCB funds and all other assets are for DCB purposes only and not for personal use or benefit. DCB or other public equipment, supplies and other property or assets may not be used for private or personal use, except as authorized under SBHE Policy 611.5 or other applicable law or policy.

## **DCB Records and Communications**

Accurate and reliable records of many kinds are necessary to meet DCB legal and financial obligations and to manage the campus affairs.

1. DCB books and records must reflect in an accurate and timely manner all business transactions.
2. The employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements.
3. Employees must not make or engage in any false record or communication of any kind, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.

## **Dealing with Outside People and Organizations**

Employees must take care to separate their personal roles from their DCB positions when communicating on matters not involving DCB and NDUS business.

1. Employees may not use DCB identification, stationery, supplies, and equipment for personal or political matters.
2. When communicating publicly on matters that involve campus business, employees may not represent that they speak for DCB, unless that is one of their duties or they are otherwise authorized to do so.
3. When dealing with anyone outside the campus, including public officials, officers and employees must take care not to compromise the integrity or damage the reputation of DCB and the NDUS.

### **Prompt Communications**

In all matters involving communication with DCB students, customers, suppliers, government authorities, the public and others, officers and employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

### **Privacy, Confidentiality and Open Records**

Employees must at all times comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention.

### **Reporting Suspected Violations; Procedures for Investigating Reports**

1. Employees shall report suspected violations of this Code to their supervisor, Campus Dean, Director of Financial Affairs or NDUS legal counsel.
2. In addition, DCB will maintain a fraud hotline and suspected violations may be reported by use of that hotline.
3. Any employee who makes a report in good faith shall be protected against retaliation of any kind; any employee who retaliates or attempts retaliation in response to a good faith report shall be subject to dismissal or other discipline.
4. Failure to report known or suspected violations is in itself a violation and may lead to dismissal or other disciplinary action.
5. Alleged violations of this Code shall be investigated by the Director of Financial Affairs and/or NDUS legal counsel, or other person designated by the Campus Dean.
6. All employees shall cooperate in investigations of alleged violations.
7. A violation of this Code is cause for dismissal or other appropriate disciplinary action, in addition to any criminal or other civil sanctions that apply.

### **Employee Review and Certification**

1. Review of this Code of Conduct shall be part of each new employee's orientation or training. Employees shall sign a statement certifying that they have read and agree to comply with the Code.
2. Benefitted employees shall annually certify in writing that they have read and are in compliance with the Code.

## **EMPLOYEE SEPARATION AND EXIT SURVEY (10/2007)**

The college requires that Faculty and Staff who separate from employment complete the actions listed on a checklist before their last workday. The checklist is to be obtained from and returned to the Business Office. The college also asks that faculty and staff complete an Exit Survey when they voluntarily terminate employment.

## **CONFLICT OF INTEREST**

An officer of the North Dakota State Board of Higher Education authorized to sell or lease any property or make any contract in the officer's official capacity is subject to the provisions of N.D.C.C. Section 12.1-13-03 and may not be interested in any such sale, lease or contract.

Pursuant to N.D.C.C. Section 48-02-12, employees of the Board may not have any interest in a public construction or repair contract.

An employee of the Board may not have an interest in any contract involving the expenditure of public or institutional funds entered into by the institution that the employee serves or by the Board unless:

- a. N.D.C.C. Sections 12.2-13-03 and 48-02-12 do not apply; and
- b. The contract is approved by the institution's chief financial officer or, if the employee in question is the chief financial officer or president of an institution or an officer of the Board, by the Board, following full disclosure of the employee's interest.

All employees involved in projects receiving federal funds shall consult applicable federal laws and regulations and comply with conflict of interest rules, which may govern federal grants or other sponsored agreements.

An officer or other employee who violates this policy is subject to dismissal or other disciplinary action.

## **POLITICAL ACTIVITIES**

The SBHE recognizes the importance of, and encourages, participation by individuals in the political, social, and economic affairs of the community, state, and nation. While the Board respects the deep concern of individual faculty members and students about current events and issues, and the committed desire to participate actively in elections, we must emphasize the distinction between involvement of an individual and involvement of the institution. The Board affirms its traditional concern for the well being of the society; at the same time, the institution must remain outside the political arena. Adjustment of the academic calendar in order to free students, faculty, or other employees to engage in political activity is not consistent with the foregoing affirmation.

This policy does not bar anyone from active independent participation in political campaigns in behalf of candidates of his or her choice or in the advancement of his or her political beliefs or policy concerns outside the institution. In fact, active participation by all Americans in the political process, which is fundamental to the democratic way of life is encouraged.

The Board does not believe it legitimate or wise for a college or university to make political commitments. Further, institutional participation in political activity, however worthy that activity might be in itself, would raise many legal questions.

The fundamental issue is the corporate involvement of an institution and any action that might involve institutional political unanimity, which would not represent the views of all members of the academic community.

There is danger that an institution could evolve toward a kind of political orthodoxy, which in certain circumstances might even inhibit and discourage the expression of other opinions.

Any disruption of the normal processes of education at any institution endangers the very heart of our institutions; namely, freedom to inquiry, freedom of thought, and freedom of expression. Every effort must be made to make it as easy to present opposing viewpoints as it is for someone to express his or her views initially. An institution is not a place where anyone expressing a point of view, however much he or she is in minority, can be either silenced or threatened with language or physical actions. The common standards of courtesy that should characterize the academic community must be respected.

While class attendance may be no longer required in some institutions, every student has a right to expect every class for which he or she is registered to be held according to the university or college class schedule. In event of any class disruption or strike, students who choose to attend class must be able to do so without fear of intimidation or injury. Classes will be held in accordance with the academic calendar and all members of the faculty are obliged to meet assigned teaching responsibilities.

A university or college must always be a place of learning, a place for discussion, a place to hear differing opinions, a place for dissent, but such dissent must be made in a rational, lawful and peaceful manner. It must be made with due respect of the rights of others. While the Board protects the rights of all those who choose to dissent in peaceful and lawful ways, it must defend, with all the power at its command, the rights of others when any actions by dissenters are clearly disruptive of the work and program of the university or college.

## **CAMPUS RISK MANAGEMENT HANDBOOK (7/2016)**

The following policies and procedures are outlined in the Campus Emergency Procedures pamphlet:

- Disclaimer and Purpose
- Responding to an Emergency and Emergency Numbers
- Emergency Management
- News Media Communication
- Fallen Aircraft
- Hazardous Material Spills
- Fire
- Armed Intruder
- Threatening Calls
- Bomb Treat
- Medical Emergency
- College closing

- Tornado watch/Warning
- Behavior Intervention Team
- Title IX
- Suicide
- Suspicious Package
- Explosives
- Violent Events

## **INCIDENT REPORTS (7/2016)**

### **Reporting Requirements**

Prompt reporting of incidents involving injury or property damage adds tremendous value to our Risk Management process by helping to identify risks, limiting liability, and offering timely handling of claims. All accidents involving staff, faculty, students, or visitors that occur on our campus must be reported within 24 to 48 hours to the State Risk Management Division. To report an accident, complete a Risk Management Fund Incident Report form (SFN 50508). The form is available from the Business Office or on the web at [www.state.nd.us/risk/forms](http://www.state.nd.us/risk/forms). Forward the completed incident report to the Director of Financial Affairs. The director will file the report with the Risk Management Division. If you are aware of an accident but are unable to complete the form, contact the Director of Financial Affairs for assistance.

### **Near Miss Reporting**

Near misses are incidents that do not result in employee injury or property damage but had the potential for either. Reporting of near misses will aid in correcting a potentially hazardous situation before an injury occurs. Report all near miss incidents by completing a Near Miss Report. This report is available from the Business Office or online at <http://www.dakotacollege.edu/faculty-and-staff/forms/>. After completing this form, it must be forwarded to the Director of Financial Affairs who will investigate the near miss incident and take corrective action to help prevent recurrence.

### **Injury Reporting – Workers Compensation**

Employees must report all work related injuries to their supervisor immediately. The supervisor shall report each work related injury to the Business Office within 24 hours of notification or at the beginning of the next regularly scheduled work day (whichever is appropriate). Additionally, a completed Risk Management Fund Incident Report (SFN 50508) must be forwarded to the Director of Financial Affairs within 48 hours of the injury. This form is available from the Business Office or on the web at [www.state.nd.us/risk/forms](http://www.state.nd.us/risk/forms). When medical assistance is required, the supervisor or assigned person is encouraged to accompany the injured worker to the medical facility rendering service. In all cases, the worker or person accompanying the worker shall notify the medical facility that this is a work related injury and that the injured is a DCB employee.

## **KEY CONTROL POLICY AND PROCEDURES (7/2016)**

### **Policy**

Dakota College at Bottineau will maintain a system for the management of keys for the protection of students, staff, faculty, facilities and property. It is the intent of campus administrators to responsibly

balance security and protection with building access and personal convenience. This policy establishes a framework by which keys will be issued, monitored and maintained.

## Definitions

- **Key:** Any device (e.g. card, key pad, metal key, etc.) which is used to gain access to a room, building or restricted area.
- **Key Holder:** Faculty, staff, and students who are issued keys to college buildings and facilities.
- **Master Key:** A key which allows access to all buildings and all rooms located within each building.

## General Provisions

- All keys are issued by, and remain the property of DCB.
- The key holder is responsible for using reasonable safeguards to prevent theft, loss or unauthorized use of keys, and for physically securing access points upon entering or leaving a room or facility after operational hours. Unauthorized use includes allowing others to use the keys to gain access to campus facilities. Failure to exercise reasonable safeguards may result in the loss of key privileges.
- Keys will only be issued to employees of DCB and only for those areas that are necessary for performance of assigned duties. Students and non-employees will not be issued keys to buildings or rooms. If it is necessary that a student or non-employee have keys, an employee will act as the key holder (with all the responsibilities thereof).
- The Director of Business Affairs is responsible for safeguarding and controlling access to key blanks, core keys, key boxes and master keys.
- The Physical Plant Supervisor (or his/her designee) is the only one authorized to duplicate keys. Any attempt to duplicate keys by any other person is a violation of this policy.
- The Campus Dean and Division Directors have the authority to confiscate keys in possession of a person not authorized to have them.
- The Physical Plant Supervisor is the only one authorized to change, add, or alter any locking device. This includes the installation of hasps or padlocks. All locks will be supplied and installed by the Maintenance Supervisor.
- The Physical Plant Office is responsible for maintaining the key management system which includes the key numbering system, key management database and assignment of rooms for sub- master designation.
- An annual inventory of keys maintained by each key holder can be conducted by the Director of Business Affairs to review the accuracy of system records and to determine if changes in procedures are required.

## Requesting Keys

- A key request is initiated by completing a Key Request Form available in the Business Office or at <http://www.dakotacollege.edu/faculty-and-staff/forms/>.
- The key request form will be approved by the appropriate Division Director and the Director of Business Affairs before keys are issued. Upon receipt of an approved key request, the Physical

Plant Supervisor will prepare the key(s) and deliver them to the Business Office for distribution to the key holder.

- The key holder must personally pick-up and sign a receipt for the keys.
- The Physical Plant Office will maintain a file of all completed key request forms.
- Issuance of a master key requires the approval of the Campus Dean and the Director of Business Affairs.
- Records of all keys issued will be maintained by the Physical Plant Office.

### **Returning Keys**

- When keys are no longer required for performance of job duties (e.g. reassignment, promotion, change in location, etc.), the key holder shall surrender the keys to the Director of business Affairs or the Physical Plant Supervisor. The key holder will receive a key receipt as evidence of surrender. Under no circumstances are keys to be transferred to any other individual or kept by the division.
- The key holder must surrender their keys to their supervisor prior to separation of employment. The supervisor will request an inventory report, from the Plant supervisor, of the keys held by the key holder (see separation checklist). The supervisor will cross check the keys received from the key holder to the report. Discrepancies are reported to the Director of business Affairs for evaluation and resolution.
- A key-return receipt will be issued when keys are returned.

### **Lost/Stolen/Non-Returned Keys**

- The key holder can be assessed \$10.00 per key which are lost, stolen or not returned.
- If a key is lost or stolen, it is the responsibility of the key holder to immediately notify the Director of Business Affairs. Failure to do so may result in the loss of key privileges.
- If an individual has two or more separate incidents of key violations, the Campus Dean may revoke his/her key privileges.
- If the Campus Dean determines that a security breach exists due to negligence by the key holder, the key holder can be assessed the actual costs incurred to re-key the building (or the affected portion).

## **CONSULTING AND OUTSIDE INTERESTS (9/2008)**

The North Dakota State Board of Higher Education recognizes that teaching, research and public service are the primary responsibilities of faculty and staff members. It is, therefore, considered reasonable for employees of the Board to engage in consulting activities so long as such activities do not interfere with the employee's fulfillment of his or her responsibilities to the employing agency.

“Consulting” is defined in Board Policy 611.5 as any professional activity beyond duties assigned by the institution, for which an employee receives additional personal compensation.

Policy 611.5 states that each university, college and other activity governed by the Board shall adopt rules governing consulting practices by faculty and staff.

DCB recognizes its responsibility to engage in teaching, research, and public service. It further recognizes that the responsibilities extend beyond the boundaries of the campus and beyond the parameters of a normal eight-hour work day or forty-hour work week. The primary responsibility of full-time employees is to DCB. Employees of DCB may be employed or engaged in consulting activities or other services outside of DCB employment if the consulting activity or service or other outside employment does not interfere with DCB job duties and does not constitute a conflict of interest.

## **POLICY:**

1. Employees shall not engage in consulting practices which would constitute a conflict of interest.
2. Employees shall not use facilities, equipment, and support services for other than institutional purposes unless payment is made in accordance with rates charged to commercial concerns or other outside groups or persons.
3. Employees engaging in consulting or outreach instruction shall meet with their supervisor to determine if there is a likelihood or perception the activity may interfere or infringe upon assigned duties and/or responsibilities or constitute a conflict of interest.
4. If employees involve students in a consulting, research, or outreach activity, authorization from the Associate Dean for Academic Affairs or Campus Dean is required.
5. Any exceptions or deviations from this policy require permission from the Associate Dean for Academic Affairs in consultation with the Campus Dean.

## **RESPONSIBILITIES:**

1. Individual Employee:
  - a. Obtain prior approval, completing Consulting Authorization Request Form prior to initiation of proposed consulting activity.
  - b. Ensure that activity does not conflict with primary responsibilities.
  - c. Ensure that activity does not pose an actual or potential conflict-of-interest.
  - d. Maintain appropriate records of consulting activities.
  - e. Do not use College endorsement without consent from the College.
  - f. Secure advance approval to use College equipment, and make any necessary payments.
2. Associate Dean for Academic Affairs:
  - a. Evaluate all Consulting Authorization Requests.
  - b. Identify and resolve any actual or potential conflicts-of interest.
  - c. Review requests to determine that they meet policies of the College.
  - d. Forward recommendation to the Campus Dean.
  - e. Ensure activities are reviewed annually.
3. Campus Dean:
  - a. Review recommendation from Associate Dean for Academic Affairs.

- b. Review any special circumstances.
- c. Forward recommendation to the Associate Dean for Academic Affairs for final approval.

## **OFFICIAL SCHOOL COLORS (9/2008)**

The official Dakota College at Bottineau school colors are forest green and white. All athletic uniforms, publications and other materials that describe and promote Jack's athletics will use these colors. Uniform colors may include black as trim or piping at the discretion of the athletic director. However, black is not an official school color. Officially designating school colors helps emphasize that athletics is a cohesive program representing DCB. Forest green is designated as PMS Green 3308 on most color charts.

## **OFFICIAL DAKOTA COLLEGE AT BOTTINEAU LOGO (7/2016)**

The logo for Dakota College at Bottineau has three layouts. One without the MSU affiliation and slogan, one with the MSU affiliation and slogan and the third is with the slogan and without the MSU affiliation. Samples are below along with the official colors and font. This is a trademarked logo.


<p><b><u>Dakota College at Bottineau's official colors</u></b>          Green and White          Can use Black accents</p> <p>FONT: TRAJAN PRO AND TRAJAN PRO BOLD</p>
<p><b><u>DCB GREEN COLOR MATCH:</u></b>          PMS 349          RGB HEX: 00703c</p> <p>CMYK: 100                0                91                42</p> <p>RGB: 0               112               60</p>

## OFFICIAL ATHLETIC TEAM LOGO (9/2008)

The logo for Dakota College at Bottineau athletic teams is depicted below. It will be used exclusively to characterize DCB athletics on uniforms, publications, and other representations and materials that describe and promote Ladyjack and Lumberjack varsity sports. Ladyjacks is the team name for women's athletics. Lumberjacks is the team name for men's athletics. However, the new logo is the representation used for both. This does not preclude using Lumberjacks or Ladyjacks on team uniforms, in game programs, or on promotional items such as clothing, mugs, etc. "Ladyjacks" is one word, i.e. "Ladyjacks," not Lady Jacks."



## SELECTION OF STUDENT FOR GRADUATION REMARKS (7/2016)

The student selected to speak at the commencement ceremony will best represent the Dakota College at Bottineau Graduate Profile listed below.

In addition, the committee has approved the following selection criteria:

1. The student nominated must be in good academic standing, have a cumulative GPA of 3.00 or higher, and participate in the graduation ceremony.
2. The student nominated must be in good social standing both on and off campus.
3. The student nominated must be active in campus and community life.
4. The Student, Faculty, Staff Senates will each nominate two students for the recognition. The presidents of the respective groups will determine the method of selection for their group.
5. The student nominated must have been enrolled at Dakota College at Bottineau for four semesters, either full-time or part-time (9 Credits), immediately prior to and including the semester in which he or she is nominated. For example, for a student nominated to provide remarks at Commencement 2016, the start date for satisfying the enrollment criteria is Fall, 2014.
6. The student chosen to provide commencement remarks will be selected by a Faculty Senate vote conducted at a scheduled meeting. The faculty will select a first choice and 1<sup>st</sup> and 2<sup>nd</sup> alternates from the ballot of nominees.

### **Dakota College at Bottineau Graduate Profile**

Graduates of Dakota College are self-confident and possess skills that promote life-long learning. When Dakota College graduates leave the nurturing environment the campus provides, they can successfully continue their education or effectively enter the workforce. By utilizing the knowledge gained and the interpersonal and communication skills learned on campus graduates will become contributing members of society. Dakota College at Bottineau develops responsible graduates who can manage life activities in a manner that allows them to become high achievers who can protect and use our natural and human resources wisely.