5.0070 BILLING POLICY and PROCEDURE

.01 Billing Notifications: TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls in at the time of the student registration. Student’s estimated charges will be posted on the student’s course schedule at the time of the initial registration. This will serve as the first billing notification. The first billing will be sent out after the last day to add but before the first financial aid disbursement.

.02 A second billing notification will be sent after the “last day to add” as listed in the TMCC Academic Calendar after the first financial aid disbursement. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student’s permanent address that is listed in the Registrar’s office.

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

5.0080 UNRECOVERABLE TUITION/FEES AND BAD DEBTS

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

5.0160 CHECKS AND CHECK SIGNERS

All disbursements shall be made by pre-numbered checks.

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

5.0180 PETTY CASH

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

7.0035 PURCHASE/PAYMENT REQUISITIONS

.06 The purchase requisitions for classroom textbooks shall be signed by the Bookstore Manager, the Academic Dean, and the Comptroller. The signature of the President shall not be required.

8.0010 TRAVEL APPROVAL

Each travel authorization must be approved for each employee, student, or anyone traveling at the College’s expense by the Travel Committee and their immediate supervisor or program director. Before travel is authorized there must be available funds in the budget. The Travel Committee will consist of five members appointed by the President Chairman of the Board of Directors. Travel committees will be re-appointed annually. All travel for Board members must be approved by their respective Board and signed by the Board Chairman.

4.15.0000 PHYSICAL PLANT

The Turtle Mountain Community College physical plant continues to experience steady growth. The old physical plant is a conglomerate of buildings located in center of Belcourt when combined comprises some 66,000 square feet, and will be continued to be used for college purposes. These facilities will house all college functions with the exception of some off-campus community responsive classes.
The new main campus has a 162,999 square foot building located on approximately a 123 acre site. The new facility includes state of the art technology, a fiscal area, general classrooms, science, mathematics and engineering classrooms and labs, library and archives, learning resource centers, faculty area, student services area, financial aid area, gymnasium, student union, auditorium, recording studio, music rooms, art classrooms, dressing rooms, computer labs, terrace area, server room, basement storage and mechanical systems.

The Health Cluster building is 7,090 square building with a central classroom and a separate lab for the nursing program, phlebotomy and medical lab technician programs, and the pharmacy technician program. The Career and Technical Education building is 16,960 square feet with a classroom space a building trade’s lab large enough to building a home indoors and a lab for the electrical program.

The wind turbine is located at the main campus site and is a 1998 model, 660 KW V47 Turbine that helps provide power to our main campus building.

The Anishinabe Wellness Center is set on 102 wooded acres. The complex includes a cemetery, riding arena, beach front, playground area, natural trails, fitness course, medicine wheel, and a total of 15 buildings: five cabins, a wellness center, roundhouse, church, straw bale, tack shop and maintenance garage, boat house, Equine science building, A-frame building, the trading post, and a small barn. Turtle Mountain Community College is a commuter campus therefore contains no residence halls.

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

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

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

Policies that are being studied:

1. Unrecoverable Tuition/Fees and Bad Debts
2. Conflict of Interest
3. Property Management

I would like to bring these policies back at a future board meeting.
The Turtle Mountain Community College (TMCC) Board of Directors hereby establishes in accordance to the following, agreed upon Code of Ethics and Conduct to provide structured, established guidance regarding ethical and behavioral considerations and/or actions and communications as they address their duties and obligations during their appointment. Compliance with the provisions of this Code will allow the Boards to more fully and effectively implement their roles, duties, and responsibilities; to foster trust, teamwork, and cooperation among the membership of both Boards, and to build respect, confidence, appreciation, and credibility throughout the institution, community, and tribe for the successful governance of TMCC.

1.) The establishment of TMCC Board Meetings Ground Rules through implementation of the Code of Ethics and Conduct will assuredly assist in conducting quality, productive, respectful, fair, and time-efficient Board meetings that reflect the Board members’ commitment to serving the College and the community.

   a. The Board of Directors Chair and President will jointly prepare the agenda for all Board meetings to ensure that they are both aware of and adequately prepared to discuss all agenda items; thus, no surprises or interruptions.

   b. Board members will remain attentive and respectfully focused on the topics/agenda items throughout the course of the meetings. Distractions hinder meeting productivity and waste valuable time of all involved.

   c. Board members will share relevant/important information on all topics/agenda items to assist in making quality decisions or recommendations.

      Note: It is not helpful for personal opinions to be shared in private conversations after the Board meetings have adjourned that should have been expressed and recorded during/within the bounds of the scheduled Board meeting.

   d. Only one person will be allowed to talk at any one time during Board meetings, as monitored and enforced by the Chair on behalf of the Board.

      Note: Private and side conversations are disruptive and entirely disrespectful.

   e. Board members are strongly advised to use extreme caution and care when presenting their point of view and select their words carefully as to not offend anyone.

   f. Board members will consistently be respectful of each other and will not under any circumstance utilize Board meetings to upstage or embarrass fellow Board members, or to forward personal agendas. Fairness, friendliness, and respect will win over being disrespectful, utilizing bullying tactics, etc.

   g. Board members will not direct or communicate verbal or written attacks (cheap shots) towards the college, college personnel, students, community members, or others as such behavior is inappropriate and unbecoming of Board members.

   h. Board members will not take constructive feedback overly personal but rather as tools for necessary growth. When defensiveness or offensiveness occurs within the course of Board discussions or meetings, the results can include creating barriers, conflict, and inefficiency, and negatively impact the quality of working relationships.

   i. Board members must be continually mindful that everyone should have the opportunity to participate at Board meetings, given that when individuals control or monopolize the
discussion; Board meetings can be viewed as nonprofessional, unfair, out of control, and nonproductive.

j. Board members will consistently and respectfully consider the opinion of others during deliberations, strive for integration of viewpoints or consensus building in decision making, and will abide/respect the corporate judgment/decision of the Board.

k. Ensure that minutes and other relevant matters of their meetings are disseminated to promote openness and collaboration.

2.) Board members are to serve in their capacity as Board members only when Board meetings are in session, unless otherwise directed through official Board or College directives.

3.) Board members will respect the authority of the President and College personnel, regardless of their personal interests, by referring individual’s concerns and issues through the appropriate channels of command or to relevant College policies; however, Board members should cultivate and maintain good relations with all constituent groups, while recognizing their limitations to speak for the Board or the College.

4.) Board members will not get politically involved in College affairs or politics, as doing so may indicate politically-biased motives impacting the credibility and trustworthiness of the Board and the administration of the College.

5.) Board members will not abuse their authority by advancing their personal agendas or by using their position to obtain favorable treatment, services, or financial gains for themselves or for any person. Benevolence, defined as the public belief that authority wants to do good for the community, apart from any selfish or profit-centered motives, shall be demonstrated by all members of the Boards.

6.) Board members shall consistently serve with integrity and in an ethical and professional manner in their interactions with each other, the President, College personnel and students, consultants, vendors, and the public.

7.) Board members shall exercise diligence to avoid micro-management, specifically operational management of the College.

8.) Board members shall maintain confidentiality about all matters that are considered and discussed during Executive Session.

9.) Board members shall not solicit gifts or favors from College personnel, any intermediary interest, or others that may compromise their actions/service in their Board membership capacity or the College.

10.) Board members will conduct the business affairs of Turtle Mountain Community College in good faith, honesty, integrity, utilize reasonable competence and judgment, and abide in all respects of the articles of the incorporation, bylaws, and policies.

**Agreement**

I have read, understand, and agree to abide to the TMCC Board of Directors Code of Ethics and Conduct.

________________________  __________
Board Member Signature  Date

________________________  __________
Board Secretary  Date
Turtle Mountain Community College
Information Technology Appropriate Use Policy

<table>
<thead>
<tr>
<th>Responsible Office</th>
<th>Information Technology</th>
<th>Effective Date</th>
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<tr>
<td>Responsible Official</td>
<td>IT Director</td>
<td>Revised</td>
<td>12/10/2012</td>
</tr>
</tbody>
</table>

Scope

This policy applies to all users of IT systems, including but not limited to students, faculty, and staff. It applies to the use of all IT systems. These include systems, networks, and facilities administered by the IT Department, as well as those administered by individual departments, laboratories, and other college-based entities.

Policy Statement

The purpose of this policy is to ensure an information technology infrastructure that promotes the basic mission of the college in teaching, learning, research, and administration. In particular, this policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT systems.
- To ensure that IT systems are used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violators.

Policies and Guidelines

Unacceptable Use:

Definition:

Use of institutional computers, network, and internet services is a privilege, not a right. All users are required to comply with this policy and the accompanying rules.

Policy Statement:

The following rules are intended to provide general guidelines and examples of prohibited use. Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action, and/or legal action.

- All users shall have no expectation of privacy regarding computer files, email, or internet usage. Turtle Mountain Community College reserves the right to monitor all computer files, email, and internet usage without prior notice.
- All users may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
• All users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

• All users are not allowed to download, copy, or install any games or unauthorized software on college computers. Any unauthorized software and games, if found in the college computers, will be removed by college IT Department.

• All users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on social media sites.

• All users will not post private information about another person.

• All users will not engage in personal attacks, including prejudicial or discriminatory attacks.

• All users will not knowingly or recklessly post false or defamatory information about a person or organization.

**Email Policy:**

**Definition:**

Use of email by staff, faculty, and students is permitted and encouraged where such use supports the goals and objectives of the institution.

**Policy Statement:**

Users of TMCC’s email services are expected to act in accordance with the following policies and with professional and personal courtesy and conduct.

• Email is an official means of communication at TMCC. The institution may send communications to users by e-mail and has the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways.

• The Information Technology personnel will assign all users an official institution e-mail address. It is to this address that the institution will send all official e-mail communications.

• Any emails that discriminate against employees by virtue of any protected classification including race, color, gender, religion, national origin, sexual orientation, age, or disabilities, will be dealt with according to the harassment policy.

• All users are expected to read and properly dispose of e-mail promptly. Prompt disposal of e-mail is necessary to manage storage space on the institutional e-mail system. Disposal may include deletion, filing into alternate folders on the institutional servers, or moving the e-mail onto the user's own computer. The institution reserves the right to purge mail from accounts. Prior notification will be given if that notification is feasible and practical to allow users time to save messages.

• All users of electronic communication, including e-mail, need to realize that communication of this type usually leaves traces as to its origin and destination as well as its content. The simple deletion of e-mail or other electronic files does not remove these traces and the file or e-mail is often recoverable for some time after deletion. Further,
users need to realize that the institution makes regular archival copies of all e-mail to ensure the system's integrity and that these archives exist for some time. Therefore, although TMCC's e-mail system and governing policies may grant some privacy to users e-mail, users should treat all e-mail as if they were public documents.

- In some cases a user may wish to configure his or her TMCC account to forward e-mail to another address. The user takes full responsibility for the correct configuration of that forwarding. The institution takes no responsibility for the handling of e-mail in this fashion. The use of automatic e-mail forwarding does not absolve the user from the responsibilities associated with e-mail sent to the user's official e-mail address. The institution may forbid the automatic forwarding of e-mail in cases where it is found to be problematic. Additionally, the institution may delete e-mail forwarding or other automated e-mail handling rules that cause system problems without prior notification.

- Send or attempt to send spam of any kind.

- The institution uses spam filtering tools to help control unwanted email. The institution will continue to stay up-to-date with the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective and will let mail through that should be blocked and occasionally block e-mail that should be delivered. Moreover, each person's definition of spam is unique. Given that, users should expect that on rare occasions, legitimate e-mail may be blocked from delivery. If this happens please contact the IT Department for further assistance.

- Once an employee has resigned or been terminated; or a student has withdrawn or graduated, they will have two weeks to save any email. After the two weeks the account will be deleted.

- Sending mass email that is unrelated to an individual's administrative or academic activity is completely prohibited. Mass e-mails are defined as messages sent to all students, all staff, all faculty, or when individual recipient addresses are not defined. IT manages e-mail distribution lists of current staff, faculty, and students. There is no opt-out provision for these lists. If you need to attach a large file please contact the IT Department for alternate methods of distribution.

- Keep in mind that the TMCC owns any communication sent via email or that is stored on institutional equipment. Administration and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

- Users that sign a contract to use TMCC equipment including but not limited to laptops, tablets and other electronic devices are responsible for the replacement of damaged, lost or stolen equipment.

**Network Privileges Policy**

**Definition:**

Individuals who are eligible to receive access to network services.
Policy Statement:

The following users are identified as eligible to receive network services from TMCC. Any applicant for network not described below should be referred to the IT Department, who will coordinate a decision on that particular case.

- **Students:** All full-time and part-time students may receive network privileges without restriction.
- **Faculty:** All full-time faculty without restriction. Part-time faculty, faculty with temporary or cyclical appointments, and visiting faculty may receive limited network privileges.
- **Full-time regular part-time staff:** All regular, non-faculty, college employees may receive network privileges without limitations.
- **Temporary employees, visitors:** Temporary employees and visitors may receive network privileges at the request of the employing department and the assistance of the Information Technology Department.

Password Policy

Definition:

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of TMCC’s entire network. As such, all TMCC staff, faculty, and students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Policy Statement:

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

- All system-level passwords must be changed on at least a 120 day basis.
- All production system-level passwords must be changed on at least a 120 day basis.
- All user-level passwords must be changed at every 6 months.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level and system-level passwords must conform to the guidelines described below.

Guidelines:

- It must be at least eight characters in length.
- It must contain at least one alphabetic and one numeric character.
- It must be significantly different from previous passwords.
- It cannot be the same as the user ID
- It cannot include the first, middle, or last name of the person issued the user ID.
- It should not be information easily obtainable about you. This includes license plate, social security, telephone numbers, or street address.
Wireless Policy

Definition:
The purpose of this policy is to provide reliable and secure wireless network access.

Policy Statement:
This policy applies to all wireless network users at Turtle Mountain Community College.

- TMCC is solely responsible for providing wireless networking services on campus. No other department may deploy wireless network access points or other wireless service on campus. Private wireless access points in the departments or offices are strictly prohibited.
- TMCC is responsible for maintaining a secure network and will deploy adequate security procedures to support wireless networking on campus.
- TMCC will develop a procedure for the temporary use of a wireless access point to support campus events.

Consideration:
Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

Enforcement

Users who violate these policies may be denied access to institution computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the institution disciplinary procedures applicable to the user. The institution may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of institution or other computing resources or to protect the institution from liability. The institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

I acknowledge that I have received, read, and understand the Information Technology Appropriate Use Policy and agree to comply with said policy.

Printed Name: ___________________________ Role: Student or Staff (Circle One)
Signature: _______________________________ Date: ____________________________
Supervisor: ______________________________ Date: ____________________________
IT Approval: ______________________________ Date: ____________________________
Turtle Mountain Community College (TMCC)
Board of Directors Code of Ethics and Conduct [Draft]
Submitted October 26, 2012 by Dr. Leigh Jeanotte, Member, TMCC Board of Directors

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______________________________________________________________________________
Board Member Signature                                                                       Date

______________________________________________________________________________
Board Secretary                                                                           Date