



LITTLE BIG HORN COLLEGE BOARD OF TRUSTEES MANUAL

Adopted August, 2016

“Education is your most powerful weapon. With education you are the Whiteman’s equal; without education you are his victim, and so shall remain all your lives”. Chief Plenty Coups

Creation Story

Dale D. Old Horn and Timothy McCleary. 1995. *Apsáalooke Social and Family Structure*. Little Big Horn College, Crow Agency, Montana.

The Crow people say the Creator, Iichikbaalia, created the humans by instructing four ducks to go down into a body of deep water and retrieve mud from the bottom. The first three ducks failed, but after a long time, the fourth duck brought some mud from the bottom of the water. From this the Crow were formed. The Creator then breathed into his creation and for this reason Crow people say that speech or the word is sacred. Then he brought the Crow to a very clear spring and inside this spring they were shown a man with his bow drawn taught. The Creator said, "This is Crow people, I have made them to be small in number, but they will never be overcome by any outside force." The Crow people say that neither man nor woman was made first, it is simply said that the Crow were created.

Board Procedures Section

A. Organization and Authority

Little Big Horn College (LBHC) was established and operates under authority granted by the Crow Tribal Council of the Crow Tribe.

B. Institutional Organization and Governance

Little Big Horn College was chartered by the Crow Tribe of Indian in January of 1980 after gaining its foundation through extensive adult and higher educational programming by the Crow Central Education Commission. Association and affiliation with units of the, Montana University system demonstrated the Crow tribal ability to design and instruct college level course work. The college began providing higher education and vocational training in 1981, with courses of study in business, home nursing production and general studies. The trustees, all Crow tribal members, published the initial college catalog in 1983 and began accreditation correspondence. The small faculty

and staff moved into the current building (previously the tribal gymnasium building) in 1983. In 1984, the college applied for and received candidacy for accreditation with the Northwest Commission on Colleges and Universities. Full accreditation at the community college level was established in June of 1990. In 1994, Little Big Horn College became a Land Grant Institution.

Board of Trustees

The Little Big Horn college of Board of Trustees consists of 6-8 representatives. Trustees are selected through nomination and appointment by the Board of Trustees. Trustees serve on staggered 3 year terms.

D. GOVERNING BOARD DUTIES AND FUNCTIONS

The functions and duties of the Little Big Horn College Board of Trustees are:

1. Clarifying the institution's mission
2. Promulgating long range plans
3. Developing the physical plant
4. Ensuring financial solvency
5. Establishing an adequate board organization
6. Appointing, supporting, and monitoring presidential performance
7. Developing educational programs
8. Bolstering student relationships
9. Serving as a court of appeal

E. BOARD MEMBERSHIP

All members are to be enrolled Crow Tribal members. Members are appointed to three year staggered terms. Members assume office at the next regular meeting after appointment.

Board members who miss three consecutive regular meetings or commit major violations of the code of conduct may be dismissed from the board. The board will appoint an appropriate replacement for the duration of a term in the event of dismissal or resignation. Board members

shall not contract as a consultant or for other services nor be hired as an employee of the College during his/her term as a Board member or for one year thereafter.

Meetings of the LBHC trustees will utilize both Crow and English, as both are designated official languages of the Crow tribe.

G. OATH OF OFFICE

Members of the Little Big Horn College Board of Trustees (hereinafter the Board) shall take and subscribe to the following oath before entering upon the duties as a member of the Board:

Oath of Office

"I do solemnly swear that I will serve as a member of the Little Big Horn College Board of Trustees in the manner and custom as described in the Code of Conduct for Trustees; further, I freely assume the responsibility to hold in trust, in concert with fellow Trustees, the College and its development, growth and general well-being, and I will faithfully discharge the responsibilities and duties of Trustee to the best of my ability."

H. SUB-COMMITTEES

After the annual election of officers, the Board members will volunteer to the following standing sub-committees for the duration of their term:

1. Academic/Curriculum Sub-committee
2. Facilities/Construction Sub-committee
3. Budget/Finance Sub-committee
4. Nomination and Governance Sub-committee
5. Personnel Sub-committee

Special Ad-Hoc Committees may be appointed at any time by the Chair for specific tasks agreed upon by the Board.

It is the specific duty of a sub-committee to meet and prepare a narrative report to the full Board recommending Board action on any item referred to that sub-committee for review.

Sub-committees are not allowed to take official board action. They are to make recommendations, unless otherwise specified by the Board, by official Board action or in any policy set by the Board.

Specific sub-committee responsibilities in addition to the above will be.

1. Academic/Curriculum Sub-committee:
 - 1.1 Review each semester's schedule of courses.
 - 1.2 Review each new curriculum or program of study and make recommendations to the Board.
 - 1.1 Review grading criteria and attendance Policy.
2. Facilities/Construction Sub-committee:
 - 2.1 Purpose of this sub-committee is to keep abreast of the needs of facilities including buildings, grounds, equipment and to serve as a sounding board for the administration concerning these matters.
 - 2.2 Sub-committee will review annual capital equipment budget request and make its recommendations to the Board.
 - 2.3 Sub-committee will oversee of monitoring the development of the campus master plan to articulate the needs of the College for the community to improve the new facilities, grounds, and capital equipment.
3. Finance/Budget Sub-committee:
 - 3.1 Review all financial matters and budgets prior to submitting to the Board.
 - 3.2 Make recommendations to the Board concerning each annual budget.

- 3.3 Oversee and monitor the fiscal expenditure of the College as specified in the Charter and By-Laws.
- 3.4 Review proposed budget revisions requested by the College administration prior to submission to the Board for action.
- 3.5 Review and meet timelines related to budget and finance.
- 4. Nomination and Governance Committee
 - 4.1 Developing and updating nomination policies.
 - 4.2 Assist and participate in researching potential board members when there is a vacancy.
 - 4.3 Ensure self-evaluations are conducted on an annual basis.
 - 4.4 Conduct interviews of potential board members.
 - 4.5 Forward recommendation for a new board member to the entire board of trustees.
 - 4.6 Reviewing and updating policies and procedural manuals.
- 5. Personnel Sub-committee:
 - 5.1 Address personnel policy concerns.
 - 5.2 Review proposed changes in the personnel manual.
 - 5.3 Review evaluation policies and procedures.

I. DUTIES OF THE OFFICERS OF THE BOARD

- 1. 1.CHAIR - The duties of the Chair of the Board shall be as follows:
 - 1.1 To preside at the meetings of the Board
 - 1.2 To call special meetings as required.
 - 1.3 To perform such other duties as may be prescribed by law or by action of the Board.
 - 1.4 To sign the minutes of all regular and special meetings of the Board and such other documents as may be required by law and/or operation of the College after Board approval.

- 1.5 To assist the President in setting up the agenda.
- 1.6 To represent the College at state, national and other official functions.
- 1.7 To provide leadership and presence for the College at the community, state and national level.

2. VICE-CHAIR - In the absence of the Chair, the Vice-Chair will preside and will perform such duties as prescribed for the Chair. The Board can appoint a Pro-temp if officers are not present for the board meeting.

3. SECRETARY - The secretary will take minutes to be approved at the next regular meeting. The Secretary will be responsible for maintaining official minutes of all meetings, sign all minutes and other documents required by law and/or operation of the College after Board approval. The Board can appoint a secretary if officer is not present for the board meeting.

J. FORMULATION/REVISION OF BOARD POLICY

The formulation and adoption of responsible Board policy shall constitute the basic method by which the board shall exercise its leadership and control of the College.

Recognizing its function as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by its policies should be involved in the formulation of such policies. Thus the Board encourages the College's constituencies to review and comment on proposed policies recommended for approved or changes in existing policy.

All new policies and policy revisions introduced at one meeting shall not be voted on for action until the next scheduled meeting. It is the Board's intent to provide time for adequate study by faculty, students and staff with an opportunity for these interested parties to respond after sufficient discussion has ensued regarding the proposed policy or policy revision. The President shall be directed to modify the proposed policy to conform

to the Board's stated intent, if necessary. If the Board deems it necessary regarding the proposed policy or policy revision, the President shall be instructed to prepare the final policy statement and, if the Board requires, the President shall prepare an impact statements adopted and recorded in the minutes of the Board shall be regarded as official adopted Board policy.

Temporary guidelines may be authorized by the Board in lieu of formal policy in recognizing that emergency conditions or special events may take place before policy action may be taken.

When action must be taken and the Board has provided no guidelines for administrative action, the President has the power to act, but such decisions are subject to review by action of the Board. It is the duty of the President to inform the Board promptly of such action and the need for policy.

New Policy or proposed changes in existing Policy shall be presented to the Board for review and discussion as a first reading at least one regularly scheduled Board meeting in advance of taking action. This review shall constitute a second reading and constituencies of the Colleges impacted by the proposal(s) shall be invited to comment. A third reading may occur at the regularly scheduled meeting on which the agenda indicates the Board may take action on the proposed changes. The Policies may be added to or amended after the third reading if there is a motion made, seconded and carried by simple majority vote.

L. ADOPTION OF ADMINISTRATIVE REGULATIONS

It shall be a policy of the Board that the President will formulate appropriate administrative regulations for the administration and management of the College and will provide revisions to the Board for review and reference.

M. MINUTES OF PROCEEDINGS

Minutes of the proceedings of the Board shall be prepared by the Secretary.

The minutes of the preceding meeting(s) shall be approved by the Board and signed by the Chair and the recording secretary.

The official minutes shall be bound and kept in the Office of the President. A copy will be made available for public review in the library.

All approved records of the Board shall be available to citizens for inspection at the Office of the President or at the library during regular business hours.

N. DISCUSSION AT BOARD MEETINGS

Meetings are open to the public except when the Chair determines that personnel or legal strategy issues require an executive session, in which case any formal action will occur in open session. The Chair may determine to set limits on public comment on matters before the Board.

Those individuals who elect to address the Board concerning a specific agenda item shall sign their name to that agenda item on a prescribed agenda listing in advance of the meeting. The list of those who wish to address the Board shall be provided to the Board Chair at the commencement of the meeting.

O. ADEQUATE INFORMATION TO PROCEED ACTION

Except in extraordinary circumstances declared by the Board, the Board shall give careful consideration to a request for action on any matter before a person(s) other than the President initiates it. The President shall be directed to examine and evaluate the request for action as to its impact on the College generally, and programs, students and staff specifically, before making a recommendation to the Board.

P. BOARD MEMBER CODE OF CONDUCT

The Board adopts as its own the College Board Code of Conduct. Each newly appointed Board members shall take the Oath of Office and sign the Little Big Horn College Community College Board of Trustees Code of Conduct. Both documents shall remain on file in the Office of the President. (See Appendix C).

Q. DELEGATION OF AUTHORITY TO THE PRESIDENT

The President is responsible to the Board for the overall leadership and administration of the College. This shall include development of the College's instructional and student support programs, budget preparation, personnel administration, College-community relations and the overall supervision of the College. The Board delegates to the President, the authority to administer the Board's policies that govern the College, with the understanding that the development and approval of College policy lies exclusively with the Board.

In the absence of Board policy, the President shall have final authority for decision-making with the understanding that subsequent decisions concerning need for policy shall be referred to the Board.

S. BOARD DUTIES AND RESPONSIBILITIES

1. COMMUNITY RELATIONS: The Board shall:

- 1.1 Help community groups and the public at large understand the College's mission and its current goals.
- 1.1 Establish advisory committees as needed, appoint the membership, and define duties of these committees.
- 1.2 Accept and consider communications from citizens and organizations pertaining to the College, and that, insofar as possible, insure that adequate response is provided to specific questions concerning questions related to the College.

2. COLLEGE INSTRUCTIONAL PROGRAM: The Board shall:

- 2.1 Require periodic reports concerning the programs of the College.
- 2.2 Act on appropriate curricular options, degree or certificate offerings of the College upon recommendation of the President.
- 2.3 Adopt the annual College calendar.
- 2.4 Approve the use of the LBHC logo by outside agencies.

3. CAPITAL OUTLAY: The Board shall:

- 3.1 Act on recommendations of the President for the physical plant development and equipment.
- 3.2 Act on recommendations of the President for repairs and maintenance of buildings, grounds, and equipment.
- 3.3 The Board will assist on the long-range campus plan and facility development.

4. APPRAISAL AND EVALUATION: The Board shall:

- 4.1 Be responsible for the evaluation of the effectiveness of the operations of the College.
- 4.2 Be responsible for the quality of its educational program.
- 4.3 Be responsible for the performance of its students in the assessment of the Institution's achievement of its mission and goals.
- 4.4 In recognition of the need to evaluate the outcomes of the educational process inherent in the mission of the College, the Board directs the President of the College to develop and implement a plan for conducting program and institutional assessment which will be used to formulate further academic and program development.

5. PERSONNEL: The Board shall:
 - 5.1 Be responsible for the employment, evaluation and termination of the President
 - 5.2 The Board will serve as the College's final court of appeals in personnel grievance or actions.

such action shall be by resolution by majority vote of the Board.

6. BUDGET: The Board shall:
 - 6.1 Approve the annual operating budget.
 - 6.2 Approve the annual capital budget.
 - 6.3 Approve all auxiliary budgets.
 - 6.4 Review projected College budgets.
 - 6.5 Assist in presenting the needs of the College to the public and in the adoption, through the formulated budget process.

7. FINANCES: The Board shall:
 - 7.1 Review financial reports on a systematic, periodic basis, including all audit reports, as they are available.
 - 7.2 Establish necessary policies to assure proper accounting of College funds, Student Association funds, and any other funds under College supervision.
 - 7.3 Provide for an annual audit of all College funds and any other funds under College supervision.
 - 7.4 Approve appropriate standing resolutions that authorize the Chair of the Board to act as signatory for the College as required; to wit: designation of depositories for College funds and authorization for borrowing funds on short-term notes.

8. BOARD POSITIONS ON LEGISLATIVE MATTERS

The Board may take any official position on tribal, state or national legislative matters of special interest and concern to the College. Any

ADMINISTRATION SECTION

PRESIDENT: The President of the college is appointed by the Board of Trustees, and serves as the chief executive officer to oversee all administrators and department heads. One of the primary responsibilities is to provide educational leadership for the college and the board of trustees in achieving goals and objectives.

The college President informs the board of matters related to policy decisions. The President also recommends prospective faculty and staff members to the board and conveys personnel search results and recommends trustee appropriations. The President is a member of the academic council and may serve as the recorder.

The President administers the Library and Archives, special initiative and institutes, student services and shares administrative responsibility. In addition, one of the major responsibilities is in the area of budget planning for the institution and facilities development.

The President may serve on other standing committees and ad hoc committees and as Liaison officer for accreditation and fund raising activities. As head administrator of the Tribal College, the President is responsible for public relations, outreach and involvement in national, state and tribal relations.

A. SELECTION AND APPOINTMENT OF PRESIDENT

The Board shall serve as the Search Committee for search, selection and employment of the College President. In the event the Board elects not to act as the Search Committee, it will appoint a Search Committee that shall include representatives of the Board, faculty, students and administrative staff. The Board reserves the right to employ a consultant to assist in the search process if it deems it in the best interest of the College.

The Board shall specify the personal and professional qualifications and responsibilities for

the position and shall make public the steps and procedures to be used in the selection process.

The Board shall instruct the search committee as to its role in the screening process, and of the criteria to be used in evaluating applicants. Not less than three (3) unranked names will be submitted to the Board as final candidates. The Board will determine whom to interview and reserves the prerogative to initiate further background checks, interview the candidates, and make the final selection.

B. POSITION DESCRIPTION-PRESIDENT

The President is responsible to the Board for the management and supervision of the instructional and student support programs of the College, budget preparation, personnel administration, College community relations and the overall administration of the Community college program. The Board delegates to the President, authority to administer the Board policies governing the College, with the understanding that policy development and approval are the province of the Board and such decisions will be referred to the Board.

The President interviews and selects staff members through a designated search committee process. The President provides in-service training for faculty and staff, establishes operational procedures, rules, and standards relating to faculty and staff, financial disbursements, and accounting requirements; represents the College on the Board as the Secretary to the Board and at formal functions.

1. Board Relations: The President shall:

- 1.1 Be delegated the executive responsibility of administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of College policies, act as the professional advisor to the Board.

- 1.2 Delegate any powers and duties entrusted to him/her by the Board, including the administration of the campus, but he/she shall be specifically responsible to the Board for the execution of such delegated powers and duties.
 - 1.3 In situation where the Board has not developed a policy for administrative action. The President shall act on his/her own discretion, and report these acts to the Board for information and confirmation when appropriate.
 - 1.4 Make available any information or give any report pertinent to the operation of the College requested by the Board.
 - 1.5 Attend all meetings of the Board unless otherwise excused by the Chair.
2. Organization and Leadership: The President shall:
- 2.1 Be responsible to and work cooperatively with community groups and advisory committees in the development of College programs.
 - 2.2 Officially represent the College at professional meetings.
 - 2.3 Assume responsibility for establishing and maintaining an adequate public relations program.
 - 2.4 Coordinate high school relations; College/University relations; College/Tribal Council relations; and other College external constituencies.
3. Personnel: The President shall:
- 3.1 Serve as the hiring authority for the College and informs all personnel actions to the Board.
 - 3.2 Recommend to the Board changes in employee salary schedule and working conditions.
4. Policy: The President shall:
- 4.1 Make policy recommendations to the Board concerning all matters that affect the College.
 - 4.2 Have authority to establish regulations and procedures governing routine matters within the framework established by the Board.
5. College Programs: The President shall:
- 5.1 Supervise the preparation of an annual budget for submission to the Board and make any recommendations to the Board for budget changes.
 - 5.2 Be responsible for supervision of all instruction and formation of curricula, evaluation of all personnel and all in-service training for all personnel.
 - 5.3 Submit recommendations to the Board regarding plans for all construction and any changes in plans for the buildings and grounds.
 - a. 5.4 Be responsible for the formulation of all Colleges reports required by state and federal agencies.
 - b. 5.5 Be responsible for the proper maintenance of the College plant and equipment.
 - c. 5.6 In emergency situations, authorized:
 - a. To act as the sole authority to close the College or any part of the College.
 - b. To take what emergency action is necessary to continue the program of the College in a manner that protects the health and safety of the students and employees.
6. Other: The President shall:
- 6.1 Perform other duties as assigned by the Board.

C. PRESIDENT PERSONNEL EVALUATION

The College Board shall conduct an annual evaluation of the College President. The evaluation shall include information solicited from the President and College employees.

The evaluation shall be completed annually by December 15th.

The President shall be notified of evaluation results and its recommendations by the Board at the next regular Board meeting. A copy of the evaluation is to be placed in his/her personnel file. (See Appendix D for President's Evaluation).

D. EMPLOYMENT AND TERMINATION OF COLLEGE PERSONNEL

The President shall be responsible for the employment and termination of all College personnel. Information concerning personnel employment and/or terminations shall be reported at the next regularly scheduled meeting of the Board. Search committee functioning and selection procedures shall be described in detail in the Administrative Regulations and Procedures Manual.

Chapter 1 Doctrine

1.1 Legal Basis and Authority

Little Big Horn College (LBHC) was chartered by the Crow Tribe of Indians in January of 1980 after gaining its foundation through extensive adult and higher educational programming by the Crow Central Education Commission. Association and affiliation with units of the Montana University System demonstrated the Crow Tribe's ability to design and instruct college level course work.

1.2 Educational Philosophy

Vision Statement

- Is to make our own future, not wait for it to come to us,
- Is to make a difference, in some one's life,
- Is to leave a footprint, for our children and others to follow,
- Is to provide an opportunity, where there may seem to be none,
- Is to be the college of choice, for our community and beyond,
- Is to be the hub for retention and enhancement of the Apsaalooke Culture and Language,
- Is to be the best that we can possibly be,
- We are...Little Big Horn College!

1.3 Statement of purpose and goals

Purposes include establishing, maintaining and operating educational institutions at the post-secondary level on the Crow Indian Reservation with educational vocational and technical programs and curricula leading to degrees and certificates that may be granted by the college. LBHC under its charter maintains a separate status from the Crow Tribe and is governed by a Board of Trustees.

Institutional Mission

Little Big Horn College, a 1994 Land Grant Institution, is the Crow higher education and

cultural center that grants Associate of Arts, Associate of Science, and Applied Science degrees and Certificates in area that reflect the developing economic opportunities and social needs of the Crow Indian Reservation and surrounding communities, offering instruction by traditional and distance education methods. The college is dedicated to the professional, vocational, and personal development of individual students for their advancement in higher education or the workplace and inspiring Crow and American Indian scholarship. The college is committed to the preservation, perpetuation and protection of the Crow culture and language, and respects the distinct bilingual and bi-cultural aspects of the Crow Indian community. Little Big Horn College is committed to the advancement of the Crow Indian family and community building.

Core Themes

Little Big Horn College identifies three Core Themes that encompass the mission and vision of the college. The Core Themes provide a focus for all activities at LBHC.

- 1) Access to Educational/Training Opportunities
- 2) Commitment to Community Education and Outreach
- 3) Dedicated to the enhance of Crow Culture and language

1.4 Code of Ethics

Little Big Horn College is dedicated to upholding its mission statement by adhering to professional standards of conduct in our roles, obligations and behaviors. We are responsible for our behavior to the students, community, affiliations, as well as the Crow culture.

I. Institutional Code of Ethics

We will be an advocate of the community college "open door" policy.

We will uphold and enforce all laws, state rules and regulations and court orders

pertaining to community colleges. Anticipated changes will be brought about only through legal and ethical procedures.

We will make decisions in terms of the educational welfare of students and will strive to be a community college that can meet the individual needs of all students regardless of their ability, race, creed or social standing.

All elements of the College will continue to study the environment, value and direction of modern education in our society in order to facilitate needed change.

We will work unrelentingly to help the people of our community understand the importance of public higher education and the need to support it.

We will strive to ensure to ensure that people are accurately informed about our college and we will continue to interpret the aspirations of the community for its college.

We will create and maintain an optimistic working environment that encourages and rewards involvement and reasonable institutional policy and practices.

II. Policy of Professional Code of Ethics

It is the policy that all employees will adhere to the Code of Ethics. Code of Ethics will be reviewed periodically and consider changes as deemed appropriate.

1.5 Equal Opportunity and Affirmative Action

Little Big Horn College provides to all people the equal opportunity for education and employment without regard to race, color, religion, creed, political ideas, sex, gender identity, sexual orientation, age, marital status, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, national origin or ancestry except as authorized by law. Responsibility for effecting equal opportunity accrues to all college

administrators, faculty, and staff. This responsibility includes assurance that employment and admission decisions, personnel actions, and administration of benefits to students and employee's rests upon criteria that adhere to the principle of equal opportunity.

The College prohibits retaliation against a person for bringing a complaint of prohibited discrimination, for assisting someone with a complaint of discrimination or for participating in any manner in an investigation or resolution of a complaint of discrimination.

1.6 Discrimination & Sexual Harassment Policy

I. Statement of Institutional commitment

Little Big Horn College (LBHC) recognizes the importance of the personal dignity and worth of every member of its community and is therefore committed to providing an environment that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services as defined in state and federal law, veteran status, sex age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Acts of discrimination, harassment, sexual misconduct, domestic violence, stalking, and retaliation will be addressed consistent with this policy.

II. Disability Discrimination

LBHC is committed to preventing disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a LBHC service or participants with a disability seeking an accommodation should contact the appropriate person identified below:

Students or student applicants: Dean of Students, Student Union Building, (406) 638-3106.

Employees, employment applicants or participants: Human Resource Officer, Administrative Building, (406) 638-3107.

III. Retaliation prohibited

Retaliation against an individual for taking any of the actions in support of this policy as defined in section VII is prohibited. It is central to the values of LBHC that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

IV. OFF CAMPUS CONDUCT

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to LBHC's attention.

V. APPLICABILITY

This policy prohibits discrimination and harassment of employees by the employer and between members of the LBHC community more generally: for example, between and instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all LBHC programs and activities, including, but not limited to discrimination in instruction, grading, LBHC housing (if available) and LBHC employment.

VI. REPORTING VIOLATIONS OF THIS POLICY

All reports or any concerns about conduct that may violate this policy and retaliating should be reported to the Responsible Official. The LBHC Responsible Official is:

Title IX Coordinator, -Dean of Administration, (406) 638-3110, Administration Building.

Reports may be made to any Title IX liaisons. A list of the Title IX Coordinator's liaisons is available from the Dean of Administration.

Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure.

Upon receiving a report, the Title IX Coordinator will follow the procedures described in the Discrimination Grievance procedure available in the Student /faculty/employee handbooks?

Conduct of concern or harassment shall be reported promptly. The Title IX Coordinator can take proactive steps to prevent harassment from continuing and perhaps escalation to protect or otherwise assist the person harassed. For example, in the case of a student experiencing harassment, LBHC can arrange for no-contact orders, counseling and changes in class schedules, living arrangements if living in one of houses owned by LBHC, class requirements, and testing schedules as needed. The Title IX Coordinator can also provide expertise and advice to help identify conduct that might be a warning sign of or onsite sexual harassment or hostile environment harassment prohibited by this policy and address concerns appropriately.

A. Mandatory Employee Reporting of Sexual Harassment and Sexual Misconduct Involving Students.

To enable LBHC to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students at LBHC proactively, all LBHC employees must promptly (normally with 24 hours) report information they have about alleged for possible sexual harassment and sexual misconduct involving students to the Title IX Coordinator. Employees, such as licensed

health-care professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements.

Upon receiving a report of alleged or possible sexual harassment, or sexual misconduct the Title IX Coordinator will evaluate the information and determine what further action should be taken, following the procedures described in the Discrimination Grievance reporting employee, to provide information about the LBHC's Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting.

VII. DISCRIMINATORY CONDUCT DEFINED

- A. Discrimination is conduct that is based upon an individual's race, color, religion, creed, political ideas, sex, gender identity, sexual orientation, age, marital status, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, national origin or ancestry except as authorized by law that excludes and individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a LBHC program. This includes failing provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- B. Harassment is covered under this policy if it is based upon an individual's race, color, religion, creed, political ideas, sex, gender identity, sexual orientation, age, marital status, veteran's status, service in the uniformed serves as defined by state and federal law, physical or mental disability, national origin or ancestry except as authorized by law Harassing

conduct may take various forms, including, name calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereo typical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereo types.

- C. Sexual Harassment can include unwelcome: sexual advances, request for sexual favors, or other verbal or physical conduct of sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.
- D. Hostile Environment Harassment is based on an individual's race, color, religion, creed, political ideas, sex, gender identity, sexual orientation, age, marital status, veteran's status, service in the uniformed serves as defined by state and federal law., physical or mental disability, national origin or ancestry except as authorized by law exists when harassment:
- a. Is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the LBHC's programs services, opportunities, or activities; or
 - b. When such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a LBHC program or activity (e.g., administrators, faculty members, students, and even campus guests).

- E. Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and dating violence.
- F. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. To the extent applicable as provided in the section above, allegations of stalking, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this policy and the Discrimination grievance procedure.
- G. Domestic Violence is an act of partner or family member assault (as defined in section 45-2-206 Montana Code Annotated) A person “commits...partner or family member assault if the person
 - i. Purposely or knowingly causes bodily injury to a partner or family member;
 - ii. Negligently causes bodily injury to a partner or family member with a weapon;
 - iii. Purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member.”

“Partners” are spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. “Family member” means mother, fathers, children, brothers, sisters, and other past or present family members of a household.

- H. Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, registered, or participated in any manner in an investigation or proceeding under this policy.

VIII. Sanctions and Corrective Action

Violations of this policy will be addressed through corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment of results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable LBHC policies and procedures.

1.7 Drug-Free Workplace Policy

In compliance with the Drug-Free Workplace act of 1988, Little Big Horn College is committed to providing a drug-free workplace. The unlawful manufacture, distribution, sale possession or use of controlled substance in the workplace or while conducting college business is prohibited. Conducting college business while under the influence of a controlled substance is likewise prohibited.

Employees using prescription or non-prescription drugs which may impair their work performance must notify their immediate supervisor of this use and of any possible effects.

Employees must, as a condition of employment, comply with policy and notify their immediate supervisor of any criminal drug statute conviction or nolo contendere plea for a violation occurring in the workplace no later than five (5) working days after such conviction. The supervisor shall

notify the Human Resources Office immediately upon notice from the employee.

Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences. At the discretion of the employer, and employee violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program.

Drug dependency is a major health problem and interferes with workplace productivity, safety, and security. Employees are encouraged to seek assistance in dealing with drug problems. Conscientious efforts to seek help for drug dependency will not jeopardize and employee's job status.

1.8 Alcohol-Free Workplace Policy

- I. Little Big Horn College is committed to providing an alcohol-free workplace and learning environment. The possession, use or distribution of any alcoholic beverage by employees or students in the workplace and/or while conducting college business is prohibited.
- II. Alcohol dependency is a major health problem that interferes with workplace productivity, safety and security. The college shall reasonably assist any employee who voluntarily seeks help in dealing with alcohol dependency.
- III. Any violation of this policy may result in disciplinary action up to and including discharge and may subject an employee to criminal penalties. At the discretion of the College, an employee violating this policy may be required to satisfactorily complete an alcohol abuse assistance or rehabilitation program as a condition of continued employment.

1.85 Smoking and Tobacco Free Policy

Purpose

To limit smoking of any substance, and usage of chewing and other forms of tobacco or similar substances.

Policy

The College is committed to complying with the Montana Clean Indoor Air Act., and further supports a healthy, comfortable and productive work environment for all students, employees and visitors to the campus. Therefore, LBHC prohibits any form of smoking including the use of electronic cigarettes (e-cigarettes) or any form of tobacco usage in all of its campus facilities, except in official ceremonial practices. Smoking or tobacco usage is only allowed in designated tobacco usage areas. Failure to comply will result in disciplinary action.

1.9 Disability Accessibility

Disability Accessibility Policy

Little Big Horn College is committed to compliance with federal and state laws and regulations prohibiting discrimination on the basis of disability. The college strives to create accessible and inclusive campus environment for individuals with disabilities.

LBHC will provide reasonable accommodations and ensure programs, services, and activities are accessible to disabled individuals. Accessibility extends to equal and effective electronic and information technology.

1.95 Weapons

Purpose

To establish restrictions regarding the possession of weapons on the college's premises.

Policy

No person, including students, employees, college patrons, vendors may bring, possess, conceal, brandish, use or be in possession of a weapon, or give the appearance of being in possession, on college-owned or controlled property or at activities under the jurisdiction or sponsorship of the college.

A weapon is defined as an instrument, article or substance that is designed, used or likely to be used to commit a criminal offense, cause bodily

harm or property damage including, but not limited to, any type of firearm, knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun chucks, or brass or other metal knuckles, or other potential dangerous items.

Allowable exceptions include use in conjunction of an instructional program with prior presidential approval and in accordance with state, federal law, and tribal law enforcement. Violation of the policy will result in discipline, up to and including employee dismissal, student expulsion, or any other remedy provided by law. Violation by third parties may result in exclusion from campus, events, and any other remedy provided by law.

Chapter 2

Fiscal Affairs

2.1 Accounting System

The accounts of Little Big Horn College shall be maintained in accordance with generally accepted principles, the Governmental Accounting Standards Board, and in conformance with applicable Montana law.

Audits of Little Big Horn College records will be in accordance with applicable federal and state laws.

2.2 Investment of surplus funds

Investment of surplus funds policy are invested according to current Montana Code.

2.3 Student Tuition

I. Classification for Teachers

Any Teacher employed by a local school district can take classes for teacher renewal units.

II. Senior Citizens Tuition

Senior Citizen, for tuition purposes, is defined as a person age 55 or older. Senior Citizens, who meet the requirements and are enrolled in credit courses, will pay only student fees.

III. Tuition Refund

The President or his/her designee will establish refund procedures, as approved by the Board of Trustees.

2.4 Student fees establishment and publication

The Board of Trustees shall annually review and establish the fee schedule for the college based upon the formulation and recommendation of the President's council.

2.5 Accounting of Funds Collected by college sponsored clubs and organizations

I. Fund Appropriations Policy

Student activity funds will be maintained by the College Business Office. Responsibility for appropriations from this fund is hereby delegated to the Student government, in accord with appropriate state and federal laws governing such funds, and in accord with the constitution of the said student government and Code of student Rights, responsibilities and conduct, where applicable.

II. Accounting of funds Policy

All funds collected for and by college sponsored organizations will be transmitted to the college business office for accounting and disbursement. The collection and expenditures of these funds will be under the direct control of the persons authorized by the President, to represent the club or organization, and in accordance with appropriate state and federal laws governing such funds.

III. Use of Funds Policy

These funds are to be used for the general benefit of the organization. If an organization ceases to exist, or does not function for one full academic year, all property and funds for that organization will come under the control of the campus student government, or the college if the campus student government ceases to exist.

2.6 Contracting Policy

The Board of Trustees recognizes that it may be necessary for the college to enter into contractual arrangements with one or more outside parties.

The Board of Trustees authorizes only the President to execute applicants and to accept grants or contracts between LBHC and another agency. The Board of Trustees authorizes only the President to enter in contracts when fund previously been identified, approved and budgeted, or when the dollar amount is less than \$2,500 for non-budgeted items. A bid process is required for items over \$10,000.

The President may delegate authority to enter into contracts as the need arises regarding contracts.

The President may request Board of Trustee review and approval of a proposed contract that is not otherwise subject to Board review.

Unless otherwise provided in college policy, the Board of Trustees authorizes only the President or designee(s) to enter into contracts which do not require the payment or commitment of college funds but which are necessary for conducting the normal business operations and day-to-day activities of the college.

2.7 Purchasing

The Board of Trustees delegates to the President or designee(s) the right to purchase equipment, supplies and services, used by the college as long as such purchases are in accordance with provisions of the budget approved by the Board of Trustees. All purchases shall be made via a purchase order, requisitions, check request, pursuant to directives established by the President.

2.8 General Administrative Procedures

I. Grants

The Board of Trustees recognizes that grants frequently become available for student financial aid, instructional, research, public service and

administrative purposes. The Board to Trustees encourages the college administration to pursue the acquisition of grant funds. All grants must be reviewed to determine consistency with the college's mission, goals and objectives and the college's readiness and capability for administering same, prior to the submission of a grant proposal or the acceptance of a grant award. There is not commitment that the college will continue a grant-funded program following the expiration date of the grant.

If matching funds are required from the college, such grants will only be accepted if funds are budgeted accordingly.

II. Contributions and Gifts

The President or designee is authorized to accept contributions and gifts in the name of the college. Further, in the event that a college matching contribution is required, such contributions must be approved by the Board of Trustees.

No department, alumni organization, club or activity shall solicit funds or donations or engage in fundraising activities on behalf of LBHC without the knowledge and direction of the President or designee.

III. Insurance

The President or designee will periodically review the college's insurance policies to assure the extent of coverage is adequate and meets any legal requirements.

2.9 Competition with Private Business

I. Competition Policy

The Board of Trustees recognizes that LBHC may find it necessary to provide and charge fees for goods and services in order to enhance, promote, or support teaching and public service functions. It is important, however, that LBHC be mindful that the provision of goods and services may be in competition with private businesses, and remain sensitive to the interests of private businesses.

2.10 Unclaimed Property

LBHC shall comply with the State of Montana "Uniform Unclaimed Property Act."

Procedures shall be available and maintained in Business Office.

2.11 Capital Equipment and Supply Disposal

The President, or his/her designated representative, is authorized to dispose of, at his or her discretion, any individual item of property, if such property with a current estimated value of less than \$1,000.

Authorization of the Board of Trustees will be required for the sale or disposal of property, if such property has a current estimated value of \$1,000 or more.

All property designated for disposal will offered for public sale to the highest bidder either by an advertised solicitation for sale of the specific item or by public auction.

The President, Chief Information Officer, Maintenance Supervisor, Chief Finance Officer will be designated agents for transfer and/or public sale of surplus equipment after proper departmental and Board Trustees approval.

2.12 Capital Assets and Control Policy

I. Identification

The Business office and Chief Information Officer will establish a system of identification numbers and tags for the college property has a value in excess of the capitalization threshold and a useful life greater than one year.

II. Capitalization and Depreciation

Major tangible items having a value in excess of the capitalization threshold and having a useful life greater than one year will be capitalized and depreciated for purpose of property management and this policy.

2.13 Use of College Equipment Policy

College equipment will not be used by college personnel or members of the community unless

the equipment issued for a college activity, or its use is authorized by the President or designee.

The President or his/her designee will be authorized to loan college equipment to other agencies.

Fees may be assessed to individuals and groups not affiliated with the college to help defray associated expenses and to provide a source of funds for replacement and maintenance of equipment.

Authorization for removal of college equipment from property may only be granted by the president or his/her designee.

2.14 Official Travel

The Board of Trustees delegates to the President or his/her designee the responsibility to approve travel for employees and non-employees of the college.

2.15 Foundation and Development Policy

LBHC is authorized to enter into agreements with affiliated foundations to deposit private gifts which are received directly in the name of Little Big Horn College when such gifts are clearly intended to support the programs managed by LBHC and shall be deposited accordingly.

No department, alumni organization, club or activity shall solicit funds or donations or engage in fund raising activities on behalf of LBHC without the knowledge and direction of the President or designee.

2.16 Credit Card Policy

Card Usage. The bankcard is issued for business use only. Misuse of a bankcard may result in revocation of the card and may constitute an act of fraud.

Credit card users must comply with the same dollar limits as purchases by any other means (requisition, check request, etc.) as stipulated in Board Policy and purchasing procedures.

2.17 Fraud Policy

Act of fraud shall not be tolerated at LBHC.

For the purposes of this policy, fraud shall be defined to include the following:

Conduct with the scope of employment, or conduct apparently within the scope of employment, and representations to the Board, or any affiliated organizations that constitutes:

- I. Intentional or deliberate act to deprive LBHC or any affiliated organizations or students of something of value (property, money, services or opportunities).
- II. Deception, false representation of fact by either conduct or other communication, or concealing what should have been disclosed, or made when the individual knew or should have known that the other party relied upon representations, leading to injury of LBHC or any affiliated organization or students.
- III. Examples of a fraudulent act include but are not limited to:

- Embezzlement
- Misappropriation, misapplication, destruction, removal or concealment of property
- Alteration or falsification of documents
- Theft of any asset (money, tangible property etc.)
- Authorizing or receiving compensation for hours not worked
- Misrepresentation of fact

Suspected fraud is defined as a reasonable belief or actual knowledge that fraud has occurred or is occurring.

2.18 Budget System

I. Fiscal Year

The fiscal year for the college shall commence on the first day of July in each year and end on the Thirtieth day of June of following calendar year.

II. Budget Preparation

Annually, the President will prepare an estimate of the revenue available and expenditures to be made for the general fund in the forthcoming fiscal year.

III. Budget Submission

The President will file a preliminary budget and other documents required by law with the Board of Trustees. At least one public budget hearing will be held prior to Board of Trustees adoption of the proposed budget.

IV. Budget Adoption

The Board of Trustees will adopt a budget in the manner provided by Federal and state guidelines.

V. Budget Implementation

Following Board of Trustees adoption, the President will inform each administrative unit of the College as to its respective budget allocations. Such allocations will become effective on the first day of July in the fiscal year for which they are made and will constitute the maximum spending authority allotted each unit for that year.

VI. Budget Execution and Control

The President will be ultimately responsible for the execution and control of the adopted budget, although day-to-day operational responsibility may be delegated to the heads of the administrative units. Execution and control procedures will be developed and maintained in compliance with statutory requirements, college policies, and generally accepted accounting and budgeting principles and standards.

VII. Budget Performance Reporting

The President will prepare a periodic reporting of the College's performance in executing the adopted budget.

Chapter 3

Human Resources

3.1 Human Resources Policies and Procedures

Purpose and Authority

The Human Resources Policies and Procedures are adopted by the Board of Trustees to establish a system of human resources administration that meets the needs of Little Big Horn College Community College. The college will comply with all applicable tribal, state and federal employment laws and statutes. In the case of any discrepancies, the tribal, state and federal law will become the prevailing policy.

Persons Covered

The Policies and procedures shall apply to all college employees to the extent that they do not conflict with tribal, state, and federal law or the provisions of any collective bargaining agreement to which the College is a party.

Administration of Policies and procedures

The personnel policies and procedures shall be administered by the President, or designee, in the accordance with the policies established by the Board of Trustees and accepted administrative procedures.

3.12 College Right to manage Discipline and Discharge

I. Management Rights

College employees shall recognize the prerogatives of the College as employer to operate and manage college affairs in such areas as, but not limited to:

1. Direct employees

2. Hire, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and nonproductive are to be conducted.
4. Maintain the efficiency of college operations;
5. Determined the methods, means, job classifications, and personnel by which college operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the College in situations of emergency; and
7. Establish the methods and processes by which work is performed.

II. Disciplinary Action

The College has established a system of progressive discipline, which affords the college and the employee an opportunity for the resolution of unsatisfactory work performance or conduct. This system provides due process to the employee and includes a grievance and appeal procedure.

III. Discharge for probationary employees

Probationary employees may be terminated any time prior to completion of the 90-day probationary period. During a probationary period of employment, the employment may be terminated at the will of either the employer or the employee on notice to the other for any reason or for no reason.

IV. Release of Employee(s) from duty

The President, may relieve employee(s) from duty for reasons identified or other relevant statutes and Board policies.

V. Corrective discipline

Corrective discipline as a method dealing with unsatisfactory performance or misconduct of employee, is designed to provide the employee with an opportunity to become aware of and

correct the misconduct or substandard performance and restore the employee as a productive member of the workforce.

VI. Written Statement on reasons for discharge

The college shall, upon demand, provide a discharged employee with a written statement of reasons for the discharge. This does not apply to probationary employees.

VII. Forfeiture of leave compensation

An employee who terminates employment for a reason not reflecting discredit on the employee is entitled upon the date of termination to cash compensation for unused vacation leave, assuming that the employee.

of rewarding the employee for official action taken; or

- (c) Receive salaries from two separate public employment position that overlap for the hours being compensated, unless: (i) the employee reimburses the College for the salary paid for performing the function from which the employee is absent; or (ii) the employee's salary from the College is reduced by the amount of salary received from the other public employer in order to avoid duplicate compensation for the overlapping hours.

An employee may not acquire an interest in any business or undertaking that may be directly and substantially affected to its economic benefit by official action to be taken by the College.

- a) Use public time, facilities, equipment, supplies, personnel, or funds for the employee's private business purposes;
- b) Engage in substantial financial transaction for the employee's private business purposes with a person whom the employee inspects or supervises in the course of official duties;
- c) Assist any person for fee or other compensation in obtain a c contract, claim, license, or other economic benefit from the college;
- d) Assist any person for a contingent fee in obtaining a contract, claim license, or other economic benefit from the college;
- e) Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent; or
- f) Solicit or accept employment, or engage in negotiations or meetings to consider employment, with a person whom the employee regulates in the course of official duties without first giving written notification to the College President.

Chapter 4

Prohibited Activities and Disclosure

I. Prohibited Activities

All College employees are expected to maintain the highest standards of honesty, integrity, and impartiality in the conduct of College business.

II. Conflict of Interest

No college employee shall undertake consulting, employment, or other activities that are in conflict with their college duties.

An employee may not:

- (a) Disclose or use confidential information acquired in the course of official duties in order to further substantially the employee's personal economic interests;
- (b) Accept a gift of substantial value or a substantial economic benefit tantamount to a gift; (i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge for eh person's public duties; or(ii) that the person knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose

No college employee may engage in any activity, including lobbying, on behalf of an organization of which the employee is a member while performing the employee's job duties. The provisions of this subsection do not prohibit an employee from performing charitable fundraising activities if approved by the College President or authorized by law.

III. DISCLOSURE

In the event that it is necessary for an employee to recommend or approve an expenditure of college funds to any individual or business in which the employee has a significant financial interest, the employee shall make this fact known to the President in writing, prior to taking action. This requirement includes personnel actions, but excludes textbook adoption, if employee is identified as the author or editor.

Chapter 5

Human Resources

6.4 Political Activities

No College may use public time, facilities, equipment, supplies, personnel, or funds for any campaign activities for any campaign activity persuading or affecting a political decision unless the use is:

- a) Authorized by law; or
- b) Properly incidental to another activity required or authorized by law, such as the function of an elected public official, the official's staff, or the legislative staff in the normal course of duties.

The College may not include in the pay due to any employee, the name of any candidate or any political mottoes, devices, or arguments containing threats or promises, express or implied, calculated or intended to influence the political opinions or actions of college employees. Nor shall the college endorse

any handbill containing any threat, promise, notice, or information that, in case any particular ticket or political party, organization, or candidate is elected, work will cease, in whole or in part, or will be continued or increased; the College will be closed; the salaries or wages of employees will be reduced or increased; or other threats or promises, express or implied, intended or calculated to influence the political opinions or actions of employees.

No college employee may attempt to coerce, command, or require any employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of ballot issue.

No college employee may solicit support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of ballot issue while on the job or at the place of employment.

II. Uncompensated Leave

Employees may be granted uncompensated leave during campaigning and/or during actual service in an elective or appointive office.

III. Reduction of work load

Employees may be granted an uncompensated reduction of workload during campaigning and/or actual service in an elective or appointive office.

IV. Public Affairs

All college personnel are encouraged to fulfill their civic responsibilities by engaging in community public activities compatible with their obligations to the College. Employees will speak and act as private citizens at such activities unless specifically authorized to do otherwise by the President.

5.5 Personnel Files

Personnel Files

For each employee, the college shall maintain an official personnel file in the office of the Director of Human Resources.

II. Access

1. Access to individual personnel files will be limited according to generally accepted principles of confidentiality.
2. The college President or designee may disclose confidential personnel data with the written consent of the employee or as provided by law.
3. An employee's position, title, date of employment, and pay are public information and may be released upon written request to the office of the President.
4. The following shall have access to an employee's personnel file:
 - The employee (except for confidential placement files letters of recommendation);
 - The direct supervisor and employees above the supervisor in a direct line of authority;
 - The Director of Hum Resources and employee working under the supervision of the Director of Human Resources.
 - Agents of the College, including its attorneys.
5. An employee may file a written response to information contained in their personnel file which becomes a permanent part of the record. The response must be filed with 10 working days to the date on which an employee is made aware of the information.
6. Information collected regarding medical examination or inquiries must be treated as confidential medical records in compliance with the Americans with Disabilities Act (ADA) and collected and

maintained on separate forms in separate files from employee personnel records. As provided in the ADA, access is restricted to supervisors and managers when identifying restrictions on the employee's work or duties or identifying necessary accommodations; first aid and safety personnel, when appropriate, if the disability might require emergency treatment, and on request from government officials investigating compliance with the ADA.

7. Nothing in this policy prohibits those having authorized access to employee personnel records, as provided in this policy from relying on the content of those records when responding to a request for employment information from organizations to which the employee has applied for employment.

III. Content

Personnel files may include, but are not limited to the following;

- Application materials;
- Training records;
- Hiring records;
- Promotion and transfer documentation
- Personnel Action Form (PAF)
- Insurance plan enrollment forms;
- Professional licenses and certificates;
- W-4 forms;
- Time sheets and leave records;
- Authorizations for payroll deductions;
- Performance evaluations;
- Disciplinary records;
- Termination Notices;
- Letters of resignation; and
- Any other information as deemed necessary by the college.

IV. Adverse Material

No disciplinary notices or material that may be used to support disciplinary action shall be placed in a personnel file that does not bear the

signature of the employee indicating they have been shown the material, or a statement by a supervisor that the employee has been shown the material and refused to sign. A copy of any such material shall be furnished to the employee.

5. 6 Reduction in workforce

I. Purpose and Authority

Whenever the Board of Trustees determines that it is necessary to reduce the number of employees because of lack of work or funds, programmatic changes, or under conditions where the Board determines that the continuation of such work is inefficient or nonproductive, the Board may initiate a reduction in force.

5.6 Recruitment, selection and employment

Employment Applications

All employee applications shall be submitted to the President for consideration of approval.

II. Posting and filling of permanent Positions

All vacancies for permanent positions (excluding acting or interim appointments) shall be posted. Permanent employee shall have a total of five working days in which to apply as internal applicants.

If, in the judgment of the responsible administrator and the President, one of the internal applicants meets the requirements and performance expectations for the position, (s)he will be hired for that position. This decision shall not be subject to the grievance.

If the responsible administrator and the President deems that more than one of the internal applicants meets the requirements and performance expectations for the position, the applicant determined to best meet the requirements and performance expectation for the position will be hired. The decision shall not be subject to the grievance procedure.

If in the judgement of the responsible administrator and the President, none of the above-mentioned applicants meets the

requirements and performance expectations for the position, the opening may be advertised externally. This decision shall not be subject to the grievance procedure.

III. Nepotism

The employment of relatives of current employees is permitted if there are no conflicts of interest. An employee who appoints, reappoints, or confirms appointment's/re-appointments, approves changes in status, evaluates performance for salary increments, promotes or dismisses may not hire, supervise, or manage relatives in the same unit.

Relatives include personnel within the third degree of consanguinity (blood), within the second degree of affinity (marriage), and sole domestic partners (unmarried). Relatives within the third degree parents, children, grandparents, siblings, grandchildren, great-grandparents, uncles, aunts, nephews, nieces, and great-grandchildren. Relatives within the second degree include spouses or sole domestic partner and their parents, grandparents, and siblings, and an employee's son/daughter, daughter-in-law, and grandchild's spouse. This policy also includes relatives of the employee residing in the employee's household.

If an employee with supervisory responsibilities is appointed to a unit employing a person who is related as described above, the supervising CEO will determine the potential for conflict prior to offering employment. If the person is hired, the related person employee may not participate in any personnel activities concerning that individual. No individual involved in a hiring decision shall give preference to an applicant because the applicant is related to a current employee.

IV. Criminal Background Investigations

Any finalist recommended for hire must give written approval for the College to order a name based, criminal, background investigation to determine if (s)he has been convicted of any

criminal offenses. This may also include finger printing where required.

V. Verification of applicant’s written and Verbal information

All written or verbal information given by an applicant is subject to verification. Submission of false or misleading information is grounds for rejection of the applicant or termination of false or misleading information is grounds for rejection of the application materials submitted by an employee will become a part of their personnel file with the exception of confidential materials supplied by college Human Resource office.

VI. Offers of Employment

Offers of employment are to be made only by the President or her/his designee to applicants who have been processed through the Human Resources Office.

VII. Probationary Period

All newly-hired, non- faculty employees are required to serve a 90 day probationary period. The purpose of the probationary period is to allow the supervisor to orient an employee to the requirements and expectation associated with the position to determine whether the employee demonstrates satisfactory knowledge, skills, and abilities to perform the assigned duties; and to assess the employee suitability for continued employment if the probationary employees’ performance or suitability for the position is deemed unsatisfactory, (s)he may be terminated at any during the probationary period based upon the recommendation of the supervisor and subject to review by the Director of Human Resources. Such terminations are not subject to due process or the grievance procedure.

The probationary period does not represent a guarantee of employment for 90 days or any other period of time.

VIII. Employment Contracts

The College shall enter into individual, written, employment contracts with non-classified

employees. Such contract shall carry the signature of the President and the employee. Contracts for employee, excluding the President, shall be for a maximum of twelve months. If the contract is not signed by the employee and/or returned within the designated time period, the contract will be considered null and void.

IX. Change of Employee status

Any change in the status of an employee (work assignment, work schedule, pay, etc.) shall be processed through the Human Resources Office.

X. Reassignment

Employee may be reassigned to other positions at the discretion of the President.

5.7 Leaves of Absence

Vacation Leave (Staff & Administrators)

Vacation Leave is defined as days that the employee is not obligated to work when the college is open. Purpose of Vacation Leave is for the employee to be away from the work place to rest, relax and be rejuvenated over a number of consecutive days (5-10 days).

The dates when an employee takes vacation leave is to be determined by agreement between employees and their supervisors, considering the best interests of the department as well as the best interests of the employee. However, the requirements of LBHC and the department take precedence. Employees absenting themselves without approval of the supervisor will be considered in a leave without pay status and may be subject to disciplinary action.

Vacation Leave will be accrued at the following rate:

Years of Service	Days of leave
0 – 10	13
10 – 15	16
15 – 20	19
20+	22

Employees may carry over into the next fiscal year, a maximum of three (3) days of vacation leave.

Employees taking vacation leave over legal holidays will not be charged vacation leave for those days.

IV. Sick leave

Sick leave is leave with pay for sickness suffered by an employee or a member of the employee's immediate family. The employee's immediate family refers to spouse, any member of the employee's household, a parent, sibling, child, grandparent, grandchild, or corresponding in-law.

V. Abuse of Sick Leave

Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave, or when an employee uses sick leave for unauthorized purposes. Abuse of sick leave is grounds for suspension and/or termination.

VI. Accrual of Sick Leave

Sick leave will be accrued at one day (8 hours) per month. Accrued sick leave can be carried over into new fiscal years. Balance of sick leave is non-compensable if employee separates from LBHC.

VII. Bank

Employees may donate a year maximum of 40 hours of their accrued sick leave credits to another regular employee. The employee donating must maintain a minimum balance of 40 hours of sick leave.

An employee may receive a maximal of 40 hours of donated sick leave in a fiscal year.

Employee donating leave must be equal or higher in salary than the recipient of the donated leave.

IV. Bereavement Leave

Paid bereavement leave shall be granted for the death or funeral attendance for an immediate family member (spouse, dependents, parents,

siblings, and the same relatives of the employee's spouse in like degree).

V. Jury Duty/Subpoena

Jury duty or compliance with a subpoena is an-authorized leave. The employee has the option to take annual leave and retain all fees and allowed received, or to take her or his regular pay and remit any fees to the college.

VI. Military Leave

An employee who is a member of the organized militia of the state or who is member of the organized or unorganized reserve corps or military forces of the United States, and who has been an employee for period of six months, shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in a calendar year for attending regular encampments, training cruises, and similar training programs of the organized militia of the military forces of the United States. Such leave of absence shall not be charged against any other leave credit earned by the employee.

VII. Leave without pay

1. Leave without pay may be granted for a maximum of one calendar year upon approval of the President. Annual Leave or sick leave, if applicable, must be exhausted prior to taking leave without pay. Employees on unpaid leave are not eligible for holiday pay and may use college property only if approved by the President.
2. Public service leave without pay may be granted to an employee appointed or elected to public office for a maximum of 180 days per year an Employee granted such leave shall return to work within (10) day of completion of the public service unless they are unable to do so because of illness or disabling injury certified to by a licensed physician.
3. Maternity/Paternity leave without pay may be granted for a maximum of one

year to any employee unable to perform employment duties as a result of pregnancy, post pregnancy complications, or other essential parenting responsibilities. Sick leave, if applicable and annual leave must be exhausted prior to taking maternity paternity leave.

VIII. Holidays

1. Holidays are a day during normal work week, Monday through Friday, on which the College offices are closed. Employees shall receive regular pay for all holidays. No employee is entitled to pay for any holiday which occurs when the employee is not regularly employed, e.g. seasonal layoffs or leave without pay. Little Big Horn College will publish a list of holidays to be observed prior to the beginning of each year.

IX. Professional Development Leave

1. Professional development leave is available to all full-time exempt, professional, and administrative employees who have completed seven (7) consecutive years of employment.
2. Professional development leave may or may not be compensated.
3. Failure to return to the college from a professional development leave requires that employee to reimburse the college for all salary paid while on leave.
4. Employees returning from professional development leave shall be given reinstated to their former or an equivalent position.

X. Flex Time

Flex time may be granted with approval of the supervisor and President or designee.

XI. Unapproved leave

Unapproved leaves constitute unauthorized absence from assigned duties. The College will be reimbursed for an unauthorized absence

by deducting the appropriate amount from the employee's pay. An unapproved absence will be grounds for disciplinary action up to and including discharge.

5.8 Employee insurance coverage

Insurance benefits such as dental, vision, life, long term disability are available to eligible employees through the plans adopted by the Board of Trustees.

Legally-mandated insurance coverage such as Unemployment and workers' compensations shall be provided in accordance with state and federal law.

Return to work after a job-related injury or illness requires a medical release form from the attending health care provider. If the provider recommends that the employee return to work with job-activity restrictions, the return must have approval of the Director of Human Resources and it is the supervisor's responsibility to ensure that the approval is in place before the employee returns to work.

5.9 Employee Development

Employee development is critical in the delivery of educational and support services. Little Big Horn College believes that success is largely determined by the motivation and competence of its employees. This motivation and competence is to be encouraged and developed as part of the responsibilities of all supervisors and administrators.

In order to assist in the achievement of this goal, the college may provide financial assistance for employees to:

- Enroll in college courses;
- Participate in development and training programs;
- Attend relevant conferences, seminars and workshops

5.10 Grievance

Purpose of Grievance Policy

The purpose of this policy is to secure, at the lowest possible level, equitable solutions to individual grievances. If an employee seeks formal resolution of a grievance matter in any forum or by any set of procedures other than those established in this Policy, whether administrative or judicial, the employer shall have no obligation to proceed further with the matter.

Rules of Grievance Processing

- A. Time limits of the grievance procedure may be extended any stage by mutual agreement of the parties at that step.
- B. A grievance shall include 1) a complete, written statement of the grievance and the facts upon which it is based, 2) the rights claimed to have been violated or misinterpreted, and 3) the remedy requested.
- C. An employee has the right to assistance by a representative of the employee's choosing. Costs of representation shall be paid by the employee. Past practice of employer sharing any costs of employee representation shall be of no force or effect upon the adoption of this policy.

5.11 Whistleblower policy

Purpose

The College strives to operate in an ethical, honest and lawful manner and expects its faculty, administrator, staff and students to conduct their activities in accordance with college policies and applicable law. The College strongly encourages all faculty, administrators, staff and students to report suspected actual wrongful conduct by LBHC employees through channels that the college establishes for such reporting.

Policy

The College is committed to complying with laws and regulations applicable to it and relies on its

employees to perform their duties and responsibilities in accordance with such laws and regulations, with the College's policies and procedures, and with LBHC code of ethics. The college welcomes information concerning potentially undetected violations of laws, regulations, or policies related to its business practices. The College therefore, encourages employees, students, alumni, parents, and the public to report in good faith their concerns about suspected improper activity. No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation, or adverse employment, academic or educational consequence as a result of reporting such incidents. The president shall address all reported concerns or complaints either personal or through an appropriate designee as quickly as possible.

Chapter 6 Students

6.1 Admissions

Admissions Policy

General admissions to the college shall be open to anyone 16 years of age or older.

II. Admission to Degree Certificate program shall be open to anyone who has earned a high school diploma from an accredited high school or received a GED certificate or High School Equivalency Test. Exceptions may be made for students enrolled in running Start/Dual enrollment programs.

6.2 Student Records

Student records shall be kept in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) with respect to access and release of any such records subject to the following procedures.

6.3 Financial Aid

Financial Aid Policy

The college shall maintain a comprehensive program of student financial aid. All student aid

programs shall be administered without discrimination according to state and federal regulations. The Director Financial Aid shall have overall responsibility for administering the programs.

II. Federal and State Aid Policy

The College shall maintain a comprehensive program of federal and state aid to provide assistance to students who have demonstrated financial need.

III. Institutional Policy

The College shall maintain a comprehensive program of institutional aid opportunities based upon a budgeted percentage of expected tuition revenue each academic year.

IV. Other Public and Private Assistance Policy

The college shall maintain a comprehensive program of other assistance opportunities through public and private scholarship donors, the Veterans' administration, and various outside agencies.

6.4 Student Organizational Policy

Student Organizational Policy

The administration and staff of the College shall direct efforts toward the promotion, support, and proper direction of student activities which promote the social and intellectual growth of the student, consistent with the goals of the college.

6.5 Student Publications

LBHC recognizes that student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion, and in intellectual exploration. They serve as a means of bringing concerns to the attention of the College community and the public, and of formulating student opinion on various issues.

As citizens, students enjoy the same basic rights and are bound by the same responsibilities as are all citizens. Among these rights are freedom of speech and freedom of press. The Board, faculty

and administrators shall not exercise editorial control over student publications, except where specifically provided by LBHC policies and procedures. The College shall not be deemed to endorse the content of these publications unless so stated.

6.6 Code of student Conduct* and student Complaints

Purpose

The purpose of this policy is to promote the prompt and efficient resolution of student conduct violations and student complaints about College employees. Complaints involving discrimination, sexual harassment, sexual misconduct, or stalking are addressed in Chapter 1 Section 6 and the Discrimination Grievance Procedure.

LBHC students are responsible for knowing the information outlined in this document.

II. Core values of Student Conduct

The core values of student conduct at LBHC are as follows:

- **Integrity:** College students exemplify honesty, honor and respect for the truth in all their dealings.
- **Community:** College students build and enhance their community by maintaining and protecting the Crow Culture, language and traditions.
- **Social Justice:** College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** College students show positive regard for each other, for property and for the community.
- **Responsibility:** College students are given and accept a high level of responsibility to self, to others and to the community.

III. Jurisdiction

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students and all college-affiliated student organizations. For the purpose of student conduct, the College considers an individual to be a student when the student registers for a class.

The Code of Student conduct applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial College interest. A Substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or cause social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Student should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

However, most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- Speech posted online about the college or its community members that causes a significant on-campus disruption.

The Code of student conduct applies to guest of the campus community whose hosts may be held accountable for the misconduct of their guest. Visitors to and guest of the College may seek resolution of violations of the Code of Students conduct committed against them by members of College community.

There is no time limit on reporting violations of the Code of Students Conduct; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaint are permitted, doing so may limit the College's ability to investigate and respond to a complaint. The se who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students or Dean of Administration.

RA responding student facing an alleged violation of the Code of Student Conduct is not permitted to withdraw from College until all allegations are resolved.

IV. Violations of the Law

Alleged violations of federal, state, and tribal laws may be investigated and addressed under the *Code of Student Conduct*.

6.6 Student Life

Housing Policy

The College may provide limited student housing. Students who live in student housing need to follow the Student Code of conduct.

II. Food Services Policy

The college may maintain and/or contract for a dining facility and snack bar.

6.7 Academic Freedom

The college has a deep commitment to, academic freedom. The welfare and strength of the College and society at large depend upon the free search for truth and its free expression. To this end the College shall recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or Board or Administration reprisal.

Chapter 7 Instructional Services

7.1 Curriculum

Responsibility for design, approval, and implementation of the curriculum is vested in designated institutional bodies with clearly established channels of communication and control. The faculty has a major role and responsibility in the design, integrity, and implementation of the curriculum.

The curriculum of instructional programs and individual courses shall be reviewed on a regular basis by the College Curriculum Committee to ensure comprehensiveness and that community and education needs are met with high levels of academic standards.

Special instructional programs, such as accelerated courses, and courses offered through alternate delivery methods, are compatible with the College's mission and goals; are designed, approved, administered, and periodically evaluated under established institutional procedures; and are aligned with guidelines published by appropriate professional associations.

7.2 Instructional Services

Course Credits

Credit recommendations are expressed in semester credit hours. In determining semester hour recommendations, the following guidelines are used:

- a) One hour of classroom, online, or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour or credit, or the equivalent amount of work over a different amount of time; or
- b) One semester credit hour for each 30 hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be 15 hours; or
- c) One semester credit hour for not less than 45 hours of clinical/internship/practicum/independent study instruction (contact hours) or the equivalent.

Evaluation

The Program Review Committee will review the application of this policy including accuracy of credit hour assignments on three-year cycle.

7.3 Program Review

Occupational programs and academic departments will be reviewed by the Program Review Committee and the Curriculum Committee on a regular rotation cycle.

The review identifies needs or problems and makes recommendation in such areas as:

- 1) The goals and objectives of the program/discipline and its relationship to the College mission and core themes;
- 2) Curriculum currency and relevancy;
- 3) Enrollment, placement and graduation data;
- 4) Annual job openings;
- 5) Program/discipline cost information;
- 6) Student and employer satisfaction;

- 7) Adequacy of faculty and staff;
- 8) Adequacy of facilities, equipment and learning resources; and
- 9) Agreements with educational institutions and other external agencies.

7.4 Grading Standards

Little Big Horn College is committed to ensuring that all students receive a fair and equitable instructional evaluation. The College will maintain a grading system, and students' academic performance shall be evaluated on a regular basis in accordance with recognized educational practices and standards. Little Big Horn College will publish these regulations in the college catalog for reference by current and prospective students.

7.5 Faculty Qualifications

The college will continually strive to hire the most qualified individual available to teach on a full-time or part-time basis.

7.6 Degrees and certificates

The college may confer the following described degrees, when authorized by the Board, upon students who have completed all general and specific requirements for the graduation:

- 1) Associate of Arts
- 2) Associate of Science
- 3) Associate of Applied Science
- 4) Certificates

7.7 Institutional Accreditation

To ensure quality instructional programs, it shall be the policy of the Board of Trustees that the college maintain accreditation membership in the Northwest Commission on Colleges and Universities. Programs requiring specialized accreditation will obtain and maintain accredited status from the appropriate granting body. The College may approve optional specialized program accreditation when appropriate.

Chapter 8 Planning and Research

8.1 Planning and Research

The President, as chief administrative officer of the College, will cause to be maintained an effective planning and research program. Said program will be designed to assess the quality and cost-effectiveness of the College's instructional and support programs to address those concerns of the Board of Trustees which may arise from time to time, and to prepared required reports internal and external to the College or as required of the institution.

Chapter 9 Institutional Advancement and Fundraising

9.1 Public information and communications Policy

i. Public information Policy

The college will inform the public, community organizations, political leaders and others on all activities of the College. The College will communicate public information about activities locally, statewide and nationally as appropriate to assist the public to understand the operation of the college.

ii. College Publications Policy

All college materials and the Web site shall portray the College professionally, build a clear consistent identity, and utilize approved standards in all branding components.

iii. Communication Policy

The Dean of Academic office, acting on behalf of the President, shall manage the dissemination of

appropriate College information to all communications media.

9.2 Fund Raising and Solicitation

All fundraising for the College shall be solicited and accepted by the Little Big Horn College, a non-profit 501©3 organization, established for the sole purpose of acting in partnership with the college to enhance and enrich programs, fund scholarships and provide resources for capital projects.

The CFO is responsible steward of its resources and is accountable to the public.

II. Fundraising Approval Policy

All fundraising project conducted by student organizations shall be approved by the Dean of Students. Academic departments shall be approved by the Dean of Academics to assure coordination and avoid conflicts with other activities.

Chapter 10 College Facilities

10.1 Facility Design and Planning

- i. Naming of buildings
College building may be named for academic fields or functions, for geographical regions, feature or subjects relating to the Apsaalooke people, or for individuals or organizations who have made significant contributions to the growth and development of the college.
- ii. Board Approvals
The Board of Trustees shall request the President to appoint an ad-hoc naming committee representative of the College community and general public. This committee will make recommendations to the President for his/her presentation to the Board. The Board of Trustees will name

College building at regularly scheduled Board meetings.

10.2 Use of College Facilities

College facilities are primarily dedicated for instructional use and secondarily for activities hosed by the college or affiliated groups. Individuals or groups not affiliated with the College (off campus groups) may also use facilities during college hours on a space available basis and for a rental fee. Off-campus groups may also use facilities on a space available basis outside of regular college hours; such usage will be subject to rental fees and availability of LBHC staff to supervise college facilities. LBHC reserves the right to cancel reservations and refuse any and all requests involving rental or usage of its facilities. Final decision for use of college facilities shall be made by the President or his/her designee, taking into account all facts and circumstances.

10.3 Crisis Management Plan Policy

The President and/or his/her designee will establish an institutional crisis management plan and on regular basis disseminate such a plan to all employees and students for the purposes of providing a safe and secure campus, to effectively manage emergency situations, and to minimize injury to people and damage to property.

10.4 Suspended Operations

In the event of an emergency situation adversely affection College Operations, public health, or the well-being and safety of students, faculty or other employees, the President or his/her designee may declare a temporary suspension of any or all operations to the institution. Emergency situations that might affect such suspension include, but are limited to, sever weather conditions, natural disaster, fire or related hazard, and mechanical or equipment failure. The College's normal policy is to remain open during inclement weather.

When operations are suspended, employees are not to report unless they have been identified earlier as "essential".

10.5 Campus Crime and Security

Little Big Horn College is committed to a crime and violent free environment. In order to assist in reaching this goal the appropriate procedures have been established.

College's network and computing facilities access to reliable, secured, and managed devices, and support for the data communications network and computer laboratory facilities that are generally accessible to all students, administrative systems for student records and business operations, and major systems applications.

Chapter 11 Information Systems

11.1 Security

Little Big Horn College will establish and maintain procedures and operational guidelines for reasonably ensuring the confidentiality, integrity, availability, and accountability of the information stored on computer systems at all College locations.

11.2 Privacy

Little Big Horn College recognizes and respects the importance of confidentiality and the security of personal information, and will endeavor to take reasonable precautions to maintain the privacy and security of personal information contained within the sphere of the College's computer systems, and in compliance with College policies and federal, state, and tribal laws.

11.3 Acceptable use

Access to Little Big Horn College's computers and network services is granted subject to College policies and federal, state, and tribal laws. The use of any computer equipment owned by an/or used under the auspices of LBHC by anyone, including students, employees, and members of the community, whether initiated from a computer located on or off-campus, shall be in compliance with the software license granted to the (LBHC or the individual purchased the right to use said software) by the license (the software publisher) of the software begin used, and in accordance with the College's Procedural Guidelines for acceptable use of campus computer systems.

11.4 Infrastructure

LBHC will provide and maintain an information infrastructure that ensures the users of the