

CENTRAL LAKES COLLEGE

# Policy Manual

2012

501 WEST COLLEGE DRIVE, BRAINERD, MN 56401

**Central Lakes College is an equal opportunity educator and employer.**

Minnesota State Colleges and Universities and Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

This document is available in alternative formats upon a 48 hour advance request by contacting to individuals with disabilities by contacting Disability Services Coordinator, Paula Huss- Office C111 (Brainerd Campus), 218-855-8175 or 800-933-0346, ext. 8175, or email at [phuss@clcmn.edu](mailto:phuss@clcmn.edu).

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# ACADEMIC & STUDENT AFFAIRS

## College Catalog Policy Statement

**Policy:** The College will publish a two-year college catalog to provide students with information regarding academic affairs and student life.

**Rationale:** The college catalog is an appropriate communication tool providing a comprehensive document to keep students regularly informed.

**MnSCU Requirement:** \_N/A

**Responsible Person(s):** \_Chief Academic Officer (Chair)

**Frequency:** \_In collaboration with the college leadership and the Marketing Department, the CAO will coordinate the preparation of the college catalog for publication every two years.

Approval/Revision Date: August 6, 2003—tspring

# ACADEMIC & STUDENT AFFAIRS

## FACULTY EMERITUS POLICY & PROCEDURE

**Policy:** Minnesota State Colleges and Universities Board Policy, 4.8, Part 2, authorizes institutions to confer emeritus status upon a faculty member who is retiring from employment with the system. The designation of Faculty Emeritus may be conferred upon selected faculty according to the procedure defined below. The purposes of conferring Faculty Emeritus status are to:

- Recognize substantial employment service at Central Lakes College for those faculty who have performed duties in teaching, scholarship, student development, and/or service to students or faculty,
- Recognize faculty who have contributed to the overall well-being and improvement of Central Lakes College through service on committees, service to students as advisors or through co-curricular activities, and/or through leadership and service to the communities the college serves,
- Encourage conscientious performance, leadership and service for all faculty at Central Lakes College by having persons who have achieved Faculty Emeritus status, and
- Recognize faculty who have demonstrated overall commendable and praiseworthy performance while an employee of Central Lakes College.

### **Procedure:**

#### **A. Eligibility**

To be eligible for Faculty Emeritus status, the retired or retiring faculty member must satisfy the following criteria. Written documentation of having satisfied the criteria must be presented in the nomination materials.

- Employed as a full-time unlimited faculty member at Central Lakes College for at least eight academic years, or the equivalent thereof, either in consecutive or interrupted employment and is immediately eligible to receive an annuity from a state retirement plan.
- Performed any of the following duties: teaching, scholarship, student development, or other faculty employment service to students or other faculty while at Central Lakes College.
- Distinguished service to students, faculty, staff, and/or the college through advising, committee work, program development, co-curricular activities, and/or leadership and service to communities.
- Demonstrated overall commendable and praiseworthy performance as an employee of Central Lakes College.
- Filed all materials to officially retire from full-time employment from CLC, or has already retired from full-time employment from CLC.

## **B. Nominations for Faculty Emeritus**

No later than March 15 of each year, the Vice President of Academic Affairs will determine nominees for Faculty Emeritus status based on the eligibility criteria stated in this procedure. Prior to making recommendations to the President, the Vice President will seek advice about the nominees from the leadership of the Central Lakes College MSCF. The MSCF will advise the Vice President no later than April 1. By April 10, the Vice President will act to recommend persons to the college president for approval or disapproval.

## **C. Approval of Faculty Emeritus Status and Presentation of Status -**

On or before April 15 of each year, the college president will determine faculty who will receive Faculty Emeritus status. Normally, the status will be presented during an awards ceremony each year.

## **D. Awards and Benefits to Faculty Emeritus**

Faculty who receive the status of Faculty Emeritus normally will receive the following recognition awards, although changes may be instituted by the Vice President of Academic Affairs at his/her discretion:

- A commemorative plaque stating the name of the award and years of service.
- Her/his name included on a commemorative plaque, stating the names of all Faculty Emeritus recipients.
- The person will be listed in the college catalog as having received Faculty Emeritus status
- Possible use of college space and equipment for scholarly or educational activities relating to the college and/or higher education. Each Faculty Emeritus would need to request this opportunity in writing to the Vice President of Academic Affairs. Approval would be given based on factors such as, but not limited to: space availability, activities relating to the college or MnSCU, expenses involved, and other conditions that the Vice President of Academic Affairs may wish to specify. Approval or disapproval will be the responsibility of the Vice President who will make judgments based on each individual case.

## **E. Responsibility of Faculty with Emeritus Status**

Faculty that have been granted Emeritus Status and who utilize college facilities, equipment, services, or materials are responsible for compliance with state statutes affecting state employees, policies and procedures of MnSCU and Central Lakes College, and any other regulations or directives of the Vice President of Academic Affairs or President. Persons who violate such statutes, policies, procedures, or approved regulations or directives will be subject to sanctions, including revocation of privileges awarded under the Central Lakes College Policy and Procedure relative to Faculty Emeritus status.

**F. Responsibility for Procedure**

The Vice President of Academic & Student Affairs will be responsible for management of this procedure, including making interpretive decisions relative thereto. Substantive changes require more extensive review through the college governance process.



## FACULTY EMERITUS NOMINATION FORM

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**Candidate Name:** \_\_\_\_\_

**Person Nominating Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Eligibility**

To be eligible for Faculty Emeritus status, the retired or retiring faculty member must satisfy the following criteria. Written documentation of having satisfied the criteria must be presented in the nomination materials.

1. Employed as a full-time unlimited faculty member at Central Lakes College for at least eight academic years, or the equivalent thereof, either in consecutive or interrupted employment and is immediately eligible to receive an annuity from a state retirement plan.

- **Years of Employment:** \_\_\_\_\_

- **Position(s) Held:** \_\_\_\_\_

- **Documentation:** \_\_\_\_\_

*(This can be documented through the Personnel Office)*

2. Performed any of the following duties: teaching, scholarship, student development, or other faculty employment service to students or other faculty while at Central Lakes College.

3. Duties Performed: \_\_\_\_\_

**Documentation:** \_\_\_\_\_

*(This can be documented through the Personnel Office)*

4. Distinguished service to students, faculty, staff, and/or the college through advising, committee work, program development, co-curricular activities, and/or leadership and service to communities.

**Documentation:** \_\_\_\_\_

*(Example: Letter of Recommendation from Supervisor)*

5. Demonstrated overall commendable and praiseworthy performance as an employee of Central Lakes College.

**Documentation:** \_\_\_\_\_

*(Example: Letter of Recommendation from Supervisor)*

6. Filed all materials to officially retire from full-time employment from CLC, or has already retired from full-time employment from CLC.

**Documentation:** \_\_\_\_\_

*(This can be documented through the Personnel Office)*

**Please submit completed form to the Vice President of Academic & Student Affairs.**

# ACADEMIC & STUDENT AFFAIRS

## Faculty Professional Development Plans

**Policy:** All faculty in unlimited positions will prepare a faculty professional development plan. Plans will be developed in consultation with the supervising Dean and shall address specific objectives and expected outcomes in up to six component areas of development. The development plan will cover a period of one academic year and will include an annual review of completion of the agreed upon objectives and relevancy to the faculty member's credential field and level of teaching experience.

**Purpose:** This policy applies to faculty in unlimited positions. The purpose of the professional development plan, as stated in System Procedure 3.32.1, *"is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member's credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency..."*

**Authority:** This policy is written in accordance with MnSCU Board Policy 3.32 and System Procedure 3.321 regarding Faculty Credentialing. The professional development plan process will be administered by the Academic Affairs Division.

### Definitions:

**College faculty or college faculty member:** College faculty or college faculty member means individuals teaching credit-based courses and counselors and librarians at system community, technical, and combined community and technical colleges.

**Unlimited college faculty:** Unlimited college faculty means individuals employed by a college in unlimited full-time or part-time positions as defined in the Employment Contract between the Board and Minnesota State College Faculty.

**College Faculty Professional Development:** Professional development includes continuing improvement in: teaching and learning skills and methods, discipline and program content, student interactions, service to the college and the greater community, and personal growth related to the faculty member's employment responsibilities.

**Individual Professional Development Plan:** A plan developed by the faculty member in consultation with the faculty member's supervisor addressing specific objectives and expected outcomes with respect to the following components, as appropriate to the faculty member's needs:

1. content knowledge and skill in the discipline/program;
2. teaching methods and instructional strategies;
3. related work experience;
4. study appropriate to the higher education environment;
5. service to the college and the greater community; and
6. other components, as appropriate.

### Responsibilities & Dissemination:

The Academic Affairs Division is responsible for implementation of this policy in compliance with Board Policy 3.32 and System Procedure 3.32.1

**Procedures:**

1. Faculty will complete the Faculty Professional Development Plan Form (attached to this policy) and submit the plan to the appropriate supervising Dean for review and consultation by May 1<sup>st</sup> to be effective the beginning of the following academic year.
2. Development Plan completion will be evaluated annually by the Dean and will be documented on the Development Plan form. The evaluation process will be completed by April 15<sup>th</sup> of the following year.
3. Completion of the Development Plan will require signatures by both parties. A copy of the completed plan will be maintained on file in the Human Resources Department.

**Date Created:** 03/21/2006

**Revision Date:** 01/26/10

# ACADEMIC & STUDENT AFFAIRS

## Faculty/Staff/Student E-Mail Procedures

**Purpose:** Central Lakes College has designated the college-issued email account as the official method of communication with students regarding topics of an academic, student service or administrative nature. The intent is to limit to official business the types of emails the College sends out on a student-wide basis. The College may still disseminate official notices via other methods. This policy is not intended to prohibit students from communicating with CLC via any other email accounts.

### College Obligations

1. The College shall use the college-issued email account to officially communicate with students. Faculty are highly encouraged to share this information with their students in their course syllabi.
2. The College shall provide students with on-campus access to computers with internet capabilities.
3. The College shall not lease or sell student email addresses.
4. The College shall take a pro-active approach to blocking unsolicited, bulk email messages to college-issued email accounts.

### Email Assignment and Maintenance

1. Upon initial registration, all students shall be assigned an official CLC email account.
2. If a student has not registered for classes for three consecutive semesters, the student's email account will be deleted.

### Student Obligations

1. Students bear the responsibility to read and respond to official college notices.
2. Students bear the responsibility to comply with appropriate use of email in accordance with *MnSCU Board Policy 5.22.1 Acceptable Use of Computers and Information Technology Resources* and *Central Lakes College Student Conduct Code*.
3. Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications.
4. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the college with "mailbox full" or "User Unknown" are examples of unacceptable reasons for missing official College email communications.
5. Upon registration, students will be provided information on how to access their CLC email.

### Redirecting Email

Students may redirect or forward their CLC assigned email to a personal email address, but do so at their own risk.

Redirecting email and subsequently losing or missing email messages does not relieve students from the obligation to respond to college-initiated messages or notices.

**IMPORTANT:** When setting up the email forwarding option, it is highly recommended that CLC students select the option that allows a copy of the forwarded email to remain

in their net-mail accounts. For assistance in setting up email forwarding, students should contact the CLC Helpdesk at 218.855.8200.

### **Privacy**

Messages and notices sent via the student email system are subject to applicable privacy laws and policies, including, but not limited to the *Minnesota Government Data Practices Act (MGDPA)* and the *Federal Family Educational Rights and Privacy Act (FERPA)*. Users of the student email system should exercise caution when communicating confidential or sensitive information.

### **Designated Communicators**

The intent is to limit to official business the types of emails the College sends on a student-wide basis. Our goal is to have designated communicators who serve as a clearinghouse to assure all student-wide communication is meaningful and official in nature. Faculty, staff and students wishing to broadcast a message intended for student-wide distribution shall send an electronic request to a designated communicator or his/her designee at least two (2) business days in advance of the desired broadcast date. Designated communicators include the following:

- College President or Designee
  - Vice Presidents
  - Deans of Educational Services
  - Director of Business Services
  - Director of Financial Aids
  - Director of Marketing and Public Relations
  - Director of Technology
  - Director of Security
  - Physical Plant Director
  - Student Activities Director
1. It is understood that other CLC personnel will use email to conduct official college business with students individually (i.e. communicating regarding tuition, library fines, certain financial aid information, etc.).
  2. Examples of Official Business for Student-Wide Distribution
    - a. Deadline notices (registration, tuition payment, financial aid, graduation, etc.)
    - b. Class or registration cancellation notices
    - c. CLC sanctioned events/invitations
    - d. Campus crime and security notices
    - e. New policy, policy change or service notices
    - f. Surveys sanctioned by CLC
    - g. Student Government participation notices
  3. Items that do not fall into these categories will not be sent out on a student-wide basis.

### **Examples of Communication Inappropriate for Student-Wide Distribution**

- Information unrelated to CLC business
- Solicitations
- Promotion of political viewpoints
- Personal information
- Surveys not sanctioned by CLC
- Messages that violate CLC policy or state or federal laws

- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts.

For Minnesota State College and Universities (MnSCU) policies and procedures go to [www.mnscu.edu/policies/policy/index.html](http://www.mnscu.edu/policies/policy/index.html)

-Implemented in draft form pending formal approval for the 2006-2007 academic year.  
-Procedure approved on 11/29/2006 – SG:LAL/dwesp

# ACADEMIC & STUDENT AFFAIRS

## Student E-Mail Policy

**Purpose:** Central Lakes College has designated the college-issued email account as the official method of communication with students regarding topics of academic, student service or administrative nature. The College may still disseminate official notices via other methods also. This policy is not intended to prohibit students from communicating with CLC via any other email accounts.

### Email Assignment and Maintenance

1. Upon initial registration, all students shall be assigned an official CLC email account.
2. If a student has not registered for classes for three consecutive semesters, the student's e-mail account will be deleted.

### Student Obligations

1. Students bear the responsibility to read and respond to official college notices.
2. Students bear the responsibility to comply with appropriate use of email in accordance with *MnSCU Board Policy 5.22.1 Acceptable Use of Computers and Information Technology Resources* and *Central Lakes College Student Conduct Code*.
3. Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications.
4. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the college with "mailbox full" or "User Unknown" are not acceptable excuses for missing official College communications via email.
5. Upon registration, students will be provided information on how to access their CLC email.

### College Obligations

1. The College shall use only the college-issued e-mail account to communicate with students. Faculty are highly encouraged to share this information with students in the course syllabus.
2. The College shall specify the requirements for on-line learning in the course syllabus.
3. The College shall provide access to computers with internet capabilities on campus.
4. The College shall not lease or sell student email addresses.
5. The College shall take a pro-active approach to block unsolicited-bulk email messages that could clutter college-issued email accounts.

### Redirecting Email

1. Students may redirect or forward their CLC assigned email address to a personal email address, but do so at their own risk.
2. Redirecting email and subsequently losing or missing email messages does not relieve students from the obligation to respond to college-initiated messages or notices. The College is not responsible for handling email from outside vendors.
3. **IMPORTANT:** When setting up the email forwarding option, it is highly recommended that CLC students select the option that allows a copy of the forwarded email to remain in their netmail accounts. For assistance in setting up email forwarding, students should contact the CLC Helpdesk at 218.855.8200.

**Privacy:** Messages and notices sent via the student email system are subject to applicable privacy laws and policies, including, but not limited to the *Minnesota Government Data Practices Act (MGDPA)* and the *Federal Family Educational Rights and Privacy Act (FERPA)*. Users of the student email system should exercise caution when communicating confidential or sensitive information.

**Designated Communicators:** The intent is to limit to official business the types of emails the College sends on a student-wide basis. Our goal is to have designated communicators who serve as a clearinghouse to assure all student-wide communication is meaningful and official in nature. Faculty, staff and students wishing to broadcast a message intended for student-wide distribution shall send an electronic request to a designated communicator or his/her designee at least two (2) business days in advance of the desired broadcast date. Designated communicators include the following:

- College President or Designee
- Vice Presidents
- Deans of Educational Services
- Director of Business Services
- Director of Financial Aids
- Director of Marketing and Public Relations
- Director of Technology
- Director of Safety, Compliance and Security
- Student Activities Director
- Physical Plant Director
- It is understood that other CLC personnel will use email to conduct official business with students individually.

#### **Examples of Appropriate Student-Wide Distribution**

- Deadline notices (registration, tuition payment, financial aid, graduation, etc.)
- Class or registration cancellation notices
- CLC sanctioned events/invitations
- Campus crime and security notices
- New policy, policy change or service notices
- Surveys sanctioned by CLC
- Student Government participation notices

**Items that do not fall into these categories will not be sent out on a student-wide basis.**

#### **Examples of Inappropriate Student-Wide Distribution**

- Information unrelated to CLC business
- Solicitations
- Promotion of political viewpoints
- Personal information
- Surveys not sanctioned by CLC
- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts
- Messages that violate CLC policy or state or federal laws

For (MnSCU) policies and procedures see [www.mnscu.edu/policies/policy/index.html](http://www.mnscu.edu/policies/policy/index.html)

Implemented in draft form pending formal approval for the 2006-2007 academic year.

Procedure approved on 11/29/2006 – SG:LAL/dwesp

# ACADEMIC & STUDENT AFFAIRS

## Test Proctor Policy & Procedure

**PURPOSE:** Central Lakes College, in an effort to provide support to community members and institutions of higher learning, acknowledges the need to provide assessment- proctoring services. Individuals or institutions of higher learning wishing to access these services must comply with the following procedures.

**PROCEDURES:** Proctoring service requests must be directed to either the Assessment Department, Academic Center for Enrichment or Interactive Television Coordinator a minimum of 72 hours prior desired proctoring session.

- A. Assessment Department:
  - a. 218-855-8254 (Brainerd Campus)
  - b. 218-894-5114 (Staples Campus)
- B. Academic Center for Enrichment:
  - a. 218-855-8121 (Brainerd Campus)
  - b. 218-894-5114 (Staples Campus)
- C. Interactive Television Coordinator:
  - a. 218-855-8052 (Brainerd Campus)

Those requesting services must provide the following information:

1. Name of agency/institution providing the assessment
2. Name, address, phone number and social security number of the individual to be tested
3. A description of testing environment
4. List of materials to be provided to tester (notes, calculator etc.)
5. A description of how the test is to be returned
6. Any additional information relevant to testing situation

Proctoring services are designed to be used with paper-pencil versions of assessments. Assessments that are computer based must be deliverable through Internet; no special software requirements will be accommodated.

# ACADEMIC & STUDENT AFFAIRS

## TEST PROCTOR POLICY & PROCEDURE

### Non-Central Lakes College Assessment

**PURPOSE:** Central Lakes College, in an effort to provide support to community members and institutions of higher learning, acknowledges the need to provide assessment proctoring services. Individuals or institutions of higher learning wishing to access these services must comply with the following procedures.

**PROCEDURES:** Proctoring service requests must be directed to either the Assessment Department, Academic Center for Enrichment or Interactive Television Coordinator a minimum of 72 hours prior desired proctoring session.

**Assessment Department**

218-855-8254 (Brainerd Campus)

218-894-5114 (Staples Campus)

**Academic Center for Enrichment**

218-855-8121 (Brainerd Campus)

218-894-5114 (Staples Campus)

**Interactive Television Coordinator**

218-855-8052 (Brainerd Campus)

**✚ Those requesting services must provide the following information:**

1. Name of agency/institution providing the assessment
2. Name, address, phone number and social security number of the individual to be tested
3. A description of testing environment
4. List of materials to be provided to tester (notes, calculator etc.)
5. A description of how the test is to be returned
6. Any additional information relevant to testing situation

Proctoring services are designed to be used with paper-pencil versions of assessments. Assessments that are computer based must be deliverable through Internet; no special software requirements will be accommodated.

Students using the proctoring services are responsible for paying a \$15.00, per assessment, fee. The fee is payable through the Central Lakes College Bookstore, must be received prior to the assessment session.

**Questions regarding this policy should be directed to the Dean of Students:**

Brainerd Campus: 218-855-8128

Staples Campus: 218-894-5150

Effective: September 2001 -- JRicher/dwesp – g-policies-student affairs-proctor

# ACADEMIC & STUDENT AFFAIRS

## HONORARY DEGREE POLICY & PROCEDURE

**Policy** - Central Lakes College may award honorary degrees to:

1. **Recognize** and honor exceptional people who have given a substantial part of their lives to serving others and who have distinguished themselves through their professional careers and/or voluntary service,
2. **Establish** a public association between Central Lakes College and these exceptional people, thereby providing testimony to the values and quality of the college, and
3. **Assist** the college in achieving its mission and purposes, including goals regarding public relations and advancement. An honorary degree is one awarded to a person who has not completed the requirements for an earned degree at Central Lakes College. The college may award honorary degrees consistent with the Minnesota State Colleges and Universities System Board Policy 3.18 Honorary Degrees.

**Procedure:**

1. **Administrative Responsibility:** Administration of this procedure is assigned to the Vice President of Academic and Student Affairs (VPASA), who is responsible for making judgments relative to implementation of the procedure. Substantive changes to the policy or procedure require review through the college governance process and action by the college president.

**The college may award the following honorary degrees:**

- a. Associate in Arts
  - b. Associate in Science
  - c. Associate in Applied Science
2. **Process for Recommending Honorary Degree Recipients:** An eight-person committee will review and act on nominations for awarding of honorary degrees. The committee will be composed of four unlimited, full-time faculty and three full-time, non-faculty appointed by the VPAA, who will chair the committee as an ex-officio, non-voting member. The committee will judge nominees according to the following criteria and guidelines for selection.
    - a. Eminent contribution to the college, system, community, State of Minnesota, or society over an extended period of time,
    - b. Eminent achievement in a particular field of endeavor,
    - c. Personal status that will enhance the reputation of the college (or the system) and serve as an example to its students and alumni,
    - d. Potential for contribution to the goals or welfare of the college,
    - e. While recipients may be alumni, former employees, former Board of Trustees members, or public officials, they may not be (at the time of the award) current employees (incumbent members of the Board of Trustees, or incumbent officials of federal, state, or local government),
    - f. The VPASA may seek out nominations or receive unsolicited ones. A nomination statement about the individual, using a form provided by the Office of Academic and Student Affairs, must be completed. The statement will address the criteria provided

herein this procedure. Nominations must be received no later than March 1<sup>st</sup> prior to the May graduation. If a recommendation(s) is forwarded to the college president, it must be received by the president no later than April 1<sup>st</sup>.

- g. Recommendations of the committee will be forwarded to the college president, who will approve or disapprove the recommendation.
3. **Presentation of Honorary Degrees:** Honorary degrees will be given at commencement, and the recipient normally must agree to be present as a condition of receiving the award.
  4. **Limitations on Awarding of Honorary Degrees:** To ensure that awarding Honorary Degrees is an exceptional and unusual event, degrees normally will not be awarded every year. An exception may be made by the college president.

## ACADEMIC & STUDENT AFFAIRS

### STUDENT HAND BOOK POLICY STATEMENT

**Policy Statement:** The College will publish annually a student handbook to provide students with information regarding services, policies and procedures.

**Rationale:** The student handbook is an appropriate communication tool providing annually a comprehensive document to keep student informed of college services, policies and procedures.

**Legal Requirement:** Federal and state regulations require that students be provided specific information annually or upon request.

**MnSCU Policy:** 3.1 Student Rights and Responsibilities <http://www.mnscu.edu/board/policy/301.html>

**Responsible Person(s):**

Chief Student Affairs Officer

**Frequency:** In collaboration with college leadership and the Marketing Department, the CSAO will annually coordinate the preparation of the student handbook.

# ADMINISTRATION

## ACCEPTANCE OF GIFTS IN-KIND

### Definition Gifts-In-Kind

Gifts-In-Kind refer to contributions of products or inventory to the college.

### Purpose

This policy establishes the conditions under which gifts-in-kind may be accepted by the college and assigns authority for such acceptance.

### Conditions for Acceptance

Authority to accept gifts-in-kind is provided under Minnesota Statute 136F .80 and outlined in MnSCU Board Policy 7.7 (Gifts and Grants Acceptance). Under that policy, Central Lakes College is authorized to accept all gifts valued under \$50,000 with the exception of real property, on behalf of the Board of Trustees. All gifts of real property and gifts-in-kind valued at over \$50,000 must be formally accepted by the MnSCU Board of Trustees.

- a. Gifts-in-kind should enhance either the college's day-to-day operations or its mission and goals. Therefore, the college should not accept gifts that are obsolete, damaged or unrelated to its mission/operations.
- b. The following must also be considered before accepting gifts-in-kind:
  - Any potential tort liability
  - Any conflicts of interest
  - The cost of altering, operating or maintaining the gift property
  - Any cost associated with hazardous waste
  - Any taxes or special assessments that must be paid prior to the transfer of the gift title

### Responsibility

An administrator will deem the gift appropriate for acceptance by signing documentation as described in corresponding CLC Procedure and notify the donor of applicable IRS policy. All paperwork related to a gift-in-kind will be forwarded to the Business Office, Foundation Director and Public Information Specialist.

The CLC President will acknowledge the accepted gift-in-kind in writing (have a letter drafted for the President's signature). The Foundation Director will also acknowledge the accepted gift-in-kind in writing. The purchasing department will record all accepted gifts-in-kind as part of the official college inventory and provide the Vice President of Administrative Services with a report on such gifts at the end of each fiscal year.

*Approved & Adopted-June 2, 2000  
Joe Birmingham/Kari Christiansen:dwesep*

## **PROCEDURE FOR ACCEPTING GIFTS-IN-KIND**

Gifts-in-Kind will be reviewed, accepted, inventoried and recorded according to the following steps:

1. Prior to accepting a gift-in-kind, the appropriate administrator will deem the gift suitable for acceptance based on criteria included in CLC Policy Acceptance of Gifts-in-Kind.
2. The administrator will complete and sign the attached CLC acceptance form and forward copies to both the Purchasing Manager and the Foundation Director. When a gift-in-kind is valued at \$50,000 or more by the donor and given directly to the college, the attached MnSCU Gift and Grant Acceptance Reporting Form must also be completed. This MnSCU form is not required when gifts-in-kind are given to the CLC Foundation.
3. If the gift is not deemed suitable for acceptance, the appropriate administrator will contact the prospective donor to communicate the college's decision regarding acceptance of the gift.
4. A letter acknowledging receipt of the gift will be sent to the donor by the College President and the Foundation Director, respectively. Copies of letters shall be forwarded to the Purchasing Manager.
5. For income tax purposes, it is the responsibility of the donor to determine the fair market value of the gift. College personnel must not take on this role. To determine eligibility to claim the charitable deduction, donors will be advised, by the appropriate administrator, to complete IRS Form 8283 if their total tax deductible gifts exceed \$500 in a given year. The donor will also be advised that a "qualified appraisal" is required for a single non-cash gift over \$5,000 in order to complete IRS Form 8283. The appropriate administrator will sign this IRS form acknowledging receipt (not value) of the gift.
6. If the donated item is a motor vehicle, boat or airplane, additional reporting requirements apply. The use of the item, whether the College will retain or sell the item, must be declared at the time the gift is accepted. Please contact the Business Office before accepting a gift of a motor vehicle, boat or airplane.
7. If the gift-in-kind is valued at less than \$25, no letter of acknowledgement will be sent by the College.
8. If the gift is valued at more than \$50,000 or is real property, the Vice President of Administrative Services will report the gift to the MnSCU Chancellor's Office for approval by the MnSCU Board of Trustees.
9. In the event that the college sells the gift within two years of receipt, it must file an information return (IRS Form 8282) with the Internal Revenue Service naming the original donor and the sale price.
10. The College Purchasing Manager will inventory and report the gift in accordance with MnSCU Board Policy 7.7.
11. The Business Office will maintain a list of gifts-in-kind and report annually to the college president and the MnSCU Board of Trustees.

# ADMINISTRATION

## NAMING OF COLLEGE BUILDINGS, SITES, & COMMON AREAS

**POLICY STATEMENT:** Buildings, sites and common areas at Central Lakes College may be named.

Naming of buildings, sites, and common areas may occur to:

1. Recognize an individual, who through exemplary personal, professional or civic endeavors has had a significant, lasting and memorable impact on the institution,
2. Recognize significant historic contributions to the college, state, nation, or world,
3. Recognize a business or other entity that has had significant impact on the college, or
4. Provide funding for a physical facilities project, including construction or renovation of a facility or site.

**MnSCU Policy and Procedure:** Naming of buildings, sites, and common areas must be consistent with policy and procedure established by the Minnesota State Colleges and Universities Board of Trustees and Chancellor. <http://www.mnscu.edu/board/policy/323.html>

**Naming Committee:** The college president shall establish a ten-person “Naming Committee” normally composed of faculty, staff, and students, but may include community members if the situation warrants such. This committee shall be convened at the request of the college president when a naming situation presents itself. The committee shall consider all policy, procedure and other factors relevant to the naming and make a recommendation to the president.

**Naming Criteria:** Naming of a building, site or common area is complex and subject to substantial judgment. The Naming Committee shall consider proposals with a conservative perspective, because if buildings, sites, or common areas are named indiscriminately, the intended, positive impact of naming of buildings or sites becomes trivialized.

Creating all encompassing, measurable criteria for naming is not possible. Therefore, naming decisions shall be guided by the following:

### Construction Projects:

- Newly built, privately funded facilities projects may be named, as designated by a donor and subject to the college president’s approval, with a gift of at least two-thirds of the total project cost.
- Newly built, state-funded facilities projects may be named, as designated by the donor and subject to the college president’s approval, with a gift of at least \$3 million, or one-half of the private funding required, whichever is greater.
- Renovated facilities with a project cost in excess of \$1,000,000 may be named with a gift of at least one-half of the total project cost. Those projects for which the total costs are less than \$1,000,000 may be named with a gift of at least two-thirds of the total project cost.

- On rare and exceptional situations and consistent with policy language, naming of facilities, new or renovated, may be named without consideration of charitable gifts. Generally, this will not occur except under circumstances that are truly unique and extraordinary.

**Sites and Common Areas:** Sites or common areas may be named consistent with criteria stated in the policy. The Naming Committee may recommend for approval naming of such site or common area to the college president. Naming of the site or common area shall occur through installation of a commemorative plaque or similar recognition object. The plaque or object is subject to approval of the college president prior installation. Such plaque shall be placed near the location of the site or common area.

**Signage Considerations:** The Director of Marketing and Public Information will have authority to approve or disapprove plaques, other commemorative objects, and signage for facilities.

**Gift Recognition:** The Director of the CLC Foundation will be involved appropriately with any gifts being made to the Foundation, as such gifts relate to naming of buildings, sites, or common areas.

# ADMINISTRATION

## SHARED GOVERNANCE POLICY & PROCEDURE

**POLICY STATEMENT:** Central Lakes College is committed to a shared governance process. Shared governance is a process that informs faculty, staff, and students about policy-level issues under consideration. In addition, shared governance is a way to receive advice and recommendations from persons who have special knowledge about a topic or may be noticeably affected by a decision. The recommendations and advice from these persons often enhance the effectiveness of the outcomes, products, or decisions.

### PROCEDURE - Guiding Principles and Definitions

**Definition of “Policy-Level” Issues:** There is no precise definition of what issues are included in the shared governance review and action process. Generally, issues that are considered “policy-level” include, but are not limited to: curricular proposals, significant instructional policies or practices, annual college budget including major facilities proposals and tuition and fees, general college policies and supporting procedures, student affairs policies and supporting procedures, strategic planning, and accreditation reports.

**Administrative or Assigned Duties and Responsibilities:** Shared governance, as described herein, does not supplant, redirect or diminish the decision making authority, leadership or management duties of persons in the college who have been assigned responsibilities for various functions. Persons who have proposals or concerns that are administrative, routine or operational in nature are requested to route those to responsible faculty, staff, supervisors or administrators for assistance or decisions. For professional and legal reasons, personnel-related decisions or issues will not be a topic normally managed through the shared governance process.

**Roles of Groups:** The role of committees, councils, or groups operating within the shared governance process is to make recommendations to other responsible groups, administrators or individuals. In the shared governance process, if responsible groups or individuals do not support a proposal, the group or individual should be willing to provide a rationale for the lack of support. In the event a responsible group or individual does not support a proposal, the proposer may appeal the disapproval to a higher-ranking group or individual for further consideration. (Union contracts are not governed by this policy, in that they specify how matters under their jurisdiction are managed.)

**Referral of Proposals for Consideration:** Proposals to be considered in the shared governance process should be referred to the most logical starting place for review and action. For example, instruction-related proposals start with faculty committees or divisions. Proposals forwarded by administrators, staff or students should be referred to the committee most likely responsible for the policy, procedure, or proposal.

**Representatives on Councils and Committees:** For the governance process to work effectively, representatives on Councils and Committees must accept responsibility for communicating to their

colleagues what is taking place on the Council or Committee. If the Council or Committee is seeking advice about proposals, the representative should attempt to inform her/his colleagues about the proposal and seek advice. Failure to perform this communication link results in less effective communication within the college about policy, procedure or other major proposals covered in shared governance.

## COUNCILS AND COMMITTEES

**Administrative Council:** The purposes of the council are to (1) share information about major college issues or events, and (2) discuss and advise the college president about major proposals, such as policy and procedure, strategic plans and goals, annual budget, selected curricular proposals, accreditation and other issues deemed to be a significant college activity or decision. Normally, the Council does not address routine division or department-specific administrative issues.

### Membership:

- ◆ College President, Chair
- ◆ Executive Assistant to the President
- ◆ Vice President of Academic & Student Affairs
- ◆ Vice President of Administrative Services
- ◆ Director of Human Resources
- ◆ Academic & Student Affairs Deans (2)
- ◆ Dean of Students
- ◆ Dean of Instructional Technology

**Meetings:** The Council normally meets every other week during the academic year. A summer schedule is determined each spring.

**Meeting Agenda, Review, and Action:** Members recommend items for the agenda and the president creates the final agenda. The Council does not vote on issues but usually reaches recommendations through consensus discussions.

### College General Advisory Committee

**Purpose:** To advise the President of Central Lakes College regarding:

1. the learning, economic development, and cultural needs of the communities served by the college,
2. ways in which the college can respond to the needs of community and business,
3. community and citizen perspectives on the college,
4. ways to improve and promote the educational services of the college,
5. major policies, procedures, and future directions for the college.

**Membership:** The college president shall be responsible for seeking out and appointing members to the General Advisory Committee who can provide the college with a diverse and representative perspective of the region and citizens. The Central Lakes College General Advisory Committee will be comprised of 12 members from the communities served by the college.

Committee members will serve staggered three-year terms. To implement staggered terms, each member will be assigned “a year” for which their term shall end. Terms will be staggered in such a manner that approximately one-third of the membership will complete their terms at one time. Members may be appointed for one additional term by mutual agreement between the college president and the committee member.

If an opening occurs on the committee, an appointment will be made for the remainder of the resigning member’s term. Committee members appointed in this manner remain eligible for appointment to two full terms.

**Meetings:** The General Advisory Committee Chairperson and college president will jointly schedule meeting dates and prepare the meeting agendas. Normally, there will be a minimum of two meetings per year with additional meetings scheduled as needed.

**Officer:** The Central Lakes College General Advisory Committee members will elect a Chairperson to serve a one-year term. A Chairperson may serve no more than two consecutive terms. Election for Chairperson will occur during the final spring meeting prior to the term expiration date of the current committee Chair.

### **Faculty Shared Governance Council**

**Establishment:** The Faculty Shared Governance Council exists based on language in the MSCF Master Agreement.

**Purpose:** The purpose of the Faculty Shared Governance Council is to:

1. Create a forum wherein faculty recommend shared governance proposals to the college President for approval or disapproval,
2. Create a forum wherein the college President may request advice or support from faculty regarding shared governance proposals,
3. Identify issues of common concern or interest and refer such to others for study,
4. Establish a regular forum for effective communication between faculty and administration, and
5. Create and maintain a positive organizational climate.

While it is sometimes difficult to finitely define the nature of an issue, both groups will attempt to refer routine, administrative concerns to responsible faculty or staff for resolution. This action normally is more efficient and effective in solving problems, although there may be justifiable exceptions that may arise.

**Membership:** The Faculty Shared Governance Council shall be composed of persons appointed by the faculty union and by the college President.

**Meetings:** Meetings will be cooperatively established at the beginning of each academic year, or as needed, by the leadership of the two groups.

**Meeting Agenda, Review, and Action:** The agenda for each meeting will be jointly created by Faculty and the college president submitting such to the President's administrative assistant. To increase effectiveness of the meetings, both parties will attempt to submit such items as far in advance of the meeting as feasible.

The college President will act on proposals or requests in a timely fashion. If approval or disapproval cannot be given relatively quickly, he/she will refer the matter for further study and periodically inform the Senate of the status of the project.

**Academic Affairs and Standards Council:** The MSCF Master Agreement outlines the purposes, membership, and process for the Council. The Master Agreement states that two-thirds of the membership will be faculty and one-third administrators and/or other staff. Central Lakes College Faculty (CLCF) will select the faculty members after consultation with the college president. Administrative or staff members will be selected by the college president after consultation with the faculty president but must include the chief academic officer.

A faculty member shall chair the Council. S/he shall develop agenda and meeting arrangements cooperatively with the chief academic officer.

Guidelines for operation of the Council are outlined in the Master Agreement, including an option to choose an alternative structure.

## College Budget Council

**Purpose:** The purpose of this council will be to assist the Vice President of Administrative Services with development of the annual or biennial budgets, including consideration of budgets relative to buildings and grounds, by providing advice and recommendations. A primary function will be to ensure that representatives of major constituent groups in the college have access to information about major fiscal and buildings and grounds issues or decisions under development. While there may be an exception, the Council will not deal with routine administrative, fiscal, or buildings and grounds decisions. These are the responsibility of individual administrators. Concerns in these regards will be referred to other administrators or groups for consideration.

### Membership

- Vice President of Administrative Services (chair)
- 2 CLCF representatives (one liberal arts; one technical)
- 2 Student Life Committee Representatives (each Student Senate President or designee)
- AFSCME Representative

- MAPE Representative
- MMA Representative
- Administrator Representative
- Commissioner's Plan Representative

Unions or groups will select their respective representatives. The administrator representative will be selected by the college president after seeking volunteers.

**Meetings:** The Vice President of Administrative Services will call meetings. Generally, more meetings will be scheduled during the spring, since that is the time when budgets are normally under development. If a representative cannot attend, he/she will be encouraged to designate a person to attend on her/his behalf.

**Activities and Action:** The Council will not vote on issues. The Vice President of Administrative Services will ensure that all Council members have had an opportunity to speak about proposals. If substantive differences of opinion exist, the Vice President will attempt to achieve consensus on the differences or may refer the matter to another group for further development. After receiving advice and recommendations from the Council through discussions, the Vice President will make recommendations to the college President.

#### **College Technology Fee Advisory Committee**

**Purpose:** The Committee will make recommendations to the college president regarding expenditure of revenues received from the technology fee. Prior to making such recommendations, the Committee will inform the student senates of the recommendations and seek advice and comment.

**Membership:** The Vice President of Administrative Services will act as the college president's designee and will chair the committee as a non-voting member. The Committee will be composed of six students, three nominated by each student senate. Students are not required to be members of the student senate to be a member of the Committee. Five members, three of which will be faculty, will be selected by the Vice President of Administrative Services after seeking nominations from the CLCF and staff at large.

**Meetings:** Meetings will be called by the Vice President of Administrative Services. Normally, meetings will occur in the spring in preparation for the next fiscal year.

**Activity and Action:** Normally, the Council will attempt to reach recommendations through consensus, which means "general agreement." In the event that consensus cannot be reached on the proposed expenditure budget, votes may be taken on specific recommendations for which there is not a consensus. However, final recommendations sent to the college President require a vote of the committee. A majority of the voting members of the committee must be present to pass a motion.

Such motion will pass with a simple majority vote of a minimum of a quorum present. Abstentions will not count either as a vote for or against a motion.

**Student Senates:** Students at each college have the right to establish a student government. Multi-campus colleges shall develop policies and procedures to assure representation and participation in student government by students at their constituent campuses. Student Senates are established through the approved constitution of the respective student association. The college president acts to approve or disapprove the constitution and bylaws of the student association as authorized by MnSCU policy. The student government has the exclusive right to recommend the chartering of clubs and organizations for approval by the college president. The Constitution and Student Senate Bylaws may be obtained from the Vice President of Student Affairs.

### **College Student Life Committee**

**Establishment:** Language in this procedure is based primarily on the MnSCU policy/procedure relating to student life/activity fee committees.

**Purpose/Committee Responsibility:** The student life/activity fee committee shall develop and monitor budgets and expenditures funded by the student life/activity fees within the guidelines of system and college policies and procedures.

The committee shall annually:

1. recommend the amount of the fee in the ensuing year,
2. recommend the allocation of revenues, and
3. propose policies and procedures for administering the student life activities budget.

The committee shall present the student life/activities budget, including the amount and procedure for the collection of fees and the allocation of revenues to (1) the two campus student senates for review and (2) recommendation to the college president for approval.

Compensation for student leaders shall be recommended by the committee and may include tuition waivers and stipends funded by the student activity fee.

Normally, the committee will operate on a consensus or general agreement basis. However, final recommendations sent to the college President require a vote of the committee. A majority of the voting members of the committee must be present to pass a motion. Such motion will pass with a simple majority vote. Abstentions will not count either as a vote for or against a motion.

The President of the Central Lakes College shall approve, reject or modify the fee and the budget, and authorize the collection of a student life/activity fee at each campus. The committee shall be consulted on any modification to their recommendations prior to implementation.

**Membership:** Central Lakes College shall establish a Student Life/Activity Fee Committee using one of the two options available in MnSCU Board Policy 2.8 Student Life, Part 2 <http://www.mnscu.edu/board/policy/208.html> .

The Central Lakes College Student Life/Activity Fee Committee membership will consist of four students from each campus student senate, three faculty recommended by the CLCF and approved by the college president, and one non-faculty employee selected by the college president. The Vice President of Student Affairs will chair the committee and be a non-voting member.

**Budget Preparation:** A schedule shall be established to ensure that the budget plan for student life/activity will be presented for action in the spring. At the beginning of the annual budget preparation process the college administration shall provide a copy of the previous year's financial statement, current year to date budget and financial statement, with pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee. New funding requests occurring during the year shall be reviewed and recommended by the committee to the college president. Student life/activity fund balances shall have carry-over authority into the next fiscal year.

The student life/activity fee shall fund a student government on each campus.

#### **Management of Student Life/Activity Fee Allocations**

- A. Student organization accounts: Central Lakes College shall provide for the fiscal management of student organization accounts. A student organization, which receives allocations of student activity monies, shall deposit and expend all allocations through an account within the college activity fund. Student organizations, which do not receive student activity allocations, may establish an account at the college's discretion.
- B. Annual Report: Central Lakes College shall prepare a student life/activity fee annual financial report. The report shall be available to interested parties and provided to the campus student associations. Upon request of the local student association, Central Lakes College shall conduct a biennial audit of its student life/activity fund, which shall be made available to interested parties. The cost of these audits shall be borne by the college's student life/activity fund.
- C. Authority for Expenditures: Expenditures for student activities from these fees shall be available for activities recommended by the campus student senate associations or the student life committee. The President of Central Lakes College shall authorize the expenditures. Changes in expenditures shall be conveyed to the student life committee and the campus student association.
- D. Reserves: Reserves may be established and their status shall be annually reported to the student life committee. Expenditures from these reserves shall occur only after receipt of a recommendation from the student life committee. Interest accrued shall be credited to the particular account (s) for which the reserves are maintained. The committee may review and make recommendations regarding the investment policy for reserves.

#### **Meeting Structure (subject to adjustment as needed by supervising administrators):**

- November: Student life committee membership orientation. Define Student Life Committee process for next fiscal year. Establish the student life budget process and timelines. Process and fiscal year budget forms are made available to the college community.

- December: Review new fiscal year funding requests/budget. Administrative presentation of previous year's financial statement, current year-to-date budget and financial statement; First discussions on next fiscal year tuition and fees.
- January: Student Life Committee reviews budgets; discussion of tuition and fees for next fiscal year.
- February: Student Life Committee reviews budgets; discussion of tuition and fees for next year.
- March: Student Life Committee reviews budgets and sends recommendations to the campus student senates for review and to the President for approval.
- April: Student life budgets will be reviewed by Student Senates. The President approves, rejects, or modifies the fee and the budget. The Committee is consulted on any modification to their recommendations prior to implementation.

### **College Student Affairs Council**

**Purpose:** The primary purpose of the Council will be to advise the Vice President of Academic & Student Affairs regarding policy/procedure changes that may affect students or student affairs operations. Primarily, the College Student Affairs Council will review and act on proposals for new policy/procedure or revisions to existing ones. Examples include, but are not limited to, the college catalog policies as they affect students, the student handbook, financial aid policies, or other changes that may substantially impact students.

#### **Membership:**

- Vice President of Academic & Student Affairs (chair)
- 2 CLCF representatives (one liberal arts; one technical)
- 2 Student Representatives (appointed by each Student Senate)
- AFSCME Representative
- MAPE Representative
- MMA Representative
- Administrator Representative
- Commissioner's Plan Representative

Unions or groups will select their respective representatives. The administrator representative will be selected by the college president after seeking volunteers.

**Meetings:** The Vice President of Academic & Student Affairs will call meetings. If a representative cannot attend, he/she will be encouraged to designate a person to attend on her/his behalf.

**Activities and Action:** The Council will not vote on issues. The Vice President of Student Affairs will ensure that all Council members have had an opportunity to speak about proposals. If substantive differences of opinion exist, the Vice President will attempt to achieve consensus on the differences or may refer the matter to another group for further development. After receiving advice and recommendations from the Council through discussions, the Vice President will make recommendations to the college President.

**APPROVAL OF PROCEDURES FOR SHARED GOVERNANCE PROCESS:** The purposes of this shared governance policy and procedure are to enhance communication and decision making for the college. If situations need interpretation, the college president will act to resolve the matter. After consultation with representative groups, the college president may act to revise these procedures to ensure their effectiveness.

# ADMINISTRATION

## WEATHER/EMERGENCY PROCEDURES – Employee & Student

**Purpose:** In accordance with MnSCU Policy 4.4, the following procedures are followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. The procedures will also describe working conditions and the compensation status of employees during the time the college is closed.

### Definitions:

1. **Closing the College** - Closing the college means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, faculty and staff activities, and meetings. All general offices are closed.
2. **Delayed Opening** - Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.
3. **Cancellation of Classes and/or Activities** – Cancellation of classes (off-campus or on-campus) means to cancel one, several or all classes, in the absence of officially closing the entire college. Cancellation of non-academic activities refers to cancellation of an event such as athletic event, theatrical production, concerts, or workshops.

**Authority:** In accordance with MnSCU Policy 4.4, the authority to close the college campus, cancel classes or other activities when weather or other emergency exists resides with the College President or President's designee. The closure of the state agencies by the Commissioner of the Department of Employee Relations does not supersede the authority of the College President, however, the Governor's orders in particular situations supersedes the authority of the College President.

### Procedure and Notification:

Closing or Delayed Opening – The decision to close or delay opening of the college due to weather or other emergency is made by the President or the President's designees: Vice President of Administrative Affairs, Vice President of Academic & Student Affairs. Appropriate notification will be made to the MnSCU Public Affairs Office as the decision is made.

### Declaring Weather and Other Emergencies

The following college administrators have the authority to determine weather-related emergencies: College President or College Vice Presidents.

Administrative support staff contacts personnel at the local Department of Transportation prior to advising the President or designee regarding the decision to close or delay opening due to inclement weather. Special attention will be given to night classes, many of whose students must travel considerable distance. Weather conditions shall be given considerable weight.

The Vice President of Administrative Services shall identify and inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to weather or other type of emergency. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies: Physical Plant Director, Plant Maintenance Engineer, General Repair Worker, and Groundskeeper.

**Notification:**

**Staples Campus Notification:** Notification of employees on duty and/or students that are on the Staples campus at the time the emergency closing is determined will be the responsibility of the Dean of Staples Campus or designees.

**Brainerd Campus Notification:** It will be the responsibility of the Vice President of Academic & Student Affairs to notify employees on duty and/or students that are on the Brainerd Campus at the time the emergency closing is determined. In case of an emergency, all employees who are deaf or hard of hearing will receive notification, if at work, by the supervisor or designated backup staff. The Dean of Students will be responsible for notifying students who are deaf or hard of hearing of the emergency closing.

The Vice President of Academic & Student Affairs or Vice President of Administrative Services will notify appropriate staff to issue an emergency message through the Star Alert WENs system of communication.

If a weather emergency is called after work hours, employees who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on the stations identified. Both employees and students will be notified through announcements on the following radio and television stations-

**Aitkin:** KKIN 930 – AM, KKIN 94.3 – FM  
**Alexandria:** KCCO TV: Channels 7 & 12  
**Brainerd:** WJY 106.7 - FM, KBPR 1340 – AM, KLIZ, 107.5 – FM,  
KLIZ 1380 – AM, KFGI 103.5 – FM  
**Breezy Point:** KLKS 104.3 – FM  
**Little Falls:** KFML 94.1 – FM, KLTF 960 – AM, WYRQ 92.1 – FM  
**Minneapolis:** WCCO 830 – AM, WCCO TV, KSTP TV, www.kstp.com  
**Pequot Lakes:** KTIG 102.7 – FM  
**St. Cloud:** KCLD 104.7 – FM, KNSI 1450 – AM, WILD 98.9 – FM  
**Staples/Wadena:** K106 92.5 – FM, KNSP 870 – AM, KSKK 94.7 – FM,  
KWAD 97.5 - FM

Television broadcasts are closed captioned. In addition, if employees who are deaf or hard of hearing prefer, they may arrange for notification at home from their supervisor or designee. If an emergency which affects the employee is called, the supervisor or designee may use the Minnesota Relay Service (1-800-627-3529) to contact the employee using the TTY.

## **Management Responsibility**

Management will inform employees and students of this procedure by the following methods:

1. The procedure will be posted on appropriate bulletin boards.
2. A copy of the procedure will be included in the employee handbook disseminated to each employee.
3. The Director of Human Resources will provide a copy of this procedure to the local representative of each bargaining unit.
4. Copies of this procedure will be provided to appropriate student service offices.
5. Each employee who is designated as “weather essential” shall be provided with a copy of the procedure.
6. A condensed version of the procedure will be included in the publications provided to students by Student Services.

## **Work Responsibilities When the College is Closed or Classes and Non-Academic Activities are Cancelled:**

**Closing the College** – when the college is closed due to an emergency, which threatens the health and safety of individuals, employees not deemed vital to the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail.

1. When a campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.
2. Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
3. Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular (scheduled) hours or the actual number of hours worked inclusive of any overtime.
4. Employees on approved sick or pre-arranged vacation/leave shall not have such leave time restored to their balances.
5. Employees on any approved leave with pay shall not be paid for this emergency leave time.
6. Employees who are called in to work on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
7. Employee uniform time reports should indicate the date and number of emergency hours utilized in the remarks section on the uniform time report. Earn code “MSL” should be used on AFSCME, MMA, and MAPE employee timesheet.
8. An employee’s absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the president has authorized a longer period.

**Cancellation of Classes and/or Activities** – When classes are cancelled but the college is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (for example, scheduling make-up classes, meetings, office hours, or other compensatory activities) as approved by their supervisor.

When non-academic activities are cancelled, the activities shall be rescheduled when appropriate and possible.

**Inclement Weather when the College is Not Closed** – Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further, employees might be unable to get to work even though the college is open. In such cases, personal leave or vacation leave may be granted, or, if working conditions permit, the time may be made up, at the discretion of the supervisor.

On a rare occasion, classes may be canceled. You may learn if classes have been canceled due to weather from the following sources:

#### **Student Information Lines**

Brainerd: 218/855-8245

Staples 218/894-5303

If classes have been canceled, there will be a message stating so and provide additional information. If there is no cancellation message, classes will be held as scheduled.

#### **Television Stations**

Alexandria: KCCO 7/12 & KSAX 43

Twin Cities: KSTP 5 & WCCO 4

#### **Radio Stations**

AITKIN KKIN-AM (930), KKIN-FM (94.3)

BRAINERD KBPR- FM (90.7), KLIZ-FM (107.5), KFGI-FM (103.5), KVBR-AM (1340), KBLB-FM (B93.3), and WJYY-AM (106.7) BREEZY POINT KLKS-FM (104.3)

LITTLE FALLS KFML-FM (94.1), KLTF-AM (960), and WYRQ-FM (92.1)

MINNEAPOLIS WCCO-AM (830)

PEQUOT LAKES KTIG-FM (102.7)

ST. CLOUD KCLD-FM (104.7), KNSI-AM (1450), and KCML-FM (99.9), STAPLES KWAD-AM (920), KNSP-AM (1430), and K106-FM WADENA KWAD-AM (920), KNSP-AM (1430), KSKK-FM (94.7), and K106-FM

Some classes meet in local school district buildings. If a school district cancels schools, CLC classes, both day and evening, located at this school will be canceled. Contact the local school district to determine if the district canceled classes. Students in ITV classes may receive special instructions.

- ✚ If day classes are canceled, the decision will be made no later than 6:30 a.m.

- ✚ If evening classes are canceled, the decision will be made no later than 2:00 p.m.

- ✚ If classes are not canceled when there is snow or difficult driving conditions, each student must decide whether to attend class, based on her/his personal situation. However, if classes are held and a student decides not to attend, absences will be handled according to the instructor's syllabus.

# BUSINESS SERVICES

## CENTRAL PURCHASING POLICY & PROCEDURE

### Definition

To purchase specified items through a single person or department from qualified vendors.

### Purpose

To gain efficiencies and reduce overall costs through volume purchases from limited vendors; and to limit the number of people making purchases. To insure the use of state approved vendors and state contract pricing. To insure assets are properly recorded and tracked within the MNSCU accounting system, and that state asset tags are properly attached to the assets. To insure purchases are made with the best purchasing practices for the State of MN, MNSCU, the college, our students and the general public.

### Procedure

The following items will be budgeted and purchased through the Bookstore, Business Services or Technology Services.

#### Technology Services:

- Computers, Laptops and related peripheral devices
  - To insure all devices meet the minimum specifications required by MNSCU.
  - To insure compatibility with existing equipment.
  - To improve rotation/replacement.
- Software
  - To insure network compatibility and equipment requirements.
  - To insure licensing agreements are met.
  - To insure ability of Tech Services to support the software.

(Instructional software purchases must be coordinated with Tech Services for the above reasons.)

- Toner cartridges
  - To control costs through volume pricing
  - To insure quality of product.
  - To insure proper recycling.

#### Business Services:

- Copiers, printers and fax machines
  - To improve connectivity and functionality.
  - To reduce the number of vendors and maintenance contracts.
  - To lease when feasible
    - To better adapt to continuous changes in technology.
    - To gain functionality and efficiency while reducing costs.
    - To reduce maintenance, both in dollars and lost time.
    - To limit disposals as recycling companies charge by the pound.
- Furniture

- To provide for consistency of product (i.e.: quality, color, replacement parts).
- To improve inventory control and rotation/replacement.
- To control costs through volume pricing.
- To reduce staff time in researching, pricing and ordering.

**Bookstore:**

- Paper
  - To control costs through volume pricing.
  - To simplify cost allocation.

Paper and Toner should be requested from the Bookstore and Information Technology, respectively, as needed. The cost will be charged back to the appropriate budget.

Equipment and furniture should be requested through the annual budget process. If replacements are required during the fiscal year, purchases must be coordinated with Business Services and Information Technology. These items should not be purchased from individual budgets.

# BUSINESS SERVICES

## FIXED ASSET PROCEDURE

### Definition:

#### Equipment (per MnSCU Board Procedure 7.3.6 Capital Assets):

Tangible property complete in itself that is used in the operation of the Minnesota State Colleges and Universities activities for two or more years with a value of \$10,000 or more. Equipment is property that does not lose its identity when removed from its location and is not changed materially or expended in use. In addition to equipment with a value greater than \$10,000, all computers must be recorded in the Equipment/Capital Asset Module regardless of price and or age.

Sensitive Items and Capital Assets purchased with Federal Funds

All sensitive items will be entered on the Equipment/Capital Asset Module.

Examples of sensitive items are:

- Weapons (firearms, swords, crossbows, etc.),
- Electronic equipment (computers, projectors etc.) etc.

All capital assets purchased with federal funds with a cost of \$5,000 or more will be entered on the Equipment/Capital Asset Module, and inventoried, at a minimum, on a two year cycle (see Physical Inventory section below).

### Purpose

To accurately record and track college fixed assets in compliance with MNSCU Board Policy.

### Procedure

**Identification of Capital Assets:** All nonexpendable property and sensitive items shall be identified by a "Property of the State of Minnesota" label bearing a multi-digit capital asset number.

1. Enter equipment into ISRS in equipment module
2. Assign equipment asset numbers to equipment
3. Responsible person affixes asset tag to equipment
  - a. In Staples      Debbie Sterriker
  - b. In Brainerd      Clyde Oliver
  - c. Computers      Scott Streed

#### Fixed Asset Review Process:

1. Run EQ0025CP Report Monthly
2. Send report to faculty/staff every December for department review

#### Physical Inventory:

1. A physical inventory of all assets with an acquisition cost or value of \$10,000 or greater is completed on an annual basis.
2. A physical inventory of all other assets maintained in the Equipment/Capital Asset module is completed on a cycle of no less than every three (3) years.
3. Capital assets purchased with Federal funds are inventoried, at a minimum, on a two year cycle.

## **BUSINESS SERVICES**

### **OUT OF STATE TRAVEL REQUEST PROCEDURE**

1. Out-of-state travel requests must be recommended to the President by the respective Dean and the Vice President of Academic & Student Affairs. If a request is denied, a rationale for the decision will be given.
2. The recommendation is forwarded to the President for approval by the Vice President of Academic & Student Affairs.

## BUSINESS SERVICES

### State Wide Minnesota Policy on Drivers' License and Record Checks (Eff. January, 2009)

**This policy** applies to employees in state agencies who drive a state vehicle (or other equipment requiring a driver's license). Agencies are encouraged to adapt the statewide policy to cover the specific needs of their agencies.

#### I. POSITION STATEMENT

Many state employees are required to drive a state vehicle and are therefore required to possess an active, valid, and appropriate driver's license. State employees have a personal obligation to comply with the law by not driving with an inactive, cancelled, suspended or revoked license, by refraining from driving under the influence of alcohol or drugs, by abiding by license restrictions, and by driving safely and courteously. The public must have confidence in State employees who drive as part of their job.

#### II. DEFINITIONS

- A. **Alcohol/drug related driving offense.** Any violation of Minnesota Statute Chapter 169A (Driving while impaired) or Minnesota Statute 169A.52 (Test Refusal or Failure).
- B. **Active/Valid/Appropriate license.** An active, valid, appropriate driver's license means a current motor vehicle operator's license issued under the laws of the state of issuance and used as intended under the law.
- C. **Driving record.** The historical record maintained on each driver by the Department of Public Safety. It includes violations, revocations, and suspensions of Minnesota State drivers' licenses.
- D. **Driver's license loss.** In this policy, the term "driver's license loss" refers to suspension, revocation, cancellation, disqualification, restrictions that preclude the employee performing current job duties, or expiration.

#### III. DRIVERS LICENSE REQUIREMENT

State employees must have an active, valid, appropriate driver's license if they drive a state-owned or leased vehicle; otherwise they will not be considered to be acting within the scope of their employment. Driving without an active, valid, appropriate driver's license shall constitute just cause for disciplinary action, up to and including discharge. Agencies are responsible for verifying at least once each year that their employees have appropriate driver's licenses.

In those cases where a driver's license is not required or is incidental to performing job duties, the employee must be able to provide their own transportation to off-site training sessions, meetings or other business responsibilities. This could include carpooling or using a bus or taxi or other form of transportation than driving.

#### IV. DRIVERS LICENSE VERIFICATION AND REVIEW OF MOTOR VEHICLE RECORD (MVR)

**Job Applicants:** Prior to hiring an individual who will be required to drive a state vehicle and therefore required to have an active, valid, appropriate driver's license, the agency must ensure that the individual has the required license and must ensure that the driver's motor vehicle record is reviewed. If the individual is given a timeframe to obtain a license after hire, the agency must ensure that the individual obtains the required license within that time frame.

**Current Employees:** A motor vehicle record (MVR) should be obtained from the state where a driver holds a license to ascertain that the applicant has an active, valid, appropriate driver's license and to review the employee's driving record. After obtaining employees' driver's license numbers, agencies may ask the Risk Management Division of the Department of Administration to perform this search for all employees who drive state vehicles.

The MVR information will be reviewed by the Risk Management Division. If there are concerns about driving records, Risk Management will contact the agency's human resource office and give them the relevant information. Risk Management will not retain this information after it has been communicated so agencies are responsible for documenting the information and any action taken.

#### **V. DRIVER'S LICENSE REVOCATION OR SUSPENSION**

Employees whose jobs require the use of a state vehicle shall immediately inform their supervisor of any driver's license loss affecting their ability to perform their job. Failure to do so shall constitute just cause for disciplinary action, up to and including discharge. Supervisors may allow an employee who has lost his or her license to drive for work within the Department of Public Safety's designated driver's license restrictions.

#### **VI. RELATED EMPLOYMENT ACTIONS**

The Department of Public Safety (DPS) Driver's License data base is the State's system of record for situations involving driver's licenses. Employment consequences related to a driver's license loss will take place at the time the event is recorded in the DPS Drivers' License data base. Although this policy requires State agencies to validate drivers' licenses and review driving records, it does not specify what, if any, disciplinary actions may result from driving infractions. Those decisions require knowledge of the employee's record, the type of driving done by the employee, the availability of other employees to drive, and whether accidents have occurred on the job. Risk Management may contact an agency Human Resources office if they discover an employee's driving record contains one or more moving violations.

#### **General factors**

Agencies should consider the following general factors in determining whether or not there is just cause to take action:

- a. Whether the employee voluntarily notified the supervisor of driver's license loss.
- b. The employee's driver's license record (frequency and severity of offenses).
- c. The employee's work record (performance evaluation, longevity and discipline history).

- d. The Department of Public Safety requirements for the employee. (How long will license be lost? Is a limited license possible?).
- e. Whether alcohol/drugs are a factor and whether the employee refused a breath alcohol test.
- f. Whether the incident(s) involved a state vehicle or an employee's personal vehicle.
- g. The frequency with which the employee must drive as part of his or her job.
- h. The kind of driving done by the employee – is the employee driving other employees, clients, patients? Is the employee driving a vehicle that requires special care – a large truck or plow, for instance?

**Possible Actions:**

Decisions about actions are made by the employee's supervisor in consultation with Human Resources, taking into account the factors listed above. As in other situations with employees, the particular circumstances will dictate the final decision. There is no formula for action recommended to agencies. Possible actions include:

- a. No action
- b. The employee may be counseled, have his/her driving monitored
- c. Employee may be required to complete a defensive driving course
- d. The employee may be prohibited from driving other employees or clients or from driving large or complex equipment.
- e. In extreme circumstances, the agency may decide that, overall, the employee's driving record presents too much risk to the Employer and the employee may not drive a state-owned or leased car or equipment. In this case, the agency must further decide whether the employee's inability to drive for work will result in job loss.

For consistency, the rationale for any of these actions must be documented. Actions considered solely on the basis of a motor vehicle report should be discussed with an agency's labor relations representative at Minnesota Management and Budget department before any action is taken.

**VII. REEMPLOYMENT OF FORMER EMPLOYEES WHERE ESSENTIAL DUTIES OF THE POSITION REQUIRE A DRIVER'S LICENSE**

Care should be taken in considering rehire of a former employee who lost his or her license due to an alcohol/drug offense while on duty. Where essential duties of the position require a driver's license, driver's license status as well as the motor vehicle record of former employees seeking to be rehired must be reviewed. When there are violations identified on the motor vehicle record, approval to hire should be discussed by Human Resources and the hiring supervisor. Agencies are discouraged from rehiring employees who have lost their license due to an alcohol/drug driving offense while on duty.

**VIII. RESPONSIBILITIES**

**Employees**

Employees whose job duties require an active, valid/appropriate driver's license or who drive a state vehicle must:

- a. Be familiar with the State's and agency's Drivers' License and Record Check policy.
- b. Maintain an active, valid/appropriate driver's license.
- c. Notify their supervisors no later than the beginning of the next shift after losing their driver's license through suspension, revocation, cancellation or disqualification.
- d. Refrain from driving a state vehicle if the employee does not have a valid/appropriate driver's license.
- e. Drive responsibly and adhere to all traffic laws.
- f. Maintain liability insurance on their personal vehicles if used for work purposes.

#### **Managers/Supervisors**

- a. Be familiar with the State's and agency's Drivers' License and Record Check policy.
- b. Prior to hiring an applicant whose job duties require a driver's license, ensure that the individual has the required license and that his/her driving record is reviewed.
- c. When an employee who is required to have a driver's license has the license suspended, revoked, or cancelled, follow the appropriate procedure as provided by this policy and consult with Human Resources. Take appropriate action in consultation with Human Resources.

#### **Human Resources**

- a. Confer with agency supervisors and managers to determine appropriate actions when an employee loses his/her license or when the employee's motor vehicle record is problematic.
- b. Make sure that actions taken are documented and that decisions about similar situations are consistent.
- c. Confer with their labor relations representative at Minnesota Management and Budget to make sure actions are consistent with similar situations at other agencies.

# BUSINESS SERVICES

## SURPLUS ASSET DISPOSAL

### Definition

Surplus Property is property no longer in service or of use to the college. The property may no longer be used due to changes in technology, program changes, normal wear and tear or numerous other reasons.

### Purpose

This policy establishes the conditions under which surplus property is disposed. The policy provides for a consistent and efficient method to identify, advertise, dispose of and report on surplus assets.

### Procedure

#### ASSET DISPOSAL GUIDELINES

1. Request for staff/faculty to identify surplus items. Request should include specific date and time for submission of surplus items. No assets will be accepted for disposal after the deadline. Ask staff/faculty to:
  - a. Prepare list of surplus items, including asset numbers.
  - b. Obtain appropriate administrative signature.
  - c. Submit list to Accounting Officer.
2. Accounting Officer will coordinate pick-up of surplus items with Director of Plant Operations. Items will be deposited in pre-determined, central storage area on each campus for evaluation.
3. Items may be disposed of:
  - a. At public auction or sale,
  - b. Through a local recycling or salvage agent,
  - c. Or sent to the landfill if deemed to have no value.

All items must be inventoried by Business Office staff and have the state asset tag removed prior to disposal.

The method of disposal will be determined by the Accounting Officer and the appropriate faculty, supervisor and/or administrator.

**Note 1:** If the surplus property was donated, Central Lakes College must verify the asset has been held for two years prior to disposal. If not, we must file a Form 8283 with the IRS and submit a copy to the donor.

**Note 2:** If surplus property was purchased with federal grant funds (such as Perkins), need to verify grant reporting requirements prior to disposal.

4. Before items are to be sold, we must do the following:
  - a. First, offer the items to CLC and other MnSCU institutions. Purchasing Manager will manage the notifications.
  - b. After the required posting period has expired, if the items have not been sold, we may then offer the items to local school districts, at no charge, if appropriate.
  - c. If the local school districts do not have need for the items, we then proceed with a public sale.
    - i. State Auction –
      1. Accounting Officer will coordinate with state.

2. Director of Plant Operations will coordinate transportation of items to auction site.
    - ii. Public Sale – Purchasing Agent will place advertisement in local newspapers.
5. If items are to be recycled or salvaged:
  - a. Technology Equipment – disposal will be managed by Director of Technology. Computers will be inventoried, have the hard drives scrubbed, and asset tags removed before being placed on pallets for recycling.
  - b. Accounting Officer and Director of Plant Operations will coordinate the recycling or salvage of other items.
6. Items not sold or recycled will be sent to the local landfill for disposal. The Director of Plant Operations will coordinate the disposal.
7. Cash disbursement after disposal:
  - a. Sale of Instructional Equipment – the proceeds will go back to the Instructional Department.
  - b. Sale of Technology Equipment – proceeds will go into the Technology Budget.
  - c. Sale of General Equipment (chairs, tables, desks) – proceeds will go into the General Fund Furniture account.

# BUSINESS SERVICES

## VEHICLE USE POLICY

**Purpose:** To insure appropriate use of state vehicles and accurate vehicle use data. **Information Center staff of the Brainerd and Staples campuses are responsible for scheduling all vehicles. The following procedures will be used.**

### Procedures:

1. Vehicles must be signed out by college staff at the information desks.
2. Vehicle request form must be filled out by a college employee for the vehicle being used and the assigned cost center must be identified.
3. Vehicles will be assigned on a first come-first served basis.
4. Keys may be picked up at the information desk by the college employee or by a student employee. Student employees picking up keys must be identified in writing or by phone to staff at the information centers by immediate supervisors.
5. Mileage data and other costs related to the vehicle use must be turned into the information center at the completion of the trip.
6. Cars that are assigned to programs do not need to work through the front desk. However, the information desk staff needs to know if students are using the vehicles and the names of the students.
7. Prior to returning the vehicle you are required to remove any garbage/trash from the vehicle
8. If the vehicle's gas tank is below  $\frac{1}{2}$  you are required to fill the tank before returning it.

**General Rules:** State owned vehicles are for official state business only. Drivers must possess a current Minnesota Driver's License. Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles.

1. Authorized drivers are state employees, contract employees, (if authorization to drive a state vehicle is specifically cited in their contract), students who have been granted permission by college administration, and drivers for certain disabled employees (with the permission of that employee and the approval of his/her supervisor.)
2. Only authorized persons are permitted to ride in state owned vehicles. Authorized persons include: state employees, other persons participating in state programs or functions (including volunteers), or individuals assisting disabled employees with prior approval as described in the paragraph above.
3. All drivers must be pre-approved for driving by CLC. A copy of the driver's license must be provided to the Information Desk staff for a driver's license check before they are authorized to drive.
4. Vehicles owned by Central Lakes College are maintained by the building and grounds staff. Mechanical or equipment problems should be reported to the Information Desk.
5. A list of passengers must be identified and left with the college's information center before the vehicle leaves the campus.

6. Smoking is not allowed in a state vehicle. Renting vehicles through the Minnesota State Car Pool or through local car rental vendors is available. Contact the business office at Central Lakes College to obtain current information and costs.

**Accidents, Claims, and Theft Reporting:** Drivers will immediately report any accident, damage or theft to the law enforcement authority for the jurisdiction where the accident, damage or theft occurred. Drivers will deliver to Central lakes College every summons, complaint or paper of any kind relating in any way to an accident or theft. Drivers will not aid or encourage the filing of any claim against the State of Minnesota as a result of any accident and will cooperate fully with Central Lakes College and State's insurer in investigation and defending any claim or lawsuit.

 **Accidents: In the event of an accident or any damage to a vehicle the driver must:**

1. Call police and obtain emergency medical care for any injured people.
2. Secure the following information:
  - a. Names and addresses of all vehicle occupants and any injured people.
  - b. Location where injured are taken.
  - c. Name and address of vehicle owner and driver.
  - d. Vehicle license number and description including make, model, color, etc.
  - e. Names and addresses of all witnesses.
  - f. Name of police agency and accident report number.
3. Do not admit liability or make any statement concerning accident except to police or Central Lakes College Personnel.

**Claims:** Report any accident, damage or theft to Central Lakes College Business Office immediately or on the first business day following the accident.

**Theft:** Drivers are required to immediately report the theft of a Central Lakes College vehicle to local law enforcement and the colleges' business office.

**Responsibility for Personal Property:** Neither Central Lakes College nor the State of Minnesota are responsible for the loss or damage to any personal property of the driver or others left at any time in or on a Central Lakes College vehicle or on Central Lakes College premises even if it is in Central Lakes College possession, regardless of who is at fault. The driver will be responsible for all claims made by others for such loss or damage.

**Safety:** It is the responsibility of the driver to comply with all applicable seat belt laws. All passengers and drivers of state vehicles are required by law to use seat belts.

**Traffic Laws:** Drivers of state vehicles are required to observe and obey all traffic laws regarding the operation of a motor vehicle including speed limits. Drivers of state vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the state vehicle while the state vehicle is in their possession.

# BUSINESS SERVICES

## Employee Vehicle Use Agreement

The information you are being asked to provide will be used by Central Lakes College personnel to determine your qualification to drive vehicles on state business. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on state business. The information on this form will be accessible to your supervisor and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form should be returned to the individual designated.

Department/Division: \_\_\_\_\_ Dept Contact: \_\_\_\_\_

Drivers Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Driver's Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Circle: home / work / mobile)

Driver's E-mail: \_\_\_\_\_ (Circle: home or work)

Drivers License Number: \_\_\_\_\_ Issued by the State of \_\_\_\_\_

### Drivers' Responsibilities:

Driver agrees to:

- A. Be familiar with the State's and agency's Drivers' License and Record Check policy.
- B. Maintain an active, valid/appropriate driver's license.
- C. Notify the supervisor no later than the beginning of your next shift after losing your driver's license through suspension, revocation, cancellation, disqualification or expiration.
- D. Abstain from driving a state vehicle and/or on state-owned or leased property if you do not have an active, valid/appropriate driver's license.
- E. Drive responsibly and adhere to all traffic laws.
- F. Maintain liability insurance on your own vehicle if you use it for work purposes.
- G. I acknowledge that I have read and understand the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE CENTRAL LAKES COLLEGE SECURITY DEPARTMENT (or designee) TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT. I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor in the event of license revocation, restriction, or suspension.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# FACILITIES

## ANIMALS ON CAMPUS POLICY

### Purpose

It is the policy of Central Lakes College to establish regulations for authorized animals on campus that provide a safe environment for all students, employees, visitors and guests. Central Lakes College recognizes and supports the assistance a trained service animal can provide a student, employee, visitor, or guest with a disability.

### Policy

Central Lakes College shall provide a safe environment for all students, employees, visitors and guests by establishing and enforcing regulations for animals on campus. With the exception of those animals specifically exempted and defined by this document, animals are not allowed in college buildings or state vehicles. This policy and any related procedures apply to all buildings and all members of the campus community, as well as all individuals using campus buildings, including off-campus and leased properties.

### Exemption Definitions

**Subpart A. Service Animals:** The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.

According to the Americans with Disabilities Act (ADA), a "service animal" is defined as "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, alerting individuals who are hearing impaired to danger, or pulling a wheelchair and fetching dropped items."

**Subpart B. Animals for Educational Purposes:** Animals and animal cadavers utilized for teaching and learning or for special events and instructional demonstrations. Written pre-approval is required from Campus Security.

**Subpart C: On-duty Police dogs:** Police dogs are allowed on campus.

**Responsibility**

The College is NOT responsible for the care or supervision of a service animal. If security or college personnel discover an animal not under control, they may call the city police.

**Enforcement**

Responsibility for enforcement of this policy is primarily the Security Department; however, all CLC employees are responsible for the enforcement of this policy.

If someone is found in violation of this policy, the first offense will be a written warning, the second offense will be a \$25 fine, and any additional offenses will be a \$100 fine.

**Created/Approved – November 2011**

# FACILITIES

## FACILITY UTILIZATION

**Purpose:** This policy and procedures promote the effective utilization of college facilities in order to meet the educational needs of the State of Minnesota consistent with Minnesota Statutes.

- A. Minnesota Statute, Section 43A38, Subdivision 4, use of state property; an employee shall not use or allow the use of state time, supplies or state-owned or leased property and equipment for the employee's private interests or any other use not in the interest of the state, except as provided by law.
- B. These procedures establish that the uses of Central Lakes College's facilities are for support of the instruction, student-related activities, and community development through programs offered by public agencies, not-for-profit organizations, and civic groups.

### Definitions:

- A. "The College" means Central Lakes College administration, a college program or service unit, approved employee organization or recognized student club.
  - B. "Public agencies" means local, state, or federal agencies, and public school districts.
  - C. "501c Not-for-profit organization or civic group" means legally established not-for-profit organizations, civic and community groups.
  - D. "Commercial business" means an individual or organization that sells products or services for profit, or organizes events which may result in a profit for the commercial business or organization.
  - E. "Recognized student clubs" are clubs that receive official college recognition through procedures adopted by the respective campus Student Senates.
  - F. "Normal work hours" means 7:00 a.m. - 10:00 p.m. Monday through Thursday and 7:00 a.m. – 5:00 p.m. on Friday.
- A completed Liability Contract Release Form, which requires proof of insurance and compliance with other agreements and conditions, must be approved by the Vice President of Administrative Services before facilities will be scheduled.
  - Commercial businesses will not be permitted use of college facilities unless they are approved by the Vice President of Administrative Services and are sponsored by the College.
  - Commercial businesses that are approved for use of college facilities will not be allowed to sell products or services while on college property, unless approval is received from the Vice President of Administrative Services. Sale of such items must be in conjunction with the date and time of the event. An example would be sale of CDs of a vocal artist performing at the college.
  - The College reserves the right not to rent facilities for purposes in direct competition with the college.
  - The college reserves the right to deny facilities usage for reasons such as, but not limited to: the proposed use does not constitute proper use of the facility or state property, is not manageable

by staff, is a potential health or safety risk, or would circumvent approved college procedures. The college will not illegally discriminate against groups or individuals on the basis of the nature of the organization or individual or based on the content of the proposed program or event.

✚ To schedule the use of a room at Central Lakes College's Brainerd Campus: call the facilities coordinator at: (218) 855-8052.

✚ Staples Campus: call the facilities coordinator at (218) 894-5128.

# FACILITIES

## PARKING ENFORCEMENT

### AUTHORIZATION AND POLICY

#### **PARKING ENFORCEMENT AUTHORIZATION ON CLC CAMPUSES:**

**Purpose:** This policy is issued to provide all CLC employees, students, and security personnel with guidelines concerning parking at Central Lakes College, including but not limited to the parking authority, parking fee, parking enforcement and overnight parking.

- I. Authority to adopt regulations, issue citations, and collect fines:  
On July 1, 1985, legislation (MN Statute 169.966) was passed that authorizes Minnesota State Colleges and Universities to:
  - A. Adopt and enforce parking regulation on property owned or leased by the college/university.
  - B. Assess and collect fines, rents, charges, or fees for a violation of a parking regulation.
  - C. Establish procedures to resolve a dispute arising from enforcement of a parking regulation.
- II. Personnel authorized to issue parking citations:
  - A. Only designated employees of Central Lakes College and the Security Department shall be authorized to issue parking citations on the CLC campus. Those authorized to issue citations are:
    1. Director of Security
    2. Student Security Officers
    3. Selected Maintenance Personnel
  - B. Those personnel listed above will be issued a badge number for ticket writing purposes.
- III. Appeals Committee:  
An appeals committee has been established to review written appeals from individuals challenging citations received for violation of campus parking regulations.

#### **Parking Enforcement Policy:**

- I. Who may park where:  
All parking spots on both the Brainerd campus and the Staples campuses are open to everyone on a first-come, first-served basis with the following exceptions:
  - A. There will be set aside handicapped parking as required by law (MN Statute 169.345 and 169.346).
  - B. There will be set aside parking for the College's fleet of vehicles, including college departmental vehicles.
  - C. There will be set aside visitor parking.
  - D. There will be a limited number of parking spots reserved and paid for by the Business and Industry Center on the Brainerd campus.
  - E. There will be set aside permit parking spaces.
  - F. There will be set aside Community Dental Clinic parking spaces.

II. Who Must Pay:

A. Students

1. Will be charged per credit.
2. Students in management programs (Farm Business, Computerized Small Business, and Small Business), off-campus courses and web-based (online) programs are exempt unless the courses are taken on campus.
3. Students who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit may apply for a waiver of the parking fee by completing a Parking Fee Waiver Request Form.

B. College Employees:

1. Employees will be charged per year according to the percentage of their yearly assignment. (NOTE: Employees who are also taking CLC classes **must** inform the Business Office of the classes they are taking so the student parking fee can be waived on their student account and be charged full employee parking fees.)
2. Brainerd Business and Industry Center will be charged per parking spot, per year.
3. Dental Community Clinic will be charged per parking spot, per year.
4. Employees on leave of absence or sabbatical for at least one full academic term or six months will have their parking fee prorated.
5. Employees who teach or work exclusively off campus may apply for a waiver.
6. Employees who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit may apply for a waiver of the parking fee by completing a Parking Fee Waiver Request Form.

III. Enforcement:

A. There is no need for parking **permits for display in vehicles**, as the fee is charged upfront.

B. Security/maintenance/law enforcement personnel are responsible for making routine checks to ensure that no one parks in unauthorized places.

Parking is prohibited in areas designated as:

1. Visitor parking
2. Permit parking, without a college issued permit **(for temporary disabilities)**
3. Handicapped parking, without a proper state permit
4. Deliveries only
5. Service areas
6. Fire lanes
7. No Parking

Parking is also prohibited:

8. On the grass,
9. Where the curbing is painted yellow
10. When blocking a driving lane,
11. When vehicle is in improper position (taking up two parking spaces by parking over the yellow line),
12. Overnight without prior approval from Security.

C. Vehicles that are parked in these areas will be ticketed by the Security Department, Law Enforcement, or an authorized maintenance employee.

- D. During an emergency, the parking of a vehicle with flashers on will be permitted in prohibited areas; but must be moved at the earliest convenience.
- E. Business and Industry Center parking is restricted to Business and Industry Center clients only.
- F. Parking for students with disabilities is provided in designated areas.
  - 1. In compliance with Minnesota Law, use of an accessible parking space is restricted only to those vehicles bearing state issued accessible license plates or a displayed state issued certificate.
  - 2. Handicap Parking Spaces are enforced 24 hours a day.
  - 3. Temporary parking arrangements are available for employees and students. Requests to obtain a temporary permit must be accompanied by a physician's statement defining reason for requesting a temporary parking permit.
    - a. Students with temporary disabilities should apply for a temporary parking permit through the Disability Coordinator.
    - b. Employees or members of the general public may apply for a temporary parking permit through Human Resources.
- G. CLC parking lots are checked periodically by student security officers, law enforcement and/or maintenance staff. An escort service for parking lot access is provided by the college during the evening hours and is secured by pushing the red button on the emergency phones at the main exits, by contacting the security department at the Brainerd campus, or by contacting the information desk or maintenance at the Staples campus.

#### IV. Disabled Vehicles:

- A. If a vehicle is determined to be inoperable and appropriate assistance is not immediately available, and it is not necessary for current parking concerns to have that disabled vehicle immediately removed from its parking space, security/maintenance personnel may grant an exemption (maximum of 24 hours) for that vehicle. Specific time frames for which temporary parking permits may be issued are as follows:
  - 1. Persons who have disabled vehicles parked in a parking space may be given an exemption up to a maximum period of 24 hours.
  - 2. All other circumstances of disabled vehicles parked on campus must be addressed with the security or maintenance department and will be handled on a case-by-case basis.
  - 3. Failure to notify security/maintenance may cause a vehicle to be ticketed and/or towed at the owner/operator's expense.
- B. College security or maintenance staff can assist with contacting an appropriate towing service or repair shop if a car is disabled in a college parking lot.

#### V. Overnight Parking:

- A. Overnight parking is permitted only in the West Parking lot at the Brainerd campus in the marked "Overnight/Extended Parking Spaces," in or adjacent to the Wood Chip building at the Staples campus, and in the back parking lot at the West Campus. All overnight parking for non-state vehicles must be pre-approved through the information desk and security/maintenance at each campus.
- B. Overnight parking is strictly prohibited in ALL CLC parking lots for any vehicle that is specifically designed, equipped and/or used for sleeping and/or overnight accommodations (i.e. personal vehicle, camper, motor home). Sleeping and/or staying overnight in any vehicle on campus by anyone is not permitted.

- C. Vehicles associated with a specific commercial vendor assigned to do business with the College, may park overnight in the designated areas; however, as stated, there is no overnight staying or sleeping permitted in these vehicles on-campus. All vendors' vehicles must obtain permission from security/maintenance.
- D. Any one leaving their vehicle in the overnight parking areas must inform the information desk and the security/maintenance department and provide them with the make, model, and license plate number on the vehicle and a contact number for emergency purposes.
- E. All state vehicles must be parked in the designated state vehicle parking spots, not in the CLC general parking lots.

### **Parking Appeals Committee Procedures:**

- I. You must file an appeal within 5 business days of the ticket issue date. An appeal form may be obtained online at [www.clcmn.edu/security/parking.htm](http://www.clcmn.edu/security/parking.htm).
- II. An appeals committee has been established to review written appeals from individuals challenging citations received for violation of campus parking regulations. The decision of the appeals committee is final. Failure to pay parking fees and/or fines may result in the debt being turned over to a collection agency.

### **Fee Collection:**

- I. Parking fees will be collected by the Business Office.
  - A. Students:
    - 1. Students pay their parking fee (per credit) with their tuition/fees in the Business Office each semester.
    - 2. Student parking tickets and fines must be paid at the Business Office.
  - B. Permanent / Full-time Employees:
    - 1. 12 month employees who have signed a payroll deduction form for their parking fees will have the parking fee deducted from their paycheck each fiscal year.
    - 2. 12 month employees who have not signed a payroll deduction form for parking fees will receive a bill each fiscal year.
    - 3. Employee parking tickets and fines must be paid at the Business Office.
  - C. Adjunct / Part-Time / Seasonal Employees:
    - 1. Employees who have signed a payroll deduction form for their parking fees will have the parking fee deducted from their paycheck each semester.
    - 2. Employees who have not signed a payroll deduction form for parking fees will receive a bill each semester.
    - 3. Employee parking tickets and fines must be paid at the Business Office.

### **Use of Collected Fees and Fines:**

- I. Parking fees are deposited into a dedicated parking fund where funds are appropriated for college purposes to maintain and operate parking lots, sidewalks and parking facilities.
- II. Parking ticket revenue and fines are deposited in the parking fund.

**Created/Approved: November 2011**



# PARKING FEE WAIVER REQUEST

Central Lakes College grants waivers from the user parking fee for students and employees who do not utilize the college's parking facilities. The college has identified the following situations as meriting a parking user fee waiver.

- 1) Employees who teach or work exclusively off-campus.

Please specify the site where you work:

\_\_\_\_\_

- 2) Students or employees who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit.

Please list your home address:

\_\_\_\_\_

- 3) Other. Please provide information regarding your request for waiver:

\_\_\_\_\_

NAME: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_ STUDENT: \_\_\_\_\_

TECH / STUDENT ID \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

I request a waiver from the parking fee on the basis of number \_\_\_\_ above. By signing this document, I am verifying that I will not park any vehicle in the Central Lakes College parking lot at any time during the academic year listed above.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: I agree to notify Human Resources if my status changes and I no longer am eligible for a parking waiver.

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE

Waiver Request should be returned/sent to: Central Lakes College Human Resources  
501 West College Drive, Brainerd, MN 56401  
Phone: 218-855-8049 Fax: 218-855-8057

# FACILITIES

## POSTING POLICY

**Purpose:** For purposes of maintaining an orderly environment and ensuring the use of college spaces for college purposes, the distribution of external publications or communications is restricted to the General Information Bulletin Boards in designated areas on each campus of Central Lakes College.

**Digital Signs:** Digital signs are for Central Lakes College internal use only.

### **Posting Rules for Clubs/Organizations on Campus:**

1. Flyers/Posters advertising for on campus events may be put up around campus. Please do NOT place on painted walls.
2. You may place the flyers on General Information bulletin boards around campus.
3. If you are with a specific club/organization and have your own designated bulletin board, please use that board specifically for your information.

### **Rules for Posting for Other than College Groups:**

1. All external organizations wishing to distribute materials on campus in the designated area must register with the Information Desk at each campus.
2. All flyers, bulletins, etc. must be approved at the Information Desk and date stamped before being placed on the bulletin boards.
3. External publications may not be distributed in other locations on campus.
4. Flyers/Posters advertising for Businesses in the community may be placed on established general information bulletin boards located on campus. Please post only ONE poster per board. Others may be removed.
5. Posters are not to be taped or placed on walls, windows, doors, cars, etc.
6. The College reserves the right to remove non-dated and outdated materials or materials found in locations other than the designated areas.

### **Disclaimer**

Central Lakes College disclaims all responsibility for the contents of posters, handbills, flyers, or other written material posted at the College.

## FACILITIES

### PUBLIC ACCESS

**Policy Statement:** Central Lakes College is a publicly supported institution of higher education, maintained by the people of the State to further the educational and cultural opportunities of the citizens. Education, broadly received, is the fundamental purpose and responsibility of the College and to this end its staff members direct their efforts. Contributing to this primary purpose and erected solely to further it are physical plant facilities that house various educational activities that are initiated and developed by the College.

These facilities are of many types and adapted to a wide variety of purposes, some of which are specialized, as in the case of the library, program shop areas and laboratories. Others are adaptable to more general use, such as classrooms, gymnasium, auditorium, etc. Regardless of the uses to which the College facilities may be put, all of them were conceived and planned with the immediate needs of the institution and its educational program in mind. The one justification for the extension of the physical plant has been that of enabling the College to do its broad educational task more effectively.

#### Procedures

- A. **General** - All persons on College property are required to abide by College and MnSCU policies, State laws, and College regulations. Violation of law, policy or regulation may subject a person to legal penalties, removed from the campus, or other sanctions; if the person is a student, faculty member or staff member of the College, that person may also be subject to College discipline.
  1. All persons on College property may be required to identify themselves to, and comply with instructions of, authorized officials acting in the performance of their duties.
  2. Food, beverage and other consumables may be distributed on campus only in accordance with state and federal regulations and campus policies, and regulations governing food service operations implemented by the Office of Business Services. All groups, including campus organizations, College groups, Student Governments and Support Groups are required to have prior approval from the Office of Business Services, before dispensing such items.
  3. The name, initials, insignia, logo, mascot, seal or address of Central Lakes College or any of its offices or units shall not be used except for official or authorized College purposes.
  4. No sign, poster, paint, chalk or ink messages may be placed, affixed or applied to the walls, windows, floors or surfaces of campus buildings or structures, streets, walkways, utility poles, construction fences, trees or any location other than designated college bulletin boards, unless approved by the Office of Business Services.

**B. Public Access** -The grounds open to the public generally are the paved walkways on College property. Grounds are open to the public generally between the hours of 6:00 am and 10:00 pm. Between the hours of 10:00 pm and 6:00 am, these areas are generally closed to all activities except coming and going to a College function or crossing the campus.

The College reserves the right to reasonably limit or otherwise direct demonstrations, especially for safety reasons. Such activities shall not be disruptive, impede access, or litter the campus. Limitations are as follows:

1. Picketing in an orderly manner outside College facilities is not prohibited. Picketing is not permitted inside College facilities or in other areas used for instruction or student activities.
2. Literature may be distributed in public areas of the grounds and in certain facilities after receiving the appropriate approval provided that the free flow of traffic is not obstructed, literature or materials are not forced upon others and literature is not placed on or in vehicles parked on campus. The college reserves the right to determine the time, place, and manner of distribution of literature.
3. Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting is permissible unless it is a disruptive activity or impedes access. Such acts should not block the audience's view or prevent the audience from being able to pay attention.

The criteria to be used to determine whether an activity, program or event unreasonably disrupts the orderly operation of the college or an official College function or any other scheduled activity shall include, but are not limited to, the following:

1. the expected duration of the activity
2. the activity's timing in relation to the academic calendar (for example, proposed scheduling during the first week of classes or during final examination week)
3. the number of participants
4. the expected noise level to be generated by the activity
5. the need for College resources, security, and personnel to oversee or control the activity

**C. Educational Activities:** Because the facilities of the College are requisite to the educational activities and designed to house them, specific underlying assumptions are made with respect to their use. They are at any and all times available for purposes that the College itself develops as a part of its own educational program. Such use constantly extends beyond that associated with the courses of instruction. It may and does include programs that contribute to the physical and cultural development of the students supplementary to the formal course work. The College, through its departments, invites lecturers to come to the campus; it provides opportunities to hear good music, to see fine examples of art, and in many specific ways it stimulates the intellectual and emotional life of the students. All such extra classroom activity is a definite part of the educational program. The people of the State are invited to share in many of these advantages and do so.

It is not in connection with such educational programs that questions arise concerning the use of the facilities of the College; rather, it is in connection with the desire of and request by non-College

groups to come to the campus and use the facilities to house programs or activities which they themselves have initiated. The College appreciates the fact that its facilities are sometimes more adequate for specific purposes than are other buildings that may be available. At the same time, it reiterates its basic assumption that the buildings are designed for the educational uses of the College and not for general use.

- D. Co-sponsored Activities:** There are circumstances in which the purposes of non-College groups coincide with or complement those of the College itself. In such circumstances, non-College groups may be authorized to use College facilities under agreements in which all conditions and pertinent details are arranged by the College or subject to its formal approval.

Central Lakes College will not, under any circumstances, permit the unrestricted use of its facilities by non-College groups. In order that there may be a clarification of the policy governing the use of College facilities, these principles are listed:

1. Events involving the use of College facilities by non-College groups may be cosponsored by the College, by College units, or by recognized student organizations.
2. The College cannot be a co-sponsor with any non-campus group for political, racial, or sectarian gatherings, unless such are directly related to the educational mission of the college.
3. Whenever non-College groups share in the use of College facilities, it is with the approval of the College, and all conditions of that co-sponsorship are to be set by the College in the Facilities Utilization Procedures.
4. The College will not enter into co-sponsorship of any program or activity in which the educational or public service implications are not evident and which does not relate appropriately to the mission of the College.
5. Upon entering into co-sponsorship or any program or activity, the College reserves the right to pre-approve all copy for advertising as well as all news releases.

- E. Rental Agreements:** Conflicting Activities: in the event of a conflict with regular College programs or activities, College activities have higher priority.

- F. Rates:** the College will set rates for use of its facilities.

**Conflicting Opinions:** Entering into a Facilities Use Request Form with a non-College organization in no way indicates official College sanction of or agreement with the policies, goals, or opinions of the non-College group. In cases where there may be groups with differing views, it should be clear that such groups have an equal opportunity to use College facilities. For example, the College's location in the community and the lack of availability of space in other facilities may make it appropriate for a political party to use College facilities for a caucus meeting. In that case, opposing parties must be afforded equal opportunity to use facilities, according to established procedures.

**Denial of Use of College Facilities to Authorized Users:** The use of College facilities may be denied if the proposed activity.

1. is not approved by college administration; or
2. is clearly contrary to expressed College policies or campus regulations concerning the general use of
3. properties or use of specific properties; or
4. is likely to significantly harm the safety or welfare of persons or property; or
5. would involve an off-campus audience under circumstances not permitted by Central Lakes College.

**Implementation:** The Director of Business Services is responsible for implementation and interpretation of this policy and procedure, including actions to approve or disapprove proposed public access requests, or regulate public access consistent with this policy and procedure.

*JB:NP:KC – adopted November 15, 2002*

## **FACILITIES**

### **TOBACCO USE POLICY**

Central Lakes College has adopted a tobacco-free policy that prohibits the use of all tobacco products within college buildings.

In compliance with the Minnesota Statute for public buildings and state owned vehicles, "All smoking is prohibited in the facilities and in college vehicles." All classrooms, offices, labs, hallways, entrances, restrooms, libraries, theaters, and college vehicles are tobacco-free areas.

Smoking and the use of tobacco products is permitted only in designated areas on campus grounds. Outside locations where tobacco use is permitted are indicated on maps posted throughout the college facilities.

**Reference: Minnesota State Statute-16B.24 General authority, Subd.9**

*Approved & Adopted-June 2, 2005  
Joe Birmingham/Kari Christiansen:dwesp*

# HUMAN RESOURCES

## EMPLOYEE ALTERNATE SCHEDULE

### PURPOSE

The following procedure has been developed to provide direction and guidelines to Central Lakes College administrators, supervisors, and employees in the use of alternate scheduling for employees.

### ALTERNATE SCHEDULE

- Alternate Scheduling is a management tool which allows employees to regularly work a different schedule.
- The ultimate goal of an alternate schedule is to enhance the delivery of services.
- An alternate schedule is usually a long-term work arrangement.
- The use of an alternate schedule provides flexibility to better meet customer needs and business goals.

### CONDITIONS OF ALTERNATE SCHEDULING

- Alternate scheduling is a privilege, not an entitlement.
- Alternate schedules are voluntary and may be terminated at any time by Central Lakes College or the employee with or without cause.
- The employee working an alternate schedule must comply with all state laws and policies of Central Lakes College. Failure to comply may result in the loss of privileges and/or disciplinary action.
- Duties, obligations, responsibilities and conditions of employment with Central Lakes College remain unchanged. Eligibility for salary, retirement benefits, and state sponsored insurance coverage remain unchanged.
- Provisions of collective bargaining agreements and personnel plans remain in effect.
- Request for sick and vacation leave will be processed according to the Collective Bargaining Agreement. Vacation leave will be pre-approved in writing by the supervisor. The employee will be responsible for timely notification to the supervisor if sick leave is being requested.
- All alternate schedule arrangements must comply with State and Federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for exempt and non-exempt employees.
- The use of an alternate schedule must not result in additional work for other staff.
- Employees and their supervisors will participate in periodic reviews to evaluate the effectiveness of the alternate schedule.

### SELECTION CRITERIA

Supervisors will assess each request on a case-by-case basis. Factors to consider include, but are not limited to the following:

- Needs of the work unit

### SELECTION CRITERIA cont.

- Employee's personal situation
- Need for adequate supervision of employee
- Employee's current and past job performance
- Effects on customer service
- Positive/negative effects on the work unit or division
- Availability of equipment and appropriate work space

- Anticipated additional costs, if any
- Ability to measure the work performed
- Level of work skills, i.e., time management, organizational skills, self-motivation, and ability to work independently

Seniority will not be a factor in approving or denying employee requests to work an alternate schedule.

#### **PROCEDURES**

- The employee will complete an Alternate Schedule Request Form which will be reviewed by the supervisor.
- The supervisor will then route the request through the appropriate chain of command and recommend approval or denial to the appropriate Vice President or President.
- Approval or denial of the request will be communicated in writing to the employee by the Director of Human Resources. The original signed request and approval must be provided to Human Resources (Nancy Paulson, C 211 Brainerd) to be placed in the employee's personnel file.
- A copy of the signed approval must be provided to Payroll (KaAnn Drone, C206a).

#### **WORK SCHEDULE**

- The alternate work schedule will depend on the type of work to be performed and the needs of the department/unit as determined by the supervisor.
- Individual schedules for work hours must be approved by the supervisor. Any changes to the schedule must be reviewed and approved by the supervisor in advance.
- Employees are expected to attend all meetings related to the performance of their job. The employee agrees to waive their right of a schedule change notice (based on union affiliation) if the supervisor determines that an emergency meeting is needed. Supervisors will not alter an employee schedule unless necessary and give the employee as much notice as possible.

#### **LIABILITY**

- An employee is covered by Minnesota Workers' Compensation laws while in an alternate schedule status. Any injury that occurs within the course and scope of employment must be reported according to state and federal reporting requirements.

# HUMAN RESOURCES

## REASONABLE ACCOMMODATIONS IN EMPLOYMENT

**Purpose:** It is the policy of Central Lakes College to encourage the employment and promotion of any qualified person, including persons with disabilities. The MnSCU system office and colleges and universities will provide reasonable accommodation directly related to performing the essential functions of a job or competing for a job on the basis of qualifications, without regard to a person's disability.

Each MnSCU college and university shall develop procedures, practices and standards to carry out the intent and spirit of the Americans with Disability Act of 1990 consistent with the following principles.

1. Reasonable accommodations will not be provided for non-job related personal needs of individuals, even though the individual may be disabled. In such cases questions may arise as to whether the accommodation is personal or job-related. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the person in daily activities, on and off the job. In the latter case, a reasonable accommodation is not required.
2. If CLC denies employment or advancement in employment based on an individual with a disability's inability to perform and declines to make reasonable accommodations to the employee with a disability or job applicant with a disability to enable the individual to perform the essential functions of the job, it must be demonstrated that: a) the accommodation would impose an undue hardship on the MnSCU system office, colleges and universities; b) the accommodation does not overcome the effects of the person's disability which allows that person to perform the essential job functions; or c) the person with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job.
3. Transportation to and from work is the responsibility of the employee with a disability. CLC will not provide transportation to and from work as part of reasonable accommodation.
4. Each MnSCU college and university is responsible for establishing a procedure for employees with disabilities to make requests for reasonable accommodations. Such a procedure, at a minimum, must include the following:
  - a. MnSCU policy statement and definitions.
  - b. Assignment and identification of staff responsible for administering reasonable accommodations. The responsible person at CLC in determining reasonable accommodations for employees is the Director of Human Resources. The student Disability Coordinator and Dean of Students is the ADA Coordinator for CLC and is responsible for the College's ADA compliance.
5. Where a college or university determines it cannot provide reasonable accommodation due, in part, to financial considerations, the college/university shall consult with the system office prior to a final determination.
6. Provide a process for appealing a denial of a request for reasonable accommodations.

**Definitions:**

**Employer:** The employer is the system office, college or university.

**Essential Functions:** Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to the following:
  - a. The function may be essential because the reason the position exists is to perform that function;
  - b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
  - c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
2. Evidence of whether a particular function is essential includes, but is not limited to:
  - a. The employer's judgment as to which functions are essential;
  - b. Written job descriptions;
  - c. The amount of time spent on the job performing the function;
  - d. The consequences of not requiring the incumbent to perform the function;
  - e. The terms of a collective bargaining agreement;
  - f. The work experience of past incumbents in the job; and/or
  - g. The current work experience of incumbents in similar jobs.

**Individual with a Disability:** An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individual's major life activities. Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

**Qualified Individual with a Disability:** A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience and other job-related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

**Reasonable Accommodations:** A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities. Reasonable accommodations may also include those things which made a facility and its operations readily accessible to and usable by individuals with

disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for individuals with a disability only if the disability is known and it is not an undue hardship.

**Providing Reasonable Accommodations:** Central Lakes College uses a checklist to initially process the request for reasonable accommodation.

1. Determine if the applicant/employee has a qualified disability.
2. Determine if the applicant/employee is qualified to perform the essential functions of the job without an accommodation.
3. Determine if there is a reasonable accommodation that can be made so that the applicant/employee can perform the job.
4. Determine if the reasonable accommodation is feasible or would cause an undue hardship to the college operations.

The following are samples of the accommodations provided to potential, new or existing employees:

1. Acquiring or modifying equipment or assistive devices
2. Job restructuring
3. Part-time or modified work schedules
4. Reassignment to a vacant position
5. Adjusting or modifying training materials or policies
6. Providing readers and interpreters
7. Making the workstation accessible to and usable by employees with disabilities

When a qualified individual with a disability requests a reasonable accommodation, several different methods are used to identify the appropriate accommodation. Each accommodation is made on a case by case basis.

1. The individual may suggest a reasonable accommodation based on his or her own life or work experience.
2. Consultation occurs informally with the applicant or employee about a potential accommodation that would enable the person to participate in the application process or perform the essential functions of the job.
3. If neither of the above methods are satisfactory, the State EEOC, State Rehabilitation Agencies, Job Accommodation Network (JAN) or the State ADA Coordinator may be contacted to assist in identifying or providing services.

The key to the selection of an accommodation is the effectiveness of the accommodation. It may not be the accommodation that the individual prefers, but it should be the most effective within the scope of the job.

Each year, Central Lakes College sets aside budget dollars from the general fund to prepare for possible accommodation requests. These dollars are used for maintenance of existing adaptive equipment, purchase of new equipment and for consultation fees. Additional resources, for larger projects that benefit the college as a whole, are sought through grant writing activities, donations and other outside

resources. If additional dollars are needed to fund accommodations beyond the identified budget, the College would need to transfer the appropriate dollars from the general fund.

**Undue Hardship:** In determining whether providing a reasonable accommodation would impose an "undue hardship" on the employer, the factors to be considered include:

1. The nature and net cost of the accommodation needed;
2. The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;
3. The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type and location of its facilities;
4. The type of operation or operations of the employer, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and
5. The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.

When an accommodation has been identified as undue hardship, the following options may be considered:

1. Can we identify another accommodation that is more reasonable?
2. Is there any funding such as vocational rehabilitation that we can access?
3. Would the employee be willing to pay for a part of the cost accommodation?

**Appeals:** Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the CLC ADA Coordinator, Judy Richer, within a reasonable period of time, for a final decision. If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure.

# HUMAN RESOURCES

## TELECOMMUTING

### PURPOSE

The following procedure has been developed to provide direction and guidelines to Central Lakes College administrators, supervisors, and employees in the use of telecommuting.

### TELECOMMUTING

- Telecommuting is a management tool which allows employees to regularly work at home or at an alternate non-traditional work site instead of traveling to a central work location.
- The ultimate goal of telecommuting is to enhance the delivery of services.
- Telecommuting is a long-term work arrangement.
- The use of telecommuting provides flexibility to better meet customer needs and business goals.

### CONDITIONS OF TELECOMMUTING

- Telecommuting is a privilege, not an entitlement.
- Telecommuting is voluntary and may be terminated at any time by Central Lakes College or the employee with or without cause.
- The telecommuter must comply with all state laws and policies of Central Lakes College. Failure to comply may result in the loss of telecommuting privileges and/or disciplinary action.
- Duties, obligations, responsibilities and conditions of employment with Central Lakes College remain unchanged. Eligibility for salary, retirement benefits, and state sponsored insurance coverage remain unchanged.
- Provisions of collective bargaining agreements and personnel plans remain in effect.
- Request for sick and vacation leave will be processed according to the Collective Bargaining Agreement. Vacation leave will be pre-approved in writing by the supervisor. The employee will be responsible for timely notification to the supervisor if sick leave is being requested.
- Telecommuting arrangements must comply with State and Federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for exempt and non-exempt employees.
- Telecommuting is not a substitute for dependent care or elder care. Telecommuters with pre-school children shall make arrangements for appropriate childcare during regular scheduled work hours.
- Telecommuting must not result in additional work for other staff.
- Telecommuters may not receive any advantage or disadvantage for purposes of position upgrade and/or promotion as a result of telecommuting.
- Telecommuters must be available by telephone and/or email (as appropriate based on the employee's work assignment) during agreed upon work hours. This may require a second phone line if computer equipment is on-line during a major portion of the work day. Telecommuters must notify the assigned office staff if they leave their telecommuting location during regular working hours.
- Telecommuters and their supervisors will participate in periodic reviews to evaluate the effectiveness of the procedure.

### SELECTION CRITERIA

Supervisors will assess each request on a case-by-case basis. Factors to consider include, but are not limited to the following:

- Needs of the work unit
- Employee's personal situation
- Need for adequate supervision of employee

- Employee's current and past job performance
- Effects on customer service
- Positive/negative effects on the work unit or division

**SELECTION CRITERIA cont.**

- Availability of equipment and appropriate work space
- Anticipated additional costs, if any
- Ability to measure the work performed
- Level of work skills, i.e., time management, organizational skills, self-motivation, and ability to work independently

Seniority will not be a factor in approving or denying employee requests to telecommute.

**PROCEDURES**

- The employee will complete a Telecommuting Request Form which will be reviewed by the supervisor.
- The supervisor, will forward the request to Information Technology (Scott Streed, W122) to evaluate any cost(s) associated with the request. IT will return the signed and completed request to the supervisor for additional processing.
- The supervisor will then route the request through the appropriate chain of command and recommend approval or denial to the appropriate Vice President or President.
- Approval or denial of the request will be communicated in writing to the employee by the Director of Human Resources. The original signed request and approval must be provided to Human Resources (Nancy Paulson, C 211 Brainerd) to be placed in the employee's personnel file.
- A copy of the signed approval must be provided to Payroll (KaAnn Drone, C206a) and to Information Technology (Scott Streed, W122).

**WORK SCHEDULE**

- The work schedule of the telecommuter will depend on the type of work to be performed and the needs of the department/unit as determined by the supervisor.
- Individual schedules for on-site and off-site work hours must be approved by the supervisor. Any changes to the schedule must be reviewed and approved by the supervisor in advance.
- Employees are expected to attend all meetings, on-site or off-site, related to the performance of their job. This may include emergency meetings scheduled with short notice to the telecommuter.

**EQUIPMENT**

- Central Lakes College may permit the use of approved employee-owned equipment. Each employee is responsible for its maintenance and repair, along with any associated costs.
- When employees use system-owned or state-owned equipment, Central Lakes College is responsible for maintenance and repair of the equipment, along with any related costs.
- Employees will be responsible for promptly notifying their supervisor of an equipment malfunction or failure of either state-owned or employee-owned equipment. If the malfunction prevents the telecommuter from performing assigned tasks, the telecommuter must notify the supervisor immediately and may be assigned to perform a different task and/or be required to report to an alternate location, including the college campus.

- Additional equipment may be purchased at the employer's discretion and installed at the telecommuter's remote work location.

#### **SECURITY**

- State-owned equipment, software, documents, reports and data created as a result of work activities are owned by Central Lakes College.
- Equipment, software, data, supplies and furniture provided by Central Lakes College for use at the remote work site are for purposes of conducting Central Lakes College business and may not be used for personal use of the employee or non-Central Lakes College employees unless otherwise consistent with the Computer Use Policy.
- Telecommuters will return state-owned hardware, software, supplies, equipment and documents and other information and property to Central Lakes College prior to termination of telecommuting or employment or upon the request of Central Lakes College.

#### **DATA**

- Data Practices Act. Provisions of the Minnesota Government Data Practices Act and program data privacy policies must be followed when performing work at home and/or at an alternate work location. The telecommuter and supervisor should discuss the type and form of data which will be taken to and from the alternate work location and agree on the security and transfer process necessary to meet the needs of their assignment.
- Security. Telecommuters must provide reasonable security for the data and information that is transported to and from their office site. Simple measures such as removing disks and documents that contain sensitive data from desk areas and placing them in secure storage may prevent a major and, potentially costly, security breach or loss of information.
- Privacy and Confidentiality. Telecommuters needing restricted access information while working at alternate work locations will discuss the need with their supervisor before taking such information off-site. The telecommuter is responsible for protecting the privacy and confidentiality of data at alternate work locations the same as they would be in the assigned office.
- Data Retention. Data created and maintained on the telecommuter's home computer, if generated for the purpose of conducting state business, is subject to the State's records management statutes. This means proper retention and disposal procedures are required and such data remains the property of the State.

#### **LIABILITY**

- Employees must designate a primary work location, subject to the approval of the supervisor.
- Prior to the employee beginning to telecommute, Central Lakes College may perform an ergonomic and safety evaluation of the employee's remote work station.
- An employee is covered by Minnesota Workers' Compensation laws while in telecommuting status. Any injury that occurs within the course and scope of employment must be reported according to state and federal reporting requirements. For the purposes of Workers' Compensation, the employee's designated alternate work site is considered an extension of a state work site, only during scheduled telecommuting working hours.
- The telecommuter's designated alternate work space is considered an extension of the state agency during the agreed upon work hours and the telecommuter is subject to the same standards of conduct and work place rules required of non-telecommuting employees.
- Central Lakes College does not assume responsibility for third party injuries or property damage that may occur at the home residence or within the designated alternative work space.
- Business meetings may not be held at home work sites.

#### **PERFORMANCE MEASURES AND REPORTABILITY**

- The telecommuter's performance will be measured by objectives and results and will not differ from what is expected of individuals who report to work at Central Lakes College. Reportability will not differ from what is expected of non-telecommuting employees.

#### **EXPENSES**

- **Any cost at the remote site associated with phone line(s), internet services, and/or DSL connections will be at the employee's expense.**
- Supplies needed for remote work space should be obtained through the normal supply procurement procedures.
- Prior approval must be obtained from the supervisor for expenses that will be incurred. Approved expenses will be reimbursed in accordance with existing Central Lakes College policies.
- Telecommuters and supervisors must comply with state policies regarding long distance costs and reimbursements. They must determine the most cost-effective means for meeting telephone requirements.
- Supervisors must designate the telecommuter's primary work location for travel expense reimbursement purposes. This must be documented in the telecommuting agreement.
- Travel expenses between a telecommuter's home and the primary work location shall be considered commute mileage and is not subject to reimbursement. If the employee is working at an alternate site (not home and not the primary work location), the mileage from the primary work location to the alternate work site and back may be reimbursable in accordance with the employee's collective bargaining agreement or personnel plan.

#### **WEATHER EMERGENCIES**

A telecommuter who is scheduled to be working at home on a day that is declared to be a weather emergency is expected to work at home as scheduled.

#### **TAXES**

Federal and state tax implications of telecommuting and use of a home office are the responsibility of the employee. If the employee makes a change in permanent residency, they must notify Human Resources.

# SECURITY

## BOMB THREAT POLICY

**PURPOSE:** To provide clear, concise procedures for Central Lakes College staff to follow in the event a phone call or other notice is received indicating that a bomb has been placed in any college facility.

**DEFINITION:** A bomb is any explosive device fused to detonate under specified conditions.

**POLICY:** It is the policy of the Central Lakes College to provide a safe environment for all students, staff, and public; to make certain as far as possible that people's health and welfare are not endangered.

**PROCEDURE:** In the event that a telephone or other notice is received indicating that a bomb has been placed in any college facility, the following procedures which have been developed in cooperation with local police/sheriff and fire officials will be followed. Training for the telephone staff provided as needed.

1. Notify immediately (telephone #911);
2. Police/Sheriff (who will notify the fire department and ambulance).
3. Administrator of the threatened facility.
4. Front desk personnel of the threatened facility.
5. All outside entities located in the facility. (i.e. child care, food service, outside meetings).
6. The person receiving a threat by phone will use the "Bomb Threat Checklist" to note the exact time of the call and attempt to get a voice description of the caller--age, sex, identifying patterns of speech, etc.
7. The senior police/sheriff officer present and the building administrator or designated college official will order the building evacuated by the most appropriate means. They shall establish organized guards at every entry to keep people 300 feet from the building.
8. A search of the premises will be conducted under the direction of the senior police/sheriff officer.
9. A senior police/sheriff official and building administrator will determine the length of time for the evacuation and when people may return to the building.
10. The investigation of the event will be conducted by the police/sheriff and appropriate college officials.

# SECURITY

## ZERO TOLERANCE OF WORKPLACE VIOLENCE

**INTRODUCTION:** In 1992, the Minnesota Legislature adopted the following act (Minn. Stat. 1.5):

1. Freedom from Violence
2. The state of Minnesota hereby adopts a policy of zero tolerance of violence.
3. It is state policy that every person in the state has a right to live free from violence.
4. In furtherance of this policy, Minn. Stat. 15.86 mandates that each agency of state government adopt a goal of zero tolerance of violence in, and around, the workplace.
5. Each agency is also encouraged to develop a plan that describes how the agency will (1) seek to eliminate any potential for violence in and around the agency workplace; and (2) seek to eliminate any potential for violence by affecting the attitudes and behavior of the people that the college serves or regulates.

**GOAL:** It is the goal of Central Lakes College to achieve a work environment which is free from threats and acts of violence. The college will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, by employees directed against students/customers or other workplace visitors, and by students/customers or visitors directed against college employees.

**POLICY:** It is the policy of Central Lakes College and the responsibility of its administrators, its supervisors and all of its employees to maintain a workplace free from threats and acts of violence. The college will work to provide a safe workplace for employees, students/customers and for visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

**The College's policy on work-related violence includes:**

- A. The college will actively work to prevent and eliminate acts of work-related violence.
- B. The college will respond promptly, positively, and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.
- C. The college hereby adopts, and will work to enforce, a policy of prohibiting possession of firearms and other dangerous weapons in the workplace.
- ✚ Incidents of work-related threats or acts of violence, will be treated seriously by the college. Reports of such acts will be promptly investigated, and management will take action, as necessary, to appropriately address each incident.
- ✚ The college will take strong disciplinary action, up to and including discharge from State employment, against employees of the college who are involved in the commission of work-related threats or acts of violence.
- ✚ The college will support criminal prosecution of those who threaten or commit work-related violence against its employees, students/customers, or against visitors to its work environment.

✚ Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota.

## **PLAN FOR IMPLEMENTING ZERO TOLERANCE OF VIOLENCE IN, AND AROUND, THE WORKPLACE**

1. Central Lakes College Will Provide A Safe Workplace.
2. Central Lakes College is committed to ensuring that the workplace provides for the safety of employees and guests, and for reasonable protection from workplace violence.
3. A "Facility Protection Plan" will be prepared. The Plan will address physical security requirements, and will include procedures for appropriate response to threats and acts of violence.
4. The college will Attempt to Reduce the Potential for Internal Workplace Violence By Positively Affecting the Attitudes and Behavior of Its Employees and Students/Customers. The college will also take strong disciplinary action including dismissal of employees or students/customers who are involved in threats or acts of violence.
5. Creating a low-risk work environment: College managers and supervisors are expected to promote positive behavior, and to lead by example, by treating employees and student/customers with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, and are consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
6. Supervisory Training: All managers and supervisors will be provided with training in how to deal with workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available for use once a potential problem has been identified, or an incident has occurred.
7. Employee Training: All employees will be given the opportunity to receive training in threat awareness, and in appropriate responses to aggressive, threatening and violent behaviors. Assessment of additional training needs for employees will be made upon request of the unit supervisor, and appropriate training programs will be developed and presented.

**Employee Counseling and Assistance:** The college will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling and referral agency. While supervisors, union representatives, or family members may encourage employees to seek help from the EAP, the decision to pursue the services must be a voluntary one. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.

**Self-Help:** Informational brochures and other media will be used to make all employees familiar with the services offered by the college's EAP. Information will also be provided about other options for the resolution of personal and work-related problems which may have a potential for escalating to a violent incident. Employees will be encouraged to utilize all available resources.

**Valuing and Respecting Diversity:** It is the college's policy and practice to value and respect individual differences among people. Harassment of any person in the workplace is strictly prohibited. Harassment can be any behavior which is unwelcome, personally offensive, insulting or demeaning, when:

- submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment;
- submission to, or rejection of, such conduct is used as the basis for employment decisions affecting such an individual; or,
- such conduct has the purpose, or the effect, of unreasonably interfering with an employee's performance, or of creating an intimidating, hostile, or offensive working environment.
- Harassment and discrimination are serious concerns. Incidents of this nature, if not corrected, may result in workplace violence. Management will continue to treat reports of harassment and discrimination seriously. Complaints of alleged harassment or discrimination will be promptly investigated and, as necessary, appropriate disciplinary action will be taken.

**The College Will Effectively Deal With Threats of Violence, and With Actual Incidents of Violence.**

**Supervisory Responsibilities:** Managers and supervisors have primary responsibility for ensuring a safe work environment. Managers and supervisors are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. Supervisors will ensure that, when a threat is made or a violent incident occurs, appropriate incident response resources are notified immediately. Supervisors and managers will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made.

Emergency Management Team (EMT): The EMT for the college includes administrators, deans, and staff, and supervisors. They will be responsible for coordinating responses to violent or threatening situations in the workplace. The EMT will:

- A. Work together in the development of applicable training programs;
- B. Serve as a resource referral agents and information sources for each other, employees, and students/customers with regard to workplace violence concerns;
- C. Respond, as needed, to incidents involving threats or acts of workplace-related violence.

While each situation will be unique, this will often require that the **Emergency Management Team Members:**

1. perform situation assessments and evaluations;
2. assist with attempts to de-escalate/properly manage potentially violent situations, when possible to do so;
3. facilitate and coordinate response actions of appropriate resources, both internal and external; and,
4. ensure that appropriate follow-up action is taken (investigation, victim assistance, preventative and corrective actions, etc.).

The EMT will carry out these responsibilities with the assistance of appropriate college, state, and local government resources.

### **The College Will Work to Eliminate Dangerous Weapons from the Workplace.**

**Dangerous Weapon Prohibition:** Effective immediately, the possession of any dangerous weapon, to include any firearm, in any College Workplace by any person other than a law enforcement officer, is strictly prohibited. Department personnel are prohibited from possessing any dangerous weapon, to include any firearm, while on official duty. See below for a list of dangerous weapons included in this prohibition.

## **Appendix A - Dangerous Weapons**

For purposes of this Plan and Policy, the following items are considered to be "dangerous weapons":

1. any weapon which, per applicable law, is illegal to possess
2. any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB", and stun guns (electronic incapacitation devices)
3. replicate firearms, as defined in Minn. Stat. 609.713
4. knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific purpose of food preparation and service
5. any "switchblade" knife
6. "brass knuckles", "metal knuckles", and similar weapons
7. bows, cross-bows and arrows
8. explosives and explosive devices, including fireworks and incendiary devices
9. any object that has been modified to serve as, or has been employed as, a dangerous weapon
10. any other item so designated by the College President or her designee

**Exception:** CLC instructors who use dangerous weapons for instructional purposes may transport such weapons on college property if the weapons are safely secured, such as in cases or containers. Except during instructional activities, firearms shall not be loaded with ammunition. Dangerous weapons must be under the continuous, direct supervision and control of the responsible instructor at all times.

### **Plan Implementation**

Copies of this policy and plan will be available to all employees and students/customers, and will be posted on employee bulletin boards and included in employee and student/customer handbooks. Managers and supervisors will be responsible for informing employees of this policy and plan, and for enforcing compliance with them. This policy and plan will be discussed at new employee orientation and new employees will be provided a copy of this policy and plan. A copy of this plan will also be available through the President's office.

The college will continue to provide information about the services available through the Employee Assistance Program, and the Health and Wellness Program, to help employees deal with concerns and issues related to workplace or family violence. Training needs will be assessed, and training sessions for managers, supervisors, and employees will be developed and presented. The college will work to further advance this plan, and will identify and address specific action items.

Following identification of the college's Emergency Management Team, employees will receive informational materials about the National Incident Management System.

The Emergency Management Team will assume responsibility for coordinating the college's response to workplace-related threats and acts of violence. Managers and supervisors will continue to have primary responsibility for ensuring a safe workplace, for monitoring and resolution of employee conflicts or disputes, for taking appropriate corrective action when potentially violent situations develop, and for working with the Emergency Management Team when threats or acts of violence do occur.

# TECHNOLOGY

## STUDENT USAGE OF NETWORK RESOURCES

**PURPOSE:** The purpose of the Central Lakes College Policies and Procedures for Student use of Network Resources is to provide guidelines for student use of college network resources.

### GENERAL RULES:

1. Access to the Internet and Central Lakes College Network is a privilege. All students of Central Lakes College are responsible for using the Internet resources in an effective, ethical, and lawful manner. All students who use Internet resources from any campus computer terminal must adhere to the following rules. **(Please refer to the Student Handbook “Rules for Student Conduct.”)**
2. Students who violate these rules will have their network privileges revoked immediately. All complaints will be addressed by Larry Kellerman, CLC Information Media Specialist (LRC-Room 642).

**COMMUNICATION OVER THE INTERNET:** Electronic communications facilities, such as E-mail, talk, network news, and Internet relay chat, are for Central Lakes College related activities only. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or Central Lakes College Network (CLCNet). Inappropriate messages include, but are not limited to the following:

1. Fraudulent Messages
2. Messages or data sent under an assumed name or modified address or with the intent to obscure the origin of the message or data.
3. Harassment Messages
4. Messages that harass an individual or group because of their race, religion, color, creed, veteran’s status, national origin, sexual orientation, age, marital status, disability, status with regard to public assistance, membership or activity in a local commission, or inclusion in any other group or class against which discrimination is prohibited by law.
5. Obscene Messages
6. Messages that contain obscene or inflammatory remarks or materials directed towards an individual or group.

***(Please refer to Student Handbook, “Policy –Sexual Harassment and Sexual Violence.”)***

**NETWORK CONFIGURATION:** Students may not install any software on the CLCNet computers, nor make alterations or attempt to connect any device to the CLCNet. Students may not establish a TCP/IP address, and must adhere to the established addressing conventions administered by CLC Technology Services.

# TECHNOLOGY

## WEB SITE POLICY

**Purpose:** The purpose of the Central Lakes College Web site is to disseminate information about college programs and services and to facilitate student recruitment, on-line registration, and electronic distance education.

**Oversight Responsibility:** To assure a unified image and high quality standards, all Central Lakes College site information, with the exception of individual faculty or staff pages, must be approved by the Marketing Office and the Web Master (similar to publications policy for printed pieces).

- This includes all graphic standards, page placement and content coordination as dictated by the college marketing plan priorities and administrative directives.

**Acceptable Use:** Materials placed on the Central Lakes College Web site represent the college, not individual employees or students.

- All users are expected to provide materials that are consistent with federal and state law, college policies, and established procedures, and that further the role and mission of the college.
  - The Central Lakes College site cannot be used for profit or commercial purposes other than official college business.
  - All individual home pages must include:
    - A. Name of the department (or Instructor)
    - B. Link back to main CLC page
    - C. The name and email address of the Web page author or contact
    - D. Disclaimer that college is not responsible for the contents of individual's pages
1. The Central Lakes College logo should never be intentionally redrawn, re-colored, disproportionally resized, or tampered with in any way. Any alterations will reduce the effectiveness and consistency of our identity, and must be strictly avoided.
  2. Copyrighted materials meet copyright standards. Trademarks are the property of their owners and must be used only with permission.
  3. Use ALT tags for all graphics and images that are not duplicated in text. When including video or voice files, include the file size (i.e. 10KB or 2MB) next to the description, so the user has the option of knowing how long it will take to download the file.
  4. Links to CLC pages are encouraged. Avoid duplicating documents that appear elsewhere on the server, link to them instead. Links to external (non-CLC) sites that have educational value or contain information of interest to the college community may be added. Outside links should open to new browser window.
  5. Avoid posting incomplete pages and posting pages with an "Under Construction" banner.

6. Any use of the Central Lakes College logo, program information, service information, events, pictures or anything pertaining to the college for internet usage must be hosted on the CLC Web server.
7. Any custom scripts must be approved by the CLC Web Master due to security issues.
8. Authors of links that are inaccurate outdated or not in compliance with the CLC Web Policy will be contacted to correct the link. The link will be removed if the corrections are not made in a reasonable amount of time as determined by the Web Image Group.

Effective: 10/2002—Kdols/dw:g/policies/technology/website