

Fort Peck Community College

Board of Directors

Policy Manual

Approved by Board Action September 2025

**Fort Peck Community College
Board of Directors**

Policy Manual

Introduction

Fort Peck Community College was chartered by the Tribal Executive Board of the Fort Peck Assiniboiné and Sioux Tribes of Montana in 1978. The Charter and By-laws of the college set a framework for the organization and administration of the college. In addition, the charter sets a process for selection and affirmation of a Board of Directors. Fort Peck Community College also has Internal Revenue Statutes as a 501 C-3 Not For Profit Corporation. As such the policies of the college must also conform to laws and regulations governing 501 C-3 corporations.

This policy manual has two major sections. The first section includes all policies related to the requirements and restrictions of the Board of Directors and their activities. The second section contains all other policies of the college.

The First Section contains policies on:

1. Travel
2. Conflict of Interest
3. Confidentiality
4. Delegation of Authority
5. Board Privilege

I. Objective: Travel & Other Expenses

To establish a policy related to Director Travel and other expenses.

Policy Contents –

A. Meeting compensation - Directors are not normally compensated for attendance at regular or special meetings. Directors may receive compensation by specific Board of Directors Action if the Board determines that such compensation is necessary for the participation for the Director and ensures the proper representation of the college. Examples of such meetings include AIHEC Meetings, Legislature Hearings, Planning meetings and other such business. Mandatory attendance is required for any meeting for which a Director is compensated.

B. Travel Compensation

1. Transportation

When using a personal vehicle to travel to and from college meetings, conferences, or other meetings on behalf of the college, directors will be reimbursed for mileage at the allowable GSA rate. Mileage will be allowed on a per car basis when more than one director travels in a vehicle. When computed mileage exceeds the rate charged for a coach class airline fare reimbursement will be equivalent to the coach fare.

2. Meals

The allowed per diem will be the maximum allowed by the GSA. The GSA specifies higher per diem rates for high-cost locations. A list of high-cost areas is available by contacting the accounting department. Per Diem is paid on a quarterly basis:

If you leave before 6 AM, 4 quarters are claimed.

If you leave before 12 PM, 3 quarters can be claimed.

If you leave before 6 PM, 2 quarters can be claimed.

If you leave before 6 PM, 1 quarter can be claimed.

Receipts are not required for meals.

3. Other travel expenses

Other travel expenses that will be reimbursed require receipts such as parking, taxi, luggage fees and tips, should be included with the travel expense claim.

4. Travel advances and travel expense claims may be utilized as outlined in the Administrative Policies and Procedures.

II. Objective (Conflict of Interest)

To identify those areas where the directors and employees of Fort Peck Community College, (hereinafter "College") should avoid conflicts of interest, or any appearance of conflict of interest, so that the affairs of the College will always be carried out in a business-like and ethical manner.

Policy Contents –

1. Directors are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial houses, which obligate or induce them to compromise their responsibilities to negotiate, obligate, inspect or audit, or award contracts, with the best interests of the College uppermost in mind. This does not prohibit receiving gifts or favors of nominal value or casual entertainment, which meet all standards of ethical business conduct and involves no elements of concealment.
2. If members of the immediate family of director have a financial interest as specified above, such interest shall be fully disclosed to the Board which shall decide if such interest should prevent the College from entering into a particular transaction, purchase, or employment of services. The term "immediate family" means a person's spouse and children in the person's household.

3. Every Director of the College is expected to avoid situations that might be construed as conflicts of interest since it is not feasible in a policy Statement such as this to describe all the circumstances and conditions that might be or have the potential of being considered conflicts of interest.
4. A former employee of Fort Peck Community College who leaves their employment position at the institution are ineligible to serve on the FPCC Board of Directors for a period of 3 years from the date that their employment ended.
5. A spouse of a Fort Peck Community College employee is prohibited from serving on the FPCC Board of Directors during the tenure of their spouse's employment with the institution.
6. Board members are prohibited from receiving complaints, issues, concerns, and requests from employees who are bypassing the chain of command without the knowledge of their immediate and upper supervisors. This chain of command is identified within the institution's policies and procedures.

A. Responsibility

1. Each director of the College shall make every reasonable effort to comply with the letter and spirit of this policy.
2. The Board is responsible for reviewing compliance with this policy and for all policies.
3. Each director must disclose any situation which, in his or her opinion, violates, may violate, or could appear to violate the intent of this policy.

III. Objective (Confidentiality)

To establish a policy related to confidentiality regarding Fort Peck Community College Business.

Policy Contents –

All Fort Peck Community Official regular and special meetings are open to the public. The Board of Directors reserves the privilege of calling for Executive Sessions regarding personnel matters, student affairs or another matter which are covered by the Privacy Act. Any information discussed about individuals are considered confidential and Directors are expected to maintain that confidentiality. Any Breach of Confidentiality can call for removal of Director from the Board.

IV. Objective (Delegation of Authority)

To define the delegations of authority from the Board of Directors to the President to enable him/her to adequately direct the operations of the Fort Peck Community College, (hereinafter "College") and to report to the board on the results achieved.

Policy Contents –

The Fort Peck Community College Board of Directors may delegate duties and authority to the President. By this Policy, the board specifies those duties and authority so vested in and delegated to the President, as follows:

A. Planning

1. To formulate with staff, as appropriate, the policies of the College to be recommended by the President to the board for its consideration. Such policies shall be reviewed by the President at least once a year and

recommendations made by the board on all revisions required.

2. Strategic Planning

To develop, with the staff and the board, the mission and long-range objective of the College by periodically assessing academic, fiscal and campus changes and by adopting strategies to effectively address those issues.

3. Selection of Personnel

- a. To develop or approve standards and qualifications for use in recruitment, transfer and promotion of personnel.
- b. To select, appoint, transfer, promote and terminate all personnel with the exception of selection of Vice Presidents of Departments which will be done in consultation with the board.

4. Wage and Salary Administration

To determine and recommend all salary adjustments, except the President's and Vice Presidents salary, within the limitations of the budget. Salary adjustments for the President and Vice-Presidents shall be determined and approved by the board, which shall conduct the appraisal annually.

5. Overall Administration

- a. To direct the day-to-day operational and activities of the college except as specified otherwise by the bylaws or the board.
- b. To designate an appropriate person to serve as Acting President in an extended absence of the President. In case the President becomes incapacitated, the board shall take appropriate action at a

meeting to be convened as soon as possible to appoint an Acting President who will serve in such capacity until such time as the board determines that the President is to be replaced and a new President appointed.

6. Board members may be removed from office by vote of the remaining members of the Board when:
 - a. A member is absent from three duly called, monthly meetings of the Board in succession, OR, is absent from one-half of the meetings in one year, UNLESS the reason for absence(s) are accepted by the Board prior to such action being taken.
 - b. A member takes action he or she is not entitled to take in the exercise of their official duties as a Board member.

V. Objectives (Director Privileges)

To define certain privileges of the Fort Peck Community College Board of Directors that does not constitute conflicts of interests.

Policy Contents –

1. A Director may attend all functions sponsored by the Fort Peck Community College at no cost.
2. The Directors are eligible for an annual Family membership to the FPCC Wellness Centers.
3. Directors and their immediate family members and dependents are eligible for FPCC tuition waivers. Tuition waivers expire at the end of semester when no longer a director.

4. Directors may receive compensation by specific board action.
5. Directors may access all FPCC information when acting in an official capacity. All rules of confidentiality apply.

Approved by Board Action on September 25, 2025.

Chairman: _____
Keith Erickson

Date: _____