

COLLEGE WIDE POLICIES & INFORMATION

Vision Statement

Lake Superior College continues as an area leader of higher education learning opportunities by delivering excellent instruction, innovative programming, and dedicated service in an engaging, comfortable environment. Lake Superior College will excel in student development and community responsiveness.

Mission Statement

Lake Superior College (LSC) provides high quality, affordable higher education that benefits diverse learners, employers, and the community. LSC's academic, technical, continuing education, and workforce development offerings prepare learners for a rapidly changing global community. Our services support learning, and our partnerships connect the college and its learners to a broader spectrum of community life. Our mission is characterized by:

- A strong sense of community
- Trust, respect, and integrity
- Personal attention
- Accountability
- Innovation and flexibility
- Life-long learning and personal growth

Valuing Diversity (EEO Statement)

Minnesota's colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security, regardless of race, gender, 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 in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd.23. Representing all sectors of higher education in Minnesota, we publicly declare our intention to:

- ▶ continue the development of multi-cultural learning communities that will not tolerate acts of harassment
- ▶ establish, communicate and enforce standards of behavior for students, staff and faculty that uphold our academic values and our legal obligations; and
- ▶ promote the acceptance and respect for individuals in an atmosphere of caring for others.

Lake Superior 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, personal practices, or access to and participation in programs, services, and activities with regard to race, gender, 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 in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd.23.

Non-Discrimination/Harassment Statement

Lake Superior 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, gender, 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.

Harassment of an individual or group on the basis of race, gender, 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 has no place in a learning or work environment, and is prohibited. Sexual violence has no place in a learning or work environment. Further, the college shall work to eliminate violence in all its forms.

Physical contact by designated college staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, LSC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The college has implemented a complaint process to review complaints of discrimination/harassment or sexual violence.

Discrimination and Sexual Harassment Complaint Procedure

This procedure is designed to further implement Lake Superior College policies relating to non-discrimination by providing a process through which individuals alleging violation of non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on gender, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance or membership or activity in a local commission.

This procedure shall apply to **all** individuals affiliated with Lake Superior College, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A full presentation of the procedure is available in the Policy & Procedures Manual web site. The designated Affirmative Action/Title IX Officer for the college is Stacy, Johnston, Director of Diversity located in the Library at 279-2682 or the Human Resources office at 733-7626. The following outline of this complaint procedure is

designed to address the issue of concern to employees and students in the areas of harassment and all types of discrimination.

Reports and Complaints

All complaints and reports of discrimination/harassment or sexual violence will be promptly investigated and appropriate action will be taken as expeditiously as possible. Complaints and reports of discrimination/harassment or sexual violence should be reported as soon as possible after the incident(s) in order to be most effectively investigated. The college will make reasonable efforts to protect the rights of both the complainant and respondent. The college will respect the privacy of the complainant, the individual(s) against whom the complaint is filed (respondent), and the witnesses in a manner consistent with the college's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

1. Discrimination/harassment: The college encourages any person who feels he or she has been or is being subjected to discrimination/harassment to report the incident to the designated officer. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is urged to report the information or complaint to the college's designated officer. Administrators and supervisors must report incidents of discrimination/harassment to the designated officer in a timely manner.

2. Sexual Violence: The College encourages any person who has questions about or feels he or she has experienced sexual violence to, individually or through another person, see the designated officer or the security officer on duty. The college encourages the reporting of any and all incidents of sexual violence to a law enforcement agency; the college will report incidents of sexual violence/assault as required by law. A verbal or written complaint of sexual violence may be made directly to the designated officer or to one of the contact people named above. Any student or employee who receives information about a complaint of sexual violence is urged to notify the designated officer within two working days.

Exclusive Representative Involvement.

Employees covered by a collective bargaining agreement have the right to request union representation throughout the procedures outlined below. The designated officer must inform covered employees of this right. The employer recognizes the obligation of the union to, at the request of the member, represent those bargaining unit members bringing claims of discrimination or defending against allegations of discrimination.

Investigation and Resolution

The designated officer must be contacted in order to initiate a report/complaint. The report/complaint should be brought as soon as possible after an incident occurs.

1. Initial inquiry and review process: After receiving a report/complaint, the designated officer shall inform the respondent in writing of the existence and general nature of the

complaint and the provisions of the nondiscrimination policy; provide a copy of the policy and the report/complaint procedure to the respondent; advise the respondent of other options such as dispute resolution/mediation; explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations; inform the respondent whether other individuals, may accompany the respondent during investigatory interviews and the permitted extent of their involvement.

2. Processing the complaint: The designated officer shall conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings; investigate the complaint without identifying the complainant, if in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint; inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation/reprisal; create, gather and maintain investigatory documentation as appropriate; disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessee Warning) in accordance with state law; and inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint.

3. Initial inquiry and potential resolution: After conducting an initial inquiry and review, if the designated officer determines that the issue can be resolved without further investigation, the designated officer may use one or more methods to resolve the complaint.

4. Investigation: If the initial inquiry does not resolve the complaint within a reasonable period of time, or the designated officer feels additional steps should be taken, the designated officer shall: conduct further investigation as deemed appropriate, prepare an investigation report for review by the decision-maker; and provide the investigation report to the complainant or respondent upon request unless the information is protected under state and federal law.

5. Decision-maker: After receiving the investigation report the decision-maker shall determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resource or supervisory personnel to determine appropriate discipline; report in writing to the complainant, respondent and the designated officer her or his findings as to whether or not the nondiscrimination policy has been violated.

In accordance with state law, college will file the complaint disposition with the Commissioner of the Department of Employee Relations within 30 days of the final disposition.

Request for Reconsideration

1. Filing a request: The complainant and the respondent shall have the right to request reconsideration by the president or her/his designee of the decision of the decision-maker. A request for reconsideration must be filed in writing with the president or her/his designee within ten (10) business days after notification of the decision. The request for reconsideration must state specific reasons why the complainant or respondent believes the decision was improper. A request for reconsideration concerning a report or complaint against a college vice president, dean must be filed with the chancellor or her/his designee. In a complaint against a president, the chancellor may consider a request for reconsideration by a president whether or not the chancellor served as the decision-maker.

2. Reconsideration process: The president or her/his designee shall determine whether the complaint is substantiated or not substantiated by the record provided. The president or her/his designee may receive additional information if she/he believes such information would aid in the reconsideration process. The decision on reconsideration will be made within a reasonable time and the complainant, respondent and designated officer, shall be notified of the decision. At this point, the complainant and respondent have exhausted this procedure.

Drug-Free Workplace - Substance Abuse

In order to comply with federal and state law, employees are prohibited from engaging in the unlawful activity involving drugs or alcohol in conducting any college activity. This includes manufacture, distribution, dispensing, possession or use of illicit drugs and use of alcohol. Alcoholic beverages cannot be transported in a state owned or rented vehicle. Use of alcohol in laboratory and classroom instruction and experiments is not prohibited under this policy. A violation of this policy needs to be reported to the immediate supervisor and/or the appropriate administrator. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. Employee with alcohol problems may be referred to the Employee Assistance Program.

Violence Prevention

In order to comply with state law the college has created a Violence Prevention Policy and Plan that highlights education and the root causes of violent behavior. The full plan is available on the college web site and includes a statement of the prohibition against weapons on campus.

Smoking Policy

By state law, people cannot smoke inside public buildings. Those who do wish to smoke do so only in the designated smoking area in the back of the building. A shelter has been provided. The No-Smoking policy applies also to smokeless tobacco and when employees drive or use vehicles owned or leased by the State.

Fraud Prevention and Statement of Ethics

Lake Superior College is committed to creating an environment where fraudulent and other dishonest acts are not tolerated. All employees are responsible for complying with the State Code of Ethics (Minnesota Statutes Section 43A.38), LSC Policy 1C.2 Fraudulent or Other Dishonest Acts, other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. Based on the State of Minnesota policies the following statements of ethics have been adopted. The college expects employees to conduct themselves in a professional manner and to maintain a high standard of personal and business integrity as representatives of the college. Included in the expectation of a high standard of business integrity is the assumption that individuals do not use the resources of the college for personal financial gain nor for other personal use.

Employee reporting of suspected fraudulent or other dishonest acts.

An employee with a reasonable basis for believing fraudulent or other dishonest acts have occurred has a responsibility to report the suspected act in a timely manner. Reports should be made to the employee's immediate supervisor or manager, unless the employee suspects that the supervisor or manager has participated in or condoned the act. In that case, the employee should report the matter to the next highest level of supervision or management or directly to the Director of Human Resources. Employees are encouraged to report matters through their supervisors, but may report any matters directly to the Director of Human Resources. This policy shall not prohibit prompt notification to appropriate authorities when an immediate threat to personal safety exists or other circumstances justify such notice. Upon discovering evidence of possible fraudulent or dishonest acts, employees should not confront individuals suspected of wrongdoing or initiate fraud investigations on their own because such actions may compromise any ensuing investigation. Employees shall not make statements or disclosures knowing they are false or in reckless disregard of the truth.

Confidentiality & Data Privacy

College employees may have access to confidential information. Primarily state and federal data privacy laws define the confidential nature of information. A complete description of this information is available on the state web site (www.revisor.leg.state.mn.us.) Supervisors are responsible to inform employees of data privacy issues as a part of their training processes. A breach of confidentiality violates the trust of our students, co-workers and the public trust in the college, and may be cause for disciplinary action. If you receive a request for information (oral request, subpoena, or search warrant) on a particular student from a government official (local or federal law enforcement, immigration officials, etc.), the request must be referred to the follow campus official designated to coordinate response: **Beth Adams, Vice President of Student Services – 733-5928**. If an immediate response is requested and the campus designee is unavailable, contact: Jean Pehl, Registrar – 733-5908 or another campus administrator.

Receiving Gifts and Charitable Contributions

Individuals or companies from the community occasionally donate equipment or other items to the college. It is important not to accept or give the perception of accepting such gifts on a personal basis. This includes accepting meals at the expense of others seeking to or doing business with the college. There is a form, available in the President's Office that needs to be completed in order to accept a gift or donation for the college. Contributions, gifts and donations are documented and tracked for purposes of acknowledgment, as well as financial reporting issues.

Electronic Communication and Technology Ethics

Employee access to and use of electronic tools such as e-mail and Internet is intended for business purposes. Limited and reasonable use of these tools for an occasional personal purpose that does not result in additional cost of lost time or resources is permitted. Employees need to use good judgment in Internet and e-mail use. They are expected to ensure that communications are appropriate in tone and content and able to withstand public scrutiny without embarrassment to the college or the State of Minnesota. No guidelines can be all inclusive, therefore, responsibility for ethical behavior rests with each employee.

College Foundation

The Foundation exists to facilitate active involvement in the development of Lake Superior College. With employee interest, involvement and effort our community will be a better place in which to live and work. The Foundation's vision is to be the center for creatively developing business, community and college resources, supporting student needs and promoting excellence in teaching and learning. Employees are encouraged to support the Foundation with contributions (payroll deduction is provided), volunteering time and talent or offering gifts-in-kind such as equipment or materials. For more information contact Judith Grytdahl at 733-7680 or Dr. Sue Stenerson at 733-7675.

Campus Communications

It is important that employees are informed of events and changes in college operations. The system of college committees provides much of the college communication system. There are additional sources outlined below:

The WAVE and the College Web Site

The Public Information department publishes a campus newsletter (the WAVE) on a weekly basis and posts it on the college web site (www.lsc.cc.mn.us/wave/wave.htm). The publication includes critical information for employees about the campus operations as well as general interest pieces and system or state-level information. The general college web site (www.lsc.mnscu.edu/policy/) includes several information sites including the promotional information for the college, the current calendar, and information on programs, as well as a site for the Policy and Procedure Manual. The Manual includes full policies and procedures as they are approved and where feasible, the appropriate forms, for college policies in Administration, Instruction, Student Services

and Human Resources. Questions or comments about the web site can be sent to the Webmaster at webmaster@lsc.mnscu.edu.

Faculty Shared Governance Council, Union Meet and Confer Schedules

Each collective bargaining unit meets with the Administration on a monthly basis to discuss matters of concern and exchange information. The meetings are scheduled on an annual basis and are included in the annual meeting calendar. Variations to the set schedules are published in the Wave.

College Advisory Committees

A community-based college-wide committee meets regularly to provide feedback to college leaders and to serve as college ambassadors in the community. There are also program advisory committees made up of faculty, administration and community professionals that meet regularly to review program goals and content. Information on the program advisory committees is available from the academic deans and the Vice President of Academic Affairs.

Emergency Procedures and Safety Manual

The college has published a complete manual for employees with information on what to do in the event of an emergency. The manual is entitled the Crisis Intervention Plan. A large variety of emergency situations are included in the manual along with complete maps, telephone lists and other information that will be useful to employees in the event of an emergency. The manual also includes important safety information for employees as well as material data sheets as provided by the Facilities and Safety Committee. It is updated and provided in its entirety on the college web site at www.lsc.mnscu.edu/facstaff.