

## MONTANA TECH WEB ADDITIONAL POLICIES

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## **Montana Tech Alcohol and Tobacco Policy** **Advertising and Promotion Involving Alcohol or Tobacco**

This policy governs alcohol or tobacco product sponsorship and/or advertising for Montana Tech events planned by campus departments or officially recognized campus groups and organizations. This policy applies to all such on-campus and off-campus event advertising and promotion in whatever format, including books, brochures, posters, programs, directories, newspapers, signs, radio, television, video and audiotape, and electronic computer generated communications. Signs include those at athletic facilities and other campus locations and on campus vehicles. Logos refer to any recognized symbol for the campus including shields, wordmarks, and mascots.

Montana Tech recognizes the relationship between the misuse of alcohol or the use of tobacco and a variety of correlating academic, social, or health-related consequences. Although Montana Tech does not stand *in loco parentis* to its students, it accepts responsibility for advocating and upholding the virtues of community, safety, harm reduction, and social responsibility.

### For any campus-related event or activity, Montana Tech:

- Will not use beer, wine, liquor, or tobacco products (name, trademark, or logo) in advertisements and promotions for, or as sponsors of, any campus event or activity regardless of location.
- Will not use any Montana Tech logo, trademark or name in conjunction with alcoholic beverage or tobacco products or symbols.
- May not distribute promotional clothing, specialty items, or other consumer items which utilize a Montana Tech logo in combination with an alcoholic beverage trademark or logo, regardless of whether such promotional items are free or for sale. Such promotional clothing, specialty items, or other consumer items may contain the trademark or logo of an alcoholic beverage manufacturer without using a Montana Tech logo when such items are distributed to a controlled and limited audience.
- Will not make alcohol or tobacco the focus of any Montana Tech event, or use availability of beer or other alcoholic beverages or tobacco to promote any campus event.
- Will not provide alcoholic beverage or tobacco products as awards or prizes to any person or organization participating in any campus event or in any event on campus property.
- Will allow an alcohol Logo or Trademark to be used in literature advertising an event only if that symbol does not dominate or overshadow the information about the actual event (the alcohol logo must be secondary in size, prominence, and distinction from the actual title of the event), and the advertising must not include any Montana Tech logos.

Subject to approval by the Chancellor, events organized by non-campus organizations on Montana Tech premises may display the corporate names of alcohol and tobacco-related sponsors as long as the use of alcoholic beverage or tobacco products is not promoted and campus trademarked logos are not used in conjunction with the event. Montana Tech logos may be used in conjunction with off-campus events involving alcohol or tobacco products, if the event has multiple sponsors, does not promote the sale of those products, and is an event that benefits an issue important to the College. The use of Montana Tech logos for these events will be judged on their own merits and must receive approval from the Chancellor.

## Alcohol Policy

### General Policy Statement

Montana Tech is committed to promoting and fostering the student's personal and intellectual development. Social interaction represents a significant developmental component in the lives of students. Social activities are important toward meeting a student's need for friendship and peer involvement.

The misuse and abuse of alcohol, within the social fabric of student lives, threatens the well-being, health, and safety of a large segment of the college student population, and inappropriate and irresponsible marketing and promotion of alcohol on campus can contribute significantly to the problems of alcohol misuse. Alcohol abuse contributes to vandalism and property damage, accidents, poor academic performance, emotional stress, interpersonal conflicts and, in some cases, serious bodily injury, illness, and death. Students are responsible for their actions and any encroachment on the wellbeing of others.

The development of campus policies and procedures which protect the health and welfare of college students and larger academic community is an important responsibility of students, faculty, and campus administration.

Educational programming, effective campus policies and procedures, and common sense practices form the basis for a responsible approach to alcohol use on campus.

Therefore, the Montana Tech Student Wellness Task Force endorses this Montana Tech Alcohol Policy and recommends its implementation to govern the use of alcohol on the campus.

### Pertinent Statutes, Regents Policy, and Regulations

- Shaw Amendment to the Title IV Reauthorization Act (for financial aid) of 1986, requiring colleges and universities to offer drug and alcohol education programs to students.
- Board of Regents' Policy, 503.1 Alcoholic Beverages (quoted in part):
- *Consumption of alcoholic beverages is permitted on property belonging to the Montana University System only by persons of legal drinking age.*
- Authorizations by the Chancellor for consumption of alcoholic beverages in locations other than apartment housing units shall conform to the following considerations:
- *Consumption will be in connection with a substantive event, such as a banquet, official entertainment, or reception.*
- *Food and non-alcoholic beverages shall also be available.*
- *The event shall be monitored to prevent consumption by a person not of legal age.*
- Each unit may establish additional regulations, not in conflict with this policy, controlling the consumption of alcoholic beverages.
- Montana Statute and Liquor Regulatory Agencies state that:
- *No person under the legal age may consume or be served alcoholic beverages. Serving a minor involves "absolute liability."*
- *No person who is intoxicated may be served alcoholic beverages. A person serving an intoxicated individual may be held legally liable.*
- *A beer license is required for giving or selling beer and wine.*
- *A liquor license is required to serve spirits.*
- *Any person, particularly the organizers or sponsors of an event involving the consumption of alcohol, may be held personally liable for damages and injury associated with the drinking.*

### Procedures And Regulations

1. The person(s) directly responsible for organizing and sponsoring an event or activity shall be accountable for compliance with the regulations and procedures associated with the use of alcohol on the Montana Tech campus or at Montana Tech sponsored events. It shall be the responsibility of the Campus Scheduling Officer

and/or Dining Services to inform the organizers of events of the regulations and procedures associated with this policy and all other related campus scheduling procedures. All events, including those involving alcohol, must be scheduled through the Campus Scheduling Office and be specifically approved. When an event is scheduled, a specific plan identifying compliance with these regulations and procedures will be attached to the Scheduling Form.

2. Events at which alcohol will be served (which are governed by these and other campus policy and procedures) shall be substantive in nature (i.e., do not involve the use of alcohol as a significant or primary purpose) and have a defined theme not associated directly with the consumption of alcohol.
3. Promotion and publicity should be discreet and judicious when advertising the availability of alcohol at an event. In no case will the advertising solely mention alcohol.
4. The serving and consumption of alcohol at Montana Tech shall be limited to the following areas of campus: Mill, SUB, Student Union mall area, Leonard Field, and the Alumni Field area (excluding athletic events). Alternative locations must be approved by the Chancellor or his/her designee.
5. Serving and consumption of alcohol at an event will not begin prior to the scheduled starting time nor continue past the scheduled ending time of the event.
6. When alcohol is served at an event on the Montana Tech campus, it will be the responsibility of the event organizers and sponsors to insure that adequate amounts of food (i.e., sandwiches, snacks, hors d'oeuvres, etc.) and alternative non-alcoholic beverages are available to all event participants. Food and nonalcoholic beverages must be as, or more, prominently displayed and available as the alcoholic beverages.
7. At events at which alcoholic beverages are being served, they shall be provided in individual servings to the participants in amounts that are equal to or less than are commonly used (beer: 12 oz. or less, wine: 6 oz., and spirits: 6-8 oz.). If sold, the beverage should be sold by the drink.
8. The quantity of alcohol at an event will be reasonably compatible with the number of event attendees and cannot exceed the amount understood to surpass responsible consumption. Extravagant displays of alcohol are discouraged to avoid abuse and encouragement to drink.
9. Any practice which would encourage the consumption of alcohol is not allowed.
10. Campus Security will be notified in advance of all events that will involve the serving of alcohol. Depending upon the size and nature of a particular event, the Director of the Student Union/Activities or designee (Scheduling Officer) may determine and arrange for sufficient numbers of officers (Campus Security or Butte-Silver Bow police or a combination thereof) to be either present at the event or in close proximity. Any cost for security will be paid for by the event's organizer or sponsor. Arrangements for security will be made through the Director of Facilities.
11. The Campus Scheduling Officer (CSO) will determine which alcohol use permits or licenses are required for an event. The CSO will then inform the event organizers of the procedures established to obtain the necessary permits. The responsibility for obtaining the permits lies with the event organizers or sponsor. The event organizers shall provide the CSO with original copies of the permits and will keep them on file.
12. No persons under the legal age for consumption will be served alcohol. It is the responsibility of the event's organizers and sponsor to institute adequate measures to assure compliance with this requirement.
13. No persons who are intoxicated will be served alcohol. It is the responsibility of the event's organizers and sponsor to institute adequate measures to assure compliance with this requirement and to provide reasonable care for an intoxicated individual.
14. It is generally recommended that students not serve alcohol to other students at events that are primarily organized for student participation.
15. Persons who are serving alcohol at an event will be adequately trained and capable of enforcing all pertinent requirements and regulations of this policy. The Director of the Student Union/ Activities has the authority to enforce all regulations associated with this policy. At events where a relatively large number of participants (50 or more) are in attendance, it is recommended that a licensed and bonded caterer/bartender provide liquor service.
16. All pertinent state and local statutes and regulations, and all related Regents policies, will be strictly enforced.

17. The appropriate Montana Tech administrative offices will develop specific implementation procedures to facilitate and support the intent of these policies and regulations.

The Director of the Student Union and Campus Scheduling Office will review each event at which alcohol was served. If it is determined that alcohol related problems did occur or if violations of this policy were apparent, a report will be filed with the Chancellor through the Associate Vice Chancellor for Student Services/Dean of Students (AVCSS/DS). The Provost, the Vice Chancellor for Administrative Affairs, the event organizers, and any student group advisors will receive a copy of the report. The AVCSS/DS will conduct a thorough review of the incident(s) and, in concert with the Chancellor, apply sanctions if appropriate. Any specific instances of student misconduct on the part of event organizers or participants may result in a referral to the College Community Expectations Program (Student Judicial System). Misconduct on the part of non-students will be referred to the appropriate agency or office.

\*Updated/Reviewed by Student Wellness Committee July 2, 2014

## Scheduling of Athletic Events during Final Examinations

In the interest of our student athletes it is the policy of Montana Tech that during our Final Examination periods in December and May no athletic events on campus or off campus will be scheduled. Exceptions to this scheduling policy may be made by the Vice Chancellor for Academic Affairs/Research under extraordinary circumstances. NAIA football playoffs are an example of an extraordinary circumstance. In this event, the Athletic Director and the Coach would not know in advance that the Montana Tech team would be playing.

Campus Review Completed:

Date 02/01/06

Approved by Chancellor:

Date 02/01/06

Effective:

Date 02/01/06

W. Franklin Gilmore, Chancellor

## BUDGET and FISCAL CONTROL POLICIES

Date Adopted: 7/1/97

Revisions: 3/1/17

The budget and fiscal control policies are intended to assure that Montana Tech operates within its biennial State budget and complies with Legislative, Board of Regents, and State accounting mandates. The budget and fiscal control policies described in this memorandum apply to all State, Auxiliary, and Designated accounts of Montana Tech. The Executive Officer accountable for the specific budget account is responsible for providing account managers with interpretations of these control policies.

### Fiscal Controls

The Executive Officers -including the Chancellor, Vice Chancellors, and Bureau Director –are responsible for assuring that accounts within his/her area of responsibility are administered within the expenditure authority and resources allocated by the Chancellor. Each College manager with responsibility for a budget account is responsible for assuring that the expenditures within the area do not exceed the allocations authorized by the Chancellor, except as approved by the appropriate Executive Officer.

### State Accounts

Each State account is allocated a budget within each Executive Officer's area as approved by the Chancellor. The Campus Budget Office (hereinafter referred to as Budget Office) will review expenditures in each area. The following procedures will apply from July through March of the current Fiscal Year if any responsibility center is over budget in total.

1. The Account Manager will be notified of the problem. The notification will be copied to the appropriate Dean, Director, or Executive Officer. The problem must be resolved within 30 days.
2. If the account is still over budget or projected to be over budget at the end of 30 days, notification will be sent to the Chancellor. There will be 10 days to rectify the problem when it reaches this stage.
3. All transactions will be stopped and the Chancellor and Business Office will be notified of the action on accounts that remain un-resolved after the ten-day period.

*For the months April through June, the Budget Office will notify the appropriate Dean/Director of each AREA that is over budget in total. The problem must be resolved within 30 days. After 30 days, the Chancellor will be notified of Area budgets that are not within budget authority.*

### Year-end Balances

Within two months *after* fiscal year end, the Budget Office will prepare a report detailing all previous year balances in all *areas*, arrayed by Executive Officer. If the sum of all the previous year account balances within an Executive Officer's area of responsibility is negative, the current year budget allocations for the Executive Officer will be reduced by an amount equal to the deficit. The Executive Officer is authorized to reduce budget allocations to individual accounts within his/her area of responsibility that had negative previous year balances.

# Budget Controls

Each Executive Officer is responsible for the administration of the budget in his/her area of responsibility, and for assuring that the following budget controls are implemented and enforced. All requests for budget changes are presented at the Executive Council meetings.

Note: For purposes of this policy, a budget program is defined as a classification pattern based on function, and the budget programs are: Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, and Scholarships and Fellowships.

1. **Budget Transfer.** A budget transfer is defined as:
  - a) A transfer of budget authority from one expenditure category to another expenditure category within the same account;
  - b) A transfer of budget authority from an expenditure category in one account to a similar expenditure category in another account within the same program; or
  - c) A combination of the above.

*One-Time-Only (OTO) transfers affect current year authority only. A Base Budget Transfer is a permanent transfer of budget authority.*

*Account managers can initiate a One-Time-Only or Base Budget Transfer by submitting a request for approval to the Chancellor thru the appropriate Vice Chancellor. Upon approval, the Budget Office will enter the change into the accounting system.*

2. **Salary Adjustments:** Salary adjustments for faculty and staff represented by unions are subject to collective bargaining agreements. Salary adjustments for faculty, contract professionals and individuals not covered by collective bargaining agreements may be made annually by the Board of Regents on recommendation of the Chancellor.

Mid-year or special salary adjustments for University employees are permitted only when authorized by the appropriate Executive Officer, the Chancellor, and the Commissioner of Higher Education or the Board of Regents as appropriate. Such adjustments are rare.

3. **Reclassification:** All costs, including fringe benefits, associated with the reclassification of a classified position to a higher level are the responsibility of the University.
4. **Extra Compensation:** The responsible account manager must request approval by the appropriate Executive Officer before offering compensation to an employee.
5. **New Positions:** All requests for new positions must be submitted on a Position Requisition Approval Form for approval before recruitment begins. The source of funds for the base salary must be identified and verified on the Position Requisition Approval Form prior to processing.
6. **Part-time Faculty and Teaching Assistants:** Budget authority must be approved by the Chancellor or Provost to create new part-time faculty or teaching assistant positions.

7. **Refilling Positions:** A Position Requisition Approval Form must be completed and processed for a vacant position. The Budget Office will certify that sufficient funds are available to fund the position before forwarding it for approval to the Executive Council.
8. **Fee Waivers:** The mandatory and discretionary fee waiver budgets are institutional accounts. Transfer of funds between accounts in the Scholarship and Fellowship Program may be authorized by an appropriate Executive Officer. Transfer of funds from the Scholarship and Fellowship Program to another budget program can only be authorized by the Chancellor.
9. **Fees and Charges:** Except as included in the Montana University System authorized fees and charges, no new fees or charges can be assessed to students without prior written approval by the Chancellor.
10. **Vacancy Savings:** Vacancy savings includes salary savings generated when 1) a position remains vacant, 2) a position is filled at less than the salary rate of the previous incumbent, or 3) the incumbent in a position takes leave without pay. Vacancy savings may be returned to the Enrollment Reserve and may be reallocated by the Executive Council.

## Auxiliary and Designated Accounts

Budgets must be established for each Designated and Auxiliary account on the assurance there will be sufficient funds available to meet expenses.

Expenditures will be authorized up to the approved budget as approved by the appropriate Executive Officer *until June 1st of each year. Thereafter, the Budget Office or designee is authorized to increase budget authority with approval from the Office of the Commissioner of Higher Education to process transactions.*

The Budget Office/Business Office will enter approved amendments.

The following procedures will apply, during the current fiscal year, if an account exceeds budget or has an insufficient fund balance to process transactions: The Budget Office will notify the Account Manager of the problem. The Budget Office will assist with resolving the problem within 30 days.

In selected and rare instances, the Budget Office may authorize an account manager to incur expenses in anticipation of future revenue.

Designated and Auxiliary accounts, as self-supporting entities, must have sufficient funds to meet expenses as incurred. Failure to satisfy this requirement will result in denial of budget approval. The procedures described above apply to all Designated and Auxiliary accounts, except for those designated accounts funded directly by indirect cost recoveries. (For indirect cost recovery accounts, the appropriate Executive Officer works with sponsored programs to allocate and monitor accounts consisting of indirect cost recoveries.) Once authorized, the accounts can accept expenditures against the funds but in no instance may expenditures exceed fund balances.

APPROVED BY: \_\_\_\_\_

## Guidelines for the Budgeting and Planning Process

Below are guiding principles for the effective budgeting and planning of financial resources. These support our strategic plan and provide opportunities for departments to have input into the budgeting process and allocation of funds.

### Guiding Principles

- Budget allocation policies and procedures support core university and departmental mission.
- Budget allocation processes are open, held in a timely manner, equitable to all parties and provides those parties with an opportunity to express input and to be heard.
- Budget allocation processes support the distribution of resources in the best interest of the university.
- Budget allocation process relies on informed leaders who will take action and are accountable for the results.
- Budget allocations will include reasonable reserves as allowed by Board of Regent policy to provide budget stability.
- Budget allocations will include strategic investments in support of the university strategic plan.
- Budget allocation decisions are based on identified data which lead to predictability in the budget development process and provide a consistent basis for planning.
- Funds from all sources must be included in the annual budgeting process to provide leadership with information necessary to make the best possible decision when allocating funds.
- Operating budgets along with faculty and staff positions can and will be reallocated through this budget process using established metrics.

### Annual and Biennial Budgeting Processes

The **eight**-step budgeting process described below will be used to allocate resources and incorporates the guiding principles described above. Using the following steps, the university will budget all funds based on revenue and expenditure expectations.

**Step 1: Determine the State Allocation.** (Lump decided by legislature every two years)

- The state funding is set by the legislature in even years for the next two year period.
- Legislature normally provides a system lump for allocation among the campuses in the university system.
- Once the lump is established, a portion of the general fund allocation is earmarked as performance based funding and the campus must meet completion and retention criteria to retain a part or all of these performance based funds.

- After segregating the performance based funds, the system office allocates general funds to the UM and MSU campuses based on a three year average of FTEs.
- The UM campuses meet to discuss allocation of funds to each campus in the affiliation. In the past a model was developed but allocation is up for discussion each biennium.
- In additional, the legislature will occasionally earmark funds for a specific campus. Those funds are in addition to the general funds mentioned in the previous bullet.

## Step 2: Internal Budget Request Process. (During Spring semester for the upcoming fiscal year)

Once current year enrollment is finalized (target February, March), Budget Office will distribute budget planning templates for developing budgets requests for the upcoming fiscal year. These requests should include one-time-only requests.

Departments will first be required to justify continuation for the current level of state funding and then any additional requests. Components of individual budgets requests include, but are not limited to:

- Staffing (includes new or replacement faculty/staff requests)
- Student Wages
- Part-time Faculty (not managed as part of departmental budget)
- Travel
- Operating expenses (base budget and increases)
- One-Time-Only (Equipment, etc.)

Department Heads or Directors will meet with the appropriate Dean or Vice Chancellor to review budget requests. These meetings are an opportunity for department leaders to discuss current and future needs of the department with their Dean or Vice Chancellor.

The Chancellor's Office will set up meetings with Deans and Vice Chancellors to present prioritized requests to the Executive Committee. These are public meeting and individuals are encouraged to attend.

## Step 3: Project Tuition Revenues and Obtain Board Approval for Increases.

The Budget Office and Vice Chancellor for Administration and Finance will do the following:

- Prepare enrollment projections for the next biennium based on information from the Director of Enrollment Management and Director of Institutional Research.
- Calculate tuition and fee increases for the upcoming biennium based on enrollment and estimated expenditures.

- Ask student government to approve or disapprove proposed fee increases.
- Submit proposed tuition and fee increases to and receive approval from the Board of Regents at the March or May meeting preceding the commencement of the biennium.

## Step 4: Calculate Enrollment Reserve (State Funds) or Contingency.

Based on metrics previously established by the Board of Regents, each campus is encouraged to maintain a 2% enrollment reserve or contingency to assist the campus in managing fluctuations in enrollment.

Historically, at Montana Tech, approximately 94% of students enrolled in the fall return for spring term. After fall enrollment is finalized (beginning of October) a relatively firm projection of revenue for the year can be made. However, the Executive Council usually doesn't release one-time only funds until spring enrollment is finalized.

## Step 5: Decide the Internal Allocation.

(During spring term for the upcoming fiscal year)

After budget meetings are conducted and the estimated available funds can be determined, decisions impacting the upcoming fiscal year budget fund allocations can be identified and approved by the Executive Council. Executive Council approves funding of requests based on need and impact relative to the following:

1. Strategic plan prioritization.
2. Performance metrics.

## Step 6: Apply Budgeting, Planning and Resource Allocation Model.

All resource allocation decisions are subject to constraints. Notable constraints include the need for reasonable enrollment reserves, annual contracts with faculty and staff requiring termination notices and other contractual operating obligations. It is recognized that each fund type has restrictions that govern fund use and limit allocation options available in the budgeting process.

The same budgeting, planning, and resource allocation process will be used for **growth, stable, recovering,** and **declining** environments. A different mechanism will be employed in the event of a mid-year budget rescission.

Based on projected enrollment and revenues and subject to the constraints identified the Executive Council will allocate funds. A more prescriptive means of allocating funds may be developed to assist the committee in allocating funds dependent upon the environment in which we are making allocations.

## Base Budgets –

Base budgets will be allocated as a result of the budget meetings held in the early spring and may include analysis tied to performance metrics. Possible performance metrics to consider when allocating funds include, but are not limited to, the following:

Metrics:	Enrollment	Student Credit Hours
	Service Courses	Student/Faculty Ratios
	Course Completion	Expenditures Per Graduate
	Degree Completion	Retention Rate
	Recruitment	Regent Dashboard Indicators
	Low Enrolled Courses (<5)	
	Scholarly Activity (paper presentations, publications, research \$)	

As noted in the guiding principles, operating budgets along with faculty and staff positions can and will be reallocated through this budget process using established metrics.

## Additional Allocations –

Additional funds and enrollment reserve or contingency one-time only funds should be allocated based on strategic priorities as well as mission critical requirements.

- Examples of strategic priorities may include enrollment growth, expansion of statewide academic or research programs, and new programs.
- Examples of mission critical needs may include program accreditation, instructional coverage of required classes, and infrastructure needs.

All additional fund requests must be accompanied by a business plan that includes:

1. A clear statement of the use(s) of funds or positions being requested,
2. An estimate of increases in revenue expected, or improvement expected in other metrics tied to goals in the strategic plan,
3. A timeline for achieving the results, and
4. An assessment of risk associated with not achieving the results, along with an exit strategy if revenues or metric performance is not achieved within the stated timeframe.

## MONTANA BOARD OF REGENTS OF HIGHER EDUCATION Policy and Procedures Manual

SUBJECT: GOVERNANCE AND ORGANIZATION

Policy 205.4 - Campus entertainment

**Revised November 18, 1999; Issued December 10, 1999**

### Board policy:

1. Expenses for official entertainment, community relations, or public relations may be reimbursed by a campus only when such activities are directly related to the objectives of the campus.

### Procedures:

1. As a guide to making a determination as to when entertainment expenses will be reimbursable, those authorized to approve entertainment must:
  - a. determine that the activity is directly related to an objective of the campus; and
  - b. evaluate the importance of the event in terms of the costs that will be incurred, benefits that are anticipated from the expenditure, the availability of funds, and alternatives that would be equally effective in accomplishing the desired objective.
2. To be reimbursable entertainment expenses which exceed an aggregate of \$30.00 must be approved prior to the event as provided in Section 4.
3. Occasions for which the expenses of official entertainment may be approved are limited to the following:
  - a. when the campus is host or sponsor of a meeting of a learned or professional society or organization, the costs of meals or light refreshments may be defrayed by the unit;
  - b. when the campus hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the costs of meals or light refreshments may be defrayed by the campus;
  - c. when meetings of an administrative nature are held which are directly concerned with the welfare of the campus, the cost of meals or light refreshments may be defrayed by the unit. Where meals are involved, they must be a necessary and integral part of the business meeting;
  - d. when meetings between students and faculty or administrators are held, only the cost of light refreshments may be defrayed;
  - e. receptions for special ceremonies may be approved by the president, chancellor, appropriate vice president or director of student services; and
  - f. expenses relating to recruitment of prospective students are not considered entertainment and are not included in this policy. These expenses are part of a campus's normal function and as such may be approved by the appropriate department chair, director or dean.
4. The president or chancellor and such persons as he/she may designate have authority to approve expenditures for official entertainment.
  - a. Amount authorized:
    - (1) (a) maximum per person expenditure for the person(s) being entertained and for the campus employee(s) as the official host or participating at the request of the official host shall not exceed the amount set out in the entertainment approval form;

- (b) for catered events, delivery and set-up charges must be included when determining the authorized amount;
  - (2) if the entertainment is to benefit persons from outside the campus, the department may pay for the meal expenses of its guest and normally that of one official host from the department and other department members whose attendance is authorized by designated campus officials in accordance with the schedule listed in 1 above;
  - (3) a campus employee who is in travel status and eligible for meal allowances shall deduct the equivalent allowance for meal(s) received under this policy from the travel allowance claimed for that day;
  - (4) exceptions to paragraphs 4. a. (1), (2) and (3) must be approved by the president or chancellor in accordance with current reporting procedures.
- b. Source of funds: Expenses for official entertainment may be defrayed from various campus fund sources, within the existing level of supplies and expense funds, and are subject to the above rules and the following additional limitations:
- (1) agency funds are subject to any additional agency restrictions on the use of funds;
  - (2) contract and grant funds may be expended only if specifically authorized in the contract or grant, and only to the extent and for the purpose(s) authorized by the contract or grant;
  - (3) prior administrative approval for expenditures in excess of \$30.00 is required even if entertainment expenses are authorized in the contract or grant;
  - (4) terms of a contract, grant or agency policy cannot authorize an expenditure which is not in accordance with board policy.
- c. Reimbursement for expenditures: Official entertainment charges may be processed as a direct charge to an appropriate account by memorandum supported by receipts and official entertainment approval.
- (1) There must be supporting data for all entertainment, including home entertainment.
  - (2) After approval the entertainment form should be returned to the originating department. The department is to attach the approval to the memorandum requesting reimbursement and forward both the form and the memorandum to the controller's office for payment.
  - (3) The controller's office or business office may not honor reimbursement requests not accompanied by the Approval of Entertainment Form when the amount requested exceeds \$30.00.
5. Additional restrictions: Each campus may establish additional restrictions not in conflict with this policy on the reimbursement of entertainment expenses.

## Definitions:

1. An official guest is a person, not otherwise employed or compensated by the campus, who is present on the campus to render a service on the campus, or at the invitation of the campus, or as a guest of the campus.
2. Light refreshments means a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.

## Form:

A suggested form to be used when requesting approval of official entertainment is attached.

## History:

Item 12-006-R0676, June 7, 1976, as revised April 26, 1990, December 11, 1992, and November 18, 1999 ([Item 104-103-R0999](#)).

## CRIMINAL BACKGROUND INVESTIGATIONS POLICY and PROCEDURES

### PURPOSE

Montana Tech is committed to protecting the security, safety, and health of faculty, staff, students and others, as well as safeguarding its assets and resources. In response to increasing numbers of negligent hiring legal actions and escalating local and state instances of employment fraud, theft, violent acts, etc., Montana Tech has enacted a policy requiring pre-employment criminal background investigations.

### POLICY

Criminal background investigations shall be required prior to employing staff members, contract administrators, contract professionals, faculty members, and individuals on Letters of Appointment.

### PROCEDURES:

1. Notification:
  - A. All candidates for staff, contract administrator, contract professional, Letters of Appointment and faculty positions will be notified, in writing, of the requirement to successfully pass background investigations. The required form is available at the following web site.  
[http://www.mtech.edu/budgetandhumanservices/payroll\\_and\\_personnel.htm](http://www.mtech.edu/budgetandhumanservices/payroll_and_personnel.htm).
2. Initiation of Investigations:
  - A. After completion of the initial screening, reference checks, and interview processes, the hiring authority/committee will select an individual whom they wish to hire. The Personnel Office will provide information to the Office of Public Safety at The University of Montana – Missoula which is necessary to complete the investigation.
3. Required Information  
The following information shall be submitted to the Personnel Office:
  - a) Completed and signed Authorization for Pre-Employment Criminal Background Investigation.  
Note: Out-of-state background investigations will cover the past five years or a period of time that includes at least two former employers.
  - b) The search account to which to charge the costs associated with the background investigation.
4. Offer of Employment  
Normally, a criminal background investigation must be completed and results assessed prior to offering the position to the individual selected. However, an employment offer may be extended pending the outcome of the criminal background investigation.

Permanent staff hired pending a criminal background investigation shall be notified by the hiring authority that they are subject to immediate dismissal during their probationary period if adverse relevant information is discovered as a result of the investigation.

Temporary staff hired, pending the results of a background investigation, are subject to immediate dismissal if the results of the investigation are unacceptable.

Individuals hired for all other positions (i.e., faculty, contract administrator, contract professional, letters of appointment) shall be provided with a written letter of offer that includes the following statement:

“Employment is contingent upon a satisfactory criminal background investigation. The determination of “satisfactory” is at the sole discretion of the Employer. Immediate dismissal will occur if criminal background investigation results are unsatisfactory.”

#### 5. Investigation Results

Results of background investigations will be conveyed by the Director of Public Safety, or his designee, and to the Director of Budgets and Human Services. If background investigations result in the detection of criminal records, the Director of Public Safety or designee and Director of Budgets and Human Services, in consultation with Legal Counsel, will determine the candidate's appropriateness for employment. If necessary, the hiring authority, Executive Officer, and/or Chancellor will be consulted. The hiring authority will be notified of the decision. Details of investigation results will not be provided to the hiring authority, search committee chair, Executive Officer, or any other individuals.

In determining whether criminal convictions will preclude individuals from being hired, Montana Tech officials will consider the number, nature, gravity, recency, and job-relatedness of any records, along with rehabilitation efforts and success.

Results of the background investigations will remain confidential, will be maintained by the Office of Public Safety, and will be shared with authorized individuals only on a need-to-know basis. Criminal background investigation results are protected by laws and regulations governing confidential criminal justice information.

#### 6. Cost

The appropriate search account will pay the costs associated with background investigations. In-state background checks will be conducted by the Montana State Department of Justice, and out-of-state criminal investigations will be conducted by appropriate agency(ies), as determined by the Office of Public Safety. Costs will vary from a minimum of \$18.00 for Montana only to approximately \$200.00 per investigation for out-of-state investigations. Costs may change.

## MONTANA TECH ELECTRONIC COMMUNICATION DEVICE POLICY Revised - Updated July 14, 2016

### INTRODUCTION AND PURPOSE

This policy allows Montana Tech to meet IRS regulations and its fiduciary responsibility to the taxpayers of the State of Montana by providing guidelines for the use of electronic communications devices (ECD) for University business purposes.

### POLICY

It is the policy of Montana Tech to allow for the reimbursement of electronic communication devices and/or services for use by employees to conduct official University business. Electronic communication devices and/or services are defined as wireless and cellular phones, personal device assistants (PDA), home internet services, and satellite telephones. Procurement or reimbursement of such devices and/or services will be authorized ONLY when the job responsibilities require the employee to be accessible to perform essential job functions.

Authorization and approval of such expenditures shall reside with the departmental administrator and Vice Chancellor for Administration and Finance. Review and renewal of such expenditures must occur annually. Prior to the approval of any request for reimbursement of electronic devices and/or service payments, the job responsibilities of the individual will be thoroughly reviewed to insure the electronic devices and/or services selected are warranted and will safeguard sensitive University information.

Payment for electronic communication devices and/or services will be made through a taxable allowance to qualified employees. The allowance process serves as the default method for employee procurement of these devices and services. There may be some cases where exceptions to the allowance method may be made in accordance with the attached procedures.

Employees utilizing personal electronic devices must follow existing University and Board of Regents protocols and policies regarding the safeguarding of electronic data. **Upon termination, Network Services will terminate access and the employee must dispose of University data on the ECD device.**

Montana Tech reserves the right to purchase electronic communications devices for group use that will not be assigned to any individual. The cost of the device and associated service fees will be paid for by the department using these devices for University business.

The implementation details of this policy are described in the associated policy procedures.

### PROCEDURE DEFINITIONS

#### **Electronic Communications Device.**

An electronic communications device (ECD) is a mobile telephone, email appliance, wireless personal digital assistant, or a device combining two or more of those functions. Mobile telephones are broadly construed here to include devices based on digital and satellite technology.

### **Adequate Service.**

An electronic communications device service is adequate when it is sufficiently fast, sufficiently convenient, and sufficiently secure to allow the user to conduct University business in an efficient manner that safeguards the integrity and security of sensitive University information.

### **Essential personal calls (Group Phones).**

These are defined as personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for unscheduled or immediate care of a dependent or a family emergency, or to alert others of an unexpected delay due to a change in work or travel schedule.

### **Employee Allowance Procedures.**

This is the default procedure to be used for electronic communication devices assigned to one employee and including both business and personal use. No additional reimbursement for electronic communications device costs is available to employees who receive such an allowance.

If an employee's job duties do not include the frequent need for a mobile communications device, then the employee is not eligible for an allowance to cover mobile communications device expenses. Such employees may request reimbursement for the actual extra expenses of any business calls made using a personal mobile communications device with the proviso that reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice, i.e., expenses for minutes included in the plan will not be reimbursed. The individual should make personal payment to the provider, and then should submit a request for reimbursement from Montana Tech. The request must include a copy of the invoice with the separate business-use charges clearly marked.

### **Departmental Purchases Procedures (Group Phones)**

This is the procedure to be used for those users approved to use electronic communication devices accessible to more than one employee or available only for official business use. Montana Tech may, in some cases, purchase and own electronic communications devices to be assigned to groups or individuals within a group. This may be done if and only if the personal use of those devices is strictly limited to essential personal calls (see definition above).

### **Temporary Loan (Group Phones)**

University-owned electronic communications devices may be loaned to employees for temporary use. When traveling on Montana Tech business, an employee may keep a University device in his or her possession full-time but must return it to the University promptly at the end of the travel period. Personal use of these devices is limited to essential personal calls only.

## **EMPLOYEE ALLOWANCE PROCEDURES**

An employee's supervisor is responsible to determine the need for an employee to have an electronic communication device (including internet service.), with the approval of the Vice Chancellor for Administration and Finance. An ECD allowance can offset a portion of or all expense of the ECD or service.

1. It is the responsibility of the employee and the employee's supervisor to determine if that employee's responsibilities include the frequent need for a mobile communications device. Examples of positions that encompass responsibilities requiring the frequent need for a mobile communications device include;

- positions that are on frequent travel status (enrollment services recruiters),
  - positions that are frequently in a location other than the Montana Tech campus (outreach positions, field work),
  - positions that are on campus but due to the nature of responsibilities are not consistently in one location (computer coordinators),
  - positions that need to be accessible in the case of emergency (directors, security staff, network and telecommunications staff charged with continuity of network services), and
  - executive positions that need to be accessible at all times (chancellors, vice chancellors, deans).
2. Electronic communications devices that are used for research field work and not for personal communications may be contracted for and paid for by the University. Examples include telephony devices required for the remote access of monitoring equipment.
  3. It is the responsibility of the employee's supervisor to recommend a reimbursement level. The Vice Chancellor for Administration and Finance will assist supervisors and employees in calculating the reimbursable amount. If an employee's plan covers multiple devices, the cost will be prorated based on the number of devices covered. Insurance on devices will not be covered.
  4. A justification for the requested allowance must be attached to the ECD Allowance Request Form. This justification should include a copy of the contract or bill that demonstrates the actual cost to the employee. The allowance request must be based on the cost of service which allows the employee to conduct University business in an efficient manner and is intended to cover the employee's projected business-related expenses only. In no case shall the amount of reimbursement exceed the cost of service. Late fees, insurance and overages are not reimbursable.
  5. The ECD Allowance Request Form must be completed and forwarded to the applicable Vice Chancellor for Administration and Finance, or designee, for signature. The completed forms will be forwarded to Payroll for processing. The allowance for newly qualified employees will go into effect within 30 days of receipt in Payroll.
  6. Under IRS regulations, this allowance is taxable to the employee. The cost of the ECD allowance plus applicable employer/employee paid benefits will be charged to the authorizing department's budget.
  7. The employee must maintain an active ECD service plan as long as the ECD allowance is in place. Any reduction in the employee's service plan must be communicated to Payroll and may require an adjustment to the allowance provided.
  8. A copy of the employee's most recent active billing statement must be attached to the ECD Allowance Request Form.
  9. Because the mobile communications device is owned personally by the employee and the allowance provided is taxable income, the employee may use the device for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired.
  10. Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile communications device allowance.
  11. An annual review of the business need for the ECD and associated allowance must be completed by the employee's supervisor. An ECD Allowance Request Form must be submitted no later than July 15th of each year. This form will provide approval to pay the allowance in equal installments over the year based on the

pay cycle in which the employee is normally paid. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual increases, job changes, etc.

12. If the status of a qualified employee changes during the year and the employee should no longer need an allowance for ECD, Payroll must be notified by employee or supervisor of this change in order to stop the payment of the allowance. Any overpayment of allowance must be repaid by the employee to the University.
13. The telephone number of the ECD will be made available to the university as required based on duties and responsibilities.
14. An electronic communication device allowance can only be charged as a "direct" cost to sponsored grants or contracts when explicitly approved by the sponsoring agency. The Director of Sponsored Programs will need to approve all grant related charges prior to the allowance being implemented.
15. Many wireless carriers offer a discount to state employees. Employees receiving an allowance are encouraged to take advantage of any employee discount offered for being a State or University employee. Information on these discounts is available through the purchasing office at (406) 496-4377 or directly from the contract carrier.

## EQUIPMENT PURCHASE

1. It is the responsibility of the employee to individually enter into the cellular phone contract, or contract for internet services. The purchase of any equipment is also the responsibility of the employee.
2. In general, Montana Tech will not pay for or reimburse employees for the cost of an ECD. Exceptions to this rule may be made with the approval of the Chancellor or appropriate Vice Chancellor. Any approved reimbursement will be included for tax purposes in the employee's wages.

## CHANGE TO STATUS

1. If the employee changes the ECD service contract, as in modification or termination, the employee must bear the cost of any fees associated with that change. For example, if the employee terminates employment with Montana Tech and no longer wants to keep the ECD service contract, any cost associated with the change will be the responsibility of the employee.
2. If Montana Tech should require the employee to change the ECD service contract, then the University will bear the cost of any fees associated with that change and the employee will be reimbursed through Accounts Payable.

Approved By

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Donald M. Blacketter  
Chancellor

Date

# Montana Tech Electronic Communication Device Employee Allowance Request Form

**Employee Name:** Click here to enter text.

**Employee ID:** Click here to enter text.

**Employee Job Title:** Click here to enter text.

**Department/Index:** Click here to enter text.

*Note: The allowance will be charged to the same indexes that the employee is paid from, and will show as a payroll expense; however, if the employee is paid in whole or in part from a grant, you must specify a non-grant index number to which the allowance will be charged must be specified. Cell phones can only be charged directly to sponsored grants or contracts when explicitly approved by the sponsoring agency.*

**Allowance Start Date:** Click here to enter text.

(Allowance must be reviewed and form resubmitted annually by July 15<sup>th</sup> each year. Should the plan be cancelled or the business use change, a new form must be submitted promptly.)

**Monthly Allowance Amount Requested:** Click here to enter text.

(Attach current copy of service contract or statement. See procedures for suggested amounts/limits. This amount will be prorated based on the employee's pay cycle.)

**Mobile Service Provider Name:** Click here to enter text.

**Device Telephone number:** Click here to enter text. **(this number must be made available to Montana Tech)**

**I have read the Electronic Communication Devices Policy and agree with its terms and conditions.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

## Approvals:

**Department Head/Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chancellor/Vice Chancellor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsored Programs (if appl.):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Campus Entertainment

In accordance with Board of Regents Policy 205.4 with regard to Campus Entertainment, expenses for official entertainment, community relations, or public relations may be reimbursed by the campus only when such activities are directly related to the objectives of the campus.

### Procedures:

- 1) As a guide to making a determination as to when entertainment expenses will be reimbursable, those authorized to approve entertainment must:
  - a. determine that the activity is directly related to an objective of the campus; and
  - b. evaluate the importance of the event in terms of the costs that will be incurred, benefits that are anticipated from the expenditure, the availability of funds, and alternatives that would be equally effective in accomplishing the desired objective.
- 2) To be reimbursable entertainment expenses must be approved prior to the event.
- 3) Occasions for which the expenses of official entertainment may be approved are limited to the following:
  - a. when the campus is host or sponsor of a meeting of a learned or professional society or organization, the costs of meals or light refreshments may be defrayed by the unit;
  - b. when the campus hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the costs of meals or light refreshments may be defrayed by the campus;
  - c. when meetings of an administrative nature are held which are directly concerned with the welfare of the campus, the cost of meals or light refreshments may be defrayed by the unit. Where meals are involved, they must be a necessary and integral part of the business meeting;
  - d. when meetings between students and faculty or administrators are held, only the cost of light refreshments may be defrayed;
  - e. receptions for special ceremonies may be approved by the Chancellor, appropriate Vice Chancellor, or the Director of Student Services; and
  - f. expenses relating to recruitment of prospective students are not considered entertainment and are not included in this policy. These expenses are part of a campus's normal function and as such may be approved by the appropriate department chair, director or dean.
- 4) The chancellor and such persons as he/she may designate have authority to approve expenditures for official entertainment.
  - a. Amount authorized:
    - i. maximum per person expenditure for the person(s) being entertained and for the campus employee(s) as the official host or participating at the request of the official host shall not exceed the amount set out in the entertainment approval form;

- ii. or catered events, delivery and set-up charges must be included when determining the authorized amount;
  - iii. if the entertainment is to benefit persons from outside the campus, the department may pay for the meal expenses of its guest and normally that of one official host from the department and other department members whose attendance is authorized by designated campus officials.
  - iv. a campus employee who is in travel status and eligible for meal allowances shall deduct the equivalent allowance for meal(s) received under this policy from the travel allowance claimed for that day;
  - v. exceptions to i., ii., iii., and IV. must be approved by the chancellor in accordance with current reporting procedures.
- b. Source of funds: Expenses for official entertainment may be paid from various campus fund sources, within the existing level of supplies and expense funds, and are subject to the above rules and the following additional limitations:
- i. agency funds are subject to any additional agency restrictions on the use of funds;
  - ii. contract and grant funds may be expended only if specifically authorized in the contract or grant, and only to the extent and for the purpose(s) authorized by the contract or grant;
  - iii. prior administrative approval for expenditures in excess of \$30.00 is required even if entertainment expenses are authorized in the contract or grant;
  - iv. terms of a contract, grant or agency policy cannot authorize an expenditure which is not in accordance with board policy.
- c. Reimbursement for expenditures: Official entertainment charges may be processed as a direct charge to an appropriate account by memorandum supported by receipts and official entertainment approval form.
- i. There must be supporting data for all entertainment, including home entertainment.
  - ii. After approval the entertainment form should be returned to the originating department. The department is to attach the approval to the memorandum requesting reimbursement and forward both the form and the memorandum to the accounts payable office for payment.
  - iii. The accounts payable office will not honor reimbursement requests not accompanied by the Entertainment Approval Form when the amount requested exceeds \$30.00.

## Definitions:

1. An official guest is a person, not otherwise employed or compensated by the campus, who is present on the campus to render a service on the campus, or at the invitation of the campus, or as a guest of the campus. **Spouses are not guests of the campus and the campus will not pay for any expenses incurred by a spouse.**
2. Light refreshments means a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.

## Montana Tech Foundation Disbursement Guidelines

### How to spend money from Montana Tech Foundation accounts

Disbursement of funds from Foundation accounts must be in accordance with Montana Tech Foundation and Montana Tech guidelines (see Montana Tech Foundation's Disbursement Guidelines below). Accounts must have adequate funds available. When requesting disbursement, a Foundation Request for Withdrawal of Funds form, available from the Foundation office, must be submitted to the Foundation for approval and payment. When the payee and authorizing signatory for the account are one and the same, the payee's immediate supervisor must approve the request. Certain distribution requests (as noted in the Guidelines below) require approval by appropriate campus administrators, to include the appropriate dean, vice chancellor, or chancellor.

Upon receiving a request form, Foundation accounting staff reviews the request, codes the expense, and verifies signature(s) and other applicable information. Any questionable requests are referred to the Director of Fiscal & Operational Services or designee for approval or follow up.

Disbursements will be made according to the Foundation's disbursement schedule. Requests received by the Foundation by noon Tuesday normally will be paid Wednesday afternoon.

### Montana Tech Foundation Disbursement Guidelines

Allowable disbursements are for expenses incurred in keeping with the Foundation's mission of supporting Montana Tech with private resources. Donors provide funds to the Foundation with the expectation that those funds will be used to support Montana Tech programs. The appropriateness of an expense should be considered before incurring it, and before requesting reimbursement from a Foundation account. Before disbursement, the Foundation reviews all requests to verify that the request is consistent with the stated intent of the donor. Unusual circumstances are to be cleared through the Foundation Director of Fiscal & Operational Services or designee before the expense is incurred.

### General Expenditure Categories

Foundation guidelines for determining allowable uses of Foundation funds include, but are not limited to, general expenditure categories as follows:

#### 1. **Salary/wage, moving expenses, or other payments**

Support for compensation or moving expenses for a Montana Tech employee is allowed. Payment will be processed through the Payroll Office of Montana Tech and funds will be transferred from the Foundation to the appropriate College account. Direct payment to faculty, staff, students, and/or other full- or part-time employees of the College is not allowed. Payments to all non-U.S. citizens are at the discretion of the Montana Tech Foundation because special Internal Revenue Service regulations apply. If approved, these payments will also be processed through the Payroll Office of Montana Tech.

Payments for country club dues, spousal, or other family member travel or other payments that are deemed as compensation by the IRS are not encouraged, but are allowed with authorization from the Chancellor. Request for such payments will initiate notification to the College Payroll Office and the amount will be included as compensation on the employee's W-2 form as appropriate.

## **2. Awards**

The Montana Tech Foundation reserves the right to issue checks for awards such as the Rose and Anna Busch Faculty Awards directly to the recipients of the awards. The recipients of an award will be issued an Internal Revenue Service (IRS) form 1099, by the Foundation, reflecting the amount of taxable revenue. The required tax information to complete the IRS form 1099 reporting will be provided by the College for the Foundation's use.

## **3. Honorarium**

Direct payment of an honorarium is allowed provided the individual receiving payment is not an employee of the College. If the individual is a College employee, refer to item number 1. Payments to eligible individuals represent taxable income to the recipient and as such the social security number and current address of the payee must be provided at the time payment is requested. One time payments, for services outside of an honorarium, will be evaluated on a case-by-case basis and the outcome will be mutually agreed to by the Director Budgets & Human Services of Montana Tech and the Director of Fiscal & Operational Services of the Montana Tech Foundation.

## **4. Consulting or contracting services**

Services provided by a consulting or contracting firm to the College must be coordinated with the Montana Tech Budgets & Human Services Office. The Budgets & Human Services Office requires the completion of the University of Montana, Independent Contractor Checklist and a Contracted Services Agreement. Request for reimbursement from the Foundation must include a completed and approved Contracted Services Agreement form.

## **5. Entertainment expenses**

Reimbursement of expenses incurred for entertaining guests of the College is allowed when approved by appropriate account signature authority. Reimbursement is limited to expenses incurred for travel, food, alcohol, and lodging of guests and the associated expenses for the College employees accompanying the guests. Reimbursement of entertainment expenses for Foundation employees must follow the criteria outlined in the Montana Tech Foundation, Travel and Entertainment Reimbursement Policy. Requests for reimbursement for entertainment expenses must include original itemized receipts and list those individuals (including staff) who were present. Gratuity is limited to 20%.

## **6. Receptions, events etc.**

Reimbursement for or payment of expenses incurred for activities such as receptions, events, etc., is allowed, provided the function is in conjunction with College-related activities and has received prior approval from the appropriate campus administrators. If reimbursement or payment for alcohol is requested, the request must be accompanied by Montana Tech's alcohol request/approval form.

## **7. Gifts**

Reimbursement for purchase of reasonable gifts, \$75 or less, is allowed. Reimbursement for gifts above this amount must be approved by the Chancellor. Requests for reimbursement must include the reason for the occasion or gift purchase.

## **8. Contributions or donations to other non-profit organizations**

Contributions to other non-profit organizations are not allowed. A memorial donation, however, may be made in the place of flowers sent for a funeral.

## **9. Faculty and staff travel**

Reimbursement for receipted expenses for lodging and meals is allowed. If a receipt is lost for an expense of \$25.00 or less, the traveler may estimate the expense and be reimbursed, a memo requesting reimbursement for lost receipt must accompany the Foundation withdrawal request form. Original receipts are required for all expenses. Mileage will be reimbursed at the current applicable IRS rate per mile for all reasonable and necessary miles driven. Additionally, required tolls and parking fees will be reimbursed. "Unreasonable" travel expenditures as defined by the IRS or as otherwise prescribed by law are not allowed. Reimbursement for Foundation employees must follow the criteria outlined in the Montana Tech Foundation, Travel and Entertainment Reimbursement Policy.

## **10. Requests for travel advances**

Travel advances are allowed and must be received by the Foundation in accordance with the disbursement schedule prior to travel. A copy, marked as such, of the original Request for Withdrawal of funds form and original receipts are required to clear the advance upon return. Only one outstanding advance per person is allowed and it must be cleared within 10 business days of the completion of travel. Travel expenses may be prepaid by the Foundation directly to the vendor in lieu of a travel advance. The Foundation Director of Fiscal & Operational Services or designee must approve exceptions.

## **11. Magazine subscriptions or other publications**

Payment for magazine or other subscriptions or publications is only allowed when directly related to department teaching, research, and/or public service activities. Subscriptions must be mailed to a College department or office or to the Montana Tech Library.

## **12. Supplies and capital equipment**

Purchase of supplies and capital equipment used for teaching, research, and/or service activities is allowed. Capital equipment is currently defined by the College as those items costing \$5,000 or more and having a useful life of one year or more. Purchases of capital equipment do not have to be made through the College purchasing system.

Title to and inventory control of capital equipment purchased from Foundation funds is automatically transferred to the College at the time of purchase, unless specifically indicated otherwise by the Foundation. Equipment purchased from Foundation funds will be recorded and labeled as a part of the College Fixed Asset System.

Equipment purchased from Foundation funds with a value of less than \$5,000 is still considered property of the College or the Foundation depending on the use and intent of the equipment.

## **13. Student scholarships and awards**

Funds for payments to students for scholarships or awards are transferred to Montana Tech as requested. Direct payments to students are not allowed. Checks for student scholarships and awards will be made

out to the Montana Tech Financial Aid Office but will be forwarded to Montana Tech Business Office for distribution.

#### **14. Other**

Uses of Foundation funds not directly related to the above categories, or relating to unusual circumstances, should be cleared through the Foundation's Director of Fiscal & Operational Services before incurring the expense.

It is the intent of this policy to provide general guidelines with regard to the expenditure of funds donated to the Montana Tech Foundation for the benefit of the College. It is not meant to list every possible allowable or non-allowable expenditure, as it is presumed that College personnel will, at all times, respect their fiduciary and ethical responsibility to the donors who have contributed these funds in support of the College's mission. Any expenditures that are for personal benefit or use are not allowed. Common sense and good business ethics dictate that such things as payment of traffic or parking fines, purchase of cultural or athletic tickets for oneself or other College personnel or students are not allowed. When questions arise as to the appropriateness of expenditure, it must be cleared through the Foundation Director of Fiscal & Operational Services before the expense is made, the expense withdrawal or reimbursement will not be honored after the fact.

Note: These Guidelines were reviewed and approved by the Montana Tech Foundation Finance/Investment Committee at their June 14, 2005 meeting. The following motion was made and accepted: **Harp Cote motioned, Bill Bullock seconded to accept the Distribution Guidelines as presented. The motion passed.**

## GOVERNING CHARITABLE ORGANIZATION WORKPLACE FUND-RAISING

### POLICY STATEMENT:

On an annual basis, charitable, non-profit organizations may participate in a workplace fund-raising campaign among employees of Montana Tech in accordance with the following provisions and procedures. This policy does not apply to organizations associated with the Montana University System, which will be authorized to conduct fund-raising campaigns with the approval of the Chancellor. All non-Montana University System campaigns must have an on-campus representative from the faculty, staff, or student body of the Institution. Fund-raising campaigns will be permitted only as authorized under this policy.

### ELIGIBILITY:

For the purpose of this policy, a charitable non-profit organization is defined as one which:

1. Is a single organization or a federation of organizations which is recognized by the Internal Revenue Service as tax-exempt under 26 U.S.C. 501 (c) (3) and to which contributions are tax-deductible pursuant to 26 U.S.C. 170.
2. Has filed an IRS 990 Form for the previous fiscal year.
3. Has a substantial presence and provides direct services, benefits, assistance, or educational activities within the State of Montana and expends at least 75% of the organization's funds within the State of Montana.
4. Uses no more than 25% of its total support and revenue for fund-raising and administrative purposes and provides full disclosure of administrative and fund-raising costs and distribution of contributions. The totals from the Statement of Functional Expenses on IRS Form 990 will be used to determine the fund-raising administrative expenses.
5. Has a written policy and procedure of nondiscrimination in regard to race, color, religion, sexual orientation, national origin, handicap, age, marital status, or sex applicable to persons served by the organization; and applicable to membership on the charitable organization's board of directors.
6. Is directed by an active and responsible governing board with a majority of the members serving without compensation.
7. Is accounting for its funds in accordance with generally accepted accounting principles including an audit review or a management review conducted by an independent CPA for the previous fiscal year.

### APPLICATION:

1. An organization seeking authorization to conduct a fund-raising campaign must make application to the Chancellor.
2. All materials required for eligibility consideration must be received by the first workday in July of the year in which the campaign is to be conducted.
3. Organizations applying must provide the following:
  - A description of the services, benefits, assistance, or educational activities of the agency.
  - A description of how and where the citizens of Montana can contact or locate the organization, including the telephone number, the name that the listing is found under and the telephone directory under which the organization is listed.
  - A copy of the previous year's IRS Form 990.
  - A copy of the previous year's audit or management review.
  -
4. Authorization to conduct the campaign shall be given by the Chancellor.
5. Authorization is effective for only that year in which it is given.
6. An organization that desires to conduct a campaign in a succeeding year must request a renewal of its authorization and provide evidence to substantiate that they continue to meet the above eligibility requirements.
7. All campaigns will be conducted in the autumn of each year, to solicit (calendar year) pledges.

## PAYROLL DEDUCTIONS:

If an organization authorized to conduct a fund-raising campaign on campus wishes to utilize the Montana Tech payroll process for employee-initiated, voluntary payroll deductions, the organization must, on an annual basis, satisfy the following conditions:

1. Utilize a payroll deduction authorization form that has been approved by the Payroll Office.
2. Make payroll deductions effective on a calendar year basis to be initiated in January following the campaign.
3. New campaigns must secure at least ten (10) employee initiated payroll deduction authorization cards from current College employees. If this minimum number of donations is not forthcoming by the close of Fall Semester, the College reserves the right to refuse to process the payroll deductions that have been collected. In such an event, the pledge cards will be returned to the organization's campus representative.
4. The campus representative will submit all payroll deduction pledge cards along with an itemized list of those cards to the Payroll Office prior to the deduction start date.
5. If the organization qualifies for payroll deduction services, the Payroll Office will provide either monthly or quarterly transfer of funds to the organization, depending on the number of employees utilizing payroll deduction.

## SOLICITATION:

The Director of Budget and Human Services will administer this policy and its procedures regarding the authorized annual fund-raising campaigns of non-college organizations. Solicitation parameters will be interpreted and enforced in accordance with the following guidelines and principles.

1. There will be a single solicitation of Institution employees by each organization.
2. Organizations authorized to conduct a fund-raising campaign will be responsible for coordinating the solicitation and preparing any materials for distribution.
3. The Office of Budget and Human Services will provide one (1) set of mailing labels including all current non-student employees.
4. Authorization will be given to utilize Campus Mail Services for the distribution of one (1) campus-wide mailing of the organization's informational literature and donation pledge materials.
5. In addition, authorization will be given to distribute up to two (2) campus-wide e-mail notices excluding the solicitation.
6. Organizations will be required to appoint a campus representative who is a member of the faculty, staff, or student body of the Institution and submit the representative's name to the Director of Budget and Human Services. The organization will be responsible for the training and conduct of its representative.
7. All donations and pledge cards will be returned to the charitable organization's campus representative, who will be responsible for accounting for all non-payroll donations and sending those donations to the organization. The representative will also be responsible for submitting payroll deduction cards to the Payroll Office in accordance with the above Payroll Deductions section.

Campus Review Completed: 08/26/03

Approved by Chancellor: 08/26/03

Effective: 08/26/03

W. Franklin Gilmore, Chancellor

(Supersedes policy dated January, 1993)

## Procedure for Awarding an Honorary Doctorate at Montana Tech

Montana Tech of The University of Montana may award an honorary doctorate to individuals who:

- have achieved a level of distinction which merit comparable recognition in his or her profession or area of excellence.
- have an association with the State of Montana. This association may be by virtue of birth, of residence, of education, of service to the state, the Montana University System or one of the campuses of the System.
- will reflect favorably on Montana Tech, the Montana University System, and the State of Montana.

Employees, alumni, students, and friends of Montana Tech of The University of Montana may nominate qualified individuals for an honorary degree by submitting a letter of nomination to the Vice Chancellor for Academic Affairs and Research (VCAA&R) at Montana Tech. This letter should provide supporting evidence highlighting the major accomplishment of the nominee and be accompanied by a resume and three letters of support. Nominations for an honorary doctorate to be awarded at spring commencement must be received by September 15<sup>th</sup> of the preceding fall. Current employees of the Montana University System are not eligible for this honor.

**To protect the privacy of nominees, all involved must maintain complete confidentiality at every step of the nomination and approval process. The Chancellor will contact the successful nominees after the Board of Regents has approved their nominations.**

Information supporting and review of these nominations will be carried out by an Honorary Doctorate Committee consisting of:

- Two faculty elected from the School of Mines and Engineering (one three year and one one year term in the initial election)
- One faculty elected from the College of Mathematics and Sciences (a three year term in the initial election)
- One faculty elected from the College of Humanities, Social Sciences, and Information Technology (a two year term in the initial election)

Elections to this committee will be completed by October 1<sup>st</sup> with members serving staggered three year terms. Committee review of the nominations will begin by October 1<sup>st</sup> and will conclude with a written recommendation to the VCAA&R at Montana Tech by January 20<sup>th</sup>.

The VCAA&R will then bring these nominations to the Faculty Senate for approval. Upon the Faculty Senate's approval the nominations will be brought to a vote of the general faculty of Montana Tech by February 15<sup>th</sup>. Approval requires 2/3 of the voting general faculty and at least 50% of the general faculty must cast a vote.

If approved the faculty's recommendation must in turn be:

- recommended by the Montana Tech Chancellor to the President of The University of Montana;

- recommended by the President of The University of Montana to the Montana Commissioner of Higher Education; and
- Recommended by the Montana Commissioner of Higher Education to the Montana Board of Regents for ultimate approval.

Upon final approval all communication concerning the nomination and awarding of the honorary degree will be coordinated by the Chancellor of Montana Tech.

## Montana Tech HPER Facility Use and Fee Policy July 1, 2016

### HPER PURPOSE

The HPER (Health, Physical Education, and Recreation) Facility is a state and student supported academic and recreational facility on the Montana Tech Campus. It is dedicated solely to serving the academic, recreational, athletic, and other official programs or activities of the campus. All other uses or users of the HPER, that are not part of official events or activities of Montana Tech or of an officially sanctioned Tech organization, such as the Montana Tech Digger Athletic Association (DAA), are considered non-Tech uses or users and will be charged a fee for use. At no time will any non-Tech HPER user be guaranteed priority use of the HPER regardless of fee-paying status. Montana Tech reserves the right to prohibit any activity or individual from using the HPER if the administration believes that the use or the individual may be in violation of this policy or other campus policies, rules, or generally accepted campus behavior or conduct expectations.

### AUTHORIZED HPER FACILITY USE

All individual HPER users are expected to have a **current/valid** official Montana Tech, or DAA photo identification card. The I.D. must be presented at the front desk of the HPER to gain access to the building. The only exceptions to showing an I.D. for HPER admittance will be during intercollegiate athletic events, designated public use periods, or when the HPER is open to groups or the public for scheduled events, activities, or programs. The following rules and conditions governing HPER use and admission will apply:

**1 Montana Tech Students** - A valid Digger Card is required for admission to the HPER Complex. Students must be enrolled in the current term and have a working Digger Card. There is no proration for registering during a term. A one-time \$20 Digger Card fee is applied if the spouse does not have a Digger Card.

- Student Spouse--\$75 per term or \$225 per year (fall, spring, & summer)

**2 Montana Tech Faculty, Staff, Eligible Retirees and Spouses** – A valid Digger Card is required for admission to the HPER. There is no proration for registering during a term. A one-time \$20 Digger Card fee is applied if the spouse or dependent(s) does not have a Digger Card.

- Spouse & Dependent(s) --\$75 per term or \$225 per year (fall, spring, & summer)

(\*Notes – A one-time, \$20 Digger Card fee will be assessed for each new card issued. Replacement card fee is \$15. Children under 12 must be accompanied by an adult member. Children under the age of 16 are not allowed to use the weight and cardio rooms)

**3 DAA MEMBERS**—the DAA Director will authorize these users with proper I.D. to use the HPER facility, once the appropriate membership fees are paid.

**4 Summer Temporary Pass**—Students that are attending Montana Tech in the fall but not enrolled in the current summer terms may purchase a Summer Temporary Pass for \$35 per session (two summer sessions).

**5 Tech Campus, Digger Athletic Association and Official Guests**—Only the HPER Complex Director may issue temporary passes for limited HPER Complex use which will clearly show the date(s) that the pass is valid.

**6 Community Member** – A valid Digger Card is required for admission to the HPER. There is no proration for registering during a term. If a one-year membership is purchased, its end date is one year from the start date. A one-time \$20 Digger Card fee is applied if the Community Member does not already have a Digger Card. The Community Member can be purchased in the following ways:

- Single - \$160 per term or \$480 per year (fall, spring & summer)
- Family - \$252 per term or \$756 per year (fall, spring & summer)

**7** All groups or persons who are not part of an official Montana Tech function or activity and who have members under age 12 must have a coach or supervisor present at any time the group or any member of the group is in the HPER Complex.

**8** When community or public groups, such as local schools, receive authorization to use the HPER facilities, these users will provide in advance a list of all authorized participants. No one will be admitted to the HPER until cleared by the group supervisor unless they are included on the group roster.

**9** Non-Tech HPER groups, teams, schools, or organizations will be limited to using the facility as designated by the HPER Complex Director. All available non-Tech user times will be available on a first-come basis. Official Montana Tech functions will receive priority use of the facility.

## HPER FACILITY FEES AND RELATED CHARGES

All Montana Tech Faculty, Staff and fee-paying Students are entitled to use the HPER Facilities free of charge. Similarly, Montana Tech DAA Members, including spouses and dependents of Tech employees, and spouses of Tech students who have paid appropriate fees, are entitled and encouraged to use the HPER Complex during regular hours of operation. Recognized Montana Tech groups that normally use the HPER Facility will likewise be able to enter the HPER with proper I.D. to perform their specific program purpose. This includes groups such as the Tech Band and Choir members who do not otherwise qualify for HPER access. The rental of the HPER will be free of charge if more than 80% of the group users are Tech students, or, if, the event is sponsored by Montana Tech. When special setup, security, or custodial requirements are associated with HPER use, special fees may be charged regardless of the user group or class (i.e. all direct costs will be charged to the user group).

Two classes of non-Tech HPER users will be considered for fee purposes in the use of the facility. Class I users are those groups of a charitable, educational, or community service nature including schools, youth groups, churches, or public service agencies. Class II users are all other groups unrelated to Tech and/or Class I groups, who typically charge admission or a fee for the event or program they provide within the HPER Complex.

The following fee structure will be used beginning July 1, 2016 and is subject to change thereafter at the discretion of Montana Tech. Moreover, the Montana Tech Scheduling Office and the HPER Complex Director reserve the right, and are herein authorized, to assess additional fees whenever they believe special use, maintenance, or other considerations may apply to a given use, group, or class of HPER user.

<b>HPER Use Fee Schedule:</b>	<b>Class I</b>	<b>Class II</b>
Swimming Pool	\$260/day, \$45/hour, \$10/lane	\$440/day, \$75/hour
Gym w/general locker use	\$500/day, \$65/hour	\$1000/day, \$130/hour
ALL HPER (except pool)	\$1760/day, \$220/hour	\$3000/day, \$380/hour
Racquetball Court (per court)	\$120/day, \$15/hour	\$180/day, \$25/hour
Aerobics Studio	\$120/day, \$15/hour	\$180/day, \$25/hour
Mat Room	\$180/day, \$25/hour	\$340/day, \$45/hour
Classrooms	\$180/day, \$25/hour	\$260/day, \$35/hour
Concessions Area	\$100/day, \$15/hour	\$140/day, \$20/hour
Gazebo	\$160/day, \$25/hour	\$220/hour, \$35/hour
Day Pass	\$5/day-purchase@HPER or \$10/day with pool usage	
Direct Costs (personnel charges per hour):	Custodian	\$25/hour
	Student Supervisor	\$15/hour
	Lifeguard	\$15/hour
*Note: "day" = 8 hours only!		

All users of the HPER Complex, except for academic or Intercollegiate Athletics (ICA) will be scheduled through the Montana Tech Scheduling Office and the HPER Facility Director. Any user group that does not use the proper channels to secure HPER facility use may be denied use of the facility.

\*Any and all users of the HPER must follow posted rules and regulations or risk losing their privileges to use the HPER.

## HPER LOCKER USE AND FEES

Currently there are insufficient lockers to accommodate all potential users of the HPER Complex. Therefore, Montana Tech has instituted the following priority use system and fees to insure that all lockers are actively used by authorized individuals. Current Montana Tech Faculty, Staff, Students, paid Spouses/Dependents and DAA Members may use, at no cost, the designated 'Day-Use Only' lockers. Sharing lockers with members, other than dependents, is strongly discouraged. All locker renters may use the towel service at the HPER at no additional charge. Please see the HPER Complex Director for locker availability and payment of rental fees.

### Montana Tech Students

- Rental lockers are available for \$20 per semester.  
\*Note: Summer is equal to one semester. The HPER Complex Director administrates rental of all locker areas.

## **Montana Tech Faculty and Staff**

- Montana Tech Faculty and Staff will pay \$20 per semester or \$60 per year, on a space available basis, for lockers within the faculty/staff locker room areas. General locker room space will be used if the Faculty/Staff locker room is not available.

## **Digger Athletic Association Members**

- DAA Members will pay \$90 per year, which includes the towel service. A spouse of a DAA member may rent a locker for \$90 per year.
- Dependents may rent lockers only if space is available.
- The HPER Complex Director will manage all locker rentals.

NOTE: Varsity locker rooms are not available to HPER Complex users, including rental groups, other than the Montana Tech players, coaches, and individuals authorized to do so by the Montana Tech Athletic Director.

## PURCHASING POLICY AND PROCEDURES

This document is provided as a guide to purchasing procedures currently in effect at Montana Tech of The University of Montana. Please refer to this document when purchasing supplies or contracting outside services for your department or area of responsibility.

Purchasing is the process used to identify, define, and fulfill supply (goods, materials, equipment) and outside service needs of Montana Tech at the lowest possible cost.

The State of Montana Department of Administration (DOA) is responsible for purchasing, including maintenance of policies and procedures for procurement of goods and services, for all State Agencies.

Periodically by form agreement, DOA delegates certain portions of its purchasing authority to State Agencies such as The Commissioner of Higher Education (CHE) and units of the Montana University System such as The University of Montana (UM). UM, in turn, has delegated purchasing authority up to \$50,000 to Montana Tech.

As an agency of the State of Montana, Montana Tech must comply with various government regulations pertaining to purchasing. Failure to abide by these regulations could result in the loss of purchasing privileges at the campus level.

The Purchasing Office staff is the primary contact between Montana Tech and its vendors, UM Purchasing, and the State Procurement Bureau. The Purchasing Office is available to help purchasers comply with procedures and, at the same time, complete purchases in a timely and cost-effective manner.

Purchasing is located in the Mining Geology Building, Room 303 and is part of the Budgets and Human Services Office. The following positions are assigned to purchasing:

### Accounting Associate: Extension 4376

Issues purchase orders under \$5,000 to departments other than the Athletics, ASMT, Bureau, Highlands College, Physical Plant and Sponsored Grants & Contracts. This position also answers questions concerning vendor payments.

The following departments have an associate who issues purchase orders on their behalf: Athletics, ASMT, Bureau, Highlands College, Physical Plant and Sponsored Grants & Contracts.

### Director of Purchasing: Extension 4377

Coordinates/authorizes purchases between \$5,000 and \$50,000 in accordance with State policy and procedures.

Coordinates/authorizes purchase requisitions and coordinates with UM Purchasing or the State purchasing bureau for purchases greater than \$50,000.

Coordinates/authorizes special requirement purchases as required.

# 1. Levels of Purchasing Authority

Based on progressive dollar amount of purchase, listed below are summary purchasing procedures. **Purchases are not to be artificially divided or sequenced so as to avoid using competitive quote or bidding procedures.**

All departments have authority to complete purchases up to **\$5,000** without requesting competitive quotes.

**Exception:** Special requirement purchases.

## **\$5,000 up to \$25,000**

Purchasing has the authority to complete purchase after completion of the limited solicitation process (obtaining a minimum of three competitive quotes). Under limited circumstances, as documented on the Sole Source/Brand Justification form, the department may request purchase from a single vendor.

## **\$25,000 up to \$50,000**

Purchasing has the authority to complete purchase after a formal solicitation process has taken place (Invitation for Bid or Request for Proposal) and evaluation of responses. Under limited circumstances, as documented on the Sole Source/Brand Justification form, the department may request purchase from a single vendor.

## **\$5,000 up to \$50,000 (Goods Only)**

On October 10, 2014, the threshold for the purchase of goods using a Limited Solicitation process increased from \$25,000 to \$50,000. This increase is limited to the purchase of goods only. The purchase of services using a Limited Solicitation process remains at the threshold of \$25,000.

## **\$50,000 up to \$250,000**

Purchasing has authority to submit a purchase requisition to UM Purchasing. UM Purchasing has authority to complete the purchase after completion of a formal solicitation process and evaluation of responses. Under limited circumstances, as documented on the Sole Source/Brand Justification form, the department may request purchase from a single vendor.

## **\$250,000 and Up**

Purchasing has authority to submit a purchase requisition to UM Purchasing. UM purchasing has authority to initiate a purchase requisition to the State of Montana Procurement Bureau. The State of Montana Procurement Bureau has authority to complete purchase after completion of a formal solicitation process and evaluation of responses. Under limited circumstances, as documented on the Sole Source/Brand Justification form, the department may request purchase from a single vendor.

# 2. IDENTIFY NEED

**The purchase is absolutely necessary and will be used for the benefits of Montana Tech and the State of Montana.** There must be proper authority of law and sufficient balance in accounts to be charged and such purchases will not result in request for additional funds from the Legislature.

No purchases are authorized for personal use or benefit. The following list serves as an example of items that are impermissible. This list is not inclusive.

- Personal supplies such as refreshments, decorations, facial tissue, cups, break room supplies, etc.
- Gifts for coworkers and/or student workers for any reason.
- Going away party supplies including decorations, cakes, beverages, snacks.
- Personal apparel.
- Personal subscriptions or memberships.
- Alcohol, tobacco, or firearms.

Accounts Payable and Purchasing have the authority to determine a purchase as permissible or impermissible. Invoices or payment requests submitted to accounts payable for impermissible purchases will not be processed.

No state controlled fund may be used for the purchase of alcoholic beverages.

### 3. DEVELOP SPECIFICATIONS

Before Purchasing can issue a request for quote, invitation for bid, or a request for proposal, it is important that specifications are provided. Specifications should be worded as generically as possible (do not list specific brands or vendors in the specs.) to ensure fair competition and satisfaction of the need, but be specific enough to ensure the level of quality and desired function.

What to include in your specifications:

Full description of the supply/equipment

Date required

Quantity

Size, physical dimensions

Color

Speed

Processing Capability

Compatibility

Engineering or Architectural Drawings/Blueprints

Operating Tolerances (temperature, humidity, electrical, etc)

Delivery, Handling, Installation, Warranty and Service

**Physical Plant Office must be notified and approve the purchase of equipment that will require alterations of a building or room including but not limited to electrical outlets. The Physical Plant needs to ensure there is adequate power supply to the building; the equipment will fit in the space provided and through doorways of the respective building and room, and the weight of the equipment is manageable for the employees installing the equipment in its permanent location.**

### 4. PURCHASES EXEMPT FROM PURCHASING PROCEDURES

Listed below are items which may be purchased without purchasing documentation.

- Advertising
- Boiler, safety, and scale inspections
- Books; items considered college inventory must be purchased by Library staff
- Commodities for entertainment purposes
- Computer charges
- Copy charges for copyrighted sheet music
- Copyrighted films and video tapes
- Correspondence courses and tests

- Dues to regional and national associations
- Fax charges
- Fees
- Freight
- Insurance (must be approved by department head)
- Licenses (not including software licenses)
- Maps; items considered college inventory must be purchased by Library staff
- Message Service
- Postage and standard Postal Service customer charges including PO Box rental
- Produce
- Publications; items considered college inventory must be purchased by Library staff
- Reprints; periodical items for college inventory must be purchased by Library staff
- Royalties
- Subscriptions; items considered college inventory must be purchased by Library staff
- Taxes
- Telecommunications Charges
- Telegrams
- Telephone Rental, tolls, and installation
- Travel and per diem
- Utilities, Public (electricity, natural gas, water, cable)
- Wire Service

## 5. SPECIAL REQUIREMENTS PURCHASES

Listed below are items that require special purchasing procedures.

- Chemicals and Radioactive materials – Purchases of chemicals must be initiated by each department's chemical acquisition manager for compliance with hazardous material regulations and tracking by chemical inventory management system. Otherwise, normal purchasing procedures apply. Direct questions about CIMS or CAM to Marilyn Cameron, ext. 4463.

- Construction, Remodeling/Renovation and Repair – Submit work order requests to the Physical Plant Office. Large construction projects such as new buildings and major remodeling are managed by UM Planning and Construction.
- Filing Systems – To purchase filing systems, a purchase requisition must be submitted regardless of dollar amount. Purchasing submits a purchase requisition to State Procurement Bureau who issues a State of Montana Purchase Order. These restrictions do not apply to file cabinets.
- Office Supplies – Purchases must be made through State Central Stores unless documentation supports the items were obtained at a lower price from another vendor.
- Printing and Graphics – No restrictions apply when these services are done on campus, through UM Printing and Graphics Services, or State Printing and Graphics Services. If using vendor other than another State Agency, the print shop must be a union print shop.
- Requisition Time Schedule – State Purchasing, on behalf of all State Agencies, increases bargaining power with vendors by negotiating procurement of certain high-volume purchases. This results in quantity discounts and lower prices. A purchase requisition must be sent to State Purchasing who then issues a State of Montana Purchase Order. Items covered by the RTS:
  - Motor Vehicles
  - Elevator Maintenance
  - Gasoline and Fuel Oil
  - Propane
  - Service/Maintenance Agreements
- Software – Purchases may be made through Central Stores.
- Term Contracts – The State and UM Purchasing negotiate contracts with certain vendors for purchase of selected items during a specified period. Term contracts are listed on the web at <http://gsd.mt.gov/procurement/termcontracts.asp> or contact purchasing for a current list of term contracts. The term contract number must be specified to vendor and on purchasing documents. Otherwise, normal purchasing procedures apply.

In some instances, a vendor is designated an EXCLUSIVE provider of selected items during the term contract period. If purchase of such items is made from another vendor, you become liable for penalty/payment of the same amount to the exclusive supplier, in effect paying for the same item twice.

## 6. VENDOR RELATIONS

During inquiries (or receiving free advice) concerning products and prices, make it clear to the vendor that you are not committing to purchase.

Do not sign a vendor contract or agreement; contact purchasing for review of terms and conditions beforehand.

Contact purchasing if you have any problems with vendors and their products or service.

Do not rely on vendors for advice on Montana Tech purchasing procedures.

If possible, utilize vendors with whom there is an established account. If it is necessary to establish an account with a new vendor, purchasing will fill out the credit application and furnish applicable tax exemption certificates.

## 7. RECEIVING

Please include specific deliver address instructions (name and building/room) on all purchasing documents in order to insure that you will be promptly notified after your merchandise is received in the Mail Center or Highlands College.

## 8. PAYMENT

For all purchases, please ask the vendor to send invoices to:

Montana Tech of the University of Montana  
Accounts Payable  
1300 W Park St  
Butte, MT 59701-8997

Include PO numbers on all documents

To be considered for payment, all invoices must include a valid purchase order number. Invoices without valid purchase order numbers will be referred to appropriate department heads for approval prior to payment.

## 9. ETHICS

Employees of Montana Tech of The University of Montana, and agency of the State of Montana, have a fiduciary responsibility to ensure all purchases are completed in an open and forthright manner, without favoritism toward any particular vendor, above reproach, and not subject to accusations of impropriety.

Employees may not solicit or accept gifts, gratuities, favors, or other items of value from suppliers, contractors, parties to sub-agreements, or other persons know to have current or future business dealings with Montana Tech of The University of Montana. Under no circumstances may an employee accept a gift or any other consideration which may influence a purchase. Acceptance of the following items by an employee may be considered a conflict with the ethical standards of Montana Tech:

Gifts and Gratuities – Passes or tickets for recreation or entertainment events. Consumable goods such as food, beverages, and tobacco.

Promotional Merchandise – Coupons or certificates good for discounts or free merchandise or services. Exceptions: Items of insignificant value (\$50 or less) such as pencils, note pads, calendars, items won from a random drawing at seminars/conferences offered by or on behalf of public agencies or employees.

Discounts – Discounts offered to Montana Tech are not for personal purchases of employees unless such discounts are offered to all public employees.

Trips – Expense paid trips offered by current or prospective suppliers or contractors.

Bid or Proposal Evaluation and Selection – Any employee having current or prospective employment or financial interest with a bidding vendor must not have any involvement in this process with respect to such vendor.

Compliance – Return impermissible gifts or gratuities to vendors as soon as possible. Report receipt and return of gifts in writing to your department head. Forward anonymous gifts to the Controller, Business Office; cash gifts go to the general fund, non-cash gifts go to departments who can use them to offset purchases or sold at public auction if Montana Tech is unable to use them.

## Travel for Recruitment of Potential Students

It is the policy of Montana Tech of The University of Montana that departments or programs may pay travel expenses for potential students to visit the campus. The funds for this travel must come from the resources of the department or program. Travel should be by the most cost effective method and may be by personal auto, bus, train or air. All travel should follow state travel guidelines.

Campus Review Completed: Date 02/01/06

Approved by Chancellor: Date 02/01/06

Effective: Date 02/01/06

W. Franklin Gilmore, Chancellor

## RETIREE PRIVILEGES

Montana Tech awards Retiree Privileges to eligible employees in recognition of dedicated service.

### Eligibility

Employees with at least 15 years of service will receive Retiree Privileges upon retirement. Only the retiree may receive the benefits provided by the card. Such benefits shall not be transferable to any other individual. A spouse or other family member will not inherit the benefits upon the death of the retired employee. However, the spouse may continue the privileges for a one-year grace period following the death of the retiree.

### Benefits

1. Library privileges;
2. Free campus parking hangtags are available upon request;
3. Retiree may use the HPER facilities under the same terms and conditions as other employees;
4. May purchase athletic event privileges at the employee rate;
5. Receive a 10% discount in the Montana Tech Bookstore (excluding books and software); and
6. May maintain a campus e-mail account.

### Procedure

Retired employees who receive this honor will be provided a pictured ID from the Digger Card Center, indicating they are a Retiree. Upon presentation of this card, the above benefits will be provided.

Approved June 27, 2001.

By W. Franklin Gilmore, Chancellor

## Montana Tech Scholarship Committee Policies

Montana Tech has a scholarship program for incoming freshman students, transfer students and continuing students.

The Office of Enrollment Management awards freshman recruiting scholarships, transfer student scholarships and tuition waivers to high achieving students entering Montana Tech.

The Scholarship Committee awards continuing scholarships. Eligibility requirements for an academic scholarship are a cumulative GPA of 3.00 or above, have completed 24 or more credits (12 in each fall and spring semester) in the preceding academic year and submitted a scholarship application.

The Scholarship Committee ranks the students based on a scholarship score that is a function of the GPA and the number of credits completed. The scholarship score is calculated by the following formula:

$$\text{Scholarship Score (SS)} = (117.5 * \text{Cumulative GPA}) + (\text{Cumulative enrolled hours})$$

The cumulative hours cannot exceed 130. Including the cumulative hours completed by the student in the calculation rewards those students who have maintained high grades. For instance, a senior who has a 4.00 GPA will have a higher scholarship score than a freshman who has a 4.00. There are many freshmen who achieve a 4.00, but there are very few who maintain that high GPA through college.

At the end of the fall semester, the Office of Enrollment Management computes the scholarship score for each student who has submitted a scholarship application to conditionally award scholarships. The Scholarship Coordinator also prepares a list of available scholarships, the amounts, the number, and any special restrictions on the scholarships.

The Scholarship Committee meets to make the scholarship awards. Awards are made based on the scholarship score and individual requirements of each scholarship. The highest valued scholarships are awarded to the students having the highest scholarship score, if they meet all the requirements of the scholarships. An attempt is made to award similar scholarship dollars to students with similar scholarship scores. For example, all the seniors with 3.5 GPA's or above might receive \$2,000 scholarships. In some cases, a student might receive more than one scholarship.

Scholarship awards are reviewed by the Scholarship Committee at the end of spring semester to determine that the student still meets all the conditions of the scholarship and completed the 24 credits during the academic year.

There are not enough scholarships to award every eligible student a scholarship. In about 1992, it was noted that sophomores weren't getting many scholarships even though they had excellent grade points. To rectify this problem, Montana Tech designated that 50% of the License Plate Scholarships and 100% of the John Gillie Scholarships be awarded to sophomores.

The number and amount of scholarships awarded each year is a function of earnings on endowments and the number of gifts received during the year. The Scholarship Committee does not solicit scholarships; instead it submits requests and justifications for additional funds to the Montana Tech Foundation.

UPDATE:

Effective as of the 2014-2015 academic year, the following policy was adopted for award and maintenance of scholarships that are awarded by the Montana Tech Scholarship Committee.

"To be eligible for consideration for scholarships awarded by the Montana Tech Scholarship Committee, a student must have passed a minimum of 24 credits, 12 credits in each fall and spring semester, with a minimum grade point average of 3.00 during the previous academic year (not to include summer session).

Scholarships are to be awarded for the entire academic year. However, in order to receive payment of the first one-half of the scholarship, the recipient must register fall semester as a full-time student (minimum of 12 credits) with the intent of passing 24 credits during the entire academic year.

In order to receive the second half of the scholarship, the recipient must have passed a minimum of 12 credits fall semester with a minimum semester GPA of 2.50 and must register spring semester for a minimum of 12 credits.

The above full-time basis (12 credit minimum) applies to all students including graduating seniors who may not require 12 credits to meet graduation requirements."

STUDENT UNION  
Montana Tech of the University of Montana  
1300 West Park Street  
Butte, MT. 59701  
406.496.4211 Chris VanNuland  
406.496.4335 Tom Ferriter  
406.496.4458 Kris Leipheimer

Date: **Current Date**

Organization: **Organization/Event Name**

University Venue:

Student Union Building  
Library Auditorium  
Mill Building  
University of Relations Center

Please see: [www.mtech.edu/sub/conference-event/](http://www.mtech.edu/sub/conference-event/) for detailed information.

Day/Date/Time:

Insurance: **Name of company**

Name, address, and daytime phone of person responsible for facility listed on this document:

ATTN: **Person's name**

## MONTANA TECH STUDENT UNION FACILITIES USE AGREEMENT

THIS CONTRACT, is entered into by and between the State of Montana and **Montana Tech of The University of Montana** (hereinafter referred to as "Tech"), and **Organization Name**, (hereinafter referred to as "Renter"). This contract shall take effect **Current date** and terminate immediately after the event unless terminated earlier in accordance with the terms of this contract.

In consideration of the right to use the facility, the user named above shall assume the following:

- 1. CLEAN UP** - It is the responsibility of the Renter to make sure the facility is left in the condition it was found prior to its use. Failure to clean after use will result in costs charged to you. Any damaged property will also result in costs charged to the Renter.
- 2. DISCLAIMER** - The Renters agree to protect, defend and save Montana Tech Facilities and its employees. They must act within the scope of their duties during the above stated scheduled use of said facility as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of Renters' employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services in any way resulting from the acts or omissions of the Renters and/or its agents, employees, representatives, assigns, subcontractors, **except the sole negligence of Tech, under this agreement.**
- 3. REQUIRED INSURANCE**-Any and all individuals occupying any space in the MT Tech Venues listed on this document **must** be covered by some type of health and liability insurance. The Renters shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury and property

damage of **\$1,000,000** per occurrence and **\$2,000,000** aggregate per year to cover such claims as may be caused by any act, omission or negligence of the Renters or its officers, agents, representatives, assigns or subcontractors. Renters will provide proof of insurance.

- 4. **CANCELLATION** – Renters must notify Tech Student Union Office if you will not be using the facility during your scheduled time to release your responsibility. You are responsible for any damage incurred during your assigned time unless you have cancelled your scheduled time.
- 5. **TERMINATION** – Montana Tech may, by written notice to Renter, immediately terminate this contract in whole or in part for Renter's failure to materially perform any of the services, duties, terms or conditions contained in this contract.
- 6. **FACILITY RENTAL FEE** – [enter fee here](#)

Renter will follow all campus rules and regulations. Alcohol is NOT allowed unless prior arrangements have been made in accordance with Montana Tech's Alcohol Policy. Absolutely no tobacco products are allowed. If any evidence of this is found after event, Renter could be subject to repercussion and additional charges.

**7. MONTANA TECH STAFF**

Tech Custodians – **To be billed after event @ \$38/hr.**

Student Employees – **To be billed @ \$15.00/hr.**

**Please call Chris VanNuland @406.496.4211, Tom Ferriter @ 406.496.4335, or Kris Leipheimer @ 406.496.4458 if you have any questions on concerns.**

I have read and understand the obligations above.

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Signature

Date

Federal ID #

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Signature of Montana Tech of the University of Montana

Date

Federal ID#

## Montana Tech Web Policy

*Updated February 2017*

### Introduction

The Montana Tech website provides key essential information about the university. Three groups play key roles in the website's overall development and oversight. The Public Relations department manages day-to-day operation with help from Information Services. The Web Guidance Committee is charged with oversight of policy-related issues. Departments and appointed individuals also play a key role in maintaining and updating content on web pages.

### Web Guidance Committee's Mission Statement, Responsibilities, & Membership

The Web Guidance Committee's role is to recommend policies regarding all Montana Tech Web pages. The committee recommends standards, ensures that there is an ongoing process of review of content and adherence to the standards. The Montana Tech Web Guidance Committee members represent faculty, staff, students, and administration. There is currently no term limit to membership. Each college and the Library should be represented on the committee at all times.

### Web Templates

All pages within the Montana Tech website are considered part of the university's public presentation and therefore should use the Montana Tech templates created within the campus approved content management system. The header and footer and left hand navigation are to remain consistent on all pages. This will allow for brand consistency on all Montana Tech pages.

### Web Editors

Montana Tech web editors are departmental representatives, faculty and staff tasked with updating content on departmental sites. The Public Relations Department, with guidance from the Web Guidance Committee, approves requests for editing access. In order to gain access to become a web editor, an email must be made to the Public Relations Department ([webmaster@mtech.edu](mailto:webmaster@mtech.edu)) requesting access and listing specific web site areas. This access will then allow web editors to make necessary changes to only the areas assigned. In order for the request to be granted, the web maintainer must have proper training on the content management system by the Public Relations Department. Web editors must verify the accuracy of any content placed on the website before submitting. Department heads are ultimately accountable for the content added to each site and the pages under their departmental areas.

### Site Publishing

Web editors will be allowed to publish their pages. All pages must be reviewed before publishing and must also be reviewed once live to confirm pages are correctly formatted and linked in Cascade.