



Leech Lake Tribal College Board of Trustees

Code of Ethics

Each Trustee of the Leech Lake Tribal College (College) Board of Trustees (Board) is an appointed representative of the Leech Lake Band of Ojibwe. The Trustees' obligations as a group are both legal and ethical. Each Trustee promises to carry out his/her duties with the very highest ethical conduct and to carry out the Board's requirements under the applicable Minnesota Chippewa Tribe Constitution, Leech Lake Band of Ojibwe Tribal Code, Leech Lake Tribal College's Governing documents, Higher Learning Commission Standards, and federal laws as applicable.

All Board of Trustee Members, which includes non-voting members, must:

1. Assure that all actions and decisions are in the best interests of our students because they are the primary reason for the College's existence.
2. Recognize that each Trustee is only one member of a team and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
3. Actively pursue community involvement to establish a policy to support the college operations and future developments. This accountability supersedes the personal interests of any Board Trustee.
4. Help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and maintain each individual's dignity.
5. Avoid any conflict of interest with respect to their fiduciary duty to the college and any personnel issues regarding any college employee, including the president, faculty, and staff.
6. While acting in the capacity of a trustee, the trustee will remain law abiding in any jurisdiction and will follow all relevant college policies as related to their duties and responsibilities. If a trustee is convicted of any felony crime, financial crime, or crime of fraud, crimes against humanity, domestic violence crimes, stalking, or any form of physical violence against another human being, the trustee has seventy-two (72) hours to send a written notice to the entire board of the conviction.
7. Maintain confidentiality of privileged information and refuse to use their position on the Board in any way for personal gain.
8. No individual trustee may bind, or speak, or act on behalf of the Board unless expressly authorized by the Board with a majority vote.
9. Trustees should respect the confidentiality and sensitivity of board discussions. Trustees should remain loyal to board decisions even if they voted against them.
10. Trustees must not discuss any personnel or performance issues in public of any college employee, including the president, faculty, and staff.
11. Trustees must not harass, intimidate, threaten, or attempt through any means to control or instill fear in any fellow Trustees, College President, faculty and staff, or students.
12. Trustees must be unbiased and accurately weigh the president's performance based on the president's actual execution of their duties, responsibilities, and meeting benchmarks set by the board through the presidential goals when evaluating the president at their annual review.



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13. Must not intentionally solicit or accept anything of value, including, but not limited to, any gift, loan, favor, or services given for the purpose of influencing a decision or action in the discharge of official duties.
14. Must not vote on any matter before the Board which does or could result in violation of the Conflict-of-Interest Policy. Each Trustee shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board to abstain from voting where a conflict or a potential unresolved conflict of interest may exist and shall state publicly that the vote to abstain is because of a possible conflict of interest.

Complaint(s) in violation of the Code of Ethics Policy

A violation of this policy will be subject to appropriate action, as determined by the Leech Lake Tribal College Board of Trustees. A trustee may file a written complaint with the board's vice-chairperson of an alleged Code of Ethics violation. The Vice-Chairperson will forward the written complaint to all trustees within seventy-two (72) hours of receiving the written complaint. A hearing on the written complaint will be held at the next regular board meeting in a closed executive session if it is submitted to the board at least ten (10) days prior to the next regular board meeting. If the written complaint is submitted to the entire board less than ten (10) days prior to the next regular board meeting, the written complaint will be heard at the following regular board meeting in a closed executive session.

Both parties may submit a written answer, evidence, and/or oral testimony to support or disprove the alleged violation so long it is disclosed to all board members. Any answer, and/or supporting evidence, including persons that will be called to testify at the hearing, by 11:59 PM, at least three days prior to the regular meeting for consideration. If the answer and/or supporting evidence is not received by the above deadline, it will not be considered. Furthermore, a board member may ask for an extension of filing the answer and/or supporting evidence to the Vice-Chairperson prior to the expiration of the deadline. It is at the discretion of the Vice-Chairperson to grant the requested extension until the following regular board meeting in a closed executive session. All decisions of the board are final and unappealable.

Neither party nor any other board of trustee witnesses that provide testimony will have a right to vote on the alleged violation after the evidence is presented. A finding of a violation of this policy may result in censure or removal from the board.

If the complaint is filed against the vice-chairperson, then the written complaint will be submitted to the Chairperson, and the Chairperson will follow the above procedure for an alleged violation of the Code of Ethics. If the written complaint is filed by the chairperson against the vice-chairperson, then the secretary of the board will be responsible for submitting the written complaint to the entire board and will follow the above procedure for an alleged violation of the Code of Ethics.



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Declaration of Understanding

I acknowledge that I have fully read, understand, and will stay in compliance with the Leech Lake Tribal College Board of Trustees Code of Ethics. I understand and agree that upon receipt of proof of violation of this Code of Ethics, the Board of Trustees will proceed in investigating, and proper action may be taken.

Printed Name

Date

Signature