

## **8010P      Speakers' Bureau Procedures**

**Requests for Speakers:** The Faculty Support staff member at the East Grand Forks Campus will serve as the Bureau's point of contact for community partners. The staff member will field incoming requests for speakers and place requesters into contact with Speaker's Bureau members who have the appropriate expertise to meet the needs of the requester.

In instances where two or more Bureau members have the same area of expertise, the faculty support staff person will rotate the initial bureau contact among all bureau members unless a specific Bureau member is requested. Whenever making any initial bureau contact, the requester's information is provided to the Bureau member so that they may communicate directly about the proposed engagement.

To facilitate efficient assignment of engagements, Bureau members must inform the Faculty Support staff member of whether they have accepted or declined the engagement within the timeframe set by the staff member.

Bureau members may defer any engagement for any reason and are encouraged to defer a particular engagement under the following conditions:

- 1) When it is the member's judgment that another Bureau member better fits the requester's needs (and another member is able to make the engagement)
- 2) It is the member's judgment that they are not well suited or qualified to meet requester's needs
- 3) There would be a conflict of interest (either professional or personal) for the Bureau member pursuant to the NCTC Code of Ethics, Section 1050.

**Membership:** Membership is limited to Northland College employees in the MSCF Bargaining Unit, MnSCU Administrator's Plan, or other Fair Labor Standards Act exempt staff. Eligible employees must apply to be a member of the Speaker's Bureau and identify topics on which they are willing to present. The Faculty Support Staff member maintains a membership list for the Speaker's Bureau and communicates changes in the membership to other college members as needed (e.g., web master, marketing, etc.).

**Honoraria:** All monetary honoraria must be reported to the Northland College Human Resources office. Bureau members elect one of the following options:

- 1) Receive the honorarium on their payroll as taxable income\*
- 2) Receive the honorarium on their payroll as taxable income as an NCTC Foundation donation. Bureau members may request that the money go to a specific fund in the NCTC Foundation.
- 3) Request the business/organization donate the monetary honorarium directly to the NCTC Foundation with the name of the business/organization noted as the donor. The employee may also request the donation be directed to a specific fund.

\*If a member elects to receive monetary honoraria through option #1 or 2, they must adhere to the guidelines set forth in the applicable bargaining agreement. (For the 2005-2007 MSCF Contract, see Article 13, Section 9.) Members must further adhere to the NCTC Code of Ethics Section 1050, in compliance with Minnesota Statute 43A.38 and Section 15.43. These guidelines apply to all Bureau members.

**Other Gifts:** A member may accept non-monetary gifts only if their doing so does not violate the NCTC Code of Ethics (see sections cited above). All gifts must be of nominal value. Acceptable examples include: plaques, mugs, T-shirts, etc. Unacceptable examples include gift certificates greater than \$5.00, or other items of more than nominal value.

**Reimbursement of Expenses:**

Requesters for speakers should be asked to cover expenses, including meals, travel, and hotels (provided the Bureau member feels such expenses need to be covered). Given that the scope of the Bureau is regional, such expenses are expected to be minimal. NCTC will not, as a rule, cover expenses. Exceptions may be made in unusual cases.

**Promotion:** The Bureau will be promoted through the College Web page, fliers, local Chambers of Commerce, and other methods deemed efficient, effective and appropriate.

**Oversight:** The Chief Academic Officer and four faculty members serve as oversight to assist in maintaining the Bureau.

First Reading: SGC 12/8/05

Second Reading: SGC 1/12/06

Adopted: SGC 2/9/06 –changes made to honorarium section.