

OFFICIAL MEETING MINUTES

MINUTES:	TMCC SPECIAL BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	6/25/2014 – 7:00 a.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, Carla Peltier, Dr. Leigh Jeannotte.
Board of Directors Absent:	JoAnne DeCoteau, Glenn Longie
Board of Trustees Present:	Yvonne St. Claire
Staff Present:	Dr. Jim Davis, Kellie Hall, Tracy Azure, Holly Cahill.
Guests:	None.
Officiating Recorder:	Tracy Azure

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 7:13 a.m.	
II. Roll Call	Performed by Tracy Azure	
III. Approval of Agenda		Chairman Poitra asked for a motion to approve the agenda as presented. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. Tracy Azure performed roll call. All were in favor. Motion carried.
IV. Old Business 1. OFS Salary Schedule	Kellie Hall discussed the OFS Salary Schedule. Kellie Hall converted the annual rate of faculty rates into hourly rate by using 1500 hours. Chairman Poitra expressed a concern over having some faculty that are 58K at a non master level and the PHD level	Chairman Poitra asked for a motion to approve Dr. Davis' recommendation. Dr. Leigh Jeanotte made this motion, second by Carla Peltier. Discussion held. Redline people will be addressed by a non communicative

max is lower than that. This is a reason to have a scale that tops off.

Discussion held on how to reward people for years of service. The years of service award, the 10 hours of annual leave and the 20% retirement benefit was discussed.

Jim discussed the need to have attractive salary for recruitment and retention. It is good that employees can see their progression through the salary scales based on availability of funds.

Carla expressed a comment on the concern of joanns from the last session about the green line employees that were getting a large increase. If an employee were to leave, that position would be filled at the higher rate so it is fair that an employee loyal to that position should get that salary.

The communication package needs to be developed and scripted so that everyone is the same language is being used. Duane wants to make sure that the reason for the new scale is communicated. Carla feels less is more.

How do you deal with employees that are within that institution and apply to a new positions for years of

one time bonus 1/2 of a step increase under the same conditions as if they were to move on the salary scale. This will not impact this years budget but next years budget July 1, 2015. Chairman Poitra wants the intent of achieve salary schedule that would provide long term equity, and compensation at a competitive level to the power point. Tracy Azure performed roll call. All were in favor. Motion carried.

experience. Kellie has a recommendation. The placement of TMCC employees should be added to policy. Years in current full time position with no break in service.

Carla expressed that was is presented at the board meeting is public information. So if an employee wanted to see it should be ok. Be prepared for questions of employees on how the salaries were determined and how employee get larger increase in others and why other people are realigned.

Yvonne called in 7:39 am

Duane asked if Kellie after working with the consultant and HR if there were discrepancies in salary and if doing a new scale was truly necessary. Kellie said that the new scale needed to be done and she did feel there were discrepancies. Kellie said they tried to keep the integrity of the process and not necessarily secrecy but to keep integrity.

The rows and lanes are mathematical. Placement using years of experience up to 5 are recommended in policy. Acting in positions is not to be considered because it is arbitrary who is put into those acting positions. Based on the HR best practices for years required to master position, cost projection of

incorporation was completed. Review of implementation strategies and options presented to the budget committee. The president recommends the application and sustainability. Kellie said the process was conducted based on methodical, impartial, and consistent practice through placement of position and analysis of market to remove any potential subjectivity, personal bias, or undue influence.

Exceptional expertise was brought up by Duane. On the Faculty scale, is the exceptional expertise applied on PHD position on the current scale. Dr. Jim said that exceptional expertise is applied when positions are hard to fill and have been advertised for long time without applicant or not qualified applicants. It isn't necessarily on the educational level. Duane said it is exceptional expertise is only applied to hard to fill position and not to someone who is exceptional because of experience or special certifications that make the individuals exceptional. He feels that there should be something in place for PHD positions who have many years of experience related to the position as an example chair of the education department. A person who has 20 years as a PhD working as a chair of education department as opposed to a master's person without that experience and the position is placed at a master level. Exceptional expertise

should be applied in this case for the PHd person not necessarily than a position that is hard to fill

There should be two different categories. One for education and experience and one for hard to fill positions. Notice of these cases needs to be brought to the board before the implementation.

Leigh discussed employees who go one for higher degrees that apply to or are related to the position they hold. those positions should be rewarded someone in composition somehow. There should be a third section for those people who move on and acquire exceptional expertise in their position.

Jim thinks that the position creates the hard to fill position such as the nursing director. Carla said that may not always be the case. Advertising as a starting point and it gives the college the opportunity to negotiate with those hard to fill positions.

Kellie expressed that this could be used for the CTE faculty as well. When it comes to staff we need to be careful not go over the market because the market considers the exceptional expertise.

Duane asked the board if they were alright with changing the language for exceptional expertise

before it goes out for comment. it was the
concessess

Dr. Jim made the recommendation for implementing
100% of faculty and staff salary scales effective July
1 2014, using ICCA, indirect cost, grant funds; and if
needed reserves.

Dr Jim outlined his rationale for the recommendation
as outlined on the powerpoint. Duane added, for
those employees who are above market, there will be
no reduction in salary will take place. This will be
added to the power point.

Sustainability

1. assess and implement staffing needs
2. Increase ICCA ISC count and programs of study.
3. Possible tuition and fee increase - this hasn't been
done in at least 5 years
4. advocate for increase in BIA funding to 8,000 per
IC FTE
5. look at the success of our strategic goals.
6. Reduction in force
7. increase contribution to health benefits by
employees

	<p>If we need to use the reserves for implementation of the new salary scale, the board will be notified right away.</p> <p>Arrowhead employees are green lined. If they are given this it will put us further behind. We need to have a plan for the arrowhead and cafe. Look at the operations of those too business to at least break even.</p> <p>Dr. Jim discussed Arrowhead printing that the profit they are making now will cover their salary increase. Carla suggested we get a consultant to analyze what we need to do to make arrowhead successful. Duane said he talked to Dr. Jim about getting an operational plans for both Arrowhead and Cafe.</p> <p>Dr. Jim said that the pricing for Arrowhead is higher than other places and this needs to be resolved.</p>	
<p>V. New Business</p> <p>1. Trailer Purchase</p>	<p>Duane presented a purchase requisition for a drop neck trailer from LSI Truck Sales for \$23,000 paid out of the TREND Grant.</p>	<p>Chairman Poitra asked for a motion to approve the PR to LSI Truck Sales in the amount of \$23,000. Carla Peltier made this motion, seconded by Dr. Leigh Jeanotte. No discussion was held. Tracy Azure performed roll call. All were in favor. Motion carried.</p>

V. Other Business		
VI. Next Meeting	Regular Board of Directors: July 28, 2014 at 5:00 p.m.; TMCC Board Room	
X. Adjournment	Meeting adjourned at 8:57 a.m.	Chairman Poitra asked for a motion to adjourn the meeting. Dr. Leigh Jeanotte made this motion, seconded by Carla Peltier. All were in favor. Motion carried.

Duane Poitra

Duane Poitra, Board of Directors Chairman

Tracy Azure

Tracy Azure, Acting Board of Directors Recording Secretary