


Appendix A
9-20-14
Quarterly Board of Directors 1469

TURTLE MOUNTAIN COMMUNITY COLLEGE

Date: September 19, 2014
To: Board of Directors, Turtle Mountain Community College
From: Jim Davis, President, TMCC 
Re: Change Orders for Science Lab Project

Today, September 19, 2014, I negotiated change orders submitted by DeCoteau Construction and Electric on the Science Lab Project. The negotiated amount was for \$39,733.80 that addressed basically two change orders out of a total of eight; and, three days of liquidated damages from a total of eleven days. The initial request for the eight change orders was \$71,500.

In order to move this project along to its eventual completion, I am recommending that the total negotiated amount of change orders plus the liquidated damages in the amount of \$39,733.80 be accepted by the Board. TMCC has the financial resources in its Title III budget to cover these costs.

In regard to Jiran Architects and Planners, and Beazley Mechanical, I am pursuing their part of the solution to these change orders. Although they feel they are not responsible or liable for any of this, I disagree.

I am requiring both Jiran Architects and Planners, and DeCoteau Construction to come up with a list of items that still need to be completed on this project. These are basically punch list items and can be successfully resolved within a few days.

Cc: Wes Davis
Dave Ripley
Tracy Azure

Café Progress Report

Draft

Appendix B
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Directors Mtg.

{Menu Design}

- short order style which is what is already in place. More efficiency of how the food is to come out rather than re inventing the whole menu.

{Ordering}

- having a regular order form of the products you order along with packing size and quantity needed ready to go and filled out before the reps get here.

{Staffing}

- I feel at specific times like the lunch hour she is definitely understaffed in order to get the food out with only her and one other person is a lot (somedays)
- The work study person should be able to run the till system which takes u a lot time and 1 or even 2 part time employees should be able to do the rest of the duties during that hour.
- I also feel that strategic scheduling and consistent scheduling of the help on a weekly/ monthly basis will help out with planning.

{Workflow}

- The workflow is a bit much at times until some structure gets into place. Seems like Lola is just "winging it". Which may work at times, but never on a regular basis.
- Her mornings seem really packed, constant moving with little time. Which if someone or department has anything extra out of the ordinary she probably wont be able to handle it. That's when the frustration with in her sets in and the potential lashing out at people may occur.

{Skill set for student workers}

- Lola isn't wanting to deal with a lot of training of the student worker, so depending on the hours the student has to give and how much they want to learn will depend on what can be taught.
- I feel that the student should have and can learn the computer system, proper storing and putting away of products received on the delivery trucks, some prepping after lunch rush, cleaning and tearing down, morning set up of kitchen.

{Hours of operation}

- The hours that are set now 8:15-2:15 seem to work out ok. Unless there is more of a draw to stay open later.

3:00

{Vendors}

- I was in contact with both vendors and the pricing is not an issue on there part, maybe some gradual increases on our part will help.
- Miss picks still happen either from lack of communication or not being prepared for the menu options you are going to do that week.

- An inventory is in place for common knowledge for Lola. Might need to double check for accuracy.

{Price Points}

- Some price points have been adjusted already on higher volume items, and we will continue to gradually make increases. Slowly so they don't shock the customer in noticing these adjustments.

{Cost Control}

- This issue has also been slowly established through common knowledge of portion sizes of items that we are serving. Once again in slower paced so that it doesn't shock the customer to not purchase the product.

{Invoicing}

- I have been building her inventory base from these invoices and showing Lola how and when to place these into the system for common knowledge.

{Temperatures}

- I don't have a monitoring system for holding temperatures in place for the sake of we are only serving in a hour span. If we were looking at a longer duration of time I would implement a temperature log. So more along the lines of what temp the food needs to be brought to is what I have been going over with Lola. Which is something she already has proper knowledge of.

{Critical Control Points}

- we did touch base on these, but will have to be an on going situation to maintain and have awareness of.

{Food Storage}

- We went through how and what proper food storage is in the coolers which will be a major thing to continue to monitor and will always be something to check on daily / weekly.

{Food Safety}

- Which is a direct reflection of temperatures and storage. Which also have touched base here, but will need to be continued and monitored.

{Take Out / Catering}

- We haven't done a lot of work in this area for this, considering that the man power will need to be there to execute this properly and affectively.

{Marketing / Advertising}

- THIS AREA STARTS WITH THE FACULTY AND STUDENTS.. WE ARE HERE AS A TEAM AND WORK AS A TEAM IN ORDER TO ACHIEVE SUCCESS OF THIS CAFÉ. WHICH FROM WHAT IVE SEEN HAS BEEN DONE

Challenges:

1. One challenge was arriving at a FY 2015 budget. What helped with arriving at this budget was receiving, in early July, an increase of about \$250,000 to our ISC/BIE funding.
2. Completing a series of infrastructure projects. It seems to not matter if the project is small or larger, it still takes time, effort, and resources to get these projects completed.

Anticipated Travel: Over the next three months, travel will involve meetings with our ND Association of Tribal College Presidents to plan and strategize for the 2015 ND Legislative session which begins January 2015. These meetings will involve our (1) state-funded non-beneficiary funding, (2) our workforce development grant program; and (3) a possible request for infrastructure projects for tribal colleges. Travel will also include our annual AIHEC Board of Directors meeting, our annual American Indian College Fund Gala, and attending the annual Rural Community College Alliance (RCCA) meeting.