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**Turtle Mountain Community College
NCA Resource & Planning Committee
April 20, 2012
9:00 a.m.**

OFFICIAL MINUTES

Committee Members Present: Tracy Azure, Chad Davis, Jackie De Los Santos, Audrey LaVallie, Barbara Houle, Barbie Poitra, Brittany Belgarde, JoAnne Blue, Karen Poitra, Keith Azure, Kristie Dionne, Larretta Hall, Mark Hamley, Richard DeCoteau, Ron Parisien, Sherri Monette, Valerie LaRocque, Wes Davis.

Committee Members Absent: Duane Poitra, Dwight Trottier, Harold Counts, Kerri Martell, Theresa Rivard.

I. Business:

- The criterion has changes since the NCA meeting in Chicago.
- Our group had the largest amount of changes.
- Some questions that were asked are as follows: Discussion was held on each question.
 1. Do we have a plan to get everyone systematically trained?
 - Everyone needs to be trained in Jenzabar and technical areas.
 2. Do we have the medical safety plan?
 - One was planned and never went into effect.
 - We need individuals trained.
 - We should get mouth covers for CPR.
 3. Do we have a drug and alcohol policy?
 - It is not being enforced or being tested.
 - Drug testers need to be re-trained or outsource the testing.
 - 5th Generation, the Tribe, or Bottineau.
 - We need an organization which can be upfront and honest.
 4. What is the policy on qualifications for particular jobs?
 5. 5B.3 are we speaking of institutional shared governance”
 - This is a new question to the criterion.
 - Does this refer to students, staff, faculty, administration, and Boards?
 - We currently have a staff and a faculty committee, which the chairs sit on the Administrative Council for shared governance.
 6. None of the questions pertain to grants or how the grants are used.

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- The first criteria can show how grants come into play.
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- They can prove financial stability without grants, in reference to collecting tuition and
- 41
- billing.
- 42
- We can possibly offer a short presentation on funding sources and what role each source
- 43
- has in the institution.
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- Education where money comes from and how it is allocated.
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7. We should promote TMCC more.
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- We don't have dorms to bring students in.
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- We need to involve students in the processes.
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- Faculty isn't currently big enough for the institution to grow.
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- Possibly get a couple of trailers to house individuals if necessary.
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- To obtain a trailer, we would need to pay \$500.
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- We could house adjunct faculty or new faculty until they can find a
- 52
- permanent home.
- 53
8. Possible expansion of the bookstore.
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- Consider getting e-books.
- 55
- We would need to purchase e-readers for all students.
- 56
- Textbooks are expensive. Does the bookstore sell back what they can't use to the
- 57
- used book company?
- 58
9. The committee would like 5B clarified.
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- The evaluation process:
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- Can we evaluate from the bottom up?
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- We currently evaluate from the top down. Supervisors only evaluate their
- 62
- own staff/faculty.
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10. The budget:
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- This should be communicated to the Administrative Council.
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- Budgets haven't previously been distributed to the staff.
- 66
- Grant money is dictated by the grants, but ICCA money is decided upon
- 67
- by the institution.
- 68
- The budgets shouldn't be so secretive.
- 69
- Supervisors are supposed to relay each budget to their staff members.
- 70
- They shouldn't be left in the dark
- 71
- Budgets sometimes need to be further broken down
- 72
- Program officers have provided information that we may be taking cuts in
- 73
- grants.
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- The more open we are with the budget, the more cooperative staff may be.

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II. Next Meeting:

- NCA Committee Meeting: September 28th, 2012 at 9:00 a.m. in the TMCC Board Room

III. Adjournment: Meeting adjourned at 9:56 a.m.

Chad Davis, Committee Chair

Tracy Azure, Committee Chair

Jaclyn De Los Santos, Administrative Asst.