

OFFICIAL MEETING MINUTES

MINUTES:	TMCC SPECIAL BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	5/8/2014 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, Dr. Leigh Jeanotte, JoAnne DeCoteau, Glenn Longie.
Board of Directors Absent:	Carla Peltier.
Board of Trustees Present:	Zelma Peltier, Brock Charette, Charmelle Yazzie, Elmer Davis, Jr.
Staff Present:	Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer, Holly Cahill, Brian Bercier
Guests:	None.
Officiating Recorder:	Jaelyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 5:21 p.m.	
III. Roll Call	Performed by Jaelyn De Los Santos.	
IV. Approval of <u>Agenda</u>		Chairman Poitra asked for a motion to approve the agenda. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. No discussion held. Jaelyn De Los Santos performed roll call vote. All were in favor. Motion carried.
VI. Old Business		

A. OFS Salary Schedule

Dr. Davis informed the Board that administration is prepared to move forward with the staff and faculty salary scales. The committee will provide their recommendations. Based on market analysis with Dr. Lolita Smoak, we moved forward with the suggested spreadsheet. Administration was directed by the Board to also include a salary scale for faculty. Today's meeting has been scheduled to approve both the faculty and staff salary scales. The salary schedule is requested to be effective July 1, 2014. This would be a fair and equitable scale for all staff and faculty, as a consistent and fair process was performed. There are no names attached to the scale, but job titles are included. The committee presented the recommended salary schedule.

The schedule is more specific with a midpoint and maximum salary. Looked at ranges based on the minimum and maximum. 2.5% is the range between each column. Between the rows, we standardized them so salaries are between 5%-10% increments. It allows for growth with a standard 1.25% increase of additional rows in between. The ranges are very specific and made it easier to place a position which is not currently on the schedule..

The recommendation will be that employee's progress through the columns based on the annual performance evaluation, with concurrence by the President. The evaluation is a rubric evaluation, so we need to be sure that it is an accurate tool. Discussion held. The integrity of the scale was kept within the committee, and all data is factual data.

Tracy Azure is asked to report the overall costs for increases, which includes grant programs, at the next meeting.

Administration would like time to review the policies to update appendices and policies accordingly. The Board inquired about the grieving policy if an employee feels that they were not placed properly. Discussion held. Due to the updates in the policies, the Board feels that it would be beneficial to approve the salary schedule and the policies at the same time. Policies could be presented at the next meeting and put out for the 30 day comment period. More prudent on the Boards end, they would want the policies approved at the same time as the salary schedule. The Board acknowledges that the committee has put a lot of work into the schedule. We should have a legal review of the policies as well. The changes to the policies may be very minimal, but the policies will be reviewed by the attorney prior to being finalized by the Board.

Brock Charette exited at 5:53 p.m.

Dr. Davis will get in contact with the College's attorney to request to set aside a day to review the policies.

The analysis on the salary schedules needs to be done annually. A legal review can take about a week, then we need the comment period following. Kellie Hall is requesting a special board meeting as soon as the policy is back from the attorney. Discussion held.

In effort to meet fiscal year deadline, the comment period will need to be cut short. Once the comment period is over, administration can call for a special meeting to approve the policies and the salary

	<p>schedule all at one time.</p> <p>lengthy discussion was held in reference to the options for the salary schedules. Currently with the options, the cost will be \$156,461 with additional fringe for the overall institutional budget (ICCA/Indirect). This includes 58 staff/faculty positions are green lined, and 53 positions that are red lined. The Board would like to know what this will cost the grants at the next meeting. Discussion held.</p>	
VIII.	Other Business	
IX.	Next Meeting	Regular Board of Directors: May 19, 2014 at 5:00 p.m.; TMCC Board Room
X.	Adjournment	Meeting adjourned at 6:48 p.m.
		<p>Chairman Poitra asked for a motion to adjourn. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>



Duane Poitra, Board of Directors Chairman



Jaclyn De Los Santos, Board of Directors Recording Secretary