

Turtle Mountain Community College
Department/Grant Report

Date: January 20, 2012

Submitted by: Anita Frederick

Direct Supervisor: Dr. Jim Davis

Department/Grant Title: Student Services

Program, Purpose, Description, Goals, etc.:

To serve the TMCC student body in the area of admissions, registration, financial aid, and support services.

Activities:

- Orientation
- Online Registration
- Advising
- Financial Aid Disbursement
- Review of student policy on admission, records, billing, financial aid.
- NCA accreditation
- Foundations of Excellence

Staff Information (Number hires, vacancies, etc.):

- New hire-Diane Bercier

Report: There are a total of 543 students enrolled for the Spring 2011-12 term. This is about 146 less than last year. The annual ISC is projected at about 700.00 FTE, which will be a significant change in our income if we are funded at the same appropriations from last year.

We have made several agreements with students for payment of their tuition and fees due from the fall term. We did not turn any students away for registration in

the spring term, rather we opted to provide the students with repayment schedules or if eligible tuition waivers.

Feedback from the students was good for online registration and advising. We did however, run into some technical errors but I made note of each of these and are they are being addressed so that we can avoid any interruptions in future registration activities.

The upward bound proposal was submitted today January 30, 2012. Thank you to Larretta Hall for her hard work and also to the upward bound staff Dennis Decoteau and Jody DeLong.

Areas of Concern: Policies for tuition and fees payments and refund cycles, admissions policies, registration policies, and student policies. The staff are working hard to review and make several policies easier for the students to understand.

Appendix D
1-30-12
Regular Board of
Directors meeting

TURTLE MOUNTAIN COMMUNITY COLLEGE

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MONTHLY REPORT

Submitted by: Jim Davis, President

Month: December 2011 – January 2012

Department: President's Office

Brief Description/Goals of Department: This department has the overall responsibility for fulfilling the mission, goals, and activities for TMCC.

Monthly Activities:

1. The Vice President position is in the process of being filled. Before the January 30th Board meeting I hope to have it filled. In terms of the Comptroller position, the Committee is still in the process of processing this and should have a decision in early February.
2. We are in the busy season for proposal writing. The following proposals/grants are either in the process of being written or we are waiting for them to be announced: Upward Bound, USDA Extension, USDA Equity, Academic Readiness, USDA Facilities, and Professional Development. The ANA grant we were seeking to submit for the Ojibwa/Michif Language is no longer because the Tribe Council decided to submit this proposal instead of giving us the opportunity to take the next step in addressing these languages.
3. It appears that Congress will allow for a one year extension on the Carl Perkins Grant for all Career and Technical Education Programs. We were getting prepared to write for this grant but may have another year left before we have to re-submit.
4. I have been in contact with Karen Solomon, the Higher Learning Commission, regarding finalizing the issue they were addressing for TMCC. I am preparing a response to our conversation that has to include the process of contract renewal for the President. Soon after the Board meeting on the 30th I will send the letter to Ms. Solomon.
5. I have been working on identifying people who are able to do some work for us regarding the salary scale, desk audit, and an assessment of our work force. I should have that person identified in early February and thereafter prepare a RFP to advertise for this work to be completed by hopefully this Spring.
6. We've had some challenges with our Project CHOICE in working out some issues with the Project Officer from DC. Project CHOICE is a very good program and is a much needed program for our community in addressing allied health careers. I will be in DC the middle of February attending an AIHEC meeting but I will also devote time meeting with Project Officers of our current programs and finding out where we can access grant funds to continue our programs and/or to start new initiatives.
7. Four Student Senate members will be attending an AIHEC meeting in mid-February that involves the Student Congress from TCU's. They will also be meeting on the hill with our Congressional delegation along with the ND TCU President.

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8. We have been planning for the AIHEC Student Conference that is going to be held this Spring in Rapid City. This student conference involves student competition in the areas of academics, social, and athletic events.
9. Our Budget Committee meetings will start up on January 30th and will consistently meet until we have completed the FY 2013 and FY 2014 budgets.
10. Our accreditation committees have been meeting and I am expecting a letter from HLC in the next few weeks to let us know when in late 2013 or early 2014 we will have our next ten year visit. Karen Solomon from HLC will be on campus in April 2012 to provide technical assistance in our work to prepare our self-study.
11. The IT expansion and renovation, and the Trading Post expansion and renovation are both completed. The Kitchen lab is still under construction and should be completed soon. We will continue in the next two weeks to address Phase II of the parking lot project. We hope to have a contractor on board to complete this project by mid or late May, 2012.
13. We have a roofing project that we are starting to plan and design for the work that needs to be accomplished.

Highlights/Successes: The highlights are the completion of the two infrastructure projects, and the near completion of the Kitchen Project.

Challenges: To be successful in working with P2P regarding our downtown campus and resolving and addressing issues of buildings being moved, etc. Our next step is to develop a transition plan based on the approved MOU. In speaking briefly with some tribal council members recently, these few seem to have different thoughts about what P2P has been planning. With the MOU that was approved by both Boards, we were to share that with the Tribal Council and get their approval. This has not been done.

Anticipated Travel for February:

To New Town to attend the Feb. 1-2, 2012 Energy Conference. I hope to have three or four others to attend because major oil companies are to be in attendance. I will be on a panel of tribal college presidents presenting what we are doing in the energy sector as far as training.

To be in DC the week of February 13th to attend the annual legislative AIHEC conference where we talk about the federal budget and how we are impacted, what we have to do to increase our student FTE revenue, and many more topics. In addition, we accompany our TCU students to the hill to meet individually with our ND Congressional delegation. Students have the opportunity to express their experiences in attending tribal colleges as well as expressing what our top needs and priorities are at tribal colleges.

Jim Davis, President

STUDENT ATHLETE-ELIGIBILITY RULES

General Information:

- A. Compliance with the student athlete-eligibility is the expressed responsibility of the student athlete, coaches, athletic director, and designated administrative personnel designated to monitor said compliance.
- B. A student athlete must comply with the student athlete-eligibility rules and codes of conduct outlined within the Turtle Mountain Community College (TMCC) Student Handbook.
- C. Ineligible student athletes shall not be allowed to dress for any contest/competition.
- D. Student athletes who falsify any academic or athletic participation form(s) shall become ineligible immediately upon verification of falsification and shall not be allowed to participate in any athletic competition thereafter.
- E. A student athletes grade point average (GPA) and ineligibility to participate in competition shall not be modified or amended to make an athlete eligible unless said modification or amendment is made by the instructor(s) of course in question.
- F. The above aforementioned general information (A-E) shall become effective immediately upon adoption of designated TMCC board(s) and concurred by the College President.

Section 1. Requirements For Entering Student Athletes:

- A. A student must be a graduate of a high school with an academic diploma or G.E.D. diploma. Home Schooled graduates who meet the requirements for graduation as outlined by the North Dakota Department of Education shall be eligible to participate in competition as an athlete.
- B. Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at TMCC are eligible for athletic participation. Authorization to participate must be signed by the high school principal and College President.

Section 2. Requirements For Athletic Eligibility:

The following rules shall be used to determine student-athlete eligibility for athletic competition.

- A. Student-athletes must be enrolled in full-time status (12 semester credits or more).
- B. Student-athletes must be making satisfactory progress in a specific course as required by the course instructor.
- C. Student-athletes that drop below 12 semester hours are ineligible to participate in athletic competition until full-time status is regained within that term.
- D. Student-athletes who are under academic suspension shall not be allowed to participate in any athletic competition
- E. Student-athletes who are currently under academic probation shall be allowed to participate in all athletic competition.

- F. Student-athletes who are currently under academic probation shall be required to obtain on a bi-weekly basis, a signature of verification from his/her instructors that said student-athlete is making satisfactory progress in said course(s).
- G. Student-athletes who are not making satisfactory progress in his/her courses, will become ineligible immediately to participate in any athletic competition until said course(s) are returned to satisfactory status as verified by signature from said instructors of said course(s).

Notation: The aforementioned student-athlete eligibility rules as outlined, may be amended when deemed necessary to meet the requirements of the Turtle Mountain Community College. The Student-Athlete Eligibility Rules shall become effective immediately upon adoption/passage of designated board(s) and College President of the Turtle Mountain Community College.

Appendix D
1-30-12
Regular Board of
Directors Meeting

**Turtle Mountain Community College
Position Description**

POSITION: Human Resources Manager

DEPARTMENT: Human Resources

ACCOUNTABLE TO: President

SALARY: Grade Level 8 on TMCC salary scale

SUMMARY OF WORK:

Under the direction of the Turtle Mountain Community College President, manages the operations of Human Resources and is responsible for the implementation, and administration of the college's human resources program. The manager is responsible for coordinating all aspects of human resources for academic and classified staff and student employees, and coordinates the efforts with the hiring authorities to facilitate advertisement, recruitment and selection of college personnel.

JOB CHARACTERISTICS:

Nature of Work: The Human Resources Manager coordinates the overall provision of Human Resources services, policies, and programs for the college. The Human Resources Manager coordinates implementation of services, policies, and programs and assists and advises personnel about Human Resources issues. The Human Resource Manager will assist in the interpretation of the Federal, State and Tribal labor laws affecting the college.

Personal Contacts: Maintains continuous contact with the college's boards, administration, supervisors, faculty, and staff.

Supervision Received: Reports to the President. This position is expected to be able to work with little supervision.

Essential Functions: The Human Resources Manager coordinates Institutional and Human Resource practices and objectives that will provide an employee-oriented, high performance culture that emphasizes quality, productivity and standards, goal attainment, and the recruitment and ongoing development of the college's workforce.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Primary duties

- 1) Management of the Human Resources Program.
- 2) Coordinates the employee vacancy advertisement, recruitment, selection and hiring process;
- 3) Manages the TMCC personnel policy manual and assists in resolving issues involving compensation, benefits, employee grievances, and other related human resource policy matters;
- 4) Coordination of the college's workforce.
- 5) Assists in identifying training needs related to professional development of employees.
- 6) Assists the Business Office in maintaining and enhancing college employee services, while minimizing risk of employee injury, and complying with legally mandated requirements.
- 7) Coordination of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
- 8) Assists facilities manager in building safety and is designated as the TMCC Safety Officer.
- 9) Responds to Job Service inquiries.
- 10) Assists in Personal ongoing development.

General Duties

- 1) Results include a consistent, fair and equitable administration of the policies, rules and legal requirements of TMCC employment system and hiring policies;
- 2) Screens applicants for positions and provides hiring committee with a file of the eligible candidates.
- 3) Provides the President with all hiring committee documents, including the hiring recommendation of the hiring committee;
- 4) Manages the personnel files and all required documents necessary for labor law requirements;
- 5) Manages the performance evaluation process;
- 6) Thorough knowledge of personnel policies, practices and procedures and the ability to articulate them;
- 7) Expert knowledge of interviewing techniques that are applied to personnel issues;
- 8) Ability to analyze technical and administrative human resource problems and make sound recommendations for their solutions;
- 9) Ability to prepare accurate, clear, concise and effective reports;
- 10) Ability to understand and follow oral and/or written policies, procedures, and instructions;
- 11) Ability to operate a computer using standard or customized software applications appropriate to assigned tasks;
- 12) Provide yearly salary notifications to staff and contracts to faculty;
- 13) Administers the Drug Testing Program;
- 14) Meets with the Administrative Council to identify training needs, establish priorities, evaluate training materials, and coordinates staff participation in training;
- 15) Serves on institutional committees;

- 16) Submits required data reports, including IPEDS;
- 17) Keeps Administration informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- 18) Establish and maintain effective working relationships with other departments, employees, and the public; and
- 19) Administers the background security investigation checks.

JOB REQUIREMENTS:

Knowledge:

Must possess skills to coordinate an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance. Must have the ability to learn and apply labor law to existing policies and procedures as set in the institutional policy manual.

Skills:

Manage the Human Resource Program in ensuring quality employee relations. Must be a manager with excellent analytical skills and interpretation. Must possess provide fair and equitable in decisions affecting institutional personnel. Must have strong organizational, negotiation, and management skills with the demonstrated ability to identify and solve problems, set priorities, provide well thought out proposals and multi-task in a fast paced environment.

Abilities:

This position requires the ability to be organized; reliable; logical and rational under pressure; highly accurate in maintenance of records; meet and assist the public; maintain high level of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

A Masters Degree is preferred in Human Resource or related field from an accredited college with three years of experience in human resources support, personnel functions or administration. A Bachelors Degree with five years experience in human resources support, personnel functions or administration will be considered.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Capably facilitates the process and procedures of Human Resources
- Competently maintains personnel files.
- Prepares accurate and timely reports to federal, state, and tribal offices as needed.

- Accurately collects and prepares statistical data.
- Maintains confidentiality of sensitive information.
- Deals tactfully and courteously with the public.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

These entries are accurate and complete to the best of my knowledge:

Employee Signature **Date**

Supervisor Signature **Date**

Concurred President **Date**

Board Report January 2012

Personnel Policy – 30 Day comment period

The 30 day comment period for the proposed changes to the Personnel Policy Manual has passed with one comment being made. Below you will find a comment from Dr. Scott Hanson addressing employee definition.

Dr. Gourneau,

I am sending you a comment on the proposed policy changes in section 2.0050, which is the Employee Categories section. Part 4 of that section refers to full-time staff and 12-month instructors. One of the proposed changes is to add this sentence: "Full time employees hired for a specific grant will be paid from that grant and are limited to employment for the duration of the grant."

I am suggesting that the following sentences be added right after it: "Exception: An employee who had an ICCA-funded position immediately prior to being hired for the grant-funded position, if he/she has prior written approval from his/her supervisor, will have the option of returning to his/her former ICCA-funded position."

The reason I am suggesting this is that, in some instances, it is to the college's advantage to have an ICCA-funded employee take a grant-funded position for the duration of the grant and then return to his/her ICCA-funded position once the grant ends. But, if the policy doesn't allow for that type of situation, an ICCA-funded employee would not want to take a grant-funded position.

If the board feels this is a legitimate proposed change and approves the manual with these changes, this will be reflected in the final policy manual document.

New Hires

The following staff has been hired for the positions listed below.

Tracy Wood – Project CHOICE – Placement Coordinator

Michael Poitra – Title III – Education Technology Specialist

The following positions are pending at this time:

Vice President

Comptroller

Information Technology Specialist/Web Master

Library Assistant

Vocational Rehabilitation Counselor – 2 positions.

Employment Opportunities:

Turtle Mountain Community College

Employment Opportunities thru January 27, 2012

<u>Position:</u>	<u>Closing date:</u>
Foundation Director – Title III	Until Filled
Community Workforce Coordinator – Title III	Until Filled
Placement Center Director – Title III	Until Filled
Alumni Relations/Data Manager – Title III	Until Filled
Energy Developer/Instructor – Title III	Until Filled
Early Childhood Instructor	Until Filled
Math Instructor	Until Filled
Adult Basic and Secondary/GED Instructor/ Assistant Coordinator	Until Filled
Outreach/Transition Counselor PT – Voc Rehab	Until Filled
Counselor – Voc Rehab	Until Filled
Counselor – Voc Rehab	Until Filled

APPENDIX II
1-30-12
Regular Board of
Directors meeting

Board Report
Larry Henry, Dean of Academic Programs
January 30 (2012)

For the spring semester (2012) we have 35 full-time faculty and 28 adjunct faculty, and a total of 203 classes are being taught. The summer and fall schedules are being developed and will be available in April, 2012. Finals are set for the week of April 30 – May 4, and grades are due on May 7.

Student's survey of instruction for the spring semester will be completed for full-time faculty and adjunct faculty by Anita Frederick. The information gleaned from these surveys will hopefully assist instructors in their classroom activities and working with their students.

I continue to work with the department chairs on all academic areas and faculty evaluation. Every faculty member will be evaluated at least once this academic year. The academic chairs are Peggy Johnson (Arts and Humanities) Dr. Scott Hanson (Science and Math), Leslie Peltier (Social Science), Dr. Carmelita Lamb (Teacher Education), Joann Blue (Nursing) and Marilyn Delorme (Career and Technical Education). The department chairs are responsible for the follow areas:

- Working as advocate for the faculty and for the mission of TMCC with all shared governance bodies (example-student government-president-board of directors),
- Offering suggestions to the Academic Dean, President on matters of TMCC organization, budget recommendation and revision as they pertain to academics and faculty, facilities, planning and the mission of TMCC,
- Provide recommendations regarding academics including admissions policies, curriculum development and evaluation, retention, faculty promotion and work environment policies, academic policies, and other policies and procedures affecting the work environment,
- Ensures a convergence of program objectives with the TMCC mission, student's educational goals, consumer needs, accreditation criteria, and professional standards as they pertain to academics;
- Maintaining open and continuous communication with the faculty and obtaining input to all actions,
- Assist the academic dean with the annual performance evaluation for each faculty member within the departments;
- Receives professional training in order to evaluate faculty members according to the faculty developed plan to improve assessment/student learning;
- Chairs the semiannual departmental assessment meetings;
- Works with the Academic Dean in all areas that concern departments and academics,

I have started the final paper or report for the Foundation of Excellence project. Dimension reports were given back to dimension committees to either add to the report or finalize their recommendations. I plan on having this completed by the end of March.

I currently co-chair the accreditation self-study committee with Anita Frederick and the process is going well. We received the GAMMA version of the accreditation criteria in the middle of December and the committees have been updating their areas. We will have the final version of the criteria at the spring HLC conference in Chicago, which is scheduled for March 31 – April 3, 2012. Dr. Karen Solomon is our HLC liaison and she will be visiting us to assist us with the accreditation process on April 19 & 20, 2012. We will have our accreditation visit either in the fall of 2013 or the spring of 2014.

I have been working with Laisee Allery on updating the library and setting her professional development for the library director position.

I am working with the Teacher Education program with the Early Childhood four-year education program focus visit from North Central Association of Teacher Education (NCATE) in March 19 & 20 (2012). We are currently in the process of resubmitting our accreditation packet for the Early Childhood program to the Higher Learning commission at the request of Dr. Karen Solomon. Dr. Solomon stated that the application will be looked at once the governance issue is completed.

I continued to work with all academic programs, directors and students on campus in all areas as it pertains to education programs (curriculum, courses and students), and also with all higher education entities in the state of North Dakota.

I currently am the Principal Investigator (PI) for five grants that we have with funding agencies, and I am responsible for the overall components of each grant (TITLE 111-COOP, NSF-PEEC, DOL, AICF, YOUTHBUILD).

I continue to work with the President on all academic issues for TMCC, and attend all required meetings when asked to do so.