Appendix A
10-26-12
Regular BOD mtg

I. Brief history of the Turbine

The V 47 Turbine was purchased on January 29, 2004 for the price of $469,000. A total of $1,235,559.52 was spent to get the turbine up and running. We spent $646,223.00 of this 1,235,559.52 out of our own account. The remainder was purchased with grant moneys. The commissioning date of the turbine is August 1, 2008 (The day the turbine started producing energy). After the commission date of the turbine we spent $162,201.00 on maintenance agreement, parts and service.

- I became involved with the turbine immediately after the commissioning of it. Basically handed me the keys and was therefore responsible for basic maintenance and upkeep of it since then. I had a data line installed into the turbine so I can monitor it 24/7 to make it more efficient. This technology has paid off tremendously because now we can keep our generator available 100% of the time. As before we just basically watched and if the turbine was not spinning, we physically had to go up and check it out and had to try our best to figure out what was wrong with it. With this data line not only can I check it remotely but Vestas can also check it from Velva ND, which saves us a huge amount of money on emergency calls and them not having to drive up and check. I have included 2 charts that show the change in availability from before the technology was installed to now (A-2 & A-3). Keep in mind that when I say availability this means that the turbine is ready to produce power and does not actually mean producing power. It is impossible to have a wind 100% of the time, so the only thing we can do is make sure the turbine is ready 100% of the time to make it as efficient as we possibly can.
- Before this Turbine I had absolutely had no experience with them at all. I indirectly worked around them at my previous job but had nothing to do with operation or controls of it. I have not had any training on how to fix, compile data or even how the power is generated and transformed. I am basically learning as I go, with the help of Vestas, which is a Professional Wind Energy Company that deals specifically with turbines in all aspects. They have been great and are more than willing to help me in any way. With this being said there is a huge learning curve for me.

II. What is known about the Turbine and how it works

The Turbine is 235ft tall and each wing is 100ft long. The turbine has a computer station in it that controls the wing pitch and also the direction it is pointing. This computer uses wind speed and density to pitch our turbine into the wind to get the most power out of any wind. The least amount of wind that can spin the turbine is 8 mph and the most wind it can handle is a 30 mph wind. The most power that this generator can put out is 660 KW an hour. The turbine can do this at 8 mph or at 30 mph. There is a power curve do to gusty winds or basically any wind that is not consistent. I have included a graph for an example (A-2). This model of turbine is obsolete but there is still parts available for it and possibly good running turbines down in the south where these where popular. 20 years is the life expectancy of a V 47 turbine. 20 years from the day it starts spinning. It will have to make it until 2028 to have made its life expectancy. When talking to Vestas they explained that a turbine can run for more than 20yrs and can break down before the 20 yrs. The life expectancy of a turbine basically depends on the

preventative maintenance and up keep of it. A major break down is considered as a gear box going out which is $150,000 total to replace or the generator which is $100,000 total to replace. We have $100,000 built up already in a turbine fund for any of these. Likely hood of one this situation happening is very good.

III. Vestas and Otter Tail

Dave Magyar and Jeff Johnson of Vestas and Scott Siggette from Otter Tail are the representatives from these two companies. These two companies have been instrumental in helping me gather data and make sense of all the information gathered. There have been many emails and phone calls over the last 3 months that have been instrumental in this report. There are still many things to learn about this Turbine and the way the power can be used.

IV. Challenges

Line of power is a big deal with this turbine as I am trying to figure out how it works. I have included a picture of the power layout with this report for your review to let you see what I am speaking of. I believe there should be a statement that says exactly how the power is used for example - power generated goes to Vestas KW hr. meter then to step down transformer #1 and then onto step down transformer #2 and then into Otter tail KW hr. meter and then to our main switch to be used as power - something like this needs to be developed for easier understanding, this will eliminate many question of the power usage. I am not able to answer some very important question at this time due to not understanding the line of power. I have asked Otter Tail for this and they are working on getting me an answer. I have also asked Bouche Electric to answer this as they are the Master electrician Company that wired our turbine. Once this is explained and understood we will then move onto our next steps.

V. Next Steps

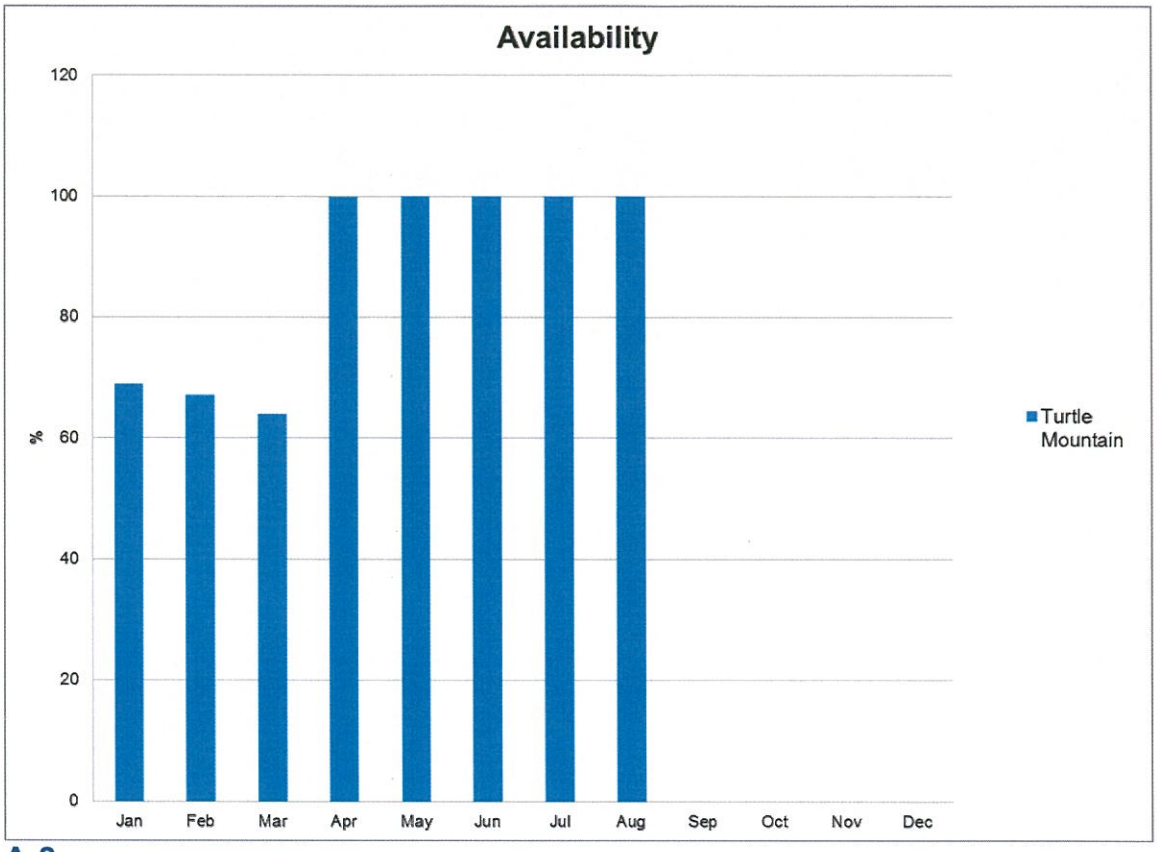
Once this huge question on how the power is being used and how much power is being generated we will have to make a huge decision on whether or not to keep the contract with Otter tail or to dump them and use all of the power generated by our turbine in the next contract. After meeting with Vestas he highly recommended that we have the power generated by the turbine hooked directly to our institution. He stated that the norm with institutions is that they have the power hooked right into the building and have no connection to any power company. Our contract with Otter Tail is up at the end of 2014. We are bonded by legal contract with Otter tail until this time. I am not even sure if we can claim all Green tags at this time as a more intense review of the contract needs to be done. As far as right now we are being paid for power which indicates we have excess power. A Green Tag or renewable energy credits (RECS) are issued when any source of energy is developed with renewable energy. What I do not know is how much can we claim. The contract states that we can claim all the green tags on the power we use and any excess energy the green tags will be sold with it. I do not know what we consume YET! When I can clarify this I will then have a definite answer on what we can claim and how much these will be worth. I will then be able to give a better outlook on how long it will take to for the Turbine to pay for itself and how much its saves right now at this time.

Thank you,

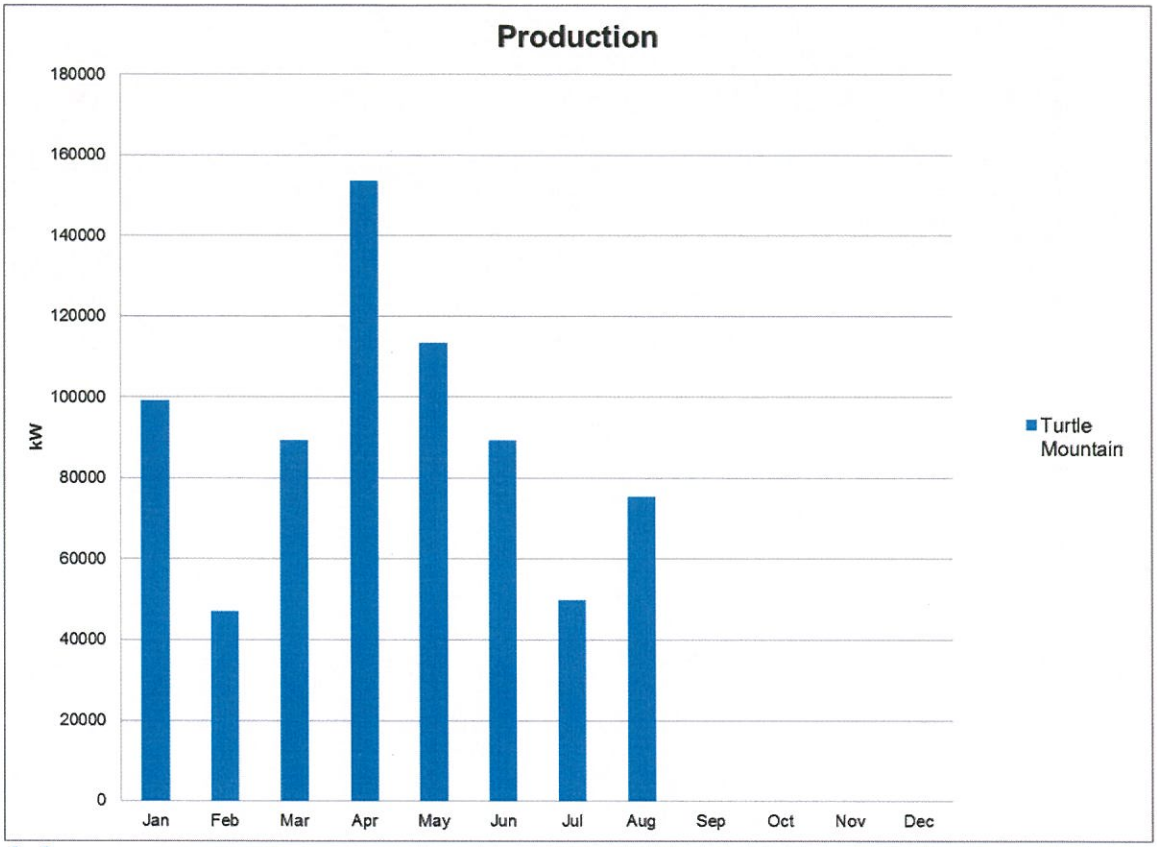
Wes Davis

V_{10}	**1.225**	1.06	1.09	1.12	1.15	1.18	1.21	1.24	1.27
4.0	**2.9**	0.6	1.1	1.5	1.9	2.3	2.7	3.1	3.5
5	**43.8**	36.2	37.5	38.9	40.3	41.7	43.1	44.5	45.8
6	**96.7**	81.8	84.5	87.2	89.9	92.6	95.4	98.1	101
7	**166**	141	146	150	155	159	164	168	173
8	**252**	215	222	228	235	242	248	255	262
9	**350**	300	309	318	327	337	346	354	363
10	**450**	392	402	413	424	435	446	455	464
11	**538**	480	491	502	512	523	534	542	549
12	**600**	554	563	572	580	589	598	602	607
13	**635**	607	612	618	623	629	634	636	639
14	**651**	637	640	643	646	648	651	652	653
15	**657**	652	653	654	655	656	657	658	658
16	**659**	657	658	658	659	659	659	659	659
17	**660**	659	659	660	660	660	660	660	660
18	**660**	660	660	660	660	660	660	660	660
19-25	**660**	660	660	660	660	660	660	660	660

A-1


Availability
120
100
80
60
40
20
0
%
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Turtle Mountain

A-2


Production
180000
160000
140000
120000
100000
80000
60000
40000
20000
0
kW
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Turtle Mountain

A-2

Appendix B
10-24-12
Regular BOD mtg

---------- 2nd D r a f t ----------

TURTLE MOUNTAIN COMMUNITY COLLEGE
EVALUATION OF THE PRESIDENT
FOR THE PERIOD OF _____

The President's Evaluation Form is provided as an evaluation tool for the Board of Directors and the President to assess and discuss job performance. The focus of the performance review is to establish a mutual understanding between the President and the Board of Directors regarding the requirements for effective job performance.

Process for the President's Evaluation:

1. Both the President and the Board of Directors review the current job description and jointly develop any additional performance factors, based on the job description or specific duty assignments, and include these on the evaluation form.
2. The Board of Directors then completes the President's review form, rating each performance factor as (5) Superior, (4) Exceed Requirements; (3) Competent, (2) Requires Improvement, or (1) Unsatisfactory.
   A. A Rating Factor Guide is included to assist the Board of Directors in providing an accurate assessment of performance.
   B. Written comments are required for any factor rated less than "Competent", and noteworthy performance in any particular factor(s).
3. The President and the Board of Directors meet to conduct the performance interview and enter the required signatures.

Rating Scale

SUPERIOR: Performance of job requirements noticeably exceeds established expectations and standards for quality, quantity, and timeliness. Outcomes are well above fully competent performance; performs more than asked; explores improved methods of accomplishing tasks; and small room for improvement.

EXCEED REQUIREMENTS: Performance of job requirements exceeds established expectations for quality, quantity, and timeliness. While performance at this level can still be improved, the President at this level exceeds the performance expected of a fully capable individual in most aspects of job performance.

------ 2nd D R A F T ------

Page 2: Evaluation of President

COMPETENT: Performance of job requirements achieves acceptable standard results expected by this position. Periodic incidents or problem work performance are typical in the class of work performed.

REQUIRES IMPROVEMENT: Performance of some job requirements are unacceptable which does not achieve results expected by this position. Incidents of problem work performance are not typical in the class of work performed and improvement is required.

UNSATISFACTORY: Performance of some job requirements is consistently unacceptable. Training and reminders for improvement have not improved work performance.

Performance Factors

Rate each of the ten factors for job performance on a scale of 5 (Superior) and 1 (Unsatisfactory) by circling the appropriate number:

1. Mission Statement: Fully understands the mission of the college. Integrates and utilizes the mission in an appropriate manner. Promotes the mission with students, staff, faculty, Board of Directors and Board of Trustees, and general public. 5 4 3 2 1
   Comments:

2. Leadership: Provides the necessary leadership in all aspects of the job. Projects and implements a leadership style that is communicative, instills teamwork, promoting high expectations, and is conducive to achieving results. 5 4 3 2 1
   Comments:

3. Budget/Funding: Develops and implements appropriate procedures, policies, processes, and practices for the development, management, and implementation of an approved annual budget. Reviews processes and practices as needed to assure that the approved budget results in a balanced budget at the end of the fiscal year. Seeks funding from various sources which includes state, 5 4 3 2 1

federal, corporate, and private for purposes of initiating special projects and programs. Develops and seeks private donations via the Foundation which serves as a source of revenue to the College.
Comments:

4. Planning/Strategic Planning: Assures that a strategic plan is in place and is managed so measurement is an on-going process. The strategic plan is based on an internal and external assessment of needs of the College community. 5 4 3 2 1
Comments:

5. Communication: Works to effectively communicate with the Board of Directors on all matters related to the College community and the College that includes faculty, staff, and students. Represents the College in a respectful and professional manner that involves tribal, regional, state, and national organizations and agencies. 5 4 3 2 1
Comment:

6. Policies: Annually reviews and updates policies that involve personnel, fiscal, and other policies that pertain to the College and makes recommendations to the Board for adoption. Adheres to policies and procedures in the daily function of duties. 5 4 3 2 1
Comments:

7. Facilities: Seeks to continually improve the current facilities that involves safety; and adequate space for programs and activities appropriate for student, faculty, and staff use. 5 4 3 2 1

--- 2nd D R A F T ----

Assesses the need for additional space for programmatic, instructional, and academic use. Secures financial resources for the design and construction of needed facilities.
Comments:

8. Personnel: Provides for an annual performance evaluation of all employees and continuously seeks for improvement of performance of employees. Provides for the individual training needs of employees in order that employees are performing at their required capacities. Provides appropriate supervision of employees that will allow them to perform their duties and grow in the performance of duties. 5 4 3 2 1
Comments:

9. Instruction: Assures that instructors are providing quality instruction to students as well as possess the knowledge of content that allows for a quality education in all subjects and programs of study. Assures that programs of study meet the accreditation standards. 5 4 3 2 1
Comments:

10. Academics/Career and Technical Education: Assesses on an annual basis the curricular and programmatic needs of the local College community; and designs, develops, organizes, and implements academic/career and technical programs that respond to the most critical community needs based on available human and financial resources. 5 4 3 2 1

--- 2nd D R A F T ---

Page 5: Evaluation of President

Assures these programs meet the accreditation standards of the Higher Learning Commission as well as North Dakota state standards.
Comments:

Total Score based on overall assessment by the Board of Directors is: _____

BOARD OF DIRECTORS COMMENTS AND IDENTIFICATION OF PERFORMANCE GOALS

(Attach additional sheets as needed)

President, Board of Directors Signature: _____ Date:_____

PRESIDENT'S COMMENTS

(Attach additional sheets as necessary)

This rating constitutes the Board of Directors' evaluation of your job performance during the rating period. Your signature below certifies only that you have received a review and had the opportunity to discuss your rating with the Board of Directors. Please respond to this performance review by indicating agreement or disagreement with any of the statements on this document and why you feel that way. Also, provide documentation and any information you feel is important in understanding your current performance.

President's Signature: _____ Date:

Appendix C
10-26-12
Regular BOD mtg

Turtle Mountain Community College
Information Technology Appropriate Use Policy

Responsible Office	Information Technology	**Effective Date**	07/06/2011
Responsible Official	IT Director	**Revised**	10/26/2012

Scope

This policy applies to all users of IT systems, including but not limited to students, faculty, and staff. It applies to the use of all IT systems. These include systems, networks, and facilities administered by the IT Department, as well as those administered by individual departments, laboratories, and other college-based entities.

Policy Statement

The purpose of this policy is to ensure an information technology infrastructure that promotes the basic mission of the college in teaching, learning, research, and administration. In particular, this policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT systems.
- To ensure that IT systems are used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violators.

Policies and Guidelines

Unacceptable Use:

Definition:

Use of institutional computers, network, and internet services is a privilege, not a right.
All users are required to comply with this policy and the accompanying rules.

Policy Statement:

The following rules are intended to provide general guidelines and examples of prohibited use. Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action, and/or legal action.

- All users shall have no expectation of privacy regarding computer files, email, or internet usage. Turtle Mountain Community College reserves the right to monitor all computer files, email, and internet usage without prior notice.
- All users may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another

person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

- All users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- All users are not allowed to download, copy, or install any games or unauthorized software on college computers. Any unauthorized software and games, if found in the college computers, will be removed by college IT Department.
- All users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on social media sites.
- All users will not post private information about another person.
- All users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- All users will not knowingly or recklessly post false or defamatory information about a person or organization.

Email Policy:

Definition:

Use of email by staff, faculty, and students is permitted and encouraged where such use supports the goals and objectives of the institution.

Policy Statement:

Users of TMCC's email services are expected to act in accordance with the following policies and with professional and personal courtesy and conduct.

- Email is an official means of communication at TMCC. The institution may send communications to users by e-mail and has the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways.
- The Information Technology personnel will assign all users an official institution e-mail address. It is to this address that the institution will send all official e-mail communications.
- Any emails that discriminate against employees by virtue of any protected classification including race, color, gender, religion, national origin, sexual orientation, age, or disabilities, will be dealt with according to the harassment policy.
- All users are expected to read and properly dispose of e-mail promptly. Prompt disposal of e-mail is necessary to manage storage space on the institutional e-mail system. Disposal may include deletion, filing into alternate folders on the institutional servers, or moving the e-mail onto the user's own computer. The institution reserves the right to purge mail from accounts. Prior notification will be given if that notification is feasible and practical to allow users time to save messages.
- All users of electronic communication, including e-mail, need to realize that communication of this type usually leaves traces as to its origin and destination as well as

its content. The simple deletion of e-mail or other electronic files does not remove these traces and the file or e-mail is often recoverable for some time after deletion. Further, users need to realize that the institution makes regular archival copies of all e-mail to ensure the system's integrity and that these archives exist for some time. Therefore, although TMCC's e-mail system and governing policies may grant some privacy to users e-mail, users should treat all e-mail as if they were public documents.

- In some cases a user may wish to configure his or her TMCC account to forward e-mail to another address. The user takes full responsibility for the correct configuration of that forwarding. The institution takes no responsibility for the handling of e-mail in this fashion. The use of automatic e-mail forwarding does not absolve the user from the responsibilities associated with e-mail sent to the user's official e-mail address. The institution or individual schools may forbid the automatic forwarding of e-mail in cases where it is found to be problematic. Additionally, the institution may delete e-mail forwarding or other automated e-mail handling rules that cause system problems without prior notification.
- Send or attempt to send spam of any kind.
- The institution uses spam filtering tools to help control unwanted email. The institution will continue to stay up-to-date with the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective and will let mail through that should be blocked and occasionally block e-mail that should be delivered. Moreover, each person's definition of spam is unique. Given that, users should expect that on rare occasions, legitimate e-mail may be blocked from delivery. If this happens please contact the IT Department for further assistance.
- Once an employee has resigned or been terminated; or a student has withdrew, they will have two weeks to save any email. After the two weeks the account will be deleted.
- Sending mass email that is unrelated to an individual's administrative or academic activity is completely prohibited. Mass e-mails are defined as messages sent to all students, all staff, all faculty, or when individual recipient addressees are not defined. IT manages e-mail distribution lists of current staff, faculty, and students. There is no opt-out provision for these lists. If you need to attach a large file please contact the IT Department for alternate methods of distribution.
- Keep in mind that the TMCC owns any communication sent via email or that is stored on institutional equipment. Administration and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.
- Users that sign a contract to use TMCC equipment such as: HP laptops, iPads or other tablet devices and smart pens are responsible for the replacement cost if the equipment becomes damaged, lost or stolen.

Network Privileges Policy

Definition:

Individuals who are eligible to receive access to network services.

Policy Statement:

The following users are identified as eligible to receive network services from TMCC. Any applicant for network not described below should be referred to the IT Department, who will coordinate a decision on that particular case.

- **Students:** All full-time and part-time students may receive network privileges without restriction.
- **Faculty:** All full-time faculty without restriction. Part-time faculty, faculty with temporary or cyclical appointments, and visiting faculty may receive limited network privileges.
- **Full-time regular part-time staff:** All regular, non-faculty, college employees may receive network privileges without limitations.
- **Temporary employees, visitors:** Temporary employees and visitors may receive network privileges at the request of the employing department and the assistance of the Information Technology Department.

Password Policy

Definition:

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of TMCC's entire network. As such, all TMCC staff, faculty, and students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Policy Statement:

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

- All system-level passwords must be changed on at least a 120 day basis.
- All production system-level passwords must be changed on at least a 120 day basis.
- All user-level passwords must be changed at every 6 months.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level and system-level passwords must conform to the guidelines described below.

Guidelines:

- It must be at least eight characters in length.
- It must contain at least one alphabetic and one numeric character.

- It must be significantly different from previous passwords.
- It cannot be the same as the user ID
- It cannot include the first, middle, or last name of the person issued the user ID.
- It should not be information easily obtainable about you. This includes license plate, social security, telephone numbers, or street address.

Wireless Policy

Definition:

The purpose of this policy is to provide reliable and secure wireless network access at Turtle Mountain Community College.

Policy Statement:

This policy applies to all wireless network users at Turtle Mountain Community College.

- TMCC is solely responsible for providing wireless networking services on campus. No other department may deploy wireless network access points or other wireless service on campus. Private wireless access points in the departments or offices are strictly prohibited.
- TMCC is responsible for maintaining a secure network and will deploy adequate security procedures to support wireless networking on campus.
- TMCC will develop a procedure for the temporary use of a wireless access point to support campus events.

Consideration:

Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

Enforcement

Users who violate these policies may be denied access to institution computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the institution disciplinary procedures applicable to the user. The institution may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of institution or other computing resources or to protect the institution from liability. The institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

I acknowledge that I have received, read, and understand the Information Technology Appropriate Use Policy and agree to comply with said policy.

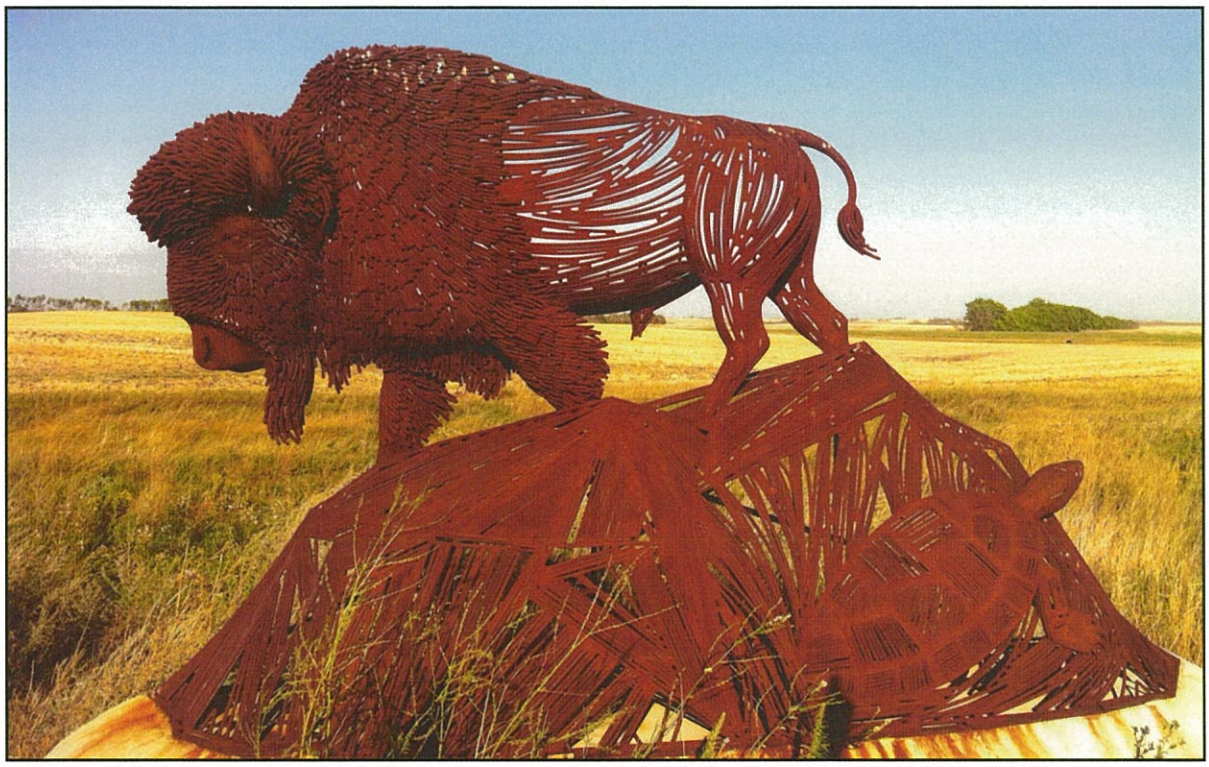
Printed Name: _____ Role: Student or Staff (Circle One)

Signature: _____ Date: _____

Supervisor: _____ Date: _____

Appendix D
10-26-12
Regular Board of Directors Meeting

in10sity
IN10SITY INTERACTIVE



Turtle Mountain Community College Branding Project

Prepared for: Chad Davis, IT Director
Prepared for:Donald Plant, IT Assistant
Prepared by: Jon Ellison, V.P. Interactive Strategy

EXECUTIVE SUMMARY

Overview

Following a highly productive on site meeting with the Turtle Mountain Community College, in10sity has prepared the following Creative Brief for both the in10sity design team and the Tribal Artist Benton Brian.

Our overarching goal for the branding project is to create a branded mark and brand statement as unique as the organization it represents.

By learning, understanding and adhering to the guiding teachings of the college and the tribe that the college serves and leads, we will allow these principles guide us through the creative process.

We will determine how to position the brand to create a perception of pre-eminence among the target demographic that TMCC needs to attract to make the largest impact possible in the community.

The new mark and tagline should influence all who see it to understand the path that the Turtle Mountain Community College took to become what it is today, and that the organization will carry those same values and principles into the future.

Goals

Goal#1

Create a branded mark as unique as TMCC's approach to whole person education.

Knowing that every brand is a person's gut feeling about your organization we are looking to create a visual representation of TMCC's Focus, Mission and Personality.

It should be a mark that helps the community understand why *the spirit within us* is a statement about the teaching philosophy executed every day at TMCC.

> *"The Spirit Within Us" defines our approach to interactions with students, faculty, staff, and the community. We are extremely proud of what we've accomplished as a tribally-controlled and accredited college. Over the last 38 years we have primarily served the educational needs of the Turtle Mountain Band of Chippewa Indians; however, at this point in our history we are open to any person that has a desire to pursue higher education.*

We want the mark to create a visual differentiator that sets TMCC apart as the pre-eminent college in North Dakota, empowering Native Americans, and anyone else that finds value in these teachings, to be a productive community leader both personally and in their careers.*

This visual indicator should not abandon the visual elements that the community has come to regard as synonymous with the TMCC organization while incorporating new visual keys to further embed the traditions of the college into the logo for future generations.*

*See attachment A for specific elements that are recommended for inclusion.

Goal#2

Create a branded statement as unique as TMCC's approach to whole person education.

This branded statement should tie the current mission of the TMCC to the teachings of the tribe. It should capture the idea that by bettering ourselves and taking care of our world and our fellow man that we can see the world renewed in the image envisioned by our forefathers.

It will ask us to be brave in the literal sense of the word, implying that we need the courage to see our personal and community mission through, but it also creates a link to the Native American tradition of shaping your spirit into that of a "Brave".

Not only does the word brave facilitate the meaning of "to undergo or face courageously", but it convey's a deeper prompting to be of solid mind, character and undaunted will.

Recommended Tagline:

A BRAVE NEW WORLD.

Attachment A.

In10sity recommends the following elements for inclusion in the branded visual mark:

The Eagle:

The eagle to represent the power that is imparted to the teachers and staff of TMCC through the teachings that have been past down by the tribe and guarded by the elders. This willingness to impart the lessons of the past while pointing the way to the future is a significant part of the uniqueness of the TMCC brand and the story of the Eagle is a great way to visually represent this. It should be included.

The Turtle:

An example of a long life seeking truth as well as a it's tie to the name of the region make the turtle an obvious inclusion in the logo. In our creative opinion, the turtle most aptly represents the student body. They come seeking a great life. They come because of TMCC's reputation to teach truths in tradition and truth in skills. As with the turtle, each new generations world is shaped on the back of those who come seeking truth.

A visual inclusion of the 7 Teachings:

Just as the physical building requires that everyone who enter pass through a visual representation of the 7 Teachings, I feel that the logo should carry a visual cue for them as well. These points are the guiding lights for the eagle and the turtle, and once learned, can always be relied on to help both of them make positive decisions for the community.

The Drum:

The story of the drum is the story of how TMCC embraced the greater mission of protecting the cultural identity of their band of the Chippewa Indians and facilitating that culture into the community. The circular shape of the drum head also serves as a great visual of how protecting and facilitating the culture is cyclical and binds older and younger generations together.

The Chippewa Floral Design

On the historic drum head is a representation of the red floral prints that are synonymous with the Chippewa. We feel that specifically amount the Historic Tribal Colleges, this inclusion would help differentiate and further claim this mark and this organization as a point of the region.

Trend Analysis

Brands that try to set trends fail. Brands that solve core issues for the people they serve can find their positioned in front of a trend. In a phrase, if you want to be a leader, find a parade and get in front of it.

As a guide for how to position the brand, in10sity would like to point out a few trends that are perfect fits for the TMCC brand.

1. Student loan debt has become completely demonized by the media.
    1. Point: Statistics are being pushed out daily from the national media in all channels to demonstrate how many households are burdened by student debt and how that debt is not translating into jobs.
    2. Counter Point: TMCC has a strategic competitive advantage in this area regarding the more Native Americans that attend the school, the greater the ability to receive and retain grants that fund the school and the tuition subsidies for Native Americans mean that they get a real world education, locally, without incurring any travel, living or tuition cost.
2. Traditional degrees are less appealing as the white collar job market continues to struggle.
    1. Point: Technical degrees and certificate programs have become the career path of choice for students who are shirking the four year degree program in exchange for the quickest route to a guaranteed paying job.
    2. Counter Point: TMCC has a strategic advantage in this field because of the class size, and the flexibility the faculty have in shaping real world based degree programs.

Appendix E
10-26-12
Regular BOD mtg

TURTLE MOUNTAIN COMMUNITY COLLEGE

==========

MONTHLY REPORT

Submitted by: Jim Davis, President

Month: October 2012

Department: President's Office

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

Monthly Activities: Since the last Board meeting that was held on Saturday, September 15, 2012, the following are the activities that have occurred to date, Wednesday, October 17, 2012:

1. TMCC, along with Bismarck State College, Sitting Bull College, Williston State College, and Fort Berthold Community College, have been notified by the U.S. Department of Labor that we, as partners, have been awarded a $14.6 million grant. This is a four year grant and TMCC's share is $2.6 million. We have had preliminary meetings on this and are now ready to move forward with this grant to actually begin planning and preparing for implementation. For TMCC, this grant will assist in expanding current workforce development programs and begin new courses of study. Seven new employees will be hired under this grant.
2. Our "Organizing for Success" initiative has been moving along very well to date. Many meetings have occurred with the various working committees. Each Thursday, beginning at 8:15 am we conduct at least a one hour debriefing of this initiative with Dr. Lolita Mancheno-Smoak, Director, Program Management, Master Key Consulting. This debriefing is held with our Project Team.
3. In my meeting with Chairman Merle St. Claire regarding our proposed donation request to the Shakopee –Dakota Tribe, Mr. St. Claire indicated to me on the date I spoke with him that it was a good time to submit the request for the donation. I immediately put together the request and three days later I went to have him sign a letter of support. At that meeting, Chairman St. Claire refused to support the donation request.
4. Each month I have at least one conference call with the American Indian College Fund's (the Fund) Finance and Investment Committee. We discuss the status of the Fund and its various funding sources, we review the investment strategies and make recommendations to the full Board of Trustees.
5. In regard to #5 above, the Fund is supporting an idea that all TCU Presidents be provided training in the investment of funds for their individual institutions. This will most likely take place within the next year.
6. During the past month TMCC and the other ND TCUs were added to a proposal to EPSCoR for $60,000. The $60,000 to TMCC is for research involving some of our students and some high school students in our area. NDSU is the grantee if the proposal is successful. UND is also a part of the grant.

7. I attended meetings in Minneapolis the week of Sunday, Oct. 7th through Oct. 11th. These meetings included the ND TCUs meeting with the new President for the Bush Foundation; 2.5 days of meetings with the Board of Directors for the American Indian Higher Education Consortium; and two days of meetings with the American Indian College Fund. The Fund's Annual Gala was held the evening of Thursday, October 11th with about 350 people in attendance. I don't know how much donations were made to the Fund, but I'd estimate it was over $200,000.
8. The ND TCUs will be following up with a meeting with the Bush Foundation sometime in the near future. A letter will go out to the Bush Foundation within the next couple of months based on our recent meeting with Bush.
9. In our last meeting with the ND TCUs (NDATC), we have decided to write a letter to various major oil companies doing business in ND and request a donation to our colleges. This will not be an easy sell, but if we don't do it we'll not know what is or could be the outcome.

Highlights/Successes: The successes/highlights for this month are the on-going work we have been doing with our "Organizing for Success" initiative, and the recipient of the major Dept. of Labor Grant to five community colleges in ND including TMCC.

Challenges: The challenge is to keep focused on "Organizing for Success" to make sure this initiative is meeting its benchmarks and getting the work completed.

Anticipated Travel: I have a planned trip to Bismarck on Thursday, October 25th for our monthly NDATC-TCU Presidents working/planning session which is in preparation for the 2013 ND legislative session. Another similar meeting will be held in November. In addition, in preparation for the implementation of our U.S. Department of Labor grant (the five community college partners), an implementation meeting will be held at Bismarck State College on Tuesday, November 13, 2012.

jld

Appendix F
10-26-12
Regular BOD mtg

Turtle Mountain Community College
Department/Grant Report

Date: October 17, 2012

Submitted by: Kellie Hall, Vice President

Direct Supervisor: Dr. Jim Davis, President

Department: Administration

Program, Purpose, Description, Goals, etc.: *The primary duties for Vice President are planning, organizing, developing, directing, administering, and evaluating student services and instructional programs, services, resources, and activities for students on and off campus. Also to provide leadership and direction to staff in all areas.*

Monthly Activities:

- *Serve as Project Team Leader for the "Organizing for Success" initiative, as well as leading both the Internal Tangible and External Competitor Teams. This initiative is very time consuming, but the team and capacity building that are resulting, along with a large amount of data collected have both teams very excited about the outcomes and results we are expecting.*
- *Working as part of the Online Committee to develop and define an online course delivery system, with guidelines, standards, and benchmarks to guide the online learning process. Chad Davis, Quenna Beston, Sheila Trottier, and I visited Minot State University's Online Department. We were welcomed, and the department provided us with an enormous amount of information. They were more than willing to share their material, as well as do's and don'ts that they encountered in the development of their online department. We are now working on developing an online guide.*
- *College Awareness Day took place on October 12, 2012, with students from Dunseith, Belcourt, and St. John attending. The entire*

institution worked diligently to provide information to the students and their advisors, highlighting programs of study and student services available at TMCC. It was a privilege to be a part of this effort.

- *I have been active in the policy review committee, and we will have input and possible suggestions for the Board of Directors for the December board meeting.*
- *The Nursing Department completed the annual education report required by the North Dakota State Board of Nursing.*
- *I will be working closely with Dr. Davis and the Career and Technical Education Department on the Department of Labor Grant we received.*
- *The 40th Anniversary Celebration will take place at TMCC on November 8, 2012. Activities will begin at 11:00am with an "Honoring of our Founders", followed by a meal for students, staff, and the public. Entertainment provided by our students will be from 1:00-2:00pm. At 2:00pm we hope to unveil our Website and Logo. From 2:30-4:00pm there will be and Ice Cream Social in the Student Union sponsored by the Student Senate. Invites will be sent out electronically, as well as public postings, and displays through local media. We hope you are able to join us!*

Appendix G
10-26-12
Regular BOD mtg.

Turtle Mountain Community College (TMCC)
Board of Trustees/Board of Directors *Code of Ethics and Conduct [Draft]*
Submitted October 26, 2012 by Dr. Leigh Jeanotte, Member, TMCC Board of Directors

The Turtle Mountain Community College (TMCC) Board of Trustees and Board of Directors hereby establishes in accordance to the following, agreed upon Code of Ethics and Conduct to provide structured, established guidance regarding ethical and behavioral considerations and/or actions and communications as they address their duties and obligations during their appointment. Compliance with the provisions of this Code will allow the Boards to more fully and effectively implement their roles, duties, and responsibilities; to foster trust, teamwork, and cooperation among the membership of both Boards, and to build respect, confidence, appreciation, and credibility throughout the institution, community, and tribe for the successful governance of TMCC.

1.) The establishment of TMCC Board Meetings Ground Rules through implementation of the Code of Ethics and Conduct will assuredly assist in conducting quality, productive, respectful, fair, and time-efficient Board Meetings that reflect the Board members' commitment to serving the College and the community.
   a. The Board of Directors Chair and President will jointly prepare the agenda for all Board meetings to ensure that they are both aware of and adequately prepared to discuss all agenda items; thus, no surprises or interruptions.
   b. Board members will remain attentive and respectfully focused on the topics/agenda items throughout the course of the meetings. Distractions hinder meeting productivity and waste valuable time of all involved.
   c. Board members will share relevant/important information on all topics/agenda items to assist in making quality decisions or recommendations.
      Note: It is not helpful for personal opinions to be shared in private conversations after the Board meetings have adjourned that should have been expressed and recorded during/within the bounds of the scheduled Board meeting.
   d. Only one person will be allowed to talk at any one time during Board meetings, as monitored and enforced by the Chair on behalf of the Board.
      Note: Private and side conversations are disruptive and entirely disrespectful.
   e. Board members are strongly advised to use extreme caution and care when presenting their point of view and select their words carefully as to not offend anyone.
   f. Board members will consistently be respectful of each other and will not under any circumstance utilize Board meetings to upstage or embarrass fellow Board members, or to forward personal agendas. Fairness, friendliness, and respect will win over being disrespectful, utilizing bullying tactics, etc.
   g. Board members will not direct or communicate verbal or written attacks (cheap shots) towards the college, college personnel, students, community members, or others as such behavior is inappropriate and unbecoming of Board members.
   h. Board members will not take constructive feedback overly personal but rather as tools for necessary growth. When defensiveness or offensiveness occurs within the course of Board discussions or meetings, the results can include creating barriers, conflict, and inefficiency, and negatively impact the quality of working relationships.
   i. Board members must be continually mindful that everyone should have the opportunity to participate at Board meetings, given that when individuals control or monopolize the

discussion; Board meetings can be viewed as nonprofessional, unfair, out of control, and nonproductive.

j. Board members will consistently and respectfully consider the opinion of others during deliberations, strive for integration of viewpoints or consensus building in decision making, and will abide/respect the corporate judgment/decision of the Board.

2.) Board members are to serve in their capacity as Board members only when Board Meetings are in session, unless otherwise directed through official Board or College directives.

3.) Board members will respect the authority of the President and College personnel, regardless of their personal interests, by referring individual's concerns and issues through the appropriate channels of command or to relevant College policies; however, Board members should cultivate and maintain good relations with all constituent groups, while recognizing their limitations to speak for the Board or the College.

4.) Board members will not get politically involved in College affairs or politics, as doing so may indicate politically-biased motives impacting the credibility and trustworthiness of the Board and the administration of the College.

5.) Board members will not abuse their authority by advancing their personal agendas or by using their position to obtain favorable treatment, services, or financial gains for themselves or for any person. Benevolence, defined as the public belief that authority wants to do good for the community, apart from any selfish or profit-centered motives, shall be demonstrated by all members of the Boards.

6.) Board members shall consistently serve with integrity and in an ethical and professional manner in their interactions with each other, the President, College personnel and students, consultants, vendors, and the public.

7.) Board members shall exercise diligence to avoid micro-management, specifically operational management of the College.

8.) Board members shall maintain confidentiality about all matters that are considered and discussed during closed meetings.

9.) Board members shall not solicit gifts or favors from College personnel, any intermediary interest, or others that may compromise their actions/service in their Board membership capacity or the College.

10.) Board members will conduct the business affairs of Turtle Mountain Community College in good faith, honesty, integrity, utilize reasonable competence and judgment, and abide in all respects of the articles of the incorporation, bylaws, and policies.

Agreement

I have read, understand, and agree to abide to the TMCC Board of Trustees and Board of Directors Code of Ethics and Conduct.

_____ _____

Board Member Signature Date

_____ _____

Board Secretary Date