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## Nebraska Indian Community College

Office of the President

Macy Campus

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### MISSION

"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo<sup>n</sup>ho<sup>n</sup> (Omaha), Isanti (Santee Dakota) and all learners."

#### Board of Directors Meeting

Minutes

November 17, 2023

5:00 P.M.

South Sioux City Campus

1. Call to Order at \_\_\_\_\_ 5:46 \_\_\_\_\_ P.M.

2. Invocation by \_\_Michael Oltrogge\_\_.

3. Roll Call

Members Present: Diane LaPointe; Danielle LaPointe; Mary Lou Mitchell; Cheryl Kitto;

Members Excused/Absent:

Others Present: Michael Oltrogge; Troy Munhofen; Noelle Carrillo;

Special Presentations:

A) Meeting with Katherine Campbell, Bureau of Indian Affairs, Program Analyst to discuss the BIE Technical Assistance visit on October 10-12, 2023. **Written Report will be provided within the next month by Michael Begay.**

B) Pawnee Nation College New Board Chair Cordilia Clapp to introduce herself and provide a background on the college.

4. Approval of the Agenda

**Motion to approve the agenda items as presented made by \_Mary Mitchell\_. Second by \_Danielle LaPointe\_. Motion carried.**

5. Review of previous actions:

Review and approve the minutes from September 8, 2023.

**Motion to approve the minutes from September 8, 2023, made by \_\_\_\_Cheryl Kitto\_\_\_\_. Second by \_\_Danielle LaPointe\_\_.**

**Motion carried.**

6. President's Report with reports to the President

- a. Academics Report
- b. Business Office Report
- c. Student Services Report
- d. Technology Report
- e. Human Resources Report
- f. Workforce Development Report
- g. Institutional Research Report

Reports and discussion.

## 7. Business Office/Finance Report

Review of the financial statements.

**Motion to table the financial statements dated June 30, 2023**

**made by \_\_\_Cheryl Kitto\_\_\_. Second by \_\_\_Mary Mitchell\_\_\_.**

**Motion tabled.**

Review of the Endowment Documents.

Review of the Final Budget

**Motion to table the Final FY 2023 Budget made by \_Cheryl**

**Kitto\_\_\_. Second by \_Mary Mitchell\_\_\_. Motion tabled.**

**Motion to remove general ledger from finance packet made by**

**\_Cheryl Kitto\_\_\_. Second by \_Mary Mitchell\_\_\_ Motion carried.**

## 8. Old Business

### a. President's Evaluation discussion.

A draft based on the ACCT example has been created in a word document for easy changes and included in the board book. The board will review this document on January 12<sup>th</sup>, 2024, at 5:30 PM at the South Sioux City location.

### b. Tyndall Property

The Tyndall property letter is in the packet.

### c. BOD Retreat Location and Agenda

**Dates:** July 24-28, 2024

**Location:**

Wisconsin Dells - Removed

Okoboji - \$160- 200 miles

(Requested a quote package for rooms, meeting space, and food inquiries from Arrowwood Resort and Conference Center)

Branson - Removed

Mahoney State Park - Removed

Kansas City - (Somewhere near World and Oceans of fun)

This item was placed on hold pending the discussion of the board from the information from Katherine Campbell.

d. Executive Assistant - Noelle Carillo

e. Building Rental

Discussion about the storage facility lease

**Motion to approve facility lease made by \_Cheryl Kitto\_. Second by \_\_\_Danielle LaPointe\_. Motion carried.**

#### 9. New Business

a. Review of the applications for the vacant Umonhon Nation Board Seat.

Motion to select \_\_\_\_\_ to fill the vacant Umonhon Nation Board Seat made by \_\_\_\_\_. Second by \_\_\_\_\_. **Note: Motion to table due to Linda being absent made by \_Mary Mitchell\_. Second by \_Danielle LaPointe\_. Motion tabled.**

b. Vehicle and College Equipment Use Policy

**Use of College Vehicles** – College vehicles should be used only for college business and not personal use. You must have a valid/current driver's license and provide proof of your own insurance to drive College vehicles. All laws must be followed while on college business. Any fines or tickets received while on college business will be responsibility of the employee. Employees should not expect to be reimbursed for college business travel in their personal

vehicle unless approved in advance. (For more information, please view ARTICLE XV: COLLEGE TRAVEL).

**Motion to amend policy to add "for only official employee use of vehicles." Made by \_\_Mary Mitchell\_\_. Second by \_\_Danielle LaPointe\_\_.**

c. Hours of Operation

**Section 3.06 Hours of Operation**

- (a) Full-time permanent employees will work 40 hours per week. They are normally scheduled to work Monday through Friday from 8:30 a.m. to 5:00 p.m. Exempt employees are expected to attend to their responsibilities irrespective of the 40-hour work week.
- (b) Part-time employees will work the hours agreed upon between employee and supervisor.
- (c) Schedules will be approved by the employee's supervisor and subject to change based on individual campus or job-related needs.

**Recess:** Table remainder of the agenda until Monday, December 11, 2023, at 10 A.M. Motion made by Cheryl Kitto. Second by Danielle LaPointe. Motion carried.

**Motion to recess at \_\_8:17\_\_ P.M. made by \_\_Mary Mitchell\_\_.  
Second by \_\_Danielle LaPointe\_\_. Motion carried.**

**Reconvene:** 10:21 A.M. on Monday, December 11, 2023.

Members present: Diane LaPointe, Linda Robinson, Danielle LaPointe, Cheryl Kitto.

Others present: Mike, Kristine, Justin, Noelle.

Excused: Mary Lou Mitchell.

a. Telecommuting Policy

**Section 8.16 Telecommuting policy**

Telecommuting is a work arrangement in which some or all of the work is performed at an off-campus work site such as the home or in office space near home. Communication may be by one of several means, such as phone, modem, fax, and pager. Equipment may be owned and



maintained by the employee or by the college. Supervisors or their designers have the authority to establish telecommuting arrangements and are encouraged to give serious consideration to all reasonable requests. However, arrangements should be authorized only when it is in the best interest of the college to do so. These steps should be followed:

1. Either the employee or the department may initiate the request.
2. If the employee initiates the request, the employee should complete the checklist, "Developing a Proposal for a Telecommuting Arrangement," before requesting an appointment with the supervisor to discuss the proposal.
3. If the supervisor agrees to a telecommuting arrangement, the department should complete a formal, written agreement, using the Telecommuting Guidelines and the Model Telecommuting Agreement.
4. Once all required signatures have been obtained, the employee should be given a copy of the document, and the original should be maintained by the department and the Human Resource Office.
5. As questions arise, they should be directed to the appropriate resources listed below.

Motion to have all staff to return (who has office space) to campus effective Monday, December 18, 2023, made by Cheryl Kitto. Second by Linda Robinson. Motion carried.

Motion to add Telecommuting Policy back onto the agenda for January's meeting made by Diane LaPointe. Second by Linda Robinson. Motion carried.

b. Discussion and Recommendations of the BIE Technical Assistance Visit

#### § 41.13 For what activities can financial assistance to Tribal colleges and universities be used?

Tribal colleges and universities may use financial assistance under this subpart to defray expenditures for academic, educational, and administrative purposes and for the operation and maintenance of the college or university.

c. Discussion and Recommendation of the Pawnee Nation College presentation.

d. Funding for the 2024-2025 Academic Year

Discussion and direction of the following options:

**Option One:** Return to charging Tuition as pre-pandemic.

Pros: The college will be able to collect tuition.

Cons: This is the worst option for students and the college. The college will take a big hit on increasing enrollment, and the students will be expected to incur tuition payments.

**Option Two:** Create and implement a system where tuition is charged and waivers are created on a rolling basis, for example: A for the course 100% tuition waiver; B for the course 75%; and C for the course 50% tuition waiver.

Pros: The college will be able to collect some additional tuition and our students will have an incentive to persist to degree completion.

Cons: The tuition collected will be nominal, it is not clear how Pawnee Nation will be paid, and it is expected that there will be a drop in student enrollment due to due to tuition collection.

**Option Three:** Continue with 1\$ per credit with an institutional tuition waiver to cover the remaining bill.

Pros: It is expected that the college will continue to experience student growth, and this is the best option for the students. The college will receive larger ISC BIE funding with the consideration that the college's enrollment does not waiver.

Cons: A yearly examination of how the project is moving forward will need to be examined because the more students we gain, the larger the tuition waiver. A perceived lack of commitment from

our learners may be inferred. A special assessment will need to be made to be able to pay Pawnee Nation for their students. This can be conducted via a special fee for students who select PNC as their campus location. Basically, this option sacrifices tuition for the ISC count and other boosts in the other formula funds.

**Motion to table agenda item to November 2024 made by \_Danielle LaPointe\_. Second by \_Linda Robinson\_. Motion carried.**

2. Public/Visitor Comments

3. Executive Session

4. Set the date of the next meeting.

**Motion to have the next board meeting on Saturday, January 13<sup>th</sup>, 2024, and 10 AM and to hold a meeting to discuss the evaluation form for the President on Friday, January 12, 2024, at 5:30 PM, both at the South Sioux City location made by \_\_\_\_Cheryl Kitto\_\_\_\_. Second by \_\_Linda Robinso\_\_\_\_. Motion carried.**

5. Adjournment.

**Motion to adjournment at \_\_11:14\_\_ A.M. made by \_Danielle LaPointe\_. Second by \_Linda Robinson\_\_\_\_. Motion carried.**