

Cankdeska Cikana Community College

Fort Totten, North Dakota



Board of Regents: By-Laws

Revised and Approved December 3, 2003

Members

Paul Yankton, Chair
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Table of Contents

I. Incorporation/Authorization.....3
 College Purpose
 Separation of Power

II. Mission Statement.....4

III. Board of Regents Members.....4
 A. Qualifications.....5
 B. Responsibilities.....5
 C. Officers.....6

IV. Meetings.....6
 A. Voting Protocol.....6
 B. Quorum.....6
 C. Compensation.....7

V. Censoring/Removal of Members.....7

VI. Conflict of Interest.....8
 A. Member & Employment.....8
 B. Member & College Resources.....8

VII. Check Signing Authorization.....8

VIII. Training.....8

IX. Indemnification.....8

X. Accreditation.....9

XI. College Divisions.....9

XII. Degree.....9

I. Incorporation/Authorization

Spirit Lake Tribe Resolution Number 405-75-89 established the Charter for the corporation known as Cankdeska Cikana Community College (CCCC). The Spirit Lake Tribal Council approved the resolution on January 27, 1975. Within the Charter is the establishment of the Cankdeska Cikana Community College Board of Regents. Subsequent Resolution Number 405-79-010, dated November 4, 1978, witnessed the corporate charter. The charter was further amended and approved by the Tribal Council on February 7, 2003.

College Purpose (*Charter, Article Four*)

- To conduct any and all business for the Cankdeska Cikana Community College of the Spirit Lake Tribe.
- To enter into and perform contracts pursuant to, but not limited to the following:
 1. Buy Indian Act
 2. Snyder Act
 3. Economic Opportunity Act
- To enter into contracts with governments and private individuals and businesses for the College.
- To rent, lease, buy, and legally bind the corporation to contracts which promotes and improves the quality of the Cankdeska Cikana Community College as an educational and cultural institution for the benefit of the members of the Spirit Lake Tribe.
- The right is specifically reserved to expand the purposes and powers of this corporation in the future. Expansion of the purposes and powers of the corporation may be made by majority vote of the duly qualified and acting members of the Spirit Lake Tribal Council of the Spirit Lake Tribe.
- The Board of Regents, established later in the Charter, is hereby empowered to grant degrees to qualified applicants upon the completion of an approved curriculum by the aforementioned Board of Regents and in compliance with the Higher Learning Commission, North Central Association of Colleges and Schools.

Separation of Powers (*Charter, Article Eight*)

“The Spirit Lake Tribal Council or its individual members will not attempt to micro manage or interfere in the operation and management of the Cankdeska Cikana Community College.”

II. CCCCs Mission Statement

To provide higher education opportunities, at the community college level, including vocational and technical training. As a tribal college we emphasize the teaching and learning of Dakota culture and language toward the preservation of the Tribe. The goal is student self-sufficiency and independence through academic achievement.

Vision...

A Dakota community that enjoys physical, mental, emotional and spiritual wellness and growth through education and training.

Key Values...

Shared Responsibility

We strive to be respectful of each other

We believe in the value of education

We value working together – student, College, family and the community

Commitment to Quality

We strive toward being the best tribal community college

We strive to provide appropriate courses and academic programs

We employ fully qualified faculty and staff in all positions

We structure the institution to optimize the skills and contributions of staff, faculty, students, and Board of Regents

III. Board of Regents – Members *(Charter, Article Seven)*

The Spirit Lake Tribal Council shall appoint five (5) members to serve as the Board of Regents. The Board shall administer and oversee the actions of the Corporation (Cankdeska Cikana Community College). Appointments are for three (3) year terms, commencing July 1 of the year of appointment. Appointments shall be made from a panel of nominees submitted by the existing Board of Regents to the Tribal Council.

A. Board Qualifications

All new appointments to the Board of Regents must meet the following qualification requirements:

1. Submit an application with official college transcripts to the Chairman of the Board.
2. Be an enrolled member of the Spirit Lake Tribe and live on the Spirit Lake Reservation.
3. Live in the one of the four district communities of the reservation.
4. Completed a minimum of 60 semester hours of earned college credit.

(Members of the Board of Regents on January 2003 are not subject to the qualification requirements.)

B. Board Responsibilities

1. Determine the college mission and purpose with assistance from the president and the college's stakeholders.
2. Select the president. The president is the only employee the board has, all others work for the president.
3. Support the president and assess the president's performance using due process procedures described in college policies and procedures. Evaluation of the president will be done annually and according to a schedule not when an emergency arises.
4. Insist upon effective organizational planning.
5. Exercise fiduciary responsibility and oversight (fiduciary is acting for the benefit of the college and its constituents, students, faculty, staff, community, tribe - this requires subordinating the board members' interests if there is a conflict).
6. Help the community understand and value the college by acting as an advocate and information source for tribal members.
7. Ensure legal and ethical integrity and maintain accountability.
8. Follow and enforce college policies and procedures.
9. Direct community members to channels of information and assistance provided in the college organization.
10. Insist that board minutes and decisions are made public and in a timely manner.
11. The board should evaluate itself at least annually - what has the board done to make sure that the college mission is met?
12. Individual board members should do the same - what have I done to support the college mission this year? What can I need to do to make the college better?

C. Officers

The Board of Regents will, by majority vote, select officers who will serve terms that coincide with their appointment. Officers include:

Chairperson

The Chairperson directs and leads the business of the Board of Regents, and as such convenes the meetings and sets the agenda in concert with the President. The Chairperson is responsible, along with the President, in providing appropriate information to the Spirit Lake Tribal Council. The Chairperson is the immediate supervisor of the College President. Paul Yankton has been designated to a lifetime term as Chairman, Board of Regents, Cankdeska Cikana Community College.

Vice Chairperson

The Vice Chairperson, in the absence of the Chairperson, will assume the responsibilities of the Chairperson to convene the meeting, to chair the meeting and setting the agenda.

Secretary

The Secretary will assist the President's office in developing and dissemination of meeting minutes of the Board of Regents.

Treasurer

The Treasurer assists with developing and monitoring the College budget and expenses.

IV. Meetings

The Board of Regents will schedule meetings for a year beginning in September. Day, time, and place to be determined. The Chairperson may call a special meeting of the Board when deemed necessary and appropriate. The Board of Regents may conduct a telephone conference call to facilitate holding a meeting. Meeting protocol will be adhered to (agenda and record).

A. Voting Protocol

Members of the Board of Regents, with the exception of the Chairperson, vote on all decisions before the Board. All votes will be formally recorded. A Board member may be excused if a conflict of interest arises on the item to be decided. If a Board member abstains from voting the vote will be counted as a yes vote, except when issue/item to be voted on is a conflict of interest situation

B. Quorum

Meetings of the Board of Regents that require a formal decision must have a quorum. One member of the quorum must be either the Chairperson or the Vice Chairperson of the Board of Regents. A majority of the Board members (3 of 5) constitutes a quorum.

C. Compensation

The Board of Regents may set a stipend payment for participation at regular and/or special meetings, budget permitting. The Board of Regents may also authorize reimbursement expenses for travel consistent with the College' travel policy for attending Board meetings, training, or appropriate conferences.

V. Censoring or Removal of Board of Regents' Members

The Chairperson or Vice Chairperson may censor a member of the Board of Regents for the following reasons:

- A. Interference in the day-to-day operation of the College
- B. Being absent from three Board of Regents regular or special meetings in a year
- C. Destructive behavior at a Board of Regents meeting
- D. Interference with College employees
- E. Takes College issues to the Tribal Council without Board of Regents' approval
- F. Having been convicted of a felony (this will result in immediate removal from the Board of Regents)
- G. Becomes substance dependent in a way that affects his/her judgment
- H. Being involved in actions that may jeopardize accreditation
- I. Refusing to remove him/herself in direct conflict issues.

Censoring may take one or more of the following disciplinary actions:

- A. A verbal warning
- B. A request to peacefully leave meeting
- C. Suspension from one Board of Regents' meeting

Removal of a member of the Board of Regents may take place with a majority vote of three of the Board of Regents members for the following reasons:

- A. Has been convicted of a felony
- B. Becomes substance dependent and his/her effectiveness is impaired
- C. Tries to influence the day to day operation of the College
- D. Has been absent from three Board of Regents' regular or special meetings within a year.
- E. Fails to attend official Board of Regent's training

The Board of Regents, at an officially called meeting, by majority vote may remove a Board member for any of the above stated reasons. If a Board of Regents' member is officially removed, the Tribal Council will be notified and the appropriate district will be asked to submit names for a new person to be considered by the Board of Regents. The Chairperson of the Board of Regents will submit to the Spirit Lake Tribal Council a list of candidates for the Tribal Council to select a new person for the Board of Regents in order to keep a full five member representation on the Board of Regents.

VI. Conflict of Interest

If there is an issue of conflict of interest, the Board member must remove themselves from the meeting, refrain from any discussion and abstain from voting on the issue. The Board adheres to the College policy and procedures manual that outlines the conflict of interest policy.

A. Board of Regents Member and College Employment.

Should a member of the Board of Regents become an employee of the College, they must resign their position on the Board.

B. Board of Regent's Member and College Resources.

The Board of Regent members may not use any of the College's resources for personal or family gain. Doing so would be cause for removal from the Board.

VII. Check Signing Authorization

The Chairperson of the Board of Regents and one additional Board member appointed by the Chairperson are authorized to have signature authority for all checks prepared by the College's Business Office. It requires two authorized signatures to legalize a College check. In the absence of the second Board member with check signature authorization, the Chairperson will have a third Board member selected to have signing power, but only in the absence of the Chairperson and first Board of Regents' person authorized to sign College checks. Each of the three Board of Regents' members must have completed and signed a check authorization card in place at the banking institution of the College.

VIII. Training

Annual training for Board members will be scheduled and is a requirement (should a member fail to attend, refer to Section V of bylaws). The Board will determine the topic of the training, make recommendations for trainers or presenters, and schedule the training. The purpose of training is to provide useful information to enhance the skills and knowledge of Board members in setting policy for the College.

IX. Indemnification

Any person (or heirs, executors, or administrators of such person) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he/she is or was a Regent in office of the Corporation shall be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorney fees and disbursements, received by him/her (or by his/her heirs, executors or administrators) in connection with the defense or settlement of such action, suit, in proceeding or in connection with any appearance therein, except in relation to

matters as to which it shall be adjudged in such action, suit or proceeding that such Regent or officer is liable in negligence or misconduct in the performance of his/her duties. Such regrets of indemnification shall not be deemed exclusive if any other rights to which such Regent or officer (or heirs, executors or administrators of such person) may be entitled apart from this indemnification of directors and officers.

X. Accreditation

The Board of Regents mandates the President of Cankdeska Cikana Community College to maintain in good standing the full accreditation of Cankdeska Cikana Community College by the North Central Association of Schools and Colleges. The Board of Regents insists on continued and total compliance for accreditation for Cankdeska Cikana Community College.

XI. College Divisions

The Board of Regents has developed five divisions for the College:

- A. Academic Affairs
- B. Vocational and Technical Education
- C. Student Services
- D. Business Operations
- E. Community Services

XII. Degree and Certificate Programs

Cankdeska Cikana Community College is empowered by the Board of Regents and the North Central Association to award Associate Degrees and Certificates.