

Red Lake Nation College

Human Resources Plan (2015-2019)



Revised March 2016

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Hiring Plan

Based on the Red Lake Nation College (RLNC) academic needs, operational requirements and planned budgets for 2015 to 2019, RLNC will be hiring several new faculty and staff/administration positions. With the new campus and projected increase of student enrollment, it is imperative that RLNC add faculty and staff to meet the needs of additional students.

Since the RLNC campus is a central part of the Red Lake Capitol, the college will benefit from receiving continued support for basic services from the Red Lake Band of Chippewa Indians, such as janitorial, maintenance, and information technology over the next four years.

According to the *Assessment of Enrollment Potential for the Red Lake Nation College* survey from April 2011, the most recent U.S. Census indicated that the total Red Lake reservation population age 25 and over, had attained the following levels of education:

- Bachelor's Degree 1.4% of the Red Lake population
- Master's Degree, Professional Degree or PhD 0.6% of the Red Lake population

The Red Lake Band of Chippewa Indians is aware that it needs more highly qualified Tribal Members to manage their Tribal government, businesses, natural resources and health care facilities. This means the Red Lake Nation College is ideally positioned to assist the Tribe with getting students started on the path toward higher education.

The following are the Human Resources hiring plans for RLNC for 2015 to 2019. In March of each year, the Hiring Plans will be revised and updated based on annual changes and budget reviews.

Academic Positions

Year	Position (Qualifications)	Expected Salary	Hiring Timeline	Budget Source	Purpose
2015	FT English Instructor (Master's Degree/PhD)	\$45K/Yr. (HIRED)	Open & post by 5/15 Hire by 8/15 for Fall	Tribal Funding, Tuition & Fees	Increased Enrollment
2015	Adjunct Math Instructor (Master's Degree/PhD)	\$1K/Credit (HIRED)	Open & post by 5/15 Hire by 8/15 for Fall	Tribal Funding, Tuition & Fees	Increased Enrollment
2016	FT Math Instructor (Master's Degree/PhD)	\$59K/Yr. (HIRED)	Open & post by 1/16 Hire by 4/15/16 for Fall	LLTC NSF Grant, Tuition & Fees	Quality of Education
2017	FT Ojibwe Language Instructor (Language Expertise/Tribal Eminence)	\$45K/Yr.	Open & post by 5/17 Hire by 8/17 for Fall	Tribal Funding, Tuition & Fees, Private Fundraising	Increased Enrollment New Ojibwe Language Certificate

2017	FT Business Instructor (Master's Degree/Business Experience)	\$50K/Yr.	Open and post by 5/17 Hire by 8/17 for Fall	Tribal Funding, Tuition & Fees, Private Fundraising	New Business Program
2018	Adjunct Science & Chemistry Instructor (Master's Degree/PhD)	\$1K/credit	Open and post by 5/18 Hire by 8/18 for Fall	Tribal Funding, Tuition & Fees, Private Fundraising	New Environmental Science Program

Staff and Administration Positions

Year	Position (Qualifications)	Expected Salary	Hiring Timeline	Budget Source	Purpose
2014	Chief Financial Officer (MBA & CPA)	\$66K/Yr. (HIRED)	Open & post by 6/14 Hired on 11/19/14	Tribal Funding, Tuition & Fees	Financial Management
2015	Executive Assistant to the President	\$55K/Yr. (HIRED)	Open & post by 11/14 Hire by 2/15	Tribal Funding, Tuition & Fees	Increased President Efficiency
2015	Financial Aid Director/Bookstore Manager	\$45K/Yr. (HIRED)	Open and post by 7/14	Tribal Funding, Tuition & Fees	Separate Financial Aid & Manage Bookstore
2015	Director of Human Resources (Master's Degree/Tribal Member)	\$36K/Yr. (PT) (HIRED)	Open & post by 10/15 Hire by 12/15/15	Tribal Funding, Tuition & Fees, Private Fundraising	Provide HR Support and Leadership
2016	Director of Assessment & Institutional Effectiveness	\$24K/Yr. (PT)	Open & post by 2/16 Hire by 3/15/16	Tribal Funding, Tuition & Fees, Private Fundraising	Provide Data Analysis
2016	Grant Writer	\$24K/Yr. (PT)	Open and post by 4/16 Hire by 5/30/16	Tribal Funding, Tuition & Fees, Private Fundraising	Development
2017	Registrar	\$45K/Yr.	Open & post by 5/17 Hire by 2/17	Tribal Funding, Tuition & Fees, Private Fundraising	Separate Registrar
2017	IT Director	\$55K/Yr.	Open & post by 5/17 Hire by 2/17	Tribal Funding, Tuition & Fees, Private Fundraising	Acquire IT Control from Tribe
2017	Learning Center Tutor	\$40K/Yr.	Open & post by 5/17 Hire by 2/17	Tribal Funding, Tuition & Fees	Student Support
2017	Development Officer	\$30K/Yr. (PT to star)	Open & post by 1/17 Hire by 3/17	Private Fundraising	Revenue Generation

Other positions will be added if circumstances change, or as needed.

Native Hiring Preference

Provisions in the Federal Civil Rights Act of 1964 allow private and governmental employers on or near federal trust Indian Reservations to publicly announce and practice a policy of giving preferential treatment to qualified American Indian candidates who present proof of eligibility for Indian Preference.

The Indian Preference Law is reasonably and rationally designed to further Indian self-government. The Indian Preference Law is a distinct statute that does not violate Title VII of the Civil Rights Act of 1964, as amended. The United States Supreme Court has held that the Indian Preference Law does not constitute harmful racial discrimination or violate the due process clause of the Fifth Amendment.

Legal references:

I.S.D.A. [25 U.S.C. 450e(b)(1), 41 C.F.R. 14-78,5002] Section 7(b)(1)

Civil Rights Act of 1965, as amended [42 U.S.C. 2000e-2(1)] Section 703(i)

Executive Order 11246

A.R.S. 15-502,15-504,41-1463

The College will make every effort to recruit and hire the most qualified individuals available for all positions. The College reserves the right to invoke American Indian preference for all positions to be filled. Following is the order of preference the College will use when selecting from a qualified pool of candidates for a vacant position:

The RLNC President and Administrative Team will follow “Indian Preference” for employment in the following order:

1. Enrolled member of the Red Lake Band.
2. American Indian spouse of an enrolled member, or American Indian parent of enrolled tribal member with legal custody.
3. Other American Indian (member of a federally recognized tribe).
4. Non-Indian spouse or non-Indian parent of enrolled tribal member.
5. Non-Indians.

The President reserves the right to appoint the most qualified candidate regardless of race, creed, national origin, age, sex, or political affiliation to key positions.

Scope: The Indian Preference Policy applies to hiring, placement, promotion, transfer or demotion, selection for training and other actions related to the hiring process.

Compensation Study Analysis

Red Lake Nation College strives to provide competitive salaries to all employees. In an effort to continue to provide competitive salaries commensurate to specific positions within RLNC, a compensation study analysis will be conducted during the 2016-2017 academic year. Information gathered from a compensation study analysis will inform the hiring plan and expected salaries for each position.

Human Resources Handbook

In addition to completing a compensation study analysis and implementing a hiring plan, RLNC will complete a Human Resources Handbook during the 2016-2017 academic year. As part of this handbook, a new employee orientation process will be further developed and implemented.

Long-Term Employment Contracts

In an effort to maintain consistent leadership and fulfill goals set forth in the strategic plan, RLNC will begin issuing long-term employment contracts for the President and Vice President of Academic Affairs. Long-term agreements from these parties will aid RLNC in providing stable human resource development.