Regular Board of Directors Meeting
August 24, 2009
5:00 p.m.

Agenda

1. GENERAL FUNCTIONS

Call to Order
Roll Call
Approval of Minutes
Approval of Agenda

Lance Azure
Lance Azure
Lance Azure
Lance Azure

2. ADMINISTRATION/INSTRUCTION/BUSINESS/PERSONNEL

2.1 President’s Report

Pending

2.2 Comptroller’s Report

2.2.1 P.O. s
2.2.2 Policy Changes
2.2.3 401K Resolution
2.2.4 Other

Dr. Leonard Dauphinais

2.3 Human Resources Report

2.3.1 New Hires
2.3.2 New Position

Dr. Bill Gourneau

2.4 Academic Dean Report

2.4.1 Faculty Contracts
2.4.2 College Catalog
2.4.3 Other

Larry Henry

2.5 Student Services Report

2.5.1 Approval of Student Handbook
2.5.2 Other

Wanda Laducer

3.0 OTHER BUSINESS

3.1 Other Business

3.2 Next Quarterly Board Meeting September 26, 2009 at 9:00 a.m.

3.3 Adjournment
Turtle Mountain Community College  
Regular Board Meeting  
August 24, 2009  
5:00 p.m.  

OFFICIAL MINUTES  

Board of Directors Present: Lance Azure, John Trottier, Emil LaRocque, Ronald Peltier, Barbara Poitra  

Board of Directors Absent: none  

Board of Trustees Present: Theresa Rivard, Yvonne St. Claire, John Frederick, Janice Azure, Troy DeCoteau, Harold Counts, Memory Poni-Cappo  

Board of Trustees Absent: James Lindgren, Dwight Trottier, David “Doc” Brien  

TMCC Employees Present: Jackie Stein, Dr. Leonard Dauphinais, Dr. Jim Davis, Larry Henry, Wanda Laducer, Dr. Bill Gourneau, Dave Ripley, Dennis Bercier  

Tribal Council Present: Betty Swain, Chucky DeCoteau  

Chairman Azure called the meeting to order at 5:16 p.m.  

The Board of Directors requested to go into Executive Session at 5:16 p.m.  

During Executive Session, Yvonne St. Claire and Harold Counts exit the meeting.  

The Board of Directors and the Board of Trustees exit Executive Session at 5:35 p.m.  

Betty Swain, Chucky DeCoteau, Janice Azure, and Troy DeCoteau exit the meeting at 5:36 p.m.  

Chairman Azure asked for the motion to approve the June 26, 2009 minutes with the following corrections: on line 53, 1009 should be 2009; line 70, remove Chairman Azure opposed; and line 126 should state, TMCC Board of Directors and Trustees have already determined that they do not want to lose anything”. Ron Peltier made this motion, seconded by Emil LaRocque. All were in favor.  

Chairman Azure asked for the motion to approve the agenda. Ron Peltier made the motion to approve the agenda, seconded by Emil LaRocque. All were in favor.
2.1 Presidents Report

No Presidents report was provided at this meeting

2.2 Comptrollers Report by Dr. Leonard Dauphinais

2.2.1 PO’s

Have a number of PO’s which have been approved, but they need to be signed. They are as follows:

1. Baukol: $172,845;
2. Bergstrom: $22,285;
3. Jiran: $14,571;
4. Jiran: $13,567;
5. Jiran: 11,658;
6. Bergstrom: $7,375;
7. Baukol: $136,904;
8. Baukol: $12,282
9. Bergstrom: $27,392

Need 3 PR’s approved, which are: Vaaler Insurance: $72,501; Jenzabar: $32131.61; and RH Supply: $29,309.45. Chairman asked for the motion to approve the three purchase requisitions. John Trottier made this motion, seconded by Barbara Poitra. All were in favor.

2.2.2 Policy Changes

The policy changes were tabled until the next meeting, which is the Quarterly Board Meeting scheduled to go over any policy changes.

2.2.3 401K Resolution

Dr. Dauphinais is requesting a resolution for the 401K account. TMCC needs a formal record of the action. Dr. Dauphinais read the document to the board for approval. Dr. Dauphinais needs a signature from the Board Chairman and the Board Secretary upon approval. Chairman Azure asked for the motion to approve the resolution for the 401K account. Ron Peltier made this motion, seconded by Barb Poitra. All were in favor.
2.2.4 Other

Dr Dauphinais has a proposal for security cameras. The cameras are going to be set up at the CTE Building, the Student Union, and around the Main Campus. The total cost would be $85,025. Discussion held. The money would come from ICCA. Chairman Azure asked for the motion to approve the proposal for the security cameras. Ron Peltier made this motion, seconded by Barbara Poitra. Emil LaRocque opposed. All other members were in favor.

Arjun KC resigned from his position and the position is currently being advertised. Dr. Dauphinais would like to create another position to assist in the IT Department. Discussion held. Chairman Azure asked for the motion to approve another position which is Database Administrator/Jenzabar Specialist. Ron Peltier made this motion, seconded by Barb Poitra. All were in favor.

Dr. Dauphinais also reported that 15 of the 17 computers which were stolen from a classroom approximately a month ago have been found.

2.3 Human Resources Report by Dr. Bill Gourneau

2.3.1 New Hires

Dr. Gourneau has the following positions to hire for:

1. Academic Preparedness Specialist—the committee recommended Eric Smith, if Eric does not take the position, the alternate would be Pete Davis. Chairman Azure asked for the motion to concur with the committee’s recommendation. Emil LaRocque made this motion, seconded by John Trottier. All were in favor.

2. Project Director Elementary Education (PDEE)—Due to the job description being changes from a requirement of a Masters Degree down to a requirement of a Bachelors Degree, the Board is requesting that the position is re-advertised with a requirement of a Masters Degree. Chairman Azure asked for the motion to re-advertise this position with the requirement of a Masters Degree. Ron Peltier made this motion, seconded by Emil LaRocque. All were in favor.

3. Scholarship Technician—the committee recommended Stephanie Poitra. Chairman Azure asked for the motion to concur with the committee’s recommendation. Ron Peltier made this motion, seconded by Barbara Poitra. All were in favor.

4. HVAC Instructor—the committee recommended Mark Clausing. Chairman Azure asked for the motion to concur with the committee’s recommendation. Ron Peltier made this motion, seconded by John Trottier. All were in favor.
5. NWOK Earth Science Instructor—the committee recommended Jordan Neau. Chairman Azure asked for the motion to concur with the committee’s recommendation. John Trottier made this motion, seconded by Ron Peltier. All were in favor.

2.3.2 New Position

See Attachment A

We would like to hire a Process Plant Technology Instructor. Discussion held. The Board of Directors had previously decided not to continue with the Process Plant Technology program due to the cost. Dr. Davis made the decision to continue on with the program. Further discussion was held. Chairman Azure asked for the motion to approve the proposed position. Ron Peltier made this motion with the recommendation to only approve for a 1 year position and review the program after 1 year. Barbara Poitras seconded this motion. All were in favor.

2.4 Academic Dean Report by Larry Henry

2.4.1 Faculty Contracts

We have three faculty members which have special expertise. We would like to get salaries for the special expertise. The three people are Mike Roussin which is currently at $31,500 and he would like $36,500; Quenna Beston which is currently at $36,500 and she would like $40,000; and Marilyn Delorme which was previously approved for a 9 month contract at $40,000. Discussion held. Since Marilyn’s salary was previously approved, we do not need further approval. Chairman Azure asked for the motion to approve the special expertise for the hard to fill positions. John Trottier made this motion giving Quenna Beston retroactive pay, seconded by Barbara Poitras. All were in favor.

2.4.2 College Catalog

We had minor changes to the catalog in the academic calendar. We also added the Phlebotomy and Residential Electric programs. This is a two year catalog, going from 2008-2010. Chairman Azure asked for the motion to approve the catalog. Barbara Poitras made this motion, seconded by Ron Peltier. All were in favor.
2.4.3 Other

The fall semester has been very good with numbers. We have closed over 50 classes and we had to add 4 additional classes.

3.0 Other Business

Coaching was on the previous agenda. The Board would like to see if the two previous coaches are interested in continuing this year. Dr. Gourneau would like to have records on the coaches. They need to have employee files. They should have short term contracts.

2.5 Student Services Report by Wanda Laducer

2.5.1 Approval of Student Handbook

The handbook is good for one year and it provides the students with the college policies. We only had minor changes, which were basically all dates. Chairman Azure asked for the motion to approve the Student Handbook with the minor changes. Barbara Poitra made this motion, seconded by Ron Peltier. All were in favor.

2.5.2 Other

We have hit a record enrollment for the first couple of days. We currently have 628 students enrolled and expect more.

We have a problem with parking and may need to find a grant to add on a further parking lot.

3.1 Other Business

Dennis Bercier is requesting for two change orders to be approved. See Appendix B. The first change order will be a deduct of $6005 by removing the retaining all on the North side of the Student Union. Discussion held. The second change order is to create a channel around the CTE Building due to water is running in the direction of the CTE Building. The cost would be $2027 and Baukol Builders will create the channel. Chairman Azure asked for the motion to approve the two change orders. Emil LaRocque made this motion, seconded by Barbara Poitra. All were in favor.
Memory Poni-Cappo and Donna Azure are organizing a silent auction on September 14-16, 2009 as a fundraiser for the Jennifer Morin family. They are taking any and all donations they can receive.

3.2 Next Board Meeting

The next board meeting is the Quarterly meeting. This is scheduled for September 26th, 2009 at 9 a.m.

3.3 Adjournment

Chairman asked for the motion to adjourn. John Trottier made this motion, seconded by Ron Peltier. All were in favor.

Meeting adjourned at 8:24 p.m.

Barbara Poitra, Acting Chairperson  

Jaclyn Stein, Board Secretary
Position Description:  Process Plant Technology Instructor
Department:  Career & Technical Education
Opening date:  
Closing date:  Until filled

DESIRED MINIMUM QUALIFICATIONS:
- Graduate from an accredited college or university with a Certificate or Associate of Applied Science degree in Process Plant Technology, Electronics or related field.
- A minimum of three years of teaching experience
- Must meet ND State Career & Technical Education Postsecondary Certification Standards

Desired Experience/Training/Credentials:
- Must meet ND State Career & Technical Education Postsecondary Certification Standards
- Teaching experience at the adult and post secondary level. Successful teaching experience with diverse student population.
- Ability to implement contemporary pedagogical philosophies, methods and techniques including multi-media to develop and deliver instruction in classroom and lab settings.
- Able to develop instructional activities, course syllabi, course outlines and other necessary teaching material.
- Ability to effectively use appropriate technology and equipment.
- Ability to work collegially with all individuals in the tribal college setting.
- Able to tutor Process Plant Technology courses
- Applicant must be able to pass a drug test and background check.

DESIRED EXPERIENCE/TRAINING/CREDENTIALS:
- Able to obtain and maintain licenses as required by state or accrediting commissions.
- Teaching experience at the adult and post secondary level. Successful teaching experience with diverse student population.
- Experience in organizing and writing reports and presentations of a technical nature.
- Proven track record of project completions, multi-tasking, and the ability to handle a high pressure environment with significant timeline pressures.
- Proven educational or administrative experience in critical thinking, problem solving and judgment skills.
- Develop and follow an "Individual Professional Development Plan (IPDP)" as prescribed by TMCC's faculty salary policy manual.
- Applicant must be able to pass a drug test and background check.