All Day Board of Directors Meeting
Friday, June 26th 2009
12:30 p.m.

Agenda

1. GENERAL FUNCTIONS

   Call to Order
   Roll Call
   Approval of Minutes
   Approval of Agenda

2. ADMINISTRATION/INSTRUCTION/BUSINESS/PERSONNEL

   2.1 President’s Report
      2.1.1 Student Union Update
      2.1.2 Anishinabe Planning
      2.1.3 Recruitment and Retention (MSU)
      2.1.4 College Forums (Higher Education)
      2.1.5 Organizational Chart
      2.1.6 P2P-(Emil LaRocque)
      2.1.7 Library

   2.2 Comptroller’s Report
      2.2.1 PO’s
      2.2.2 Audit
      2.2.3 Other

   2.3 Human Resource Report
      2.3.1 New Hires
      2.3.2 Policy
         I. Code of Conduct
         II. Employee Definition

   2.4 Academic Dean Report

   2.5 Student Services Report

3.0 OTHER BUSINESS

3.1 Next Board Meeting – July 27th, 2009

3.2 Adjournment
Turtle Mountain Community College
Quarterly Board Meeting
June 26, 2009
12:30 p.m.

OFFICIAL MINUTES

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

Board of Trustees Present: John Frederick, Memory Poni-Cappo, Jim Lindgren, Bonita DeCoteau, Dwight Trottier

TMCC Employees Present: Jackie Stein, Terri Martin-Parisien, Dr. Bill Gourneau, Dr. Jim Davis, Wannetta Bennett, Dr. Leonard Dauphinais, Kathe Zaste, Mark Hamley, Larry Henry, Wanda Laducer

Chairman Azure called the meeting to order at 12:41 p.m.

Chairman Azure asked for the motion to approve the May 19, 2009, 5:00 p.m. minutes with no corrections. Emil LaRocque made this motion, seconded by Ron Peltier. All were in favor.

Chairman Azure asked for the motion to approve the May 19, 2009, 8:00 p.m. minutes with one correction on line 28: dskills should be skills. Ron Peltier made this motion, seconded by Barb Poitra. All were in favor.

Jim Lindgren, Kathe Zaste, and Mark Hamley enter the meeting at 12:46 pm.

Chairman Azure asked for the motion to approve the May 27, 2009 minutes with the following corrections: line 118 should state, we could apply for this money for parking lot expansion and paving for the CTE Building; line 86, Northwest should be one word; line 71, Email should be Emil; line 212 should state, The new small residential wind turbine project, rather than the wind turbine; line 79 should state, narrowed down to rather than decided on. Ron Peltier made this motion, seconded by Barb Poitra. All were in favor.

Jim Lindgren is a voting member until Vice Chairman John Trottier arrives.

Chairman Azure asked for the motion to approve the June 2, 2009 minutes with no corrections. Barb Poitra made this motion, seconded by Ron Peltier. All were in favor.
A discussion was held on the June 11, 2009 meeting minutes. Barb Poitra explained what was covered at the meeting. These meeting minutes will remain unofficial meetings, since there was not a quorum for either of the meetings.

Chairman Azure asked for the motion to approve the agenda. Dr. Davis requested to move 2.6 Project Peacemaker Director before the Presidents Report. Dr. Davis also requested to add: 2.1.7 Library. Emil LaRocque made the motion to approve the agenda with the changes, seconded by Barb Poitra. All were in favor.

**2.6 Project Peacemaker Director by Terri Martin-Parisien**

Terri provided a handout: Appendix A.

John Trottier enters at 1:01 p.m.

Larry Henry enters at 1:02 p.m.

Terri provided in depth information on Project Peacemaker. She would like to require the Tribal Council to have the courses that are offered in her program.

Program currently has a decreased number of students, which is possibly caused from the small amount of stipends. Project Peacemaker needs to be self-sufficient beginning in August of 2009. TMCC will pick up the cost of the adjunct faculty.

**President's Report by Dr. Jim Davis:**

**2.1.1 Student Union Update**

Dr. Davis further explained the information that was covered at the June 11, 2009 meeting.

Terri Martin-Parisien exits the meeting at 1:52 p.m.

Baukol did not have the requested quote completed for the change order. They were working on getting the quote for Time and Material. We need approval for the two change orders.

Chairman Azure asked for the motion to approve the second change order for Baukol Builders in the amount of $5825. Ron Peltier approved the change order for the $5825 based on the previous recommendation in the June 11, 2009 meeting minutes. Barb Poitra seconded the motion. All were in favor.
Chairman Azure asked for the motion to approve the first change order for Baukol Builders due to unforeseen measures which were explained in the June 11, 2009 minutes. Discussion held. John Trottier made the motion to continue with previous recommendation and pay the change order. Barb Poitra seconded the motion. All were in favor.

The Student Union is currently on schedule and the estimated completion date is Tuesday, November 16th, 2009.

TMCC has requested for further funding which will go towards the shortfall of the Student Union. The Tribe requested for the same funding, but they fund $1,000,000 per a tribe. TMCC has requested for $550,000.

2.1.2 Anishinabe Planning

Dr. Davis is hoping that by the fall of 2009, we will have the plan of the re-structuring of Anishinabes’ Programs. The plan should be completed by the August meeting. The focus is in outreach programs. Discussion held on current programs.

2.1.3 Recruitment and Retention (MSU)

We are currently working on getting the LUMINA Grant. This grant requires that you have a partner, which we have selected Minot State University (MSU). MSU will be our mentor in the program, regarding the Foundations of Excellence (FoE). This grant is for retention. Discussion held.

Mark Hamley exits the meeting at 2:19 p.m.

Further discussion is held retention.

Wanda Laducer enters the meeting at 2:28 p.m.

TMCC needs to keep the website updated and tie the culture and heritage of our people into it. TMCC needs to have a web page committee and be sure to have a student involved. Dr. Davis is in charge of getting the committee set up.

2.1.4 College Forums

We will be having sessions for whoever would like to attend. This will be held to plan for future events. Discussion held.
The updated TMCC catalog will be coming out with updates for the fall. Discussion held.

2.1.5 Organizational Chart

We need to be sure that we are updating the organizational chart as the new programs come into TMCC. We will be bringing this forward at one of the next meetings.

2.1.7 Library by Kathe Zaste

TMCC’s Library is a Community Library, which functions off of a grant. We go through the Tribe to apply for the grant and the tribe hands the money down to TMCC. We have been having problems receiving the funding, because the Tribe doesn’t want to apply for the grant and give the money to the college. This consists of about $5000 per a year. Discussion held. Possibly become TMCC’s Library, rather than a Community Library. Kathe stated that she must first receive her credentials prior to being able to apply for further funding on her own. Kathe recommends continuing applying for the money and attempt to get the Tribe to cooperate and remain as a public library.

TMCC will pursue the grant with the Tribe.

2.1.6 P2P

See Appendix B

Emil LaRocque is requesting that the board vote on having whether or not to allow P2P to dismantle South Campus. Prior to this happening, it has been agreed that P2P has the option to meet the conditions which were previously discussed. Discussion held.

Dr. Davis was invited to a P2P meeting and brought Vice Chairman John Trottier with him to represent the college. During this meeting, P2P discussed some possible locations to house TMCC’s programs. Discussion held. Arrowhead Printing, Vocational Rehabilitation, and GED looked at the recommended spaces and stated that they would have enough space in those particular buildings. Further discussion held.

TMCC Board of Directors and Trustees have already determined that they do not want to lose anything. TMCC wants a building for a building, which TMCC will own. Need to attempt to meet with the Tribal Council to determine what their plans are. Dr. Davis will schedule a meeting with Corey LaVallie to meet on this issue next week.
Dr. Davis has received a directive by consensus that he set up a meeting for Thursday, July 2nd, 2009 with the Tribe, if the date is convenient for the Tribe.

Comptroller Report by Dr. Leonard Dauphinais

2.2.1 P.O.’s

No new Purchase Orders, but signatures are required for the change orders for Baukol Builders which was previously approved in 2.1.1.

2.2.2 Audit

401K audit was held June 22nd-June 24th, 2009. We will not hear back for a short while on the outcome of the audit.

The annual audit for the college is scheduled September 29th, 2009

2.2.3 Other

Health Fund: balance is currently staying above and doing okay. We are saving money in the long run.

Cafeteria: is still in debt a small amount. We will meet at the end of July to determine what happened through the school year. We will then have all of the payments from the camps.

401K: seems okay. There is a discrepancy between the two companies, but they are working on resolving the issue.

Policy changes: previously brought in the changes two months ago and was informed to bring them back to this meeting. Need approval for changes. See Appendix D.

Audits required a new format and will be brought back to the board at a later time.

Dr. Leonard Dauphinais requested to have approval of the change in amount for the Petty Cash.
Chairman Azure asked for the motion to approved Dr. Dauphinais request. John Trottier made this motion, seconded by Ron Trottier. All were in favor.
2.3 Human Resource Report by Dr. Bill Gourneau

2.3.1 New Hires

No new hires

Received two resignations, one resignation was Allison Davis and the other resignation was from Dr. Virginia Allery.

2.3.2 Policy

I. Code of Conduct

See Appendix E.

Currently working with a person from Falmouth Institute to be sure that TMCC follows Tribal law and so TMCC will be covered no matter what. Dr. Gourneau needs to get through the document to determine what needs to be changed.

II. Employee Definition

We would like to be sure that everything is correct prior to bringing it forward to the board. It should be complete by the September meeting with all recommended changes. Discussion held. This has already taken almost a year to complete.

It is the consensus of the board that Dr. Gourneau have this document complete by the September 2009 meeting.

2.4 Academic Dean Report by Larry Henry

See Appendix F and Appendix G

Larry is requesting that the board approve the Department Chairs as provided in Appendix F. They are as follows: Arts & Humanities – Dr. Ron Carpenter, Social Science – Leslie Peltier, Math & Science – Dr. Scott Hanson, Career and Technical Education – Rhonda Gustafson, and Teacher Education – Dr. Virginia Allery. Chairman Azure asked for the motion to approve the Department Chairs as recommended by Larry Henry. Barb Poitria made this motion, seconded by Ron Peltier. All were in favor.

We are currently going for approval of some CTE programs, which are: Phlebotomy, HVAC, and Residential Electrical. If we receive approval, the programs should begin in the fall.
We have minor changes to the catalog and should be completed by the second week in July.

Discussion held.

Sheila Trottier reported that the CTE Retention Technician was placed for a period of 120 days. We currently have carry-over money from the Welding and CTE Retention Technician. Jennifer Davis is in the current position. We are requesting to have Jennifer Davis kept on for an additional 120 days, but no more than that amount of time. Sheila will then advertise for the position. This only covers retention in the CTE area and will be a one year position.

Chairman Azure asked for the motion to approve keeping Jennifer Davis on for an additional 120 days. John Trottier made this motion, seconded by Barb Poitra. All were in favor.

The Nursing Program had a visit from the North Dakota Board of Nursing (NDBON) in June. The NDBON attended TMCC for a survey and they reported that the curriculum was not to their standards. A consultant report was not followed by the Director. This will be a two year program. We have not yet received the report back from the NDBON at this time. Larry submitted some curriculum changes to the NDBON and they like the changes that were sent and Larry will be meeting with them on Tuesday, June 30, 2009. A lengthy discussion was held. Barb Dahlen should be at the meeting to provide information.

There have been some changes with the nursing program. Larry Henry is now Barb Dahlen’s immediate supervisor and the NDBON feels that Barb is a problem. The NDBON stated that TMCC may not get approval due to two consultant reports which were not followed.

2.5 Student Services Report by Wanda Laducer

We are currently:

- closing and reconciling Financial Aid,
- working on bring back the retention plan,
- had Enrollment Management training this week,
- advertising for the Scholarship Technician position,
- had a financial aid disbursement today and July 2nd, 2009 we will disburse the remaining amount of Pell,
- working on the Student Handbook and it will be brought to the July meeting,
- planning two orientations due to a high turnout of new students
• Upward Bound will be concluded next week and they will be having their banquet on July 9th. The board members are invited to the meal.

3.0 Other Business

Student Senate:

Students are having problems with Jenzabar and need further training. They ask for help in a lot of areas and some need more training than a half hour session. There are problems within Jenzabar and a majority of the students don’t like it. They don’t feel that it is user friendly. Discussion held. Some students are not attending orientation for Jenzabar. Complaints should go to Dr. Dauphinais with technology, he was not aware of any problems.

We discussed selling T-Shirts with the Student Senate design and the TMCC trademark within it. Discussion held.

Dr. Davis

TMCC is being offered a bus and it needs a few repairs. The BIA is donating the bus to us and it is currently sitting in Harlows lot. It looks to be in good shape, except they stated that the transmission slips into neutral at times. Discussion held. This may cost under $20,000 to get the bus into good running condition. Discussion held.

John Frederick exits the meeting at 4:34 p.m.

The next meeting will be held on July 27th, 2009 at 5:00 p.m. in the TMCC Board Room.

Chairman Azure asked for the motion to adjourn. Ron Peltier made this motion, seconded by Barb Poitra. All were in favor

Meeting adjourned at 4:38 p.m.

Lancelot Azure, Chairman

Jaclyn Stein, Board Secretary