Quarterly Board of Directors Meeting
September 26, 2009
9:00 a.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 Policy Introductions
      2.1.2 Student Union Update (Dennis Bercier)
      2.1.3 USDA Project (Wannetta Bennett)
      2.1.4 Trading Post
      2.1.5 Approval of Travel
   2.2 Comptroller’s Report
      2.2.1 P.O.s
      2.2.2 Other
   2.3 Human Resources Report
      2.3.1 New Hires
      2.3.2 Policies
      2.3.3 Grievance Hearing
   2.4 Student Services Report

3.0 OTHER BUSINESS
   3.0.1 Student Senate
   3.1 Other Business
   3.2 Next Board Meeting October 26, 2009 at 5:00 p.m.
   3.3 Adjournment
Turtle Mountain Community College
Quarterly Board Meeting
September 26, 2009
9:00 a.m.

OFFICIAL MINUTES

Board of Directors Present: Ronald Peltier, Barbara Poitra

Board of Directors Absent: Emil LaRocque

Board of Trustees Present: James Lindgren, Theresa Rivard, Yvonne St. Claire, Dwight Trottier, John Frederick, David “Doc” Brien, Alicia Lunday, Caitlin Morin

Board of Trustees Absent: Janice Azure, Troy DeCoteau

TMCC Employees Present: Jackie Stein, Tracy Azure, Dr. Jim Davis, Wannetta Bennett, Wanda Laducer, Dennis DeCoteau

Others Present: Lance Azure, John Trottier

Acting Chairperson Barbara Poitra called the meeting to order at 11:00 a.m.

James Lindgren is a voting member.

Acting Chairperson Barbara Poitra asked for the motion to approve the August 24, 2009 minutes Ron Peltier made the request to table the minutes until the next meeting. Acting Chairperson Barbara Poitra asked for the motion. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

Ron Peltier requested to have on record that no contract has been signed as of today, September 26, 2009 with Dr. Jim Davis. He is currently working without a contract and the college doesn’t have a President.

Dr. Jim Davis also requested to have on record that he doesn’t have a signed contract, but is still getting paid, still attending work, and will/should have a signed contract on or before November 1, 2009.

Acting Chairperson Barbara Poitra asked for the motion to approve the agenda. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

2.1 President’s Report by Dr. Jim Davis
2.1.1 Policy Introduction

Dr. Bill Gourneau will propose the policy changes. We need to get a full legal review of the policies and they need to be gone through very closely. The policies previously went through the Department of Education.

2.1.2 Student Union Update by Dennis Bercier

Project is going along very well and we are expecting eight weeks left for construction. We are currently having construction meetings every Tuesday. The enclosure should be completed early next week and we should be moved in by early November.

We are negotiating with contractors to get deducts for mechanical linfoot. The deduct is for an $18,000 control system. We are attempting to add the deduct back into the project. Discussion held. Dennis Bercier has a change order for the $18,000 control system. Acting Chairperson Barbara Poitra asked for the motion to approve the change order. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

2.1.3 USDA Project by Wannetta Bennett

See appendix A.

Previously applied for $300,000 grant was informed to find more funding. We were granted an additional $220,000 with a 5% match. Discussion held. We need two resolutions signed by the Board Chairperson and the Secretary. The first resolution is to obtain the funding of $220,000 and the second resolution is for the execution of the loan and/or grant document. Acting Chairperson Barbara Poitra asked for the motion to approve the two resolutions. Ron Peltier made this motion, seconded by James Lindgren.

The papers need to be signed on Monday, so Ron Peltier made the motion to allow Acting Chairperson Barbara Poitra to sign the documents on Monday. Seconded by James Lindgren. All were in favor.

2.14 Trading Post

Wanda Laducer exits the meeting at 11:24 a.m.

Wannetta was previously directed to search for further funding for the Trading Post. We received notification that we received the second source of funding. We were also notified that Pathways to Prosperity are going to donate an additional $15,000 for the renovation of the Trading Post. Discussion held. Wannetta Bennett and Dr. Jim Davis both recommend going forward with the project.

John Trottier exits the meeting at 11:34 a.m.
Acting Chairperson Barbara Poitra asked for the motion to allow Wannetta to go forward with the project to renovate and add the addition to the Trading Post. James Lindgren made this motion, seconded by Ron Peltier. All were in favor.

2.1.5 Approval of Travel

It was previously suggested by a member of the Board of Trustees to have an employee improvement plan. Travel is a large issue and this should be a part of that plan. Dr. Davis’ excessive travel was an issue and he was previously informed verbally not to travel as much. The travel got worse at this point. He traveled 101 days in 2007-2008 and 117 days in 2008-2009. Discussion held. With evaluations that were completed by the staff/faculty at TMCC we found that the main issue is the absence of the President. Travel was supposed to be pre-approved.

Ron Peltier made the motion to restrict Dr. Davis’ travels to one trip every four weeks, not to exceed twelve trips per a year, with pre-approval from the Board of Directors. The Motion did not receive a second and was not carried forward.

Ron Peltier made the motion stating any travel done by the TMCC President needs to be pre-approved by the Board of Directors. James Lindgren seconded the motion. All were in favor.

Dr. Jim Davis admits that he travels a lot, but most of the time he travels for money for TMCC and the students. Dr. Jim Davis stated that since he has been here, they have brought in over $35 million and it would not have been that large if he was not traveling. Discussion held. The Board of Directors has only had to put off a meeting a couple of times because of the President. TMCC has hardworking employees and Dr. Jim Davis has taken a lot of credit for work other people did, which includes work that was done prior to Dr. Jim Davis’ coming on board with TMCC. Lance stated that Dr. Jim Davis has done some good work for the college in the time that he has been here.

Ron Peltier recommends having the Finance Department looking into the budget for a Vice President. This item should be on the next agenda.

2.2 Comptroller’s Report by Tracy Azure

2.2.1 PO’s

No new PO’s. We need signatures for previously approved PO’s.

2.2.2 Other

- See Appendix C. Travelers Insurance Company did a risk assessment and found that items are being stored in areas that are not allowed. Wesley Davis is currently looking at correcting the issues.
See Appendix D. Fiscal auditors will be here on Monday, September 28, 2009 and will be auditing a number of different grants.

The cafeteria is currently in the red. We may be raising the prices to attempt to break even. Discussion held.

See Appendix E. Fiscal Policies have to change the accounting process to accrual basis and will need to be changed in the policies. This will affect how some materials are recorded. Discussion held. See Appendix F. This handout is to show what the audit work paper will look like.

With Wannetta leaving we need another staff check signer. We also need 2 new board check signers. The recommendation is Larry Henry. Acting Chairperson Barbara Poitra asked for the motion for Larry Henry to be a check signer. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

We need to establish exempt or non-exempt employees within fiscal policies.

2.3 Human Resources Report by Dr. Bill Gourneau

2.3.2 Policies

See Appendix G and H. Dr. Bill Gourneau explained that the documents which were provided were looked at by an employment attorney. There are two critical sections which are the Grievance Policy and the Reinstatement Policy. Discussion held. These should be reviewed at the Special Policy Meeting.

2.3.1 New Hires

Dr. Gourneau has the following positions to hire for:

1. Native Ways of Knowing (NWOK) Administrative Assistant—the committee recommended Anthea Jeanotte. Acting Chairperson Barbara Poitra asked for the motion to concur with the committee’s recommendation. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

2. Computer Support Systems—the committee recommended Chris LaFromboise. Chairman Azure asked for the motion to concur with the committee’s recommendation. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

3. Process Plant Technology Instructor—the committee recommended Keith Brien. Chairman Azure asked for the motion to concur with the committee’s recommendation. Ron Peltier made this motion, seconded by James Lindgren. All were in favor.
4. Professional Development Elementary Education Director (PDEE)—the committee recommended Kathy Gladue. Hire is tabled for the next meeting. No action was taken.

Dr. Bill Gourneau stated that they are having problems keeping people interested in the positions while waiting for the board meetings. Dr. Gourneau was informed to go through the proper selection process with faculty and hire them. The board is willing to do phone votes any time it is necessary.

Theresa Rivard exits the meeting at 12:49 p.m.

2.3.3 Grievance Hearing

A grievance was filed that involves the Board of Directors. We need to schedule a meeting with the Board of Directors to handle the grievance. Dr. Bill Gourneau needs to schedule this meeting date. Discussion held.

Dr. Bill Gourneau would also like to inform the board that he also does not have a contract and he assumes that he still has previous contract.

Dr. Jim Davis stated that they need to have one more person hired. This is the hiring for the Internal Manager for the Foundation. Anna Sarcia was the recommendation for the position. This position is through the Bremer Foundation grant. Acting Chairperson Barbara Poitra asked for the motion to hire Anna Sarcia. James Lindgren made this motion, seconded by Ron Peltier. All were in favor.

2.4 Student Services Report by Dr. Jim Davis

Financial Aid disbursement was one week ago and we distributed $1,113,202. Current enrollment is 728 students.

We are starting a Student Ambassador Program this semester. We need to find interested students that would be interested in being ambassadors for the college.

The mentoring program is continued this semester.

We are currently working on a proposal for Student Support Services.

The basketball teams do not have a men’s coach as of now.

3.0 Other

3.0.1 Student Senate

We believe that we need to have a handicap accessible bathroom for the students.
The smoking in front of the building needs to stop. The ashtray up on the steps promotes the students to smoke on the steps. Possibly make a smoke-free campus.

3.0.2 Travel

Dr. Jim Davis is notifying the board that he has an NDATC meeting and AIHEC fall meeting to attend. He will fax this information to the board members for approval. He also wants to notify the board that he may need to go to Grand Forks for orientation for the new hire and also to Chicago to address Accreditation.

3.2 Next Board Meeting

The next board meeting is scheduled for October 26th, 2009 at 5:00 p.m.

3.3 Adjournment

Acting Chairperson Barbara Poitra asked for the motion to adjourn. Ron Peltier made this motion, seconded by James Lindgren. All were in favor. Meeting adjourned at 1:20 p.m.

Barbara Poitra, Acting Chairperson    Jaclyn Stein, Board Secretary