Turtle Mountain Community College
Regular Board of Directors Meeting
April 26, 2010
5:00 p.m.

OFFICIAL MINUTES

Board of Directors Present: Ron Peltier, Dr. Leigh Jeanotte.

Board of Directors absent: Barbara Poitra, Robert Lattergrass.

Board of Trustees Present: James Lindgren, Yvonne St. Claire, Alicia Lunday, Donna Azure,

Board of Trustees absent: Theresa Rivard, Dwight Trottier, John Frederick, David Brien, Troy
DeCoteau, Janice Azure.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Dr. Leonard Dauphinais, Dr. Bill Gourneau,

Others Present: none

I. Call to Order: Chairman Peltier called the meeting to order at 5:04 p.m.

Jim Lindgren and Donna Azure are voting members.

II. Roll Call: Jackie De Los Santos Performed Roll Call.

III. Approval of Agenda: Chairman Peltier asked for the motion to approve the agenda with
changes. There were some changes, which are as follows: add: (A) Health Cluster lab contracts
(construction) by Dave Ripley move all other items down on the agenda. Dr. Leigh Jeanotte
made this motion, seconded by Donna Azure. All were in favor. Motion carried.

IV. Approval of Minutes: Chairman Peltier asked for the motion to approve the March 26th, 2010,
minutes. The following changes were necessary: line 53: s/b Munro, not Minor; line 136 should
state: 30 day notice prior to reviewing the policies; line 153 should state: equipment to improve
the system; line 157 should state: The PowWow will be held the afternoon of graduation. Dr.
Leigh Jeanotte made the motion to approve the minutes with the corrections, seconded by Donna
Azure. All were in favor. Motion carried.

Chairman Peltier asked for the motion to approve the April 8th, 2010 minutes. No changes were
necessary. Dr. Leigh Jeanotte made this motion, seconded by Donna Azure. All were in favor.
Motion carried.

V. Old Business
a. **Health Cluster Lab Contracts by Dave Ripley:** See Appendix A. Dave needs approval to sign the contract for the low bid for the Health Cluster Lab. The low bidders were Munro Construction, C.L. Linfoot, C. Gladue Electric, and Jiran Architects. The total cost of the project will be $842,183. Discussion held.

Alicia Lunday entered at 5:13 p.m.

Chairman Peltier asked for the motion to approve the signing of the contract for the Health Cluster Lab. Dr. Leigh Jeanotte made this motion, seconded by Jim Lindgren. All were in favor. Motion carried.

Alicia Lunday is a voting member.

Dave exits at 5:15 p.m.

b. **Travel Policy by Dr. Leonard Dauphinais:** The policy which has been created is not completed. Discussion held. The auditors stated we should have a travel policy in place so we have documentation to present during the audits of certain situations. All board member travel is supposed to have prior approval and all staff travel requests are supposed to be presented to the board.

Yvonne St. Claire entered at 5:20 p.m.

Dr. Dauphinais has been instructed by the board to set up a committee to approve travel and until this is completed, they are to continue approving travel with the same procedures.

c. **Dates of Policy Review by Dr. Bill Gourneau:** See Appendix B. Need to set up an all day meeting to review the personnel policy and to include the Administrative Council. The meeting is tentatively set for May 13th, 2010 beginning at 9 a.m., until the policy review is completed.

d. **Degree Driven vs. Position Driven by Dr. Bill Gourneau:** We would need to review the current salary scale and set base pays for certain degrees.

Sheila Trottier entered at 5:27 p.m.

Process should be started right away and would need to identify with education and experience. Discussion held. We currently advertise asking for a degree and experience.

e. **Organizational Chart by Dr. Jim Davis:** Dr. Davis will be bringing the chart to the May meeting.

f. **Developmental Leave Requests by Dr. Jim Davis:** Administration is currently working with staff on the policy.
g. **Vice President Position Update (Interviews) by Dr. Jim Davis:** Dr. Davis would like to start interviewing next week. He has received seven applications from enrolled members and the rest were not enrolled members. Dr. Davis would like to review the applications and screen the applicants. Discussion held. Chairman Peltier would like to have at least two Board of Directors members on the selection committee. Dr. Leigh Jeanotte will be on the committee. Discussion held. The recommended committee will consist of: Larry Henry, Wanda Laducer, Sheila Trottier, Dr. Leonard Dauphinais, Dr. Leigh Jeanotte, Ron Peltier, and Jim Lindgren. The committee will also be involved in the interviews.

VI. **New Business**

1. **Presidents Report by Dr. Jim Davis:** See Appendix C.

a. **Bid Opening for Parking Lot Project:** Bid opening is on Thursday at 1:00 p.m. The slab will be placed on the East side of the CTE Building and should be completed this year.

b. **HLC Meeting:** See Appendix C: Travel Report. Karen Solomon hasn’t had the chance to completely review the packet which was issued. Larry met with Karen after a session and she was very concerned about our requests and she stated that if questions weren’t answered, we may be placed on Probation. Discussion held. The accreditation is currently placed on hold for the college. Larry believes the entire institution needs to be involved. Lengthy discussion held.

c. **Travel Requests:** Currently doesn’t have any.

2. **Comptrollers Report by Dr. Leonard Dauphinais:**

d. **PO’s:**
   1) PO for Jaelyn De Los Santos for $1000, requesting the bonus for receiving her degree. It is included in the policy manual that if an employee receives a higher degree, they would receive a bonus of $1000. Discussion held. Dr. Leigh Jeanotte requests to table the PO and place on the next agenda.

e. **Fiscal Policies:** The fiscal policies are currently being reviewed and they will be mailed out to the board when completed. We have been receiving NSF checks from staff and students and they would like to create a policy on NSF checks.

f. **Other:** See Appendix D. Will need to take $100,000 to match this year’s scholarship amount. We can take this amount from the reserve funds. Discussion held.

   We may need to request to hire some temporary employees for Arrowhead Print Shop due to possibly receiving business from Bottineau. Their Print Shop closed.

   We need to find money to cover programs once their grants have ended if we plan on keeping the programs. Vocational Rehabilitation will be run by the Tribe now; it is no longer under the college.

3. **Human Resources Report by Dr. Bill Gourneau:**
g. **New Hires:** no new hires at this time.

4. **Academic Dean Report by Larry Henry:** See written report provided in the board packet.

h. **Report:** The letters have been sent out to the faculty. Zelma Peltier has given notice that she is retiring this year, so her position is being advertised and Dr. Ron Carpenter’s position is being advertised.

The academic calendar will be completed by the end of May and the catalog should be done by June. We may need to reconsider our contract with Bismarck for the Process Plant program. Discussion held. The HLC has been receiving a lot of pressure from the Department of Ed stating that they need to comply with the Department of Ed. JoAnne Blue is working on the application for the Nursing Program. There is a large concern about the percentage of students which passed their board exams on their first try.

We need to get an assessment committee ready for the next focus visit.

5. **Student Services Report by Wanda Laducer**

i. **Report:** Graduation will be May 15th at 11 a.m. The board members that are planning to be here need to be a little early. The PowWow will be after graduation beginning at 1:00 p.m. We will also be having the graduation meal this year. Zelma Peltier is the guest speaker.

Registration for summer is May 21st and classes begin on May 25th.

VII. **Other Business**

a. **Student Senate:** The Student Senate picnic will be Wednesday in the Student Union.

Alicia Lunday exits at 6:46 p.m.

b. Dr. Bill Gourneau would like approval to send out a salary notification letter to staff since they have not received contracts. We have also been doing drug tests each quarter and the company which we are working with has a drug dog that we are able to have access to.

VIII. **Next meeting: May 24th, 2010 at 5:00 p.m.; TMCC Board Room**

IX. **Adjournment:** Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Jim Lindgren. All were in favor. Motion carried. Meeting adjourned at 6:53 p.m.

Ronald Peltier, Chairman

[Signature]

Jaclyn De Los Santos, Board Secretary

[Signature]