Turtle Mountain Community College
Special Board of Directors Meeting
April 8, 2010
5:00 p.m.

OFFICIAL MINUTES

Board of Directors Present: Ron Peltier, Leigh Jeanotte, Robert Lattergrass.

Board of Directors Absent: Barbara Poitra.

Board of Trustees Present: James Lindgren, Dwight Trottier, Donna Azure, Yvonne St. Claire.

Board of Trustees Absent: John Frederick, Janice Azure, Alicia Lunday, Theresa Rivard, David Brien, Troy DeCoteau.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Dr. Leonard Dauphinais, Dennis Bercier, Sandi LaRocque, Chad Davis, Dr. Bill Gourneau, Larry Henry, Wanda Laducer.

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

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

Yvonne St. Claire and Dwight Trottier are voting members.

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) Job Descriptions under Other Business; and under Old Business move Developmental Leave Policy to item “G” and move all other items up. Dr. Leigh Jeanotte made this motion, seconded by Yvonne St. Claire. All were in favor. Motion carried.

IV. Old Business

A. Dual Credit Handbook by Sandi LaRocque: Sandi has attended this meeting to answer any questions on the Dual Credit Handbook. Discussion held. Dual Credit students will be charged $88 per a credit, which includes tuition and fees. A write-up in the newspaper should be completed about dual credit. Chairman Peltier asked for the motion to approve the Dual Credit Handbook. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

B. Johnson Scholarship by Dr. Jim Davis: Scholarship provides money to the college for scholarships as long as the college matches the donation amount. Discussion held. We have a fund available which could make the match for this year. Discussion held. Chairman Peltier asked for the motion to approve TMCC contributing $100,000 for the match for the Johnson
Scholarship. Dwight Trottier made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

**C. IT Purchase by Chad Davis:** Chad is requesting to have a purchase requisition approved by the board to purchase technical updates for the college. The PR is for the amount of $77,700, which includes network upgrades, servers, and wireless internet updates. Discussion held. Have money from the AICF which is unrestricted and can be used for anything which is needed. Chairman Peltier asked for the motion to approved using the AICF unrestricted money to update the networks, servers, and wireless for $77,700. Robert Lattergrass made this motion, seconded by Dwight Trottier. All were in favor. Motion carried.

Sandi LaRocque exits at 5:31 p.m.

**D. Trading Post by Dennis Bercier:** had the third bid opening on the project. We have recently received an additional $150,000 for the project.

Chad Davis exits at 5:36 p.m.

The bids are as follows:
1. Keplin Construction--$317,660
2. ICS Inc. --$346,622
3. Riches Construction--$352,180

Keplin Construction is the low bidder. The low bidder is still above the project budget by $31,000. Discussion held. Dennis is to work with Keplin Construction to attempt to get the bid lower.

**E. Hiring by Dr. Bill Gourneau:** Attempted to get a hiring committee together to hire for the Arrowhead positions. This attempt was unsuccessful. Dr. Gourneau is requesting to have a phone vote for hiring for the two positions once the committees have selected.

The new hire requests are as follows:
1. **Arrowhead Graphic Designer Manager.** The committee’s recommendation is Dustin Zaste. Chairman Peltier asked for the motion to concur with the committee’s recommendation to hire Dustin Zaste. Dr. Leigh Jeanotte made this motion, seconded by Dwight Trottier. All were in favor. Motion carried.
2. **Project Director/Curriculum Developer for ANA.** The committee’s recommendation is Alta Bruce. Chairman Peltier asked for the motion to concur with the committee’s recommendation to hire Alta Bruce. Robert Lattergrass made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

**F. Employment by Dr. Jim Davis:** The Board of Directors requested to enter into executive session with the Board of Directors and the Board of Trustees at 5:27 p.m. The Board requested to reconvene at 6:10 p.m.

Chairman Peltier asked for the motion to approve Dr. Jim Davis’ contract as previously negotiated with committee. Lengthy discussion held. Robert Lattergrass made the motion to
concur with the committee’s recommendation for Dr. Jim Davis’ contract, seconded by Dwight Trottier. All were in favor. Motion carried.

A request to enter into executive session was made. The Board of Directors and Board of Trustees entered into executive session at 6:23 p.m. The Board requested to reconvene at 6:45 p.m.

G. Developmental Leave Policy by Dr. Jim Davis: It is being requested that this issue be resolved at this meeting. Developmental leave will be included in the FY11 budget, but we would like to request using soft money for this summer. Discussion held. The existing policy states that we still have developmental leave. Retroactive pay would possibly be an issue and would open it up for others to request to have previous education paid for. Lengthy discussion held. The current policy states that if the degree is a requirement for your current job, you may request it. The job descriptions state Master’s Preferred (Sheila Trottier) and Doctorate Preferred (Wanda Laducer).

The policy needs to be revisited, but at this time we need to follow what the policy states. The policy also states that a person who graduates with a degree while employed will receive a $1000 bonus as a reward.

Dr. Leigh Jeanotte made the motion to approve the developmental leave if the degree is required for the position. Discussion held. Wanda Laducer is the acting Dean of Student Services.

Dr. Leigh Jeanotte would like to amend his motion to read “explore funding for the two requests and to approve the developmental leave if it is required for the position and Administration will make this determination”. Wanda Laducer’s position is Financial Aid and it doesn’t require a Doctorate Degree.

Dr. Leigh Jeanotte would like to amend the motion to state that the approval is for Summer 2010 through May of 2011, for a 12 month period. Discussion held.

Dr. Leigh Jeanotte would like to amend his motion to read as follows: Dr. Leigh Jeanotte made the motion to explore funding for the two requests and to approve the developmental leave if it is required for the position and Administration will make this determination. The approval is for summer 2010 through May of 2011, for a 12 month period and Administration is to explore options to cover additional incurred expenses. This will cover tuition, fees, books, and supplies. Dwight Trottier seconded this motion. Discussion held. All were in favor. Motion carried.

V. Other Business

1. Job Descriptions by Dr. Leonard Dauphinais: The Graphic designer job description was redesigned and we are removing the General Manager Position. We will be having savings due to this change.

We received notification that the ICCA funding will be from July 1 of current year to June 30 of following year, so we will only be receiving ¾ of our funding due to the change. The budget is being completed and it will be presented by May or June meeting. We need to schedule a policy meeting to go over TMCC’s policies.
Dr. Leigh Jeanotte recommends that Dr. Bill Gourneau and committee to review the pro’s and con’s of being a degree driven institution, rather than being position driven. It is the consensus of the board and is to be brought to the next board meeting.

Wanda Laducer exits at 7:42 p.m.

Dr. Bill Gourneau should go through the job descriptions and state what degree is required, rather than preferred. Each degree should have a minimum degree requirement.

VI. Next meeting: April 26th, 2010 at 5:00 p.m.; TMCC Board Room

VII. Adjournment: Chairman Peltier asked for the motion to adjourn. Dwight Trottier made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. Meeting adjourned at 7:47 p.m.

Ronald Peltier, Chairman

Jaclyn De Los Santos, Board Secretary