Turtle Mountain Community College
Regular Board of Directors Meeting
August 23, 2010
5:00 p.m.

OFFICIAL MINUTES

Board of Directors Present: Ron Peltier, Dr. Leigh Jeanotte, Barbara Poitra, Robert Lattergrass, Carla Peltier.

Board of Directors absent: None.

Board of Trustees Present: James Lindgren, Yvonne St. Claire, John Frederick, David Brien, Coreena Patnaude, Donna Azure.

Board of Trustees absent: Theresa Rivard, Dwight Trottier, Troy DeCoteau, Janice Azure.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Dennis Bercier, Wes Davis, Kathe Zaste, Larry Henry, Anita Frederick, Wanda Laducer.

Others Present: None

I. Call to Order: Chairman Peltier called the meeting to order at 5:00 p.m.

II. Opening Prayer: Barbara Poitra offered the opening prayer.

III. Roll Call: Jackie De Los Santos performed Roll Call.

IV. Approval of Agenda: Chairman Peltier asked for a motion to approve the agenda with the changes. The following changes were made: add: VII. 6. Presidents Evaluation Form by Dr. Leigh Jeanotte, and VIII. (b) Change Orders to the Health Cluster by Dennis Bercier. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

V. Approval of Minutes: Chairman Peltier asked for the motion to approve the minutes for the June 19, 2010 meeting. Some corrections were necessary. Barbara Poitra made the motion to approve these minutes with the necessary corrections, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Chairman Peltier asked for the motion to approve the minutes for the July 26, 2010 meeting. Some corrections were necessary. Dr. Leigh Jeanotte made the motion to approve these minutes with the necessary corrections, seconded by Barbara Poitra. All were in favor. Motion carried.

Chairman Peltier asked for the motion to approve the minutes for the August 13, 2010 meeting. Some corrections were necessary. Robert Lattergrass made the motion to approve these minutes with the necessary corrections, seconded by Barbara Poitra. All were in favor. Motion carried.

Kathe Zaste entered at 5:10 p.m.
Robert Lattergrass entered at 5:13 p.m.
Anita Frederick and David Brien entered at 5:18 p.m.

VI. Old Business

a. Golf Tournament Financial Report by Anna Sarcia, reported by Dr. Jim Davis: See Appendix A. Dr. Davis reported the financial results from the Golf Tournament.

JoAnne Blue entered at 5:23 p.m.

The tournaments are intended to promote the Foundation. It needed to be advertised more extensively. Discussion held. The board would like clarification on the expenses from the Country Club for the golf fees. Discussion held. Dr. Davis will get further information on the financial results and provide the information to the board.

b. Golden Eye Technology Proposal by Wes Davis: See Appendix B. The board had previously approved another company for the security cameras; but due to the cost, they had looked into different options. Golden Eye is local and is able to utilize the cameras that TMCC already has and update the other equipment. Discussion held. We currently have areas in the College which aren’t secured due to our current system. Wes Davis is requesting that the board approve the proposal from Golden Eye Technologies. Chairman Peltier asked for the motion to approve the purchase of $28,564 (purchase order) to Golden Eye Technologies. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

c. CTI Security Update by Wes Davis: We have been utilizing CTI Security for about one month. We are covered for twelve hours per a day. They have been handling situations very well. Discussion held. We will have a contract next month for the board to review for a one year contract. The board is concerned about the security guards having access to a separate computer with internet access. Possibly have the IT Department randomly review the internet usage to be sure that it isn’t being misused.

d. Nursing Handbook by JoAnne Blue: See Appendix C and D. The Nursing Department is seeking approval for the Student Nurse Policies and Procedures Manual (Appendix C), the Nursing Faculty Handbook (Appendix D), and the TMCC Nursing Organizational Chart (see page 4 in the Nursing Faculty Handbook).

Wes Davis exited at 5:45 p.m.

The North Dakota Board of Nursing (NDBON) is waiting for the approved documents with dates included. Discussion held.

Chairman Peltier asked for the motion to approve the Student Nurse Policies and Procedures Manual. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.
Chairman Peltier asked for the motion to approve the Nursing Faculty Handbook. Carla Peltier made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Chairman Peltier asked for the motion to approve the Turtle Mountain Community College Nursing Organizational Chart. Carla Peltier made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

c. **Policies by Dr. Bill Gourneau:** The Personnel Policies that the boards have been working on are currently out for the 30 day comment period for staff and faculty to review. We have provided a link through our website to have access to the recommended policy changes. Administrative Council will be meeting on Thursday to review the Reduction in Force (RIF) Policy and the Evaluation Policy.

JoAnne Blue exited at 6:03 p.m.

Some policies within the Personnel Policies only pertain to staff and faculty, but others pertain to everyone. Discussion held.

Some Fiscal Policies need to be updated. Lengthy discussion held. It is being questioned whether or not a balanced budget is required to be reported. Tracy Azure informed the board that this currently is not a requirement.

d. **Coaches by Dr. Jim Davis:** See Appendix E. Dr. Davis made a recommendation for the Athletic Director (AD)/Coach position which has been advertised. Gerald Kassin is Dr. Davis’ recommendation for the AD and Men’s Basketball Coach.

John Frederick entered at 6:23 p.m.

This position will currently be paid out of the ICCA budget. The board previously approved the budget which was proposed with this position included. Lengthy discussion held. Chairman Peltier asked for the motion to concur with Dr. Davis’ recommendation to hire Gerald Kassin as the Athletic Director and Men’s Basketball Coach. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. Further discussion was held. Four were in favor. Chairman Peltier opposed. Motion carried.

g. **By-laws by Dr. Jim Davis:** The Board of Directors and Board of Trustees By-laws have been updated and need to be approved. During the meeting on Saturday, August 21, 2010, the boards agreed to approve the by-laws as written and discussed. Discussion is held about the Board of Directors having telephone conferencing. The Board of Directors would like to change the section to reflect that they would allow attendance for the meeting via telephone conferencing or web camera’s (Skype). Chairman Peltier asked for the motion to approve editing section III.6.6.7 to reflect that “Regular or special meetings, may be held, by conference call, by video conferencing or over the Internet through software that allows for the equivalent of video conferencing.” Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. A lengthy discussion was held. All were in favor. Motion carried.
Chairman Peltier asked for the motion to approve the by-laws with one change.
The Board of Trustees exited to have a separate meeting to approve the Board of Trustees By-laws.

Further discussion was held on the hire/release of the President Policy. Discussion held. We should have a set evaluation process for the President. This will be presented at the end of the meeting. We need to be sure that all documents are sent to the HLC for review.

The Board of Trustees entered back into the meeting. Further discussion was held on the hire/release of the President Policy.

Robert Lattergrass made the motion to approve the Board of Directors By-laws as revised and amended, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

h. **HLC by Dr. Jim Davis:** This item was included in the By-laws discussion.

David Brien exited at 7:31 p.m.

**VII. New Business**

1. **Presidents Report by Dr. Jim Davis:** See Appendix F. Dr. Davis discussed his monthly report.

a. **Travel Requests and Travel Reports:** No travel requests or reports at this time.

b. **Presidents Assistant:** See Appendix G. Dr. Davis is requesting an Executive Assistant to assist in his office. This would need to come from the ICCA Budget, which was not budgeted. This would be further deficit spending. This would only be a temporary position. Discussion held. The current policy states that a supervisor is able to appoint a person for a 120 day contract.

Jim Lindgren exited at 7:55 p.m.

We will be receiving some funding which may be able to go toward a number of items. We should be informed at the end of six months if we are going to receive this money. Discussion held. Anita Frederick recommended keeping Terri as the Institutional Effectiveness Director and moving her back to Student Services as Dean of Student Services, at which time Terri can do other responsibilities for Dr. Davis. Further discussion held.

John Frederick exited at 8:15 p.m.
Anita Frederick exited at 8:16 p.m.

The board is wondering if short term employees come in on the salary scale. They were informed that the salary is negotiated, and they are not on the salary scale. Carla Peltier feels that Dr. Davis has the authority to hire a person under a 120 day short-term contract and should do so. Carla Peltier made the motion that the policy is followed to appoint a person on a temporary 120 day contract. Chairman Peltier asked for a second for the motion. Barbara Poitra seconded this motion. All were in favor. Motion carried.
2. **Comptrollers Report by Tracy Azure:** Dr. Leonard Dauphinais resigned from TMCC, and Tracy is the acting Comptroller.

c. **PO’s:** All of the PO’s were previously approved and only need signatures.
   1) Golden Eye Technologies for $28,564
   2) C. Gladue Electric for $34,022
   3) Vaaler Insurance for $74,972

d. **Other:** No other items to report at this time.

3. **Human Resources Report by Dr. Bill Gourneau:**

e. **New Hires:**
   1) Anishinaube Wellness Director: The committee recommends hiring Mark Hamley. Chairman Peltier asked for the motion to concur with the committee’s recommendation. Robert Lattergrass made this motion, seconded by Carla Peltier. All were in favor. Motion carried.
   2) Youth Build Basic Education Teacher: The committee recommends hiring JT Shining One Side. Chairman Peltier asked for the motion to concur with the committee’s recommendation. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.
   3) Upward Bound has a position open and a committee is meeting on it currently. Dr. Gourneau is requesting a phone vote once selection is made.

f. **Evaluations:** See Appendix H. Dr. Davis requested that the board review the evaluation process which the evaluation committee set up. This will be brought back to the board in the future for approval. Discussion held. The instrument used in the evaluation comes from the University of Duluth, and we received approval to use it.

   Robert Lattergrass exited at 8:39 p.m.

g. **Training:** When the retreat was done, we found that we all need training. The first semester, we would like to offer Effective Communication Training. The second semester, we will be training on the evaluation tool.

h. **Other:** Dr. Leonard Dauphinais resigned from his position. We need a motion from the board to accept his resignation. Chairman Peltier asked for the motion to accept Dr. Leonard Dauphinais’ resignation from TMCC. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

   Dr. Dauphinais’ contract expired July 1, 2010, so we need the board to accept a contract from July 1, 2010 thru August 27, 2010. Chairman Peltier asked for the motion to accept a contract for Dr. Leonard Dauphinais from July 1, 2010 thru August 27, 2010. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.
Dr. Bill Gourneau also doesn’t have a current contract, but has agreed to wait until December and receive what other staff members receive for an incentive. It is implied that the previous contract is in place until a new contract is received.

4. **Academic Dean Report by Larry Henry:**

i. **TMCC 2010-11 Catalog:** We currently don’t have any extra copies to issue due to the print shop having problems with their printers. We will send this document out once we receive the extra copies.

j. **Report:** We currently have 249 classes that were offered, 49 are closed, and 2 additional courses were added.

One and one half years ago, we attended an NSF meeting in Washington, D.C. to work on a grant from the NSF. We received a five year grant for $197,888. This included Pre-engineering and a Math Instructor position. We will be able to advertise after September 2, 2010.

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

a. **Report:** This past week, we held Orientation and Registration. The last day to add online classes has been extended to Monday, August 30, 2010. The last day to add classes is Friday, September 3, 2010. We currently have 644 students registered and classes started today.

Student Services has been extremely busy. The Student Handbook is being printed and will be mailed once it is received.

Student Support Services received the funding to continue on with their program. This grant was a very competitive grant, and we have been granted $500,000 per a year. This includes the TRIO program, Career Counseling, Grant Aid, and Tutoring Services.

Larry Henry exited at 8:56 p.m.

6. **Presidents Evaluation Form by Dr. Leigh Jeanotte:** See Appendix I, J, and K. The evaluation needs to be reviewed and make necessary changes. When the evaluation is performed, it should include 2-3 Directors and 2-3 Trustees. This would also need to be placed in the policy. This should be proposed at the next meeting.

VIII. **Other Business**

a. **Student Senate:** Election signs are up for the next year for Student Senate. The elections will be held until September 3, 2010. In the meantime, we are going to work on stronger attendance policies for Student Senate.

b. **Change Orders to the Health Cluster:** See Appendix L and M. We have 2 change orders which need to be approved. The first is for a water line that needs to be updated and increased in size. This change order is for $5,375 for Munro Builders. Discussion held. Chairman Peltier asked for the motion to approve the change order to Munro Builders in the amount of $5,375.
Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Donna Azure exited at 9:11 p.m.

The second change order is for the Health Cluster Lab Student Parking Lot. This change order is in the amount of $108,620.

Kathe Zaste exited at 9:14 p.m.

This change order extends the contract for an additional 30 days. Discussion held. It is important the Health Cluster Building is done prior to the parking lot due to the need for the Nursing Program.

Carla Peltier made the motion to approve change order G3 in the amount of $108,620 for the parking lot with the extended 30 days, but with the stipulation that Munro Builders complete the Health Cluster Building on schedule. Chairman Peltier asked for a second on the motion. Dr. Leigh Jeanotte seconded this motion. Barbara Poitra opposed. All others were in favor. Motion carried.

Other: Dr. Bill Gourneau requested for the board to approve a Reverse Osmosis System for the Board Room. Chairman Peltier asked for the motion to approve the purchase of a Reverse Osmosis System for use in the Board Room. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

IX. Next Quarterly Meeting: September 25, 2010 at 9:00 a.m.; TMCC Board Room

X. Adjournment: Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried. Meeting adjourned at 9:26 p.m.

Ronald Peltier, Chairman

Jaclyn De Los Santos, Board Secretary