Meeting Agenda
December 4, 2010
Country Inn and Suites, Grand Forks, ND
8:30 a.m.

Type of Meeting: Quarterly Board of Directors Meeting
Meeting Facilitator: Chairperson Barbara Poitra
Invitees: Board of Directors, Board of Trustees, Administration

I. Call to order
II. Opening Prayer
III. Roll call
IV. Approval of Agenda
V. Approval of Minutes
VI. Old Business
   a) Cafeteria by Tracy Azure
   b) Turtle Mountain State Bank by Tracy Azure
   c) Degree Bonus by Tracy Azure
   d) Basketball Program by Tracy Azure
   e) Approval of Presidents’ Evaluation Form by Jim Davis
   f) Infrastructure Update by Jim Davis

VII. New business
1. Presidents Report by Dr. Jim Davis
   a) Report
   b) Travel Request(s) and Travel Reports
   c) Tuition Fees and Billing
2. Comptrollers Report by Tracy Azure
   d) Audit Report
   e) Salary Increase/Bonus
   f) PO’s
3. Human Resources Report by Dr. Bill Gourneau
   g) Policy
      a. Comments
      b. Review
   h) New Hires
4. Academic Dean Report by Larry Henry
   i) Developmental/Sabbatical Leave
   j) Report
5. Student Services Report by Wanda Laducer
   k) John Gritts Report
   l) Report

VIII. Other Business
   a) Student Senate
IX. Next Meeting:
   □ Regular Board Meeting January 24, 2011 at 5:00 p.m. in the TMCC Board Room
X. Adjournment
Turtle Mountain Community College
Quarterly Board of Directors Meeting
Country Inn & Suites, Grand Forks, ND
December 4, 2010
8:30 a.m.

OFFICIAL MINUTES

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

Board of Directors absent: None.

Board of Trustees Present: Theresa Rivard, John Frederick, Dwight Trottier, Caitlin Morin, Brittany Belgarde, Janice Azure, James Lindgren, Yvonne St. Claire.

Board of Trustees absent: Troy DeCoteau, David Brien.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Wanda Laducer, Larry Henry, Kathe Zaste, Dr. Carmelita Lamb.

I. Call to Order: Chairperson Poitra called the meeting to order at 8:45 a.m.

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

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

IV. Approval of Agenda: Chairperson Poitra asked for a motion to approve the agenda with no changes. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

V. Approval of Minutes: Chairperson Poitra asked for a motion to approve the minutes for the October 25, 2010 meeting held at 12:00 p.m., October 25, 2010 meeting held at 5:00 p.m., and the November 10, 2010 meeting held at 5:00 p.m. Some corrections were necessary. Dr. Leigh Jeanotte made the motion to approve these minutes with the necessary corrections, seconded by Carla Peltier. All were in favor. Motion carried.

Dr. Carmelita Lamb entered at 8:50 a.m.

VI. Old Business:

a) Cafeteria by Tracy Azure: See Quarterly Board report included in the packet. The cafeteria maintained and regained. They streamlined their menu and removed some items which weren’t fast sellers. Discussion held.

b) Turtle Mountain State Bank by Tracy Azure: The legal account that we had at the Munich bank has been closed and transferred to the Turtle Mountain State Bank. Discussion held on
other account transfer options. The Santa Club accounts belong to the staff at the College, so we will discuss this possible change with them, prior to transferring the account.

c) **Degree Bonus by Tracy Azure:** Administrative Council met and looked at the Personnel Policy in reference to the degree bonus. Please see Appendix B and C. Dr. Carmelita Lamb has attended this meeting to represent the staff which requested the bonus. Discussion held. Administrative Council voted against the bonus stating that the individuals did not qualify for the bonus.

Robert Lattergrass entered at 9:22 a.m.

The Board left the decision up to Administrative Council. A lengthy discussion was held pertaining to the budget.

d) **Basketball Program by Tracy Azure:** The athletic director requested $45,000 to pay a stipend or mileage for the basketball players. They would like to be able to offer something to the athletes. Ray Parisien is researching the possibilities of offering them something. Discussion held. The money needs to be found prior to furthering the discussion. Carla Peltier suggest this item not being brought back to the board until the $45,000 is available. The Board concurred.

e) **Approval of Presidents' Evaluation Form by Dr. Jim Davis:** See Appendix D. Dr. Leigh Jeanotte and Dr. Jim Davis prepared the evaluation forms, and they are almost finalized. The evaluation form may change from year to year depending on projects that are current at the College. Discussion held on the evaluation process and procedures. Dr. Leigh Jeanotte suggest that Duane Poitra provide copies of the evaluation form and process that the school currently utilizes, prior to the next meeting.

f) **Infrastructure Update by Dr. Jim Davis:**

a. **Health Cluster:** We did not get the door handles ordered for the Health Cluster, so we are currently awaiting their arrival. We may have a small punch list to complete once they begin the final inspection. Furniture has been ordered and Security will not be a problem.

b. **Trading Post:** This project is moving, but Wayne Keplin is requesting a delay in the process until next spring. The money for this project is provided from the USDA and if it is delayed, a change order will need to be submitted to the USDA. Lengthy discussion held. We have not received the request in writing yet.

c. **Parking Lot:** We will be asking for bids in late January and will have the bid opening in February. This project will increase the parking lot by about 120 parking spaces.

Chairperson Poitra called for a break at 10:43 a.m.
Resume from break at 11:08 a.m.
VII. New Business

1. Presidents Report by Dr. Jim Davis:

a. Report:

- Dr. Davis reviewed his report which was provided in the board report. We had over 100 high school students on campus yesterday for a cultural event. We had a strategic planning event scheduled yesterday but due to the time conflict with the cultural event, we have rescheduled the event.
- We may have a faculty issue when trying to incorporate more language and culture throughout our curriculum. We would need to find and hire qualified instructors.
- The organizational chart should be brought to the Administrative Council by January. Chairperson Poitra questioned why it is taking so long to set up an organizational chart. Dr. Davis responded that it has taken a lot of thought to determine if more or less supervision can be handled by another person.

b. Travel Requests and Travel Reports: See Appendix E. Dr. Davis reported that he may be attending a Legislative meeting on December 14, 2010 in Bismarck. Chairperson Poitra asked for the motion to approve Dr. Davis' travel. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Discussion was held on Dr. Davis possibly providing a travel budget and reporting on his travel rather than requesting travel for each trip. This item will be placed on the next agenda as Travel Policy. Also add Other Concern Topics for Dr. Leigh Jeanotte and Duane Poitra. Jackie De Los Santos will set up a meeting on December 9, 2010 at 12:00 p.m. to discuss these issues.

Chairperson Poitra requested to break for lunch and to reconvene at 12:35. Break for lunch at 12:15 p.m.
Reconvene at 12:40 p.m.

c. Tuition Fees and Billing: Dr. Davis would like to propose possibly increasing tuition fees and billing. He would like to reactivate the committee to work on the possible increase. Billing was previously done in 1987 and has not been done since. Dr. Davis sampled other tribal colleges. 1 ½ years ago, and we are the only one that does not bill the students for uncollected fees. Discussion held.

2. Comptrollers Report by Tracy Azure

d. Audit Report: The auditors are not here today, due to some issues with the software. They will be at the January meeting to report. Nothing has been formally provided yet from the auditors.

e. Salary Increase/Bonus by Tracy Azure: See Appendix F. Salary Increases are currently in January, and we would like to move them back to July due to budget information. Discussion held. Carla Peltier would like to recommend that at the end of each year, the College show staff what the college pays out each year for the staff members.
Dr. Leigh Jeanotte would like merit pay to be considered as employees would be more prone to do a good job. Possibly begin reviewing merit pay, so it can be in place for salary increases in July. Discussion held.

After reviewing the appendix provided by Tracy Azure, the Board has made the following decision:

Robert Lattergrass made the motion to provide the staff/faculty with a $550 bonus for full-time permanent employees hired prior to June 30th, and $250 bonuses for full-time permanent employees hired after June 30th. Duane Poitrea seconded the motion. Discussion held. All were in favor.

Robert Lattergrass requested to amend his motion to read as follows:

- Full-time regular employees hired on or before June 30th, 2010 will receive a $600 bonus. Full-time regular employees hired on or after July 1st, 2010 will receive a $200 bonus excluding new employees at Turtle Mountain Community College still on probation. Employees hired on a short-term contract longer than 120 days or hired as regular part-time will receive a $200 bonus. This does not include adjunct faculty and contracts 120 days or less. Duane Poitrea seconded this motion. All were in favor. Motion carried. Administrative Council approved the changes made to the bonus.
- Dr. Davis clarified that adjunct faculty do not receive a bonus.

1. **PO's:** Tracy Azure is requesting signatures from Chairperson Poitrea for the following checks. These checks were previously approved and only need signatures:
   - a) Munro’s Construction in the amount of $160,180
   - b) CL Linfoot in the amount of $21,397
   - c) Gladue Electric in the amount of $46,059
   - d) Munro’s Construction in the amount of $86,212

Please see Appendix H. At the previous meeting, it was requested that Tracy get documentation referring to the budget and to show where TMCC stands. Tracy reviewed the documents with the Board.

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

   g. **Policies:**
   - **Comments:** We had the comment period for the policies which ended on November 24th, 2010. The policies have been incorporated into the policy manual. We will need to meet one more time to review the developmental leave and service award policies. Dr. Bill Gourneau suggests going forward with meritorious awards.
   - **Review:** The policies need to be finalized. The board needs to determine if they would like to approve the policies with all changes implemented. Dr. Leigh Jeanotte made the motion to approve the personnel policies with the exception to the developmental leave, service awards, professional development, and a portion of the grievance policy. Carla Peltier seconded this motion. Discussion held. Dr. Leigh Jeanotte recommended changing section 5-22 of the policy manual. This should state “All employees hired
before July 1, 2000 are exempt from the above policy and are eligible to earn up to 10
hours as stated in the prior policy.” All are in favor of change and approval of personnel
policy manual. Motion carried.

h. New Hires:
   1. Vocational Rehabilitation Administrative Assistant. The committee recommended Renee
      Olson for the position, and Dr. Davis concurred.
   2. Project Director Small Land Acreage. The committee recommended Lyman Bercier for
      the position, and Dr. Davis concurred.
   3. General Manager Arrowhead Printing. The committee recommended Kathe Zaste for the
      position, and Dr. Davis concurred.
      Chairperson Poitra asked for the motion to concur with the above hires. Carla Peltier made
      this motion, seconded by Duane Poitra. Dr. Davis concurs with all hires. All were in favor.
      Motion carried.

4. Academic Dean Report by Larry Henry:
   i. Developmental/Sabbatical Leave: Developmental leave is being requested by three people.
      Rhonda Gustafson, Sheila Trottier, and Larry Henry. Rhonda and Larry are presenting this at the
      December meeting, and they will put in their formal request in March. Sheila Trottier is
      requesting payment for her education, and this will be formalized by March.

j. Report: Please see written report provided in the board packet.
   - The Nursing Program has been approved by the North Dakota Board of Nursing.
   - We are currently waiting for the site visit to receive approval for the Pharmacy
     Tech Program and the Clinical Lab Technician Program.
   - The Phlebotomy Program graduated 14 students. They had 1 student take the test
     and passed.
   - The Early Childhood Bachelors Program is currently awaiting approval from the
     Higher Learning Commission, and this will not be done until the governance issue
     is resolved.
   - We are currently working on the Pre-engineering Program. We received a 5 year
     grant for this program. Anne Vallie was hired to teach the Pre-engineering
     courses.

5. Student Services Report by Wanda Laducer
   k. John Gritts Report: John Gritts from the Department of Education, who specializes in the
      student financial aid area was on campus to help review policies and assist to make the policies
      more clear. He provided information on updated Federal regulations.

   l. Report: Please see written report provided in the board packet.
      - During the financial aid audit, we were informed that there may be a finding.
        Wanda is researching multiple disbursements.
      - Wanda calculated the re-payments for the Fall semester for the students which
        completely withdrew. Since the second disbursement, we have only paid back
        about $5000. If we only had one disbursement, we may have had to pay about
        $15,000 for re-payments.
• Wanda informed the Board that she may be requesting developmental or sabbatical leave.

VIII. Other Business

a. Student Senate: Student Senate notified the Board that they are planning the Christmas meal on Thursday, December 9th, 2010 at 12:00 p.m. They will be serving bullets and bangs. Discussion held. They have also been planning Bingo for the students on Thursday evening.

b. Quarterly Meetings: Quarterly meeting are set up for particular topics and the regular meetings are specific to daily operations. Place this on the January agenda for Carla Peltier.

IX. Next Meeting:
- Special Board of Directors meeting, December 9, 2010 at 12:00 p.m. in the TMCC Board Room.
- Regular Board of Directors meeting, January 24, 2011 at 5:00 p.m. in the TMCC Board Room.

X. Adjournment: Chairperson Poitra asked for the motion to adjourn. Duane Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried. Meeting adjourned at 3:17 p.m.

Barbara Poitra, Chairperson

Jaclyn De Los Santos, Board Secretary