Turtle Mountain Community College
Board of Directors Meeting
December 9, 2010
12:00 p.m.

OFFICIAL MINUTES

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

Board of Directors Absent: Robert Lattergrass, Duane Poitra

Board of Trustees Present: Theresa Rivard

Board of Trustees Absent: Janice Azure, David Brien, Caitlin Morin, Brittany Belgarde, John Frederick, Jim Lindgren, Yvonne St. Claire, Dwight Trottier, Troy DeCoteau

Others Present: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure

I. Call to Order: Chairperson Poitra called the meeting to order at 12:14 p.m.

II. Old Business:
   A. Travel Requests/Travel Budget: Carla Peltier suggested that the Presidents’ travel should be at the discretion of the President. She requested that Dr. Davis keep in mind that he stays within the set budget and that there is not a leader in the absence of the President. Lengthy discussion held. A report should be provided each month and if possible, delegate others to attend the meetings. Chairperson Poitra informed the Board that the reason for needing to request for travel was due to the percent of days out of the office versus percent of days in the office.

   Dr. Jeanotte would like to be sure that if it would benefit other staff at the College, they should also attend the meetings, or to delegate others if possible.

   Carla Peltier made a motion that the President has the authority to travel keeping in mind that he is within the travel budget and if someone else can be delegated they be sent and have appropriate coverage of the College when the President is gone. Dr. Leigh Jeanotte seconded this motion. Discussion held. Carla Peltier amended her motion to also state that all travel must be included in the monthly report and the business office will keep Dr. Davis informed on where he stands with the travel budget. Dr. Leigh Jeanotte seconded the motion. All were in favor. Motion carried.
B. **Other Concern Topics (Hiring Procedures):** See Appendix A. Discussion was held on Appendix A. Dr. Davis would like to be able to hire all positions in TMCC including the Comptroller, Human Resource Director, and Vice President. Discussion held. Carla Peltier requested to table this item until the next meeting. Dr. Leigh Jeanotte seconded the motion. All were in favor. Motion carried. Further discussion held.

Dr. Leigh Jeanotte made the motion for the institution to go ahead with all hires with the exception to the President, Vice President, Human Resource Director, and Comptroller. Carla Peltier seconded the motion. Discussion held. All were in favor. Motion carried.

Dr. Leigh Jeanotte made the motion to allow the College to manage the staff through transfers or any other necessary means, but the Board needs to be notified of the changes. Carla Peltier seconded the motion. All were in favor. Motion carried.

Dr. Davis has a concern about employees contacting board members. Discussion held.

Carla Peltier exited at 12:56 p.m.
Theresa Rivard is a voting member.

If employees do not follow the proper chain of command, they will be appropriately reprimanded.

C. **Policy Overview (Service Awards, Grievance Policy):** The Board would like to see all employees evaluated by March. Merit pay could go into effect for the next salary increase (in 2012). Discussion held. All procedures need to be put into place and provide the evaluators with training. A very clear process needs to be in place prior to the evaluation being implemented. The educating of staff should begin now. Discussion held. The merit pay should be based on the performance of the staff personnel. Administration needs to work toward getting policy and procedures for merit pay.

III. **Next meeting:** January 24th, 2011 at 5:00 p.m.; TMCC Board Room

IV. **Adjournment:** Chairperson Poitras asked for the motion to adjourn. Theresa Rivard made the motion to adjourn, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. Meeting adjourned at 1:31 p.m.

Barbara Poitras, Chairperson
Jaclyn De Los Santos, Board Secretary
Board of Directors Meeting
December 9, 2010
12:00 noon - Board Room
Points of Discussion

- Micromanaging by Board of Directors:
  * Travel by the President: Informs the Board in monthly meetings of where he/she may or plans to travel, where traveling to and for what reasons. May not always be able to do this because he/she may have unexpected travel. If this does occur, President will still inform the Board in the next monthly meeting.
  * Hiring: President hires all individuals including Comptroller, VP, and HR, and informs the Board. Board hires only the President.
  * Transferring employees from one position to another. President should have this authority, and inform the Board.
  * Organizational Chart: President should have this authority, but informs the Board.
  * Employees going to a Board member: Must not be allowed, and if found that employee did this, then employee is reprimanded. Involves chain of command.
  * Bonus pay: Reserve a pre-approved (by the Board) sum to be awarded for outstanding performance based on an evaluation. Supervisor and President determine the bonus pay to the employee. Others with less than outstanding performance will receive a set amount for COLA or pay raise across the board. Pay raise across the board for all employees is approved by the Board of Directors.