Turtle Mountain Community College
Regular Board of Directors Meeting
February 1, 2010
5:00 p.m.

OFFICIAL MINUTES

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

Board of Directors Absent: none.

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, Janice Azure, Troy DeCoteau, Donna Azure.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Wanda Laducer, Rhonda Gustafson, Larretta Hall, Larry Henry, Anita Frederick, Deanis Bercier, Dave Ripley, Sheila Trottier.

Vice Chairman Dr. Leigh Jeanotte called the meeting to order at 5:10 p.m., with the introduction of the new Board of Trustee member Donna Azure.

Jackie De Los Santos performed roll call.

Vice Chairman Dr. Leigh Jeanotte asked for the approval of the minutes. The minutes are as follows: December 5, 2009; December 10, 2009; December 14, 2009; and January 7, 2010. Vice Chairman Dr. Leigh Jeanotte asked for the motion to approve the minutes without any necessary corrections. Chad Davis made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Chairman Ron Peltier enters the meeting at 5:15 p.m.

Vice Chairman Dr. Leigh Jeanotte asked for the approval of the agenda. A few changes are requested as follows: Remove: 2.1.3 Update on Personnel Leave, 2.1.7 Employment Extension (Terri Martin-Parisien)(Dave Ripley), and 2.3.4 Review of Arrowhead Job Descriptions. Add: 2.1.6 Vice President Position, 2.2.3 Check Signers, 3.0.1 Student Senate, 3.0.2 Developmental Leave, 3.2.3 Grievance Results. Vice Chairman Dr. Leigh Jeanotte asked for the motion to approve the agenda with the changes. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

Chairman Peltier will continue on with the meeting from this point forward.
2.1 President's Report by Dr. Jim Davis

2.1.1 Update of Governance/Accreditation

Dr. Davis met with the National Association of Governing Boards (NAGB) and they are interested in having TMCC becoming a member. Dr. Leigh Jeanette went to this meeting with Dr. Davis. The membership cost is about $2900 per a year and the cost for a day of about $8000 plus travel.

Dave Ripley and Sheila Trottier enter at 5:23 p.m.

Dr. Davis requests to have a person from outside the institution review TMCC’s by-laws and charter. Possibly hire an attorney to assist with this review. Discussion held. Dr. Davis is to get names of attorneys who would possibly review the by-laws.

Alicia Lunday enters at 5:37 p.m.

Larry Henry stated that with past visits from the HLC, the by-laws have not been an issue. When Dr. Davis met with the HLC, he was supposed to receive a letter from them on the materials covered during the meeting. He has not received this information yet. Dr. Davis announces that there is an HLC conference in March and he recommends that some Board Members attend. Discussion held.

2.1.2 Discussion, Native Language Graduation Requirement

Currently TMCC doesn’t require a Native Language as a graduation requirement. Dr. Davis would like to know the boards’ feedback on this and they believe we should include a Native Language as a requirement for graduation. Discussion held. Possibly create a 5 year plan for requirement.

2.1.3 Smoking on Campus, Policy Discussion

We currently have a policy which isn’t working. Administrative Council voted and they would like a smoke free campus. It needs to be enforced and have consequences if not followed. Discussion held. Student Senate should do a survey with the students to determine what the students think should occur. This will be brought to the next meeting.

2.1.4 Update on Building Projects (Dennis Bercier)

1. The Student Union is completed. A couple concerns were that there is no ceiling, no fridge in the kitchen, and the TV and couches are where the sun comes in the window.

2. The bus project from Rural Development needs official minutes issued to them. The contract work can now be started. The board members would like to be sure that the bus is weatherized for North Dakota winters.

3. Parking lot construction project is a $231,000 project. Bid advertising can begin, and then we can have the bid opening by the end of March. Construction should be able to start shortly after that.
4. Trading Post previously had $100,000 from an RDA grant, we now received an additional $150,000 funding from an RDA grant, Pathways to Prosperity is donating $42,800 and now TMCC will have to contribute the remaining balance which is $17,376.22.

5. Health Science Building: see appendix A by Dave Ripley. Jiran Architects designed the building and by September 30th the construction should be finalized. The Board members would like to be sure that an additional bathroom is added into the building.

2.1.5 Travel Reports/Travel Requests
See Appendix B. Dr. Davis does not have any travel requests at this time.

2.1.6 Vice President Update
The position is still being advertised. We have received 4 applications and it has been open since the end of December. The organizational chart needs to be updated. This will be brought to the next meeting.

2.2 Comptrollers Report by Tracy Azure

2.2.1 PO’s
No PO’s need to be approved at this time, but Tracy is requesting signatures for previously approved PO’s.

Dave Ripley and Larretta Hall exit at 6:43 p.m.

2.2.2 Arrowhead Financial Statement Update
See Appendix C.
It was previously requested to bring the financial statements to each meeting. Discussion held on statements.

2.2.3 Check Signers
Tracy stated that we need two check signers from the Board of Directors. Ron Peltier and Barbara Poitray will be the new Board check signers. We also need a new check signer for Arrowhead printing. They recommend having Dustin Zaste as the check signer. Chairman Peltier asked for the motion to approve the newly appointed check signers. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

2.3 Human Resources Report by Dr. Bill Gourneau

2.3.1 New Position – Clinical Lab Tech Director
See Appendix D. Department of Labor has a 3 year grant, which requires a Clinical Lab Tech Director. This is a half time job for the next two years. We need approval from the board for the new position. Chairman Peltier asked for the motion to approve the position. Barbara Poitray made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.
2.3.2 TMCC Personnel Contracts

Contracts have not been offered to staff due to the policy. We are still working on the policies with Rick McGee. Discussion held. This will be brought forward at the next meeting.

2.3.1 New Hires

Dr. Gourneau has the following positions to hire for:

1. IT Director---the committee recommended Chad Davis. Chairman Peltier asked for the motion to concur with the committee’s recommendation. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. Chad Davis abstained. All others were in favor. Motion carried.

2. HVAC Instructor---the committee recommended Todd Poitra. Chairman Peltier asked for the motion to concur with the committee’s recommendation. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

3. Database Administrator/Jenzabar Specialist---the committee recommended Viola Brown. Chairman Peltier asked for the motion to concur with the committee’s recommendation. Barbara Poitra made this motion, seconded by Chad Davis. All were in favor. Motion carried.

2.4 Academic Dean Report by Larry Henry

- Spring semester we offered 226 courses and only 4 courses were cancelled due to lack of students. Currently have 37 full time faculty members and 14 adjunct faculty members.
- Currently have the department chairs and curriculum committee working on the 2010-2012 college catalogs.
- Russell Wilkie and Carmelita Lamb resigned from their positions and Carmelita took over another position in the college. Rhea Allery will also have to leave TMCC due to IHS repayment obligations. Both positions are being advertised (which includes the director position).
- Early Childhood will be a 4 year degree upon approval. We may not need an additional site visit for approval.
- Sandi LaRocque works with dual credit and they have designed a handbook. See Appendix E. Discussion held. Sandi will be at the next meeting for any questions to be answered.

2.5 Student Services Report by Wanda Laduc

- Currently have 702 students.
- We will be having a college fair at TMCHS tomorrow from 1-5, along with Financial aid night on Thursday from 4:30-6.
- We have our first financial aid disbursement on Friday.
- We will be having a FERPA webinar on January 12th and we need to designate a FERPA Officer. Discussion held.
Currently we are working on getting a Student Ambassador program started at TMCC. Wanda will meet with Steve DeCoteau about having the program. She would like about 8 students to get involved with it. Possibly offer a scholarship or college credits for volunteering.

Donna Azure exited at 7:20 p.m.

3.0 Other Business

3.0.1 Student Senate

- Donna Azure is the new Student Representative due to previous one not returning to school.
- The grand opening for the Student Union is this week from 11:30 a.m. to 1:00 p.m.
- We are requesting to get a fridge and a set of cabinets for the Student Union.
- We have new lockers at the college, but we do not know how to disburse them. Discussion held. Wanda will work with Student Senate to determine what should be done with the lockers.

3.0.2 Developmental Leave

The request for developmental leave was previously requested at the December 5, 2009 meeting. The requests include: Sheila Trottier (original request), which she would like to work toward her Master’s degree; Rhonda Gustafson, which she is working toward her doctorate degree; and Wanda Laducer, which she is working toward her doctorate degree.

Lengthy discussion held. Chairman Peltier would like to discuss this further with Comptroller, Dr. Leonard Dauphinais. The board would like to determine if there is money available to cover developmental leave.

Alicia Lunday exits at 8:13 p.m.

Yvonne St. Clair recommends that if the Board approved this, they go back and pay the others that received their degrees.

This should be added into next year’s budget.

Robert Lattergrass exits at 8:18 p.m.

The board does not feel that they can make a decision until a budget is determined. Need to come up with a plan prior to making decisions. The proposal information should be provided at the next meeting and the decision will be finalized by the March 2010 meeting.

3.0.3 Grievance Results

Chairman Peltier asked for the motion to enter into executive session. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried. The board entered into executive session at 8:33 p.m.
Chairman Peltier asked for the motion to exit out of executive session at 8:47 p.m. Chad Davis made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

3.1 Next Board Meeting
The next board meeting will be on February 22nd at 5:00 p.m.

3.3 Adjournment
Chairman Peltier requested for a motion to adjourn. Chad Davis made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. The meeting adjourned at 8:48 p.m.

Ron Peltier, Chairman

Jackyn De Los Santos, Board Secretary