Turtle Mountain Community College
Quarterly Board of Directors Meeting
March 31, 2012
9:00 a.m.

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Duane Poitra, Carla Peltier, Glenn Longie.

Board of Directors absent: None.

Board of Trustees Present: Dwight Trottier, Zelma Peltier, James Stogner, Theresa Rivard, John Frederick.

TMCC Employees: Dr. Jim Davis, Jaclyn De Los Santos, Mark Hamley, Tracy Azure, Larry Henry, Wes Davis.

Others Present:

I. Call to order: Chairperson Peltier called the meeting to order at a.m.

II. Opening Prayer: Performed by.

III. Roll call: Performed by Jaclyn De Los Santos.

IV. Approval of Agenda: Chairperson Peltier asked for changes or additions to the agenda.

Chairperson Peltier asked for a motion to approve the agenda. made this motion, seconded
by. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

V. Approval of Minutes: Chairperson Peltier asked for a motion to approve the May 28, 2012
meeting minutes. made the motion to approve the minutes with the recommended changes,
seconded by. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

VI. Old Business:

a. Wind Turbine by Wes Davis:

b. Salary Schedule: We have been looking at the salary schedule from 2006 and we would like to
look at the bigger picture. The organization which we may possibly work with has provided us
with information on how they can assist. Please see Appendix B.

John Frederick entered at 9:47 a.m.

We may need to review the organizational chart and possibly re-write job descriptions to
organize staff in a more proper manner. Chairperson Peltier inquired about the desk audit which
was directed to be performed last December. This is expected to be completed prior to July. Dr.
Davis would like to hire a consulting firm which can perform the desk audit and reorganize the
College as necessary. Discussion held. Dr. Davis has been in contact with Master Key
Consulting about three times and is interested in using the consulting firm. Dr. Leigh Jeanotte feels that the timeline could be extended if Dr. Davis is going to have all of the suggested changes performed. We need to determine their cost and if we can afford the desk audit prior to July. Duane Poitra suggested that the timeline needs to include specific dates and not hold off for an extended time period. Dr. Davis would like the Board to be involved with Master Key Consulting when they come to TMCC. It may be possible to have them on campus within about two weeks. We would like to review a proposal at the next months’ meeting if possible. At the previous meeting, it was suggested that Dr. Davis speak with another University that may be able to advise and assist us with the salary schedule if Master Key Consulting is not able to perform the audit. Dr. Davis is asking for the approval to move forward with Master Key Consulting and have them here around April 9th. The Board has come to a consensus that Dr. Davis is allowed to move forward with Master Key Consulting. Jackie will get in contact with the Board once Dr. Davis has a date set for the consulting firm to visit TMCC.

c. **HR Position:** The HR hiring committee will be meeting next Wednesday to review the applications and perform the interviews by the end of the week. We have about 7-8 applications, and Glenn Longie will be participating on the interview committee. The Board is concerned about being on the hiring committee, due to a possible conflict of interest. Dr. Davis previously understood that the Boards would be involved in the hiring committees. Duane Poitra inquired about lowering the HR position to a manager, rather than a director. He feels this position needs to be held at a level which is similar to the comptroller position, due to this position’s importance. This position holds high importance, which includes hiring and policies. This position would still report to Dr. Davis and the only difference would be a downgrade in salary. If the duties remain the same, why wasn’t the salary downgraded with the previous employee? It is felt that the downgrade of the salary is not to benefit the College; it was to benefit the staff member. A lengthy discussion was held. The HR position will be selected and brought to the Board prior to or at the next meeting.

Tracy Azure has requested that Jackie take over the editing of the overall policy manual, due to it previously being held by the Board Secretary. Dr. Davis pointed out that each section of the policy manual is being held by different individuals.

d. **Organization/Re-organization:** This item was part of salary schedule and HR Position discussion.

VII. **New Business:**
1. **Facilities Report by Wes Davis:** Please see Appendix C. The Board was looking for a clear answer in reference to the wind turbine costing us money or are we breaking out even? Wes stated that once his report is finalized in June or July, he will have an accurate dollar amount.

Wes would like to inform the Board that he keeps the geothermal system separate from the wind turbine, because they are two completely separate systems. He informed the Board that the wind turbine will never contribute 80% of our electricity. When it was initially put up, it was only intended for phase I of the campus, which is only the main portion of the building prior to the additions being added onto the main building. We do not have any problems with the wind turbine besides freezing up during the winter due to the extreme cold weather. Wes will be able to provide more information during the June or July meeting. He feels that if all staff and faculty
are informed of the expenses for electricity when they leave computers running, lights on, coffee pots on, etc., they will be more willing to save on electricity as much as possible.

Wes Davis exited at 11:12 a.m.

2. **Anishinabe Report by Mark Hamley**: Please see Appendix D. We are interested in recruiting more students and informing the community about natural resource management. Mark is interested in incorporating the information and knowledge that he has at a college level for college students. He would like to offer a natural resource course, but it has to be accredited through the HLC. It may be able to be offered by the fall semester.

The payment of $42,800 has been approved to be paid by the P2P board for the Trading Post. Dr. Davis will check on this payment next week.

Duane inquired about a possible wall failure in the straw bale building. The estimates which we received were high. At this point, with the money that we have, we need to get the security system up and running prior to fixing the wall failure. We feel that it is very important to have our security system updated, because we have been broken into a couple of times.

Duane also inquired about possible funds through P2P for a greenhouse. One of the workshops which we hold includes elders, and we give each participant a plant. The greenhouse which I looked into would be about $27,000, but it will cost about $50,000 after the cost of putting it up.

Duane also inquired about possible staff or student housing at TMCC. We could possibly apply for land grants which could assist with the cost of putting up housing.

3. **Role of the Board of Trustees Secretary**: The Board is inquiring about having an additional secretary taking minutes. It seems that the Trustees may possibly have some mistrust. There could possibly be inconsistencies between the two secretaries minutes and may cause some further issues. If there is mistrust, the Directors should be notified. When the Board of Directors were notified by letter about the secretary attending the meetings, we weren’t informed that she was attending meetings and getting paid for the purpose of taking minutes. The auditors stated that it is not unallowable, but it is a waste of resources and while the College is under a budget restraint, it doesn’t seem necessary. The Board of Directors suggest the Board of Trustees revisit this issue. Dwight Trotter suggested putting this issue in writing to the Board of Trustees Chairman, prior to Wednesday.

4. **Comptrollers Report by Tracy Azure**:
   a. **PO’s**: $31,851.69 for classroom supplies for the Electrical Program which comes from the Title III Budget. **Chairperson Peltier asked for a motion to approve the PO's to Border State Electric in the amount of $31,851.69.** Glenn Longie made this motion,
seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

b. Check Signers: We are requesting to add Kellie Hall and John Frederick as new check signers. Chairperson Peltier asked for a motion to approve adding Kellie Hall and John Frederick as new check signers. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Tracy inquired about the master keeper of the full policy manual. The secretary of the Board of Directors previously kept the policy manual, so it is suggested that it go back to the secretary or possibly be the duty of the HR individual. Dr. Davis has suggested handling the issue administratively and report back to the Board. The institution is small enough for HR to handle the entire policy manual.

Break for lunch at 12:08 p.m.
Duane Poitra exited at 12:08 p.m.

5. Academic Dean Report by Larry Henry:

c. Report: Larry is requesting a motion for the letter of intent; he did not make it in time to add it to the agenda. Summer schedule is completed and is posted on the web. The fall schedule is almost completed and should be finalized by the next meeting. The letter of intent is to determine if faculty intend on coming back or not. We may be losing a few faculty members. Chairperson Peltier asked for the motion to approve the sending of the letter of intent. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Discussion held. The dates need to be updated in the policy manual and possibly make the change to state by the second week in April. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Larry was asked to report the following information for Anita Frederick. The TMCC Catalog needs a few additional changes due to Pell possibly changing and additional programs possibly starting. The Pell amount is going down beginning this fall and is only being allowed for 12 semesters. The tuition and fees and student policies are still being prepared by Student Services and still have some additional information which needs to be updated, removed, or added.

Thursday was the last day to drop, and we had 47 official withdrawals. We have 151 graduates this year. A majority of the withdrawals had to deal with attendance.

Youth Build officially ended as of yesterday, March 30th, 2012. Dr. Davis stated that we would be applying for funding for Youth Build again and would like to bring back the same employees which were employed for the program prior to the grant ending date. Project Lilly will be discontinued as of June 30th.
6. **Dean of Students Report by Anita Frederick:** Anita was absent from this meeting due to HLC Convention travel.

d. **TMCC Catalog Updates:**

e. **Report:**

7. **Student Senate:**

f. **Report:** James Stogner reported that the cost was about $35,000 for AIHEC, and we saw issues at AIHEC that should not have happened. We had a team that went down to participate that couldn’t due to the fact that proper documentation was not provided to AIHEC. The volleyball team took 1st and the boys’ basketball team took 4th. James ran for Student Congress, but was not successful, however; he has ideas of what Student Senate can change for future students. The Phlebotomy program sent students to AIHEC and performed a number of tests, which included over 200 blood sugar tests and others. We promoted the Phlebotomy program and had students contact us from out of state interested in the program. We didn’t have incidents with students during AIHEC this year, and the students worked very hard. We would like to bring the best students for the AIHEC competitions and compete in more areas next year. We are working on graduation at this point. Dr. Leigh Jeanotte is our guest speaker for graduation.

Theresa Rivard exited at 1:12 p.m.

8. **Presidents Report by Dr. Jim Davis:**

g. **Monthly Report:** The hiring of the comptroller has gone through the process, and Tracy Azure has been selected, offered the position and has accepted. Chairperson Peltier asked for a motion to concur with Dr. Davis’ recommendation. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Summer hours will occur again this year. The hours will be from 7 a.m. to 5:30 p.m. Monday through Thursday. The only complaints that we previously had were that outsiders would request to utilize the building on weekends, and we don’t allow it.

Chairperson Peltier inquired about our security not watching the children on campus. It has been stated that children are stealing basketballs in the evenings, and Chairperson Peltier is concerned about where the security guards are during this time. If research needs to be done on Fridays, the individuals need to be in contact with Wes Davis prior to that date, so we can have someone on campus to deactivate the alarms.

Karen Solomon from the HLC will be here on April 18th-19th, and Larry would like for the Board members to meet with her.
Please see Appendix F. Dr. Davis highlighted some areas.

**h. New Hires:** Scholarship Technician, Brittney Belgarde; Adult General Education instructor, Harold Counts; and the Human Resource position is closed and the selection process will begin.

9. **Presidents' Evaluation Procedure and Policy:** The evaluation is to be completed annually in which the President will provide his goals for the current year. Dr. Leigh Jeanotte suggested that Jaclyn get all prior documentation in reference to the Presidents’ evaluation and have Dr. Davis and Chairperson Peltier work together to provide a policy and some appendices that spells out the entire process for the evaluation. The start date, instrument to use, when it is to be finalized, who should be involved, and this should reflect the dates in the contract. In order for the evaluation to work, the President needs to notify the Board two months prior to the deadline date which is currently April 15th. There should be a closing part on negotiations for a finalized date along with a finalized date for the contract to be completed. The President would notify the Board of his/her intentions, and then the Board would notify the President of their intentions. The dates in the contract need to reflect the changes in policy as well.

Zelma Peltier exited at 1:38 p.m.

Dwight Trottier suggested beginning the evaluation by November, which gives the Board until February 15th to complete the evaluation.

John Frederick exited at 2:00 p.m.

Dr. Leigh Jeanotte made a recommendation to have a representative from the Board of Trustees and the Board of Directors meet with Dr. Davis and determine how to refine the evaluation policy. The Presidents' evaluation will begin in December from this point forward and have it completed by February 1st. A lengthy discussion was held. A document should be presented to the Board once completed. Dr. Davis stated that we need to remember that this is a Higher Education facility, so we need to have timelines which are applicable to Higher Education. The Board is aware of the timelines and would like to abide by the timelines. If the current evaluation is too long and doesn’t seem to fit, Dr. Davis can present changes. When the President is being evaluated there should be a mutual agreement in reference to goals between the President and the Board. Something should be completed in writing prior to the evaluation time, include dates, and all procedures.

**VIII. Other Business:** No other business.

**IX. Next Meetings:**

- Regular Board Meeting: April 23, 2012 at 5:00 p.m. in the TMCC Board Room.
X. **Adjournment:** Chairperson Peltier asked for a motion to adjourn. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. Meeting adjourned at 2:30 p.m.

Carla Peltier, Chairperson

Jaclyn De Los Santos, Board Secretary