Turtle Mountain Community College  
Regular Board of Directors Meeting  
March 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, Theresa Rivard, David Brien, Alicia Lunday, Donna Azure.

Board of Trustees Absent: Yvonne St. Claire, Dwight Trottier, John Frederick, Janice Azure, Troy DeCoteau.

TMCC Employees: Jackie De Los Santos, Rhonda Gustafson, Dr. Jim Davis, Tracy Azure, Wanda Laducer, Larry Henry, Dennis Bercier, Kathe Zaste.

Others Present: Anita Benson

Chairman Peltier called the meeting to order at 5:00 p.m. Jackie De Los Santos performed roll call.

Chairman Peltier asked for the motion to approve the February 1\textsuperscript{st}, 2010 minutes with corrections. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Chairman Peltier asked for the approval of the agenda. A few changes are requested as follows: Add: 2.0.1 Resignation of Board Member, 2.3.3.1 Sponsored Programs Officer Position, 2.4.1 Approval of Dual Credit Handbook. Chairman Peltier asked for the motion to approve the agenda with the changes. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

\textbf{2.0.1 Resignation of Board Member by Chad Davis}

Chad Davis gave his resignation to the Board of Directors due to accepting a position at Turtle Mountain Community College. Chairman Peltier asked for the motion to accept Chad Davis’ resignation. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Chairman Peltier placed Theresa Rivard and David Brien as voting members for the Board of Directors to establish a quorum.
Theresa Rivard would like it noted that the November 19, 2009 Board of Trustees meeting minutes did not have a quorum.

Robert Lattergrass entered the meeting at 5:12 p.m.

David Brien is no longer a voting member.

2.1 President’s Report by Dr. Jim Davis

2.1.1 Governance/HCL

See Appendix A.

Dr. Davis wanted to notify the Board that he received a letter from the Higher Learning Commission (HLC) last week in reference to the issues in the past 6-8 months. The HLC was provided with a copy of the Tribal Resolution. The Administrative Council and Dr. Davis came to a consensus that they did not want to have a focus visit from the HLC at this time. Discussion held.

The Board of Directors and Trustees are in agreement that they need to come to a consensus about what the resolution has or hasn’t changed between the two boards. The Board of Directors feel that the resolution has changed the governance of TMCC, and that any decision that they make can be overturned by the Board of Trustees by going to the Tribal Council. Discussion held.

The Board of Trustees policies were changed at a Board of Directors meeting, without their knowledge. We need to get the official by-laws for both boards. Lengthy discussion held. Both boards would like to have an attorney look at the by-laws to clarify any mistakes and make any changes necessary.

We need to have another meeting to draft a report to address the concerns that the HLC have. This will be held on Thursday, March 4th, 2010 at 12:00.

Suggest bringing Tom Disselhorst to TMCC to review the by-laws. He can also assist with the letter which needs to be sent to the HLC. Policies need to be brought to one annual meeting, which was previously the March meeting. Lengthy discussion held. The boards need to determine a process and procedure to follow on policies.

2.1.2 Smoking on Campus, Policy Discussion

The Student Senate is currently in the process of drafting survey questions and they will be conducting the survey once it is completed. They would like to put up a designated smoke area with a smoke shack. Need to determine if they are going to put the policy up for all campuses or the main campus only. A large concern is that the ashtrays need to be emptied and moved at least 20 feet away from the doors. Maintenance is responsible for handling the moving of the ashtrays and emptying them. Chairman Peltier recommends that Dr. Davis enforce TMCC’s current policy.
2.1.3 Native Language
The Language and Culture Committee has been working on the Native Language program. They would like to possibly have the program going by 2012. They have a concern that they will not have enough language instructors if it is a requirement for all students to have a native language course to graduate. Discussion held. Dr. Leigh Jeanotte would like to recommend that the Language and Culture Committee take their time at getting the program set up.

2.1.4 Organizational Chart and 2.1.5 Vice President Update
Dr. Davis is working on the organizational chart, but he would like to wait to have it finalized until a Vice President is brought on board. Dr. Davis understands that he and a few Administrative Council members would be involved in selecting the Vice President. It is stated in the policy that the Board of Directors would be involved in hiring the Vice President. Currently about nine applicants for the position and Dr. Davis would like to advertise for an additional two weeks. This information will be brought to the all day board meeting in March, along with the Organizational Chart. Chairman Peltier will be involved in the interviews for the Vice President.

2.1.6 Travel Reports/Travel Requests
See Appendix B and C.

March 5, 2010 to Bismarck ND (see appendix C)
March 18-23, 2010 AIHEC Meeting, Phoenix, Arizona
Chairman Peltier asked for the motion to approve Dr. Davis’ travel. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

Chad Davis exited at 6:47 p.m.

Dr. Davis provided a summary on Appendix B, please see the attachment.

2.1.7 Developmental Leave
The developmental leave will be presented at the all day board meeting in March. The 2010 budget has not been approved and we would like to determine at the March meeting if funding is available for the developmental leave. There currently is not a line item in the budget for this.

2.2 Comptrollers Report by Tracy Azure
2.2.1 PO’s
No PO’s need to be approved at this time.

2.2.2 Arrowhead Financial Statement Update
See Appendix D.
It was previously requested to bring the financial statements to each meeting. Discussion held on statements. Tracy Azure is requesting to bring the financial statements quarterly, rather than monthly. Chairman Peltier approved the request, unless there is a large discrepancy.
2.3 Other

At the December Quarterly meeting, the auditors brought up the need to have a travel policy. This will be presented at the April meeting.

2.3 Human Resources Report by Dr. Bill Gourneau

2.3.1 New Hires

1. Youth Build Career Counselor – Corelle Allery was the recommendation for the position. If Corelle does not accept the position, the alternate would be Anita Benson. Chairman Peltier asked for the motion to concur with the committee’s recommendation. Barbara Poitras made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

2. Earth Science Instructor – Jason Dahl was the recommendation for the position and they are requesting a provisional acceptance. We currently have not been able to contact all of the references. Once the references are confirmed, Dr. Davis can make the decision. Chairman Peltier asked for the motion to concur with the committee’s recommendation, contingent on the reference check. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

2.3.2 TMCC Personnel Contracts/Policies

See Appendix E.

We would like to offer an agreement for employment, with terms, rather than a contract. Discussion held. We currently are not an at-will institution, because we offer contracts to all employees. After the initial employment agreement, employees would receive a letter each year stating the salary, rather than a contract. This should be put out for a 30 day comment period prior to approval.

Anita Benson exits meeting at 7:17 p.m.

Discussion held. This will be brought to that March meeting.

2.3.3 Other

2.3.3.1 Sponsored Programs Officer Position

The Job announcement is not currently posted. Dr. Davis has temporarily placed the grant writer in the position as acting Sponsored Programs Officer. This is for a 120 day trial period. Discussion held. Dr. Davis should notify the board if an advertisement is pulled. There are currently four applicants for the position. There was a big need for the position immediately and Larretta is able to do all of the required reports. We possibly should’ve revisited the job announcement prior to advertising. The advertising should continue and if the position cannot be filled by the applicants, revisit the announcement.
2.4 Academic Dean Report by Larry Henry
2.4.1 Approval of Dual Credit Handbook
Brin Sandi LaRocque to the next meeting to present the handbook and answer any
questions. If High School students are billed for tuition and fees, we should bill across
the board. Larry should provide a report of how many students took dual credit. This
handbook will be provided to all of the local High Schools. We could possibly have dual
credit for Native Language Courses.

Larry Henry is requesting to approve the letters of intent for the faculty. We need to
determine who will be back in the fall of 2010-2011. Chairman Peltier asked for the
motion to approve the letters of intent. Barbara Poitra made this motion, seconded by
Theresa Rivard. All were in favor. Motion carried.

2.5 Student Services Report by Wanda Laducer
- We had College Goal Sunday on February 21st, 2010. Had about 35-40 students
attend with their parents. We are not able to recruit during this event.
- We have midterms this week and deficiencies are going out daily.
- We are currently working on the smoking and locker policy.
- Wanda needs to report on the Student Ambassador Program at the March meeting
- We need to find a location for the lockers.

3.0 Other Business
3.0.1 Student Senate
- Locker Placement will possibly be across from the gymnasium. We would like to
place them where the tables are normally stored.
- We would like to purchase a display case for trophies. Need to determine who
will pay (TMCC or Student Senate).
- Lockers need to be anchored ASAP
- Wes Davis needs to be involved in the placement of the lockers.
- Student Senate needs to keep Dr. Davis informed with their requests. Dr. Davis
has not heard a number of the concerns or requests. They need to go to him first.

Other
- Dr. Davis and Dr. Bill Gourneau are still without contracts. This can be brought
to the meeting on Thursday.
- There is a request to have the flags replaced outside. The current ones are torn
and look bad.
- The TMCC Sign needs to be replaced. Dr. Davis would like to put up a marquee.
- Kath Zaste requested to inform the board that there was a Staff Committee
meeting last Friday and Stephanie Poitra resigned as the Chairperson. Kath has
been appointed and Irene BearRunner is acting Vice Chairperson.

3.1 Next Board Meeting
The next board meeting will be on March 26th, 2010 at 12:00 p.m.
3.3 Adjournment
Chairman Peltier requested for a motion to adjourn. Robert Lattergrass made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. The meeting adjourned at 7:55 p.m.

Ron Peltier, Chairman

Jadyn De Los Santos, Board Secretary