Turtle Mountain Community College
Quarterly Board of Directors Meeting
March 26, 2010
12:00 p.m.

OFFICIAL MINUTES

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

Board of Trustees Present: James Lindgren, Dwight Trottier, John Frederick, Janice Azure, Alicia Lunday, Donna Azure, Theresa Rivard, Yvonne St. Claire, David Brien, Troy DeCoteau.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Dr. Leonard Dauphinais, Dennis Bercier, Sheila Trottier, Wanda Laducer.

Others Present: Joseph Eltobgi, Lyle Poitra

I. **Call to Order**: Chairman Peltier called the meeting to order at 12:16 p.m.

II. **Roll Call**: Jackie De Los Santos Performed Roll Call.

III. **Approval of Agenda:** Chairman Peltier asked for the motion to approve the agenda with changes. There were some changes, which are as follows: add: P2P and Bid Opening and place them as item V. a. and V. b. and move other agenda items down. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Janice Azure and Wanda Laducer entered at 12:18 p.m.
Theresa Rivard is a voting member.

IV. **Approval of Minutes:** Chairman Peltier asked for the motion to approve the March 1st, 2010, March 4th, 2010, and March 18th, 2010 minutes. After reviewing the minutes, there were no changes necessary. Robert Lattergrass made the motion to approve the minutes without any necessary changes, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

V. **Old Business**

A. **P2P by Joseph Eltobgi**: Joseph is the new director of P2P. Lyle Poitra is also with Joseph to assist with Report on P2P. Dr. Jim Davis was recently at a meeting with P2P. They would like to have a number of agreements and partner with TMCC. Discussion was held. P2P will be presenting their requested changes to the Northwest Area Foundation. P2P will be using about $48,000 to create a business plan and they would like to have everyone involved. This will be discussed further at a later date.

Joseph and Lyle exit at 12:29 p.m.

B. **Bid Opening by Dennis Bercier:** See Appendix A. The bid opening for the Trading Post was held. There were questions about Indian Preference being used for the bidders. Dennis provided a report on the bid opening. The recommended bids are as follows:

1. General Contractors: Munro Construction: $498,000
2. Mechanical Contractors: C.L. Linfoot: $157,796
3. Electrical Contractors: C. Gladue Electrical: $122,746

ii. The low bid total cost is $778,542

The recommendation from the committee is to accept the low bids. Discussion held. Chairman Peltier asked for the motion to concur with the construction committee and hire Munro Construction, C.L. Linfoot, and C. Gladue Electrical. Robert Lattergrass made the motion to concur with the committee, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

C. **Vice President Update by Dr. Jim Davis:** Dr. Davis reported that he is still accepting applications and he is reviewing them.

Dr. Davis also reported that he advertised for the Special Programs Officers Position. He would like to save money and include in the job description of the Vice President and the Grant Writer. The Board is concerned that both the Vice President and the Grant Writer already have full time jobs and will not be able to take on the additional duties. Dr. Davis can bring back to the board at a later date.

D. **Organizational Chart by Dr. Jim Davis:** Dr. Davis reported that he is waiting for the Vice President position to be filled prior to completing the organizational chart. The chart will also be brought to the Administrative Council. Dr. Davis was asked to provide the current chart to the Board of Directors. This will be brought to the May Board Meeting.

Alicia Lunday entered at 12:46 p.m.

E. **Developmental Leave by Dr. Jim Davis:** See Appendix B. Sheila Trottier had made the original request to receive developmental leave beginning this summer. Wanda Laducer is also requesting developmental leave, See Appendix C. Wanda has already been taking classes for the past 2 years. Discussion held. Sheila may have money set aside in her grant to assist with the costs for her education. Further discussion held. The developmental leave policy needs to be reviewed closely. If TMCC is going to continue with developmental leave, the money needs to be included in the budget each year. Dr. Leigh Jeanotte recommends approving for one year, then revisiting for further approval. Barbara Poitra recommends tabling the item and setting up a separate meeting to cover the policy on developmental leave. This meeting is scheduled for Thursday, April 8th at 5:00 p.m. Jackie can determine if there are any minutes that previously changed the policy for developmental leave and the previous policy. Members from the Administrative Council should be invited to this special meeting.

F. **Policies by Dr. Bill Gourneau:** See Appendix D. Dr. Bill Gourneau is not available for the meeting due to unforeseen circumstances and the policy will be brought to a later meeting.

G. **Dual Credit Handbook by Sandi LaRocque:** Administrative Council has reviewed the handbook and it needs to be approved. Sandi was not able to make it to the meeting due to testing for GED. Send another copy of the handbook to the board and add this item to the April 8th agenda. Sandi should be present to answer any questions.

H. **Student Ambassador Program by Wanda Laducer:** See Appendix E. The Ambassador program has been discussed since last spring. Wanda has put together a policy and it would need board approval. Discussion held.

Sheila Trottier exits the meeting at 1:32 p.m.

VI. New Business

1. **Presidents Report by Dr. Jim Davis:** See the Presidents report in the Board Packet, Appendix F.

a) **Travel Requests:** none at this time.

b) **ACCT Conference by David Brien:** David Brien provided the board with information from the ACCT conference which he attended. He would like to work on a self-assessment plan for the board. Feels this would be beneficial. Discussion held. Dr. Davis and David will work on the plan and bring it back to the board at the next meeting.

2. **Comptrollers Report by Dr. Leonard Dauphinais:** See Appendix G. Dr. Dauphinais presented the information from his handouts. The cafeteria is still in the red at this time. The current deficit is $22,933.29. The board needs to determine if they are going to continue to subsidize for the cafeteria. Dr. Leigh Jeanotte made the motion to continue to subsidize for the cafeteria with a $25,000 cap in the budget and for TMCC to purchase any necessary equipment as needed. Chairman Peltier asked for a second on the motion. Barbara Poitra seconded this motion. All were in favor. Motion carried.

c) **PO's:**

1) Jiran Architects: $42,512.60 which is 80% of the fee. Chairman Peltier asked for the motion to approve this PO. Robert Lattergrass made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.
2) Ron Peltier's travel to Florida for the Jenzabar Jam. Chairman Peltier asked for the motion to approve this PO. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

d) **Other:** no other report at this time

3. **Human Resources Report by Dr. Bill Gourneau:** Dr. Bill Gourneau is unable to attend this meeting. Dr. Davis provided report.

e) **New Hires:** no new hires at this time.

f) **Other:** The recommended policy changes were included in the board packets. These will be brought to the May meeting. Dr. Davis recommends giving the board a 30 day notice prior to receiving the policies and have the board read through the recommended changes. Have a 1 day special meeting to review the policies. Dr. Davis will get a date.

4. **Academic Dean Report by Larry Henry:** See written report provided in the board packet.

g) **Report:** Larry is on travel at NDSU meeting with people about some programs we have been discussing. We need to fill the Academic Chair position, which was previously Ron Carpenters position.

5. **Student Services Report by Wanda Laducer**

h) **Report:** Student Services staff used Spring Break for Info Maker training. The staff reported that they thought the training was good. Some of the reports were not accurate before due to the lack of training. 6 staff members were involved.

Dr. Davis reported that the new IT director, Chad Davis is going to be ordering necessary equipment to improve the system. The cost will be about $70,000-$80,000.

The smoking policy is still being worked on; they are waiting for the survey from the Student Senate. Graduation is May 15th and Angel is having weekly meetings. 107 students have applied for graduation so far. The PowWow will be held the afternoon of graduation. Discussion held.

VII. Other Business

a) **Student Senate:** The Student Senate reported the results from AIHEC. The Tribal Council donated $1500 to the Hand games Team.

Dr. Davis reported that they had some issues with the basketball team. Discussion held. Dr. Davis would like to advertise for the head men and women's coaches positions. Chairman Peltier asked for the motion to approve Dr. Davis advertising for the Head Coaches Positions for both the Men and Women teams. Barbara Poitra made this motion, seconded by Theresa Rivard. All were in favor. Motion Carried.

VIII. Next meeting: April 26th, 2010 at 5:00 p.m.; TMCC Board Room

IX. Adjournment: Chairman Peltier asked for the motion to adjourn. Theresa Rivard made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. Meeting adjourned at 3:48 p.m.

Ronald Peltier

Ronald Peltier, Chairman

Jaclyn De Los Santos

Jaclyn De Los Santos, Board Secretary