Turtle Mountain Community College  
Special Board of Directors Meeting   
March 3, 2011  
12:00 p.m.  

OFFICIAL MINUTES

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

Board of Directors absent: Duane Poitra, Carla Peltier, Robert Lattergrass.

Board of Trustees Present: Zelma Peltier, Dwight Trottier, Brittany Belgarde, David Brien, Elmer Davis, Jr.

Board of Trustees absent: Caitlin Morin, Theresa Rivard, John Frederick, Yvonne St. Claire, James Lindgren.

TMCC Employees: Jackie De Los Santos, Tracy Azure, Dr. Bill Gourneau.

Others Present: Joe Martin, Justin Burchill.

I. **Call to order:** Chairperson Poitra called the meeting to order at 12:17 p.m. Dwight Trottier is a voting member.

II. **Roll call:** Performed by Jackie De Los Santos.

III. **New business**

1. **Audit presented by Joe Martin**
   - Please see Appendix A, B, and C.
   - Auditors are from Brady Martz CPA and Consultants.
   - Joe Martin reviewed the audit into detail.

   Anita Frederick entered at 12:23 p.m.

   - Justin Burchill reviewed the findings and solutions.
     - Construction of some buildings: wage rate monitoring (see p. 28, App. B)
       - Need to monitor the pay rates.
       - Dennis Bercier will be keeping copies of the certified payroll on record for the contractors.
       - Finding has been resolved.
     - Time and Effort Certification (see p. 29, App. B)
       - The finding has been resolved by Appendix A.
       - Department of Labor requires all hours to be accounted for.
       - This will be updated in the personnel policy.
     - Student Financial Assistance Eligibility and Special Tests (see p. 30, App. B)
       - Last year there was a similar finding.
This is due to the timing of implementation.
- The finding has been resolved and has already been implemented.
- It is suggested by the auditors that we go back for the past year and do an internal audit.
- Joe Martin reviewed appendix C.
  o Grant Documentation
    - Need to be sure to keep grant policies similar.
  o Payroll Documentation
    - I-9 forms need to be properly completed.
    - Forms of Identification need to be inserted.
  o Board Meetings
    - Policy needs to be updated to include stipend policy.
- Dr. Jeanotte asked if this is the final report or if changes are going to be made.
  o The items can be reworded and reprinted prior to finalizing.
  o The management report will have some minor changes along with the time and effort reporting in the financial statements.
- Chairperson Poitra asked for the motion to approve the audit with minor corrections. Dr Leigh Jeanotte made this motion, seconded by Dwight Trottier. All were in favor. Motion carried.

IV. Next Meeting:
   - Quarterly Board Meeting March 19, 2011 at 9:00 a.m. in the TMCC Board Room
   - Special Meeting with P2P; March 25, 2011 at 4:00 p.m. in TBA
   - Special Board Meeting March 26, 2011 at 9:00 a.m. in the TMCC Board Room

V. Adjournment: Chairperson Poitra asked for the motion to adjourn. Dwight Trottier made the motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. Meeting adjourned at 1:27 p.m.

Barbara Poitra, Chairperson

Jaclyn De Los Santos, Board Secretary