Turtle Mountain Community College
Regular Board of Directors Meeting
May 31, 2011
5:30 p.m.

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Duane Poitra, Robert Lattergrass.

Board of Directors Absent: Barbara Poitra, Carla Peltier.

Board of Trustees Present: Theresa Rivard, James Lindgren.

Board of Trustees Absent: Dwight Trottier, Brittany Belgarde, Zelma Peltier, Zelma Peltier, Theresa Rivard, John Frederick, James Lindgren, John Frederick, Yvonne St. Claire, Elmer Davis, Jr., Caitlin Morin, David Brien.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Wanda Ladueer, Larry Henry, Dennis Bercier.

I. Call to order: Vice Chairman Jeanotte called the meeting to order at 5:40 p.m. Theresa Rivard is a voting member.

II. Opening Prayer: Performed by Dennis Bercier.

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

Robert Lattergrass entered at 5:43 p.m.

IV. Approval of Agenda: Vice Chairman Jeanotte asked for changes or additions to the agenda. There were three additions, which are as follows: VIII. B) Presidents Evaluation, VII. C) 120 day Contract. Discussion held on inviting a financial counselor to TMCC to provide advising on their retirement. This item should be placed on the July agenda. Vice Chairman Jeanotte asked for the motion to approve the agenda. Duane Poitra made this motion, seconded by Robert Lattergrass. Discussion held. All were in favor. Motion carried.

V. Approval of Minutes: Vice Chairman Jeanotte asked for a motion to approve the April 26, 2011, and May 18, 2011 meeting minutes. Duane Poitra made the motion to approve the minutes with the recommended changes, seconded by Robert Lattergrass. All were in favor. Motion carried.

VI. Old Business:
a) Policy Manual Maintenance Update: Please see Appendix A. Dr. Davis delegated six individuals to manage policies in the policy manual.

b) Parking Lot Project; Phase I and Phase II: Dennis has not been able to successfully get either project into budget, so he recommends re-advertising both projects. It was previously asked that a breakdown of the budget be provided to the Board at this meeting. Lengthy discussion held. Duane Poitra is interested in going forward with Phase I, and TMCC provide the extra money which is necessary, while working at getting Phase II closer to budget. **Robert Lattergrass made the motion to accept phase I and re-bid phase II and give notice to proceed; also, the College can provide the additional estimated $10,000 and re-advertise phase II to get the project redesigned. Duane Poitra seconded the motion. Discussion held. All were in favor. Motion carried.** Re-advertising will begin on June 8th and conclude on June 28th.

VII. **New Business:**

1. **Board of Directors:**
   a) Purchasing and Board Report Template by Dr. Leigh Jeanotte:
      - Please see Appendix B. Vice Chairman Jeanotte is asking that Dr. Davis and Tracy Azure review the document and make any recommended changes. It would be more beneficial to the board members if they received this information and receive it in advance.
      - Please see Appendix C. For the monthly/quarterly reports, the Board is requesting to follow the attached format. Dr. Davis can bring this document to the Administrative Council and have them touch on each element and provide some input back to the Board.

2. **Presidents Report by Dr. Jim Davis:**
   a) P2P Letter: Dr. Davis received a letter from P2P this afternoon in reference to the funds that TMCC received from P2P. P2P has decided to withdraw the funds which they originally contributed to the Trading Post Project. Please see Appendix D. Dr. Davis is going to respond back to the letter and cc the letter to the Tribal Chairman and Toni Genia. The letter will be directed to Phyllis Jollie from Dr. Davis and Vice Chairman Jeanotte.

   b) New Position: We have received a grant called the NIFA grant, which we can request a position be written into, rather than hiring for 120 day contracts. Jeff Grant has been selected for this position. **Duane Poitra made the motion to approve the position being written in and hiring Jeff Grant, seconded by Robert Lattergrass. Discussion held. All were in favor. Motion carried.**

   c) Presidents Evaluation: Please see Appendix E. As stated in policy, two individuals from the Board of Trustees and two from the Board of Directors along with Dr. Davis need to determine a time to have Dr. Davis’ evaluation completed. The individuals from the Board
of Directors would be Chairperson Poitrea and Carla Peltier and Dr. Leigh Jeanotte as an alternate. John Frederick and James Lindgren will sit in for the Board of Trustees.

d) **Oral/Written Report and Travel Reports:** Please see Appendix F. Duane has requested a report be provided to the Board in reference to the Foundation at the July meeting.

3. **Comptrollers Report by Tracy Azure:**
   e) **Turtle Mountain State Bank:** We need a motion to make a corporate resolution to open the account at Turtle Mountain State Bank. **Dr. Leigh Jeanotte asked for the motion to open the account at Turtle Mountain State Bank with the same check signers. Duane Poitrea made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.** Duane requested that the Board receive an annual report on check signers. This should be reported at the July meeting. The current check signers are: Barbara Poitrea, Carla Peltier, James Lindgren, Jim Davis, Larry Henry, Sheila Trottier, and Sandy LaRocque.

   f) **Quarterly Budget Statements:** Please see Appendix G. Tracy explained the quarterly budget as of March 31, 2011.

g) **Monthly Expense Report:** Please see Appendix H. Tracy explained the monthly expense report.

4. **Human Resources Report by Dr. Bill Gourneau presented by Dr. Davis:**
   h) **Resignation:** We had a number of faculty members which have decided not to return for the next academic year. Please see Appendix I.

   i) **Employment Vacancies:** We currently do not have a lot of vacancies. Please see Appendix J.

   j) **Update of Policy:** Dr. Davis provided the update on the policy.

5. **Academic Dean Report by Larry Henry:**
   k) **Report:**
   - Please see Appendix K. Larry provided a copy of the academic calendar for the 2011-2012 year. **Vice Chairman Jeanotte asked for the motion to approve the academic calendar. Duane Poitrea made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.**
   - The catalog will be presented at the next meeting.

6. **Student Services Report by Wanda Laducer:**
   l) **Report:**
   - Please see Appendix L. Wanda explained the document. They would like to implement some billing to students, which includes a $100 book usage fee and a $25
registration fee for each student. Vice Chairman Jeanotte asked for the motion to approve the TMCC Billing Policy and Procedure document. Duane Poitra made this motion, seconded by Robert Lattergrass. Discussion held. All were in favor. Motion carried.

- We have 367 students registered as of today.

VIII. Other Business
a) Student Senate: none

IX. Next Meetings:
- Special Budget Meeting: June 22, 2011 at 11:00 a.m. in the TMCC Board Room
- Quarterly Board Meeting: June 25, 2011 at 9:00 a.m. in the TMCC Board Room

X. Adjournment: Vice Chairman Jeanotte asked for the motion to adjourn. Robert Lattergrass made this motion, seconded by Duane Poitra. All were in favor. Motion carried. Meeting adjourned at 7:42 p.m.

Dr. Leigh Jeanotte, Vice Chairman  
Jaclyn De Los Santos, Board Secretary