Meeting Agenda
November 10, 2010
5:00 p.m.

Type of Meeting: Special Board of Directors Meeting
Meeting Facilitator: Vice-Chairman Dr. Leigh Jeanotte
Invitees: Board of Directors, Board of Trustees, Tracy Azure

I. Call to order
II. Opening Prayer
III. Roll call
IV. Approval of Agenda

V. New Business
   a) Welcome to new member
   b) Selection of Officers
   c) Quarterly Board meeting
   d) Travel Requests by Dr. Davis
   e) Budget Overview by Tracy Azure

VI. Next Quarterly Meeting: December 4, 2010 at 8:30 a.m.; Country Inn & Suites
VII. Adjournment
Turtle Mountain Community College  
Board of Directors Meeting  
November 10, 2010  
5:00 p.m.  

OFFICIAL MINUTES  

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

Board of Directors Absent: None  

Board of Trustees Present: Caitlin Morin, Brittaney Belgarde, John Frederick  

Board of Trustees Absent: Janice Azure, Theresa Rivard, David Brien, Jim Lindgren, Yvonne St. Claire, Dwight Trottier, Troy DeCoteau  

Others Present: Wanda Laducer, Dr. Jim Davis, Tracy Azure  

I. Call to Order: Chairman Jeanotte called the meeting to order at 5:05 p.m.  

II. Roll Call: Wanda Laducer performed roll call. Dr. Leigh Jeanotte stated at this time that Wanda Laducer would be taking minutes in the absence of Jackie De Los Santos.  

III. Approval of Agenda: Chairman Jeanotte asked for the motion to approve the agenda. Carla Peltier made the motion to approve the agenda with the addition of “Travel Request for the President”, seconded by Barbara Poitra. The Travel Request will become item “D” on the agenda, and the Budget Overview will be moved to Item “E” on the agenda. All were in favor. Motion carried.  

IV. Approval of Minutes:  

V. NEW BUSINESS  
A. Welcome New BOD Member: Dr. Leigh Jeanotte welcomed Duane Poitra to the Board of Directors. Other board members also welcomed him. Duane’s term will expire August 31, 2015.  

   Dr. Leigh Jeanotte noted at this time that the Board of Trustees should write a thank you letter to Ronald Peltier for his years and exemplary service on the Board of Directors.  

B. Selection of Officers: Discussion was held regarding the selection of officers. Barbara Poitra stated that they are still following the old By-laws which states that officers shall be selected in September. They are a few months behind in the selection of their officers.
There was discussion on when the new By-laws go into effect. Dr. Davis will email Karen Solomon of the new Board of Director’s Chairperson.

Discussion was held on who qualifies to serve as the Chairperson. This person needs to have been on the Board of Directors for two years. Carla Peltier made a motion for Barbara Poitra to be the Board of Directors Chairperson. Duane Seconded. All were in favor. Motion carried.

Barbara Poitra immediately took over chairing the meeting.

Bob Lattergrass entered the meeting at 5:21 p.m.

Discussion was held on who qualifies to serve at Vice-Chairperson. The By-laws also state that this person needs to have been on the Board of Director’s for two years. Since the rest of the board are all new board members (serving on the board less than two years), they are going to have to make an exception to this rule. Bob Lattergrass made a motion to appoint a Vice-Chair even though no other board members have been on the board at least two years. Duane seconded the motion. All were in favor. Motion carried.

Barbara Poitra opened up the floor for nominations for the Vice-Chairperson position. Carla Peltier made a motion for Dr. Leigh Jeanotte. Bob Lattergrass seconded. All were in favor. Motion carried. Bob Lattergrass made a motion to cease nominations. Carla Peltier seconded. All were in favor. Motion carried. Dr. Leigh Jeanotte will serve at the Vice-Chairperson.

C. Quarterly Board Meeting: Barbara Poitra stated that the quarterly board meeting is coming up on December 4, 2010. The meeting will be held in Grand Forks. Discussion on how long the meeting is going to last. The meeting may also need to be held on Friday evening. Dr. Jim Davis feels that the meeting can be completed on Saturday, December 4th. The board would like to see the meeting begin at 8:30 a.m. and end at 3:30 p.m.

Dr. Davis stated that the Board of Trustees will be having their annual meeting at this same time in Grand Forks.

D. Travel Request: Dr. Jim Davis presented his proposed travel request. The first travel request was for a meeting in Minneapolis to meet with people who are enrolled from the Turtle Mountains. This meeting will be held on Monday, November 22, 2010.

Dr. Jim Davis will also need to be present for the December 4, 2010 meeting in Grand Forks for the Quarterly Board of Directors meeting.

John Frederick entered the meeting at 5:36 p.m.
Carla Peltier made a motion to approve the November 22 and December 4, 2010 travel requests for Dr. Jim Davis. She would like to know what the date is that Dr. Jim Davis will be going to Shakopee Tribe. She would like to represent the College by attending the same meeting as a board member. Duane Poitra seconded. Discussion held. Duane Poitra asked if there is a restriction on the President’s travel and is it policy that the President has to have his travel approved. The response was that this procedure is not in policy, but that this was a request of the board through a motion that his travel be approved at board meetings. Dr. Leigh Jeanotte stated that he would like to re-visit the travel request process for the President.

Dr. Leigh Jeanotte would like to hear Dr. Jim Davis’s synopsis of his travel at a future meeting. Tracy Azure stated that she could get Dr. Jim Davis’s travel information if they need it. Bob Lattergrass stated that it is part of the Board of Director’s responsibilities to travel and represent the college at meetings. A vote was taken. All were in favor. Motion carried.

Duane Poitra made a motion to approve Dr. Jim Davis’s travel to Shakopee Tribe. Dr. Leigh Jeanotte seconded. More discussion held. Dr. Jim Davis explained that this meeting could bring in $500,000 for TMCC with $150,000 to be put into the IT department, $150,000 would go into Infrastructure, and $200,000 would go into the Foundation. Duane Poitra would like to see the proposal once Dr. Jim Davis has the information: Dr. Jim Davis will send the proposal to the board members through email. Dr. Jim Davis stated that the date of travel needs to be in the motion. Duane Poitra amends his motion to read: Approve travel request to Shakopee Tribe with two stipulations: 1. The Board of Directors board members will receive a copy of the proposal and a synopsis of what the proposal entails. 2. Board members must be provided with the meeting date and be given the opportunity to attend. Dr. Leigh Jeanotte seconded the motion. All were in favor. Motion carried.

E. Budget Overview: Tracy Azure went over the budget process with the board. She stated that there is a budget committee put in place. She also informed the board that this budget committee had to reduce the budget 20% to balance the budget and at the same time not hurt the College. Tracy handed out four documents regarding the budget. The first document handed out was the “Expense Definitions” which will be identified as Appendix A. The next document handed out was the budget of 2011 which has already been approved by the Board. This document will be identified as Appendix B. The next document was the indirect budget for 2011. This document will be identified as Appendix C. The last document was the ICCA budget. This document will be identified as Appendix D.

Tracy went through the line items and expenditures. She informed the board of what each department had in their budget and what it included. Duane Poitra noted that the Indirect totals do not match. Tracy explained that the HB1395 offsets the Indirect budget.
Dr. Leigh Jeanotte asked how much of the reserves have been spent in the last five years. Tracy stated that she didn’t know right now, but she will bring that information to the December 4th meeting.

Tracy informed the board that there needs to be another check signer. Currently, Barbara Poitra is the only Board of Director member that can sign checks. Carla Peltier volunteered to be a check signer for the Board of Directors.

Tracy went through the current expenditures and revenue for the last five years. Duane Poitra would like to see the net increase or the net decrease for the College. Tracy stated that she will send the board copies of the audits for the last five years.

Dr. Jim Davis stated that he needed to get two positions (hired) and approved by the Board today. He stated that the positions need to be approved today because of their critical need to begin immediately. He gave a brief explanation of the Allied Health grant- Project Choice. Dr. Jim Davis explained the hiring process of how a hiring committee is formed, a matrix developed, interviews are held, and then a recommendation is made by the hiring committee. Dr. Jim Davis approves or disapproves the recommendation, and then it comes to the board for their concurrence. Dr. Jim Davis stated that the recommendation for the position of Allied Health-Project Director is Terri Martin-Parisien.

The other position is a position through NDSU (whom is the grantee- TMCC receives the funding from NDSU). This position is under the Pre-Engineering program. This position will be the Pre-Engineering instructor/recruiter. Dr. Jim Davis stated that there was only one applicant that applied and does qualify. The committee reviewed and selected Ann Vallie. Dr. Jim Davis approves both of the recommendations. Dr. Leigh Jeanotte made the motion to hire the two people recommended. Duane Poitra seconded. All were in favor. Motion carried.

Dr. Leigh Jeanotte suggests that the Board of Trustees provide an orientation for new Board of Directors members.

Barbara Poitra stated there needs to be another check signer for the Board of Directors. Dr. Leigh Jeanotte made a motion for Carla Peltier to be a check signer. Bob Lattergrass seconded. All were in favor. Motion carried.

VI. Next meeting: December 4, 2010 at 8:30 a.m.; Comfort Inn & Suites in Grand Forks

VII. Adjournment: Chairperson Poitra asked for the motion to adjourn. Bob Lattergrass made the motion to adjourn, seconded by Duane Poitra. All were in favor. Motion carried. Meeting adjourned at 7:03 p.m.

Barbara Poitra, Chairperson

Wanda Laducer, Appointed Board Secretary