Meeting Agenda
October 2, 2010
9:00 a.m.

Type of Meeting: Quarterly Board of Directors Meeting
Meeting Facilitator: Chairman Ronald Peltier
Invitees: Board of Directors, Board of Trustees, Administration

I. Call to order
II. Opening Prayer
III. Roll call
IV. Approval of Agenda
V. Approval of Minutes
   1. Comptrollers Report by Tracy Azure
      a) Acting Comptrollers Transition
      b) PO’s
      c) Other

VI. Old Business
   a) Presidents’ Evaluation Form
   b) Coaches
   c) CTI Security Update
   d) By-laws

by Dr. Leigh Jeanotte
by Chairman Ronald Peltier
by Wes Davis
by Dr. Jim Davis

VII. New Business
   2. Stipends by Barbara Poitra
   3. Presidents Report by Dr. Jim Davis
      d) Travel Request(s) and Travel Reports
      e) Department of Labor Update
      f) Executive Assistant

4. Human Resources Report by Dr. Bill Gourneau
   g) Policy Comments
   h) Policy Review
   i) New Hires
   j) Other

5. Academic Dean Report by Larry Henry
   k) Report

6. Student Services Report by Wanda Laducer
   l) Report

VIII. Other Business
   a) Student Senate

IX. Next Meeting:
   Regular Board Meeting: October 25, 2010 at 5:00 p.m. in the TMCC Board Room

X. Adjournment
Turtle Mountain Community College
Quarterly Board of Directors Meeting
October 2, 2010
9:00 a.m.

OFFICIAL MINUTES

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

Board of Directors absent: Carla Peltier.

Board of Trustees Present: Yvonne St. Claire, Dwight Trottier, Janice Azure, Brittany Belgarde.

Board of Trustees absent: James Lindgren, Theresa Rivard, Troy DeCoteau, John Frederick, David Brien, Caitlin Morin.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Wes Davis, Kathe Zaste, Larry Henry, Larretta Hall, Wanda Laducer.

Others Present: None

I. Call to Order: Chairman Peltier called the meeting to order at 9:14 a.m.

II. Opening Prayer: Barbara Poitra offered the opening prayer.

III. Roll Call: Jackie De Los Santos performed Roll Call.

IV. Approval of Agenda: Chairman Peltier asked for a motion to approve the agenda with the requested changes. The following changes were made: move Comptrollers Report in front of Old Business and Add: Executive Assistant to the Presidents Report. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

V. Approval of Minutes: Chairman Peltier asked for the motion to approve the minutes for the August 13, 2010, August 18, 2010, August 21, 2010, August 23, 2010, August 26, 2010, August 30, 2010 5 p.m., August 30, 2010 7 p.m., September 7, 2010 and September 22, 2010 meeting. Some corrections were necessary. Dr. Leigh Jeanotte made the motion to approve these minutes with the necessary corrections, seconded by Barbara Poitra. All were in favor. Motion carried.

Bill Gourneau entered at 9:22 a.m.

Comptrollers Report by Tracy Azure
1. Tracy reported that Dustin Zaste resigned, and they are currently advertising for that position.
2. (See Appendix A and B). Tracy presented the June 30, 2010 income statement and Profit and Loss Statement from Arrowhead Printing. Arrowhead Printing pays back all wages and fringe benefits that they are able to.
3. (See Appendix C). The cafeteria is still running in the red. In June, the Board approved $25,000 to go to the cafeteria to supplement the budget. They are almost at the point of
already spending the $25,000. Discussion held. The Board offered some ideas to assist the cafeteria with profits (possibly raise some of the prices, offer discounted meals such as Sloppy Joes or hot dogs, customer service needs to be improved).

Kathe Zaste entered at 9:42 a.m.

Create a survey to determine what the students want and report back in December on this item. Include questions about hours, customer service, price, food, etc.

(A) Acting Comptrollers Transition: Need to get board approval to transition Tracy as the acting comptroller. Chairman Peltier asked for this motion. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Tracy also needs to be added to Guardian and remove Dr. Leonard Dauphinais. Chairman Peltier asked for this motion. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

A corporate resolution is also necessary to remove Dr. Leonard Dauphinais from the capabilities of transferring funds and Tracy needs to be added. Tracy is also requesting to have Debbie Peltier and Shirley LaFromboise added as signers to stop payments on checks. Dr. Leonard Dauphinais also needs to be removed from the investment accounts and Tracy added. Chairman Peltier asked for the motion to approve Tracy’s request. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

Tracy is also requesting board approval to transfer $100,000 from the Coll Investment account to the Johnson Scholarship Endowment. Scholarships for the Johnson Scholarship come from the Endowment Interest Account. Chairman Peltier asked for this motion. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

(B) CTE Request: CTE is currently working on a project to build houses to be sold. CTE needs $100,000 to transfer from the General Account to a project account to purchase materials to build the house. Once the house is sold, the money will be placed back into the account. Discussion held.

Alta Bruce entered at 10:00 a.m.

Chairman Peltier asked for the motion to approve the transfer of $100,000 to a project account for CTE. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

(C) PO’s: Tracy Azure is requesting approval for two purchase requisitions, which are for Hewlett Packard for $78,372 and Hill Ron Company for $21,000. Chairman Peltier asked for the motion to approve the PO requests. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.
VI. **Old Business**

a. **Presidents’ Evaluation Form by Dr. Leigh Jeanotte:** (See Appendix D, E, F). Dr. Jeanotte feels that Dr. Davis needs to have time to review the documents prior to the Board approving them. This item is being tabled until Dr. Davis has time to review the documents.

b. **Coaches by Chairman Peltier:** The coaches signed their agreements yesterday for the season. The Athletic Director came on board on September 20, 2010, which is Ray Parisien, Sr. Pete Davis is the men’s coach, and Eugene LaFromboise is the women’s coach. Discussion held. The coaches would like to purchase uniforms for the players. They will have a budget turned into Dr. Davis once it is completed.

   Tracy Azure exited at 10:30 a.m.

   Further discussion is held about the teams.

c. **CTI Security Update by Wes Davis:** (See Appendix G). The 60 day contract with CTI went well, and Wes highly supports continuing on with CTI. Chairman Peltier asked for the motion to proceed with a contract with CTI. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

d. **By-laws by Dr. Jim Davis:** The by-law documents were all sent to the HLC, and Dr. Davis contacted Karen Solomon via email and informed her that the documents were sent.

VII. **New Business**

1. **Stipends by Barbara Poitra:** Barbara Poitra is requesting that TMCC take taxes out of the stipends. Barbara was informed to contact Tracy Azure and to fill out a form with her to have this done. Each board member can do this if they choose.

   Alta Bruce exited at 11:02 a.m.

2. **Presidents Report by Dr. Jim Davis:** (See Appendix I). Dr. Davis discussed his monthly report. Dr. Davis also reported that the Youth Build survey report came back okay. They already have some of the documentation that they were requesting.

   a. **Travel Requests and Travel Reports:** No travel requests or reports at this time.

   b. **Department of Labor Update:** TMCC received notification that we received a grant for Allied Health Careers, and the first year began yesterday. This is a 5 year grant which will provide services to Health Career students. This can provide transportation funding, testing, tuition, books, and support students while doing clinicals out of town, child care assistance, and more.

   $1.6 million has been approved. $200,000 is for equipment, and $240,000 will come back to the college as an indirect cost. This could include up to 8 more staff members being hired and we would like permission to advertise for the 8 positions. (See Appendix K). Chairman Peltier asked for the motion to advertise for these positions. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.
We received notification that we received $1.3 million grant for Title III. The College requested from congress to be able to use a portion of this money for the short-fall, and this is in congress being looked at. Discussion held.

c. **Executive Assistant:** Terri Martin-Parisien has been hired on a 120 day short term contract as the Presidents Executive Assistant. Dr. Davis is requesting to offer sick and annual leave to Terri. Discussion held. The Board informed Dr. Davis that he needs to follow policy and leave will not be offered.

3. **Human Resources Report by Dr. Bill Gourneau:**

d. **Policy Comments and Policy Review.** The comments from staff/faculty were mailed out and Dr. Gourneau would like to schedule an additional meeting for policy review. The Board will be contacted once the meeting date is scheduled.

e. **New Hires:**

   1) Upward Bound Academic Advisor: The committee recommends hiring Roger Ross. Chairman Peltier asked for a motion to concur with the committee’s recommendation. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor.

   2) Academic Readiness Education Specialist: The committee recommends hiring Karen Desjarlais-Poitra. Chairman Peltier asked for a motion to concur with the committee’s recommendation. Robert Lattergrass made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

f. **Other:** None. The new positions were already presented.

   11:56 a.m. Break for lunch
   12:23 p.m. Resume from lunch

4. **Academic Dean Report by Larry Henry:**

g. **Report:** Larry reported that he has been empowered by Dr. Davis to be a liaison for the Foundation of Excellence (FoE). There are a number of steps to be followed. Surveys will be issued to faculty and students for the FoE.

   - We received $50,000 for Project Lilly which is for Language and Culture.
   - College Awareness Day is on October 8th, 2010 and should include about 180-190 high school students.
   - The Pre-Engineering grant we received will give about $198,000 per a year, and we will work with juniors and seniors in high school. Discussion held. NDSU is working on the courses, and they can possibly be taught through IVN.
   - Currently working on the Early Childhood Program (4 year) approval. We are waiting on approval from the HLC.
Wayne Sande is out ill and currently taking a leave of absence this semester. Keith Brien is working with the electrical students and should be compensated. Charles Gladue is also going to work with the students. We are looking for another person to fill the position on a full time basis until Wayne is able to return. If Wayne isn’t able to resume the position, it will be advertised.

The College Catalog is completed and needed some revisions. Once we receive the finalized copy, it will be presented to the board.

Placement testing scores were higher this semester.

We need to find instructors for Engineering.

We are working on a 4 year Fish and Wildlife degree with MSU and Dakota College.

Larry suggested that the TMCC Board be around on October 8th to assist with College Awareness Day.

5. Student Services Report by Wanda Laducer

a. Report: See Appendix L. Wanda reviewed her written report.

The annual Audit is scheduled for October 18th for the financial aid records. The Department of Education is scheduled to be on campus October 12th-14th to review the policies.

A lengthy discussion was held in reference to financial aid disbursements.

VIII. Other Business

a. Student Senate: We are working on setting a budget for activities for the students. We are currently planning Halloween activities. On Monday, surveys will be going out to students to determine what they would like for activities.

Tribal election signs have been filled with graffiti across the road. Student Senate believes that this reflects on the College and is wondering if we are able to do anything with them. They were informed that the College does not own that land. They were informed to contact the election board to see what they can do.

Smoking: Cigarette butts are all over in front of the school, and they would like to designate an area in the back of the school for the smokers. Discussion held.

Daycare: Parents state that they don’t have daycare for children and are bringing them to school with them. Discussion held. Student Senate was informed that a survey was done a few years ago, and students’ are only looking for drop-ins and a daycare will struggle with drop-ins. Possibly do another survey.

b. Chairman Peltier’s Term: Chairman Peltier is concerned that his term has expired. He feels that if any of the meetings are challenged while he is chairing the meetings, we may have
problems. The secretary informed the board that once they receive 3 applications, it will be brought back to the Board of Trustees.

IX. Next Regular Meeting: October 25, 2010 at 5:00 p.m.; TMCC Board Room

X. Adjournment: Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried. Meeting adjourned at 1:30 p.m.

Barbara Poitra, Chairperson

Jaclyn De Los Santos, Board Secretary