Turtle Mountain Community College
Regular Board of Directors Meeting
October 24, 2011
5:00 p.m.

OFFICIAL MINUTES

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

Board of Directors absent: None.

Board of Trustees Present: James Stogner, Zelma Peltier, Dwight Trottier, Elmer Davis, Jr., James Lindgren.

TMCC Employees: Jackie De Los Santos, Tracy Azure, Anita Frederick, Larry Henry, Ray Parisien, Pete Davis, Dan Henry.

I. Call to order: Chairperson Poitra called the meeting to order at 5:07 p.m.

II. Opening Prayer: Performed by Zelma Peltier.

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

IV. Approval of Agenda: Chairperson Poitra asked for changes or additions to the agenda.

Chairperson Poitra asked for a motion to approve the agenda. Anita Frederick requested to add NCA meetings to the agenda. Carla Peltier made this motion, seconded by Dr. Leigh Jeanotte. Discussion held. All were in favor. Motion carried.

V. Approval of Minutes: Chairperson Poitra asked for a motion to approve the September 21, 2011, September 24, 2011, September 28, 2011, and September 29, 2011 meeting minutes. Dr. Leigh Jeanotte made the motion to approve the minutes with the recommended changes, seconded by Carla Peltier. All were in favor. Motion carried.

Duane Poitra entered at 5:13 p.m.

VI. Old Business

a) Tuition Waivers presented by Ray Parisien: Please see Appendix A. Discussion held in reference to the reasons for tuition waivers. The basketball program was previously informed that they will be able to offer a scholarship or a tuition waiver to the students that play basketball for the College. The Board is requesting that documentation be provided in reference to tuition waivers. Dr. Leigh Jeanotte suggested going back to the other colleges which are in the same conference and bringing the information to the Board. Duane would like for the tuition waiver committee call a meeting and discuss the possibilities. Duane Poitra made a motion to table this item until the next special meeting. Carla Peltier seconded the motion. Discussion held. Tracy Azure (as acting President) has been asked to consult with Dr. Jeanotte in
reference to the tuition waiver and have information provided to the board members in one week. The meeting is scheduled for Thursday, November 3rd, 2011 at 5:00 p.m. Further discussion was held. All were in favor. Motion carried.

Ray Parisien, Pete Davis, and Dan Henry exited at 5:57 p.m.

b) P2P Update: Currently working on a memorandum of understanding so we can transfer the TMCC buildings over to P2P. During this time, P2P would need to raise the money to pay for the land prior to the buildings being moved. They are currently waiting for the legal description of the land that they wish to have access. The meetings have been very productive.

Tracy was reminded that the billing process be pushed forward for the South Campus. Letters need to be sent to the tenants in reference to the billing increases.

c) Arrowhead Printing Equipment Purchase: Kathe Zaste had previously inquired about a piece of equipment which she needed for a printer at a total cost of $17,613. TMCC will pay for the equipment now, and Arrowhead will reimburse the College. **Chairperson Poitra asked for a motion to approve the purchase. Carla Peltier made this motion, seconded by Duane Poitra. All were in favor. Motion carried.**

VII. New Business

1. **Board of Directors by Barbara Poitra:**

   a. **Retreat:** The retreat is in reference to further board training and possible policy review. The Board suggested possibly having a retreat during the summer on Board governance. Discussion held. The Board scheduled a retreat to be held on November 25th at 5:00 p.m. and November 26th at 9:00 a.m. in Grand Forks, in reference to policies and the salary schedules.

   Dwight Trottier exited at 6:46 p.m.

   b. **Falmouth Training:** There is training on December 5th and 6th in Las Vegas. Carla and Chairperson Poitra are possibly interested in attending this training. Each individual board member can decide to attend.

2. **Presidents Report presented by Tracy Azure:**

   a) **Monthly Report:** Please see Appendix B. The auditors were here last week and completed our audit. Financial aid files and fiscal files were reviewed. The audit will be provided at the Quarterly Board Meeting. Some documents were not available for the auditors.

   Dr. Davis had inquired about funding for students with a hardship waivers from the Tribal Council.
3. **Comptrollers Report by Tracy Azure**
   b) **Approval of PO's:** Construction PR for Phase I of the parking lot to VLP Developmental, LLC in the amount of $170,543.44 for second payment. The IT remodeling project payment for Pro-Mark services Inc. in the amount of $77,301.90. No motions are necessary.

4. **Human Resources Report by Dr. Bill Gourneau presented by Larry Henry**
   c) **New Hires:** Dr. Gourneau was absent from the meeting. Please see Appendix C. Dr. Leigh Jeanotte inquired about notifying applicants not for a position. The applicants should be informed whether they have been selected or not been selected. This is part of the Human Resources duties to be in contact with all applicants. In the letter it should possibly state that Dr. Davis is part of this process. Chairperson Poitras has requested that a job description be provided to the Board for the HR Director.

d) **Policy:** Please review Appendix C. This will be handled on November 25th and 26th.

5. **Academic Dean Report by Larry Henry**
   e) **Report:** Please see Appendix D. Lacey Allery will not begin until November 14th due to current employment. We have a focus visit from the ND Board of Nursing scheduled on November 1st and 2nd, 2011.

   f) **NCA All College Day Report:** The 2013-2014 self-study process began on September 23rd. Discussion held. The Board members are all assigned to committees, and the information is being provided.

6. **Student Services Report by Anita Frederick**
   g) **Report:** Please see Appendix E. Student count at 583, which is still down by about 160 FTE's. We need to determine how many students haven't paid their tuition up to this point and determine if billing has caused the FTE to go down. The students which are here at this point are serious students. We need to review the entire situation.

   Student Services has been in a lot of training in the past couple of months which has been tough on the department. Anita is confident that the staff will have the program completely utilized by pre-registration at the end of November. We also have another large part which is the budgeting portion in Jenzabar. The department has done well keeping up with training and their daily jobs. Carla would like to see more recruitment throughout the entire area, which includes St. John, Rolla, Rolette, Belcourt, Dunseith, Bottineau, etc.

VIII. **Other Business**

a) **Student Senate:** Student Senate is currently looking for some training to better the TMCCC Student Senate. It states in the handbook that students can attend school for free. Student Senate will provide this document to the Board once it is located. Next month they will have
a Thanksgiving meal, this month they have a pumpkin carving contest, costume contest, and will wear orange for bullying, tomorrow.

b) It was requested to alternate the agenda monthly. The Board concurs that the agenda will rotate on a monthly basis.

IX. **Next Meetings:**
- Regular Board Meeting: November 28, 2011 at 5:00 p.m. in the TMCC Board Room.

X. **Adjournment:** Chairperson Poitra asked for the motion to adjourn. Duane Poitra made this motion, seconded by Carla Peltier. All were in favor. Motion carried. Meeting adjourned at 7:47 p.m.

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Carla Peltier, Chairperson

Jaclyn De Los Santos, Board Secretary