Type of Meeting: Regular 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
VI. Old Business
   a) Presidents’ Evaluation Form by Dr. Jim Davis
   b) Health Cluster Change Order by Dr. Jim Davis

VII. New business
1. Presidents Report by Dr. Jim Davis
   a) Travel Request(s) and Travel Reports
   b) Turtle Mountain State Bank
   c) Basketball Program
2. Comptrollers Report by Tracy Azure
   d) PO’s
   e) Other
3. Human Resources Report by Dr. Bill Gourneau
   f) Policies
   g) New Hires
   h) Other
4. Academic Dean Report by Larry Henry
   i) Report
5. Student Services Report by Wanda Laducer
   j) Report

VIII. Other Business
   a) Student Senate

IX. Next Meeting:
   - Regular Board Meeting November 22, 2010 at 5:00 p.m. in the TMCC Board Room
   - Quarterly Board Meeting December 4, 2010 at 9:00 a.m. at Country Inn and Suites, Grand Forks, ND

X. Adjournment
Turtle Mountain Community College  
Regular Board of Directors Meeting  
October 25, 2010  
5:00 p.m.

OFFICIAL MINUTES

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

Board of Directors absent: None.

Board of Trustees Present: Dwight Trottier, Caitlin Morin, Brittany Belgarde.

Board of Trustees absent: James Lindgren, Theresa Rivard, Yvonne St. Claire, Troy DeCoteau, Janice Azure, John Frederick, David Brien.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Wanda Laducer, Irene BearRunner, Dennis Bercier, Rhonda Gustafson, Ray Parisien Sr., Sheila Trottier, Dave Ripley, Pete Davis.

Others Present: Jim “Boston” Laducer and Ghar Wiedrich.

I. Call to Order: Chairman Peltier called the meeting to order at 5:11 p.m.

II. Opening Prayer: Dave Ripley 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 change, which was to move Turtle Mountain State Bank up once they get to the meeting. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

V. Approval of Minutes: Chairman Peltier asked for a motion to approve the minutes for the October 2, 2010 meeting. Some corrections were necessary. Robert Lattergrass made the motion to approve these minutes with the necessary corrections, seconded by Barbara Poitra. All were in favor. Motion carried.

VI. Old Business:

a) Presidents’ Evaluation Form: Dr. Davis and Dr. Leigh Jeanotte are currently working to finalize the evaluation form. See Appendix A and B. It needs to be determined what content will be used by the Board to evaluate the President. Discussion held. Once the evaluation is completed, the President should be evaluated by the set date in the policy manual. Further discussion held.

Carla Peltier entered at 5:19 p.m.
Currently working on getting the organizational chart updated, which will assist with the evaluation process. Dr. Leigh Jeanotte recommends to the Board members to thoroughly look at the evaluation and make recommendations, so it may be finalized at the quarterly meeting.

b) **Health Cluster Change Order by Dr. Jim Davis and Dave Ripley:** See Appendix C. The following change orders have been requested for approval:

1. Change order for an extension to the Health Cluster. Dave Ripley received an extension from his Project Officer and is requesting the extension from the Board for Electrical Construction, General Construction, and Mechanical Construction. Chairman Peltier asked for a motion to approve this change order. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried. Barbara Poitra requested to have it noted that reason the extension previously was not given, was because it was up to them to get the project complete and put the extra hours in as necessary to get the job done on time.

2. Pre-approval for Munro Contractors to place a gutter system on the new portion of the Health Cluster building for an additional $9,775, and to stain the building for an additional $1,150. Chairman Peltier asked for a motion to approve hiring Munro Contractors. Robert Lattergrass made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Jim Laducer and Gar Wiedrich entered at 5:49 p.m.

VII. **New Business**

1. **Presidents Report by Dr. Jim Davis:** Dr. Davis discussed his monthly report.

Dave Ripley and Irene BearRunner exited at 6:07 p.m.

a. **Turtle Mountain State Bank by Jim Laducer and Ghar Wiedrich:** Dr. Davis introduced Jim (Boston) Laducer and Ghar Wiedrich from Turtle Mountain State Bank. They previously met with the Board about establishing a relationship with the bank. Jim and Ghar gave in depth information about the bank and where it currently stands.

Dr. Leigh Jeanotte made a motion that TMCC establish a relationship with Turtle Mountain State Bank where and when it is advantageous to the College. Discussion held. This can possibly be done with the vacation accounts and Santa Club to start off. Motion seconded by Carla Peltier. All were in favor. Motion carried.

Ghar and Boston exited at 6:22 p.m.

Tracy Azure can present the information at the December meeting concerning a relationship with Turtle Mountain State Bank.

b. **Travel Requests and Travel Reports:** The travel reports were sent in the meeting packets. Dr. Davis reviewed the information with the Board. Dr. Davis was informed that travel should be requested in advance rather than phone votes for all travel. A lengthy discussion was held.
Carla Peltier would like to be informed whether or not the College will benefit from the travel or not. The following information should be included with the travel requests: Title, dates, description of meeting, other people traveling, how it benefits the College. This was a consensus of the Board and Dr. Davis agreed. A majority of the travel has to do with funding. Discussion held.

**Basketball Program by Ray Parisien Sr. and Pete Davis:** See Appendix E. The men’s team has 15 players and the women’s team has 8 players. Cannot offer athletic scholarships to the students, but we would like to find another way to benefit our students. We can possibly offer a stipend for the travel. Discussion held.

Tracy Azure will determine if the students will receive a 1099 if they receive a stipend. Further discussion held. Rhonda Gustafson stated that with $45,000 that would be spent on stipends, we could use more faculty member to teach classes. Tracy was also asked to determine where the $45,000 would come from, the legality of the stipends, and how they would be able to raise $45,000 to pay the stipends.

Ray Parisien informed the Board that revenue is generated from the games, concessions have a mark-up, we can ask local businesses to purchase banners for advertisement, and we can sell apparel with the NIAC conference logo.

This should be brought back to the quarterly meeting with the requested information. Sheila Trottier questioned where the money would come from considering we are currently in deficit spending, and we are not hiring for necessary positions and each department had to cut budgets.

Ray Parisien and Pete Davis exited at 7:43 p.m.

**2. Comptrollers Report by Tracy Azure**

d. **PO’s:** Tracy requested to have purchase requisitions signed and she needs approval for the following:

1. Jenzabar maintenance agreement in the amount of $31,736.94. Chairman Peltier asked for a motion to approve this PO. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

2. Channing Bet Company in the amount of $45,975.00. Chairman Peltier asked for a motion to approve this PO. Carla Peltier made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

3. Moore Medical Corporation in the amount of $28,608.69. Chairman Peltier asked for a motion to approve this PO. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

e. **Other:** Tracy is asking for approved to set up a petty cash fund in the amount of $500 for the basketball concessions. Chairman Peltier asked for a motion to approve the petty cash fund in the amount of $500. Carla Peltier made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Dr. Carmelita Lamb, Christina James, and Jaclyn De Los Santos are requesting a $1,000 bonus for furthering their education. Dr. Leigh Jeanotte previously asked if there was funding for the
bonuses or not? The policy has recently been changed. The requests were submitted in April
prior to any policy changes. Dr. Leigh Jeanotte made a recommendation for the administration
to go back and find out if this is advantageous. Discussion held. Administration needs to go
back and look at the cost of this, see how many people received the bonus, how far back this
goes, and look at the language.

The Board requested that administration determine who else would be eligible for the degree
bonus, the cost, and bring it back to the next meeting.

Dennis Bercier exited at 8:23 p.m.

Further discussion was held. The Board informed Tracy that information shouldn’t be brought to
the board if the money isn’t available. Items should go through the budget committee prior to
coming to the board. If it doesn’t pass through the business offices approval, it shouldn’t come
to the board. Dr. Leigh Jeanotte made a motion that anything that is not part of the current
approved budget should be brought to the budget committee first, and a policy should be created
for this. Barbara Poitras seconded the motion. All were in favor. Motion carried.

Tracy will set up a spreadsheet with raise vs. bonus information for the next meeting. Dr. Leigh
Jeanotte requested a short orientation on the budget. This orientation has been scheduled for
November 10th at 5 p.m.

3. **Human Resources Report by Dr. Bill Gourneau:**
   
   f. **Policies:** Policies were reviewed today with the Board and will be sent out for the 30 day
   comment period to staff. The Service Award or Meritorious award is still in board consideration.
   Policy will be on the next agenda to finalize the changes. A lengthy discussion was held on
   years of service. This area should be extended for the comment period along with merit pay.
   
   Robert Lattergrass exited at 8:56 p.m.

   g. **New Hires:** No new hires.

   h. **Other:** None.

4. **Academic Dean Report by Larry Henry:**
   
   i. **Report:** Not present at this meeting.

5. **Student Services Report by Wanda Laducer**
   
   j. **Report:** The second financial aid disbursement is on November 19th.
   - The Department of Education has a team coming up November 9-11 to help revisit
   financial aid policies to be sure they are in line with the Department of Education’s
   regulations.
   - We will be proposing a tuition increase for next year which includes fees, student
   activities, and technology. We will do comparisons from other schools.
VIII. Other Business

a. Student Senate: Students Senate members are concerned about tuition waivers and who received them. The policy states it is only for board members, so it is for the two Student Senate which serve on the Board of Trustees.

The smoking issue still continues. They are asking to have a gazebo build and place in a designated area, and Student Senate will pay for it.

The cafeteria discussion has been held concerning the Wednesday meals. Student Senate does not want to discontinue the meals.

IX. Next Meeting: Quarterly meeting December 4, 2010 at 9:00 a.m.; Country Inn & Suites, Grand Forks, ND

X. Adjournment: Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Carla Peltier. All were in favor. Motion carried. Meeting adjourned at 9:21 p.m.

Barbara Poitra, Chairperson

Jaclyn De Los Santos, Board Secretary