

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

**Turtle Mountain Community College  
Regular Board of Directors Meeting  
April 26, 2010  
5:00 p.m.**

**OFFICIAL MINUTES**

9 **Board of Directors Present:** Ron Peltier, Dr. Leigh Jeanotte.

10 **Board of Directors absent:** Barbara Poitra, Robert Lattergrass.

11 **Board of Trustees Present:** James Lindgren, Yvonne St. Claire, Alicia Lunday, Donna Azure,

12 **Board of Trustees absent:** Theresa Rivard, Dwight Trottier, John Frederick, David Brien, Troy  
13 DeCoteau, Janice Azure.

14 **TMCC Employees:** Jackie De Los Santos, Dr. Jim Davis, Dr. Leonard Dauphinais, Dr. Bill Gourneau,  
15 Dave Ripley, Kathe Zaste, Larry Henry, Sheila Trottier, Wanda Laducer.

16 **Others Present:** none

17  
18  
19  
20  
21  
22  
23 **I. Call to Order:** Chairman Peltier called the meeting to order at 5:04 p.m.

24  
25 Jim Lindgren and Donna Azure are voting members.

26  
27 **II. Roll Call:** Jackie De Los Santos Performed Roll Call.

28 **III. Approval of Agenda:** Chairman Peltier asked for the motion to approve the agenda with  
29 changes. There were some changes, which are as follows: add: (A) Health Cluster lab contracts  
30 (construction) by Dave Ripley move all other items down on the agenda. Dr. Leigh Jeanotte  
31 made this motion, seconded by Donna Azure. All were in favor. Motion carried.

32  
33 **IV. Approval of Minutes:** Chairman Peltier asked for the motion to approve the March 26<sup>th</sup>, 2010,  
34 minutes. The following changes were necessary: line 53: s/b Munro, not Minor; line 136 should  
35 state: 30 day notice prior to reviewing the policies; line 153 should state: equipment to improve  
36 the system; line 157 should state: The PowWow will be held the afternoon of graduation. Dr.  
37 Leigh Jeanotte made the motion to approve the minutes with the corrections, seconded by Donna  
38 Azure. All were in favor. Motion carried.

39  
40 Chairman Peltier asked for the motion to approve the April 8<sup>th</sup>, 2010 minutes. No changes were  
41 necessary. Dr. Leigh Jeanotte made this motion, seconded by Donna Azure. All were in favor.  
42 Motion carried.

43  
44 **V. Old Business**

- 46 a. **Health Cluster Lab Contracts by Dave Ripley:** See Appendix A. Dave needs approval to sign  
47 the contract for the low bid for the Health Cluster Lab. The low bidders were Munro  
48 Construction, C.L. Linfoot, C. Gladue Electric, and Jiran Architects. The total cost of the project  
49 will be \$842,183. Discussion held.  
50  
51 Alicia Lunday entered at 5:13 p.m.  
52  
53 Chairman Peltier asked for the motion to approve the signing of the contract for the Health  
54 Cluster Lab. Dr. Leigh Jeanotte made this motion, seconded by Jim Lindgren. All were in favor.  
55 Motion carried.  
56  
57 Alicia Lunday is a voting member  
58  
59 Dave exits at 5:15 p.m.  
60  
61 b. **Travel Policy by Dr. Leonard Dauphinais:** The policy which has been created is not  
62 completed. Discussion held. The auditors stated we should have a travel policy in place so we  
63 have documentation to present during the audits of certain situations. All board member travel is  
64 supposed to have prior approval and all staff travel requests are supposed to be presented to the  
65 board.  
66  
67 Yvonne St. Claire entered at 5:20 p.m.  
68  
69 Dr. Dauphinais has been instructed by the board to set up a committee to approve travel and until  
70 this is completed, they are to continue approving travel with the same procedures.  
71  
72 c. **Dates of Policy Review by Dr. Bill Gourneau:** See Appendix B. Need to set up an all day  
73 meeting to review the personnel policy and to include the Administrative Council. The meeting  
74 is tentatively set for May 13<sup>th</sup>, 2010 beginning at 9 a.m., until the policy review is completed.  
75  
76 d. **Degree Driven vs. Position Driven by Dr. Bill Gourneau:** We would need to review the  
77 current salary scale and set base pays for certain degrees.  
78  
79 Sheila Trottier entered at 5:27 p.m.  
80  
81 Process should be started right away and would need to identify with education and experience.  
82 Discussion held. We currently advertise asking for a degree and experience.  
83  
84 e. **Organizational Chart by Dr. Jim Davis:** Dr. Davis will be bringing the chart to the May  
85 meeting.  
86  
87 f. **Developmental Leave Requests by Dr. Jim Davis:** Administration is currently working with  
88 staff on the policy.  
89  
90

- 91 g. **Vice President Position Update (Interviews) by Dr. Jim Davis:** Dr. Davis would like to start  
92 interviewing next week. He has received seven applications from enrolled members and the rest  
93 were not enrolled members. Dr. Davis would like to review the applications and screen the  
94 applicants. Discussion held. Chairman Peltier would like to have at least two Board of Directors  
95 members on the selection committee. Dr. Leigh Jeanotte will be on the committee. Discussion  
96 held. The recommended committee will consist of: Larry Henry, Wanda Laducer, Sheila  
97 Trottier, Dr. Leonard Dauphinais, Dr. Leigh Jeanotte, Ron Peltier, and Jim Lindgren. The  
98 committee will also be involved in the interviews.  
99

100 VI. **New Business**

101 1. **Presidents Report by Dr. Jim Davis:** See Appendix C.

- 102
- 103 a. **Bid Opening for Parking Lot Project:** Bid opening is on Thursday at 1:00 p.m. The slab will  
104 be placed on the East side of the CTE Building and should be completed this year.  
105
- 106 b. **HLC Meeting:** See Appendix C: Travel Report. Karen Solomon hasn't had the chance to  
107 completely review the packet which was issued. Larry met with Karen after a session and she  
108 was very concerned about our requests and she stated that if questions weren't answered, we may  
109 be placed on Probation. Discussion held. The accreditation is currently placed on hold for the  
110 college. Larry believes the entire institution needs to be involved. Lengthy discussion held.  
111
- 112 c. **Travel Requests:** Currently doesn't have any.  
113

114 2. **Comptrollers Report by Dr. Leonard Dauphinais:**

115

116 d. **PO's:**

- 117 1) PO for Jaelyn De Los Santos for \$1000, requesting the bonus for receiving her degree. It is  
118 included in the policy manual that if an employee receives a higher degree, they would  
119 receive a bonus of \$1000. Discussion held. Dr. Leigh Jeanotte requests to table the PO and  
120 place on the next agenda.  
121

- 122 e. **Fiscal Policies:** The fiscal policies are currently being reviewed and they will be mailed out to  
123 the board when completed. We have been receiving NSF checks from staff and students and  
124 they would like to create a policy on NSF checks.  
125

- 126 f. **Other:** See Appendix D. Will need to take \$100,000 to match this year's scholarship amount.  
127 We can take this amount from the reserve funds. Discussion held.  
128

129 We may need to request to hire some temporary employees for Arrowhead Print Shop due to  
130 possibly receiving business from Bottineau. Their Print Shop closed.  
131

132 We need to find money to cover programs once their grants have ended if we plan on keeping the  
133 programs. Vocational Rehabilitation will be run by the Tribe now; it is no longer under the  
134 college.  
135

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

137 g. **New Hires:** no new hires at this time.

138  
139 4. **Academic Dean Report by Larry Henry:** See written report provided in the board packet.

140  
141 h. **Report:** The letters have been sent out to the faculty. Zelma Peltier has given notice that she is  
142 retiring this year, so her position is being advertised and Dr. Ron Carpenter's position is being  
143 advertised.

144  
145 The academic calendar will be completed by the end of May and the catalog should be done by  
146 June. We may need to reconsider our contract with Bismarck for the Process Plant program.  
147 Discussion held. The HLC has been receiving a lot of pressure from the Department of Ed  
148 stating that they need to comply with the Department of Ed. JoAnne Blue is working on the  
149 application for the Nursing Program. There is a large concern about the percentage of students  
150 which passed their board exams on their first try.

151  
152 We need to get an assessment committee ready for the next focus visit.

153  
154 5. **Student Services Report by Wanda Laducer**

155  
156 i. **Report:** Graduation will be May 15<sup>th</sup> at 11 a.m. The board members that are planning to be  
157 here need to be a little early. The PowWow will be after graduation beginning at 1:00 p.m. We  
158 will also be having the graduation meal this year. Zelma Peltier is the guest speaker.

159  
160 Registration for summer is May 21<sup>st</sup> and classes begin on May 25<sup>th</sup>.

161  
162 VII. **Other Business**

163  
164 a. **Student Senate:** The Student Senate picnic will be Wednesday in the Student Union.

165  
166 Alicia Lunday exits at 6:46 p.m.

167  
168 b. Dr. Bill Gourneau would like approval to send out a salary notification letter to staff since they  
169 have not received contracts. We have also been doing drug tests each quarter and the company  
170 which we are working with has a drug dog that we are able to have access to.

171  
172 VIII. **Next meeting: May 24<sup>th</sup>, 2010 at 5:00 p.m.; TMCC Board Room**

173  
174 IX. **Adjournment:** Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this  
175 motion, seconded by Jim Lindgren. All were in favor. Motion carried. Meeting adjourned at  
176 6:53 p.m.

177  
178  
179 

180  
181  
182 **Ronald Peltier, Chairman**



**Jaclyn De Los Santos, Board Secretary**