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Turtle Mountain Community College
Regular Board of Directors Meeting
August 23, 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: James Lindgren, Yvonne St. Claire, John Frederick, David Brien, Coreena Patnaude, Donna Azure.

Board of Trustees absent: Theresa Rivard, Dwight Trottier, Troy DeCoteau, Janice Azure.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Dennis Bercier, Wes Davis, Kathe Zaste, Larry Henry, Anita Frederick, Wanda Laducer.

Others Present: None

I. Call to Order: Chairman Peltier called the meeting to order at 5:00 p.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 changes. The following changes were made: add: VII. 6. Presidents Evaluation Form by Dr. Leigh Jeanotte, and VIII. (b) Change Orders to the Health Cluster by Dennis Bercier. 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 June 19, 2010 meeting. Some corrections were necessary. Barbara Poitra made the motion to approve these minutes with the necessary corrections, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Chairman Peltier asked for the motion to approve the minutes for the July 26, 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.

Chairman Peltier asked for the motion to approve the minutes for the August 13, 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.

Kathe Zaste entered at 5:10 p.m.

46 Robert Lattergrass entered at 5:13 p.m.
47 Anita Frederick and David Brien entered at 5:18 p.m.

48
49 **VI. Old Business**

- 50 **a. Golf Tournament Financial Report by Anna Sarcia, reported by Dr. Jim Davis:** See
51 Appendix A. Dr. Davis reported the financial results from the Golf Tournament.

52
53 JoAnne Blue entered at 5:23 p.m.

54
55 The tournaments are intended to promote the Foundation. It needed to be advertised more
56 extensively. Discussion held. The board would like clarification on the expenses from the
57 Country Club for the golf fees. Discussion held. Dr. Davis will get further information on the
58 financial results and provide the information to the board.

- 59
60 **b. Golden Eye Technology Proposal by Wes Davis:** See Appendix B. The board had previously
61 approved another company for the security cameras; but due to the cost, they had looked into
62 different options. Golden Eye is local and is able to utilize the cameras that TMCC already has
63 and update the other equipment. Discussion held. We currently have areas in the College which
64 aren't secured due to our current system. Wes Davis is requesting that the board approve the
65 proposal from Golden Eye Technologies. Chairman Peltier asked for the motion to approve the
66 purchase of \$28,564 (purchase order) to Golden Eye Technologies. Dr. Leigh Jeanotte made this
67 motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

- 68
69 **c. CTI Security Update by Wes Davis:** We have been utilizing CTI Security for about one
70 month. We are covered for twelve hours per a day. They have been handling situations very
71 well. Discussion held. We will have a contract next month for the board to review for a one
72 year contract. The board is concerned about the security guards having access to a separate
73 computer with internet access. Possibly have the IT Department randomly review the internet
74 usage to be sure that it isn't being misused.

- 75
76 **d. Nursing Handbook by JoAnne Blue:** See Appendix C and D. The Nursing Department is
77 seeking approval for the Student Nurse Policies and Procedures Manual (Appendix C), the
78 Nursing Faculty Handbook (Appendix D), and the TMCC Nursing Organizational Chart (see
79 page 4 in the Nursing Faculty Handbook).

80
81 Wes Davis exited at 5:45 p.m.

82
83 The North Dakota Board of Nursing (NDBON) is waiting for the approved documents with dates
84 included. Discussion held.

85
86 Chairman Peltier asked for the motion to approve the Student Nurse Policies and Procedures
87 Manual. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor.
88 Motion carried.

91 Chairman Peltier asked for the motion to approve the Nursing Faculty Handbook. Carla Peltier
92 made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

93
94 Chairman Peltier asked for the motion to approve the Turtle Mountain Community College
95 Nursing Organizational Chart. Carla Peltier made this motion, seconded by Barbara Poitra. All
96 were in favor. Motion carried.

- 97
98 **e. Policies by Dr. Bill Gourneau:** The Personnel Policies that the boards have been working on
99 are currently out for the 30 day comment period for staff and faculty to review. We have
100 provided a link through our website to have access to the recommended policy changes.
101 Administrative Council will be meeting on Thursday to review the Reduction in Force (RIF)
102 Policy and the Evaluation Policy.

103
104 JoAnne Blue exited at 6:03 p.m.

105
106 Some policies within the Personnel Policies only pertain to staff and faculty, but others pertain to
107 everyone. Discussion held.

108
109 Some Fiscal Policies need to be updated. Lengthy discussion held. It is being questioned
110 whether or not a balanced budget is required to be reported. Tracy Azure informed the board
111 that this currently is not a requirement.

- 112
113 **f. Coaches by Dr. Jim Davis:** See Appendix E. Dr. Davis made a recommendation for the
114 Athletic Director (AD)/Coach position which has been advertised. Gerald Kassin is Dr. Davis'
115 recommendation for the AD and Men's Basketball Coach.

116
117 John Frederick entered at 6:23 p.m.

118
119 This position will currently be paid out of the ICCA budget. The board previously approved the
120 budget which was proposed with this position included. Lengthy discussion held. Chairman
121 Peltier asked for the motion to concur with Dr. Davis' recommendation to hire Gerald Kassin as
122 the Athletic Director and Men's Basketball Coach. Dr. Leigh Jeanotte made this motion,
123 seconded by Barbara Poitra. Further discussion was held. Four were in favor. Chairman Peltier
124 opposed. Motion carried.

- 125
126 **g. By-laws by Dr. Jim Davis:** The Board of Directors and Board of Trustees By-laws have been
127 updated and need to be approved. During the meeting on Saturday, August 21, 2010, the boards
128 agreed to approve the by-laws as written and discussed. Discussion is held about the Board of
129 Directors having telephone conferencing. The Board of Directors would like to change the
130 section to reflect that they would allow attendance for the meeting via telephone conferencing or
131 web camera's (Skype). Chairman Peltier asked for the motion to approve editing section
132 III.6.6.7 to reflect that "Regular or special meetings, may be held, by conference call, by video
133 conferencing or over the Internet through software that allows for the equivalent of video
134 conferencing." Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. A lengthy
135 discussion was held. All were in favor. Motion carried.

136

137 Chairman Peltier asked for the motion to approve the by-laws with one change.
138 The Board of Trustees exited to have a separate meeting to approve the Board of Trustees By-
139 laws.
140

141 Further discussion was held on the hire/release of the President Policy. Discussion held. We
142 should have a set evaluation process for the President. This will be presented at the end of the
143 meeting. We need to be sure that all documents are sent to the HLC for review.
144

145 The Board of Trustees entered back into the meeting. Further discussion was held on the
146 hire/release of the President Policy.
147

148 Robert Lattergrass made the motion to approve the Board of Directors By-laws as revised and
149 amended, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.
150

- 151 **h. HLC by Dr. Jim Davis:** This item was included in the By-laws discussion.
152

153 David Brien exited at 7:31 p.m.
154

155 **VII. New Business**

- 156 **1. Presidents Report by Dr. Jim Davis:** See Appendix F. Dr. Davis discussed his monthly
157 report.
158

- 159 **a. Travel Requests and Travel Reports:** No travel requests or reports at this time.
160

- 161 **b. Presidents Assistant:** See Appendix G. Dr. Davis is requesting an Executive Assistant to assist
162 in his office. This would need to come from the ICCA Budget, which was not budgeted. This
163 would be further deficit spending. This would only be a temporary position. Discussion held.
164 The current policy states that a supervisor is able to appoint a person for a 120 day contract.
165

166 Jim Lindgren exited at 7:55 p.m.
167

168 We will be receiving some funding which may be able to go toward a number of items. We
169 should be informed at the end of six months if we are going to receive this money. Discussion
170 held. Anita Frederick recommended keeping Terri as the Institutional Effectiveness Director and
171 moving her back to Student Services as Dean of Student Services, at which time Terri can do
172 other responsibilities for Dr. Davis. Further discussion held.
173

174 John Frederick exited at 8:15 p.m.
175

176 Anita Frederick exited at 8:16 p.m.
177

178 The board is wondering if short term employees come in on the salary scale. They were
179 informed that the salary is negotiated, and they are not on the salary scale. Carla Peltier feels
180 that Dr. Davis has the authority to hire a person under a 120 day short-term contract and should
181 do so. Carla Peltier made the motion that the policy is followed to appoint a person on a
182 temporary 120 day contract. Chairman Peltier asked for a second for the motion. Barbara Poitra
seconded this motion. All were in favor. Motion carried.

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- 2. **Comptrollers Report by Tracy Azure:** Dr. Leonard Dauphinais resigned from TMCC, and Tracy is the acting Comptroller.
 - c. **PO's:** All of the PO's were previously approved and only need signatures.
 - 1) Golden Eye Technologies for \$28,564
 - 2) C. Gladue Electric for \$34,022
 - 3) Vaaler Insurance for \$74,972
 - d. **Other:** No other items to report at this time.
- 3. **Human Resources Report by Dr. Bill Gourneau:**
 - e. **New Hires:**
 - 1) Anishinaube Wellness Director: The committee recommends hiring Mark Hamley. Chairman Peltier asked for the motion to concur with the committee's recommendation. Robert Lattergrass made this motion, seconded by Carla Peltier. All were in favor. Motion carried.
 - 2) Youth Build Basic Education Teacher: The committee recommends hiring JT Shining One Side. Chairman Peltier asked for the motion to concur with the committee's recommendation. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.
 - 3) Upward Bound has a position open and a committee is meeting on it currently. Dr. Gourneau is requesting a phone vote once selection is made.
 - f. **Evaluations:** See Appendix H. Dr. Davis requested that the board review the evaluation process which the evaluation committee set up. This will be brought back to the board in the future for approval. Discussion held. The instrument used in the evaluation comes from the University of Duluth, and we received approval to use it.

Robert Lattergrass exited at 8:39 p.m.
 - g. **Training:** When the retreat was done, we found that we all need training. The first semester, we would like to offer Effective Communication Training. The second semester, we will be training on the evaluation tool.
 - h. **Other:** Dr. Leonard Dauphinais resigned from his position. We need a motion from the board to accept his resignation. Chairman Peltier asked for the motion to accept Dr. Leonard Dauphinais' resignation from TMCC. Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Dr. Dauphinais' contract expired July 1, 2010, so we need the board to accept a contract from July 1, 2010 thru August 27, 2010. Chairman Peltier asked for the motion to accept a contract for Dr. Leonard Dauphinais from July 1, 2010 thru August 27, 2010. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

229 Dr. Bill Gourneau also doesn't have a current contract, but has agreed to wait until December
230 and receive what other staff members receive for an incentive. It is implied that the previous
231 contract is in place until a new contract is received.
232

233 **4. Academic Dean Report by Larry Henry:**
234

- 235 i. **TMCC 2010-11 Catalog:** We currently don't have any extra copies to issue due to the print
236 shop having problems with their printers. We will send this document out once we receive the
237 extra copies.
238
- 239 j. **Report:** We currently have 249 classes that were offered, 49 are closed, and 2 additional
240 courses were added.
241

242 One and one half years ago, we attended an NSF meeting in Washington, D.C. to work on a
243 grant from the NSF. We received a five year grant for \$197,888. This included Pre-engineering
244 and a Math Instructor position. We will be able to advertise after September 2, 2010.
245

246 **5. Student Services Report by Wanda Laducer**
247

- 248 a. **Report:** This past week, we held Orientation and Registration. The last day to add online
249 classes has been extended to Monday, August 30, 2010. The last day to add classes is Friday,
250 September 3, 2010. We currently have 644 students registered and classes started today.
251 Student Services has been extremely busy. The Student Handbook is being printed and will be
252 mailed once it is received.
253

254 Student Support Services received the funding to continue on with their program. This grant was
255 a very competitive grant, and we have been granted \$500,000 per a year. This includes the TRIO
256 program, Career Counseling, Grant Aid, and Tutoring Services.
257

258 Larry Henry exited at 8:56 p.m.
259

- 260 **6. Presidents Evaluation Form by Dr. Leigh Jeanotte:** See Appendix I, J, and K. The evaluation
261 needs to be reviewed and make necessary changes. When the evaluation is performed, it should
262 include 2-3 Directors and 2-3 Trustees. This would also need to be placed in the policy. This
263 should be proposed at the next meeting.
264

265 **VIII. Other Business**
266

- 267 a. **Student Senate:** Election signs are up for the next year for Student Senate. The elections will
268 be held until September 3, 2010. In the meantime, we are going to work on stronger attendance
269 policies for Student Senate.
270
- 271 b. **Change Orders to the Health Cluster:** See Appendix L and M. We have 2 change orders
272 which need to be approved. The first is for a water line that needs to be updated and increased in
273 size. This change order is for \$5,375 for Munro Builders. Discussion held. Chairman Peltier
274 asked for the motion to approve the change order to Munro Builders in the amount of \$5,375.

275 Dr. Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion
276 carried.

277
278 Donna Azure exited at 9:11 p.m.

279
280 The second change order is for the Health Cluster Lab Student Parking Lot. This change order is
281 in the amount of \$108,620.

282
283 Kathe Zaste exited at 9:14 p.m.

284
285 This change order extends the contract for an additional 30 days. Discussion held. It is
286 important the Health Cluster Building is done prior to the parking lot due to the need for the
287 Nursing Program.

288
289 Carla Peltier made the motion to approve change order G3 in the amount of \$108,620 for the
290 parking lot with the extended 30 days, but with the stipulation that Munro Builders complete the
291 Health Cluster Building on schedule. Chairman Peltier asked for a second on the motion. Dr.
292 Leigh Jeanotte seconded this motion. Barbara Poitra opposed. All others were in favor. Motion
293 carried.


294
295 **Other:** Dr. Bill Gourneau requested for the board to approve a Reverse Osmosis System for the
296 Board Room. Chairman Peltier asked for the motion to approve the purchase of a Reverse
297 Osmosis System for use in the Board Room. Barbara Poitra made this motion, seconded by Dr.
298 Leigh Jeanotte. All were in favor. Motion carried.

299
300 **IX. Next Quarterly Meeting: September 25, 2010 at 9:00 a.m.; TMCC Board Room**

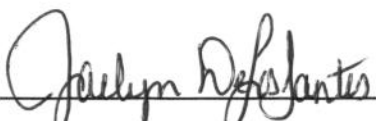
301
302 **X. Adjournment:** Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this
303 motion, seconded by Barbara Poitra. All were in favor. Motion carried. Meeting adjourned at
304 9:26 p.m.

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Ronald Peltier, Chairman



Jaclyn De Los Santos, Board Secretary

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