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**Turtle Mountain Community College
Regular Board of Directors Meeting
January 29, 2011
9:00 a.m.**

OFFICIAL MINUTES

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

Board of Directors absent: Carla Peltier.

Board of Trustees Present: Dwight Trottier, Yvonne St. Claire, Zelma Peltier, Brittany Belgarde.

Board of Trustees absent: Theresa Rivard, John Frederick, Caitlin Morin, James Lindgren, David Brien, Elmer Davis, Jr.

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

I. **Call to order:** Chairperson Poitra called the meeting to order at 9:12 a.m.

II. **Opening Prayer:** Performed by Chairperson Poitra.

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

IV. **Approval of Agenda:** Chairperson Poitra asked for any changes or additions. There was a request to add executive session and discuss former student request during that time. This was added under VIII. Other Business "B". Chairperson Poitra asked for the motion to approve the agenda with the addition and change. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. All were in favor. Motion carried.

V. **Approval of Minutes:** Chairperson Poitra asked for the motion to approve the December 4th, 2011 and December 9th, 2011 minutes. Dr. Leigh Jeanotte made the motion to approve the minutes with the recommended changes, seconded by Duane Poitra. All were in favor. Motion carried.

VI. **Old Business**

a) **Auditors by Tracy Azure:**

- The auditors are unable to attend the meeting as it is taking longer due to a change in the accounting process. They are currently waiting for some further documentation. Discussion held.
- Dr. Bill Gourneau entered at 9:20 a.m.

b) **Other Concern Topics by Dr. Leigh Jeanotte and Duane Poitra:**

- The major item of concern is in reference to staff negotiating their salaries with the Board of Directors. Dr. Leigh Jeanotte feels the President should be able to negotiate with the staff. Discussion held.
- Zelma Peltier, Tribal Liaison entered at 9:27 a.m.
- Brittany Belgarde entered at 9:30 a.m.
- Further discussion held about salary negotiations. Dr. Davis feels that he should be able to negotiate with the Vice President, Human Resource Director, and Comptroller. He would like to be involved. The policy process can be amended to allow the President of TMCC to be involved in the process.
- Duane Poitra inquired about the process of advertising for a Vice President. Dr. Davis informed the Board that due to the budget and transition, the position was not filled due to budget concerns. Discussion held. Dr. Davis feels that he does need a Vice President to handle the duties that Terri Martin-Parisien is covering at this time. In March, Dr. Davis will bring forward information on the Vice President.
- Kathe Zaste entered at 9:37 a.m.
- Dr. Leigh Jeanotte would like to make a recommendation that at the March meeting, that negotiations, budget, and positions be discussed. Duane strongly feels that we could use the assistance from a Vice President. Duane feels there should be a special meeting on this agenda item. This meeting will be scheduled for Saturday, March 26th, 2011 at 9:00 a.m. The Quarterly Board of Directors meeting is changed to March 19th, 2011 at 9:00 a.m.
- Robert Lattergrass entered at 9:42 a.m.

VII. New business

1. Resolutions by Duane Poitra

- Approval of checks per a phone call was discussed. Duane is not comfortable with approving PO's without a signature. Duane would feel more comfortable providing his signature when approving PO's. Dr. Leigh Jeanotte would like detailed budget information with all money requests. Consider developing a funding request form that can be completed and filed. Discussion held. Dr. Davis will draft a resolution and provide a copy to the board members. Tracy Azure already has a form which is used in the travel committee; she will amend this form for this purpose.

2. Quarterly Board Meeting Agenda Items by Carla Peltier

- Carla is not present at the meeting, but she had previously mentioned in a meeting that she would like to have the quarterly meetings set up for specific topics, rather than monthly reports.
- Dr. Davis will bring this request to the administrative council and try to have some dates set up and brought back to the Board.

3. Board of Trustee Meetings by Robert Lattergrass

- Robert Lattergrass has a concern about the Board of Trustees meetings that are held and the Board of Directors not being notified. Yvonne St. Claire asked that Wanda Laducer contact Jackie De Los Santos and provide her with the information about the board meetings. Jackie will contact the Board of Directors.

4. Presidents Report by Dr. Jim Davis

- a) Travel Budget and Travel Reports:** See Appendix A. Dr. Davis informed the Board of the travel that he has taken December through January. Discussion held. Chairperson Poitra feels that it would

84 be beneficial to get our students and the public involved in contacting the Legislature to assist in
85 passing bills. A lengthy discussion was held concerning language and culture. **Robert Lattergrass**
86 **made the motion that Board of Directors of TMCC encourages the Tribal Council to pass a**
87 **resolution to preserve the languages and cultures from pre-school through higher education.**
88 **The college will offer assistance to the Tribal Council in the wording of the resolution. Dr.**
89 **Leigh Jeanotte seconded this motion. All were in favor. Motion carried.**

90 Robert Lattergrass would like a member from the Board of Directors or Board of Trustees to attend
91 the meeting on February 14th, 2011 in Washington D.C. with Dr. Davis. Travel would involve
92 leaving on a Sunday and returning Friday afternoon.

93
94 Chairperson Poitra inquired about Dr. Davis' travel budget documentation. No documentation
95 provided at this time.

96
97 Chairperson Poitra requested to break at 10:38 a.m.

98 Chairperson Poitra resumed the meeting at 10:47 a.m.

99
100 **b) P2P:** Joey Eltobgi and Lyle Poitra requested to speak with the Board about the Keystone Project.
101 What they are requesting is to renovate downtown and put businesses on Main Street. TMCC cannot
102 afford to lose the three businesses that TMCC has located at the South Campus. The P2P Board
103 would like to meet with the TMCC Board. They would like to consider moving the businesses to
104 other locations. Dr. Davis recommends having a meeting with P2P. Tracy Azure can send a packet
105 of information to the Board members in reference to renting out the College's buildings to other
106 organizations. Kathe Zaste feels that if Arrowhead Printing is relocated outside of town, it would
107 financially burden them. Dr. Leigh Jeanotte would like Dr. Davis and the administrative council to
108 provide recommendations to the Board. Dr. Davis will set up a meeting time with P2P at a later date,
109 in the afternoon.

110
111 **c) The Foundation (Anna Ross):** Anna Ross will provide an update on the Foundation. This is a
112 donor funded foundation. We are currently following the protocol that is setup for the College. The
113 Foundation is having a meeting in Washington D.C. to have a follow up meeting. We currently have
114 about 500 names and addresses of possible donors. We currently have about 20 staff members that
115 donate to the Foundation. It is important that the staff also donate to the Foundation showing that
116 they have an interest in the College. This is donor advised giving, which allows the donors to choose
117 how they would like the money used. Lengthy discussion held. Chairperson Poitra would like the
118 Board of Directors to be involved in this meeting, along with the Board of Trustees. Tracy will get a
119 report for the board members in reference to the balance in the Foundation donation account.

120
121 Anna Ross exited at 11:42 a.m.

122
123 **d) Trading Post:** The project has all been approved but is delayed until spring for the construction.
124 USDA has been contacted for the change order. A pre-construction meeting was held and a request
125 was made to have a new date set to begin construction again. They requested an extension until May
126 15, 2011. Rural Development approved the changes. The project should be completed in September.
127 Chairperson Poitra stated that she would like this project completed in September with no further

128 extensions. The dollar amount of this project will not be increased. At the last meeting, the Board
129 had not approved this change order. Dr. Davis informed the Board that he had approved the change
130 order. The deadline date is September 12, 2011. Lengthy discussion held.

131 **Chairperson Poitra asked for a motion to approve the change order for an extension on the**
132 **project to begin on May 15, 2011 and project completion date is September 12, 2011. Robert**
133 **Lattergrass made this motion, seconded by Duane Poitra. All were in favor. Motion carried.**
134

- 135 e) **Former Student Request:** This item will be discussed in VIII. Other Business, B. Executive
136 Session.

137
138 **5. Comptrollers Report by Tracy Azure**

- 139 f) **PO's:** The following PO's need signatures: CL Linfoot for \$23,196.20 final payment; sixth Munro
140 Contractors payment for \$95,744; fifth payment to CL Linfoot \$20,682.90.

141
142 **Goldeneye for technology updates \$45,956.95. Money will come from an endowment account**
143 **for Anishinabe and this is included in the budget. Dr. Leigh Jeanotte made the motion to**
144 **approve this PO, seconded by Robert Lattergrass. Discussion held. All were in favor. Motion**
145 **carried.**
146

- 147 g) **Other:** none

148
149 **6. Human Resources Report by Dr. Bill Gourneau**

- 150 h) **New Hires:** Please see Appendix B. Other positions will be filled next week.

- 151
152 i) **Policy Manual:** See Appendix C. The policy manual will be posted on the website in a user friendly
153 manner. The Board of Directors and Board of Trustees by-laws still need to be finalized and
154 approved. The Boards are currently waiting for approval from HLC on their specific by-laws prior to
155 approving them. When making a motion and the board approves the motion, the ruling stands at that
156 point in time.

- 157
158 j) **Other:** TMCC needs to be sure that all documents that come from TMCC have our trademark on it.
159 Advertising, letters, posters, etc. should have the trademark or watermark. Also have a common color
160 throughout the document.

161
162 Dennis Bercier exited at 12:55 p.m.

163
164 **Dr. Leigh Jeanotte made a motion that the TMCC logo trademark be placed on all publicized**
165 **TMCC documentation with appropriate colors. This motion was seconded by Robert**
166 **Lattergrass. All were in favor. Motion carried.**
167

168 Larry Henry is going to take the introduction of the policy manual to administrative council and make
169 recommended changes, at which time, he will bring it back to the Board.

170
171 Policy review should be handled in an annual retreat, scheduled for a special time.
172

173 7. Academic Dean Report by Larry Henry

174 k) **Report:**

- 175 • We finished the third week of classes with 242 courses being offered this semester of which 46
176 courses were full and closed. We couldn't add any more students. We cancelled 6 courses which
177 either didn't have any students enrolled, or there were only one or two enrolled. Sandi LaRocque
178 will be back this semester, along with Wayne Sande. Wayne will be here only on a part-time
179 basis this semester. The librarian moved to Arrowhead printing.
- 180 • The library is currently under construction to add additional offices for Project CHOICE. We had
181 the first meeting for the Foundations of Excellence with the staff and faculty yesterday.
- 182 • AIHEC will be held in Bismarck, North Dakota April 16-19, 2011. Larry Henry suggests that the
183 Board members should attend if they are able to.
- 184 • Native Ways Of Knowing is in the extension year and will be completed in September. The
185 Department of Labor grant is completed on March 31st, and they have four faculty members
186 under that specific grant. FIPSE grant received an extension.

187
188 8. Student Services Report by Wanda Laducer

- 189 l) **Report:** The final count is 682 for the spring semester. Some students were administratively
190 withdrawn. Upward Bound has the Youth Leadership conference going on today. Summer session
191 dates are June 6th through July 15th. Funding ends this year and will be looking for further funding.
192 The first financial aid disbursement for the spring semester will be next Friday. February 8th, we have
193 financial aid night at the high school. This includes seniors and their parents. February 13th, we will
194 be hosting College Goal Sunday at the College. Currently waiting for two positions to be filled in the
195 department.

196
197 VIII. Other Business

- 198 a) **Student Senate:** There are three new members on Student Senate this semester. Student Senate will
199 be attending the meeting in Washington D.C. with Dr. Davis. They are planning a winter celebration,
200 which will be art or ice sculptures. They are also going to show recognition to the basketball team.
201 Student Senate may have the new logo brought to the next monthly meeting.
- 202
203 b) **Executive Session:** Chairperson Poitra asked to enter into executive session at 1:27 p.m. The
204 meeting reconvened at 2:04 p.m.

205
206 IX. Next Meeting:

- 207 ■ Regular Board Meeting February 28, 2011 at 5:00 p.m. in the TMCC Board Room.

- 208
209 X. Adjournment: Chairperson Poitra asked for the motion to adjourn. Robert Lattergrass made this
210 motion, seconded by Duane Poitra. All were in favor. Motion carried. Meeting adjourned at 2:04
211 a.m.

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215 **Barbara Poitra, Chairperson**



Jaelyn De Los Santos, Board Secretary