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**Turtle Mountain Community College  
Special Board of Directors Meeting  
June 23, 2011  
11:00 a.m.**

**OFFICIAL MINUTES**

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

**Board of Directors absent:** Robert Lattergrass, Carla Peltier.

**Board of Trustees Present:** none.

**Board of Trustees absent:** John Frederick, Dwight Trottier, James Lindgren, Brittany Belgarde, Elmer Davis, Jr., Zelma Peltier, David Brien, Caitlin Morin, Theresa Rivard, Yvonne St. Claire.

**TMCC Employees:** Jackie De Los Santos, Tracy Azure, Dr. Jim Davis, Larry Henry, Dave Ripley, Dr. Bill Gourneau, Sheila Trottier.

I. **Call to order:** Chairperson Poitra called the meeting to order at 11:17 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 the motion to approve the agenda. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

V. **New Business:**

a) **IT Construction Project by Dave Ripley:**

- This project is funded strictly under Title III. There are two construction projects which will occur with this funding. Dave is asking for the Board to approve the AIA document if the bid is lowered to \$320,000 from Pro Mark. Please see appendix A. Discussion held. Chairperson Poitra asked for the motion to approve the AIA document if the bid is offered at \$320,000 with a maximum bid of \$324,000. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. Discussion held. All in favor. Motion carried.

b) **Rental Agreements by Dr. Jim Davis:**

- In a previous meeting, it was approved by the Board to charge \$7 per square foot at the South Campus. Please see appendix B. Administrative Council has discussed the fee and cannot come to an agreement. Some renters will not be able to afford the full amount. A lengthy discussion held. Duane believes that Dr. Davis should negotiate with the renters.

42 **Duane Poitra made a motion to continue with the \$7 per square foot, and Dr. Davis**  
43 **negotiates with the renters as necessary. Dr. Leigh Jeanotte seconded the motion.**  
44 **All were in favor. Motion carried.**  
45

46 **c) Purchase Requisitions by Tracy Azure:**

47 The following purchase requisitions need to be approved:

- 48 • Connecting Point Computer Center for the purchase of computers in the amount of  
49 \$15,860 and \$14,640, which total over \$20,000 from the MSEIP grant.
- 50 • Network Center Incorporated for the purchase of IT equipment in the amount of \$40,677  
51 MSEIP grant.
- 52 • Jiran Architects and Planners for the Architect fee for the IT remodeling project in the  
53 amount of \$22,258 from the Title III grant.
- 54 • Hewlet Packard for the purchase of computers through the FIPSE grant in the amount of  
55 \$26,840.
- 56 • Apple Inc. for purchase of computers through the FIPSE grant in the amount of \$21,637.
- 57 • Pocket Nurse for the purchase of nursing supplies with a total of \$22,843 from the FIPSE  
58 grant.

59 **Chairperson Poitra asked for the motion to approve the above requested purchase**  
60 **requisitions. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. All were in**  
61 **favor. Motion carried.**  
62

63 Duane inquired about getting linked with a computer sale program. Dr. Davis will contact a  
64 person which can assist in getting some information on this suggestion. This could possibly be  
65 set up through Arrowhead printing.  
66

67 **d) Budget by Dr. Jim Davis:**

- 68 • The budget committee has been working on the budget since late last fall and looking  
69 back at the budgeting process for the past few years. Please see appendix C. A lengthy  
70 discussion was held in reference to the budget. **Duane Poitra made the motion to**  
71 **approve the budget with the 3% salary increase and to include the \$279,000**  
72 **anticipated rental income. Dr. Leigh Jeanotte seconded the motion. A lengthy**  
73 **discussion was held. Dr. Davis asked to clarify that the bottom line in the budget**  
74 **needs to stay in the positive; otherwise, if we need to overspend in a particular area,**  
75 **it is at the discretion of the President. All were in favor. Motion carried.**
- 76 • Chairperson Poitra asked for the motion to advertise for the following positions:  
77     ▪ Comptroller  
78     ▪ Vice President

79 Duane requested to see the position descriptions prior to advertising. *The listed positions*  
80 *are negotiated positions. They are to be negotiated with the President then brought*  
81 *forward to the Board.*  
82


- 83 • The Presidents' evaluation needs to be completed soon.
- 84 • Chairperson Poitra's term is up this year.
- 85 • **Chairperson Poitra asked for the motion to move our salary to follow the fiscal year**  
86 **from July 1<sup>st</sup> to June 30<sup>th</sup>. Duane Poitra made this motion, seconded by Dr. Leigh**  
87 **Jeanotte. All were in favor. Motion carried.**

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**VI. Next Meeting:**

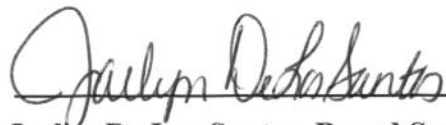
- Quarterly Board Meeting July 6, 2011 at 11:00 a.m. in the TMCC Board Room.

**VII. Adjournment: Chairperson Poitra asked for the motion to adjourn. Duane Poitra made the motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. Meeting adjourned at 1:05 p.m.**



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**Barbara Poitra, Chairperson**



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**Jaclyn De Los Santos, Board Secretary**