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**Turtle Mountain Community College
Regular Board of Directors Meeting
March 26, 2011
9:00 a.m.**

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OFFICIAL MINUTES

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

Board of Directors absent: None.

Board of Trustees Present: Yvonne St. Claire, Dwight Trotter, Brittany Belgarde, Zelma Peltier, Theresa Rivard, James Lindgren.

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

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Wanda Laducer, Larry Henry, Irene Bear Runner, Dennis DeCoteau, JoAnn Blue, Wes Davis, Dr. Carmelita Lamb, Dennis Bercier.

I. Call to order: Chairperson Poitra called the meeting to order at 9:08 a.m.

II. Opening Prayer: Performed by Zelma Peltier.

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

IV. Approval of Agenda: Chairperson Poitra asked for changes or additions to the agenda. Chairperson Poitra asked for the motion to approve the agenda with recommended changes. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

V. Approval of Minutes: Chairperson Poitra asked for a motion to approve the February 28, 2011, March 3, 2011, and March 19, 2011 meeting 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. Program Directors Reports:

- **Upward Bound presented by Dennis DeCoteau:** See Appendix A. We are currently in the third year of the program and the program funding will be completed in November. Since the date the report was provided to the Board, we have obtained three more students. The program currently has weekend academies once per month, and a 6 week program during the summer. Discussion held.

Jim Lindgren entered at 9:22 a.m.

Dennis DeCoteau exited at 9:26 a.m.

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- **Project CHOICE presented by Irene Bear Runner:** See Appendix B. Choosing Health Opportunities for Indian Career Enhancement (CHOICE). The grant is designed to assist TANF students and low income students to move off assistance and work towards careers in the health field. Local hospitals and clinics are involved in the program for students to attend clinical rotations in different locations. Discussion held.

50 Robert Lattergrass entered at 9:30 a.m.

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52 Robert Lattergrass recommended that Irene Bear Runner set up a meeting with the Tribal Council to work with them for assistance with the program.

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55 Wes Davis entered at 9:36 a.m.

56 Dr. Carmelita Lamb entered at 9:38 a.m.

57 Steve DeCoteau entered at 9:41 a.m.

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- **LPN Program presented by JoAnn Blue:** See Appendix C. The LPN program began in January with approval from the North Dakota Board of Nursing (NDBON). The students are currently in hospital settings performing clinical rotations (mostly observing at this point). Discussion held.

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64 Irene Bear Runner exited at 9:50 a.m.

65 JoAnn Blue exited at 10:03 a.m.

66 Dennis Bercier entered at 10:03 a.m.

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- **Secondary Science/Elementary Ed presented by Dr. Carmelita Lamb:** See Appendix D. Teacher Ed is an established program in the College. May 2010 had the largest Teacher Ed graduating class. Secondary Science is becoming highly competitive and jobs are more competitive. We are still awaiting approval from the HLC regarding the Early Childhood program. We have been advertising in the community for current teachers to fulfill their endorsement at TMCC this summer. Discussion held.

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75 Dr. Carmelita Lamb exited at 10:28 a.m.

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- **Facilities presented by Wes Davis:** See Appendix E. Had a lot of work this past winter. We are currently shorthanded in the maintenance area. Wes is requesting one more individual in his area to handle excess work that has been added due to the addition of buildings. Discussion held.

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82 Wes Davis exited at 10:50 a.m.

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- **Student Support Services presented by Steve DeCoteau:** See Appendix F and G. We offer our services to 200 students, which includes tutoring services. We try to retain as many students as possible. Discussion held. We currently have space in the Student

87 Union for students to study and have access to computers. The math lab doesn't have
88 enough space for all the students that need assistance.

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90 Steve DeCoteau exited at 11:05 a.m.

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92 **VII. New business**

93 **1. Presidents Report by Dr. Jim Davis:** See Appendix H.

94 **a) Travel Reports:**

- 95 1) March 7-8: traveled to Bismarck to testify on HB-1363;
96 2) March 13-15: Minot State University to attend the third of four Energy Symposiums;
97 3) March 16-18: meetings in reference to the Foundation, and to meet with the new
98 President at NDSU.
99 4) Robert Lattergrass inquired about the travel to Chicago for the HLC. Barbara Poitra will
100 be traveling for the Board, along with TMCC staff and administrators.

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102 **b) HB 1363:** The bill will go to the full Senate for the vote. We will know the amount TMCC
103 will get for FY2012 for our budget.

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105 **c) Infrastructure Project Update:** Trying to get in contact with Keplin's Construction to
106 attempt to have the project started earlier than planned (possibly in April). Bid opening for
107 the parking lot project are around April 21st. This will go out for bids on Monday, March
108 28th.

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110 With the recent expansion of IT, we are going to use some classroom space to relocate them.
111 Anishinabe would like to expand the kitchen so they will be able to utilize the area for
112 classroom and for the canning courses.

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114 **d) Oral/Written Report:** Dr. Davis reviewed his monthly report. The budget committee has
115 begun meeting two times a week to attempt to get the budget finalized. The Foundations of
116 Excellence is going well, and the committee is meeting weekly. Discussion held.

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118 Robert Lattergrass has been appointed to be a member of the P2P project committee.

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120 Duane Poitra is asking that a recommendation be brought to the next budget meeting in
121 reference to the expenses for the South Campus, along with salary information with job
122 descriptions listed, and the issue of some staff not working the expected 40 hours a week.
123 This will be brought to the budget meeting on April 14th.

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125 Carla Peltier inquired about Turtle Mountain State Bank removing the fee for the TMCC
126 account as it doesn't seem feasible for the bank to charge a fee to have our money there.
127 Also, Carla inquired about the billing and tuition and fees proposal. Wanda Laducer will
128 report on the billing issue during her report.

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2. Comptrollers Report by Tracy Azure

- e) **PO's:** Jenzabar training package is at a cost of \$33,760. This activity is overspending the staff development line item, but savings in the travel line item will cover the cost.
Chairperson Poitra asked for the motion to approve the purchase order for Jenzabar in the amount of \$33,760. Discussion held. Carla Peltier made this motion, seconded by Duane Poitra. All were in favor. Motion carried.

- f) **Other:** We received our check from Munich State Bank in the amount of about \$154,000 for the account which we closed. The account was previously known as a legal defense account. The money is going to be put in Turtle Mountain State Bank. Tracy inquired how the Board would like to invest the money. Lengthy discussion held. It is suggested that Tracy look at an investment plan for the money. For the current time, the money will be deposited into Turtle Mountain State Bank.

3. Human Resources Report by Dr. Bill Gourneau presented by Dr. Davis

- g) **New Hires:** See Appendix I for new hires. The vacancies should all be filled except one or two positions.
- h) **Policies:** See Appendix J. The evaluation process for new hires had omitted wording. Dr. Gourneau will be placing this in the policy manual as previously approved.

Probationary area had an omitted area also. In annual leave it should also have item: 13.0020.4 states employees on probation will accumulate Annual leave; but are not eligible to use annual leave until the probationary period is completed. Barbara Poitra asked for the motion to add this section into annual leave. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. Discussion held. Dr. Leigh Jeanotte amended his motion to also state that he would like it surveyed to determine if it is an issue. Upon roll call, Carla Peltier, Robert Lattergrass, and Barbara Poitra opposed. Motion died. **Duane Poitra made the motion to remove section 12.0010.12 from sick leave, which states Employees on probation will accumulate sick leave; but are not eligible to use sick leave until the probationary period is completed. Robert Lattergrass seconded this motion. Dr. Leigh Jeanotte opposed. Motion carried.**

Dr. Bill Gourneau still has policies that need to be approved, which includes the developmental leave policy and the evaluation of the President.

The by-laws for the Board of Directors and Board of Trustees have not been updated on the website. The original copies need to be provided to Tracy Azure. A lengthy discussion was held.

Theresa Rivard exited at 1:07 p.m.
Yvonne St. Claire exited at 1:10 p.m.

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4. Academic Dean Report by Larry Henry

i) **Report:** See Appendix K, L, and M.

- Larry works closely with program directors to be sure everything is going smoothly.
- We had a cultural day yesterday and this will continue on through the next 8 weeks. We had a good turnout for the day.
- AIHEC is April 16th-19th. The final agenda should be available soon, but Saturday evening we provide the opening session.
- The letter of intent is ready for the faculty. This is the intent for faculty to return for the next year. **Chairperson Poitra asked for the motion to approve the Letters of Intent. Duane Poitra made this motion, seconded by Carla Peltier. All were in favor. Motion carried.**
- See Appendix M. Rhonda Gustafson requested developmental leave. Sheila Trottier, Larry Henry, and Dr. Jim Davis approved the request for developmental leave. Carla Peltier requested that a document be created with a template for the supervisors to sign off on. **Chairperson Poitra asked for a motion to approve Rhonda Gustafson's request for developmental leave. Carla Peltier made this motion, seconded by Duane Poitra. All were in favor. Motion carried.**

5. Student Services Report by Wanda Laducer

j) **Report:**

- Last day to drop is Thursday, March 31st. Retention staff will be contacting students to drop the classes for the students which have not been attending classes.
- Finals week is May 5th, and graduation is scheduled for May 14th.
- Tuition committee has been meeting every Monday. After conducting a large amount of research, we determined that a large amount of our write-offs is due to part-time students. We need to determine a way to begin billing students or increasing tuition. The committee doesn't feel that increasing tuition will benefit us at this time. A lengthy discussion held.


VIII. Other Business

- a) **Student Senate:** On April 27th, 2011 at 12:00 p.m., they will be having an Easter meal and giving recognition to the basketball team.


IX. Next Meetings:

- Special Board of Directors Meeting: April 14, 2011 at 5:00 p.m. in the TMCC Board Room
- Regular Board Meeting: April 26, 2011 at 5:00 p.m. in the TMCC Board Room

210 X. **Adjournment:** Chairperson Poitra asked for the motion to adjourn. Duane Poitra made
211 this motion, seconded by Robert Lattergrass. All were in favor. Motion carried. Meeting
212 adjourned at 1:47 p.m.
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218 **Barbara Poitra, Chairperson**



Jaclyn De Los Santos, Board Secretary