



# Turtle Mountain Community College

P.O. Box 340  
Belcourt, North Dakota 58316  
Telephone: (701) 477-7862  
Fax: (701) 477-7870

Turtle Mountain Band  
Of  
Chippewa Indians  
•  
Charter Member  
American Indian  
Higher Education  
Consortium

## Meeting Agenda

October 2, 2010

9:00 a.m.

Type of Meeting: Quarterly Board of Directors Meeting  
Meeting Facilitator: Chairman Ronald Peltier  
Invitees: Board of Directors, Board of Trustees, Administration

- I. **Call to order**
- II. **Opening Prayer**
- III. **Roll call**
- IV. **Approval of Agenda**
- V. **Approval of Minutes**
  1. **Comptrollers Report by Tracy Azure**
    - a) Acting Comptrollers Transition
    - b) PO's
    - c) Other
- VI. **Old Business**
  - a) Presidents' Evaluation Form by Dr. Leigh Jeanotte
  - b) Coaches by Chairman Ronald Peltier
  - c) CTI Security Update by Wes Davis
  - d) By-laws by Dr. Jim Davis
- VII. **New business**
  2. **Stipends by Barbara Poitra**
  3. **Presidents Report by Dr. Jim Davis**
    - d) Travel Request(s) and Travel Reports
    - e) Department of Labor Update
    - f) Executive Assistant
  4. **Human Resources Report by Dr. Bill Gourneau**
    - g) Policy Comments
    - h) Policy Review
    - i) New Hires
    - j) Other
  5. **Academic Dean Report by Larry Henry**
    - k) Report
  6. **Student Services Report by Wanda Laducer**
    - l) Report
- VIII. **Other Business**
  - a) Student Senate
- IX. **Next Meeting:**
  - Regular Board Meeting: October 25, 2010 at 5:00 p.m. in the TMCC Board Room
- X. **Adjournment**

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**Turtle Mountain Community College  
Quarterly Board of Directors Meeting  
October 2, 2010  
9:00 a.m.**

**OFFICIAL MINUTES**

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**Board of Directors Present:** Ron Peltier, Dr. Leigh Jeanotte, Barbara Poitra, Robert Lattergrass.

**Board of Directors absent:** Carla Peltier.

**Board of Trustees Present:** Yvonne St. Claire, Dwight Trottier, Janice Azure, Brittany Belgarde.

**Board of Trustees absent:** James Lindgren, Theresa Rivard, Troy DeCoteau, John Frederick, David Brien, Caitlin Morin.

**TMCC Employees:** Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Wes Davis, Kathe Zaste, Larry Henry, Larretta Hall, Wanda Laducer.

**Others Present:** None

**I. Call to Order:** Chairman Peltier called the meeting to order at 9:14 a.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 requested changes. The following changes were made: move Comptrollers Report in front of Old Business and Add: Executive Assistant to the Presidents Report. 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 August 13, 2010, August 18, 2010, August 21, 2010, August 23, 2010, August 26, 2010, August 30, 2010 5 p.m., August 30, 2010 7 p.m., September 7, 2010 and September 22, 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.

Bill Gourneau entered at 9:22 a.m.

**Comptrollers Report by Tracy Azure**

1. Tracy reported that Dustin Zaste resigned, and they are currently advertising for that position.
2. (See Appendix A and B). Tracy presented the June 30, 2010 income statement and Profit and Loss Statement from Arrowhead Printing. Arrowhead Printing pays back all wages and fringe benefits that they are able to.
3. (See Appendix C). The cafeteria is still running in the red. In June, the Board approved \$25,000 to go to the cafeteria to supplement the budget. They are almost at the point of

46 already spending the \$25,000. Discussion held. The Board offered some ideas to assist the  
47 cafeteria with profits (possibly raise some of the prices, offer discounted meals such as  
48 Sloppy Joes or hot dogs, customer service needs to be improved).

49  
50 Kathe Zaste entered at 9:42 a.m.

51  
52 Create a survey to determine what the students want and report back in December on this  
53 item. Include questions about hours, customer service, price, food, etc.

- 54  
55 **(A)** Acting Comptrollers Transition: Need to get board approval to transition Tracy as the acting  
56 comptroller. Chairman Peltier asked for this motion. Dr. Leigh Jeanotte made this motion,  
57 seconded by Barbara Poitra. All were in favor. Motion carried.

58  
59 Tracy also needs to be added to Guardian and remove Dr. Leonard Dauphinais. Chairman  
60 Peltier asked for this motion. Barbara Poitra made this motion, seconded by Dr. Leigh  
61 Jeanotte. All were in favor. Motion carried.

62  
63 A corporate resolution is also necessary to remove Dr. Leonard Dauphinais from the  
64 capabilities of transferring funds and Tracy needs to be added. Tracy is also requesting to  
65 have Debbie Peltier and Shirley LaFromboise added as signers to stop payments on checks.  
66 Dr. Leonard Dauphinais also needs to be removed from the investment accounts and Tracy  
67 added. Chairman Peltier asked for the motion to approve Tracy's request. Dr. Leigh  
68 Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion  
69 carried.

70  
71 Tracy is also requesting board approval to transfer \$100,000 from the Coll Investment  
72 account to the Johnson Scholarship Endowment. Scholarships for the Johnson Scholarship  
73 come from the Endowment Interest Account. Chairman Peltier asked for this motion. Dr.  
74 Leigh Jeanotte made this motion, seconded by Barbara Poitra. All were in favor. Motion  
75 carried.

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77 **(B)** CTE Request: CTE is currently working on a project to build houses to be sold. CTE needs  
78 \$100,000 to transfer from the General Account to a project account to purchase materials to  
79 build the house. Once the house is sold, the money will be placed back into the account.  
80 Discussion held.

81  
82 Alta Bruce entered at 10:00 a.m.

83  
84 Chairman Peltier asked for the motion to approve the transfer of \$100,000 to a project  
85 account for CTE. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All  
86 were in favor. Motion carried.

- 87  
88 **(C)** PO's: Tracy Azure is requesting approval for two purchase requisitions, which are for  
89 Hewlett Packard for \$78,372 and Hill Ron Company for \$21,000. Chairman Peltier asked  
90 for the motion to approve the PO requests. Barbara Poitra made this motion, seconded by  
91 Robert Lattergrass. All were in favor. Motion carried.

- 92 VI. **Old Business**
- 93 a. **Presidents' Evaluation Form by Dr. Leigh Jeanotte:** (See Appendix D, E, F). Dr. Jeanotte
- 94 feels that Dr. Davis needs to have time to review the documents prior to the Board approving
- 95 them. This item is being tabled until Dr. Davis has time to review the documents.
- 96
- 97 b. **Coaches by Chairman Peltier:** The coaches signed their agreements yesterday for the season.
- 98 The Athletic Director came on board on September 20, 2010, which is Ray Parisien, Sr. Pete
- 99 Davis is the men's coach, and Eugene LaFromboise is the women's coach. Discussion held.
- 100 The coaches would like to purchase uniforms for the players. They will have a budget turned
- 101 into Dr. Davis once it is completed.
- 102
- 103 Tracy Azure exited at 10:30 a.m.
- 104
- 105 Further discussion is held about the teams.
- 106
- 107 c. **CTI Security Update by Wes Davis:** (See Appendix G). The 60 day contract with CTI went
- 108 well, and Wes highly supports continuing on with CTI. Chairman Peltier asked for the motion to
- 109 proceed with a contract with CTI. Dr. Leigh Jeanotte made this motion, seconded by Barbara
- 110 Poitra. All were in favor. Motion carried.
- 111
- 112 d. **By-laws by Dr. Jim Davis:** The by-law documents were all sent to the HLC, and Dr. Davis
- 113 contacted Karen Solomon via email and informed her that the documents were sent.
- 114
- 115 VII. **New Business**
- 116 1. **Stipends by Barbara Poitra:** Barbara Poitra is requesting that TMCC take taxes out of the
- 117 stipends. Barbara was informed to contact Tracy Azure and to fill out a form with her to have
- 118 this done. Each board member can do this if they choose.
- 119
- 120 Alta Bruce exited at 11:02 a.m.
- 121
- 122 2. **Presidents Report by Dr. Jim Davis:** (See Appendix I). Dr. Davis discussed his monthly
- 123 report. Dr. Davis also reported that the Youth Build survey report came back okay. They
- 124 already have some of the documentation that they were requesting.
- 125
- 126 a. **Travel Requests and Travel Reports:** No travel requests or reports at this time.
- 127
- 128 b. **Department of Labor Update:** TMCC received notification that we received a grant for Allied
- 129 Health Careers, and the first year began yesterday. This is a 5 year grant which will provide
- 130 services to Health Career students. This can provide transportation funding, testing, tuition,
- 131 books, and support students while doing clinicals out of town, child care assistance, and more.
- 132
- 133 \$1.6 million has been approved. \$200,000 is for equipment, and \$240,000 will come back to the
- 134 college as an indirect cost. This could include up to 8 more staff members being hired and we
- 135 would like permission to advertise for the 8 positions. (See Appendix K). Chairman Peltier
- 136 asked for the motion to advertise for these positions. Barbara Poitra made this motion, seconded
- 137 by Robert Lattergrass. All were in favor. Motion carried.

138 We received notification that we received \$1.3 million grant for Title III. The College requested  
139 from congress to be able to use a portion of this money for the short-fall, and this is in congress  
140 being looked at. Discussion held.  
141

- 142 c. **Executive Assistant:** Terri Martin-Parisien has been hired on a 120 day short term contract as  
143 the Presidents Executive Assistant. Dr. Davis is requesting to offer sick and annual leave to  
144 Terri. Discussion held. The Board informed Dr. Davis that he needs to follow policy and leave  
145 will not be offered.  
146

147 3. **Human Resources Report by Dr. Bill Gourneau:**  
148

- 149 d. **Policy Comments and Policy Review.** The comments from staff/faculty were mailed out and  
150 Dr. Gourneau would like to schedule an additional meeting for policy review. The Board will be  
151 contacted once the meeting date is scheduled.  
152

153 e. **New Hires:**

- 154 1) Upward Bound Academic Advisor: The committee recommends hiring Roger Ross.  
155 Chairman Peltier asked for a motion to concur with the committee's recommendation.  
156 Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor.  
157 Motion carried.  
158 2) Academic Readiness Education Specialist: The committee recommends hiring Karen  
159 Desjarlais-Poitra. Chairman Peltier asked for a motion to concur with the committee's  
160 recommendation. Robert Lattergrass made this motion, seconded by Barbara Poitra. All  
161 were in favor. Motion carried.  
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- 163 f. **Other:** None. The new positions were already presented.  
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165 11:56 a.m. Break for lunch

166 12:23 p.m. Resume from lunch  
167

168 4. **Academic Dean Report by Larry Henry:**  
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- 170 g. **Report:** Larry reported that he has been empowered by Dr. Davis to be a liaison for the  
171 Foundation of Excellence (FoE). There are a number of steps to be followed. Surveys will be  
172 issued to faculty and students for the FoE.  
173

- 174 • We received \$50,000 for Project Lilly which is for Language and Culture.  
175 • College Awareness Day is on October 8<sup>th</sup>, 2010 and should include about 180-190 high  
176 school students.  
177 • The Pre-Engineering grant we received will give about \$198,000 per a year, and we will  
178 work with juniors and seniors in high school. Discussion held. NDSU is working on the  
179 courses, and they can possibly be taught through IVN.  
180 • Currently working on the Early Childhood Program (4 year) approval. We are waiting on  
181 approval from the HLC.

- Wayne Sande is out ill and currently taking a leave of absence this semester. Keith Brien is working with the electrical students and should be compensated. Charles Gladue is also going to work with the students. We are looking for another person to fill the position on a full time basis until Wayne is able to return. If Wayne isn't able to resume the position, it will be advertised.
- The College Catalog is completed and needed some revisions. Once we receive the finalized copy, it will be presented to the board.
- Placement testing scores were higher this semester.
- We need to find instructors for Engineering.
- We are working on a 4 year Fish and Wildlife degree with MSU and Dakota College.
- Larry suggested that the TMCC Board be around on October 8<sup>th</sup> to assist with College Awareness Day.

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

a. **Report:** See Appendix L. Wanda reviewed her written report.

- The annual Audit is scheduled for October 18<sup>th</sup> for the financial aid records. The Department of Education is scheduled to be on campus October 12<sup>th</sup>-14<sup>th</sup> to review the policies.
- A lengthy discussion was held in reference to financial aid disbursements.

VIII. **Other Business**

a. **Student Senate:** We are working on setting a budget for activities for the students. We are currently planning Halloween activities. On Monday, surveys will be going out to students to determine what they would like for activities.

Tribal election signs have been filled with graffiti across the road. Student Senate believes that this reflects on the College and is wondering if we are able to do anything with them. They were informed that the College does not own that land. They were informed to contact the election board to see what they can do.

Smoking: Cigarette butts are all over in front of the school, and they would like to designate an area in the back of the school for the smokers. Discussion held.

Daycare: Parents state that they don't have daycare for children and are bringing them to school with them. Discussion held. Student Senate was informed that a survey was done a few years ago, and students' are only looking for drop-ins and a daycare will struggle with drop-ins. Possibly do another survey.

b. **Chairman Peltier's Term:** Chairman Peltier is concerned that his term has expired. He feels that if any of the meetings are challenged while he is chairing the meetings, we may have

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problems. The secretary informed the board that once they receive 3 applications, it will be brought back to the Board of Trustees.

**IX. Next Regular Meeting: October 25, 2010 at 5:00 p.m.; TMCC Board Room**

**X. Adjournment:** Chairman Peltier asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried. Meeting adjourned at 1:30 p.m.



**Barbara Poitra, Chairperson**



**Jaclyn De Los Santos, Board Secretary**