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**Turtle Mountain Community College  
Regular Board of Directors Meeting  
April 26, 2011  
5:00 p.m.**

**OFFICIAL MINUTES**

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

**Board of Directors absent:** Robert Lattergrass.

**Board of Trustees Present:** Dwight Trottier, Brittany Belgarde, Zelma Peltier, Theresa Rivard, John Frederick, James Lindgren.

**Board of Trustees absent:** Yvonne St. Claire, Elmer Davis, Jr., Caitlin Morin, David Brien.

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

**I. Call to order:** Chairperson Poitra called the meeting to order at 5:08 p.m.

**II. Opening Prayer:** Performed by Brittany Belgarde.

**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. Carla Peltier made this motion, seconded by Duane Poitra. Discussion held. All were in favor. Motion carried.

**V. Approval of Minutes:** Chairperson Poitra asked for a motion to approve the March 25, 2011, March 26, 2011, and April 14, 2011 meeting minutes. Carla Peltier made the motion to approve the minutes with the recommended changes, seconded by Duane Poitra. All were in favor. Motion carried.

**VI. New business**

**1. Board of Directors Report by Chairperson Poitra**

**a) Board Member Communication:** Discussion held in reference to travel to Chicago, IL for the HLC meeting and AIHEC in Bismarck, ND.

**b) Board of Directors Policy Change Recommended:** It was recommended that all new board members have an orientation with college administration to gain more of an understanding on the background of the College and Board members duties and responsibilities.

**2. Presidents Report by Dr. Jim Davis:**

**a) Travel Reports:** See Appendix A. Dr. Davis presented his travel for the past month.

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- b) **Oral/Written Report:** See Appendix A. Dr. Davis presented his monthly written report.
- The tuition and fees committee should be ready to do a trial run on billing for the summer semester.
  - Lengthy discussion held on the Parking Lot Project bids. We need to negotiate with the low bidders to attempt to get the projects within budget. We currently have \$206,000 available for Phase I of the project. Once the documents are received and negotiations are made, the Board will need to meet to approve or disapprove the project bids.
  - The Foundation: Anna left in early April, and Janna Azure is on board at this time on a full-time short term contract.

3. **Comptrollers Report by Tracy Azure**

- c) **PO's:** No PO's at this time.

4. **Human Resources Report by Dr. Bill Gourneau presented by Dr. Davis**

- d) **New Hires:** See Appendix B. Jon Patnuade has been hired as the Data Collection/Job Placement in Youth build.

e) **Policies:**

- Dr. Gourneau is requesting to insert a statement in: Sick Leave 12.0010. This section needs an insertion which states, "to another employee who has exhausted all leave (annual and sick). The Board stated that this does not need to be inserted in the policy, administration can make this decision. Dr. Davis can post in his weekly newsletter when an employee is ill and in need of donated sick leave. Lengthy discussion held.
- Dr. Gourneau also presented policy information which was previously requested to be re-examined. This information will be brought to the September quarterly meeting. The Board also needs to update the committee's which are listed in the introduction of the Policy Manual. This will be presented at the next meeting.

5. **Academic Dean Report by Larry Henry**

f) **Report:**

- We have 4 employees which will not be returning and have not signed their letters of intent. The positions are currently being advertised.
- One more week of the spring semester. Summer begins May 31<sup>st</sup>, and the summer schedule is published and finalized. We are offering about 100 courses for the summer, which are basic courses.
- The academic calendar should be completed for the next meeting.
- The graduation speaker is Brittany Belgarde.
- Students have a concern about a quilting class in reference to donating one quilt to the College.

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

**g) Report:**

- We will be going to the local high schools for awards days, for which TMCC offers a \$500 scholarship. This is being held on May 3<sup>rd</sup>.
- Upward Bound's summer academy will be starting in early June to the end of July.
- We are attending Jenzabar training on campus to cross train employees in the office. There are currently 12 people involved in the training.


**VII. Other Business**


- a) **Student Senate:** Student Senate has been busy preparing for AIHEC. They had an Easter egg hunt last week, which the students were very involved and enjoyed this activity. May 5<sup>th</sup> at 12:00 p.m. we will be having the spring cook out and all board members are invited.

**VIII. Next Meetings:**

- Regular Board Meeting: May 23, 2011 at 5:00 p.m. in the TMCC Board Room

- IX. Adjournment: Chairperson Poitra asked for the motion to adjourn. Duane Poitra made this motion, seconded by Carla Peltier. All were in favor. Motion carried. Meeting adjourned at 7:18 p.m.**

  
Barbara Poitra, Chairperson

  
Jaclyn De Los Santos, Board Secretary