



Turtle Mountain Community College

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

Meeting Agenda

December 4, 2010

Country Inn and Suites, Grand Forks, ND

8:30 a.m.

Type of Meeting: Quarterly Board of Directors Meeting
Meeting Facilitator: Chairperson Barbara Poitra
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

VI. Old Business

- | | |
|--|----------------|
| a) Cafeteria | by Tracy Azure |
| b) Turtle Mountain State Bank | by Tracy Azure |
| c) Degree Bonus | by Tracy Azure |
| d) Basketball Program | by Tracy Azure |
| e) Approval of Presidents' Evaluation Form | by Jim Davis |
| f) Infrastructure Update | by Jim Davis |

VII. New business

1. Presidents Report by Dr. Jim Davis

- a) Report
- b) Travel Request(s) and Travel Reports
- c) Tuition Fees and Billing

2. Comptrollers Report by Tracy Azure

- d) Audit Report
- e) Salary Increase/Bonus
- f) PO's

3. Human Resources Report by Dr. Bill Gourneau

- g) Policy
 - a. Comments
 - b. Review
- h) New Hires

4. Academic Dean Report by Larry Henry

- i) Developmental/Sabbatical Leave
- j) Report

5. Student Services Report by Wanda Laducer

- k) John Gritts Report
- l) Report

VIII. Other Business

- a) Student Senate

IX. Next Meeting:

■ Regular Board Meeting January 24, 2011 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
Country Inn & Suites, Grand Forks, ND
December 4, 2010
8:30 a.m.**

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OFFICIAL MINUTES

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

13 **Board of Directors absent:** None.

15 **Board of Trustees Present:** Theresa Rivard, John Frederick, Dwight Trottier, Caitlin Morin, Brittany
16 Belgarde, Janice Azure, James Lindgren, Yvonne St. Claire.

18 **Board of Trustees absent:** Troy DeCoteau, David Brien.

20 **TMCC Employees:** Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Wanda
21 Laducer, Larry Henry, Kathe Zaste, Dr. Carmelita Lamb.

23 **I. Call to Order:** Chairperson Poitra called the meeting to order at 8:45 a.m.

24 **II. Opening Prayer:** Barbara Poitra offered the opening prayer.

25 **III. Roll Call:** Jackie De Los Santos performed roll call.

26 **IV. Approval of Agenda:** Chairperson Poitra asked for a motion to approve the agenda with no
27 changes. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor.
28 Motion carried.

30 **V. Approval of Minutes:** Chairperson Poitra asked for a motion to approve the minutes for the
31 October 25, 2010 meeting held at 12:00 p.m., October 25, 2010 meeting held at 5:00 p.m., and
32 the November 10, 2010 meeting held at 5:00 p.m. Some corrections were necessary. Dr. Leigh
33 Jeanotte made the motion to approve these minutes with the necessary corrections, seconded by
34 Carla Peltier. All were in favor. Motion carried.

36 Dr. Carmelita Lamb entered at 8:50 a.m.

38 **VI. Old Business:**

39 a) **Cafeteria by Tracy Azure:** See Quarterly Board report included in the packet. The cafeteria
40 maintained and regained. They streamlined their menu and removed some items which weren't
41 fast sellers. Discussion held.

43 b) **Turtle Mountain State Bank by Tracy Azure:** The legal account that we had at the Munich
44 bank has been closed and transferred to the Turtle Mountain State Bank. Discussion held on

45 other account transfer options. The Santa Club accounts belong to the staff at the College, so we
46 will discuss this possible change with them, prior to transferring the account.
47

- 48 c) **Degree Bonus by Tracy Azure:** Administrative Council met and looked at the Personnel Policy
49 in reference to the degree bonus. Please see Appendix B and C. Dr. Carmelita Lamb has
50 attended this meeting to represent the staff which requested the bonus. Discussion held.
51 Administrative Council voted against the bonus stating that the individuals did not qualify for the
52 bonus.

53
54 Robert Lattergrass entered at 9:22 a.m.

55
56 The Board left the decision up to Administrative Council. A lengthy discussion was held
57 pertaining to the budget.
58

- 59 d) **Basketball Program by Tracy Azure:** The athletic director requested \$45,000 to pay a stipend
60 or mileage for the basketball players. They would like to be able to offer something to the
61 athletes. Ray Parisien is researching the possibilities of offering them something. Discussion
62 held. The money needs to be found prior to furthering the discussion. Carla Peltier suggest this
63 item not being brought back to the board until the \$45,000 is available. The Board concurred.
64

- 65 e) **Approval of Presidents' Evaluation Form by Dr. Jim Davis:** See Appendix D. Dr. Leigh
66 Jeanotte and Dr. Jim Davis prepared the evaluation forms, and they are almost finalized. The
67 evaluation form may change from year to year depending on projects that are current at the
68 College. Discussion held on the evaluation process and procedures. Dr. Leigh Jeanotte suggest
69 that Duane Poitra provide copies of the evaluation form and process that the school currently
70 utilizes, prior to the next meeting.
71

- 72 f) **Infrastructure Update by Dr. Jim Davis:**

- 73
74 a. **Health Cluster:** We did not get the door handles ordered for the Health Cluster, so we
75 are currently awaiting their arrival. We may have a small punch list to complete once
76 they begin the final inspection. Furniture has been ordered and Security will not be a
77 problem.
78 b. **Trading Post:** This project is moving, but Wayne Keplin is requesting a delay in the
79 process until next spring. The money for this project is provided from the USDA and if it
80 is delayed, a change order will need to be submitted to the USDA. Lengthy discussion
81 held. We have not received the request in writing yet.
82 c. **Parking Lot:** We will be asking for bids in late January and will have the bid opening in
83 February. This project will increase the parking lot by about 120 parking spaces.
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85 Chairperson Poitra called for a break at 10:43 a.m.

86 Resume from break at 11:08 a.m.
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VII. New Business

1. Presidents Report by Dr. Jim Davis:

a. Report:

- Dr. Davis reviewed his report which was provided in the board report. We had over 100 high school students on campus yesterday for a cultural event. We had a strategic planning event scheduled yesterday but due to the time conflict with the cultural event, we have rescheduled the event.
- We may have a faculty issue when trying to incorporate more language and culture throughout our curriculum. We would need to find and hire qualified instructors.
- The organizational chart should be brought to the Administrative Council by January. Chairperson Poitra questioned why it is taking so long to set up an organizational chart. Dr. Davis responded that it has taken a lot of thought to determine if more or less supervision can be handled by another person.

- b. Travel Requests and Travel Reports:** See Appendix E. Dr. Davis reported that he may be attending a Legislative meeting on December 14, 2010 in Bismarck. Chairperson Poitra asked for the motion to approve Dr. Davis' travel. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Discussion was held on Dr. Davis possibly providing a travel budget and reporting on his travel rather than requesting travel for each trip. This item will be placed on the next agenda as Travel Policy. Also add Other Concern Topics for Dr. Leigh Jeanotte and Duane Poitra. Jackie De Los Santos will set up a meeting on December 9, 2010 at 12:00 p.m. to discuss these issues.

Chairperson Poitra requested to break for lunch and to reconvene at 12:35. Break for lunch at 12:15 p.m.

Reconvene at 12:40 p.m.

- c. Tuition Fees and Billing:** Dr. Davis would like to propose possibly increasing tuition fees and billing. He would like to reactivate the committee to work on the possible increase. Billing was previously done in 1987 and has not been done since. Dr. Davis sampled other tribal colleges . 1 ½ years ago, and we are the only one that does not bill the students for uncollected fees. Discussion held.

2. Comptrollers Report by Tracy Azure

- d. Audit Report:** The auditors are not here today, due to some issues with the software. They will be at the January meeting to report. Nothing has been formally provided yet from the auditors.
- e. Salary Increase/Bonus by Tracy Azure:** See Appendix F. Salary Increases are currently in January, and we would like to move them back to July due to budget information. Discussion held. Carla Peltier would like to recommend that at the end of each year, the College show staff what the college pays out each year for the staff members.

135 Dr. Leigh Jeanotte would like merit pay to be considered as employees would be more prone to
136 do a good job. Possibly begin reviewing merit pay, so it can be in place for salary increases in
137 July. Discussion held.
138

139 After reviewing the appendix provided by Tracy Azure, the Board has made the following
140 decision:
141

142 Robert Lattergrass made the motion to provide the staff/faculty with a \$550 bonus for full-time
143 permanent employees hired prior to June 30th, and \$250 bonuses for full-time permanent
144 employees hired after June 30th. Duane Poitra seconded the motion. Discussion held. All were
145 in favor.
146

147 **Robert Lattergrass requested to amend his motion to read as follows:**

- 148 • **Full-time regular employees hired on or before June 30th, 2010 will receive a \$600**
149 **bonus. Full-time regular employees hired on or after July 1st, 2010 will receive a**
150 **\$200 bonus excluding new employees at Turtle Mountain Community College still**
151 **on probation. Employees hired on a short-term contract longer than 120 days or**
152 **hired as regular part-time will receive a \$200 bonus. This does not include adjunct**
153 **faculty and contracts 120 days or less. Duane Poitra seconded this motion. All were**
154 **in favor. Motion carried. Administrative Council approved the changes made to**
155 **the bonus.**
 - 156 • Dr. Davis clarified that adjunct faculty do not receive a bonus.
- 157
- 158 f. **PO's:** Tracy Azure is requesting signatures from Chairperson Poitra for the following checks.
159 These checks were previously approved and only need signatures:
160 a) Munro's Construction in the amount of \$160,180
161 b) CL Linfoot in the amount of \$21,397
162 c) Gladue Electric in the amount of \$46,059
163 d) Munro's Construction in the amount of \$86,212
164

165 Please see Appendix H. At the previous meeting, it was requested that Tracy get documentation
166 referring to the budget and to show where TMCC stands. Tracy reviewed the documents with
167 the Board.
168

169 **3. Human Resources Report by Dr. Bill Gourneau:**

170 g. **Policies:**

- 171 a) **Comments:** We had the comment period for the policies which ended on November
172 24th, 2010. The policies have been incorporated into the policy manual. We will need to
173 meet one more time to review the developmental leave and service award policies. Dr.
174 Bill Gourneau suggests going forward with meritorious awards.
- 175 b) **Review:** The policies need to be finalized. The board needs to determine if they would
176 like to approve the policies with all changes implemented. Dr. Leigh Jeanotte made the
177 motion to approve the personnel policies with the exception to the developmental leave,
178 service awards, professional development, and a portion of the grievance policy. Carla
179 Peltier seconded this motion. Discussion held. Dr. Leigh Jeanotte recommended
180 changing section 5-22 of the policy manual. This should state "All employees hired

181 before July 1, 2000 are exempt from the above policy and are eligible to earn up to 10
182 hours as stated in the prior policy.” All are in favor of change and approval of personnel
183 policy manual. Motion carried.
184

185 **h. New Hires:**

- 186 1. Vocational Rehabilitation Administrative Assistant. The committee recommended Renee
187 Olson for the position, and Dr. Davis concurred.
- 188 2. Project Director Small Land Acreage. The committee recommended Lyman Bercier for
189 the position, and Dr. Davis concurred.
- 190 3. General Manager Arrowhead Printing. The committee recommended Kathe Zaste for the
191 position, and Dr. Davis concurred.

192 Chairperson Poitra asked for the motion to concur with the above hires. Carla Peltier made
193 this motion, seconded by Duane Poitra. Dr. Davis concurs with all hires. All were in favor.
194 Motion carried.
195

196 **4. Academic Dean Report by Larry Henry:**

- 197 **i. Developmental/Sabbatical Leave:** Developmental leave is being requested by three people.
198 Rhonda Gustafson, Sheila Trottier, and Larry Henry. Rhonda and Larry are presenting this at the
199 December meeting, and they will put in their formal request in March. Sheila Trottier is
200 requesting payment for her education, and this will be formalized by March.
201

- 202 **j. Report:** Please see written report provided in the board packet.

- 203 • The Nursing Program has been approved by the North Dakota Board of Nursing.
- 204 • We are currently waiting for the site visit to receive approval for the Pharmacy
205 Tech Program and the Clinical Lab Technician Program.
- 206 • The Phlebotomy Program graduated 14 students. They had 1 student take the test
207 and passed.
- 208 • The Early Childhood Bachelors Program is currently awaiting approval from the
209 Higher Learning Commission, and this will not be done until the governance issue
210 is resolved.
- 211 • We are currently working on the Pre-engineering Program. We received a 5 year
212 grant for this program. Anne Vallie was hired to teach the Pre-engineering
213 courses.
214

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

- 216 **k. John Gritts Report:** John Gritts from the Department of Education who specializes in the
217 student financial aid area was on campus to help review policies and assist to make the policies
218 more clear. He provided information on updated Federal regulations.

- 219 **l. Report:** Please see written report provided in the board packet.

- 220 • During the financial aid audit, we were informed that there may be a finding.
221 Wanda is researching multiple disbursements.
- 222 • Wanda calculated the re-payments for the Fall semester for the students which
223 completely withdrew. Since the second disbursement, we have only paid back
224 about \$5000. If we only had one disbursement, we may have had to pay about
225 \$15,000 for re-payments.

- Wanda informed the Board that she may be requesting developmental or sabbatical leave.

VIII. Other Business

- a. **Student Senate:** Student Senate notified the Board that they are planning the Christmas meal on Thursday, December 9th, 2010 at 12:00 p.m. They will be serving bullets and bangs. Discussion held. They have also been planning Bingo for the students on Thursday evening.
- b. **Quarterly Meetings:** Quarterly meeting are set up for particular topics and the regular meetings are specific to daily operations. Place this on the January agenda for Carla Peltier.

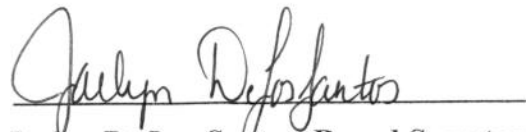
IX. Next Meeting:

- Special Board of Directors meeting, December 9, 2010 at 12:00 p.m. in the TMCC Board Room.
- Regular Board of Directors meeting, January 24, 2011 at 5:00 p.m. in the TMCC Board Room.

- X. **Adjournment:** Chairperson Poitra asked for the motion to adjourn. Duane Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried. Meeting adjourned at 3:17 p.m.



Barbara Poitra, Chairperson



Jaclyn De Los Santos, Board Secretary