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**Turtle Mountain Community College  
Regular Board of Directors Meeting  
February 1, 2010  
5:00 p.m.**

**OFFICIAL MINUTES**

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

**Board of Directors Absent:** none.

**Board of Trustees Present:** James Lindgren, Yvonne St. Claire, Alicia Lunday, Donna Azure.

**Board of Trustees Absent:** Theresa Rivard, Dwight Trottier, John Frederick, David Brien, Janice Azure, Troy DeCoteau, Donna Azure.

**TMCC Employees:** Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Wanda Laducer, Rhonda Gustafson, Larretta Hall, Larry Henry, Anita Frederick, Dennis Bercier, Dave Ripley, Sheila Trottier.

Vice Chairman Dr. Leigh Jeanotte called the meeting to order at 5:10 p.m., with the introduction of the new Board of Trustee member Donna Azure.

Jackie De Los Santos performed roll call.

Vice Chairman Dr. Leigh Jeanotte asked for the approval of the minutes. The minutes are as follows: December 5, 2009; December 10, 2009; December 14, 2009; and January 7, 2010. Vice Chairman Dr. Leigh Jeanotte asked for the motion to approve the minutes without any necessary corrections. Chad Davis made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

Chairman Ron Peltier enters the meeting at 5:15 p.m.

Vice Chairman Dr. Leigh Jeanotte asked for the approval of the agenda. A few changes are requested as follows: Remove: 2.1.3 Update on Personnel Leave, 2.1.7 Employment Extension (Terri Martin-Parisien)(Dave Ripley), and 2.3.4 Review of Arrowhead Job Descriptions. Add: 2.1.6 Vice President Position, 2.2.3 Check Signers, 3.0.1 Student Senate, 3.0.2 Developmental Leave, 3.2.3 Grievance Results. Vice Chairman Dr. Leigh Jeanotte asked for the motion to approve the agenda with the changes. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.

Chairman Peltier will continue on with the meeting from this point forward.

46

47 **2.1 President's Report by Dr. Jim Davis**

48 **2.1.1 Update of Governance/Accreditation**

49

50 Dr. Davis met with the National Association of Governing Boards (NAGB) and they are  
51 interested in having TMCC becoming a member. Dr. Leigh Jeanotte went to this meeting  
52 with Dr. Davis. The membership cost is about \$2900 per a year and the cost for a day of  
53 about \$8000 plus travel.

54

55 Dave Ripley and Sheila Trottier enter at 5:23 p.m.

56

57 Dr. Davis requests to have a person from outside the institution review TMCC's by-laws  
58 and charter. Possibly hire an attorney to assist with this review. Discussion held. Dr.  
59 Davis is to get names of attorneys who would possibly review the by-laws.

60

61 Alicia Lunday enters at 5:37 p.m.

62

63 Larry Henry stated that with past visits from the HLC, the by-laws have not been an  
64 issue. When Dr. Davis met with the HLC, he was supposed to receive a letter from them  
65 on the materials covered during the meeting. He has not received this information yet.  
66 Dr. Davis announces that there is an HLC conference in March and he recommends that  
67 some Board Members attend. Discussion held.

68

69 **2.1.2 Discussion, Native Language Graduation Requirement**

70 Currently TMCC doesn't require a Native Language as a graduation requirement. Dr.  
71 Davis would like to know the boards' feedback on this and they believe we should  
72 include a Native Language as a requirement for graduation. Discussion held. Possibly  
73 create a 5 year plan for requirement.

74

75 **2.1.3 Smoking on Campus, Policy Discussion**

76 We currently have a policy which isn't working. Administrative Council voted and they  
77 would like a smoke free campus. It needs to be enforced and have consequences if not  
78 followed. Discussion held. Student Senate should do a survey with the students to  
79 determine what the students think should occur. This will be brought to the next meeting.

80

81 **2.1.4 Update on Building Projects (Dennis Bercier)**

- 82 1. The Student Union is completed. A couple concerns were that there is no ceiling,  
83 no fridge in the kitchen, and the TV and couches are where the sun comes in the  
84 window.
- 85 2. The bus project from Rural Development needs official minutes issued to them.  
86 The contract work can now be started. The board members would like to be sure  
87 that the bus is weatherized for North Dakota winters.
- 88 3. Parking lot construction project is a \$231,000 project. Bid advertising can begin,  
89 and then we can have the bid opening by the end of March. Construction should  
90 be able to start shortly after that.

- 91 4. Trading Post previously had \$100,000 from an RDA grant, we now received an  
92 additional \$150,000 funding from an RDA grant, Pathways to Prosperity is  
93 donating \$42,800 and now TMCC will have to contribute the remaining balance  
94 which is \$17,376.22.
- 95 5. Health Science Building: see appendix A by Dave Ripley. Jiran Architects  
96 designed the building and by September 30<sup>th</sup> the construction should be finalized.  
97 The Board members would like to be sure that an additional bathroom is added  
98 into the building.  
99

100 **2.1.5 Travel Reports/Travel Requests**

101 See Appendix B. Dr. Davis does not have any travel requests at this time.  
102

103 **2.1.6 Vice President Update**

104 The position is still being advertised. We have received 4 applications and it has been  
105 open since the end of December. The organizational chart needs to be updated. This will  
106 be brought to the next meeting.  
107

108 **2.2 Comptrollers Report by Tracy Azure**

109 **2.2.1 PO's**

110 No PO's need to be approved at this time, but Tracy is requesting signatures for  
111 previously approved PO's.  
112

113 Dave Ripley and Larretta Hall exit at 6:43 p.m.  
114

115 **2.2.2 Arrowhead Financial Statement Update**

116 See Appendix C.

117 It was previously requested to bring the financial statements to each meeting. Discussion  
118 held on statements.  
119

120 **2.2.3 Check Signers**

121 Tracy stated that we need two check signers from the Board of Directors. Ron Peltier  
122 and Barbara Poitra will be the new Board check signers. We also need a new check  
123 signer for Arrowhead printing. They recommend having Dustin Zaste as the check  
124 signer. Chairman Peltier asked for the motion to approve the newly appointed check  
125 signers. Dr. Leigh Jeanotte made this motion, seconded by Robert Lattergrass. All were  
126 in favor. Motion carried.  
127

128 **2.3 Human Resources Report by Dr. Bill Gourneau**

129 **2.3.1 New Position – Clinical Lab Tech Director**

130 See Appendix D. Department of Labor has a 3 year grant, which requires a Clinical Lab  
131 Tech Director. This is a half time job for the next two years. We need approval from the  
132 board for the new position. Chairman Peltier asked for the motion to approve the  
133 position. Barbara Poitra made this motion, seconded by Robert Lattergrass. All were in  
134 favor. Motion carried.  
135  
136

137

138 **2.3.2 TMCC Personnel Contracts**

139 Contracts have not been offered to staff due to the policy. We are still working on the  
140 policies with Rick McGee. Discussion held. This will be brought forward at the next  
141 meeting.

142

143 **2.3.1 New Hires**

144 Dr. Gourneau has the following positions to hire for:

145

- 146 1. IT Director--- the committee recommended Chad Davis. Chairman Peltier asked  
147 for the motion to concur with the committee's recommendation. Dr. Leigh  
148 Jeanotte made this motion, seconded by Barbara Poitra. Chad Davis abstained.  
149 All others were in favor. Motion carried.
- 150 2. HVAC Instructor---the committee recommended Todd Poitra. Chairman Peltier  
151 asked for the motion to concur with the committee's recommendation. Dr. Leigh  
152 Jeanotte made this motion, seconded by Barbara Poitra. All were in favor.  
153 Motion carried.
- 154 3. Database Administrator/Jenzabar Specialist--- the committee recommended Viola  
155 Brown. Chairman Peltier asked for the motion to concur with the committee's  
156 recommendation. Barbara Poitra made this motion, seconded by Chad Davis. All  
157 were in favor. Motion carried.

158

159 **2.4 Academic Dean Report by Larry Henry**

- 160 • Spring semester we offered 226 courses and only 4 courses were cancelled due to  
161 lack of students. Currently have 37 full time faculty members and 14 adjunct  
162 faculty members.
- 163 • Currently have the department chairs and curriculum committee working on the  
164 2010-2012 college catalogs.
- 165 • Russell Wilkie and Carmelita Lamb resigned from their positions and Carmelita  
166 took over another position in the college. Rhea Allery will also have to leave  
167 TMCC due to IHS repayment obligations. Both positions are being advertised  
168 (which includes the director position).
- 169 • Early Childhood will be a 4 year degree upon approval. We may not need an  
170 additional site visit for approval.
- 171 • Sandi LaRocque works with dual credit and they have designed a handbook. See  
172 Appendix E. Discussion held. Sandi will be at the next meeting for any questions  
173 to be answered.

174

175 **2.5 Student Services Report by Wanda Laducer**

- 176 • Currently have 702 students.
- 177 • We will be having a college fair at TMCHS tomorrow from 1-5, along with  
178 Financial aid night on Thursday from 4:30-6.
- 179 • We have our first financial aid disbursement on Friday.
- 180 • We will be having a FERPA webinar on January 12<sup>th</sup> and we need to designate a  
181 FERPA Officer. Discussion held.

- 182 • Currently we are working on getting a Student Ambassador program started at  
183 TMCC. Wanda will meet with Steve DeCoteau about having the program. She  
184 would like about 8 students to get involved with it. Possibly offer a scholarship or  
185 college credits for volunteering.  
186

187 Donna Azure exited at 7:20 p.m.  
188

### 189 **3.0 Other Business**

#### 190 **3.0.1 Student Senate**

- 191 • Donna Azure is the new Student Representative due to previous one not returning  
192 to school.  
193 • The grand opening for the Student Union is this week from 11:30 a.m. to 1:00  
194 p.m.  
195 • We are requesting to get a fridge and a set of cabinets for the Student Union.  
196 • We have new lockers at the college, but we do not know how to disburse them.  
197 Discussion held. Wanda will work with Student Senate to determine what should  
198 be done with the lockers.  
199

#### 200 **3.0.2 Developmental Leave**

201 The request for developmental leave was previously requested at the December 5, 2009  
202 meeting. The requests include: Sheila Trottier (original request), which she would like to  
203 work toward her Master's degree; Rhonda Gustafson, which she is working toward her  
204 doctorate degree; and Wanda Laducer, which she is working toward her doctorate degree.  
205 Lengthy discussion held. Chairman Peltier would like to discuss this further with  
206 Comptroller, Dr. Leonard Dauphinais. The board would like to determine if there is  
207 money available to cover developmental leave.  
208

209 Alicia Lunday exits at 8:13 p.m.  
210

211 Yvonne St. Clair recommends that if the Board approved this, they go back and pay the  
212 others that received their degrees.  
213

214 This should be added into next year's budget.  
215

216 Robert Lattergrass exits at 8:18 p.m.  
217

218 The board does not feel that they can make a decision until a budget is determined. Need  
219 to come up with a plan prior to making decisions. The proposal information should be  
220 provided at the next meeting and the decision will be finalized by the March 2010  
221 meeting.  
222

#### 223 **3.0.3 Grievance Results**

224 Chairman Peltier asked for the motion to enter into executive session. Dr. Leigh Jeanotte  
225 made this motion, seconded by Barbara Poitra. All were in favor. Motion carried. The  
226 board entered into executive session at 8:33 p.m.  
227

228 Chairman Peltier asked for the motion to exit out of executive session at 8:47 p.m. Chad  
229 Davis made this motion, seconded by Barbara Poitra. All were in favor. Motion carried.

230 **3.1 Next Board Meeting**

231 The next board meeting will be on February 22<sup>nd</sup> at 5:00 p.m.

232

233 **3.3 Adjournment**

234 Chairman Peltier requested for a motion to adjourn. Chad Davis made this motion,  
235 seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. The meeting  
236 adjourned at 8:48 p.m.

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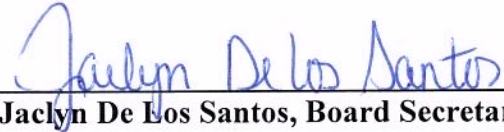
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**Ron Peltier, Chairman**



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**Jaclyn De Los Santos, Board Secretary**