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**Turtle Mountain Community College  
Quarterly Board of Directors Meeting  
July 6, 2011  
11:00 a.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:** James Lindgren, Dwight Trottier, Brittany Belgarde, Theresa Rivard.

**Board of Trustees absent:** Yvonne St. Claire, Zelma Peltier, 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, Dr. Carmelita Lamb, Sheila Trottier, Anita Frederick, Mark Hamley, Jana Azure.

- I. **Call to order:** Chairperson Poitra called the meeting to order at 10:58 a.m. Dwight Trottier is a voting member.
- II. **Executive Session:** Chairperson Poitra asked for the motion to enter into executive session. Carla Peltier made this motion, seconded by Dwight Trottier. All were in favor. Motion carried. The meeting entered into executive session at 10:59 a.m. The meeting resumed at 11:59 a.m.
- III. **Opening Prayer:** Performed by Chairperson Poitra.
- IV. **Roll call:** Performed by Jackie De Los Santos.
- V. **Approval of Agenda:** Chairperson Poitra asked for changes or additions to the agenda. Tracy Azure requested to add Purchase Requisitions. Chairperson Poitra asked for the motion to approve the agenda with recommended changes. Dr. Leigh Jeanotte made this motion, seconded by Carla Peltier. All were in favor. Motion carried.

**Dr. Leigh Jeanotte made a motion that Dr. Carmelita Lamb be compensated for the additional work that she had done with Native Ways of Knowing. The amount is to be determined by Administration with a fair amount. Carla Peltier seconded the motion. All were in favor. Motion carried.**

- VI. **Approval of Minutes:** Chairperson Poitra asked for a motion to approve the May 31, 2011, and June 23, 2011 meeting minutes. Dr. Leigh Jeanotte made the motion to approve the minutes with the recommended changes, seconded by Carla Peltier. All were in favor. Motion carried.

44 VII. **Old Business:**

- 45 a. **P2P Board:** P2P did not attend the meeting as scheduled. They were asked to attend the  
46 meeting in reference to the \$42,800 that P2P had previously agreed to provide to TMCC  
47 and recently withdrew the contribution. P2P was contacted and there was confusion with  
48 the time. The Board will have a separate meeting at 5 p.m. with P2P.
- 49 b. **Presidents Evaluation:** Nothing has been done since the last meeting in reference to the  
50 evaluation. Dr. Davis will schedule a time with the 4 other members to review the  
51 evaluation and will hopefully be completed by the next meeting. The Board of Directors  
52 has 30 days to make the final decision on the contract.

53  
54 James Lindgren entered at 12:29 p.m.

55  
56 VIII. **Program Directors Reports:**

- 57 • **ANA by Alta Bruce:** Please see pg. 14 of the quarterly meeting packet. The new  
58 proposal was turned in late resulting in the program not being refunded. September 28<sup>th</sup>  
59 will be the end of the program. Lengthy discussion held.

60  
61 Duane Poitra entered at 12:41 p.m.

62  
63 Alta Bruce exited at 12:55 p.m.

- 64  
65 • **CTE by Sheila Trottier:** Please see pg. 34 of the quarterly meeting packet. Sheila  
66 highlighted areas in her written report. Discussion held.
- 67  
68 • **Arrowhead Printing by Kathe Zaste:** Please see pg. 37 of the quarterly meeting  
69 packet. Kathe highlighted areas in her written report. A lengthy discussion was held in  
70 reference to the profits and losses of Arrowhead Printing.

71  
72 Chad Davis entered at 1:45

73 Kathe exited at 2:14 p.m.

- 74  
75 • **IT Department by Chad Davis:** Please see pg. 16 of the quarterly meeting packet.  
76 Chad highlighted areas in his written report.

77  
78 IX. **New business**

79 1. **Presidents Report by Dr. Jim Davis:**

- 80 a) **BCT "House Project" Update:** Please see Appendix A. We need to determine the process  
81 we are going to use to select the next home buyer. A lengthy discussion was held. It may  
82 need to be advertised, and possibly a first come first basis might be used depending on bid  
83 amounts.
- 84 b) **Oral/Written Report and Travel Reports:** Please see pg. 18 of the quarterly meeting  
85 packet.

86

87 Chad Davis exited at 2:17 p.m.

88

89 **c) Fundraising:** The fundraising program has been going for about 2 years. We are still  
90 working at getting more donations, and we have had some generous individuals. Carla  
91 Peltier would like to see a breakdown of all funds spent in reference to the foundation versus  
92 the total amount of donations. A lengthy discussion was held. Jana Azure introduced  
93 herself and gave a brief overview of what she has learned since she has been in the position.  
94

95 Jana Azure exited at 2:50 p.m.

96

97 **d) Position Descriptions for Comptroller and Vice President:** Please see Appendix B and C.  
98 Discussion held.  
99

100 Duane Poitra exited at 3:02 p.m.

101

102 **Chairperson Poitra asked for the motion to approve the position description for the Vice**  
103 **President. Dr. Leigh Jeanotte made a motion to approve the Vice President Position**  
104 **description with the following change: minimum qualification should state: “Doctorate**  
105 **Degree preferred with a minimum of a Masters Degree in Educational Administration with**  
106 **an emphasis on higher education is preferred. Carla Peltier seconded this motion. All**  
107 **were in favor. Motion carried.**

108

109 **Chairperson Poitra asked for the motion to approve the position description for the**  
110 **Comptroller. Dr. Leigh Jeanotte made this motion with the amendment to the**  
111 **Comptrollers description stating that a Master’s degree is preferred with a minimum of a**  
112 **Bachelors Degree in a Business related field. Carla Peltier seconded the motion.**  
113 **Discussion held in reference to the President of the College negotiating the contracts. All**  
114 **were in favor. Motion carried.**

115

116 **e) Garage at Anishinabe-Mark Hamley:** There is an old garage that has been sitting, and we  
117 would like to have it moved. They will be adding on to a building which needs to be  
118 extended to where the garage is sitting. The Board suggested for Mark to use his  
119 professional judgment and have it removed or tore down and cleaned up.  
120

121 Mark Hamley exited at 3:33 p.m.

122

123 **f) BIA Road 7:** They found the funding to cover the construction of the road. They plan on  
124 beginning the project at the end of this month.  
125

126 **g) Organizational Chart Update:** Dr. Davis is currently in the process of speaking with the  
127 top administrators in reference to the organizational chart, in which he will then bring it  
128 forward to the administrative council to review. He would like to get this finalized soon.

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**3:50 break**  
**4:00 reconvene**

**2. Comptrollers Report by Tracy Azure**

- h) Salary Scale Schedules:** We were unable to get the information for the salary
  
- i) Bad Debts Write-Off's:** Chairperson Poitra asked for a motion to approve writing an estimated amount of about \$358,336 in unpaid tuition off for the year. Carla Peltier made this motion, seconded by Dwight Trottier. All were in favor. Motion carried.
  
- j) Salary Increase Date Motion:** Tracy asked for a motion to clarify the salary increase. Chairperson Poitra asked for the motion to clarify the increase. Carla Peltier made the motion to clarify the motion to state as follows: "Full time regular employees employed on or before December 31, 2010 are eligible for the increase. Those full time regular employees employed January 1, 2011 or later will not be eligible for the increase. Dwight Trottier seconded this motion. All were in favor. Motion carried.
  
- k) Investments:** Please see pg. 11 of the quarterly meeting packet. Chairperson Poitra asked for the motion to table the investments agenda item. Carla moved to table this item until we receive the necessary information. Seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.  
  
Carla Peltier made the motion to assign one more staff member, which is Dave Ripley, and one more trustee member, which is Dwight Trottier, as check signers. Seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.
  
- l) Purchase Requisitions:** We have one purchase requisition to Vaaler Insurance for payment for the annual policy in the amount of \$82,038. Carla Peltier made the motion to approve the purchase requisition to Vaaler Insurance in the amount of \$82,038. Seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

Please see appendix E. This appendix is in reference to staff benefits. This document will be provided to full time staff and faculty to inform them of the cost for benefits they received from the College.

Duane Poitra will be involved with the investment statement policy, working with Tracy Azure.

We have received some correspondence in reference to the billing to students. We have had a number of students call in upset. We need to notify the students about the process. Lengthy discussion held.

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

m) **Report:** Please see pg. 22 of the quarterly meeting packet. Dr. Gourneau reviewed his report.

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

n) **Report:** Please see pg. 28 of the quarterly meeting packet. The catalog is not completed due to a directive to do an extensive job on it. There are quite a few corrections need to be made. Hopefully this will be provided at the next meeting.

Rhonda Gustafson is going to take one year off for sabbatical leave. This was previously approved by the Board at the December Quarterly Board of Directors meeting.

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

o) **Report:** We have summer school ending on the 21<sup>st</sup> of July. Fall semester is starting in the middle of August. The student handbook will be provided at the July meeting. Wanda is working on getting the policies reviewed and updated.

X. **Other Business**

a) **Student Senate:** We will be having a golf outing for the students next week, and at the end of the semester we are having a picnic.

Student Senate inquired about the 151<sup>st</sup> Memorial. Dr. Davis reported that we will be having this activity at the College campus.

Dr. Leigh Jeanotte inquired about some of the quarterly reports which were in the packet.

XI. **Next Meetings:**

- Special Joint Board of Directors Meeting: July 6, 2011 at 5:00 p.m. in the TMCC Board Room.
- Regular Board Meeting: July 25, 2011 at 5:00 p.m. in the TMCC Board Room.

XII. **Adjournment:** Chairperson Poitra asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Carla Peltier. All were in favor. Motion carried. Meeting adjourned at 4:47 p.m.



**Barbara Poitra, Chairperson**



**Jaclyn De Los Santos, Board Secretary**