



Turtle Mountain Community College

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

Meeting Agenda

November 10, 2010

5:00 p.m.

Type of Meeting: Special Board of Directors Meeting
Meeting Facilitator: Vice-Chairman Dr. Leigh Jeanotte
Invitees: Board of Directors, Board of Trustees, Tracy Azure

- I. **Call to order**
- II. **Opening Prayer**
- III. **Roll call**
- IV. **Approval of Agenda**

- V. **New Business**
 - a) Welcome to new member
 - b) Selection of Officers
 - c) Quarterly Board meeting
 - d) Travel Requests by Dr. Davis
 - e) Budget Overview by Tracy Azure

- VI. **Next Quarterly Meeting: December 4, 2010 at 8:30 a.m.; Country Inn & Suites**
- VII. **Adjournment**

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Turtle Mountain Community College
Board of Directors Meeting
November 10, 2010
5:00 p.m.

OFFICIAL MINUTES

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

Board of Directors Absent: None

Board of Trustees Present: Caitlin Morin, Brittany Belgarde, John Frederick

Board of Trustees Absent: Janice Azure, Theresa Rivard, David Brien, Jim Lindgren, Yvonne
St. Claire, Dwight Trottier, Troy DeCoteau

Others Present: Wanda Laducer, Dr. Jim Davis, Tracy Azure

I. Call to Order: Chairman Jeanotte called the meeting to order at 5:05 p.m.

II. Roll Call: Wanda Laducer performed roll call. Dr. Leigh Jeanotte stated at this time that Wanda
Laducer would be taking minutes in the absence of Jackie De Los Santos.

III. Approval of Agenda: Chairman Jeanotte asked for the motion to approve the agenda. Carla
Peltier made the motion to approve the agenda with the addition of "Travel Request for the
President", seconded by Barbara Poitra. The Travel Request will become item "D" on the
agenda, and the Budget Overview will be moved to Item "E" on the agenda. All were in favor.
Motion carried.

IV. Approval of Minutes:

V. NEW BUSINESS

A. Welcome New BOD Member: Dr. Leigh Jeanotte welcomed Duane Poitra to the Board
of Directors. Other board members also welcomed him. Duane's term will expire
August 31, 2015.

Dr. Leigh Jeanotte noted at this time that the Board of Trustees should write a thank you
letter to Ronald Peltier for his years and exemplary service on the Board of Directors.

B. Selection of Officers: Discussion was held regarding the selection of officers. Barbara
Poitra stated that they are still following the old By-laws which states that officers shall
be selected in September. They are a few months behind in the selection of their officers.

46 There was discussion on when the new By-laws go into effect. Dr. Davis will email
47 Karen Solomon of the new Board of Director's Chairperson.
48

49 Discussion was held on who qualifies to serve as the Chairperson. This person needs to
50 have been on the Board of Directors for two years. Carla Peltier made a motion for
51 Barbara Poitra to be the Board of Directors Chairperson. Duane Seconded. All were in
52 favor. Motion carried.
53

54 Barbara Poitra immediately took over chairing the meeting.
55

56 Bob Lattergrass entered the meeting at 5:21 p.m.
57

58 Discussion was held on who qualifies to serve at Vice-Chairperson. The By-laws also
59 state that this person needs to have been on the Board of Director's for two years. Since
60 the rest of the board are all new board members (serving on the board less than two
61 years), they are going to have to make an exception to this rule. Bob Lattergrass made a
62 motion to appoint a Vice-Chair even though no other board members have been on the
63 board at least two years. Duane seconded the motion. All were in favor. Motion
64 carried.
65

66 Barbara Poitra opened up the floor for nominations for the Vice-Chairperson position.
67 Carla Peltier made a motion for Dr. Leigh Jeanotte. Bob Lattergrass seconded. All were
68 in favor. Motion carried. Bob Lattergrass made a motion to cease nominations. Carla
69 Peltier seconded. All were in favor. Motion carried. Dr. Leigh Jeanotte will serve at the
70 Vice-Chairperson.
71

- 72 **C. Quarterly Board Meeting:** Barbara Poitra stated that the quarterly board meeting is
73 coming up on December 4, 2010. The meeting will be held in Grand Forks. Discussion
74 on how long the meeting is going to last. The meeting may also need to be held on
75 Friday evening. Dr. Jim Davis feels that the meeting can be completed on Saturday,
76 December 4th. The board would like to see the meeting begin at 8:30 a.m. and end at
77 3:30 p.m.
78

79 Dr. Davis stated that the Board of Trustees will be having their annual meeting at this
80 same time in Grand Forks.
81

- 82 **D. Travel Request:** Dr. Jim Davis presented his proposed travel request. The first travel
83 request was for a meeting in Minneapolis to meet with people who are enrolled from the
84 Turtle Mountains. This meeting will be held on Monday, November 22, 2010.
85

86 Dr. Jim Davis will also need to be present for the December 4, 2010 meeting in Grand
87 Forks for the Quarterly Board of Directors meeting.
88

89 John Frederick entered the meeting at 5:36 p.m.
90

91 Carla Peltier made a motion to approve the November 22 and December 4, 2010 travel
92 requests for Dr. Jim Davis. She would like to know what the date is that Dr. Jim Davis
93 will be going to Shakopee Tribe. She would like to represent the College by attending
94 the same meeting as a board member. Duane Poitra seconded. Discussion held. Duane
95 Poitra asked if there is a restriction on the President's travel and is it policy that the
96 President has to have his travel approved. The response was that this procedure is not in
97 policy, but that this was a request of the board through a motion that his travel be
98 approved at board meetings. Dr. Leigh Jeanotte stated that he would like to re-visit the
99 travel request process for the President.

100
101 Dr. Leigh Jeanotte would like to hear Dr. Jim Davis's synopsis of his travel at a future
102 meeting. Tracy Azure stated that she could get Dr. Jim Davis's travel information if they
103 need it. Bob Lattergrass stated that it is part of the Board of Director's responsibilities to
104 travel and represent the college at meetings. A vote was taken. All were in favor.
105 Motion carried.

106
107 Duane Poitra made a motion to approve Dr. Jim Davis's travel to Shakopee Tribe. Dr.
108 Leigh Jeanotte seconded. More discussion held. Dr. Jim Davis explained that this
109 meeting could bring in \$500,000 for TMCC with \$150,000 to be put into the IT
110 department, \$150,000 would go into Infrastructure, and \$200,000 would go into the
111 Foundation. Duane Poitra would like to see the proposal once Dr. Jim Davis has the
112 information: Dr. Jim Davis will send the proposal to the board members through email.
113 Dr. Jim Davis stated that the date of travel needs to be in the motion. Duane Poitra
114 amends his motion to read: Approve travel request to Shakopee Tribe with two
115 stipulations: 1. The Board of Directors board members will receive a copy of the proposal
116 and a synopsis of what the proposal entails. 2. Board members must be provided with
117 the meeting date and be given the opportunity to attend. Dr. Leigh Jeanotte seconded the
118 motion. All were in favor. Motion carried.

- 119
120 **E. Budget Overview:** Tracy Azure went over the budget process with the board. She
121 stated that there is a budget committee put in place. She also informed the board that this
122 budget committee had to reduce the budget 20% to balance the budget and at the same
123 time not hurt the College. Tracy handed out four documents regarding the budget. The
124 first document handed out was the "Expense Definitions" which will be identified as
125 Appendix A. The next document handed out was the budget of 2011 which has already
126 been approved by the Board. This document will be identified as Appendix B. The next
127 document was the indirect budget for 2011. This document will be identified as
128 Appendix C. The last document was the ICCA budget. This document will be identified
129 as Appendix D.

130
131 Tracy went through the line items and expenditures. She informed the board of what
132 each department had in their budget and what it included. Duane Poitra noted that the
133 Indirect totals do not match. Tracy explained that the HB1395 offsets the Indirect
134 budget.

135 Dr. Leigh Jeanotte asked how much of the reserves have been spent in the last five years.
136 Tracy stated that she didn't know right now, but she will bring that information to the
137 December 4th meeting.
138

139 Tracy informed the board that there needs to be another check signer. Currently, Barbara
140 Poitra is the only Board of Director member that can sign checks. Carla Peltier
141 volunteered to be a check signer for the Board of Directors.
142

143 Tracy went through the current expenditures and revenue for the last five years. Duane
144 Poitra would like to see the net increase or the net decrease for the College. Tracy stated
145 that she will send the board copies of the audits for the last five years.
146

147 Dr. Jim Davis stated that he needed to get two positions (hired) and approved by the
148 Board today. He stated that the positions need to be approved today because of their
149 critical need to begin immediately. He gave a brief explanation of the Allied Health
150 grant- Project Choice. Dr. Jim Davis explained the hiring process of how a hiring
151 committee is formed, a matrix developed, interviews are held, and then a
152 recommendation is made by the hiring committee. Dr. Jim Davis approves or
153 disapproves the recommendation, and then it comes to the board for their concurrence.
154 Dr. Jim Davis stated that the recommendation for the position of Allied Health-Project
155 Director is Terri Martin-Parisien.
156

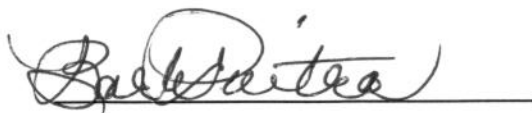
157 The other position is a position through NDSU (whom is the grantee- TMCC receives the
158 funding from NDSU). This position is under the Pre-Engineering program. This position
159 will be the Pre-Engineering instructor/recruiter. Dr. Jim Davis stated that there was only
160 one applicant that applied and does qualify. The committee reviewed and selected Ann
161 Vallie. Dr. Jim Davis approves both of the recommendations. Dr. Leigh Jeanotte made
162 the motion to hire the two people recommended. Duane Poitra seconded. All were in
163 favor. Motion carried.
164

165 Dr. Leigh Jeanotte suggests that the Board of Trustees provide an orientation for new
166 Board of Directors members.
167

168 Barbara Poitra stated there needs to be another check signer for the Board of Directors.
169 Dr. Leigh Jeanotte made a motion for Carla Peltier to be a check signer. Bob Lattergrass
170 seconded. All were in favor. Motion carried.
171

172 **VI. Next meeting:** December 4, 2010 at 8:30 a.m.; Comfort Inn & Suites in Grand Forks
173

174 **VII. Adjournment:** Chairperson Poitra asked for the motion to adjourn. Bob Lattergrass made
175 the motion to adjourn, seconded by Duane Poitra. All were in favor. Motion carried.
176 Meeting adjourned at 7:03 p.m.
177

178 
179

180 **Barbara Poitra, Chairperson**



Wanda Laducer, Appointed Board Secretary