



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

October 25, 2010

5:00 p.m.

Type of Meeting: Regular Board of Directors Meeting
Meeting Facilitator: Chairman Ronald Peltier
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) Presidents' Evaluation Form by Dr. Jim Davis
 - b) Health Cluster Change Order by Dr. Jim Davis
- VII. **New business**
 1. **Presidents Report by Dr. Jim Davis**
 - a) Travel Request(s) and Travel Reports
 - b) Turtle Mountain State Bank
 - c) Basketball Program
 2. **Comptrollers Report by Tracy Azure**
 - d) PO's
 - e) Other
 3. **Human Resources Report by Dr. Bill Gourneau**
 - f) Policies
 - g) New Hires
 - h) Other
 4. **Academic Dean Report by Larry Henry**
 - i) Report
 5. **Student Services Report by Wanda Laducer**
 - j) Report
- VIII. **Other Business**
 - a) Student Senate
- IX. **Next Meeting:**
 - Regular Board Meeting November 22, 2010 at 5:00 p.m. in the TMCC Board Room
 - Quarterly Board Meeting December 4, 2010 at 9:00 a.m. at Country Inn and Suites, Grand Forks, ND
- X. **Adjournment**

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**Turtle Mountain Community College
Regular Board of Directors Meeting
October 25, 2010
5:00 p.m.**

OFFICIAL MINUTES

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

Board of Directors absent: None.

Board of Trustees Present: Dwight Trottier, Caitlin Morin, Brittany Belgarde.

Board of Trustees absent: James Lindgren, Theresa Rivard, Yvonne St. Claire, Troy DeCoteau, Janice Azure, John Frederick, David Brien.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Tracy Azure, Dr. Bill Gourneau, Wanda Laducer, Irene BearRunner, Dennis Bercier, Rhonda Gustafson, Ray Parisien Sr., Sheila Trottier, Dave Ripley, Pete Davis.

Others Present: Jim "Boston" Laducer and Ghar Wiedrich.

I. Call to Order: Chairman Peltier called the meeting to order at 5:11 p.m.

II. Opening Prayer: Dave Ripley offered the opening prayer.

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

IV. Approval of Agenda: Chairman Peltier asked for a motion to approve the agenda with the requested change, which was to move Turtle Mountain State Bank up once they get to the meeting. Barbara Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

V. Approval of Minutes: Chairman Peltier asked for a motion to approve the minutes for the October 2, 2010 meeting. Some corrections were necessary. Robert Lattergrass made the motion to approve these minutes with the necessary corrections, seconded by Barbara Poitra. All were in favor. Motion carried.

VI. Old Business:

- a) **Presidents' Evaluation Form:** Dr. Davis and Dr. Leigh Jeanotte are currently working to finalize the evaluation form. See Appendix A and B. It needs to be determined what content will be used by the Board to evaluate the President. Discussion held. Once the evaluation is completed, the President should be evaluated by the set date in the policy manual. Further discussion held.

Carla Peltier entered at 5:19 p.m.

46 Currently working on getting the organizational chart updated, which will assist with the
47 evaluation process. Dr. Leigh Jeanotte recommends to the Board members to thoroughly look at
48 the evaluation and make recommendations, so it may be finalized at the quarterly meeting.
49

50 **b) Health Cluster Change Order by Dr. Jim Davis and Dave Ripley:** See Appendix C. The
51 following change orders have been requested for approval:

- 52 1. Change order for an extension to the Health Cluster. Dave Ripley received an extension
53 from his Project Officer and is requesting the extension from the Board for Electrical
54 Construction, General Construction, and Mechanical Construction. Chairman Peltier
55 asked for a motion to approve this change order. Dr. Leigh Jeanotte made this motion,
56 seconded by Robert Lattergrass. All were in favor. Motion carried. Barbara Poitra
57 requested to have it noted that reason the extension previously was not given, was
58 because it was up to them to get the project complete and put the extra hours in as
59 necessary to get the job done on time.
- 60 2. Pre-approval for Munro Contractors to place a gutter system on the new portion of the
61 Health Cluster building for an additional \$9,775, and to stain the building for an
62 additional \$1,150. Chairman Peltier asked for a motion to approve hiring Munro
63 Contractors. Robert Lattergrass made this motion, seconded by Dr. Leigh Jeanotte. All
64 were in favor. Motion carried.

65
66 Jim Laducer and Gar Wiedrich entered at 5:49 p.m.
67
68

69 **VII. New Business**

70 **1. Presidents Report by Dr. Jim Davis:** Dr. Davis discussed his monthly report.
71

72 Dave Ripley and Irene BearRunner exited at 6:07 p.m.
73

74 **a. Turtle Mountain State Bank by Jim Laducer and Ghar Wiedrich:** Dr. Davis introduced Jim
75 (Boston) Laducer and Ghar Wiedrich from Turtle Mountain State Bank. They previously met
76 with the Board about establishing a relationship with the bank. Jim and Ghar gave in depth
77 information about the bank and where it currently stands.

78
79 Dr. Leigh Jeanotte made a motion that TMCC establish a relationship with Turtle Mountain State
80 Bank where and when it is advantageous to the College. Discussion held. This can possibly be
81 done with the vacation accounts and Santa Club to start off. Motion seconded by Carla Peltier.
82 All were in favor. Motion carried.
83

84 Ghar and Boston exited at 6:22 p.m.
85

86 Tracy Azure can present the information at the December meeting concerning a relationship with
87 Turtle Mountain State Bank.
88

89 **b. Travel Requests and Travel Reports:** The travel reports were sent in the meeting packets. Dr.
90 Davis reviewed the information with the Board. Dr. Davis was informed that travel should be
91 requested in advance rather than phone votes for all travel. A lengthy discussion was held.

92 Carla Peltier would like to be informed whether or not the College will benefit from the travel or
93 not. The following information should be included with the travel requests: Title, dates,
94 description of meeting, other people traveling, how it benefits the College. This was a consensus
95 of the Board and Dr. Davis agreed. A majority of the travel has to do with funding. Discussion
96 held.

- 97
98 **c. Basketball Program by Ray Parisien Sr. and Pete Davis:** See Appendix E. The men's' team
99 has 15 players and the women's team has 8 players. Cannot offer athletic scholarships to the
100 students, but we would like to find another way to benefit our students. We can possibly offer a
101 stipend for the travel. Discussion held.

102
103 Tracy Azure will determine if the students will receive a 1099 if they receive a stipend. Further
104 discussion held. Rhonda Gustafson stated that with \$45,000 that would be spent on stipends, we
105 could use more faculty member to teach classes. Tracy was also asked to determine where the
106 \$45,000 would come from, the legality of the stipends, and how they would be able to raise
107 \$45,000 to pay the stipends.

108
109 Ray Parisien informed the Board that revenue is generated from the games, concessions have a
110 mark-up, we can ask local businesses to purchase banners for advertisement, and we can sell
111 apparel with the NIAC conference logo.

112
113 This should be brought back to the quarterly meeting with the requested information. Sheila
114 Trottier questioned where the money would come from considering we are currently in deficit
115 spending, and we are not hiring for necessary positions and each department had to cut budgets.

116
117 Ray Parisien and Pete Davis exited at 7:43 p.m.

118
119 **2. Comptrollers Report by Tracy Azure**

- 120 **d. PO's:** Tracy requested to have purchase requisitions signed and she needs approval for the
121 following:
- 122 1. Jenzabar maintenance agreement in the amount of \$31,736.94. Chairman Peltier asked
123 for a motion to approve this PO. Dr. Leigh Jeanotte made this motion, seconded by
124 Robert Lattergrass. All were in favor. Motion carried.
 - 125 2. Channing Bet Company in the amount of \$45,975.00. Chairman Peltier asked for a
126 motion to approve this PO. Carla Peltier made this motion, seconded by Barbara Poitra.
127 All were in favor. Motion carried.
 - 128 3. Moore Medical Corporation in the amount of \$28,608.69. Chairman Peltier asked for a
129 motion to approve this PO. Barbara Poitra made this motion, seconded by Robert
130 Lattergrass. All were in favor. Motion carried.
- 131 **e. Other:** Tracy is asking for approved to set up a petty cash fund in the amount of \$500 for the
132 basketball concessions. Chairman Peltier asked for a motion to approve the petty cash fund in
133 the amount of \$500. Carla Peltier made this motion, seconded by Barbara Poitra. All were in
134 favor. Motion carried.

135
136 Dr. Carmelita Lamb, Christina James, and Jaclyn De Los Santos are requesting a \$1,000 bonus
137 for furthering their education. Dr. Leigh Jeanotte previously asked if there was funding for the

138 bonuses or not? The policy has recently been changed. The requests were submitted in April
139 prior to any policy changes. Dr. Leigh Jeanotte made a recommendation for the administration
140 to go back and find out if this is advantageous. Discussion held. Administration needs to go
141 back and look at the cost of this, see how many people received the bonus, how far back this
142 goes, and look at the language.

143
144 The Board requested that administration determine who else would be eligible for the degree
145 bonus, the cost, and bring it back to the next meeting.

146
147 Dennis Bercier exited at 8:23 p.m.

148
149 Further discussion was held. The Board informed Tracy that information shouldn't be brought to
150 the board if the money isn't available. Items should go through the budget committee prior to
151 coming to the board. If it doesn't pass through the business offices approval, it shouldn't come
152 to the board. Dr. Leigh Jeanotte made a motion that anything that is not part of the current
153 approved budget should be brought to the budget committee first, and a policy should be created
154 for this. Barbara Poitra seconded the motion. All were in favor. Motion carried.

155
156 Tracy will set up a spreadsheet with raise vs. bonus information for the next meeting. Dr. Leigh
157 Jeanotte requested a short orientation on the budget. This orientation has been scheduled for
158 November 10th at 5 p.m.

159
160 **3. Human Resources Report by Dr. Bill Gourneau:**

- 161 **f. Policies:** Policies were reviewed today with the Board and will be sent out for the 30 day
162 comment period to staff. The Service Award or Meritorious award is still in board consideration.
163 Policy will be on the next agenda to finalize the changes. A lengthy discussion was held on
164 years of service. This area should be extended for the comment period along with merit pay.

165
166 Robert Lattergrass exited at 8:56 p.m.

- 167
168 **g. New Hires:** No new hires.

- 169
170 **h. Other:** None.

171
172 **4. Academic Dean Report by Larry Henry:**

- 173 **i. Report:** Not present at this meeting.

174
175 **5. Student Services Report by Wanda Laducer**

- 176 **j. Report:** The second financial aid disbursement is on November 19th.

- 177 • The Department of Education has a team coming up November 9-11 to help revisit
178 financial aid policies to be sure they are in line with the Department of Education's
179 regulations.
180 • We will be proposing a tuition increase for next year which includes fees, student
181 activities, and technology. We will do comparisons from other schools.

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VIII. Other Business

- a. **Student Senate:** Students Senate members are concerned about tuition wavers and who received them. The policy states it is only for board members, so it is for the two Student Senate which serve on the Board of Trustees.

The smoking issue still continues. They are asking to have a gazebo build and place in a designated area, and Student Senate will pay for it.

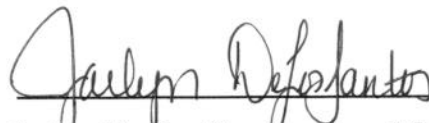
The cafeteria discussion has been held concerning the Wednesday meals. Student Senate does not want to discontinue the meals.

IX. Next Meeting: Quarterly meeting December 4, 2010 at 9:00 a.m.; Country Inn & Suites, Grand Forks, ND

- X. **Adjournment:** Chairman Peltier 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 9:21 p.m.



Barbara Poitra, Chairperson



Jacklyn De Los Santos, Board Secretary