



# Turtle Mountain Community College

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

## Meeting Agenda

October 25, 2010

12:00 p.m.

Type of Meeting: Special Board of Directors Meeting  
Meeting Facilitator: Chairman Ronald Peltier  
Invitees: Board of Directors, Board of Trustees, Administration

- I. Call to order
- II. Old Business
  - a) Policy Review/Approval
- III. Next Regular Meeting: October 25<sup>th</sup>, 2010 at 5:00 p.m.; TMCC Board Room
- IV. Adjournment

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**Turtle Mountain Community College  
Special Board of Directors Meeting  
October 25, 2010  
12:00 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, John Frederick, Caitlin Morin, Brittany Belgarde.

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

**TMCC Employees:** Jaclyn De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Wanda Laducer.

**I. Call to Order:** Chairman Peltier called the meeting to order at 12:22 p.m.

**II. Old Business**

- a. Policy Review/Approval:** Review of the TMCC Personnel Policy. The Board reviewed the comments from the TMCC Staff on the recommended Personnel Policy. A lengthy discussion was held concerning the Employment Incentive Payment Initiative.

Robert Lattergrass entered at 12:36 p.m.

The Human Resource Director was informed at the Quarterly Board of Directors meeting in December 2009 to view options for increases vs. bonuses. We need to determine what the College can afford. The Business Office will determine past amounts, and project what it may cost in the next few years.

Salary Scale: The Board would like to see an analysis of the salaries for the faculty and staff scale they were placed on. Was this compared to other tribal colleges and local schools?  
Discussion held.

Section 3.00.90 Staff and Board member tuition waivers: Add: These waivers are granted after satisfactory completion of employee probationary period, and waivers begin at the start of each semester. Remove: foster children. Add: legal guardianship.

Wanda Laducer entered at 1:05 p.m.

46 The Board has requested that the Comptroller provide a financial report explaining the complete  
47 budget. It is also requested to have a balanced budget provided.

48  
49 Carla Peltier exited at 1:30 p.m.

50  
51 See Appendix A: Future payouts for Incentive Program. Discussion held concerning the  
52 expenses from the Incentive Program and the number of years that should be allowed.

53  
54 Chairman Peltier exited at 2:04 p.m. Vice Chairman Dr. Leigh Jeanotte is now chairing the  
55 meeting.

56 Barbara Poitra exited at 2:17 p.m.

57 Dwight Trottier is a voting member for the Board of Directors.

58  
59 The Board requested to have the Business Office research the Incentive Program, which  
60 includes: What it has cost the College in the past, what the projected cost may be, and what the  
61 projected cost would be with area four and five added in? Discussion held. This should be  
62 presented at the quarterly meeting.

63  
64 Dwight Trottier made a motion for the Business Office to research the cost of bonuses and raises  
65 by November 15, 2010, and Jaclyn will send them out immediately. Robert Lattergrass  
66 seconded the motion. All were in favor. Motion carried.

67  
68 Dr. Bill Gourneau was asked to determine some figures from the Service Awards vs. a Merit  
69 Program. Discussion held. Dr. Gourneau should bring this to the Administrative Council and  
70 return to the Board with discussion and concerns.

71  
72 The Board requested that Tracy Azure determine where the funding comes from for the Service  
73 Awards.

74  
75 Caitlin Morin exited at 2:36 p.m.

76 Brittany Belgarde exited at 2:39 p.m.

77 John Frederick exited at 2:44 p.m.

78  
79 Further discussion concerning the Personnel Policy is held.

80  
81 Section 10.0020 Overtime: Overtime pay will be paid, and no compensation time will be  
82 offered.

83  
84 Unsolicited sick leave can be donated. An employee can receive sick leave from fellow  
85 employees for a period of actual need, not to exceed 30 calendar days or a maximum of 160  
86 hours per a year. Requests must be in writing and approved by their supervisors with  
87 concurrence of the President.

88  
89 Bereavement Leave: Can be used in the case of a miscarriage, with verification if requested.

90  
91 The Reduction in Force Policy has no changes

92 The Evaluation Process for TMCC: Discussion held. This will be an annual review.  
93 Dr. Jim Davis entered at 3:29 p.m.

94  
95 TMCC Employee Evaluation Form: Attendance needs to be changed to use of work time  
96 TMCC Self Evaluation Form has no changes  
97 TMCC Follow-up Form has no changes  
98 Employee Evaluation Rating Factor Form: Attendance needs to be changed to use of work time.  
99

100 Dr. Bill Gourneau requested a motion to put the following documents out for a 30 day comment  
101 period for staff/faculty to review:

- 102 1. Reduction in Force Policy
- 103 2. Evaluation Process for TMCC
- 104 3. TMCC Employee Evaluation Form
- 105 4. TMCC Self Evaluation Form
- 106 5. TMCC Follow-up Form
- 107 6. Employee Evaluation Rating Factor Form

108 Dwight Trottier made the motion to put the requested documents out for the 30 day comment  
109 period upon requested changes. Robert Lattergrass seconded this motion. All were in favor.  
110 Motion carried.

111  
112 **III. Next meeting: October 25<sup>th</sup>, 2010 at 5:00 p.m.**

113  
114 **IV. Adjournment:** Vice Chairman Dr. Leigh Jeanotte asked for the motion to adjourn. Robert  
115 Lattergrass made this motion, seconded by Dwight Trottier. All were in favor. Motion carried.  
116 Meeting adjourned at 3:54 p.m.

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137 **Barbara Poitra, Chairperson**



**Jaclyn De Los Santos, Board Secretary**