



# Turtle Mountain Community College

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## Regular Board of Directors Meeting

August 24, 2009

5:00 p.m.

### Agenda

#### 1. GENERAL FUNCTIONS

Call to Order	Lance Azure
Roll Call	Lance Azure
Approval of Minutes	Lance Azure
Approval of Agenda	Lance Azure

#### 2. ADMINISTRATION/INSTRUCTION/BUSINESS/PERSONNEL

- |     |  |                        |
|-----|--|------------------------|
| 2.1 | President's Report   | Pending                |
| 2.2 | Comptroller's Report   | Dr. Leonard Dauphinais |
|     | 2.2.1 P.O. s   |                        |
|     | 2.2.2 Policy Changes   |                        |
|     | 2.2.3 401K Resolution  |                        |
|     | 2.2.4 Other  |                        |
| 2.3 | Human Resources Report                                       | Dr. Bill Gourneau      |
|     | 2.3.1 New Hires  |                        |
|     | 2.3.2 New Position   |                        |
| 2.4 | Academic Dean Report   | Larry Henry            |
|     | 2.4.1 Faculty Contracts                                      |                        |
|     | 2.4.2 College Catalog  |                        |
|     | 2.4.3 Other  |                        |
| 2.5 | Student Services Report                                      | Wanda Laducer          |
|     | 2.5.1 Approval of Student Handbook                           |                        |
|     | 2.5.2 Other  |                        |
| 3.0 | OTHER BUSINESS   |                        |
| 3.1 | Other Business   |                        |
| 3.2 | Next Quarterly Board Meeting September 26, 2009 at 9:00 a.m. |                        |
| 3.3 | Adjournment  |                        |

1 **Turtle Mountain Community College**  
2 **Regular Board Meeting**  
3 **August 24, 2009**  
4 **5:00 p.m.**

5  
6 **OFFICIAL MINUTES**  
7

8 **Board of Directors Present:** Lance Azure, John Trottier, Emil LaRocque, Ronald Peltier,  
9 Barbara Poitra

10  
11 **Board of Directors Absent:** none

12  
13 **Board of Trustees Present:** Theresa Rivard, Yvonne St. Claire, John Frederick, Janice Azure,  
14 Troy DeCoteau, Harold Counts, Memory Poni-Cappo

15  
16 **Board of Trustees Absent:** James Lindgren, Dwight Trottier, David "Doc" Brien

17  
18 **TMCC Employees Present:** Jackie Stein, Dr. Leonard Dauphinais, Dr. Jim Davis, Larry Henry,  
19 Wanda Laducer, Dr. Bill Gourneau, Dave Ripley, Dennis Bercier

20  
21 **Tribal Council Present:** Betty Swain, Chucky DeCoteau

22  
23  
24 Chairman Azure called the meeting to order at 5:16 p.m.

25 The Board of Directors requested to go into Executive Session at 5:16 p.m.

26 During Executive Session, Yvonne St. Claire and Harold Counts exit the meeting.

27 The Board of Directors and the Board of Trustees exit Executive Session at 5:35 p.m.

28 Betty Swain, Chucky DeCoteau, Janice Azure, and Troy DeCoteau exit the meeting at 5:36 p.m.

29 Chairman Azure asked for the motion to approve the June 26, 2009 minutes with the following  
30 corrections: on line 53, 1009 should be 2009; line 70, remove Chairman Azure opposed; and line  
31 126 should state, TMCC Board of Directors and Trustees have already determined that they do  
32 not want to lose anything". Ron Peltier made this motion, seconded by Emil LaRocque. All  
33 were in favor.

34 Chairman Azure asked for the motion to approve the agenda. Ron Peltier made the motion to  
35 approve the agenda, seconded by Emil LaRocque. All were in favor.

37 **2.1 Presidents Report**

38 No Presidents report was provided at this meeting

39

40 **2.2 Comptrollers Report by Dr. Leonard Dauphinais**

41 **2.2.1 PO's**

42 Have a number of PO's which have been approved, but they need to be signed. They are as  
43 follows:

- 44 1. Baukol: \$172,845;
- 45 2. Bergstrom: \$22,285;
- 46 3. Jiran: \$14,571;
- 47 4. Jiran: \$13,567;
- 48 5. Jiran: 11,658;
- 49 6. Bergstrom: \$7,375;
- 50 7. Baukol: \$136,904;
- 51 8. Baukol: \$12,282
- 52 9. Bergstrom: \$27,392

53

54 Need 3 PR's approved, which are: Vaaler Insurance: \$72,501; Jenzabar: \$32131.61; and RH  
55 Supply: \$29,309.45. Chairman asked for the motion to approve the three purchase requisitions.  
56 John Trottier made this motion, seconded by Barbara Poitra. All were in favor.

57

58 **2.2.2 Policy Changes**

59 The policy changes were tabled until the next meeting, which is the Quarterly Board Meeting  
60 scheduled to go over any policy changes.

61

62 **2.2.3 401K Resolution**

63 Dr. Dauphinais is requesting a resolution for the 401K account. TMCC needs a formal record of  
64 the action. Dr. Dauphinais read the document to the board for approval. Dr. Dauphinais needs a  
65 signature from the Board Chairman and the Board Secretary upon approval. Chairman Azure  
66 asked for the motion to approve the resolution for the 401K account. Ron Peltier made this  
67 motion, seconded by Barb Poitra. All were in favor.

68

69 **2.2.4 Other**

70 Dr Dauphinais has a proposal for security cameras. The cameras are going to be set up at the  
71 CTE Building, the Student Union, and around the Main Campus. The total cost would be  
72 \$85,025. Discussion held. The money would come from ICCA. Chairman Azure asked for the  
73 motion to approve the proposal for the security cameras. Ron Peltier made this motion,  
74 seconded by Barbara Poitra. Emil LaRocque opposed. All other members were in favor.

75 Arjun KC resigned from his position and the position is currently being advertised. Dr.  
76 Dauphinais would like to create another position to assist in the IT Department. Discussion held.  
77 Chairman Azure asked for the motion to approve another position which is Database  
78 Administrator/Jenzabar Specialist. Ron Peltier made this motion, seconded by Barb Poitra. All  
79 were in favor.

80 Dr. Dauphinais also reported that 15 of the 17 computers which were stolen from a classroom  
81 approximately a month ago have been found.

82

83 **2.3 Human Resources Report by Dr. Bill Gourneau**

84 **2.3.1 New Hires**

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

86 1. Academic Preparedness Specialist—the committee recommended Eric Smith, if Eric does  
87 not take the position, the alternate would be Pete Davis. Chairman Azure asked for the  
88 motion to concur with the committee’s recommendation. Emil LaRocque made this  
89 motion, seconded by John Trottier. All were in favor.

90 2. Project Director Elementary Education (PDEE)—Due to the job description being  
91 changes from a requirement of a Masters Degree down to a requirement of a Bachelors  
92 Degree, the Board is requesting that the position is re-advertised with a requirement of a  
93 Masters Degree. Chairman Azure asked for the motion to re-advertise this position with  
94 the requirement of a Masters Degree. Ron Peltier made this motion, seconded by Emil  
95 LaRocque. All were in Favor.

96 3. Scholarship Technician—the committee recommended Stephanie Poitra. Chairman  
97 Azure asked for the motion to concur with the committee’s recommendation. Ron Peltier  
98 made this motion, seconded by Barbara Poitra. All were in favor.

99 4. HVAC Instructor—the committee recommended Mark Clausing. Chairman Azure asked  
100 for the motion to concur with the committee’s recommendation. Ron Peltier made this  
101 motion, seconded by John Trottier. All were in favor.

102 5. NWOK Earth Science Instructor—the committee recommended Jordan Neau. Chairman  
103 Azure asked for the motion to concur with the committee’s recommendation. John  
104 Trottier made this motion, seconded by Ron Peltier. All were in favor.

105

106 **2.3.2 New Position**

107 See Attachment A

108 We would like to hire a Process Plant Technology Instructor. Discussion held. The Board of  
109 Directors had previously decided not to continue with the Process Plant Technology program due  
110 to the cost. Dr. Davis made the decision to continue on with the program. Further discussion  
111 was held. Chairman Azure asked for the motion to approve the proposed position. Ron Peltier  
112 made this motion with the recommendation to only approve for a 1 year position and review the  
113 program after 1 year. Barbara Poitra seconded this motion. All were in favor.

114

115 **2.4 Academic Dean Report by Larry Henry**

116 **2.4.1 Faculty Contracts**

117 We have three faculty members which have special expertise. We would like to get salaries for  
118 the special expertise. The three people are Mike Roussin which is currently at \$31,500 and he  
119 would like \$36,500; Quenna Beston which is currently at \$36,500 and she would like \$40,000;  
120 and Marilyn Delorme which was previously approved for a 9 month contract at \$40,000.  
121 Discussion held. Since Marilyn’s salary was previously approved, we do not need further  
122 approval. Chairman Azure asked for the motion to approve the special expertise for the hard to  
123 fill positions. John Trottier made this motion giving Quenna Beston retroactive pay, seconded  
124 by Barbara Poitra. All were in favor.

125

126 **2.4.2 College Catalog**

127 We had minor changes to the catalog in the academic calendar. We also added the Phlebotomy  
128 and Residential Electric programs. This is a two year catalog, going from 2008-2010. Chairman  
129 Azure asked for the motion to approve the catalog. Barbara Poitra made this motion, seconded  
130 by Ron Peltier. All were in favor.

131

132

133 **2.4.3 Other**

134 The fall semester has been very good with numbers. We have closed over 50 classes and we had  
135 to add 4 additional classes.

136

137 **3.0 Other Business**

138 Coaching was on the previous agenda. The Board would like to see if the two previous coaches  
139 are interested in continuing this year. Dr. Gourneau would like to have records on the coaches.  
140 They need to have employee files. They should have short term contracts.

141

142 **2.5 Student Services Report by Wanda Laducer**

143 **2.5.1 Approval of Student Handbook**

144 The handbook is good for one year and it provides the students with the college policies. We  
145 only had minor changes, which were basically all dates. Chairman Azure asked for the motion to  
146 approve the Student Handbook with the minor changes. Barbara Poitra made this motion,  
147 seconded by Ron Peltier. All were in favor.

148

149 **2.5.2 Other**

150 We have hit a record enrollment for the first couple of days. We currently have 628 students  
151 enrolled and expect more.

152 We have a problem with parking and may need to find a grant to add on a further parking lot.

153

154 **3.1 Other Business**

155 Dennis Bercier is requesting for two change orders to be approved. See Appendix B. The first  
156 change order will be a deduct of \$6005 by removing the retaining all on the North side of the  
157 Student Union. Discussion held. The second change order is to create a channel around the CTE  
158 Building due to water is running in the direction of the CTE Building. The cost would be \$2027  
159 and Baukol Builders will create the channel. Chairman Azure asked for the motion to approve  
160 the two change orders. Emil LaRocque made this motion, seconded by Barbara Poitra. All were  
161 in favor.

162 Memory Poni-Cappo and Donna Azure are organizing a silent auction on September 14-16, 2009  
163 as a fundraiser for the Jennifer Morin family. They are taking any and all donations they can  
164 receive.

165

166 **3.2 Next Board Meeting**

167 The next board meeting is the Quarterly meeting. This is scheduled for September 26<sup>th</sup>, 2009 at  
168 9 a.m.

169


170 **3.3 Adjournment**

171 Chairman asked for the motion to adjourn. John Trottier made this motion, seconded by Ron  
172 Peltier. All were in favor.

173 Meeting adjourned at 8:24 p.m.

174

175

176  \_\_\_\_\_

177 **Barbara Poitra, Acting Chairperson**

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**Jaclyn Stein, Board Secretary**

Appendix A  
8-24-09  
Regular Board Meeting

**Position Description:** Process Plant Technology Instructor  
**Department:** Career & Technical Education  
**Opening date:**  
**Closing date:** Until filled

**DESIRED MINIMUM QUALIFICATIONS:**

- Graduate from an accredited college or university with a Certificate or Associate of Applied Science degree in Process Plant Technology, Electronics or related field.
- A minimum of three years of teaching experience
- Must meet ND State Career & Technical Education Postsecondary Certification Standards

**Desired Experience/Training/Credentials:**

- Must meet ND State Career & Technical Education Postsecondary Certification Standards
- Teaching experience at the adult and post secondary level. Successful teaching experience with diverse student population.
- Ability to implement contemporary pedagogical philosophies, methods and techniques including multi-media to develop and deliver instruction in classroom and lab settings.
- Able to develop instructional activities, course syllabi, course outlines and other necessary teaching material.
- Ability to effectively use appropriate technology and equipment.
- Ability to work collegially with all individuals in the tribal college setting.
- Able to tutor Process Plant Technology courses
- Applicant must be able to pass a drug test and background check.

**DESIRED EXPERIENCE/TRAINING/CREDENTIALS:**

- Able to obtain and maintain licenses as required by state or accrediting commissions.
- Teaching experience at the adult and post secondary level. Successful teaching experience with diverse student population.
- Experience in organizing and writing reports and presentations of a technical nature.
- Proven track record of project completions, multi-tasking, and the ability to handle a high pressure environment with significant timeline pressures.
- Proven educational or administrative experience in critical thinking, problem solving and judgment skills.
- Develop and follow an "Individual Professional Development Plan (IPDP)" as prescribed by TMCC's faculty salary policy manual.
- Applicant must be able to pass a drug test and background check.