



Turtle Mountain Community College

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Quarterly Board of Directors Meeting September 26, 2009 9:00 a.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 | Dr. Jim Davis |
| 2.1.1 Policy Introductions | |
| 2.1.2 Student Union Update (Dennis Bercier) | |
| 2.1.3 USDA Project (Wannetta Bennett) | |
| 2.1.4 Trading Post | |
| 2.1.5 Approval of Travel | |
| 2.2 Comptroller's Report | Dr. Leonard Dauphinais |
| 2.2.1 P.O. s | |
| 2.2.2 Other | |
| 2.3 Human Resources Report | Dr. Bill Gourneau |
| 2.3.1 New Hires | |
| 2.3.2 Policies | |
| 2.3.3 Grievance Hearing | |
| 2.4 Student Services Report | Wanda Laducer |
| 3.0 OTHER BUSINESS | |
| 3.0.1 Student Senate | |
| 3.1 Other Business | |
| 3.2 Next Board Meeting October 26, 2009 at 5:00 p.m. | |
| 3.3 Adjournment | |

1 **Turtle Mountain Community College**
2 **Quarterly Board Meeting**
3 **September 26, 2009**
4 **9:00 a.m.**

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6 **OFFICIAL MINUTES**

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8 **Board of Directors Present:** Ronald Peltier, Barbara Poitra

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10 **Board of Directors Absent:** Emil LaRocque

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12 **Board of Trustees Present:** James Lindgren, Theresa Rivard, Yvonne St. Claire, Dwight
13 Trottier, John Frederick, David "Doc" Brien, Alicia Lunday, Caitlin Morin

14
15 **Board of Trustees Absent:** Janice Azure, Troy DeCoteau

16
17 **TMCC Employees Present:** Jackie Stein, Tracy Azure, Dr. Jim Davis, Wannetta Bennett,
18 Wanda Laducer, Dennis DeCoteau

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20 **Others Present:** Lance Azure, John Trottier

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22 Acting Chairperson Barbara Poitra called the meeting to order at 11:00 a.m.

23 James Lindgren is a voting member.

24 Acting Chairperson Barbara Poitra asked for the motion to approve the August 24, 2009 minutes
25 Ron Peltier made the request to table the minutes until the next meeting. Acting Chairperson
26 Barbara Poitra asked for the motion. Ron Peltier made this motion, seconded by James
27 Lindgren. All were in favor.

28 Ron Peltier requested to have on record that no contract has been signed as of today, September
29 26, 2009 with Dr. Jim Davis. He is currently working without a contract and the college doesn't
30 have a President.

31 Dr. Jim Davis also requested to have on record that he doesn't have a signed contract, but is still
32 getting paid, still attending work, and will/should have a signed contract on or before November
33 1, 2009.

34 Acting Chairperson Barbara Poitra asked for the motion to approve the agenda. Ron Peltier
35 made this motion, seconded by James Lindgren. All were in favor.

36 **2.1 President's Report by Dr. Jim Davis**

37 **2.1.1 Policy Introduction**

38 Dr. Bill Gourneau will propose the policy changes. We need to get a full legal review of the
39 policies and they need to be gone through very closely. The policies previously went through the
40 Department of Education.

41 **2.1.2 Student Union Update by Dennis Bercier**

42 Project is going along very well and we are expecting eight weeks left for construction. We are
43 currently having construction meetings every Tuesday. The enclosure should be completed early
44 next week and we should be moved in by early November.

45 We are negotiating with contractors to get deducts for mechanical linfoot. The deduct is for an
46 \$18,000 control system. We are attempting to add the deduct back into the project. Discussion
47 held. Dennis Bercier has a change order for the \$18,000 control system. Acting Chairperson
48 Barbara Poitra asked for the motion to approve the change order. Ron Peltier made this motion,
49 seconded by James Lindgren. All were in favor.

50 **2.1.3 USDA Project by Wannetta Bennett**

51 See appendix A.

52 Previously applied for \$300,000 grant was informed to find more funding. We were granted an
53 additional \$220,000 with a 5% match. Discussion held. We need two resolutions signed by the
54 Board Chairperson and the Secretary. The first resolution is to obtain the funding of \$220,000
55 and the second resolution is for the execution of the loan and/or grant document. Acting
56 Chairperson Barbara Poitra asked for the motion to approve the two resolutions. Ron Peltier
57 made this motion, seconded by James Lindgren.

58 The papers need to be signed on Monday, so Ron Peltier made the motion to allow Acting
59 Chairperson Barbara Poitra to sign the documents on Monday. Seconded by James Lindgren.
60 All were in favor.

61 **2.14 Trading Post**

62 Wanda Laducer exits the meeting at 11:24 a.m.

63 Wannetta was previously directed to search for further funding for the Trading Post. We
64 received notification that we received the second source of funding. We were also notified that
65 Pathways to Prosperity are going to donate an additional \$15,000 for the renovation of the
66 Trading Post. Discussion held. Wannetta Bennett and Dr. Jim Davis both recommend going
67 forward with the project.

68 John Trottier exits the meeting at 11:34 a.m.

69 Acting Chairperson Barbara Poitra asked for the motion to allow Wannetta to go forward with
70 the project to renovate and add the addition to the Trading Post. James Lindgren made this
71 motion, seconded by Ron Peltier. All were in favor.

72 **2.1.5 Approval of Travel**

73 It was previously suggested by a member of the Board of Trustees to have an employee
74 improvement plan. Travel is a large issue and this should be a part of that plan. Dr. Davis'
75 excessive travel was an issue and he was previously informed verbally not to travel as much.
76 The travel got worse at this point. He traveled 101 days in 2007-2008 and 117 days in 2008-
77 2009. Discussion held. With evaluations that were completed by the staff/faculty at TMCC we
78 found that the main issue is the absence of the President. Travel was supposed to be pre-
79 approved.

80 Ron Peltier made the motion to restrict Dr. Davis' travels to one trip every four weeks, not to
81 exceed twelve trips per a year, with pre-approval from the Board of Directors. The Motion did
82 not receive a second and was not carried forward.

83 Ron Peltier made the motion stating any travel done by the TMCC President needs to be pre-
84 approved by the Board of Directors. James Lindgren seconded the motion. All were in favor.

85 Dr. Jim Davis admits that he travels a lot, but most of the time he travels for money for TMCC
86 and the students. Dr. Jim Davis stated that since he has been here, they have brought in over \$35
87 million and it would not have been that large if he was not traveling. Discussion held. The
88 Board of Directors has only had to put off a meeting a couple of times because of the President.
89 TMCC has hardworking employees and Dr. Jim Davis has taken a lot of credit for work other
90 people did, which includes work that was done prior to Dr. Jim Davis' coming on board with
91 TMCC. Lance stated that Dr. Jim Davis has done some good work for the college in the time
92 that he has been here.

93 Ron Peltier recommends having the Finance Department looking into the budget for a Vice
94 President. This item should be on the next agenda.

95 **2.2 Comptroller's Report by Tracy Azure**

96 **2.2.1 PO's**

97 No new PO's. We need signatures for previously approved PO's.

98 **2.2.2 Other**

- 99 • See Appendix C. Travelers Insurance Company did a risk assessment and found that
100 items are being stored in areas that are not allowed. Wesley Davis is currently looking at
101 correcting the issues.

- 102 • See Appendix D. Fiscal auditors will be here on Monday, September 28, 2009 and will
103 be auditing a number of different grants.
- 104 • The cafeteria is currently in the red. We may be raising the prices to attempt to break
105 even. Discussion held.
- 106 • See Appendix E. Fiscal Policies have to change the accounting process to accrual basis
107 and will need to be changed in the policies. This will affect how some materials are
108 recorded. Discussion held. See Appendix F. This handout is to show what the audit
109 work paper will look like.
- 110 • With Wannetta leaving we need another staff check signer. We also need 2 new board
111 check signers. The recommendation is Larry Henry. Acting Chairperson Barbara Poitra
112 asked for the motion for Larry Henry to be a check signer. Ron Peltier made this motion,
113 seconded by James Lindgren. All were in favor.
- 114 • We need to establish exempt or non-exempt employees within fiscal policies.

115 **2.3 Human Resources Report by Dr. Bill Gourneau**

116 **2.3.2 Policies**

117 See Appendix G and H. Dr. Bill Gourneau explained that the documents which were provided
118 were looked at by an employment attorney. There are two critical sections which are the
119 Grievance Policy and the Reinstatement Policy. Discussion held. These should be reviewed at
120 the Special Policy Meeting.

121 **2.3.1 New Hires**

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

- 123 1. Native Ways of Knowing (NWOK) Administrative Assistant—the committee
124 recommended Anthea Jeanotte. Acting Chairperson Barbara Poitra asked for the motion
125 to concur with the committee's recommendation. Ron Peltier made this motion,
126 seconded by James Lindgren. All were in favor.
- 127 2. Computer Support Systems—the committee recommended Chris LaFromboise.
128 Chairman Azure asked for the motion to concur with the committee's recommendation.
129 Ron Peltier made this motion, seconded by James Lindgren. All were in favor.
- 130 3. Process Plant Technology Instructor—the committee recommended Keith Brien.
131 Chairman Azure asked for the motion to concur with the committee's recommendation.
132 Ron Peltier made this motion, seconded by James Lindgren. All were in favor.

133 4. Professional Development Elementary Education Director (PDEE)—the committee
134 recommended Kathy Gladue. Hire is tabled for the next meeting. No action was taken.

135 Dr. Bill Gourneau stated that they are having problems keeping people interested in the positions
136 while waiting for the board meetings. Dr. Gourneau was informed to go through the proper
137 selection process with faculty and hire them. The board is willing to do phone votes any time it
138 is necessary.

139 Theresa Rivard exits the meeting at 12:49 p.m.

140 **2.3.3 Grievance Hearing**

141 A grievance was filed that involves the Board of Directors. We need to schedule a meeting with
142 the Board of Directors to handle the grievance. Dr. Bill Gourneau needs to schedule this meeting
143 date. Discussion held.

144 Dr. Bill Gourneau would also like to inform the board that he also does not have a contract and
145 he assumes that he still has previous contract.

146 Dr. Jim Davis stated that they need to have one more person hired. This is the hiring for the
147 Internal Manager for the Foundation. Anna Sarcia was the recommendation for the position.
148 This position is through the Bremer Foundation grant. Acting Chairperson Barbara Poitra asked
149 for the motion to hire Anna Sarcia. James Lindgren made this motion, seconded by Ron Peltier.
150 All were in favor.

151 **2.4 Student Services Report by Dr. Jim Davis**

152 Financial Aid disbursement was one week ago and we distributed \$1,113,202. Current
153 enrollment is 728 students.

154 We are starting a Student Ambassador Program this semester. We need to find interested
155 students that would be interested in being ambassadors for the college.

156 The mentoring program is continued this semester.

157 We are currently working on a proposal for Student Support Services.

158 The basketball teams do not have a men's coach as of now.

159 **3.0 Other**

160 **3.0.1 Student Senate**

161 We believe that we need to have a handicap accessible bathroom for the students.

162 The smoking in front of the building needs to stop. The ashtray up on the steps promotes the
163 students to smoke on the steps. Possibly make a smoke-free campus.

164 **3.0.2 Travel**

165 Dr. Jim Davis is notifying the board that he has an NDATC meeting and AIHEC fall meeting to
166 attend. He will fax this information to the board members for approval. He also wants to notify
167 the board that he may need to go to Grand Forks for orientation for the new hire and also to
168 Chicago to address Accreditation.

169 **3.2 Next Board Meeting**

170 The next board meeting is scheduled for October 26th, 2009 at 5:00 p.m.

171 **3.3 Adjournment**

172 Acting Chairperson Barbara Poitra asked for the motion to adjourn. Ron Peltier made this
173 motion, seconded by James Lindgren. All were in favor. Meeting adjourned at 1:20 p.m.

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177 **Barbara Poitra, Acting Chairperson**



Jaclyn Stein, Board Secretary