



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

**Shooting Star Hotel in Mahnommen, MN
December 6, 2013
3:00 p.m. – 5:00 p.m.**

Type of Meeting: Special Board of Directors Meeting
Meeting Facilitator: Chairman Poitra
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. Discussion on Unauthorized Purchases
 - b. Timeline for Organizing for Success Report
 - c. Drug Testing Appendix Update

- VII. New business**
 - 1. Developmental Leave**

- VIII. Other Business**
- IX. Next Meeting:**
 - Regular Board Meeting; January 27, 2014 at 5:00 p.m.; TMCC Board Room
- X. Adjournment**

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OFFICIAL MEETING MINUTES

MINUTES: **TMCC SPECIAL BOARD OF DIRECTORS MEETING**
Meeting: **Board of Directors, Board of Trustees, Administration**
Date/Time/Location: **12/6/2013 – 3:00 p.m. – Shooting Star Hotel in Mahanomen, MN**
Board of Directors Present: JoAnne DeCoteau, Dr. Leigh Jeanotte, Duane Poitra, Glenn Longie, Carla Peltier.
Board of Directors Absent: None.
Board of Trustees Present: Yvonne St. Claire, James Lindgren, Zelma Peltier, Dwight Trottier, Theresa Rivard.
Staff Present: Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer, Holly Cahill.
Guests: None.
Officiating Recorder: Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 3:20 p.m.	
II. Opening Prayer	Performed by Zelma Peltier.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of Agenda		Chairman Poitra asked for a motion to approve the agenda. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
V. Approval of Minutes		Chairman Poitra asked for a motion to approve the November 25, 2013 minutes as presented. Glenn made this motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
VI. Old Business		Carla Peltier entered at 3:23 p.m.
A. Discussion on Unauthorized Purchases	Please see Appendix A. An attorney had provided an opinion on the purchasing of unauthorized materials. The issue with the discussion is that policy did not directly outline purchasing without proper permission. The attorney suggested the possibility of micromanagement, which was not the Boards	Tracy Azure will bring the policy to the January meeting with the updates for unauthorized purchases and emergency purchases.

intent. The intent of the Board was to correct policy, so the College does not have the same issue again. Discussion held. Dr. Davis informed the Board that due to it being an employee of the College, the materials are the College's property. With the policy, we would like to have an attorney's suggestion/recommendation with the proper language, so we have no possible loopholes. We would like to be sure that the policy is stated clearly, so we have no possibility for lawsuits. We need to determine how to move forward with a policy for unauthorized purchases, and it needs to state directly what happens to the goods, along with a type of reprimand to be filed in the employee's personnel file. Discussion held. It was recommended that Tracy Azure contact all vendors, and not allow purchases without a purchase order from TMCC. The policy would need to state that anytime an unauthorized purchase made, the goods would belong to the College as the items were purchased under the College.

The decision on the previous request from the prior employee will be determined by Dr. Davis, and he will contact the prior employee.

Discussion held. The Board suggested to possibly email sections of the policy randomly to reiterate the policy. It will be suggested to Holly Cahill to send out this information. Chairman Poitra is going to get in contact with legal counsel for a general opinion on unauthorized purchases.

B. Timeline for Organizing for Success Report

Dr. Davis presented Appendix B. This was discussed between Kellie Hall, Dr. Davis, and Holly Cahill. We completed Phase I basically on-time. We moved into Phase II a little later than intended due to the extensive work it took on Pre-Phase II. We have been having progress meetings weekly. Administration is still planning on Phase II being finalized at the end of December 2013.

Chairman Poitra inquired about the possibility of being able to move forward with the salary scale. We are aware that we

need to move with the green lined employees, which have not been paid at an equitable salary. Discussion held. We have some positions that we cannot fill, but administration is working towards adding additional duties to individual's job descriptions. As positions are filled, the Board is requesting to be informed of what source of funding they are being paid. The Board was informed that soft money programs are unable to fill gaps in the institution. When Master Key Consulting was hired, the idea of the project was to develop internal capacity, in which a lot of internal capacity was created. Once completed, we have the tools to move forward on our own without any further consulting. Further discussion was held.

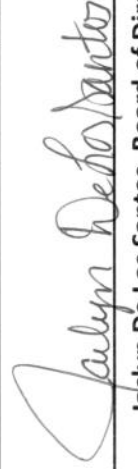
The Board inquired about a Comprehensive Year-End Report showing what the College and individual departments had completed. This can be presented at the July meeting each year. Documentation showing what we have accomplished for the year.

Next year's budget we are anticipating a \$400,000 decrease due to the student count being down. Dr. Davis spoke with our contact from AIHEC in reference to the sequestration and on December 13th, a plan will be presented to Congress. The sequestration will happen regardless, but on December 13th something will be announced in reference to who it will affect and how much it will affect them. They expect that Tribal Colleges will not be affected. We are hoping to be exempt from the sequestration. Some of the grant programs took a big budget cut, but the ICCA budget did not. If the drop of students continues, we would have that decrease in funding along with the sequestering. We need to plan for the worse case scenarios. The budget committee is working towards determining alternate routes. By February, we would begin the planning. Before we decide to move forward with the salaries, we would need to determine if additional duties could be added to other positions. Discussion held. With the new hires, we would like to use current employees, rather

	<p>than hiring to avoid RIF's. This would affect the ICCA and Indirect positions. The budget committee looks at this when getting funding. Discussion held.</p> <p>Billing students may possibly be a cause for lowered enrollment, along with the Pell grant guidelines changing. Dr. Davis has been speaking with other tribal colleges in reference to student working off their tuition. This would benefit the student and the College. Dr. Davis does not want to revert back to the old way. The Business Office sent out a letter last month with the statements informing students that they can still attend if they owe money and letting them know that it isn't a road block. Discussion held in reference to offering student loans. Possibly offer financial incentives to some of TMCHS students to attend TMCC.</p>
<p>C. Drug Testing Appendix Update</p>	<p>Please see Appendix A. The drug testing began this week and will continue. We found that we do have minor wording changes in the appendix. Administration will provide an update to the Board as necessary.</p>
<p>VII. New Business</p>	
<p>1. Developmental Leave</p>	<p>One request was provided to Kellie Hall, which would be at no cost to the College. Not sure if it will be spring semester or in the fall. No need for Board action at this point.</p>
<p>VIII. Other Business</p>	<p>None.</p>
<p>IX. Next Meeting</p>	<p>Quarterly Board Meeting December 7, 2013 at 8:00 a.m.; Mahnommen, MN; Shooting Star Hotel and Casino.</p>
<p>X. Adjournment</p>	<p>Meeting adjourned at 5:00 p.m.</p> <p>Chairman Poitra asked for a motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. No discussion was held. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>



Duane Poitra, Board of Directors Chairman



Jaclyn De Los Santos, Board of Directors Recording Secretary