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**Turtle Mountain Community College  
Regular Board of Directors Meeting  
April 23, 2012  
5:00 p.m.**

**OFFICIAL MINUTES**

**Board of Directors Present:** Dr. Leigh Jeanotte, Carla Peltier, Glenn Longie, JoAnne DeCoteau.

**Board of Directors absent:** None.

**Board of Trustees Present:** James Stogner, John Frederick, Zelma Peltier, John Frederick, Dwight Trotter, Theresa Rivard, James Lindgren.

**TMCC Employees:** Jaclyn De Los Santos, Tracy Azure, Wanda Laducer, Dr. Jim Davis, Anita Frederick, Larry Henry, Wesley Davis.

- I. **Call to order:** Chairperson Peltier called the meeting to order at 5:07 p.m.
- II. **Opening Prayer:** Performed by Chairperson Peltier.
- III. **Roll call:** Performed by Jaclyn De Los Santos.
- IV. **Approval of Agenda:** Chairperson Peltier asked for changes or additions to the agenda. **Chairperson Peltier asked for a motion to approve the agenda with changes. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. The items which have been added are: D. Infrastructure Project Roofing, E. Phase II Parking Lot, F. Letter to Trustees. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**
- V. **Approval of Minutes:** Chairperson Peltier asked for a motion to approve the March 31, 2012 meeting minutes. **Dr. Leigh Jeanotte made the motion to approve the minutes as presented, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. JoAnne DeCoteau abstained. All others were in favor. Motion carried.**
- VI. **Old Business:**
  - a. **South Campus Rentals:** We have sent letters to the renters asking for them to pay the amount that their budget allows for this period. Tracy Azure drafted another letter to the renters to set up a meeting to determine the final agreed rental amount. We have been receiving rent up to this point, but it is at the old rate. Dr. Davis has asked for clarification in reference to the rental amount. We have mentioned different businesses which rent buildings/space and their rent amounts. Due to TMCC paying for snow removal and maintenance, Dr. Davis would like to be sure that we receive a fair amount. We would like to assure that we receive adequate rent for the space, utilities, maintenance for upkeep, and snow removal. TMCC will provide the option to the renters that the renters possibly take over the utilities, rather than increasing the rent (this would only work for the Tribal Scholarship program due to that others share space). We may

45 find that we need to charge a flat square footage fee due to the grants that some projects receive  
46 their funding. Discussion held. We will consider having the buildings appraised.  
47

- 48 **b. Salary Schedule:** We had Master Key Consulting attend TMCC to receive information on  
49 having the desk audit performed. We are looking at two options beginning with the desk audit  
50 and the salary scale. The salary scale is functional at this point and is in a good position to  
51 continue. The desk audit would include a position description review to determine if positions  
52 are on the pay scale correctly. Please see Appendix A. Dr. Davis inquired about the need to  
53 change the job descriptions and salaries for particular positions. It has been determined that only  
54 a few positions need to be revamped. Discussion held. Master Key Consultants do not believe  
55 that it is necessary to perform a complete desk audit. We need to evaluate what the cost would  
56 be to have a desk audit completed along with the increases in salary that it would cause. Dr.  
57 Davis recommends going with option 2, which is as follows:

58  
59 (Functional positions are aligned to the pay scale.

- 60 a. Does this imply a new look, what needs to be changed and are there any  
61 disconnects?  
62 b. Is the pay scale broke? If not, then maybe only that a few positions need to  
63 be changed. Is this the disconnect?  
64

65 We recommend continuing to work with Master Key Consulting to determine a working plan.  
66 They charge about \$180-\$200/ hour, but may not charge us at that amount. They would like to  
67 take us from where we are now to where we want to go. Some Board members were looking for  
68 a desk audit to determine the proper levels that staff should be placed. The Board was aware that  
69 we didn't need the salary scale to be completely changed but that some changes need to be made.  
70

71 The first step would be to get an organizational chart which is functioning for the College. Then  
72 place the positions on the correct level by re-evaluating job descriptions. We may need to freeze  
73 salaries or give increases. Discussion held. The scale works, but it is not fully implemented.  
74 Chairperson Peltier would like a set timeline to have this issue completed. Come back with a  
75 definite timeline and who will perform the audit. **Dr. Leigh Jeanotte made a motion to  
76 recommend option number two with the requirements to also include something  
77 mandatory to look at the salary scale with appropriate timelines and some idea of cost in a  
78 contract. Glenn Longie seconded the motion. Discussion held. Dr. Davis will work to have  
79 this completed as soon as possible and will attempt to have this completed prior to the next  
80 meeting and possibly call a special meeting. We will need to have a conference call with  
81 Master Key Consulting to set up a time line. Chairperson Peltier asks that this is  
82 completed by the next meeting at the latest. The entire salary scale should be reviewed.  
83 The Board wants to know exactly what TMCC will be doing versus what Master Key  
84 Consulting will be doing. Jaelyn De Los Santos performed roll call. All were in favor.  
85 Motion carried.**  
86

- 87 **c. HR Position:** Received nine applications and determined five met the minimum qualifications,  
88 and two were very qualified for the position. Two candidates were interviewed and the  
89 committee recommended Holly Cahill. We feel that it is highly important to have an individual  
90 on board that is qualified. **JoAnne DeCoteau asked that it be noted in the minutes that she  
91 asked how a Non-Native applicant was selected over a Native applicant who was qualified.  
92 She asked if there was a Indian Preference policy here. Dr. Davis explained the hiring**

93 process and how the Indian preference ties into the process. Chairperson Peltier asked for  
94 the motion to concur with Dr. Davis' recommendation. Dr. Leigh Jeanotte made this  
95 motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. Glenn  
96 Longie abstained. All others were in favor. Motion carried. Further discussion was held.  
97

- 98 **d. Infrastructure Project: Re-Roofing:** Please see Appendix C. The roof and the skylight  
99 windows above the Medicine Wheel leak substantially. We had the bid opening and the low  
100 bidder was Target Roofing in the amount of \$202,506. This is being submitted as a change order  
101 for the skylight, so we do not receive further contractor fees. We did not receive a set schedule,  
102 since they haven't received the bid, although they stated it should only take about one month to  
103 complete. Chairperson Peltier asked for a motion to approve the **TMCC Phase I Building  
104 Re-Roofing Project and approve the low bidder, which is Target Roofing in the amount of  
105 \$202,506. Glenn Longie made the motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los  
106 Santos performed roll call. All were in favor. Motion carried.**  
107
- 108 **e. Phase II Parking Lot Project:** Please see Appendix D. We were having issues last year with  
109 the budget for Phase II of the Parking Lot Project, but we have received bids this fall within the  
110 budget. The total project bid is \$210,107.44. The low bidder is Mayo Construction Company,  
111 Inc. Chairperson Peltier asked for the motion to approve the **Phase II Parking Lot  
112 Expansion project in the amount of \$210,107.22 with Mayo Construction Company Inc. as  
113 the contractor. TMCC has a \$10,343 match with the USDA. JoAnne DeCoteau made this  
114 motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in  
115 favor. Motion carried.**  
116

117 We will be requesting additional funding to re-pour the current sidewalks and handicap ramps.  
118 Due to the weather, it has caused them to bow.  
119

- 120 **f. Letter to the Trustees:** The Board of Directors are concerned about having two secretaries  
121 taking the same minutes at the same meetings. The Trustees are able to attend any and all  
122 meetings of the Board of Directors. This is an additional expense to the College to pay an  
123 additional secretary. Furthermore, Jaclyn De Los Santos can also provide the unofficial minutes  
124 to the Board of Trustees members which were in absence of the meeting. Jim Lindgren, Board  
125 of Trustees chairman, explained that the Board of Trustees secretary will be attending the Board  
126 of Directors meeting to take notes, not minutes. The official minutes will be done by Jaclyn De  
127 Los Santos. Jim Lindgren also explained that the meeting notes will be available for any Board  
128 of Trustees member who is unable to attend the meetings.  
129

## 130 **VII. New Business:** 131

### 132 **1. Presidents Report by Dr. Jim Davis:**

- 133 **a) Monthly Report:** Please see Appendix E. Dr. Karen Soloman from the Higher Learning  
134 Commission was on campus on April 19<sup>th</sup> and 20<sup>th</sup>. She met with various College personnel,,  
135 which includes the two Boards. She informed the Board that she will be sending a letter to  
136 close-out the previous issues from 2009. TMCC will need to meet with the Tribal Council to  
137 have the charter approved with the changes which were submitted. We need to be sure  
138 everything is in place and in the policy manual when the HLC comes on campus for the

139 onsite visit. The letter which Dr. Soloman will be providing may have some  
140 recommendations for the by-laws. Dr. Soloman was here to support TMCC regarding HLC.

141  
142 The Pell grant payments are being reduced from 18 semesters of payment to 12 semesters of  
143 maximum payment. We are aware that advising needs to be done better for all students.

144  
145 **2. Comptrollers Report by Tracy Azure:**

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147 Cleo Keplin and Joyce Eckert resigned from Project Choice. Christina James was hired for the  
148 Alumni Relations Data Manager position.

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150 **b) Budget as of March 31<sup>st</sup>:** Please see Appendix F.

151  
152 We have accounts in Gate City Federal Credit Union, Turtle Mountain State Bank, and  
153 Dacotah Bank. Tracy Azure will compare the CD account percentage rates. The Investment  
154 Committee will meet to determine what should be done with the investments.

155  
156 **3. Academic Dean Report by Larry Henry:**

157 **c) Report:** Please review packet materials. We have four faculty members which are not  
158 coming back, they are as follows: Anyea Hake, Eric Kuha, Dr. Debra Hunter, and Eugene  
159 LaFromboise. These positions are currently being advertised. We began summer  
160 registration today. The fall schedule will be completed within the next two weeks.

161  
162 **4. Dean of Students Report by Anita Frederick:**

163 **a. Report:**

- 164
- We performed student evaluations on faculty for the semester.
  - We are currently working on staff evaluations.
  - We had the second financial aid disbursements. We have strong staff in Financial Aid at this point. Brittany Belgarde was hired as Scholarship Technician.
  - Anita provided data on the student counts. Please see Appendix B. We are one of the highest Native American student enrolled campuses, which only includes enrolled members, not descendants.
  - We have worked out a privacy plan for the office, and we are currently waiting for approval from the budget committee due to the unexpected expenses. We intend on moving some staff and put a wall up to separate Financial Aid and Admissions/Registration. We have requested a receptionist for the front desk. Once the semester slows down, we will move forward with the project.
- 176

177 Dr. Leigh Jeanotte inquired about the lower student numbers. Anita Frederick informed the  
178 Board that this could be due to a number of reasons, although the lower number of students does  
179 not necessarily mean less money for the College. We may need to be more aggressive in our

180 recruiting for the College. We recruit locally in Rolette County, but we need to also recruit some  
181 of the previous students. Anita Frederick will provide a complete report in July.

- 182  
183 5. **Student Senate:** We are currently working with Student Services in reference to Graduation.  
184 We are purchasing the gowns and other materials for graduation. We were assisting Gene  
185 LaFromboise' s class with their end of the semester meal. We are planning the end of the  
186 year picnic. Graduation is at 11 a.m.

187  
188 VIII. **Other Business:** None.

189  
190 IX. **Next Meetings:**

- 191 ■ Regular Board Meeting: May 29, 2012 at 5:00 p.m. in the TMCC Board Room.

- 192  
193 X. **Adjournment:** Chairperson Peltier asked for a motion to adjourn. Glenn Longie made  
194 this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All  
195 were in favor. Motion carried. Meeting adjourned at 7:24 p.m.

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220 Carla Peltier

221 Carla Peltier, Chairperson

Jaclyn De Los Santos

Jaclyn De Los Santos, Board Secretary