

1 **Turtle Mountain Community College**
2 **Regular Board of Directors Meeting**
3 **August 22, 2011**
4 **5:00 p.m.**

5
6 **OFFICIAL MINUTES**
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9 **Board of Directors Present:** Dr. Leigh Jeanotte, Barbara Poitra, Carla Peltier, Duane Poitra.
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11 **Board of Directors absent:** Robert Lattergrass.
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13 **Board of Trustees Present:** Zelma Peltier, John Frederick, Theresa Rivard, James Lindgren, Dwight
14 Trottier.
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16 **Board of Trustees absent:** Elmer Davis, Jr., Brittany Belgarde, Yvonne St. Claire, Caitlin Morin,
17 David Brien.
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19 **TMCC Employees:** Jackie De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Anita
20 Frederick, Larry Henry, Sheila Trottier, Dave Ripley.
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22 **I. Call to order:** Chairperson Poitra called the meeting to order at 5:04 p.m.

23 **II. Opening Prayer:** Performed by Chairperson Poitra.

24 **III. Roll call:** Performed by Jackie De Los Santos.

25 **IV. Approval of Agenda:** Chairperson Poitra asked for changes or additions to the agenda. Anita
26 Frederick will be providing the Student Services Report. **Chairperson Poitra asked for a**
27 **motion to approve the agenda with the change. Dr. Leigh Jeanotte made this motion,**
28 **seconded by Duane Poitra. Discussion held. All were in favor. Motion carried.**
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30 **V. Approval of Minutes:** Chairperson Poitra asked for a motion to approve the July 25, 2011
31 meeting minutes. **Duane Poitra made the motion to approve the minutes with the**
32 **recommended changes, seconded by Dr. Leigh Jeanotte. All were in favor. Motion**
33 **carried.**
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35 **VI. Old Business**

36 **a) BCT "House Project" by Sheila Trottier:** Please see Appendix A.
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38 Dave Ripley entered at 5:09 p.m.
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40 Dr. Davis reported that the information provided in reference to the house building will be
41 placed on the website for the public's knowledge.

42 **Chairperson Poitra asked for a motion to approve the BCT House Project. Duane**
43 **Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion**
44 **carried.**

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46 Jim Lindgren entered at 5:12 p.m.

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48 **VII. New Business**

49 **1. Presidents Report by Dr. Jim Davis:**

- 50 **a) Oral/Written Report and Travel Reports:** Please see Appendix C. Dr. Davis reported that
51 there are two bid openings tomorrow.

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53 Carla Peltier entered at 5:14 p.m.

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55 Dr. Davis and others met with the Tribal Council today and on Friday in reference to the new
56 billing practices. We are putting additional information out for students and the community.
57 There weren't many students that had questions or concerns in reference to the billing at the
58 time of registration. Discussion held.

- 59
60 **b) Infrastructure Updates:** Health Cluster has had some work completed, which includes the
61 parking lot striped, seed and level the grounds, staining the building, redline drawing, and
62 warranty information.

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64 Sheila Trottier exited at 5:20 p.m.

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66 **IT Remodeling:** Everything is running on time with the project, and they have been
67 informed that all needs to be completed by September 30th.

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69 **Anishinabe Kitchen Project:** The project has been re-bid for the third time, and the bid
70 process will begin tomorrow at 11:30 a.m. Discussion held in reference to the architect.

71 **Chairperson Poitra asked for a motion to allow Dr. Davis to sign the low construction**
72 **bid as long as the project is bid within the \$300,000 budget. Dr. Leigh Jeanotte made**
73 **this motion, seconded by Duane Poitra. All were in favor. Motion carried.**

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75 Dave Ripley exited at 5:33 p.m.

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77 **a) Continued.** Dr. Davis met with P2P two times in reference to the construction projects.
78 There has been a deadline set for December for the TMCC Board and the P2P Board to
79 make a decision. A lengthy discussion was held.

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81 The parking lot project is almost complete and should be completed on-time.

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2. **Comptrollers Report by Tracy Azure**

c) **Approval of PO's:**

- PO to Northern Escrow, Inc. in the amount of \$82,584. This is a progress payment and only needs a signature.
- **We need a motion for a PO to Jenzabar in the amount of \$32,491.86. Chairperson Poitra asked for the motion. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.**

d) **Budget vs. Actuals:** Please see Appendix F. Tracy presented the report.

3. **Human Resources Report by Dr. Bill Gourneau**

e) **Salary Schedule Documentation:** Dr. Gourneau sent out information in reference to the hiring processes and procedures. Please see Appendix D. Discussion held in reference to the salary procedures. Dr. Leigh Jeanotte requested to re-visit this item during the policy meeting. Dr. Davis will create a salary scale committee to begin revisiting the salary scales.

f) **New Hires:** none

g) **Policy:** We have a few areas in the policies that need to be reviewed and make some possible changes. These suggestions will be brought to the quarterly meeting.

4. **Academic Dean Report by Larry Henry**

h) **Report:** Last week faculty came back to work. They need to vote in a new faculty representative due to the previous representative being on leave. We had advising on Wednesday this year so students were able to meet with advisors early.

5. **Student Services Report by Anita Frederick**

i) Anita has returned back to the Dean of Student Services as of August 8th. We have 535 students enrolled as of today. We noticed this year that the students are very dedicated. Orientation and registration went very well and didn't have many upset students; the only reason there were any upset was due to all of the closed classes. Sheila Morin resigned as the Financial Aid Officer, and the position is going to be advertised. It is not felt that the salary is equivalent for the work load. Anita will be doing some evaluating of the office and will be making some changes or restructuring in the department. The goal for the department is to get the training completed and online registration in line for the spring semester. Direct deposit should be considered for financial aid and looked into as soon as possible. A lengthy discussion was held in reference to the enrollment numbers.

VIII. **Other Business**


a) **Student Senate:** No Student Senate members were present.

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IX. Next Meetings:

- Regular Board Meeting: September 24th, 2011 at 9:00 a.m. in the TMCC Board Room

X. Adjournment: Chairperson Poitra asked for the motion to adjourn. Carla Peltier made this motion, seconded by Duane Poitra. All were in favor. Motion carried. Meeting adjourned at 7:06 p.m.



Barbara Poitra, Chairperson



Jaclyn De Los Santos, Board Secretary