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**Turtle Mountain Community College
Regular Board of Directors Meeting
August 27, 2012
5:00 p.m.**

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Glenn Longie, JoAnne DeCoteau, Duane Poitra.

Board of Directors absent: Carla Peltier.

Board of Trustees Present: none.

TMCC Employees: Jaclyn De Los Santos, Tracy Azure, Wanda Laducer, Kellie Hall, Dr. Jim Davis, Anita Frederick, Larry Henry, Wesley Davis, Rhonda Gustafson, Chad Davis, Dave Ripley.

- I. **Call to order:** Vice Chairman Dr. Leigh Jeanotte called the meeting to order at 5:06 p.m.
- II. **Opening Prayer:** Performed by Dr. Jim Davis.
- III. **Roll call:** Performed by Jaclyn De Los Santos.
- IV. **Approval of Agenda:** Chairperson Peltier asked for changes or additions to the agenda. **Vice Chairman Jeanotte asked for a motion to approve the agenda with no changes. Glenn Longie made this motion, JoAnne DeCoteau seconded by. All were in favor. Motion carried.**
- V. **Approval of Minutes:** Vice Chairman Jeanotte asked for a motion to approve the July 23, 2012 and July 31, 2012 meeting minutes. Glenn Longie made the motion to approve the minutes as presented, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
- VI. **Old Business:**
 - a. **Organizing for Success:** An RFP was sent out in reference to Organizational Strategy, Evaluation and Design: Organizing for Success. Administrative Council and the committee members have agreed that they would like to recommend hiring Master Key Consulting in references to the salary scale and Organizing for Success. Please see appendix A and B. The bid from Master Key Consulting totals \$138,012. Discussion held. We will attempt to get funding from the American Indian Higher Education Consortium and the American Indian College Fund. If they will not offer any funding, Title III will cover the fees. **Vice Chairman Jeanotte asked for a motion to approve Dr. Davis' recommendation to hire Master Key Consulting to work with our salary scale and Organizing for Success. Duane Poitra made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**
 - b. **Science Lab & Office Addition:** Dave Ripley presented that the science labs are too small for the number of students vs. space. This would be an addition to our current building. We have received a number of different options, please see appendix C. We are recommending utilizing Jiran Architects for the Science Lab & Office Addition. Discussion held. Duane Poitra inquired about placing the project out for bids. Discussion held. The Board recommends advertising the

46 bids for two weeks and at that point we can hold a special meeting to approve the bids. It is
47 recommended that Administration create a policy which can allow not bidding every project.
48

49 Anita Frederick exited at 5:43 p.m.

50 Dave Ripley exited at 5:48 p.m.
51

- 52 c. **TMCC Website:** At this point our cost is about \$30,000. We have been going through a
53 process to determining an organization which could help with redesigning our website. Donald
54 Plant was working closely with the different companies and our committees to find a company
55 which could meet our needs. The company which we are selecting is In10sity. Discussion held.
56 Chad reported that he will notify the Board of Directors when In10sity will be on campus if
57 they would be interested in attending any of the meetings.
58

59 **VII. New Business:**
60

- 61 1. **TMCC Drug/Alcohol Policy by Chairperson Peltier:** Tabled for the next agenda.
62
63 2. **Acceptable Use Policy by Vice President Kellie Hall and Chad Davis:** Due to students not
64 utilizing the computers properly, the computers are not available in the hallways. We felt that
65 we needed to have a stronger policy in reference to acceptable use. Please see appendix D. We
66 have been looking at policies from other organizations, and we drafted an acceptable use policy.
67 Discussion held. Glenn Longie recommended creating a training module in reference to
68 acceptable use.
69
70 3. **Comptrollers Report by Tracy Azure:**
71 a. **PO's:** Annual contract to Jenzabar for our maintenance in the amount of \$29,358.45. **Dr.**
72 **Leigh Jeanotte asked for the motion to approve the PO to Jenzabar in the amount of**
73 **\$29,358.45. Duane Poitra made this motion, seconded by JoAnne DeCoteau.**
74 **Jaelyn De Los Santos performed roll call. All were in favor. Motion carried.**
75

76 Wes Davis reported that we have been looking at getting quotes for trade-ins and new
77 vehicles. Please see appendix E. Discussion held. The Board asked that Wes look into
78 the fleet program, and Tracy look into getting the account set up as a CD rather than
79 borrowing from our own accounts. A special board meeting will be called to look at the
80 various purchase options.
81

82 Wes Davis exited at 6:18 p.m.
83

- 84 b. **Reports:** Please see appendix F. Tracy presented the Projected Federal Schedule FY 13.
85

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

87 c. **Report:** Please see appendix G. We now have three bachelorette programs.
88

89 5. **Dean of Students Report by Anita Frederick:** Anita was not present at this meeting.

90 a. **Report:** Kellie Hall reported that there are 517 students enrolled as of today. We have
91 been monitoring enrollment on a daily basis. We have had tables set up with volunteers
92 to work with recruitment and admissions. Discussion held. Our numbers are down from
93 last fall. Vice Chairman Jeanotte stated that we should be out recruiting in different areas
94 other than just local. Discussion held.

95
96 6. **Student Senate:** Not present at this meeting. Dr. Davis reported that in two weeks we should
97 have the new Student Senate members selected, and they should be at the September quarterly
98 meeting.

99
100 7. **Presidents Report by Dr. Jim Davis:**

101 a) **Monthly Report:** Please see Appendix H. Dr. Davis presented his monthly report.

102
103 8. **Vice Presidents Report by Kellie Hall:** Please see Appendix I and J. Kellie Hall presented her
104 monthly report. Dr. Davis presented the Organizational Chart. Dr. Davis and Kellie Hall
105 requested a motion to approve the top tier of the organizational chart. **Vice Chairman Jeanotte**
106 **asked for the motion to approve the top tier of the organizational chart. Glenn Longie**
107 **made this motion, seconded by Duane Poitra. All were in favor. Motion carried.**

108
109 VIII. **Other Business:** Dr. Davis reported that nothing has changed with P2P and the Tribe in
110 reference to the Keystone Project. Dr. Davis also reported that he feels comfortable coming to
111 the board meetings without having Anita Frederick or Larry Henry report monthly at the
112 meetings. Duane Poitra agrees that it is not necessary for them to attend all meetings.

113
114 Vice Chairman Jeanotte inquired about the GED program test changes. Sandi LaRocque is a
115 little concerned about the testing.

116
117 Vice Chairman Jeanotte inquired about Mark Hamley's report in reference to people staying in
118 the cabins at Anishinabe. We currently have students living in the cabins, but this is a temporary
119 situation. In the past we have had issues with families staying at Anishinabe that did not
120 maintain the property inside or outside.

121
122 IX. **Next Meetings:**

123 ■ Quarterly Board Meeting: September 15, 2012 at 9:00 a.m. in the TMCC Board Room.

124
125 X. **Adjournment:** Vice Chairman Jeanotte asked for a motion to adjourn. Glenn Longie
126 **made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll**
127 **call. All were in favor. Motion carried. Meeting adjourned at 6:57 p.m.**

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130 

131 Carla Peltier, Chairperson



Jaclyn De Los Santos, Board Secretary