



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

December 3, 2011

9:00 a.m.

Grand Forks, ND

Type of Meeting: Quarterly Board of Directors Meeting
Meeting Facilitator: Chairperson
Invitees: Board of Directors, Board of Trustees, Administration

- I. **Call to order**
- II. **Opening Prayer**
- III. **Roll call**
- IV. **Approval of Agenda**
- V. **New Business**
 1. **Comptrollers Report by Tracy Azure**
 - a) Audit
 2. **Presidents Report by Dr. Jim Davis**
 - b) Oral/Written Report and Travel Reports
 - c) Position Descriptions (Human Resources, President, Vice President, Comptroller)
 - d) Salary Schedules (History of Methodology)
 3. **Comptrollers Report by Tracy Azure**
 - e) Purchase Requisitions
 4. **Human Resources Report by Dr. Bill Gourneau**
 - f) Policy Approval
- VI. **Other Business**
- VII. **Next Meeting:**
 - Regular Board Meeting; January 23, 2012 at 5:00 p.m. in the TMCC Board Room
- VIII. **Adjournment**

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**Turtle Mountain Community College
Quarterly Board of Directors Meeting
Grand Forks, ND American Indian Center
December 3, 2011
9:00 a.m.**

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Duane Poitra, Carla Peltier, Glenn Longie, Kellie Hall.

Board of Directors absent: None.

Board of Trustees Present: James Lindgren, Dwight Trottier, John Frederick, James Stogner, Yvonne St. Claire, Zelma Peltier, Amber Delong, Theresa Rivard, Elmer Davis.

TMCC Employees: Jaclyn De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Anita Frederick, Larry Henry, Sheila Trottier, Wanda Laducer.

Others Present:

I. **Call to order:** Chairperson Peltier called the meeting to order at 9:10 a.m.

II. **Opening Prayer:** Performed by Zelma Peltier.

III. **Roll call:** Performed by Jaclyn De Los Santos.

IV. **Approval of Agenda:** Chairperson Peltier asked for changes or additions to the agenda. It was requested to move the Comptrollers Report item a) Audit as the first item on the agenda under V. New Business. **Chairperson Peltier asked for a motion to approve the agenda without any changes. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. Jaclyn De Los Santos asked for roll call. All were in favor. Motion carried.**

V. **New Business:**

1. **Comptrollers Report by Tracy Azure**

a) **Audit:** The auditors from Brady, Martz & Associates, P.C. reviewed the document with the Boards and Administration. Please see Appendices A and B. The audit went well and the auditors didn't have any significant findings. Discussion was held in reference to the audit results, findings, and notes. The Board may need to look at Fiscal Policies in reference to grant control and responsibility. Chairperson Peltier asked for a motion to approve the Audit as presented. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

2. **Presidents Report by Dr. Jim Davis:**

b) **Travel and Oral/Written Report:** Please see Appendix C. Dr. Davis presented his report to the Board.

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c) Position Descriptions (HR, President, Vice-President, Comptroller):

d) Salary Schedules (History of Methodology): We have had a number of meetings in reference to the salary schedule. Please see Appendices D, E, F, G, H, I. Dr. Davis introduced the process which has taken place in the previous salary scale discussions. Anita Frederick presented the overall process and suggestions made regarding the salary schedules. Please see Appendices for presented information. Chairperson Peltier provided her overview on the salary schedule and feels that the College would benefit from a desk audit and determine the outcome from the audit and also believes that all College personnel should be placed on a salary scale rather than any negotiations. A lengthy discussion was held. It has been suggested and agreed that the College needs a consultant to be involved in the process and decision making. It is agreed that the salary schedule needs to be reviewed again, although much of the guidelines are already set. A consultant may only be needed for proper use of the salary schedule. The committee had planned on going through the job descriptions to be sure they are properly placed on the salary scale. There may be an individual at UND that may be able to assist with the placement on the salary schedule. Some committee members felt that a desk audit would be best with an outside consultant. The Board feels that it is not fair to ask the staff to place the positions on a scale. Larry Henry inquired about the desk audit, and the Board informed him that the desk audit would be across the board through any and all monies and positions. **Chairperson Peltier asked for a motion to have a desk audit performed to include all employees of the College and have all positions placed fairly on a salary scale. Duane Poitra made a motion that the salary scale review committee re-establish the 2007 salary schedules to include a modification of multiple levels and steps as determined by the salary scale review committee and that an outside consultant be recommended to the Board for the purpose of determining a desk audit salary review for the Turtle Mountain Community College position descriptions with the expectation that the salary schedule itself include a base salary which the COLA (cost of living allowance) can be included on an annual base and include a horizontal effect for merit pay or raises. The goal is to enact this for the new fiscal year, July 1st, 2012. With the intent that an RFP be brought back to the board for approval. With the intent that all positions will be placed on the salary schedule, which includes negotiates salaries. The positions which are currently paid above what their salary scale should be, their salaries will not increase until their current salary catches up to the approved salary scale. Dr. Leigh Jeanotte seconded the motion. Dr. Jeanotte had a concern about the negotiated salaries for upper level positions, but would like to look at this once the salary schedule is brought forward and see how the current negotiated positions look on a salary schedule. Reviewing all job descriptions if necessary. Jaclyn De Los Santos asked for roll call. All were in favor. Motion carried.**

3. Comptrollers Report by Tracy Azure

e) Purchase Requisitions: None.

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87 Tracy presented the Financial Statement report as of June 30th, 2011 as requested and the
88 Financial Statement report as of September 30, 2011. Please see Appendices L and M.
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90 Duane requested a Quarterly Grant Balance report.
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92 Discussion was held in reference to the cafeteria and the budget. Chairperson Peltier
93 suggested offering an outside entity a set amount of funds to run the cafeteria, rather than the
94 College putting so much money into it annually. Tracy will look into the possibility of
95 working with Dakota College in the delivery of food products.
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97 **4. Human Resources Report by Dr. Bill Gourneau**

98 **f) Policy Approval:**
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100 **VI. Other Business**
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102 **VII. Next Meetings:**

- 103 ■ Regular Board Meeting: January 23, 2012 at 5:00 p.m. in the TMCC Board Room.
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105 **VIII. Adjournment: Chairperson Peltier asked for a motion to adjourn. Dr. Leigh Jeanotte
106 made this motion, seconded by Glenn Longie. All were in favor. Motion carried. Meeting
107 adjourned at 11:50 a.m.
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127 **Carla Peltier, Chairperson**



Jaclyn De Los Santos, Board Secretary