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**Turtle Mountain Community College  
Regular Board of Directors Meeting  
February 27, 2012  
5:00 p.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:** John Frederick, Theresa Rivard, James Stogner, Yvonne St. Claire, Elmer Davis Jr.

**TMCC Employees:** Jaclyn De Los Santos, Tracy Azure, Wanda Laducer, Carmelita Lamb, Larry Henry

**Others Present:**

- I. **Call to order:** Chairperson Peltier called the meeting to order at 5:06 p.m.
- II. **Opening Prayer:** Performed by Theresa Rivard.
- 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. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. Policies and staff morale were added to the agenda. 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 January 30, 2012 and February 6, 2012 meeting minutes. **Duane Poitra made the motion to approve the minutes as presented, seconded by Glenn Longie. All were in favor. Motion carried.**

James Stogner entered at 5:14 p.m.

VI. **Old Business:**

- a. **South Campus Rentals:** It was discussed between the committee (South Campus and administration at TMCC) to bill for \$3.75 per a square foot. Tracy is waiting for a response from the individuals at South Campus in regards to what they may be able to afford. It was previously requested that Dr. Davis get prior rent amount documentation. Duane Poitra requested that Tracy Azure inform the renters of reasoning why TMCC had decided on the rental amounts. The break-even amount is around \$3.75 per square foot.

Yvonne St. Claire entered at 5:21 p.m.

Elmer Davis, Jr. entered at 5:23 p.m.

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Tracy Azure has been asked to isolate the cost and square footage amounts of only the rental space. Discussion held. Duane Poitra has asked that an individual measure the South Campus to get accurate square footage. Based on that information, the Board will discuss the rental fees. Tracy will provide the Board with a break-down of the expenses from the South Campus 2009 data.

Dr. Leigh Jeanotte made an inquiry regarding P2P being involved in the process with the South Campus. The P2P Board met last week and are not sure if they would like to pay to move the South Campus buildings at this point or not. They have also discussed the \$42,800 which was previously promised to the College in reference to the Trading Post project. We are currently preparing a letter to P2P explaining the process and the project.

- b. **Salary Schedule:** Please see Appendix A. Dr. Davis recently received information from Master Key Consulting in reference to the desk audit. The Board will make the final approval of the proposed consulting organization. Dr. Leigh Jeanotte provided Dr. Davis with a UND contact which could possibly offer assistance.
- c. **Policies:** Tracy Azure has the complete document of all policy changes, excluding the signatures from the Boards and the Tribe. Tracy Azure is requesting a motion to remove the signature pages from the Board of Directors by-laws and the Board of Trustees by-laws and to approve the policy manual with the changes. **Duane Poitra made the motion to remove the signature page from both the Board of Directors by-laws and the Board of Trustees by-laws, seconded by Glenn Longie. Duane Poitra inquired about changes being made to the policy manual. If the Board changes a policy, the procedure would be for the change to go out for a 30 day comment period, then it would be brought back to the Board with any concerns, then it can be approved. Discussion held. Duane Poitra added to his motion that he would like all Policy Manual Appendix changes to go through Board approval as a policy change, seconded by Glenn Longie. All were in favor. Motion carried.** The Board will review all policies and suggested changes/revisions submitted to Tracy Azure prior to the next meeting.

VII. **New Business:**

- 1. **Academic Dean Report by Larry Henry:** Please see Appendix B. Larry presented the updated academic calendar.

Please see Appendix C. Larry informed the Board of an important HLC conference on accreditation for which the Board is welcome to attend.

Dr. Jeanotte inquired about the HLC report that Dr. Davis is writing. As to the importance, this should be submitted as soon as possible. If Dr. Davis would like assistance, Larry Henry and Dr. Jeanotte can assist.

- 2. **Dean of Students Report by Anita Frederick:**

- a. **Report:** Anita was absent from this meeting. They reviewed her written report and discussed the "student issue". Discussion held.

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3. **Student Senate:** Dr. Davis and Student Senate just returned from D.C. in reference to AIHEC and attempted to get additional funding for the College. We met a number of House and Senate representatives to inform them about Tribal Colleges and the funding situations. Student Senate is currently busy preparing for AIHEC. The previous student behaviors were discussed in reference to attending AIHEC along with individuals which should not attend because of improper behavior. Student Senate is proposing to change the drug and alcohol policy.

4. **Presidents Report by Dr. Jim Davis:** Dr. Davis was not present at this meeting.

b) **Monthly Report:** Please see Appendix D.

Dr. Leigh Jeanotte inquired about Mark Hamley's report in reference to recommendations and concerns. The Board has requested to have Mark present at the quarterly meeting.

Dr. Jeanotte also pointed out that Wes Davis has a concern about a lack of staff in his department. The Board requested that Wes Davis also report at the quarterly meeting in March in reference to the recommendations and concerns. The Board asked that Wes also provide information on the Wind Turbine and electrical expenses. It was suggested that he speak with an engineer in North Dakota to do an energy audit. Discussion held.

Carmelita Lamb exited at 6:45 p.m.

c) **New Hires:** Tracy Azure presented the new hires as follows:

- Tracy Wood resigned from Project Choice and was replaced with Sherry Monette

The Comptroller was supposed to be hired prior to this meeting.

5. **Comptrollers Report by Tracy Azure:**

d) **PO's:** IT Department is requesting a purchase requisition to be approved for a new "back-up" system which will back up the materials for 30 days rather than 5 days. The PO is to Applied Engineering Inc. in the amount of \$39,893.36. Chairperson Peltier asked for a motion to approve the PO. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

e) **Expense Report:** Tracy Azure provided the expense report in the monthly packet. Tracy expressed concern about providing the names on the expense report being posted on the website. The Board determined the report does not need to be presented on the website.

Duane Poitra inquired about the road project.

134 **VIII. Other Business:**

135 **a. Staff Morale:** Staff morale was expressed in reference to a letter which was received by the  
136 Board members. Discussion held. Chairperson Peltier is going to direct the individual to  
137 follow protocol for the concern.  
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139 A letter from the Board of Trustees was received informing the Board of Directors that Wanda  
140 Laducer will be attending all Board of Directors meetings, taking minutes, and reporting back to  
141 the Board of Trustees.  
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143 **IX. Next Meetings:**

144 ■ Quarterly Board Meeting: March 24, 2012 at 9:00 a.m. in the TMCC Board Room.  
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146 **X. Adjournment:** Chairperson Peltier asked for a motion to adjourn. Glenn Longie made  
147 this motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were  
148 in favor. Motion carried. Meeting adjourned at 7:18 p.m.  
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**Carla Peltier, Chairperson**



**Jaclyn De Los Santos, Board Secretary**