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**Turtle Mountain Community College
Regular Board of Directors Meeting
July 25, 2011
5:00 p.m.**

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Barbara Poitra, Carla Peltier, Duane Poitra.

Board of Directors absent: Robert Lattergrass.

Board of Trustees Present: Zelma Peltier, John Frederick, James Lindgren, Dwight Trottier, Theresa Rivard, Elmer Davis, Jr., Brittany Belgarde,

Board of Trustees absent: Yvonne St. Claire, Caitlin Morin, David Brien.

TMCC Employees: Jackie De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Wanda Laducer, Larry Henry, Dave Ripley, Dennis Bercier, Anita Frederick.

I. Call to order: Chairperson Poitra called the meeting to order at 5:06 p.m.

II. Opening Prayer: Performed by Zelma Peltier.

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

IV. Approval of Agenda: Chairperson Poitra asked for changes or additions to the agenda. Chairperson Poitra requested to add: VI. C. Presidents' Evaluation Meeting. Dr. Jim Davis requested to remove VII. C. Compensation and to move Larry Henry up to VII. #3. Chairperson Poitra asked for the motion to approve the agenda. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. Discussion held. All were in favor. Motion carried.

V. Approval of Minutes: Chairperson Poitra asked for a motion to approve the July 6, 2011 at 11:00 a.m., July 6, 2011 at 5:00 p.m., and July 14, 2011 meeting minutes. Dr. Leigh Jeanotte made the motion to approve the minutes with the recommended changes, seconded by Duane Poitra. All were in favor. Motion carried.

VI. Old Business

a) BCT "House Project" by Sheila Trottier: Dr. Davis presented the requested information. In discussions with Ron Parisien and Sheila Trottier, they would like to follow the same pattern as the previous years. They would like to use the family that contacted the College in reference to a house. Discussion held.

Brittany Belgarde and Anita Frederick entered at 5:12 p.m.

43 Dr. Davis would like to continue with the same pattern as in the previous years for at least five
44 years. The Board would like documentation from Sheila Trottier in reference to the "House
45 Project". This item will be tabled until the next board meeting and get the necessary
46 documentation.

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48 **b) Infrastructure Updates:** The Trading Post is still under construction and they are currently
49 on schedule and will be completed by September 12, 2011.

50
51 We had a bid opening on Phase II of the Parking Lot and the bids are being deemed
52 nonresponsive due to technicalities. Riches Construction came under bid, but due to some
53 irregularities in the documentation it is being recommended that we reject the bids. The
54 committee would like to reject the bids and re-advertise the project. Discussion held.

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56 The IT construction had a pre-construction meeting on the 19th and it was determined that they
57 would begin on Wednesday.

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59 The kitchen lab at Anishinabe was approved at \$300,000 for construction. We had a bid come in
60 from KL Plumbing and Heating which was \$365,000 and it is \$65,000 over budget. It is being
61 recommended that we re-advertise.

62
63 **Chairperson Poitra asked for the motion to re-bid the projects, which include Phase II of**
64 **the Parking Lot and the kitchen lab at Anishinabe. Dr. Leigh Jeanotte made this motion,**
65 **seconded by Duane Poitra. All were in favor. Motion carried.**

66
67 Dave Ripley and Dennis Bercier exited at 5:38

68
69 **c) Presidents' Evaluation Meeting:** Chairperson Poitra was notified that Dr. Davis was not
70 able to obtain all of his information for his evaluation as previously requested. A lengthy
71 discussion was held. **Chairperson Poitra asked for the motion to table the item until a later**
72 **time on the agenda for executive session. Duane Poitra made this motion, seconded by Dr.**
73 **Leigh Jeanotte. All were in favor. Motion carried.**

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75 **VII. New Business**

76 **1. Academic Dean Report by Larry Henry**

77 **a) College Catalog:** Please see Appendix A. Larry has a couple of corrections which need to
78 be made, otherwise it is completed.

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80 **b) Report:** The fall schedule will be out this week and on the website. Next year we will be
81 designing a two year catalog.

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83 Larry Henry exited at 6:04 p.m.

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2. Presidents Report by Dr. Jim Davis:

- c) **Oral/Written Report and Travel Reports:** Please see Appendix B. Dr. Davis reviewed the information from his report.
- d) **Salary Schedule:** We have had a salary scale set since 2006, but it needs to be determined if it is working or not. Duane Poitra is concerned about some positions being able to negotiate with the Board. The Board would like to have stricter parameters and in that sense there are levels which the positions are set at a particular levels and a limit on the salaries. The Board is requesting a document when a position is advertised with a minimum and maximum salary with the salary scales included. The salaries should fall within a certain parameter. Duane is requesting to have this documentation at the next meeting.

3. Comptrollers Report by Tracy Azure

e) Approval of PO's:

- CTI for security guards in the amount of \$74, 880 for a one year contract.
- Jiran Architects and Planner in the amount of \$26,180 for construction of the Anishinabe Kitchen blueprints.
- Connecting Point for 21 laptops in the amount of \$20,538.
- John Gardner Institute for the FoE Project in the amount of \$24,333.
- AIHEC Membership dues in the amount of \$21,238.

Chairperson Poitra asked for the motion to approve the listed PO's. Carla Peltier made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

- f) **Check Signers Annual Report:** See Appendix C. We need signature cards for the Foundation account.

Duane Poitra inquired about Dr. Davis' report in reference to receiving further grant dollars for additional positions. Discussion held.

We were able to receive an additional \$131,000 due to being able to collect additional tribal id numbers for our Indian student count for ICCA.

Duane inquired about Budget vs. Actuals. Tracy will provide this at the August meeting.

4. Human Resources Report by Dr. Bill Gourneau

- g) **New Positions:** We currently do not have any new positions to have approved.
- h) **Employment Vacancies:** none
- i) **New Hires:** none

5. Student Services Report by Wanda Laducer

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j) **Student Handbook:** Please see Appendix D. **Chairperson Poitra asked for the motion to approve the Student Handbook with corrections. Duane Poitra made this motion, seconded by Carla Peltier. All were in favor. Motion carried.**

Chairperson Poitra asked for the motion to approve the College Catalog with corrections. Carla Peltier made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

k) **Report:** Summer school was completed last week. Tracy and Wanda went to KEYA in reference to the billing process. Invoices have been edited. Ads are being done in the newspapers and Curt's Theatre. Billing will be in full force this fall.

VIII. Other Business

a) **Student Senate:** We had our end of summer school picnic last Thursday and we had a good turnout. We are going to be meeting next week to go through our wish list that we didn't get completed, so the next Student Senate may move forward with the projects.

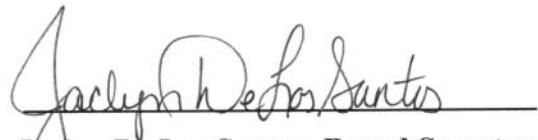
IX. Next Meetings:

■ Regular Board Meeting: August 22, 2011 at 5:00 p.m. in the TMCC Board Room

X. **Adjournment: Chairperson Poitra asked for the motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. All were in favor. Motion carried. Meeting adjourned at 6:56 p.m.**



Barbara Poitra, Chairperson


Jaclyn De Los Santos, Board Secretary