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**Turtle Mountain Community College  
Quarterly Board of Directors Meeting  
at Anishinabe  
June 23, 2012  
9:00 a.m.**

**OFFICIAL MINUTES**

**Board of Directors Present:** Duane Poitra, Carla Peltier, JoAnne DeCoteau.

**Board of Directors absent:** Dr. Leigh Jeanotte, Glenn Longie.

**Board of Trustees Present:** Dwight Trottier, James Lindgren, John Frederick.

**TMCC Employees:** Kellie Hall, Dr. Jim Davis, Jaclyn De Los Santos, Tracy Azure, Larry Henry, Wanda Laducer, Chad Davis, Dr. Carmelita Lamb.

I. **Call to order:** Chairperson Peltier called the meeting to order at 9:04 a.m.

II. **Opening Prayer:** Performed by Kellie Hall.

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 JoAnne DeCoteau. 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 May 28, 2012 meeting minutes. **Duane Poitra made the motion to table the minutes until the next meeting, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**

VI. **Old Business:**

- a. **Wind Turbine by Wes Davis:** Dr. Davis reported that Wes Davis has been working on a report in reference to the efficiency of the Wind Turbine. The Wind Turbine has been running pretty well overall. By the end of September or August, Wes should be able to have the finalized report submitted. Duane Poitra requested to have information in reference to the overall cost of the turbine when originally purchased along with the amount of energy the turbine has provided to date. Discussion held in reference to Ottertail. TMCC is receiving outside support obtaining information in reference to the finalized Wind Turbine report.

James Lindgren entered at 9:16 a.m.

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46 Dr. Davis researched an organization by the name of Fresh Energy that would be able to further  
47 assist with the report. Duane suggested locating an organization within the state which would be  
48 able to assist with the report and data collection. Further discussion was held.  
49

50 Chairperson Peltier inquired about our current security situation. We have security contracted at  
51 this time and they are not on campus at all times. The College doesn't seem to be covered at all  
52 times when necessary. Discussion held.  
53

54 b. **Salary Schedule:** The RFP has been worked on and it has been determined that we will attempt  
55 to use the money from Title III. Due to the nature of the request, we had to ask permission and  
56 we are waiting to hear back at this time. Dr. Davis will be meeting with an individual in  
57 Washington D.C. next week and will determine if any changes need to be made to the request.  
58 This will be advertised once we receive approval.  
59

60 c. **TMCC Catalog Updates:** The catalog is currently being worked on. We are still awaiting  
61 word on approval for the Early Childhood program. The catalog will be completed by the July  
62 meeting.  
63

64 **VII. New Business:**

65 1. **Budget:** The Budget Committee meets once a week and they do a good job. We look at all  
66 budgets overall. Please see Appendix A. The proposed budget includes a 3.6% COLA increase,  
67 which falls in line with the 2012 COLA increases. We will be putting money back into reserves  
68 even with the increases included in the budget. Duane inquired about the tuition revenue and  
69 what the revenue contributed to the College. IT currently pays the loan payments. Discussion  
70 held.  
71

72 Zelma Peltier entered at 9:46 a.m.  
73

74 Chairperson Peltier inquired about staff not following the template for the monthly reports which  
75 the Board provided to them. They should be providing the budget information in their reports as  
76 requested, which includes where their budget comes from and what their remaining balance is.  
77 Duane would like to be able to see an overall budget, rather than sections of the budget. Lengthy  
78 discussion was held. Please see Appendix B and Appendix C.  
79

80 Dr. Davis is requesting approval for the FY2012-2013 proposed budget. Duane inquired about  
81 approving the overall budget, which includes the grant budgets. **Chairperson Peltier asked for  
82 a motion to approve the proposed FY2012-2013 Indirect budget. Duane Poitra made a  
83 motion to approve the proposed 3.6% COLA increase for the staff, and table the approval  
84 of the overall budget pending submission of the institution wide budget, seconded by  
85 JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion  
86 carried.**  
87

88 Dr. Carmelita Lamb entered at 10:38 a.m.  
89

- 90 2. **Elementary Education Department by Dr. Carmelita Lamb:** Dr. Lamb provided a slide  
91 show in reference to the Elementary Education program. Dr. Lamb informed the Board that they  
92 are currently accepting new cohorts every year and the faculty are very dedicated to the  
93 education of their students and they put in a lot of time.

94  
95 Dr. Lamb exited at 11:10 a.m.

96  
97 3. **Dean of Students Report by Anita Frederick:**

- 98 a. **Report:** Anita was not present at this meeting. Dr. Davis informed the Board that we  
99 need to work more with recruitment and assisting students with funding issues.

100  
101 4. **Student Senate:**

- 102 b. **Report:** Student Senate was not present at this meeting.

103  
104 5. **Presidents Report presented by Dr. Jim Davis:**

- 105 c. **Monthly Report:** Please see Appendix D. Dr. Davis presented his monthly report.
- 106 • Dr. Davis feels that we can assist our students better with applying for funding  
107 (scholarships and Federal Pell). Some students are getting lost in the process with  
108 getting the essays completed on their scholarships, which may cause them to not  
109 receive the scholarship.
  - 110 • With the assistance of the Vice President, we are working on getting caught up  
111 with necessary duties.
  - 112 • Duane Poitra inquired about the downtown leases at the South campus. We are  
113 having some issues with getting the back pay from a tenant, but others have  
114 signed the lease.

115  
116 6. **Vice Presidents Report by Kellie Hall:**

- 117 d. **Monthly Report:** Please see the quarterly report.
- 118 • Kellie and Larry traveled to Minneapolis for a meeting in reference to AIHEC and  
119 at the meeting; they had great chance to network. There was a lot of good  
120 information provided at the meeting. NYSP came into the College for a tour.
  - 121 • We have been working on the 40<sup>th</sup> anniversary activities and having floats in the  
122 parade.
  - 123 • The MLT Program has had a lot of work done on it for accreditation.
  - 124 • I have started the transition into the supervisory role in my position.
  - 125 • Please see Appendix E and F in reference to the hiring process at TMCC. The  
126 Board inquired about the Administrative positions and the process followed. We  
127 need to have consistency throughout all positions of the College. Dr. Davis  
128 informed the Board that a majority of the positions at the College have a set  
129 salary. The Administrative positions have salaries that are negotiated. Discussion  
130 held. Chairperson Peltier feels that we should have a salary schedule set from the  
131 lowest positions at the College up to the highest positions.

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

e. **PO's:**

- PO for \$119,877 to Jenzabar for the budget module and the capture module in Jenzabar. This amount will be paid from the Title III grant. The cost may seem high, but we are purchasing two additional modules, training with support, and maintenance. Discussion held. **Chairperson Peltier asked for a motion to approve the PO to Jenzabar in the amount of \$119,877. Duane Poitra made the motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**
- PO for \$31,406 to Johnson Plumbing to move the HVAC program to a larger facility and additional equipment. **Chairperson Peltier asked for a motion to approve the PO. JoAnne DeCoteau made a motion to approve the PO as presented, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**
- Tracy needs approval to accept the change in our loan through Dacotah Bank. The interest rate was lowered to 4.250% for the principal balance of \$2,160,188.50. The monthly payment will increase to \$48,911.08, which is an increase of about \$500 to get the loan paid off at a faster pace. **Chairperson Peltier asked for a motion to approve the loan documents. Duane Poitra made the motion to accept the new loan document, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**

John Frederick entered at 12:00 a.m.

8. **Academic Dean Report by Larry Henry:** Please see Larry's monthly report.

- Larry attended the meeting in Minneapolis with Kellie Hall in reference to AIHEC, which was a very beneficial meeting.
- Larry Henry is concerned about time missed with classes due to the road construction issues, so he will be meeting with his faculty to determine where they are and if they are okay.
- We are closing on Project Lilly and the Department of Labor next week and we will be sending some money back because we ran out of time.
- The Upward Bound program is not being refunded.

VIII. **Other Business:** none

IX. **Next Meetings:**

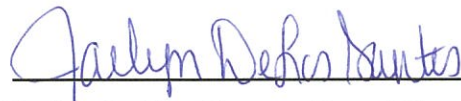
- Regular Board Meeting: July 23, 2012 at 5:00 p.m. in the TMCC Board Room.

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X. **Adjournment:** Chairperson Peltier asked for a motion to adjourn. JoAnne DeCoteau made this motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. Meeting adjourned at 12:19 p.m.



**Carla Peltier, Chairperson**



**Jaclyn De Los Santos, Board Secretary**