

1                                   **Turtle Mountain Community College**  
2                                   **Quarterly Board of Directors Meeting**  
3                                   **March 31, 2012**  
4                                   **9:00 a.m.**

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6                                   **OFFICIAL MINUTES**

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

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11   **Board of Directors absent:** None.

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13   **Board of Trustees Present:** Dwight Trottier, Zelma Peltier, James Stogner, Theresa Rivard, John  
14                                   Frederick.

15  
16   **TMCC Employees:** Dr. Jim Davis, Jaclyn De Los Santos, Mark Hamley, Tracy Azure, Larry Henry,  
17                                   Wes Davis.

18  
19   **Others Present:**

- 20  
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22    I.    **Call to order:** Chairperson Peltier called the meeting to order at a.m.  
23    II.   **Opening Prayer:** Performed by.  
24    III.   **Roll call:** Performed by Jaclyn De Los Santos.  
25    IV.   **Approval of Agenda:** Chairperson Peltier asked for changes or additions to the agenda.  
26           **Chairperson Peltier asked for a motion to approve the agenda. made this motion, seconded**  
27           **by. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**  
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29    V.    **Approval of Minutes:** Chairperson Peltier asked for a motion to approve the May 28, 2012  
30           **meeting minutes. made the motion to approve the minutes with the recommended changes,**  
31           **seconded by. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**  
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33    VI.   **Old Business:**  
34        a.   **Wind Turbine by Wes Davis:**  
35        b.   **Salary Schedule:** We have been looking at the salary schedule from 2006 and we would like to  
36           look at the bigger picture. The organization which we may possibly work with has provided us  
37           with information on how they can assist. Please see Appendix B.

38  
39    John Frederick entered at 9:47 a.m.

40  
41    We may need to review the organizational chart and possibly re-write job descriptions to  
42    organize staff in a more proper manner. Chairperson Peltier inquired about the desk audit which  
43    was directed to be performed last December. This is expected to be completed prior to July. Dr.  
44    Davis would like to hire a consulting firm which can perform the desk audit and reorganize the  
45    College as necessary. Discussion held. Dr. Davis has been in contact with Master Key

46 Consulting about three times and is interested in using the consulting firm. Dr. Leigh Jeanotte  
47 feels that the timeline could be extended if Dr. Davis is going to have all of the suggested  
48 changes performed. We need to determine their cost and if we can afford the desk audit prior to  
49 July. Duane Poitra suggested that the timeline needs to include specific dates and not hold off  
50 for an extended time period. Dr. Davis would like the Board to be involved with Master Key  
51 Consulting when they come to TMCC. It may be possible to have them on campus within about  
52 two weeks. We would like to review a proposal at the next months' meeting if possible. At the  
53 previous meeting, it was suggested that Dr. Davis speak with another University that may be able  
54 to advise and assist us with the salary schedule if Master Key Consulting is not able to perform  
55 the audit. Dr. Davis is asking for the approval to move forward with Master Key Consulting and  
56 have them here around April 9<sup>th</sup>. The Board has come to a consensus that Dr. Davis is allowed  
57 to move forward with Master Key Consulting. Jackie will get in contact with the Board once Dr.  
58 Davis has a date set for the consulting firm to visit TMCC.

- 59  
60 c. **HR Position:** The HR hiring committee will be meeting next Wednesday to review the  
61 applications and perform the interviews by the end of the week. We have about 7-8 applications,  
62 and Glenn Longie will be participating on the interview committee. The Board is concerned  
63 about being on the hiring committee, due to a possible conflict of interest. Dr. Davis previously  
64 understood that the Boards would be involved in the hiring committees. Duane Poitra inquired  
65 about lowering the HR position to a manager, rather than a director. He feels this position needs  
66 to be held at a level which is similar to the comptroller position, due to this positions importance.  
67 This position holds high importance, which includes hiring and policies. This position would  
68 still report to Dr. Davis and the only difference would be a downgrade in salary. If the duties  
69 remain the same, why wasn't the salary downgraded with the previous employee? It is felt that  
70 the downgrade of the salary is not to benefit the College; it was to benefit the staff member. A  
71 lengthy discussion was held. The HR position will be selected and brought to the Board prior to  
72 or at the next meeting.

73  
74 Tracy Azure has requested that Jackie take over the editing of the overall policy manual, due to it  
75 previously being held by the Board Secretary. Dr. Davis pointed out that each section of the  
76 policy manual is being held by different individuals.

- 77  
78 d. **Organization/Re-organization:** This item was part of salary schedule and HR Position  
79 discussion.

80  
81 **VII. New Business:**

- 82 1. **Facilities Report by Wes Davis:** Please see Appendix C. The Board was looking for a clear  
83 answer in reference to the wind turbine costing us money or are we breaking out even? Wes  
84 stated that once his report is finalized in June or July, he will have an accurate dollar amount.

85  
86 Wes would like to inform the Board that he keeps the geothermal system separate from the wind  
87 turbine, because they are two completely separate systems. He informed the Board that the wind  
88 turbine will never contribute 80% of our electricity. When it was initially put up, it was only  
89 intended for phase I of the campus, which is only the main portion of the building prior to the  
90 additions being added onto the main building. We do not have any problems with the wind  
91 turbine besides freezing up during the winter due to the extreme cold weather. Wes will be able  
92 to provide more information during the June or July meeting. He feels that if all staff and faculty

93 are informed of the expenses for electricity when they leave computers running, lights on, coffee  
94 pots on, etc., they will be more willing to save on electricity as much as possible.

95  
96 Wes Davis exited at 11:12 a.m.

- 97  
98 2. **Anishinabe Report by Mark Hamley:** Please see Appendix D. We are interesting in recruiting  
99 more students and informing the community about natural resource management. Mark is  
100 interested in incorporating the information and knowledge that he has at a college level for  
101 college students. He would like to offer a natural resource course, but it has to be accredited  
102 through the HLC. It may be able to be offered by the fall semester.

103  
104 The payment of \$42,800 has been approved to be paid by the P2P board for the Trading Post.  
105 Dr. Davis will check on this payment next week.

106  
107 Duane inquired about a possible wall failure in the straw bale building. The estimates which we  
108 received were high. At this point, with the money that we have, we need to get the security  
109 system up and running prior to fixing the wall failure. We feel that it is very important to have  
110 our security system updated, because we have been broken into a couple of times.

111  
112 Duane also inquired about possible funds through P2P for a greenhouse. One of the workshops  
113 which we hold includes elders, and we give each participant a plant. The greenhouse which I  
114 looked into would be about \$27,000, but it will cost about \$50,000 after the cost of putting it up.

115  
116 Duane also inquired about possible staff or student housing at TMCC. We could possibly apply  
117 for land grants which could assist with the cost of putting up housing.

- 118  
119  
120 3. **Role of the Board of Trustees Secretary:** The Board is inquiring about having an additional  
121 secretary taking minutes. It seems that the Trustees may possibly have some mistrust. There  
122 could possibly be inconsistencies between the two secretaries minutes and may cause some  
123 further issues. If there is mistrust, the Directors should be notified. When the Board of Directors  
124 were notified by letter about the secretary attending the meetings, we weren't informed that she  
125 was attending meetings and getting paid for the purpose of taking minutes. The auditors stated  
126 that it is not unallowable, but it is a waste of resources and while the College is under a budget  
127 restraint, it doesn't seem necessary. The Board of Directors suggest the Board of Trustees revisit  
128 this issue. Dwight Trottier suggested putting this issue in writing to the Board of Trustees  
129 Chairman, prior to Wednesday.

- 130  
131 4. **Comptrollers Report by Tracy Azure:**

- 132 a. **PO's:** \$31,851.69 for classroom supplies for the Electrical Program which comes from  
133 the Title III Budget. **Chairperson Peltier asked for a motion to approve the PO's to**  
134 **Border State Electric in the amount of \$31,851.69. Glenn Longie made this motion,**

135 seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were  
136 in favor. Motion carried.

- 137 b. **Check Signers:** We are requesting to add Kellie Hall and John Frederick as new check  
138 signers. Chairperson Peltier asked for a motion to approve adding Kellie Hall and  
139 John Frederick as new check signers. Dr. Leigh Jeanotte made this motion,  
140 seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in  
141 favor. Motion carried.

142  
143 Tracy inquired about the master keeper of the full policy manual. The secretary of the Board  
144 of Directors previously kept the policy manual, so it is suggested that it go back to the  
145 secretary or possibly be the duty of the HR individual. Dr. Davis has suggested handling the  
146 issue administratively and report back to the Board. The institution is small enough for HR  
147 to handle the entire policy manual.

148  
149 Break for lunch at 12:08 p.m.

150 Duane Poitra exited at 12:08 p.m.

151  
152 **5. Academic Dean Report by Larry Henry:**

- 153 c. **Report:** Larry is requesting a motion for the letter of intent; he did not make it in time to  
154 add it to the agenda. Summer schedule is completed and is posted on the web. The fall  
155 schedule is almost completed and should be finalized by the next meeting. The letter of  
156 intent is to determine if faculty intend on coming back or not. We may be losing a few  
157 faculty members. Chairperson Peltier asked for the motion to approve the sending of  
158 the letter of intent. Dr. Leigh Jeanotte made this motion, seconded by Glenn  
159 Longie. Discussion held. The dates need to be updated in the policy manual and  
160 possibly make the change to state by the second week in April. Jaclyn De Los  
161 Santos performed roll call. All were in favor. Motion carried.

162  
163 Larry was asked to report the following information for Anita Frederick. The TMCC  
164 Catalog needs a few additional changes due to Pell possibly changing and additional  
165 programs possibly starting. The Pell amount is going down beginning this fall and is  
166 only being allowed for 12 semesters. The tuition and fees and student policies are still  
167 being prepared by Student Services and still have some additional information which  
168 needs to be updated, removed, or added.

169  
170 Thursday was the last day to drop, and we had 47 official withdrawals. We have 151  
171 graduates this year. A majority of the withdrawals had to deal with attendance.

172  
173 Youth Build officially ended as of yesterday, March 30<sup>th</sup>, 2012. Dr. Davis stated that we  
174 would be applying for funding for Youth Build again and would like to bring back the  
175 same employees which were employed for the program prior to the grant ending date.  
176 Project Lilly will be discontinued as of June 30<sup>th</sup>.

177  
178 6. **Dean of Students Report by Anita Frederick:** Anita was absent from this meeting due to HLC  
179 Convention travel.

180 d. **TMCC Catalog Updates:**

181 e. **Report:**

182  
183 7. **Student Senate:**

184 f. **Report:** James Stogner reported that the cost was about \$35,000 for AIHEC, and we saw  
185 issues at AIHEC that should not have happened. We had a team that went down to  
186 participate that couldn't due to the fact that proper documentation was not provided to  
187 AIHEC. The volleyball team took 1<sup>st</sup> and the boys' basketball team took 4<sup>th</sup>. James ran  
188 for Student Congress, but was not successful, however; he has ideas of what Student  
189 Senate can change for future students. The Phlebotomy program sent students to AIHEC  
190 and performed a number of tests, which included over 200 blood sugar tests and others.  
191 We promoted the Phlebotomy program and had students contact us from out of state  
192 interested in the program. We didn't have incidents with students during AIHEC this  
193 year, and the students worked very hard. We would like to bring the best students for the  
194 AIHEC competitions and compete in more areas next year.  
195 We are working on graduation at this point. Dr. Leigh Jeanotte is our guest speaker for  
196 graduation.

197  
198 Theresa Rivard exited at 1:12 p.m.

199  
200 8. **Presidents Report by Dr. Jim Davis:**

201 g. **Monthly Report:** The hiring of the comptroller has gone through the process, and Tracy  
202 Azure has been selected, offered the position and has accepted. Chairperson Peltier  
203 asked for a motion to concur with Dr. Davis' recommendation. Dr. Leigh Jeanotte made  
204 this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All  
205 were in favor. Motion carried.

206  
207 Summer hours will occur again this year. The hours will be from 7 a.m. to 5:30 p.m.  
208 Monday through Thursday. The only complaints that we previously had were that  
209 outsiders would request to utilize the building on weekends, and we don't allow it.

210  
211 Chairperson Peltier inquired about our security not watching the children on campus. It  
212 has been stated that children are stealing basketballs in the evenings, and Chairperson  
213 Peltier is concerned about where the security guards are during this time. If research  
214 needs to be done on Fridays, the individuals need to be in contact with Wes Davis prior to  
215 that date, so we can have someone on campus to deactivate the alarms.

216  
217 Karen Solomon from the HLC will be here on April 18<sup>th</sup>-19<sup>th</sup>, and Larry would like for  
218 the Board members to meet with her.

219 Please see Appendix F. Dr. Davis highlighted some areas.  
220  
221

222 **h. New Hires:** Scholarship Technician, Brittney Belgarde; Adult General Education  
223 instructor, Harold Counts; and the Human Resource position is closed and the selection  
224 process will begin.  
225

226 **9. Presidents' Evaluation Procedure and Policy:** The evaluation is to be completed annually in  
227 which the President will provide his goals for the current year. Dr. Leigh Jeanotte suggested that  
228 Jaclyn get all prior documentation in reference to the Presidents' evaluation and have Dr. Davis  
229 and Chairperson Peltier work together to provide a policy and some appendices that spells out  
230 the entire process for the evaluation. The start date, instrument to use, when it is to be finalized,  
231 who should be involved, and this should reflect the dates in the contract. In order for the  
232 evaluation to work, the President needs to notify the Board two months prior to the deadline date  
233 which is currently April 15<sup>th</sup>. There should be a closing part on negotiations for a finalized date  
234 along with a finalized date for the contract to be completed. The President would notify the  
235 Board of his/her intentions, and then the Board would notify the President of their intentions.  
236 The dates in the contract need to reflect the changes in policy as well.  
237

238 Zelma Peltier exited at 1:38 p.m.  
239

240 Dwight Trottier suggested beginning the evaluation by November, which gives the Board until  
241 February 15<sup>th</sup> to complete the evaluation.  
242

243 John Frederick exited at 2:00 p.m.  
244

245 Dr. Leigh Jeanotte made a recommendation to have a representative from the Board of Trustees  
246 and the Board of Directors meet with Dr. Davis and determine how to refine the evaluation  
247 policy. The Presidents' evaluation will begin in December from this point forward and have it  
248 completed by February 1<sup>st</sup>. A lengthy discussion was held. A document should be presented to  
249 the Board once completed. Dr. Davis stated that we need to remember that this is a Higher  
250 Education facility, so we need to have timelines which are applicable to Higher Education. The  
251 Board is aware of the timelines and would like to abide by the timelines. If the current  
252 evaluation is too long and doesn't seem to fit, Dr. Davis can present changes. When the  
253 President is being evaluated there should be a mutual agreement in reference to goals between  
254 the President and the Board. Something should be completed in writing prior to the evaluation  
255 time, include dates, and all procedures.  
256

257 **VIII. Other Business:** No other business.  
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259 **IX. Next Meetings:**

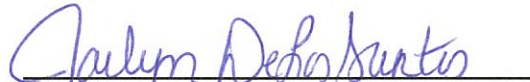
260 ■ Regular Board Meeting: April 23, 2012 at 5:00 p.m. in the TMCC Board Room.

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**X. Adjournment: Chairperson Peltier asked for a motion to adjourn. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. Meeting adjourned at 2:30 p.m.**



**Carla Peltier, Chairperson**



**Jaclyn De Los Santos, Board Secretary**