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**Turtle Mountain Community College
Special Board of Directors Meeting
March 3, 2011
12:00 p.m.**

OFFICIAL MINUTES

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

Board of Directors absent: Duane Poitra, Carla Peltier, Robert Lattergrass.

Board of Trustees Present: Zelma Peltier, Dwight Trottier, Brittany Belgarde, David Brien, Elmer Davis, Jr.

Board of Trustees absent: Caitlin Morin, Theresa Rivard, John Frederick, Yvonne St. Claire, James Lindgren.

TMCC Employees: Jackie De Los Santos, Tracy Azure, Dr. Bill Gourneau.

Others Present: Joe Martin, Justin Burchill.

- I. **Call to order:** Chairperson Poitra called the meeting to order at 12:17 p.m. Dwight Trottier is a voting member.
- II. **Roll call:** Performed by Jackie De Los Santos.
- III. **New business**
 1. **Audit presented by Joe Martin**
 - Please see Appendix A, B, and C.
 - Auditors are from Brady Martz CPA and Consultants.
 - Joe Martin reviewed the audit into detail.

Anita Frederick entered at 12:23 p.m.

- Justin Burchill reviewed the findings and solutions.
 - Construction of some buildings: wage rate monitoring (see p. 28, App. B)
 - Need to monitor the pay rates.
 - Dennis Bercier will be keeping copies of the certified payroll on record for the contractors.
 - Finding has been resolved.
 - Time and Effort Certification (see p. 29, App. B)
 - The finding has been resolved by Appendix A.
 - Department of Labor requires all hours to be accounted for.
 - This will be updated in the personnel policy.
 - Student Financial Assistance Eligibility and Special Tests (see p. 30, App. B)
 - Last year there was a similar finding.

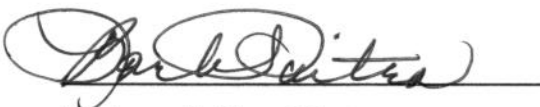
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- This is due to the timing of implementation.
- The finding has been resolved and has already been implemented.
- It is suggested by the auditors that we go back for the past year and do an internal audit.
- Joe Martin reviewed appendix C.
 - Grant Documentation
 - Need to be sure to keep grant policies similar.
 - Payroll Documentations
 - I-9 forms need to be properly completed.
 - Forms of Identification need to be inserted.
 - Board Meetings
 - Policy needs to be updated to include stipend policy.
- Dr. Jeanotte asked if this is the final report or if changes are going to be made.
 - The items can be reworded and reprinted prior to finalizing.
 - The management report will have some minor changes along with the time and effort reporting in the financial statements.
- **Chairperson Poitra asked for the motion to approve the audit with minor corrections. Dr Leigh Jeanotte made this motion, seconded by Dwight Trottier. All were in favor. Motion carried.**

IV. **Next Meeting:**

- ✚ Quarterly Board Meeting March 19, 2011 at 9:00 a.m. in the TMCC Board Room
- ✚ Special Meeting with P2P; March 25, 2011 at 4:00 p.m. in TBA
- ✚ Special Board Meeting March 26, 2011 at 9:00 a.m. in the TMCC Board Room

V. **Adjournment:** Chairperson Poitra asked for the motion to adjourn. Dwight Trottier made the motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried. Meeting adjourned at 1: 27 p.m.



Barbara Poitra, Chairperson



Jaelyn De Los Santos, Board Secretary