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**Turtle Mountain Community College
Regular Board of Directors Meeting
May 31, 2011
5:30 p.m.**

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Duane Poitra, Robert Lattergrass.

Board of Directors Absent: Barbara Poitra, Carla Peltier.

Board of Trustees Present: Theresa Rivard, James Lindgren.

Board of Trustees Absent: Dwight Trottier, Brittany Belgarde, Zelma Peltier, Zelma Peltier, Theresa Rivard, John Frederick, James Lindgren, John Frederick, Yvonne St. Claire, Elmer Davis, Jr., Caitlin Morin, David Brien.

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

- I. **Call to order:** Vice Chairman Jeanotte called the meeting to order at 5:40 p.m. Theresa Rivard is a voting member.
- II. **Opening Prayer:** Performed by Dennis Bercier.
- III. **Roll call:** Performed by Jackie De Los Santos.

Robert Lattergrass entered at 5:43 p.m.

- IV. **Approval of Agenda:** Vice Chairman Jeanotte asked for changes or additions to the agenda. There were three additions, which are as follows: VIII. B) Presidents Evaluation, VII. C) 120 day Contract. Discussion held on inviting a financial counselor to TMCC to provide advising on their retirement. This item should be placed on the July agenda. Vice Chairman Jeanotte asked for the motion to approve the agenda. Duane Poitra made this motion, seconded by Robert Lattergrass. Discussion held. All were in favor. Motion carried.
- V. **Approval of Minutes:** Vice Chairman Jeanotte asked for a motion to approve the April 26, 2011, and May 18, 2011 meeting minutes. Duane Poitra made the motion to approve the minutes with the recommended changes, seconded by Robert Lattergrass. All were in favor. Motion carried.
- VI. **Old Business:**

43 a) **Policy Manual Maintenance Update:** Please see Appendix A. Dr. Davis delegated six
44 individuals to manage policies in the policy manual.

45
46 b) **Parking Lot Project; Phase I and Phase II:** Dennis has not been able to successfully get
47 either project into budget, so he recommends re-advertising both projects. It was previously
48 asked that a breakdown of the budget be provided to the Board at this meeting. Lengthy
49 discussion held. Duane Poitra is interested in going forward with Phase I, and TMCC provide
50 the extra money which is necessary, while working at getting Phase II closer to budget. **Robert**
51 **Lattergrass made the motion to accept phase I and re-bid phase II and give notice to**
52 **proceed; also, the College can provide the additional estimated \$10,000 and re-advertise**
53 **phase II to get the project redesigned. Duane Poitra seconded the motion. Discussion**
54 **held. All were in favor. Motion carried.** Re-advertising will begin on June 8th and conclude
55 on June 28th.

56
57 **VII. New Business:**

58 **1. Board of Directors:**

59 a) **Purchasing and Board Report Template by Dr. Leigh Jeanotte:**

- 60 • Please see Appendix B. Vice Chairman Jeanotte is asking that Dr. Davis and Tracy
61 Azure review the document and make any recommended changes. It would be more
62 beneficial to the board members if they received this information and receive it in
63 advance.
- 64 • Please see Appendix C. For the monthly/quarterly reports, the Board is requesting to
65 follow the attached format. Dr. Davis can bring this document to the Administrative
66 Council and have them touch on each element and provide some input back to the Board.

67
68 **2. Presidents Report by Dr. Jim Davis:**

- 69 a) **P2P Letter:** Dr. Davis received a letter from P2P this afternoon in reference to the funds
70 that TMCC received from P2P. P2P has decided to withdraw the funds which they originally
71 contributed to the Trading Post Project. Please see Appendix D. Dr. Davis is going to
72 respond back to the letter and cc the letter to the Tribal Chairman and Toni Genia. The letter
73 will be directed to Phyllis Jollie from Dr. Davis and Vice Chairman Jeanotte.
- 74
75 b) **New Position:** We have received a grant called the NIFA grant, which we can request a
76 position be written into, rather than hiring for 120 day contracts. Jeff Grant has been selected
77 for this position. **Duane Poitra made the motion to approve the position being written in**
78 **and hiring Jeff Grant, seconded by Robert Lattergrass. Discussion held. All were in**
79 **favor. Motion carried.**
- 80
81 c) **Presidents Evaluation:** Please see Appendix E. As stated in policy, two individuals from
82 the Board of Trustees and two from the Board of Directors along with Dr. Davis need to
83 determine a time to have Dr. Davis' evaluation completed. The individuals from the Board

84 of Directors would be Chairperson Poitra and Carla Peltier and Dr. Leigh Jeanotte as an
85 alternate. John Frederick and James Lindgren will sit in for the Board of Trustees.

- 86
87 d) **Oral/Written Report and Travel Reports:** Please see Appendix F. Duane has requested a
88 report be provided to the Board in reference to the Foundation at the July meeting.

89
90 **3. Comptrollers Report by Tracy Azure:**

- 91 e) **Turtle Mountain State Bank:** We need a motion to make a corporate resolution to open the
92 account at Turtle Mountain State Bank. **Dr. Leigh Jeanotte asked for the motion to open**
93 **the account at Turtle Mountain State Bank with the same check signers. Duane Poitra**
94 **made this motion, seconded by Robert Lattergrass. All were in favor. Motion carried.**
95 Duane requested that the Board receive an annual report on check signers. This should be
96 reported at the July meeting. The current check signers are: Barbara Poitra, Carla Peltier,
97 James Lindgren, Jim Davis, Larry Henry, Sheila Trottier, and Sandy LaRocque.

- 98
99 f) **Quarterly Budget Statements:** Please see Appendix G. Tracy explained the quarterly
100 budget as of March 31, 2011.

- 101
102 g) **Monthly Expense Report:** Please see Appendix H. Tracy explained the monthly expense
103 report.

104
105 **4. Human Resources Report by Dr. Bill Gourneau presented by Dr. Davis:**

- 106 h) **Resignation:** We had a number of faculty members which have decided not to return for the
107 next academic year. Please see Appendix I.

- 108
109 i) **Employment Vacancies:** We currently do not have a lot of vacancies. Please see Appendix
110 J.

- 111
112 j) **Update of Policy:** Dr. Davis provided the update on the policy.

113
114 **5. Academic Dean Report by Larry Henry:**

115 **k) Report:**

- 116 • Please see Appendix K. Larry provided a copy of the academic calendar for the
117 2011-2012 year. **Vice Chairman Jeanotte asked for the motion to approve the**
118 **academic calendar. Duane Poitra made this motion, seconded by Robert**
119 **Lattergrass. All were in favor. Motion carried.**
120 • The catalog will be presented at the next meeting.

121
122 **6. Student Services Report by Wanda Laducer:**

123 **l) Report:**

- 124 • Please see Appendix L. Wanda explained the document. They would like to
125 implement some billing to students, which includes a \$100 book usage fee and a \$25

126 registration fee for each student. **Vice Chairman Jeanotte asked for the motion to**
127 **approve the TMCC Billing Policy and Procedure document. Duane Poitra made**
128 **this motion, seconded by Robert Lattergrass. Discussion held. All were in favor.**
129 **Motion carried.**

- We have 367 students registered as of today.

131
132 **VIII. Other Business**

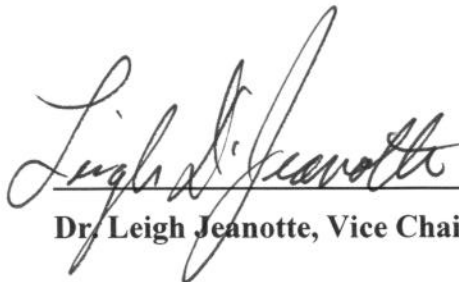
133 a) **Student Senate:** none

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135 **IX. Next Meetings:**

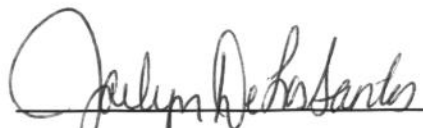
- Special Budget Meeting: June 22, 2011 at 11:00 a.m. in the TMCC Board Room
- Quarterly Board Meeting: June 25, 2011 at 9:00 a.m. in the TMCC Board Room

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139 **X. Adjournment: Vice Chairman Jeanotte asked for the motion to adjourn. Robert**
140 **Lattergrass made this motion, seconded by Duane Poitra. All were in favor. Motion**
141 **carried. Meeting adjourned at 7:42 p.m.**

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Dr. Leigh Jeanotte, Vice Chairman



Jaclyn De Los Santos, Board Secretary