

1                                   **Turtle Mountain Community College**  
2                                   **Quarterly Board of Directors Meeting**  
3                                   **September 24, 2011**  
4                                   **9:00 a.m.**

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6                                   **OFFICIAL MINUTES**  
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9   **Board of Directors Present:** Dr. Leigh Jeanotte, Barbara Poitra, Duane Poitra.

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11   **Board of Directors absent:** Carla Peltier.

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13   **Board of Trustees Present:** James Lindgren, James Stogner, Yvonne St. Claire, Zelma Peltier, Amber  
14                                   Delong, Theresa Rivard.

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16   **TMCC Employees:** Jackie De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Anita  
17                                   Frederick, Kathe Zaste, Jessica Laducer, Les LaFountain.

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19    **I.   Call to order:** Chairperson Poitra called the meeting to order at 9:09 a.m.  
20    **II.   Opening Prayer:** Performed by Chairperson Poitra.  
21    **III.   Roll call:** Dr. Davis introduced the new Student Senate members; James Stogner and Amber  
22                                   Delong. Introductions took place. Roll call was performed by Jackie De Los Santos.  
23    **IV.   Approval of Agenda:** Chairperson Poitra asked for changes or additions to the agenda. No  
24                                   changes were made. **Chairperson Poitra asked for a motion to approve the agenda without**  
25                                   **any changes. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. All were in**  
26                                   **favor. Motion carried.**  
27    **V.   Approval of Minutes:** Chairperson Poitra asked for a motion to approve the August 22,  
28                                   2011, meeting minutes. **Dr. Leigh Jeanotte made the motion to approve the minutes with**  
29                                   **the recommended changes, seconded by Duane Poitra. All were in favor. Motion carried.**

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31                                   Theresa Rivard entered at 9:17 a.m.

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33   **VI.   New Business:**

34    **1.   Presidents Report by Dr. Jim Davis:**

- 35    **a)   Travel and Oral/Written Report:** Dr. Davis presented his written report in reference to  
36                                   monthly activities. Please see quarterly meeting packet. Dr. Davis reviewed the current  
37                                   organizational chart and the proposed organizational chart, please see appendix A and B. A  
38                                   lengthy discussion was held. Yvonne St. Claire suggested that research is done in reference  
39                                   to student loans. Discussion held.

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41                                   Kathe Zaste, Jessica Laducer, and James Lindgren entered at 9:35 a.m.  
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43 **Chairperson Poitra asked for a motion in reference to student loans. Dr. Leigh**  
44 **Jeanotte made the motion to identify a person who has the appropriate knowledge to**  
45 **answer some of the questions in reference to student loans, which could possibly be**  
46 **John Gritz and a loan official; and identify pros and cons, and what the cost is to the**  
47 **institution. The Board has requested to have information provided to them by**  
48 **December 3<sup>rd</sup> in reference to the status of the student loans research. Duane Poitra**  
49 **seconded this motion. Discussion was held. All were in favor. Motion carried.**

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51 Duane Poitra exited at 10:00 a.m. and will return. Chairman James Lindgren is a voting  
52 member.

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54 **Chairperson Poitra asked for a motion to approve the proposed organizational chart**  
55 **with the changes in reference to the top layer of the organizational chart. Dr. Leigh**  
56 **Jeanotte made this motion, seconded by James Lindgren. All were in favor. Motion**  
57 **carried.**

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59 The Nursing Program is losing a faculty member and we have three applicants which are  
60 qualified for faculty.

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62 Les LaFountain entered at 10:09 a.m.

- 63  
64 **b) P2P Update:** We have been meeting with P2P and a letter is drafted in reference to the roles  
65 and timelines. Renovation or moving of the College's buildings will be P2P's responsibility.  
66 We are anticipating that we will still receive the \$42,500 for the Trading Post project.  
67 Discussion was held in reference to the South campus buildings.

68  
69 Les LaFountain exited at 10:33 a.m.

- 70  
71 **c) USDA Grant:** We found out this past week that we have been approved for a grant from the  
72 USDA for technology. The grant was approved for \$215,000.

73  
74 Duane Poitra returned at 10:24 a.m.

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76 **Dr. Davis requested for a motion to accept the USDA Grant in the amount of \$215,000**  
77 **for the roof project for the TMCC campus and have available the 5% (\$10,750 match)**  
78 **requirement and to also approve sign off on the form RD1942-8, resolution for**  
79 **stockholders, and resolution for execution of grant documents which need to be signed**  
80 **off by the Board Chairperson. Also, allow Dr. Davis to address any other documents**  
81 **which need to be signed and do not need board approval. Dr. Davis is also**  
82 **recommending hiring Jiran Architect as the Architect for the project. Discussion held.**  
83 **Chairperson Poitra asked for a motion to approve Dr. Davis' request. Duane Poitra**  
84 **made this motion, seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.**

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2. **Comptrollers Report by Tracy Azure**

d) **Arrowhead Profit and Loss Statement:** Please see Appendix C. Kathe has been working with local businesses to get their business back at Arrowhead. Kathe feels that they would be able to bring in more profit if they were able to purchase more equipment for designing t-shirts, caps, mugs, etc. This will be placed on the next agenda. Kathe inquired about the policy that Duane had previously requested for. Duane would like the policy to be simplified.

Kathe Zaste and Jessica Laducer exited at 11:23 a.m.

e) **Investments:** Please see Appendix D and E. Duane and Tracy worked on the investment policy with Spencer Miller from Morgan Stanley. Discussion held. **Duane Poitra made a motion to approve the TMCC Investment Policy Statement, and to move our investments over to Morgan Stanley with Spencer Miller as our account manager. Discussion held. The committee which would be assigned is Tracy Azure, Duane Poitra, Dr. Davis, Vice President, and another member from the budget committee to be assigned at a later date. Dr. Leigh Jeanotte seconded the motion. All were in favor. Motion carried.** Yvonne requested documentation from Morgan Stanley showing there is no conflict of interest.

f) **Approval of PO's:**

- \$38,340 to DeCoteau Electric for payment on the Anishinabe Kitchen
- \$55,181 to Northern Escrow, Inc. for Keplin Construction; progress payment 3.
- \$51,113 Northern Escrow, Inc. for Keplin Construction; progress payment 4.
- \$21,563.59 to VLP Development, LLC for payment 1 in reference to phase I of the parking lot project.
- \$56,745.90 to Pro-Mark Services for payment for the IT remodeling.
- \$25,247.07 to Turtle Mountain Tribe for Dollars for Scholars Chapter for scholarship payments. Discussion held in reference to the Dollars for Scholars scholarship being disbursed directly from Emil LaRocque.

Tracy had a chance to discuss the financial advisor for the 401K account. We went through a process of listening to three advisors, and we currently have a contract with John Hancock which does not expire until December of 2012.

3. **Human Resources Report by Dr. Bill Gourneau**

g) **Policies:** The Board has decided to set up a separate meeting for only policy on September 28<sup>th</sup> at 5:00 p.m. and September 29<sup>th</sup> at 5:00 p.m.

- Dr. Gourneau informed the Board of the new hires for the past month.
- The Comptroller and Vice President positions have been advertised, and they have received applicants. The Board hires for both positions, and Dr. Gourneau is

127 inquiring if the Board would want administration to take responsibility for hiring for  
128 both positions. **Chairperson Poitra asked for a motion to concur with Dr.**  
129 **Gourneau's recommendation. Duane Poitra made a motion to allow the TMCC**  
130 **President to provide the recommendation for selection of the Comptroller and**  
131 **the Vice President to the Board of Directors in accordance with site policy and**  
132 **keep in mind the committee will assist the President and the recommendation**  
133 **will come from the President. Dr. Leigh Jeanotte seconded this motion.**  
134 **Discussion held in reference to the current policy. All were in favor. Motion**  
135 **carried.**

- Dr. Gourneau exited at 12:58 p.m.
- Duane Poitra exited at 1:02 p.m. James Lindgren is a voting member.

139 **4. Academic Dean Report by Larry Henry**

140 **h) Report:** Larry is not available. Please review written report in quarterly meeting packet  
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142 **5. Student Services Report by Anita Frederick**

143 **i) Report:** Please review written report in quarterly meeting packet. Jackie will provide the  
144 Board members with additional documents in reference to assigning board members to  
145 committee's for the NCA accreditation.

- Financial Aid went very well this semester. The entire office pitched in to help in the department.
- Registration also went well, besides having some issues with returning books in the book store. Students are dissatisfied with advising, and we are currently trying to resolve the problem.

152 **VII. Other Business**

153 **a) Student Senate:** Student Senate has been discussing getting in contact with the entire  
154 student body to inform them of what they are doing, getting picnic tables for the smoking  
155 areas, getting access to the student accounts, and getting a financial report. Student  
156 government needs to get in contact with the Business Office and they will provide the  
157 Student Senate with the appropriate documents.

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159 **VIII. Next Meetings:**

- Regular Board Meeting: October 24, 2011 at 5:00 p.m. in the TMCC Board Room.

162 **IX. Adjournment: Chairperson Poitra asked for a motion to adjourn. Dr. Leigh Jeanotte**  
163 **made this motion, seconded by James Lindgren. All were in favor. Motion carried.**  
164 **Meeting adjourned at 1:39 p.m.**

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168 **Barbara Poitra, Chairperson**



**Jaclyn De Los Santos, Board Secretary**