



Turtle Mountain Community College

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Turtle Mountain Band
Of
Chippewa Indians
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Charter Member
American Indian
Higher Education
Consortium

Meeting Agenda

January 30, 2012

5:00 p.m.

Type of Meeting: Regular Board of Directors Meeting
Meeting Facilitator: Chairperson Peltier
Invitees: Board of Directors, Board of Trustees, Administration

- I. **Call to order**
- II. **Opening Prayer**
- III. **Roll call**
- IV. **Approval of Agenda**
- V. **Approval of Minutes**
- VI. **Old Business**
 - a. South Campus Rentals
 - b. BIA 7 Road Construction
 - c. Update on Tuition Fees
 - d. Comptrollers Position
- VII. **New business**
 1. **Monthly Board Reports/Materials by Chairperson Peltier**
 2. **Dean of Students Report by Anita Frederick**
 - a. Report
 3. **Student Senate**
 - b. Report
 4. **Presidents Report presented by Dr. Jim Davis**
 - c. Monthly Report
 - d. Reorganization of Human Resource Department (HR Manager)
 5. **Comptrollers Report by Tracy Azure**
 - e. Quarterly Expenses
 - f. Vendor Financial Report
 6. **Human Resources Report by Dr. Bill Gourneau**
 - g. New Hires
 - h. Vice President Position
 - i. Report
 7. **Academic Dean Report by Larry Henry**
 - j. Report
 8. **Presidents Contract**
- VIII. **Other Business**
 - a. Board Policy
 - b. Fiscal Policies
- IX. **Next Meeting:**
 - Regular Board Meeting; February 27, 2011 at 5:00 p.m.; TMCC Board Room
- X. **Adjournment**

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**Turtle Mountain Community College
Regular Board of Directors Meeting
January 30, 2012
5:00 p.m.**

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte (phone conference), Duane Poitra, Carla Peltier, Glenn Longie, Kellie Hall (phone conference).

Board of Directors absent: None.

Board of Trustees Present: John Frederick, Yvonne St. Claire (phone conference), Zelma Peltier, Theresa Rivard, Elmer Davis Jr.

TMCC Employees: Jaclyn De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Anita Frederick, Larry Henry, Dr. Scott Hanson, Ray Parisien, Wes Davis, Pete Davis.

Others Present: Emil LaRocque (South Campus), Tessie Poitra(South Campus), Jackie Giron (South Campus), Maxine Delorme (South Campus), Blaine Malaterre (South Campus), Curtis Poitra (Tribal Council), BJ Delorme (Tribal Council), Chairman Merle St. Claire (Tribal Council), Scott Seger (Ottetail).

I. **Call to order:** Chairperson Peltier called the meeting to order at 5:05 p.m.

II. **Opening Prayer:** Performed by Zelma Peltier.

III. **Roll call:** Performed by Jaclyn De Los Santos.

IV. **Approval of Agenda:** Chairperson Peltier asked for changes or additions to the agenda. Some changes were made. **Chairperson Peltier asked for a motion to approve the agenda. Duane Poitra made this motion, seconded by Glenn Longie. 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 December 2, 2011 and December 3, 2011 meeting minutes. **Duane Poitra made the motion to approve the minutes as presented, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.**

VI. **Old Business:**

- a. **South Campus Rentals:** Dr. Davis informed the Board that the College conducted background research on the rental agreements and fees which should be charged for the rent of the buildings at the south campus. The Board had previously agreed to charge \$7/sq. foot due to the expenses that TMCC has had to pay for the renters. We may need to consider a different rate due to the programs not being able to pay the requested fee. Tracy Azure informed the Board of reasoning behind charging the set fee. Discussion held. Duane Poitra requested a document be provided to the Board which shows the previous rent for each program, current rent, monthly expenses, and profit/loss for each program. Further discussion was held. Chairperson Peltier informed Dr.

46 Davis to go back and review each program, Tracy Azure will come up with a break even amount,
47 and designate one person to speak for South Campus programs at the next meeting. Within the
48 break even amount, it will include all maintenance costs. This information will be presented at
49 the next meeting with the representative from the South Campus attending the meeting.

50
51 Emil LaRocque (South Campus), Tessie Poitra(South Campus), Jackie Giron (South Campus),
52 Maxine Delorme (South Campus), and Blaine Malaterre (South Campus) exited at 5:37 p.m.

- 53
54 b. **BIA 7 Road Construction:** (For informational purposes only) The Tribe had an informal
55 discussion with Ottertail Power Company in reference to the cost to have the road redone and
56 have new lines from St. John down BIA 7 to serve the College. There was previously an
57 agreement made with Ottertail (15 years ago) that if they needed to rebuild the lines it would be
58 at no cost to Ottertail. The cost will be about \$336,000 for which Ottertail has agreed to dismiss
59 the cost, but Ottertail would like to retrieve some of the 1997 cost of installation of the
60 previously installed wires in the amount of \$61,000. Discussion held. Chairperson Peltier has
61 requested to see a copy of the agreement. A lengthy discussion was held. Road construction
62 will begin on April 1st, 2012, and Ottertail will begin with re-wiring as soon as the materials are
63 received.

64
65 Wes Davis and Scott Seger (Ottertail) exited at 6:10 p.m.

- 66
67 c. **Update on Tuition Fees:** The tuition committee has been meeting in reference to tuition fees
68 and waivers. We had 622 students at the end of the semester which had not paid the tuition in
69 full and attempted to determine how to serve the students. For the individuals that met the
70 standards for the full tuition waiver, their tuition was waived (8 students). The other individuals
71 who were unable to get the waiver worked with Student Services to register for this current
72 semester. Some students are paying for their summer tuition ahead of time. The instructors
73 reported to Larry Henry that students are more active in their courses this semester. Discussion
74 held.
- 75
76 d. **Comptrollers Position:** The committee met and decided to re-advertise for an additional two
77 weeks. The position should be filled by early February. This was re-advertised as of January 3rd,
78 2012

79
80 VII. **New Business:**

- 81 1. **Monthly Board Reports/Materials by Chairperson Peltier:** The Board is requesting that
82 administration provide electronic reports to the Board Secretary each month (in the format
83 originally proposed by the Board) in a timely manner (by the requested due date). Chairperson
84 Peltier inquired about each department providing reports. The Board has requested that monthly
85 reports from all of the Administrative Council members be provided each month and for them to
86 be provided to the Board Secretary by the requested date and no later. Chairperson Peltier would
87 also like the tentative agenda emailed to her the week prior to the packets being mailed out.
- 88
89 2. **Dean of Students Report by Anita Frederick:**
- 90 a. **Report:** Please see Appendix A.
- 91 • We had a few issues at registration due to some updates that were performed on our
92 software, but we made a list of notes of what needs to be done in the future.

- The students enjoy having access to their own records.
- Our next goal is to have all of Financial Aid online and possibly offer direct deposit to the students. We would like to have this set up and implemented by the fall semester of 2012.
- We have a number of policy changes to go along with the tuition billing and fees.
- Diane Bercier is the new financial aid officer.
- The Upward Bound proposal was submitted, (a lot of hours were put into the proposal).
- The March meeting will include the catalog updates.

Curtis Poitra (Tribal Council) and BJ Delorme (Tribal Council) exited at 6:27 p.m.

3. **Student Senate:** Not present at this meeting.

4. **Presidents Report by Dr. Jim Davis:**

b) **Monthly Report:** Please see Appendix B. Dr. Davis presented his monthly report to the Board. Discussion was held in reference to the current progress with P2P.

Chairman Merle St. Claire (Tribal Council) exited at 6:46 p.m.

Discussion was held in reference to the Tribal Council applying for the ANA Grant (Tribal Council applied for the grant, so we were unable to submit our proposal).

c) **Basketball Program Policies:** Please see Appendix C. The policies have been developed to be sure that our student athletes understand what is required of them. We feel it would be beneficial to the students to have a set of requirements for the students to follow along with the entire basketball program. Ray Parisien requested that we adopt some form of requirements for the students to follow. A lengthy discussion was held. Dr. Davis would recommend that we follow what is stated in the proposed policy and as long as students are meeting satisfactory progress they should be able to play basketball. **Chairperson Peltier asked for the motion to approve the Student Athlete-Eligibility Rules. Duane Poitra made this motion, seconded by Glenn Longie. Duane would like it clarified that this becomes the same type of policy that the Dakota College would maintain, and Dr. Davis agreed. Jaclyn De Los Santos performed roll call. Glenn Longie, Duane Poitra, Kelly Hall, and Dr. Leigh Jeanotte were in favor. Chairperson Peltier opposed. Motion carried.**

Ray Parisien, Pete Davis, and Anita Frederick exited at 7:26 p.m.

d) **Reorganization of Human Resource Department (HR Manager):** Dr. Davis would like to reorganize the HR department and offer Dr. Bill Gourneau a layoff. Dr. Davis is requesting to reorganize the department from a Human Resource Department to a Human Resource Manager position. A lengthy discussion was held. Dr. Davis is requesting for the

135 job description to be approved as proposed. **Chairperson Peltier asked for the motion to**
136 **approve the job description as proposed. Duane Poitra made this motion, seconded by**
137 **Glenn Longie. Discussion held. Jaelyn De Los Santos performed roll call. All were in**
138 **favor. Motion carried.**
139

140 **5. Comptrollers Report by Tracy Azure:**

- 141 e) **Quarterly Expenses:** Please see Appendix E. Tracy informed the Board of the expenses as
142 of December 31, 2011. We are not currently over spending in the budget.
143
144 f) **Vendor Financial Report:** Please see Appendix F. The Board is requesting a monthly
145 College wide vendor report to be provided.
146

147 **6. Human Resources Report by Dr. Bill Gourneau:**

- 148 g) **New Hires:** Please see Appendix G in reference to new Hires.
149 h) **Vice President Position:** In reference to the Vice President position, we had about 15
150 applications and followed a matrix to determine the most qualified best candidates . We
151 interviewed each individual for one hour each, but didn't feel that it was enough time. So,
152 the committee decided to allow Dr. Davis to speak with the top three candidates a second
153 time. The individual which Dr. Davis is recommending is Kellie Hall, due to her
154 qualifications, experiences, and background. March 5th will be her start date in this position,
155 and she has accepted the position. Dr. Davis will send out a memo to staff and faculty
156 tomorrow in reference to the Vice President Position.
157
158 i) **Report:** Please see Appendix G. There was only one comment made in reference to the
159 personnel policy. Discussion held. Upon discussion, the Board has determined that the
160 policy does not need to be changed in reference to the concern. The Board informed Dr.
161 Gourneau and Dr. Hanson that the policy does not need to be updated with his concern, but
162 in individual contracts, it can state that if the position is still open when the contract has
163 ended, that the individual will be granted their position back.
164

165 **7. Academic Dean Report by Larry Henry:**

- 166 j) **Report:** Please see Appendix H.
167 • Larry Henry elaborated some on his written report and wanted to inform the Board that
168 Karen Solomon from HLC will be here on April 19-20, 2012 she will likely want to meet
169 with the Board. Discussion held. Dr. Davis will provide his report to Karen Solomon by
170 the end of the week.
171 • We have two programs that will be ending this year.
172 • No comments were submitted in reference to the Faculty Policies.
173

174 **8. Presidents Contract:** The contract is in reference to July 1, 2011- June 30, 2013. The
175 Presidents' evaluation needs to be completed. The compensation package has not been discussed
176 and Dr. Davis is requesting that the Board decide on a fair salary increase amount and include a

177 cell phone at the cost of the College. Duane Poitra requested a document to be provided at the
178 next meeting stating what Dr. Davis is requesting to be compensated. Dr. Davis would like to
179 have a meeting later this week or next week to finalize the contract. A meeting is scheduled for
180 Monday, February 6th, 2012 at 5:30 p.m.

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182 **VIII. Other Business:**

- 183 a. **Board Policy:** Section 3.2.7 in reference to the Vice President, Comptroller, and Human
184 Resource Director. According to current policy, the Board is required to approve the
185 positions. **Chairperson Peltier asked for a motion to concur with Dr. Davis’**
186 **recommendation to hire Kellie Hall as the Vice President of TMCC. Duane Poitra**
187 **made this motion, seconded by Glenn Longie. Kellie Hall abstained. All others**
188 **were in favor. Motion carried.**

189
190 **Chairperson Peltier asked for the motion for approval of the Reduction in Force**
191 **layoff in the Human Resource Department in reference to Dr. Bill Gourneau’s**
192 **position as Human Resource Directors position in reference to the Reduction in**
193 **Force layoff policy 5.22.000. Glenn Longie made the motion, seconded by Duane**
194 **Poitra. All were in favor. Motion carried.**

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196 b. **Fiscal Policies:** One change has been requested in reference to section 4.9.000.01
197 property management section. This is in reference to being responsible for equipment. It
198 has been requested to add the wording to state “or employees”.

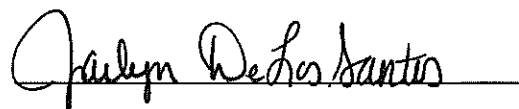
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200 **IX. Next Meetings:**

- 201 ■ Regular Board Meeting: February 27, 2012 at 5:00 p.m. in the TMCC Board Room
202

- 203 **X. Adjournment: Chairperson Peltier asked for a motion to adjourn. Glenn Longie made**
204 **this motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were**
205 **in favor. Motion carried. Meeting adjourned at 9:07 p.m.**

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215 **Carla Peltier, Chairperson**



Jaclyn De Los Santos, Board Secretary