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**Turtle Mountain Community College  
Regular Board of Directors Meeting  
July 23, 2012  
5:00 p.m.**

**OFFICIAL MINUTES**

**Board of Directors Present:** Dr. Leigh Jeanotte, Duane Poitra, Glenn Longie, JoAnne DeCoteau.

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

**Board of Trustees Present:** Yvonne St. Claire.

**TMCC Employees:** Jaclyn De Los Santos, Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer,  
Anita Frederick, Donald Plant.

I. **Call to order:** Vice Chairman Jeanotte called the meeting to order at 5:15 p.m.

II. **Opening Prayer:** Performed by Dr. Jim Davis.

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

IV. **Approval of Agenda:** Vice Chairman Jeanotte asked for changes or additions to the agenda. Dr. Davis requested to add item 6. G. Website. **Vice Chairman Jeanotte asked for a motion to approve the agenda with the addition. Glenn Longie made this motion, seconded by JoAnne DeCoteau. All were in favor. Motion carried.**

V. **Approval of Minutes:** Vice Chairman Jeanotte asked for a motion to approve the May 29, 2012 and June 23, 2012 meeting minutes. Duane Poitra made the motion to approve the minutes as presented, seconded by Glenn Longie. All were in favor. Motion carried.

VI. **Old Business:**

- a. **TMCC Catalog Updates by Anita Frederick:** The TMCC Catalog was emailed out last week and minor changes were made since the mailing of the catalog. Dr. Jeanotte inquired about previous recommended changes which were provided to Larry. We have another Bachelors program, Early Childhood, which was approved and was added today, along with an AAS Health Information Management degree. We previously printed a Student Handbook and a Catalog separately, this year we have consolidated the information and elaborated on the policies. **Vice Chairman Jeanotte asked for a motion to approve the TMCC catalog. Glenn Longie made this motion, seconded by Duane Poitra. All were in favor. Motion carried.**

- 44 b. **Budget Approval by Tracy Azure:** Please see Appendix A. Tracy presented the overall  
45 TMCC budget. The total institutional budget is \$19,598,574. New grants may change the  
46 overall budget, but we do not know those particular amounts until the grants are approved.  
47 Please see Appendix B. This document references the signers for particular grant budgets. The  
48 Board is requesting for documentation showing all federal programs and the overall budget. A  
49 snapshot will be suitable. The federal schedule will provide the information which the Board has  
50 made an inquiry about. They would like the total budget to show in the schedule. The  
51 Department of Labor grant ended, and we were hoping that another grant would cover the  
52 salaries. TMCC picked up one salary for the Pharmacy Technician Director position. **Vice**  
53 **Chairman Jeanotte asked for a motion to approve the FY 2012-12 Institutional Budget.**  
54 **Glenn Longie made this motion, seconded by Duane Poitra. All were in favor. Motion**  
55 **carried.**

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57 **VII. New Business:**

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59 **1. Academic Dean Report by Larry Henry:**

60 a) **Report:** Larry was not present at this meeting. Vice President Kellie Hall presented his  
61 monthly report.

- 62 • Finals were last week and completed.
- 63 • Grades were due today.
- 64 • The fall schedule is up on the website.
- 65 • Faculty positions have been advertised and some have been filled.
- 66 • The Bachelors of Arts Early Childhood Program was approved by the HLC last week  
67 and we are planning on beginning in the fall.

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69 **2. Dean of Students Report by Anita Frederick:**

70 b) **Report:**

- 71 • The department is fully staffed again.
- 72 • We have been working on the catalog and updates.
- 73 • Jackie has been working on the Advising Module and the Referral Guide.
- 74 • Joni has been working on Admissions and contacting students as much as possible.
- 75 • We have been recruiting as much as possible.
- 76 • The fall schedule is posted in the newspaper, and we will allow students to enroll up  
77 until 2 weeks into the semester.
- 78 • We are attempting to get the academic calendar out earlier in the year.
- 79 • The Upward Bound program is being closed out, and we are awaiting the final report.

80  
81 Donald Plant entered at 5:30 p.m.

82  
83 **3. Student Senate:**

84 c) **Report:** No Student Senate members were at the meeting.

85  
86 **4. Presidents Report by Dr. Jim Davis:**

87 d) **Monthly Report:**

- Attended the American Indian College Fund meeting last week, which provided a great deal of beneficial information. The fund has been very successful in reference to how it is managed. Dr. Davis has one concern, which is that we need to get more students involved in applying for the funding. Students are not aware that the scholarship is available.
- The TCU funding was increased this year. In our meeting in October, a lot of this information will be further discussed. Dr. Davis will give a report on the TCU funding after they meet in October. Discussion held.
- The tenants at the South Campus are all currently on the leases and paying the requested rent amount.

5. Vice Presidents Report presented by Kellie Hall:

e) The RFP went out locally and internationally

- The tent event and parade for the 40<sup>th</sup> anniversary event went well. We had a good turnout.
- The Medical Lab Technician program preliminary report was approved and we are now allowed to progress with the accreditation report (self-study report).
- We submitted a request for the Pharmacy Technician program accreditation today. We had another student pass the exam.
- The Nursing Program has extended the deadline for the application to accept more students.
- Kellie is planning on bringing in some training for supervisors.

Kellie Hall exited at 6:01 p.m.

6. Comptrollers Report by Tracy Azure:

f) PO's:

- We have a PO which needs approval to Connecting Point for Server updates in the amount of \$21,294.50. This will be paid from the Title III budget.
- Property and Auto Insurance for the year to Tribal First Vaaler Insurance in the amount of \$76,486.19. This will be paid from the indirect budget.

**Dr. Leigh Jeanotte asked for a motion to approve the PO's as presented. Duane made the motion, seconded by Glenn Longie. All in favor. Motion carried.**

- g) **Website:** We are looking at several different website companies to assist with re-designing the web page. Donald Plant, the TMCC webmaster, presented that since the web page was designed a few years back, it does not properly show on the internet. We have a committee created to work on selecting an organization to assist with creating the web page. We are attempting to get a program which is user friendly for all individuals to be able to maintain their own tab. The software will be purchased by TMCC, but the company would assist with the original set-up of the page. The cost of the software and a 3-year maintenance agreement is around \$30,000. Discussion held. Tracy Azure is requesting for a phone vote to approve the purchase once an agreement is made. Discussion held. Dr. Davis asked permission to begin the process and bringing the purchase order to the next meeting. **Duane Poitra made a motion to provide Dr. Davis authorization to approve the purchase order once the**

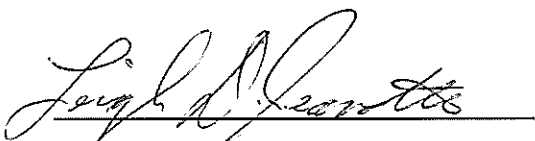
133 committee has chosen the company, with the stipulation that the purchase order is not  
134 to exceed \$35,000, seconded by JoAnne DeCoteau. All were in favor. Motion carried.  
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136 VIII. **Other Business:** Tracy was asked to send the itemized expense report with names provided to  
137 the board members by the next meeting.  
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139 IX. **Next Meetings:**

- 140 ■ Regular Board Meeting: August 27, 2012 at 5:00 p.m. in the TMCC Board Room.  
141

142 X. **Adjournment:** Vice Chairman Jeanotte asked for a motion to adjourn. Glenn Longie  
143 made this motion, seconded by Duane Poitra. All were in favor. Motion carried. Meeting  
144 adjourned at 6:32 p.m.  
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Dr. Leigh Jeanotte, Vice Chairman

  
Jaclyn De Los Santos, Board Secretary