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Turtle Mountain Community College
Board of Directors Meeting
May 29, 2012
5:00 p.m.

OFFICIAL MINUTES

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

Board of Trustees Present: Theresa Rivard, Yvonne St. Claire, Elmer Davis, James Stogner

Others Present: Dr. Jim Davis, Kellie Hall, Tracy Azure, Anita Frederick, Wanda Laducer

I. Call to Order: Chairman Peltier called the meeting to order at 5:01 p.m.

II. Invocation: Chairperson Peltier performed the opening prayer.

III. Roll Call: Wanda Laducer performed roll call.

IV. Approval of Agenda: Chairperson Peltier asked for the motion to approve the agenda. Glenn Longie made the motion to approve the agenda, but to move the "Downtown Leases" to old business. The downtown leases are under Tracy's report (#2). The motion was seconded by Dr. Leigh Jeanotte. Roll call taken. All were in favor. Motion carried.

V. Approval of Minutes: Dr. Leigh Jeanotte made a motion to approve the minutes for April 18th, 19th and 23rd with changes. JoAnne DeCoteau asked that corrections be made to the April 23rd minutes in reference to the discussion that took place regarding the Board of Trustees secretary attending the Board of Directors meeting. The minutes need to reflect that the Board of Trustees chairman was present at the April 23rd meeting and explained why the secretary was attending the meetings. Glenn Longie seconded. Roll call taken. All in favor. Motion carried.

VI. Old Business:

Master Key Consulting – Dr. Davis gave a brief overview on Master Key Consulting. He explained that there has been a huge amount of work done already. Master Key Consulting will send people here to review and analyze every job description. Dr. Davis informed the board that Phase 1 of the process could begin after the bid process takes place. The cost will come out of Title III budget for this year with the remainder of the cost to come out of next year's Title III budget after Oct. 1st. Discussion was held on an RFP (Request For Proposal). Is there preference given to Indian Owned Business? Duane responded – yes, there is preference given to Indian Owned Businesses. A request was made to have a list of what the bids are - emailed to all Board members including the Board of Trustees. Yvonne St. Claire requested that her email be sent to an alternate email address, rather than her work email. She will provide an alternate email address.

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47 Downtown Leases: Dr. Davis reported that he and Tracy met with the vendors who are leasing
48 the buildings downtown last week. The vendors are the CHR program, the Food Pantry, and the
49 Tribal Scholarship Program. Rather than charge by square footage, Dr. Davis explained the
50 rationale for charging a flat rate. Dr. Davis and Tracy are requesting that the vendors pay
51 retroactive back to July 1, 2011. Two of the three vendors agreed to pay retroactive back to July
52 1, 2011. The Tribal Scholarship program does not want to pay retroactive. Dr. Davis feels that
53 all three vendors should pay retroactive back to July 1, 2011 to be fair to all. The Tribal
54 Scholarship Director feels that the new rates would only apply from the date that the vendors
55 sign their lease agreement. Dr. Davis stated that the process will be re-evaluated in June of 2013.
56 Duane Poitra feels that whatever process is used should be decided administratively. The Tribal
57 Scholarship Director did agree to a rate of .72 per square foot before. At that rate he was only to
58 use the top floor, not the basement. For the 2011-12 year, the Tribal Scholarship program will be
59 charged \$7200.00. The program has currently paid \$4000.00 so far. This \$7200.00 flat rate fee
60 will also include the rental of the basement, which he is already utilizing.

61
62 Elmer informed the board that there will be a meeting at 5:00 on Friday, June 1st. He suggested
63 that Dr. Davis speak to the council as a whole about the Memorandum Of Understanding (MOU)
64 with P2P. Elmer stated that he will put Dr. Davis on the agenda, just for discussion. Duane
65 stated that it is a good idea to keep in contact with P2P.
66

67 **VII. New Business:**

68 **1. Student Senate Report:**

69 **a) Monthly Report:** Jim Stogner gave a brief report regarding the student senate. He
70 stated that graduation went well. He was informed that it was the largest graduating
71 class so far. Jim Stogner stated that there is a concern regarding the new employee that
72 moved an office into the Student Union. Dr. Davis stated that it is the Placement Center
73 Director's job to work with students that are graduating. She will be easily accessible to
74 students if she is located in the student Union. Jim Stogner's concern is that there are so
75 many students utilizing the Student Union computers that they may not have enough
76 computers. His other concern is confidentiality. Chairperson Peltier asked Dr. Davis to
77 check on this space issue and the impact it will have on confidentiality. Dr. Davis stated
78 that he will discuss it with Steve DeCoteau. Jim Stogner ended his report with providing
79 a flag to Dr. Davis in honor of the college providing a donation to the Vietnam Veteran
80 Motorcycle Club.
81

82
83 **2. President's Report:**

84 **a) Monthly Report:** Dr. Davis has provided a written report in the board packet. He
85 referred to #8 of his report. He feels that he has met the objective. He stated that he
86 would like to meet with Ron Ness within the next couple of weeks. He lives in
87 Bismarck. There will a pre-construction meeting for the roofing project. It is ready to
88 go. There was a meeting held today for the Phase II Parking Lot. He stated that we
89 will be moving forward with the project. Mayo Construction will begin around June
90 12th and be completed by June 26th. It should only take about two weeks to get done.
91 Dr. Davis asked if there were any questions of his report. Dr. Leigh Jeanotte asked for

92 information about the status of the Upward Bound program. Anita Frederick stated that
93 the program will end on Thursday, May 31st, 2012.
94

95 **3. Comptroller's Report:**

96 a) **Monthly Report:** Tracy Azure provided a draft of the FY2013 budget. She
97 explained that all departments under ICCA and Indirect cut 20% from their budget with
98 the exception of the board. She handed out a copy of the board's budget along with
99 their expenses for the last five years. Tracy stated that the board budget is at \$48,606.00
100 for this year. Yvonne St. Claire asked Tracy to separate out the past five years of
101 expenses for board stipends and travel for the two boards and by individual but use
102 their names. Tracy stated that she will have this available for the June 23rd meeting.
103 Duane Poitra asked Tracy to explain the 20% cut that the departments made. He asked
104 if the cut was made from last year's budget. Tracy stated that it was made from what
105 the departments had originally requested for this year. Duane asked if there were step
106 increases given to employees. Tracy stated that step increases have not been
107 considered. She stated that with a set percentage, everybody would get the same
108 percentage – such as 3% (as an example). Tracy also informed the board that there was
109 a 3.6% cost of living allowance (COLA) that was set by the federal government on
110 January 1st. Duane asked Tracy about the budget vs. actual report. Tracy responded
111 that with the current software, she is unable to provide the information by departments.
112 The current Business Office software does not have the capabilities to report by
113 departments. Duane stated that he was provided with the same response last year.
114 Tracy stated that if they were able to purchase the Jenzabar software that has that
115 budgeting capability, she would be able to provide expenditures by departments. Tracy
116 will get the information to order the software and a phone call vote will be done for the
117 approval of the software. Duane is requesting that Tracy provide the total award of
118 grants minus what has been spent and what percentage has been spent for the next
119 meeting. He is asking that this information be provided for all grants.
120

121 Tracy informed the board of a purchase request to Connecting Point for a service plan
122 in the amount of \$25,924.00. Duane made the motion to approve. JoAnne seconded.
123 Roll call. All in favor. Motion carried. Tracy then informed the board that Rollin
124 Brossart from USDA is requiring the college to have a separate checking account for
125 the USDA funding. They will need to open another account with the minimum balance
126 of \$300.00. Glenn made a motion to approve. Duane seconded. Roll call taken. All in
127 favor. Motion carried. Tracy asked if there were any questions on her report. Duane
128 stated that the board has been presented with different options in the past for salary
129 increases. Were these options incorporated into the budget? Does this include faculty?
130 Tracy responded that it does include faculty. Duane asked that Tracy provide options at
131 the next meeting (June 23rd) and would like to hear Dr. Davis's recommendations at
132 that meeting also.
133

134 **4. Academic Dean:**

135 a) **Monthly Report:** Larry was not present at the meeting. Dr. Davis stated that he had
136 a personal obligation. Anita reported that the catalog has not been completed yet. She
137 is expecting some changes from Larry today. They will be inserting a student

138 complaint procedure into the catalog. They also need to get the academic calendar
139 approved. This may be able to get approved through email. She will email a draft of
140 the catalog to all board members.
141

142 **5. Dean of Students:**

- 143 a) **Monthly Report:** Anita reported that graduation went well. Graduation was held in
144 the gymnasium. At times, it was hard to hear. We may have to get a different PA
145 system if it is held in the gymnasium again. There are 265 student registered for the
146 summer semester, which is a decrease in enrollment of about 150 students from last
147 summer. Anita reported that Student Services has a temporary hire that will be here
148 until September 30th. She will assist where it is short staffed. The funding for the
149 position came out of Title III Formula B. There was discussion on student being
150 underprepared for college. We may need to address this issue in the future. Kellie
151 Hall commented that students need to set goals and there needs to be more lines of
152 communications for them. Anita informed the board that there are some concerns with
153 advising. There may need to be training for advisors to improve the overall process.
154 Anita informed the board that the Upward Bound program will end on May 31, 2012.
155 She also informed that board that the Financial Aid department will be moving to a
156 different location. Another department will be moving into Student Services.
157

158 **6. Vice-President:**

- 159 a.) **Monthly Report:** Kellie was not on the board agenda and is requesting that she be
160 put on the board agenda from now on. She gave a brief report of what she has been
161 doing since she started. Kellie has been working with Anita regarding information on
162 the salary scale committee meeting minutes. She has been on hiring committees,
163 along with attending weekly meetings for the space utilization committee, budget
164 committee, administrative council meetings, and the 40th anniversary for TMCC
165 committee.
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167 **VIII. Other Business:** None

168 **IX. Next meeting:** Quarterly Board meeting on June 23, 2012 @ 9:00 a.m. at Anishinabe

169 **X. Adjournment:** Chairperson Peltier asked for the motion to adjourn. Duane Poitra made the
170 motion to adjourn, seconded by Glenn Longie. Roll call taken. All were in favor. Motion
171 carried. Meeting adjourned at 7:23 p.m.
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183 **Carla Peltier, Chairperson**



Wanda Laducer, Board Secretary