Meeting Agenda
October 30, 2013
5:00 p.m.

Type of Meeting: Regular Board of Directors Meeting
Meeting Facilitator: Chairman Poitra
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. Consulting Policy
   b. Travel Policy
   c. Dual Credit Handbook
   d. Tuition Waiver Fees
   e. COLA Increases
   f. Safety Plan
   g. Drug Testing Appendix

VII. New business
   1. TMHA Low Income Tax Credit Proposal by Duane Poitra
   2. Presidents Report presented by Dr. Jim Davis
      a. Monthly Report
   3. Vice Presidents Report presented by Kellie Hall
      b. Monthly Report
   4. Comptrollers Report by Tracy Azure
      c. PO’s
      d. Report
   5. Student Senate
      e. Report

VIII. Other Business
IX. Next Meeting:
   ■ Regular Board Meeting; November 25, 2013 at 5:00 p.m.; TMCC Board Room
X. Adjournment
**OFFICIAL MEETING MINUTES**

**TMCC REGULAR BOARD OF DIRECTORS MEETING**

Meeting: Board of Directors, Board of Trustees, Administration  
Date/Time/Location: 10/30/2013 – 5:00 p.m. – TMCC Board Room  
Board of Directors Present: JoAnne DeCotea, Dr. Leigh Jeanotte, Duane Poitra, Carla Peltier, Glenn Longie.  
Board of Directors Absent: None.  
Board of Trustees Present: Zelma Peltier, Brock Charette, John Frederick.  
Staff Present: Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer, Holly Cahill.  
Guests: Dennis DeCoteau, Cassandra Trottier.  
Officiating Recorder: Jaclyn De Los Santos.

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<tr>
<th>Agenda Item</th>
<th>Discussion – Conclusion</th>
<th>Recommendations or Actions</th>
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<tr>
<td>I. Call to Order</td>
<td>Chairman Poitra called the meeting to order at 5:13 p.m.</td>
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<td>II. Opening Prayer</td>
<td>Performed by Zelma Peltier.</td>
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<td>III. Roll Call</td>
<td>Performed by Jaclyn De Los Santos.</td>
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<td>IV. Approval of Agenda</td>
<td>Chairman Poitra asked for a motion to approve the agenda. Carla Peltier made this motion, seconded by Glenn Longie. Discussion held. Chairman Poitra requested to add VII. 6. Discussion on Student Appeal process for Academic Suspension/Probation and VII. 7. Reimbursement Request. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</td>
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<td>V. Approval of Minutes</td>
<td>Chairman Poitra asked for a motion to approve the September 21, 2013 minutes, October 1, 2013 minutes, and the October 8, 2013 minutes. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</td>
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<td>VI. Old Business</td>
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<td>A. Consulting Policy</td>
<td>We received recommendations from the NSF review in reference to the Consulting Policy, and recommendations were sent to the NSF auditors to determine if there are any additional changes that may need to be made.</td>
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<td>B. Travel Policy</td>
<td>Tracy Azure is requesting approval for the Travel Policy. Please see Appendix D.</td>
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<td>C. Dual Credit Handbook</td>
<td>Please see Appendix E. Kellie Hall is requesting approval for the Dual Credit Handbook. Discussion held. It was recommended to add a bullet to state, “Funding assistance”.</td>
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<td>D. Tuition Waiver Fees</td>
<td>Please see Appendix F. The policy was updated and approval is requested.</td>
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<td>E. COLA Increases</td>
<td>The Budget Committee does not see that it is feasible to provide a COLA increase this year, due to the declining enrollment and the sequestration. Chairman Poitra asked if Organizing for Success had determined if TMCC is overstaffed. With the Organizing for Success initiative, we are currently looking at possible position gaps and overlaps.</td>
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Chairman Poitra asked for a motion to approve the Travel Policy as presented. JoAnne DeCoteau made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Chairman Poitra asked for a motion to approve the Dual Credit Handbook as presented. JoAnne DeCoteau made this motion, seconded by Dr. Leigh Jeanotte. Discussion held. Upon further discussion, a bullet will be added to state, “Funding Assistance”. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Chairman Poitra asked for a motion to approve the Tuition Waiver Policy. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. No discussion was held. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Chairman Poitra requested that Tracy Azure provide a Budget vs. Actuals, with a final dollar amount after the accruals are taken out at the November meeting.
| F. Safety Plan | Please see Appendix F. Kellie Hall presented the Safety Plan. The committee is requesting to take it out of the Appendices in the Policy Manual, but to have it as its own document. | Chairman Poitra asked for a motion to accept the Safety Plan with the changes as presented, remove it from the policy manual, and add the additional language as provided by the Board of Directors. Carla Peltier made this motion, seconded by Glenn Longie. No discussion was held. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. |
| G. Drug Testing Appendix | Please see Appendix G. Holly Cahill presented the Drug Testing Appendix. Discussion was held in reference to the HLC Policies and the legal opinion from the attorney. The committee is recommending adding suggestions 1 and 4 from the | Holly Cahill is asked to present the finalized Drug Testing Appendix at the November meeting. |
attorney, and no additional factors.

Discussion held in reference to breaking up the policy manual.

Cassandra Trottier exited at 7:42 p.m.

We will be performing drug testing on all staff/faculty prior to the end of this year. We can notify staff at least one week prior to the drug testing. It will cost $3400 to have all tests completed. The cost is $50 per person.

Holly Cahill exited at 7:51 p.m.

### VII. New Business

| 1. Turtle Mountain Housing Authority (TMHA) Low Income Tax Credit Proposal by Duane Poitra | Chairman Poitra requested the item to be placed on the agenda based on previous discussion. Dennis DeCoteau reported that the TMHA applied for a Tax Credit grant for a Low Income Housing Tax Credit Project. The TMHA was awarded $485,000 per year for ten years, which totals $4,850,000 over the ten year time frame. The TMHA has inquired if the College has had any further discussion on the project. The tax credits would be put on the market at which time they would solicit proposals from investors. This is an IRS Program. There would be no cost to the College and the funds will be used for construction for 25 apartments, which includes nineteen 2 bedroom and six 3 bedroom. At the last meeting with the TMHA, there was a cost for the College, which hindered participation. However, Dennis DeCoteau recently spoke with the consultant in reference to the infrastructure and determined that the connection of water and sewer can be included to the bid to the investors. Discussion held. Dr. Davis stated that he will meet with the TMHA to determine the next steps that need to be taken to move forward. A lengthy discussion was held. A site needs to be selected, and then get an A&E firm to design the building. We need Administration will meet with the TMHA to determine the next steps. After further discussion, the Board would like a Special meeting scheduled with the TMHA to determine how TMCC will proceed. |

2. Presidents Report by Jim Davis  
d. Monthly Report

Dr. Davis reported that when he had attended the recent AIHEC meeting, they have put a process into place to address land grant institutions in reference to funding. Not all of the funding is being accessed, and Dr. Davis requested to put some of the money into tribal colleges. Discussion held.

Please see Appendix A. Dr. Davis presented his monthly report.

Chairman Poitra inquired about the Organizing for Success status. The initiative has been going on for over two years. Holly Cahill reported that Dr. Lolita Smoak was here for one week, and we worked towards revising job/position descriptions. Holly is currently going through salary surveys to compare the positions vs salary. The Board was previously informed that the entire process would be completed by December. Chairman Poitra inquired about a firm deadline date, and was informed that they are expecting the process to be complete by December. The Board would like to see the concrete salary schedule. The salary schedule will be reviewed on an annual basis. We need to determine how to fund the positions as they should be.

Carla Peltier inquired about the Concrete Repair Project. The railing is going to be painted and repaired, then replaced. Keplin construction is going to be presenting a
change order for about $1,800 due to the fact that the previous contractors did not insert some material. To do the project correctly, they needed to purchase the additional materials. Dr. Davis will present the change order at the November meeting. The project will be completed this fall, if the weather allows. The painting of the curbs is the only work that will not be completed.

Duane Poitra asked that it be asked that a temporary marking be placed on the road (BIA 7), because cars are all over the road. Dr. Davis will speak with the Transportation Department.

3. Vice Presidents Report presented by Kellie Hall
   f. Monthly Report
   Please see Appendix B. Kellie presented her monthly report. Anita Frederick, Dean of Students, has resigned and her last day will be November 1st, 2013. Kellie is working with various departments on improving the registration process. The course schedule for the spring semester will be revealed next week. The new website should be going live by the end of this week. Duane Poitra inquired about putting the annual report on the website as a marketing tool.

   Please see Appendix C. Kellie Hall is asking for approval for the online standards for faculty handbook to be placed on the internet. The Board agreed that the handbook may be placed on the website and does not need Board approval.

   Low enrollment numbers are a concern. Duane Poitra asked for statistics over the past 4 years at the next meeting.

4. Comptrollers Report by Tracy Azure
   a. PO’s
   b. Report
   Tracy Azure is requesting approval for a PR to AIHEC in the amount of $23,574, for the annual membership dues. This was budgeted in the ICCA budget.

   We had our audit last week. There were no findings, no questions, some recommendations, which include internal controls, but no concerns. Discussion held. The auditors will be at the Quarterly Board of Directors meeting in

   Chairman Poitra asked for a motion to approve the PR to AIHEC for the annual membership fees in the amount of $23,574. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
December and will present the final report.

Duane Poitra inquired about the payment to Brady Martz. Tracy Azure informed the Board this was for the 401K audit. Chairman Poitra asked if it is possible to use a third party to administer the 401K audit? TMCC could possibly use an individual CPA, which may reduce the cost.

| 5. Student Senate | Brock Charette reported that Student Senate is planning for the spring AIHEC Conference. They are planning fundraising events and would like to require each person that competes to participate in at least 2 competitions. We are planning movie nights with free admission and sell concessions. We are trying to get as many students involved as possible. We are raffling a thanksgiving basket. We are planning a spring and fall fun run. We will be having a Thanksgiving meal provided by the Student Senate and have a Christmas bingo. |
| Report          |                                                                                           |

| 6. Discussion on Student Appeal Process for Academic Suspension/Probation | Chairman Poitra inquired about students being placed on Academic Suspension. He was informed that there isn't a concrete appeal process. Due to decreasing enrollment, Chairman Poitra feels that TMCC needs to have a concrete appeal process. Kellie Hall informed the Board we do have an appeal process in place. Discussion held. We are looking into the possibility of having a program where students can work to pay off their tuition. Chairman Poitra would like more information provided to the students on this program. |

| 7. Reimbursement Request | Discussion held in reference to a purchase made for the College by a past TMCC employee and was not reimbursed. It was reported that purchase authorization procedures were not followed, so he was informed that he would need to pay the invoice. The purchase was for student equipment in 2011 for the summer program. The direct supervisor denied the reimbursement. |

VIII. Other Business

None.

Dr. Leigh Jeanotte recommended that Dr. Davis be given the opportunity to research the request.
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<th>Next Meeting</th>
<th>Regular Board Meeting November 25, 2013 at 5:00 p.m.; TMCC Board Room.</th>
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<td>X.</td>
<td>Adjournment</td>
<td>Meeting adjourned at 8:15 p.m.</td>
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<td>Chairman Poitra asked for a motion to adjourn. Glenn Longie made this motion, seconded by JoAnne DeCoteau. No discussion was held. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</td>
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Duane Poitra, Board of Directors Chairman

Jaclyn De Los Santos, Board of Directors Recording Secretary