OFFICIAL MEETING MINUTES

MINUTES:

TMCC REGULAR BOARD OF DIRECTORS MEETING

Meeting: Board of Directors, Board of Trustees, Administration
Date/Time/Location: 08/26/2013 – 5:00 p.m. – TMCC Board Room
Board of Directors Present: Glenn Longie, JoAnne DeCoteau, Dr. Leigh Jeanotte, Duane Poitra, Carla Peltier.
Board of Directors Absent: None.
Board of Trustees Present: John Frederick, Marinna St. Pierre, Zelma Peltier, Elmer Davis, Jr.
Staff Present: Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer, Wes Davis, Larry Henry, Dave Ripley, Sheila Trottier.
Guests: None.
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>Chairperson Peltier called the meeting to order at 5:10 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>
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<td>Chairperson Peltier asked for a motion to approve the agenda with the following additions: VI. A. Science Lab, VI. B. Concrete Repair, VII. 1. CDL and Process Plant Technology Fees, VII. 4. D. House Project, and VII. 6. Bus Usage. Duane Poitra made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</td>
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<td>V. Approval of Minutes</td>
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<td>Chairperson Peltier asked for a motion to approve the July 22\textsuperscript{nd}, 2013 minutes with recommended changes. 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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### A. Science Lab Addition

We have had three meetings in reference to the Science Lab addition with the Science and Math Instructors and Administrators. We discussed an alternate option to utilize the existing blueprints and remodel the current classrooms. We are working to determine how we can meet the current budget with the design of the new facility. We would like to use some of the funding from the new design and apply it into the existing science lab area. This would give enough space for 40 students per a classroom, and we would be able to meet OSHA guidelines. With this option, we would be able to move forward with the reduced budget and have the necessary classroom/lab space. Please see Appendix A.

JoAnne DeCoteau entered at 5:23 p.m.

A lengthy discussion was held. With redesigning the Science Labs, we can save a substantial amount of money, rather than constructing a complete addition. We have a set-aside from the previous budget year that we can still put toward the construction.

Duane Poitra asked that Dr. Davis provide the Board with a plan and a timeline for the project; from the design phase, to beginning of project, to completion of project.

Chairperson Peltier asked for a motion to proceed with the renovation of the Science Lab.

Duane Poitra made a motion to allow Dr. Davis to proceed with the reconfiguring and redesign of rooms 100, 102, 104, 105, 108, and 110, with use of Title III construction money. Discussion held. Seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

### B. Concrete Repair

Larry Henry and Dave Ripley exited at 6:03 p.m.

This is a project to correct some of the concrete problems we have on the Northeast entryway. The doors are heaving and the sidewalks are cracked and can be a hazard. This project would be funded through the USDA, and TMCC would need to have a 5% match. We received two bids on the concrete repair project. One bid was denied due to not recognizing the addendums. Keplin Construction was the other bid. It was estimated to be $162,506. The bid came in at $190,000. Please see Appendix B. To get the project under budget, we are possibly looking at deducting some additional square footage. The main concerns are the sidewalks outside and the entry way. Discussion held. Dr. Davis recommends not rebidding the project, but to remove some of the concrete from the square footage. The cost of

The Board recommends having all projects advertised by May so they can begin by June and have the projects completed during the summer.

Chairperson Peltier asked for a motion to table Concrete Repair until we have approval from the USDA to move forward with the project with the recommended change. Jaclyn De Los Santos will perform a phone vote once approval is received. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Discussion held.
the concrete is a little over budget. We have the options to re-bid the project which will delay the construction or go with current bid and reduce the amount of construction completed. Discussion held. Dr. Davis feels that this project will work with the understanding that we will need to take 1,833 sq. feet out of the current project.

Wes Davis exited at 6:39

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<th>VII. New Business</th>
<th>1. CDL and Process Plant Fees</th>
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<td>Kellie Hall reported that we have a correction for the TMCC Catalog. The Process Plant degree needs to be stated as “Process Plant Technology”. Also, we need to make some additions to the Tuition and Fees portion to reflect the different tuition rates for the CDL Program and the Process Plant Technology degree. Discussion held.</td>
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<td>Sheila Trottier reported that with the new CDL Program, there are additional fees that must be charged to each student in the program. With the CDL program, the students will need to utilize a semi, and the additional fees would pay for the necessary insurance, fuel, and maintenance. The fee will be an additional $2500.</td>
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<td>Sheila Trottier is also looking for approval to increase the tuition for the Process Plant Technology Program to $210 per a credit, which would be in line with Bismarck State College.</td>
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<td>Marrina St. Pierre exited at 6:55</td>
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| | Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. |
| | Chairperson Peltier asked for a motion to reaffirm the vote approval for the TMCC Catalog and Student Handbook. Duane Poitra made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. |
| | Chairperson Peltier asked for a motion to approve additional fees for the CDL program with an additional cost of $2500 for tuition. Dr. Leigh Jeanotte made this motion. Discussion held. Glenn Longie seconded the motion. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried. |
| | Chairperson Peltier asked for a motion to approve additional fees for the Process Plant Technology courses in the amount of $210 per credit. Duane Poitra made this motion, seconded by JoAnne DeCoteau. Discussion held. Jaclyn De Los Santos performed roll call. |
### 2. House Project

Duane Poitra inquired about the current House Project due to a concern brought forward to the Board. There is a concern by the interested party in regards to the cost. The house cost has increased by about $50,000. Sheila Trottier reported that we have built four houses and the house being spoken of does not have a written contract with the intended individuals to purchase the home. There has not been any money exchanged at this time. House 3 is about 70% complete. The buyer approached the CTE program in reference to concerns. Discussion held. The total amount to this point is roughly $100,000. The homeowners selected their own windows and security system, which has increased the cost of the house, along with the increased cost of the building supplies. We have other interested parties in purchasing the home. It is recommended that we consider other options. A lengthy discussion was held.

John Frederick exited at 7:13 p.m.

We are aware that some changes need to be made. Possibly have an application process, proof that they can purchase the home, a deposit process, a contract, and needs to be a clear picture that this is a learning process for the students. One option they would like us to look at is to build the house, then bid the house out and put for sale.

Tracy Azure was asked to present further information in regards to the deficit spending in reference to the house project.

CTE will need to request for additional funding for the seed money to continue with the house 4 project.

The Board would like a guidelines brought back next month to determine some options for modifications and limitations for the owners.

### 3. Quarterly Meeting in December

The retreat will consist of the Board of Directors, Board of Trustees, Dr. Davis, Kellie Hall, Tracy Azure, Wanda Laducer, and Jaclyn De Los Santos. It has been recommended that we have a joint meeting for a few hours, and then the Board of Directors and Board of Trustees have their own break-out sessions.

Jaclyn De Los Santos will look into lodging options and cost analysis.

### 4. Comptrollers Report by Tracy

Chairperson Peltier asked for a
Tracy Azure presented a PO to the American Indian Higher Education Consortium for the Annual Membership in the amount of $22,280.00.

Duane Poitra made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Chairperson Peltier asked for a motion to approve Tracy Azure’s recommendation for the auditor selection. Duane Poitra moved to approve Joseph Eve’s proposal based on the Audit Committees recommendation, with a $35,000 ceiling for one year, and with the understanding that we will possibly have an additional fee for the pension audit. Motion seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Chairperson Peltier asked for a motion to approve the FY 2014 Budget with some possible adjustments with additional programs which are currently pending approval. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn
received enough feedback, to delay until the quarterly meeting after a committee can review the documents.

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<td>c. Report</td>
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Dr. Davis reported that in a few weeks, they will be having new Student Senate elections for this year. At the next meeting they will report on activities, and we should have two new members. We have two students that are on the AIHEC Student Senate and are doing a great job.
6. Presidents Report by Jim Davis
   d. Monthly Report
   e. Bus Usage

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

   A Board member inquired about outside individuals using the TMCC bus. A lot of schools do not allow outside individuals to use the bus. They would need to purchase their own insurance, be certain that they have qualified individuals driving the bus, pay the bus driver, and we would need to charge mileage. We would need to amend our own policy to allow the usage. Discussion held.

7. Vice Presidents Report presented by Kellie Hall
   f. Monthly Report

   Please see Appendix H. A few individuals recently attended the IPEDS training in Santa Fe, which was very good training. They also held the AIHEC 40th Anniversary Meeting at the same time.

   Please see Appendix I, Dual Credit Handbook. This is a draft of the handbook. Kellie Hall is requesting that the Board review the document, and send any recommended changes prior to the next meeting.

   The Safety Plan was emailed to each individual. Please see Appendix J. The Board recommended including the Safety Plan with the student handbooks. Discussion held.

   Kellie Hall reported that the Administrators had a policy review meeting at the supervisor retreat. We went through the policies and had a number of recommended changes. September is the policy review meeting, but Kellie is requesting to have a special meeting once the policies are ready to be presented.

VIII. Other Business

   None.

IX. Next Meeting

   Quarterly Board Meeting September 21st, 2013 at 9:00 a.m.; TMCC Board Room.

X. Adjournment

   Meeting adjourned at 9:17 p.m.

   Chairperson Peltier asked for a
motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Carla Peltier, Board of Directors Chairperson

Jaclyn De Los Santos, Board of Directors Recording Secretary