

OFFICIAL MEETING MINUTES

MINUTES:	TMCC REGULAR BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	1/29/15 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, Glenn Longie, JoAnne DeCoteau, Dr. Lana DeCoteau, Carla Peltier.
Board of Directors Absent:	None.
Board of Trustees Present:	Royce Poitra, Cole Frederick, Elmer Davis, Jr.
Staff Present:	Dr. Jim Davis, Wanda Laducer, Tracy Azure, Sheila Trottier, Rhonda Gustafson.
Guests:	None.
Officiating Recorder:	Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 4:57 p.m.	
II. Opening Prayer	Performed by Glenn Longie.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of <u>Agenda</u>		Chairman Poitra asked for a motion to approve the agenda. JoAnne DeCoteau made this motion, seconded by Dr. Lana DeCoteau. Discussion held. A special board meeting was requested in reference to the cafeteria business plan. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
V. Approval of Minutes <ul style="list-style-type: none"> • <u>12-6-14</u> • <u>12-16-14</u> 		Chairman Poitra asked for a motion to approve the December 6, 2014 and December 16th, 2014 minutes, with recommended changes. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los

		Santos performed roll call vote. Glenn Longie abstained. All others were in favor. Motion carried.
VII. Old Business		
A. Board Orientation Schedule	<p>Dr. Davis informed the Board that we had discussed the orientation schedule administratively, and we determined it would take some time due to the large number of programs at the College. The Board was looking for summary on programs, listing of federal awards and amounts, in addition to the ICCA Budget and Indirect budget. This is the same information that was reported in the December Quarterly Board of Director packet. This provides the Board, Staff, Faculty, and students a picture of what programs and resources are provided at the College.</p> <p>The best time to provide the orientation would be in September or October of each year.</p>	<p>Tentatively schedule orientation for October.</p> <p>Chairman Poitra asked for a motion to table the Board Orientation Schedule to allow Administration additional time to create the schedule. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
B. Policy Approval	Kellie is not currently at the meeting, but will be present at a later time.	The policy approval is tabled and will be presented at a special policy meeting.
C. Annual Schedule of Policy Review/Approval	<p>Dr. Davis would like to have a legal review of the policies, then set a schedule of the annual review. Previously policies were reviewed in September. Dr. Davis recommends to move forward with having the annual policy meeting in September. TMCC has a policy committee set in place, which reviews the policies thoroughly. Dr. Davis has been in contact with an attorney in reference to have the legal policy review, and will provide the Board with an update.</p> <p>The Board informed Dr. Davis that the intent is to have</p>	Chairman Poitra requested a motion to table Policy approval and Annual Schedule of Policy Review/Approval, and the items will be presented at a special meeting. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau.

	<p>a fresh policy manual that would last through the year. The Board would like policies to be reviewed in the spring of each year, have approval for the policies in May or June of each year, then have them implemented on July 1 of each year. Discussion held.</p> <p>Elmer Davis, Jr. entered at 5:09 p.m.</p> <p>Sheila Trottier and Rhonda Gustafson are present at the meeting due to the faculty policy manual. They are requesting to remove the faculty policy manual out of the policy manual, and provide a faculty handbook in its place. We are in need to the change prior to the letters of intent that go out in March.</p> <p>There are changes in the policy manual that will need to be approved for the evaluation process. Letters of intent are currently issued prior to the evaluation, we want to do the evaluation prior to the letters of intent, which would need to be approved. The Board would like to get the policies into place for the next year, not mid-stream.</p> <p>The new policy would come into effect when the new contracts would be signed as of July 1.</p>	
<p>D. Board of Directors Stipends Update</p>	<p>Dr. Davis has been researching the stipends information, and working with other Tribal Colleges in ND to obtain a response. At this point, we have received to responses back. We have received a copy of the Tribal resolution. Please see Appendix A.</p> <p>Rhonda and Sheila exited at 5:21 p.m.</p>	<p>The Board will draft a letter requesting to increasing the stipend to \$200 per a meeting.</p> <p>Report back at February meeting.</p>

Dr. Davis will provide copies of the stipend information from AIHEC, once it is received.

Discussion held in reference to Appendix A. Based on the current resolution, is it currently conflicting to the TMCC Fiscal Policy? The Board recommended increasing the current stipend amount. Discussion held.

A request can be put in from the Board to have the increase, and present it to the Tribal Council. The Board is requesting the stipends be increased to \$200 per a meeting. Chairman Poitra requested that Tracy Azure go back to June 10, 2014 to determine how much the Board of Directors were paid, and how much should have been paid.

Dr. Davis will provide the information from AIHEC. If the Board of Directors request an increase in stipend, the Board of Trustees will request the same amount. At the Board of Directors meeting, the Board of Trustees are also present, so should they be entitled to the same amount, although they do not make the decisions that the Directors make?

The information from Candeska was \$75 per a meeting and Sitting Bull is also \$75 per a meeting. Sitting Bull pays mileage due to having members in different districts. UTTC receive \$200 or \$250, and they only have quarterly all day meetings.

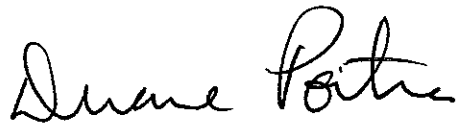
VIII. New Business		
<p>1. Comptrollers Report by Tracy Azure</p> <p>a. Federal Schedule</p> <p>b. Arrowhead Consultant Report</p> <p>c. Arrowhead Profit/Loss Statement</p>	<p>The Federal Schedule was attached in the Board packet. The budget is placed on TMCC's fiscal period, rather than the granting agencies fiscal period. The Board informed Tracy that this is what was requested.</p> <p>The consultant report was sent separately. We are still working on the report to be sure that the report is efficient, and the cost coding is done properly.</p> <p>The profit and loss statement was provided in the packet. Most business is outside entities purchasing, which is about about 90% of the sales. The Store on campus is a service to students. The Print Shop does not provide a service to students and staff. The staff are working very hard, and can not spin a profit. They are in need of another staff member, but they cannot afford without deficit spending.</p> <p>Considering the business is owned by the College, does the consultant feel that Arrowhead would be more successful with an additional person? They would need to purchase better equipment. The intent was to make a good profit so the College could benefit from it and turn the money back to the College, and help the budget. We are trying to determine how much longer we carry Arrowhead. Administration would like to come to the Board with 4 options, which would be the following:</p> <ol style="list-style-type: none"> 1. Continue as we are; 2. Dissolve the business intent: what do we bring back to our campus to utilize, but make enough 	<p>The Federal Schedule is to be presented quarterly.</p> <p>Dr. Davis will present options at the special meeting with the cafe information.</p>

<p>d. Cafeteria Profit/Loss Statement</p> <p>e. Cafeteria Business Plan</p> <p>f. PO's</p>	<p>money to pay one person's salary to work internally. Chairman Poitra feels that this is a very viable option. The employees are willing to make the changes. The College wouldn't need both positions;</p> <ol style="list-style-type: none"> 3. Provide a large investment and go with the GSA schedule, which would take a lot of time and money. We would need to hire someone that knows how to work with the GSA; or 4. Contract out to a larger printing company. <p>Dr. Davis feels that if it was run by an individual that knew what they were doing, it would succeed.</p> <p>Kellie Hall entered at 5:49 p.m.</p> <p>Administration will come back with 3 options. This can be presented at the special meeting.</p> <p>The cafeteria currently has a profit, with the recommended changes being implemented. Discussion held. The current goal is to keep the prices in the same range.</p> <p>Tabled</p> <p>Tracy Azure presented two PO's which need Board approval.</p> <ol style="list-style-type: none"> 1. Dakota Pipe and steel in the amount of \$37,754.50 to be paid out of the DOL Trend 	<p>Chairman Poitra asked for a motion to approve the PO's as presented. One to Dakota Pipe and Steel in the amount of \$37,754.50 and the other to DAC in the</p>
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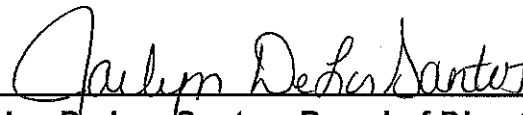
<p>g. Report</p>	<p>Grant. 2. DAC in the amount \$20,278.13 to be paid out of the Tribal State Grant.</p> <p>Tracy's report was included in the packet.</p>	<p>amount of \$20,278.13. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>2. Student Senate h. Report</p>	<p>Student Senate reported that they had just finished renting a charter bus from Hartleys for AIHEC. The fee is \$11,000 for the usage of the bus. TMCC's bus is not in the shape to travel that far. We are sending about 35 students.</p> <p>The annual HLC meetings will be held in Chicago on March 28-31. There are about eight staff members which will be going to the annual meeting. Dr. Davis asked if any board members would like to attend. Tentatively, Glenn Longie, JoAnne DeCoteau, and Dr. Lana DeCoteau would like to attend..</p> <p>Student Senate will be attending AIHEC meetings in Washington D.C..</p> <p>Carla Peltier entered at 5:59 p.m.</p> <p>Chairman Poitra suggested that the Student Senate still plan a Walk/Run around April and be used as a fundraiser for the students.</p>	
<p>3. Presidents Report presented by Dr. Jim Davis i. P2P Update</p>	<p>P2P: we have Twila Martin-Kekabah on board working with the program. We have had a meeting to provide guidance on which direction we are heading. Joey Eltobgi is invited to all meetings in reference to the program. We want to be able to start the program this fall, with some classes being offered. In a year from</p>	

<p>j. Monthly Report</p>	<p>this fall, we would like to have the entire 4 year program ready to move forward. We still need to find additional funding.</p> <p>TM8 dormitories: We had a meeting last week in reference to the housing,they are currently on schedule and expecting that they will be finished on time, which is the middle of June. The documents are beginning to be prepared to set the rules, regulations, and policies. These will be the policies of the TM Housing Authority.</p> <p>Discussion held in reference to acknowledging individuals for quality work. There are employees that deserve recognition.</p>	
<p>4. Vice Presidents Report presented by Kellie Hall k. Student Enrollment</p> <p>l. Monthly Report</p>	<p>The current student enrollment is at 494. We still need to enter dual credit courses, and we are estimating about 534 students. Enrollment is down this semester by a few students. Please see Appendix B. Dr. Davis feels that we may be seeing an increase in numbers due to the additional programs that are being offered. We may be offering a training, which is specific to programs. We are going to identify the unemployed students and request they come for the training to receive a certification. We need to determine if we are going to modify our programs for the students.</p> <p>Discussion held in reference to having one program director at each meeting for about 10-15 minutes to provide information on their program. Have researchers come to the meetings also.</p> <p>We are working to increase our dual credit students.</p>	<p>Invite Luther Olson and Miles Pfahl to report on the summer programs at the February meeting.</p>

	Discussion held.	
VIII. Other Business		
XI. Next Meeting	<ul style="list-style-type: none"> • Regular Board Meeting; February 23, 2015 at 5:00 p.m.; TMCC Board Room 	
XII. Adjournment	Meeting adjourned at 6:20 p.m.	Chairman Poitra asked for a motion to adjourn. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.



Duane Poitra, Board of Directors Chairman



Jaclyn De Los Santos, Board of Directors Recording Secretary